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BANCI EKONOMI
ECONOMIC CENSUS

2016

PERKHIDMATAN PENTADBIRAN DAN SOKONGAN
ADMINISTRATIVE AND SUPPORT SERVICES

JABATAN PERANGKAAN MALAYSIA
DEPARTMENT OF STATISTICS, MALAYSIA

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Penerbitan ini memaparkan perangkaan bagi perkhidmatan pentadbiran dan sokongan yang diperoleh daripada Banci Ekonomi 2016 bagi tahun rujukan 2015. Perkhidmatan pentadbiran dan sokongan merangkumi aktiviti sewaan & pajakan; aktiviti pekerjaan; aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan; aktiviti keselamatan & penyiasatan; aktiviti perkhidmatan bangunan & landskap; dan aktiviti pengurusan pejabat & sokongan perniagaan lain. Perkhidmatan ini meliputi semua industri dalam Seksyen N yang dikelaskan di bawah Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Ver. 1.0, selaras dengan Piawaian Klasifikasi Industri Antarabangsa bagi Semua Aktiviti Ekonomi (ISIC), Semakan Ke-4, 2008. Kali terakhir banci ini dijalankan adalah pada tahun 2011 bagi tahun rujukan 2010.

Data utama yang berkaitan dengan nilai output kasar, nilai input perantaraan, nilai ditambah, bilangan pekerja, gaji & upah dan nilai harta tetap dilaporkan dalam penerbitan ini. Maklumat pekerja mengikut kelulusan dan pemilikan wanita turut dipaparkan. Data tersebut boleh digunakan oleh agensi kerajaan, ahli ekonomi, ahli akademik, pihak swasta serta individu bagi tujuan membuat perancangan dan penggubalan dasar, analisis ekonomi, unjuran dan dapat membantu merancang pembangunan perniagaan.

Penerbitan ini dibahagikan kepada tiga bahagian. Bahagian pertama memaparkan hasil penemuan bagi keseluruhan perkhidmatan pentadbiran dan sokongan. Aspek teknikal seperti skop dan liputan, konsep dan definisi serta pembolehubah utama yang digunakan diterangkan di bahagian kedua bagi memudahkan pengguna memahami statistik yang diterbitkan, manakala bahagian ketiga pula memaparkan jadual perangkaan terperinci.

Jabatan merakamkan setinggi-tinggi penghargaan kepada semua pihak yang terlibat secara langsung dan tidak langsung dalam merealisasikan penerbitan Banci Ekonomi 2016 ini. Setiap maklum balas dan cadangan untuk penambahbaikan laporan ini pada masa akan datang amat dihargai.

DR. MOHD UZIR BIN MAHIDIN
Ketua Perangkawan Malaysia

Julai 2017

PREFACE

This publication presents statistics on administrative and support services obtained from the Economic Census 2016 for reference year 2015. Administrative and support services encompass of rental & leasing activities; employment activities; travel agency, tour operator & reservation service activities; security & investigation activities; services to buildings & landscape activities; and office administrative & other business support activities. These services include all industries in Section N classified under the Standard Industrial Classification (MSIC) 2008 Ver. 1.0, in accordance with the International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4, 2008. The last census was conducted in 2011 for reference year 2010.

Key data related to value of gross output, intermediate input, value added, number of persons engaged, salaries & wages and value of fixed assets are reported in this publication. Information on number of persons engaged by qualification and women ownership are also published. These data can be used by government agencies, economists, academicians, private sectors and individuals for planning and formulations policies, economic analysis, projections and to assist in business development planning.

This publication is divided into three parts. The first part displays the findings for the entire administrative and support services. Technical aspects such as scope and coverage, concepts and definitions as well as the key variables used are describes in the second part to assist users to understand the published statistics. Meanwhile, the third part provides the detailed statistical tables.

Department expressed gratitude to those who have contributed directly and indirectly to this Economic Census 2016 publication. Every feedback and suggestion towards improving future reports is highly appreciated.

DR. MOHD UZIR BIN MAHIDIN
Chief Statistician Malaysia

July 2017

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BAHAGIAN 1

PART 1

**PENEMUAN UTAMA
DAN RINGKASAN
PENEMUAN**

*MAIN FINDINGS
AND SUMMARY
OF FINDINGS*

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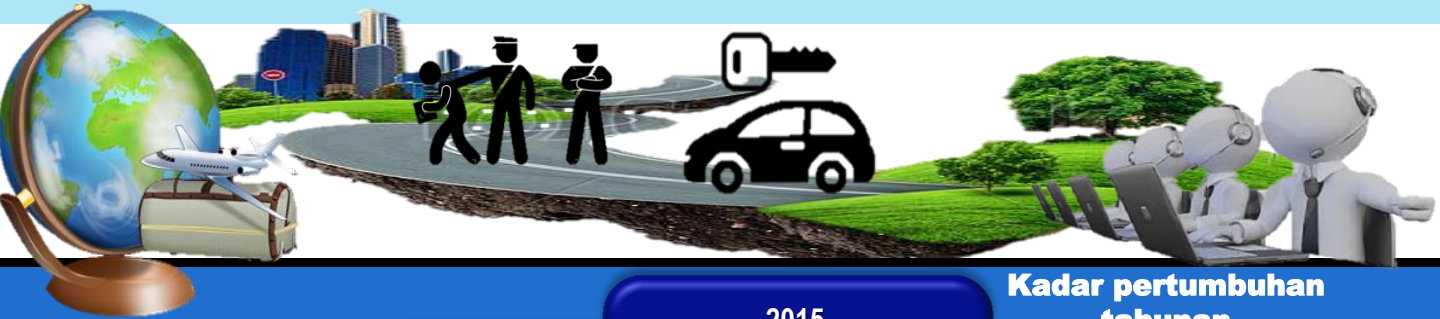
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BANCI EKONOMI 2016



PENEMUAN UTAMA PENTADBIRAN DAN SOKONGAN



Bilangan pertumbuhan



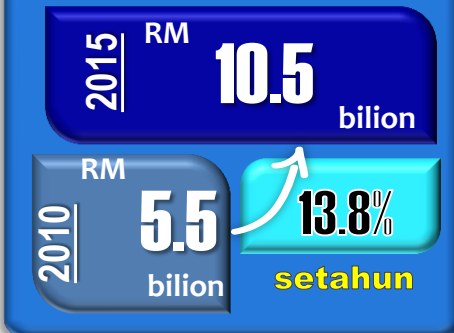
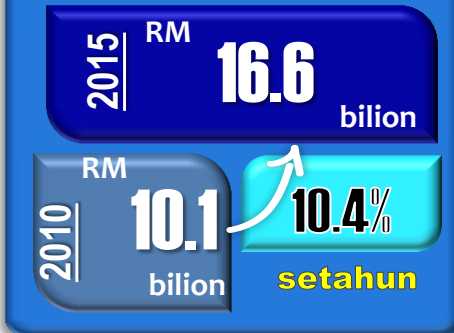
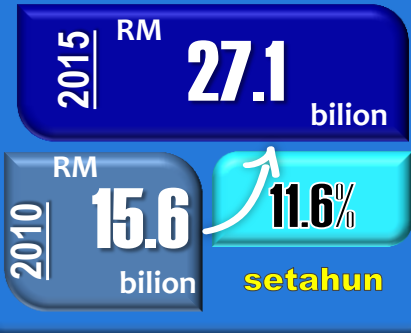
Kadar pertumbuhan tahunan

