



Instructions for Completing the Head Office Supplement



Survey Purpose

The Supplement to the Survey of Head Office and Other Business Support Units (UES – Annual questionnaire), is designed to collect information about your business and its operating locations. You should only receive this supplement if you have a corresponding UES – Annual questionnaire that covers multiple operating locations.

The Supplement is designed to:

- Collect a set of key data for individual operating locations as a “supplement” to the detailed information provided in the UES – Annual questionnaire;
- Clarify the operating locations that are covered by the corresponding UES – Annual questionnaire, and;
- Make any relevant updates to the operating locations that are considered part of your operations covered by the UES – Annual questionnaire.

The Supplement is meant to be a replacement for sending detailed questionnaires to each of your individual operating locations. It will be used to estimate information for the individual operating location that are reported collectively in the UES – Annual questionnaire.

Coverage

Please provide the data requested for the operating locations described on the attached supplement(s). Please report for Canadian operating locations only.

Confidentiality

Please refer to the front page of the UES – Annual questionnaire for detailed information on Confidentiality.

Data-sharing Agreements

More details are provided in the enclosed booklet included in this package.

General Guidelines

Your business was selected to receive this supplement based on information on file at Statistics Canada. The "Questionnaire Number" for the UES – Annual questionnaire (located in the top left corner of this supplement) should match the "Questionnaire Number" in the pre-printed area on the front of the UES – Annual questionnaire.

To save you time, several columns are pre-printed with data on your business. These are the operating locations for which additional data are required. Please verify that each of the pre-filled rows relates to the operating locations that were owned and operated by your business during the reporting period covered by the corresponding UES – Annual questionnaire. For each of the listed operating locations, please provide as many of the data items as possible.

If we have omitted any operating locations or you have acquired a new operating location not listed on this supplement, please write in the name and address of the operating location and as many of the data items as possible. Please ensure that only those operating locations that meet the criteria outlined in the coverage statement are included (the “Please report for” information located in the top left corner of the supplement). If you require more space, please attach a separate sheet. For operating locations that your business acquired or disposed of during the reporting period, please indicate the date of this change in the last column of this supplement which refers to comments pertaining to operating locations.

The totals to be entered on page 1 only of this supplement, should correspond to the figures reported on the UES – Annual questionnaire. For example, the sum of cells 2080 entered on this supplement should correspond to "Total operating revenue", in **Section B – Revenue**, at cell 2080, on the UES – Annual questionnaire.

Definitions of terms can be found in the enclosed guide.

If you have any questions about how to complete this supplement, please call us toll-free at **1 888 881-3666**.