11.3%

Nilai output kasar

Nilai input perantara

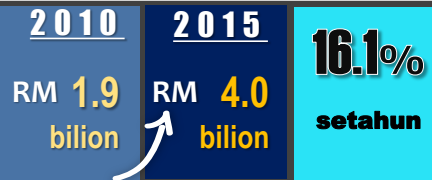
Nilai ditambah



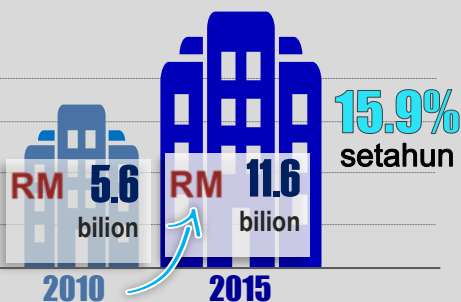
Bilangan pekerja



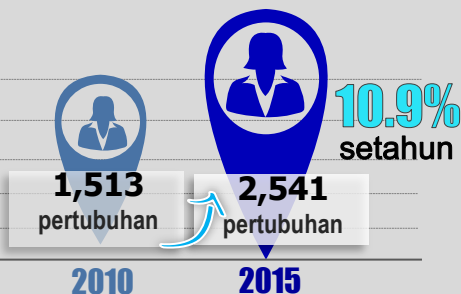
Gaji & upah



Nilai harta tetap



Bilangan pertumbuhan milikan wanita

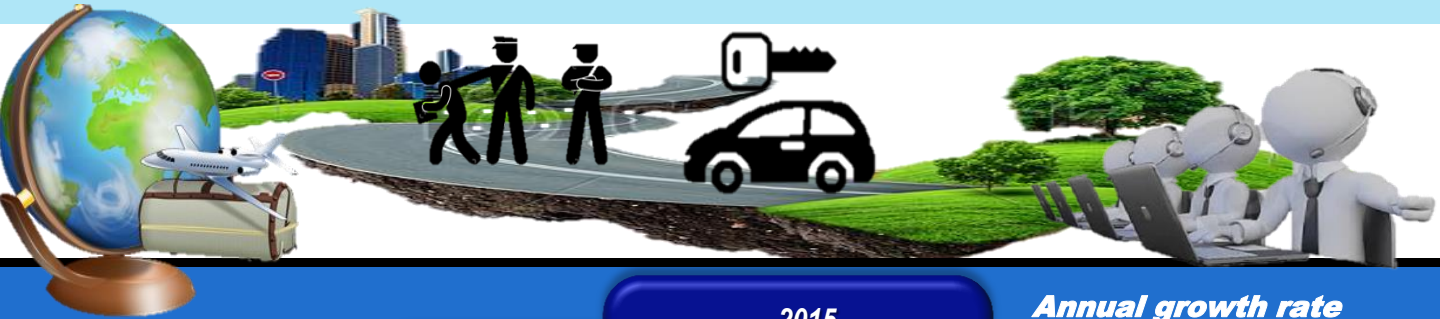




ECONOMIC CENSUS 2016



MAIN FINDINGS ADMINISTRATIVE AND SUPPORT



Number of establishments

2010
10,768 establishments

2015

18,432 establishments

Annual growth rate

11.3%

Value of gross output

2015 RM 27.1 billion

2010 RM 15.6 billion
11.6% per annum

Value of intermediate input

2015 RM 16.6 billion

2010 RM 10.1 billion
10.4% per annum

Value added

2015 RM 10.5 billion

2010 RM 5.5 billion
13.8% per annum

Number of persons engaged

2010 114,923 persons
2015 173,692 persons

8.6% per annum

Salaries & wages

2010 RM 1.9 billion
2015 RM 4.0 billion

16.1% per annum

Value of fixed assets

2010 RM 5.6 billion
2015 RM 11.6 billion
15.9% per annum

Number of women-owned establishments

2010 1,513 establishments
2015 2,541 establishments
10.9% per annum

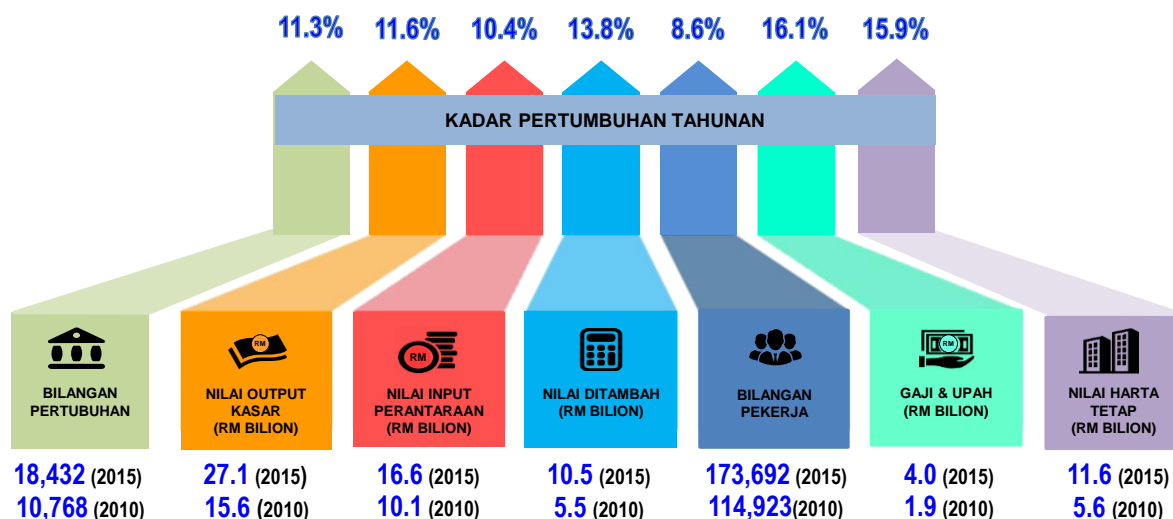
1. PENGENALAN

Penerbitan ini membentangkan perangkaan bagi perkhidmatan pentadbiran dan sokongan hasil daripada Banci Ekonomi yang dijalankan pada tahun 2016 bagi tahun rujukan 2015. Perkhidmatan pentadbiran dan sokongan merangkumi aktiviti sewaan & pajakan; aktiviti pekerjaan; aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan; aktiviti keselamatan & penyiasatan; aktiviti perkhidmatan bangunan & landskap; dan aktiviti pengurusan pejabat & sokongan perniagaan lain.

2. PRESTASI PERKHIDMATAN PENTADBIRAN DAN SOKONGAN

Penemuan banci menunjukkan bahawa sebanyak 18,432 pertubuhan telah beroperasi pada tahun 2015. Nilai output kasar yang dijana oleh perkhidmatan ini adalah berjumlah RM27.1 bilion manakala nilai ditambah adalah RM10.5 bilion. Jumlah pekerja yang terlibat bagi perkhidmatan ini adalah seramai 173,692 orang dengan gaji & upah yang dibayar sebanyak RM4.0 bilion. Nilai harta tetap yang direkodkan adalah sebanyak RM11.6 bilion. Perbandingan perangkaan utama perkhidmatan pentadbiran dan sokongan antara tahun 2010 dan 2015 ditunjukkan di **Paparan 1**.

Paparan 1: Perangkaan Utama Perkhidmatan Pentadbiran dan Sokongan, 2010 dan 2015

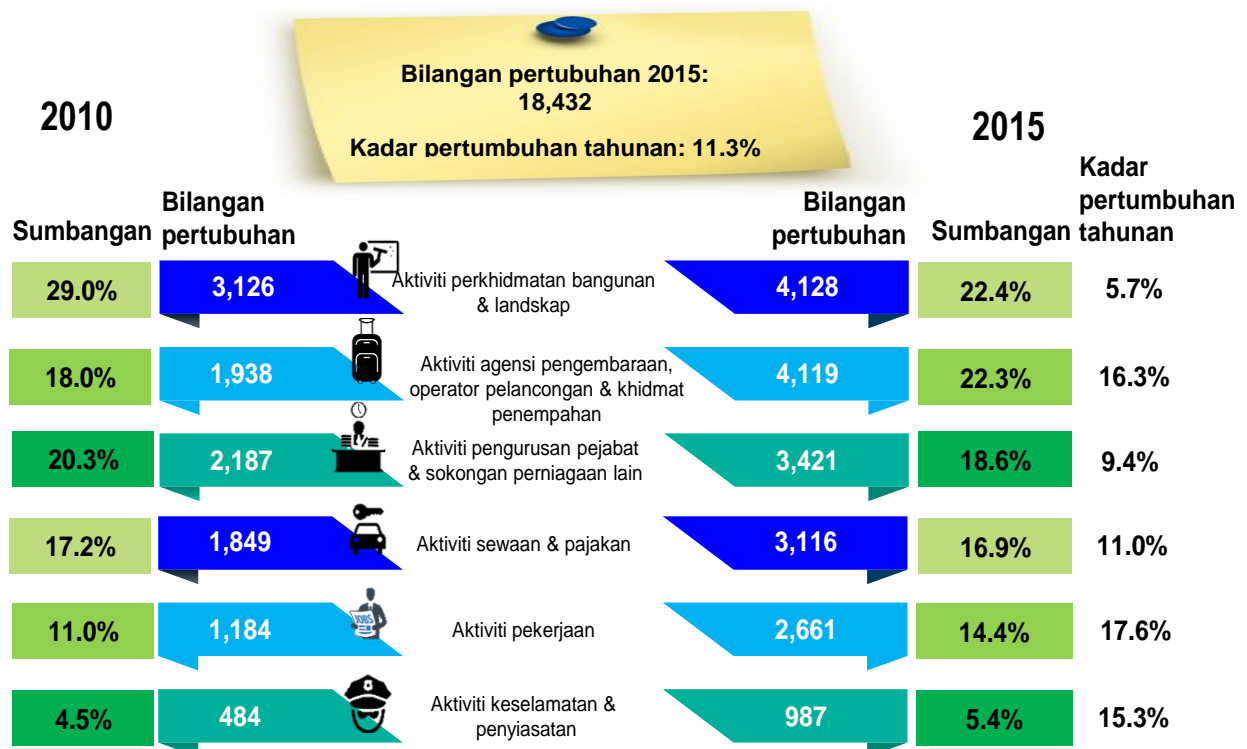


3. BILANGAN PERTUBUHAN

Pada tahun 2015, sejumlah 18,432 pertubuhan beroperasi dalam perkhidmatan pentadbiran dan sokongan berbanding 10,768 pada tahun 2010. Dalam tempoh ini, bilangan pertubuhan telah meningkat sebanyak 7,664 dengan pertumbuhan tahunan sebanyak 11.3 peratus. Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mencatatkan pertambahan bilangan pertubuhan tertinggi sebanyak 2,181 dengan pertumbuhan tahunan 16.3 peratus diikuti oleh aktiviti pekerjaan (peningkatan 1,477 pertubuhan; 17.6 %) dan aktiviti sewaan & pajakan (peningkatan 1,267 pertubuhan; 11.0%).

Berbanding tahun 2010, aktiviti perkhidmatan bangunan & landskap masih kekal sebagai penyumbang terbesar bagi bilangan pertubuhan iaitu sebanyak 4,128 pertubuhan atau 22.4 peratus. Ini diikuti oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (4,119 pertubuhan; 22.3%) dan aktiviti pengurusan pejabat & sokongan perniagaan lain (3,421 pertubuhan; 18.6%) seperti ditunjukkan pada **Paparan 2**.

Paparan 2: Bilangan Pertubuhan Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015

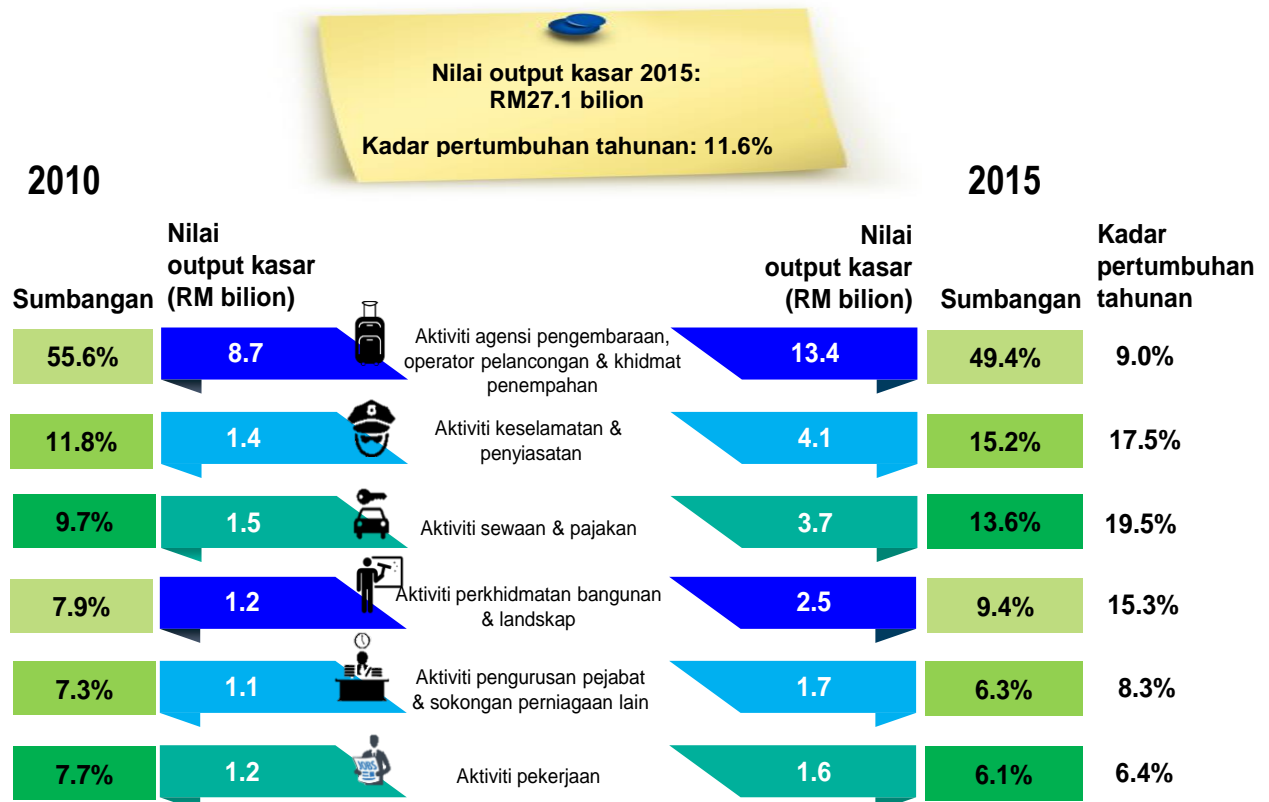


4. NILAI OUTPUT KASAR

Nilai output kasar yang dijana bagi perkhidmatan ini adalah berjumlah RM27.1 bilion pada tahun 2015 dengan kadar pertumbuhan tahunan 11.6 peratus berbanding tahun 2010 seperti di **Paparan 3**. Peningkatan tertinggi bagi nilai output kasar direkodkan oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan sebanyak RM4.7 bilion dengan kadar pertumbuhan tahunan 9.0 peratus. Peningkatan seterusnya dicatatkan oleh aktiviti keselamatan & penyiasatan (peningkatan RM2.3 bilion; 17.5%) dan aktiviti sewaan & pajakan (peningkatan RM2.2 bilion; 19.5%).

Pada tahun 2015, nilai output kasar tertinggi disumbangkan oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan iaitu sebanyak RM13.4 bilion dengan sumbangan 49.4 peratus. Ini diikuti oleh aktiviti keselamatan & penyiasatan (RM4.1 bilion; 15.2%) dan aktiviti sewaan & pajakan (RM3.7 bilion; 13.6%).

Paparan 3: Nilai Output Kasar Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015

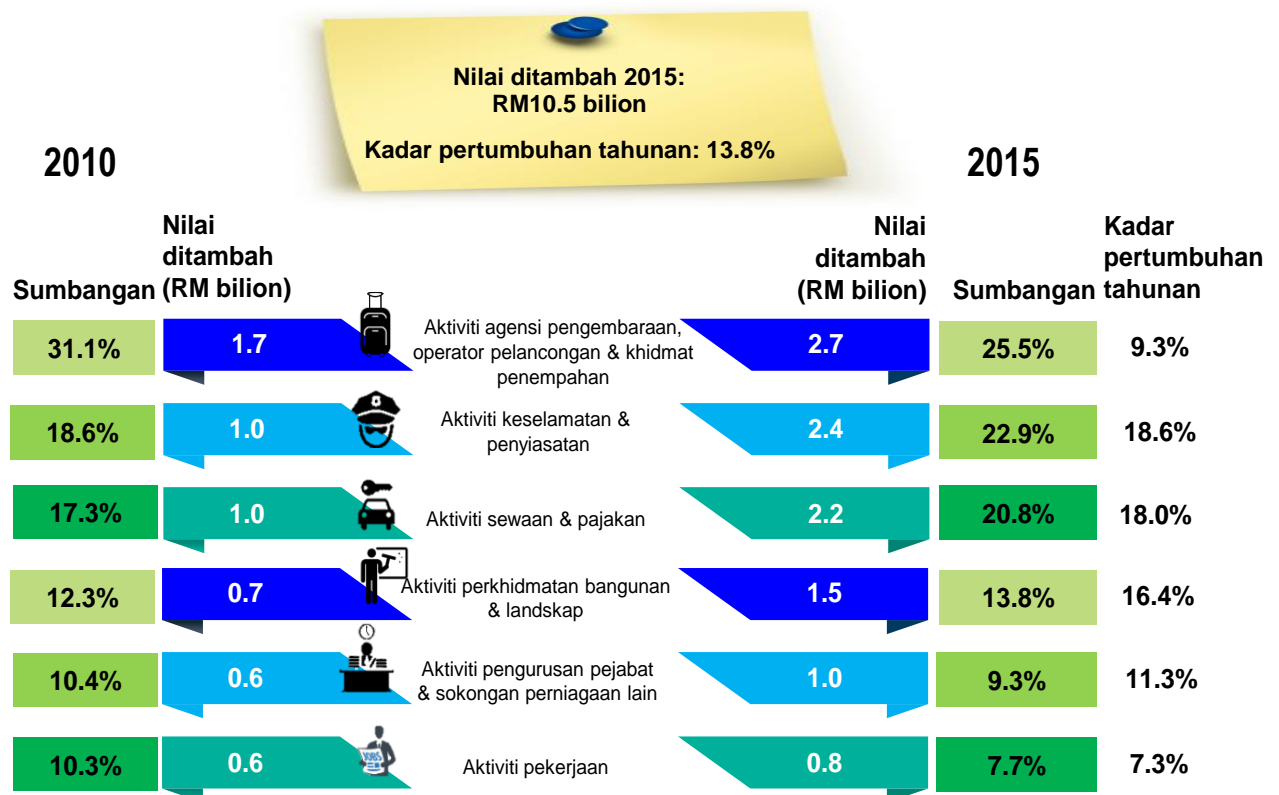


5. NILAI DITAMBAH

Pada tahun 2015, nilai ditambah bagi perkhidmatan ini berjumlah RM10.5 bilion berbanding RM5.5 bilion pada tahun 2010. Kadar pertumbuhan tahunan antara tahun 2010 dan 2015 adalah sebanyak 13.8 peratus. Aktiviti keselamatan & penyiasatan mencatatkan peningkatan tertinggi nilai ditambah sebanyak RM1.4 bilion dengan kadar pertumbuhan tahunan sebanyak 18.6 peratus diikuti oleh aktiviti sewaan & pajakan (peningkatan RM1.2 bilion; 18.0%) dan aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (peningkatan RM0.9 bilion; 9.3%).

Nilai ditambah menunjukkan struktur yang sama seperti nilai output kasar yang mana aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan kekal sebagai penyumbang tertinggi dengan nilai ditambah sebanyak RM2.7 bilion dengan sumbangan 25.5 peratus seperti di **Paparan 4**. Ini diikuti oleh aktiviti keselamatan & penyiasatan (RM2.4 bilion; 22.9%) dan aktiviti sewaan & pajakan (RM2.2 bilion; 20.8%).

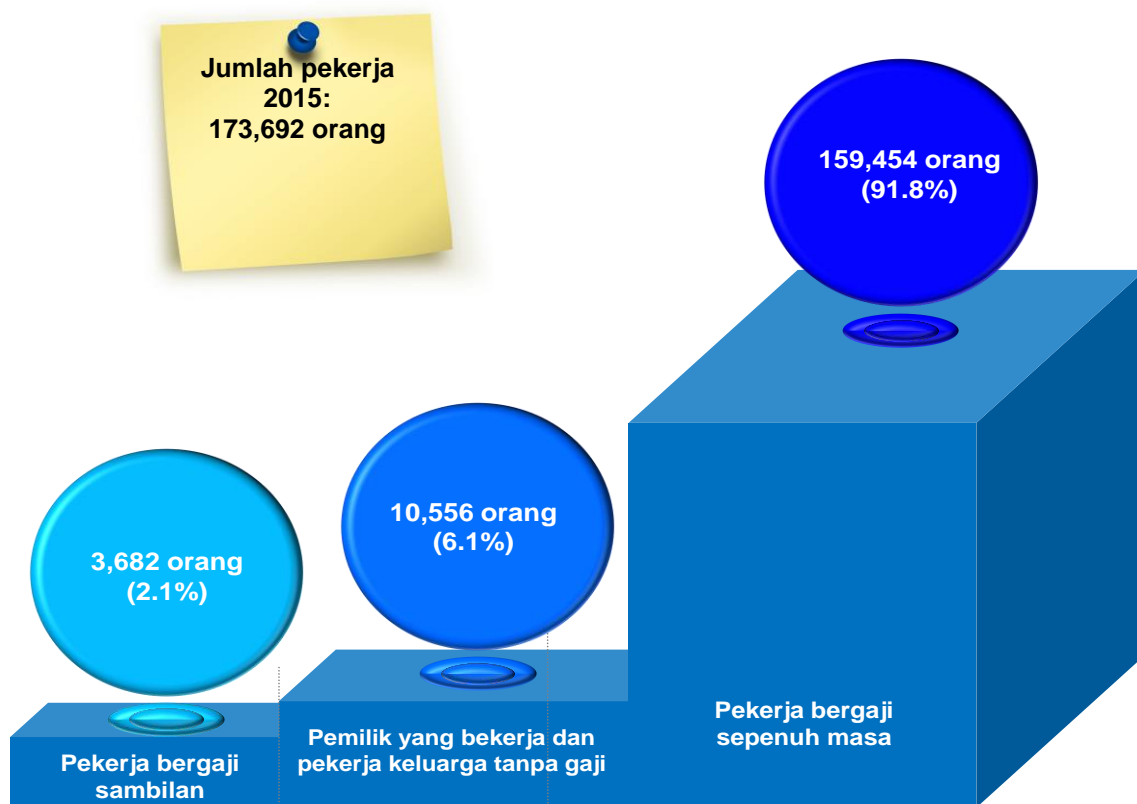
Paparan 4: Nilai Ditambah Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015



6. BILANGAN PEKERJA

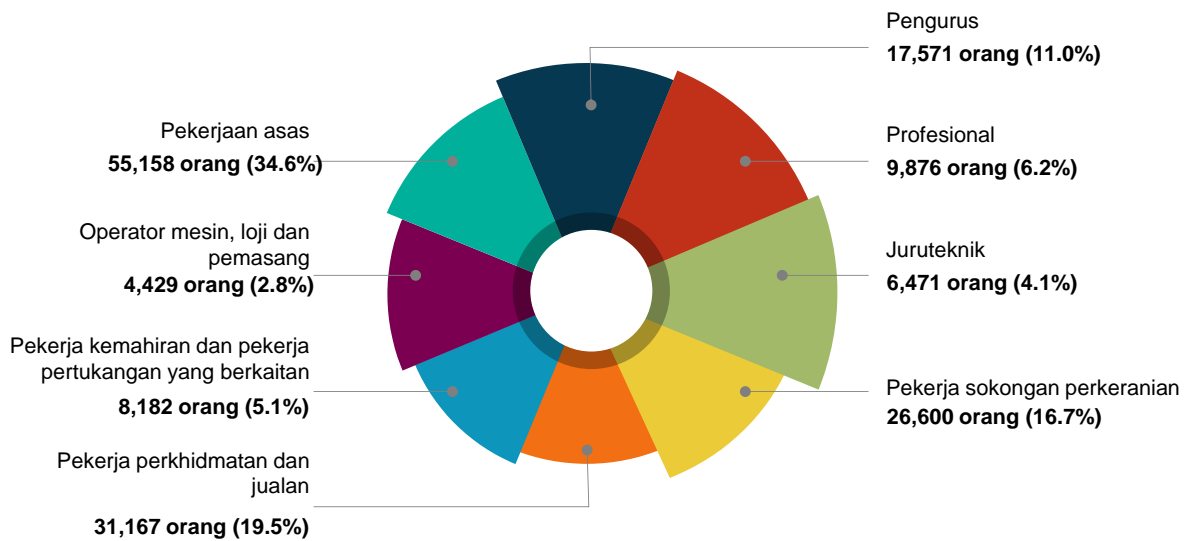
Paparan 5 menunjukkan bilangan pekerja bagi perkhidmatan pentadbiran dan sokongan mengikut kategori pekerja pada tahun 2015. Perkhidmatan ini mencatatkan bilangan pekerja seramai 173,692 orang yang mana 159,454 orang atau 91.8 peratus adalah pekerja bergaji sepenuh masa. Seramai 10,556 orang (6.1%) adalah pemilik yang bekerja dan pekerja keluarga tanpa gaji manakala pekerja bergaji sambilan seramai 3,682 orang (2.1%).

Paparan 5: Bilangan Pekerja Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja, 2015



Bagi pekerja bergaji sepenuh masa, kategori pekerjaan asas mencatatkan bilangan pekerja yang tertinggi iaitu seramai 55,158 orang dengan sumbangan 34.6 peratus. Ini diikuti oleh kategori pekerja perkhidmatan dan jualan (31,167 orang; 19.5%) dan pekerja sokongan perkeranian (26,600 orang; 16.7%) seperti ditunjukkan di **Paparan 6**.

Paparan 6: Bilangan Pekerja Bergaji Sepenuh Masa Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja, 2015

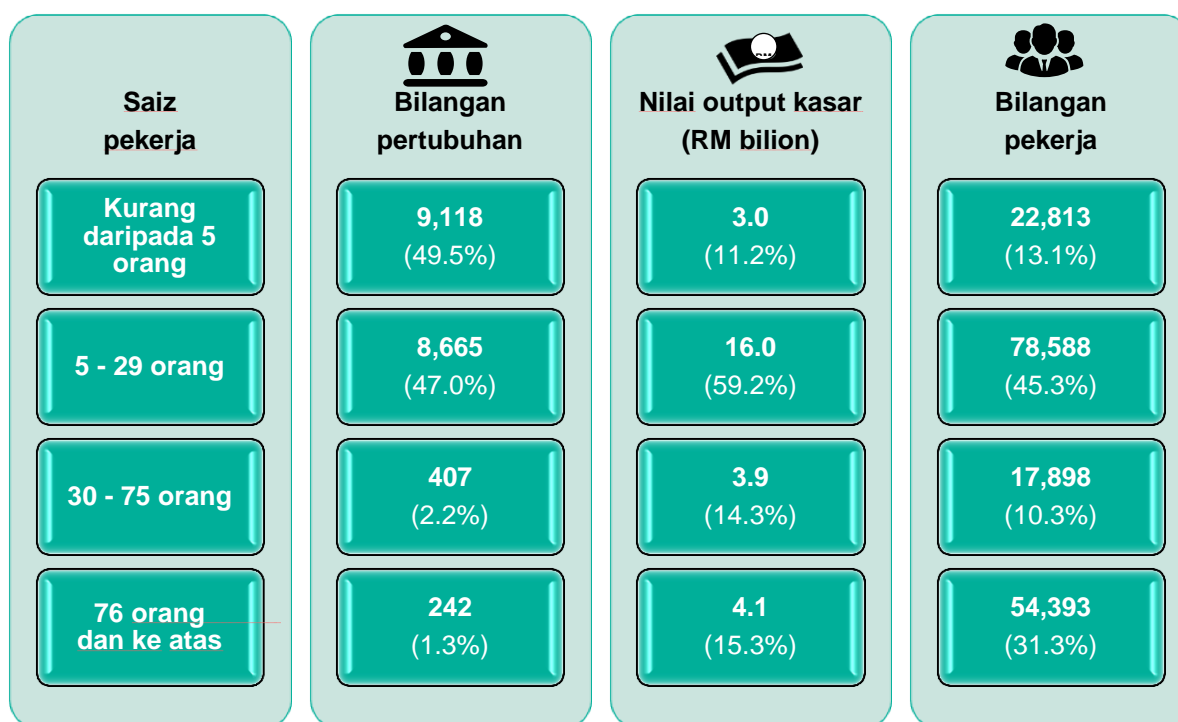


6.1 SAIZ PEKERJA

Pertubuhan yang mempunyai saiz pekerja kurang daripada 5 orang merekodkan bilangan pertubuhan tertinggi dalam perkhidmatan pentadbiran dan sokongan dengan peratus sumbangan sebanyak 49.5 peratus. Namun begitu, sumbangan kumpulan ini terhadap nilai output kasar dan bilangan pekerja masing-masing hanyalah sebanyak 11.2 peratus dan 13.1 peratus seperti di **Paparan 7**.

Sementara itu, penyumbang terbesar nilai output kasar dicatatkan oleh pertubuhan dalam kumpulan saiz pekerja 5 hingga 29 orang sebanyak 59.2 peratus (RM16.0 bilion) dan juga mendominasi bilangan pekerja tertinggi sebanyak 45.3 peratus (78,588 orang).

Paparan 7: Perangkaan mengikut Saiz Pekerja dalam Perkhidmatan Pentadbiran dan Sokongan, 2015



6.2 KELULUSAN PEKERJA

Majoriti pekerja dalam perkhidmatan ini adalah terdiri daripada pekerja dengan kelulusan SPM/SPM (V) atau yang setaraf iaitu seramai 61,630 orang atau 35.5 peratus. Ini diikuti oleh pekerja dengan kelulusan ijazah sarjana muda/diploma lanjutan atau setaraf seramai 25,758 orang (14.8%) dan diploma seramai 24,727 orang (14.2%) seperti digambarkan pada **Paparan 8**.

Dari segi bilangan pekerja mengikut jantina, pekerja lelaki mendominasi perkhidmatan ini seramai 118,572 orang (68.3%) berbanding pekerja wanita seramai 55,120 orang (31.7%). Bilangan pekerja lelaki didapati melebihi pekerja wanita bagi semua kelulusan kecuali kelulusan STPM atau yang setaraf yang mana pekerja wanita mencatatkan bilangan pekerja tertinggi seramai 7,688 orang (53.8%) berbanding pekerja lelaki seramai 6,609 orang (46.2%).

Paparan 8: Bilangan Pekerja Perkhidmatan Pentadbiran dan Sokongan mengikut Kelulusan dan Jantina, 2015

Kelulusan	Jumlah		Bil. Pekerja Lelaki	Bil. Pekerja Perempuan
	Jumlah	Persentase		
Pascasiswazah	3,048	1.8%	74.5%	25.5%
Ijazah sarjana muda/diploma lanjutan atau yang setaraf	25,758	14.8%	69.0%	31.0%
Diploma	24,727	14.2%	58.5%	41.5%
STPM atau yang setaraf	14,297	8.2%	46.2%	53.8%
Sijil	20,095	11.6%	69.5%	30.5%
SPM/SPM (V) atau yang setaraf	61,630	35.5%	72.0%	28.0%
Di bawah taraf kelulusan SPM/SPM (V)	24,137	13.9%	79.2%	20.8%

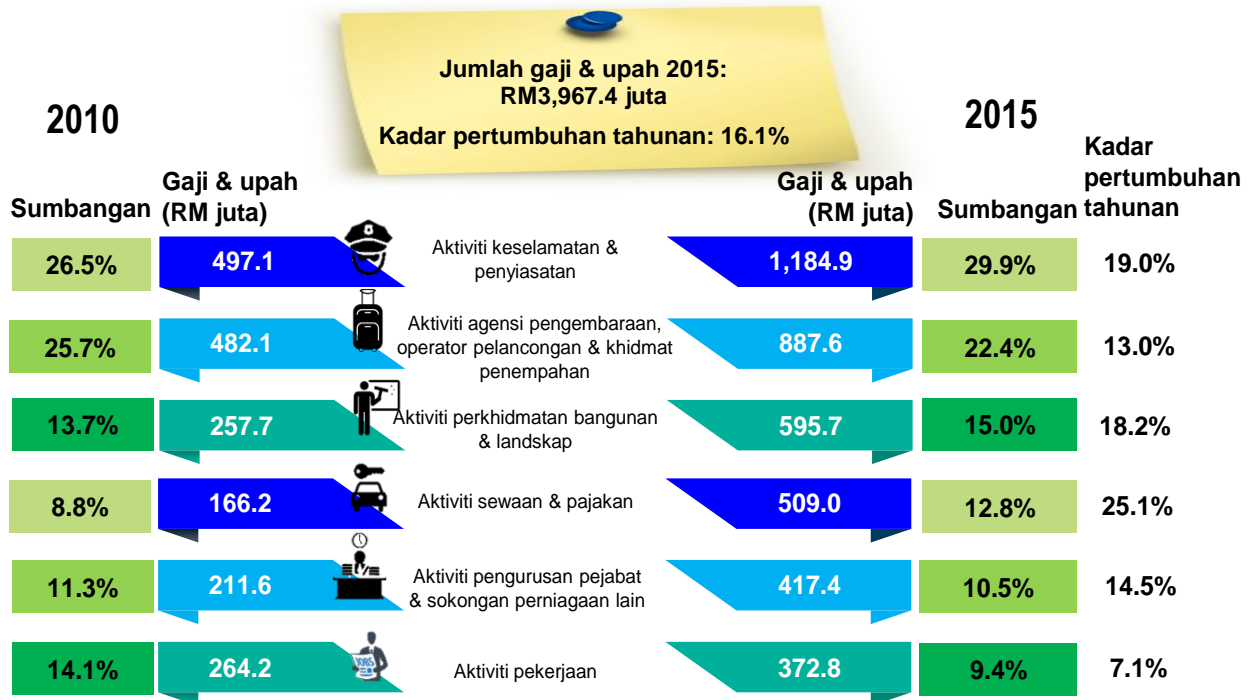
7. GAJI & UPAH

Jumlah gaji & upah yang dibayar pada tahun 2015 adalah sebanyak RM3,967.4 juta (2010: RM1,879.0 juta) dengan kadar pertumbuhan tahunan sebanyak 16.1 peratus. Aktiviti keselamatan & penyiasatan mencatatkan peningkatan tertinggi gaji & upah sebanyak RM687.8 juta dengan kadar pertumbuhan tahunan 19.0 peratus diikuti oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (RM405.5 juta; 13.0%) dan aktiviti sewaan & pajakan (RM342.8 juta; 25.1%).

Berbanding tahun 2010, gaji & upah tertinggi masih kekal dibayar kepada pekerja dalam aktiviti keselamatan & penyiasatan berjumlah RM1,184.9 juta dengan sumbangan 29.9 peratus. Ini diikuti oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (RM887.6 juta; 22.4%) dan aktiviti perkhidmatan bangunan & landskap (RM595.7 juta; 15.0%) seperti ditunjukkan pada **Paparan 9**.

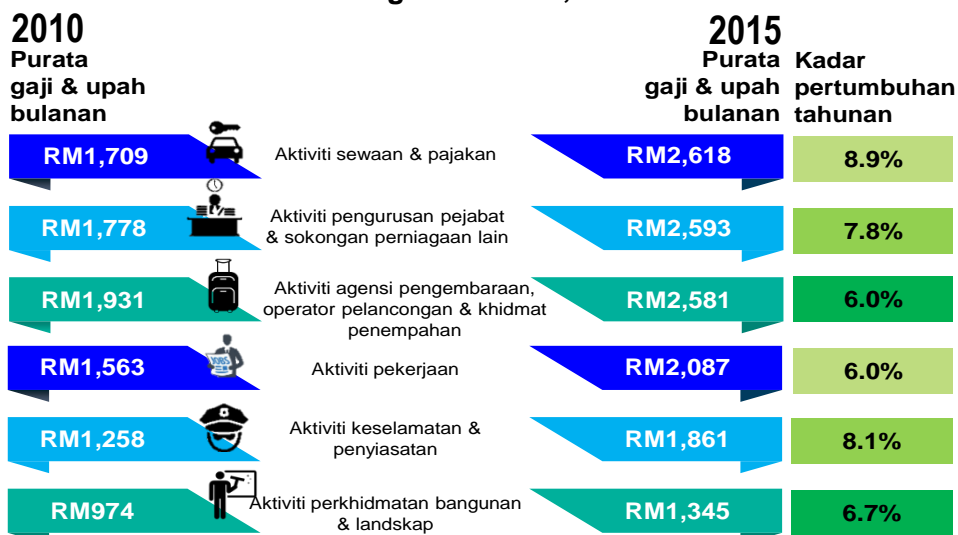
RINGKASAN PENEMUAN

Paparan 9: Gaji & Upah Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015



Perkhidmatan pentadbiran dan sokongan mencatatkan purata gaji & upah bulanan sebanyak RM2,027 dengan kadar pertumbuhan tahunan 6.9 peratus seperti di **Paparan 10**. Pekerja dalam aktiviti sewaan & pajakan merekodkan purata gaji bulanan tertinggi berjumlah RM2,618 manakala purata gaji kedua tertinggi dicatatkan oleh aktiviti pengurusan pejabat & sokongan perniagaan lain (RM2,593). Ini diikuti oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (RM2,581).

Paparan 10: Purata Gaji & Upah Bulanan Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015



Purata gaji & upah bulanan 2015: RM2,027
Kadar pertumbuhan tahunan: 6.9%


















8. PRESTASI MENGIKUT NEGERI

Selangor mendominasi bilangan pertubuhan bagi perkhidmatan pentadbiran dan sokongan iaitu sebanyak 4,801 pertubuhan dengan sumbangan 26.0 peratus seperti pada **Paparan 11**. Ini diikuti oleh W.P. Kuala Lumpur (4,384 pertubuhan; 23.8%) dan Johor (1,767 pertubuhan; 9.6%). Bagi tempoh 2010 hingga 2015, W.P. Kuala Lumpur mencatatkan pertambahan bilangan pertubuhan tertinggi iaitu 1,655 dengan kadar pertumbuhan tahunan 9.9 peratus. Peningkatan seterusnya direkodkan oleh Selangor (peningkatan 1,349 pertubuhan; 6.8%) dan Johor (peningkatan 995 pertubuhan; 18.0%).

W.P. Kuala Lumpur merekodkan nilai output kasar tertinggi iaitu RM12.1 bilion dengan kadar pertumbuhan tahunan 10.5 peratus, diikuti oleh Selangor (RM6.3 bilion; 11.0%) dan Johor (RM1.9 bilion; 14.6%). Selari dengan prestasi nilai output kasar, W.P. Kuala Lumpur juga merupakan penyumbang tertinggi bagi nilai ditambah iaitu RM3.8 bilion dengan mencatatkan kadar pertumbuhan tahunan 11.8 peratus, diikuti oleh Selangor (RM3.0 bilion; 12.9%) dan Johor (RM0.8 bilion; 19.7%). Perangkaan utama lain bagi perkhidmatan pentadbiran dan sokongan mengikut negeri ditunjukkan di **Paparan 12**.

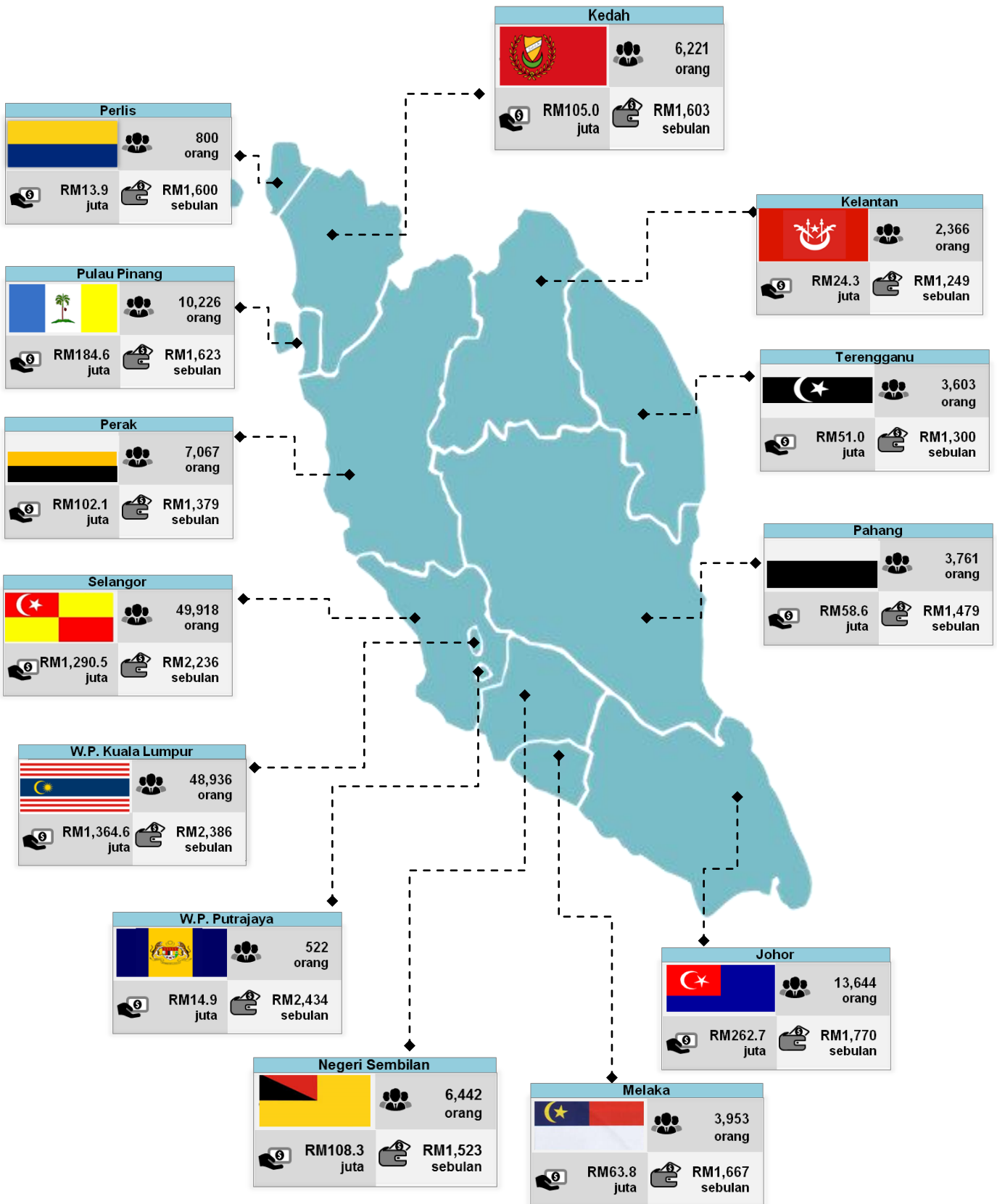
RINGKASAN PENEMUAN

Paparan 11: Bilangan Pertubuhan, Nilai Output Kasar dan Nilai Ditambah Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2010 dan 2015

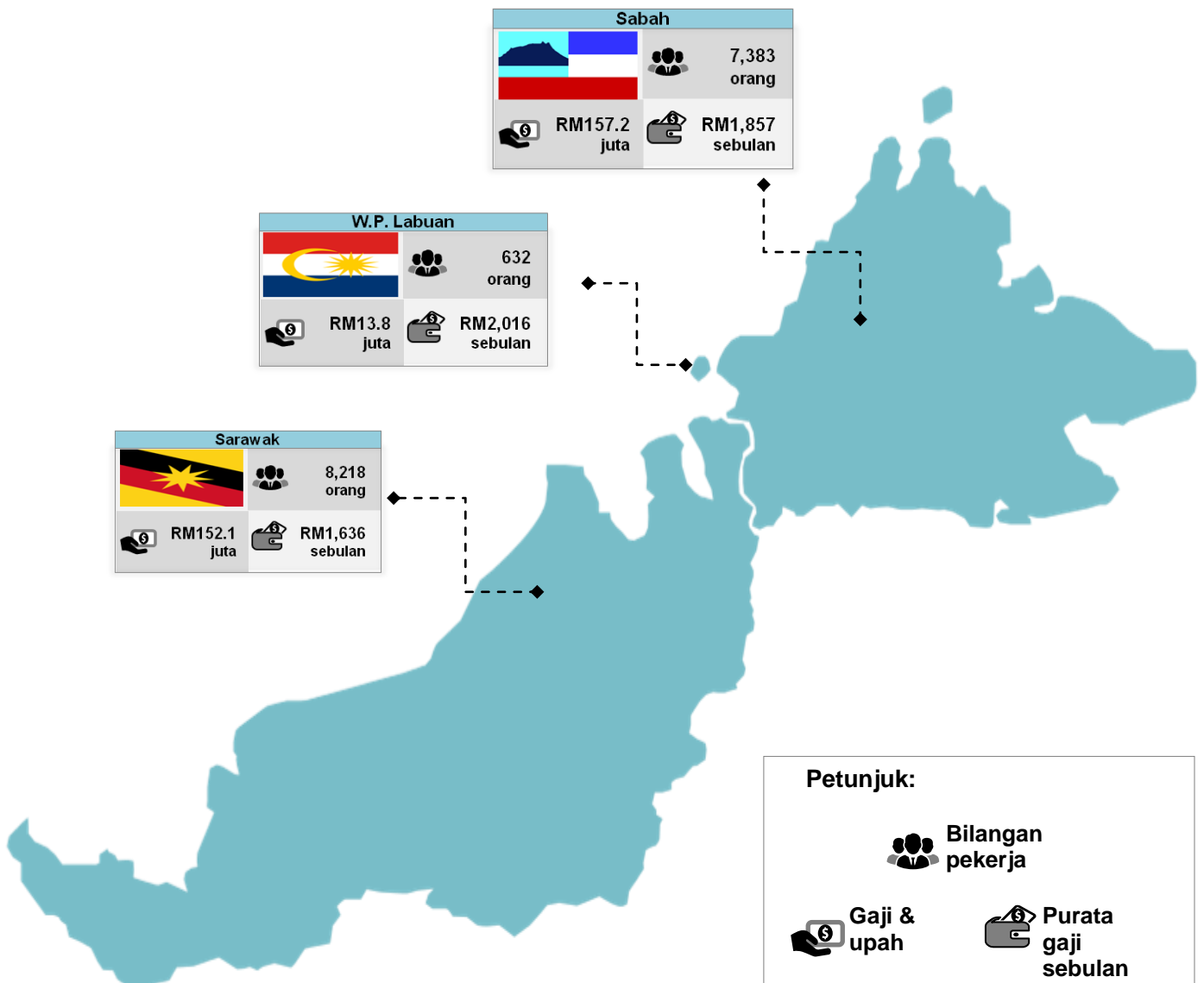
			Bilangan pertubuhan	Kadar pertumbuhan tahunan	Nilai output kasar (RM juta)	Kadar pertumbuhan tahunan	Nilai ditambah (RM juta)	Kadar pertumbuhan tahunan
W.P. KUALA LUMPUR		2015	4,384	9.9%	12,062.9	10.5%	3,817.1	11.8%
		2010	2,729		7,335.3		2,185.6	
SELANGOR		2015	4,801	6.8%	6,275.4	11.0%	3,037.6	12.9%
		2010	3,452		3,719.4		1,655.6	
JOHOR		2015	1,767	18.0%	1,863.3	14.6%	808.2	19.7%
		2010	772		942.1		329.0	
PULAU PINANG		2015	1,318	17.3%	1,382.6	14.1%	484.6	18.9%
		2010	593		715.2		204.2	
SABAH		2015	832	14.5%	1,226.7	15.4%	433.5	13.4%
		2010	422		599.8		230.9	
SARAWAK		2015	896	17.9%	1,067.8	10.3%	445.2	8.7%
		2010	394		655.5		292.7	
PERAK		2015	845	10.8%	550.7	3.3%	245.8	6.3%
		2010	506		468.8		180.9	
KEDAH		2015	892	11.3%	527.7	9.1%	237.5	13.9%
		2010	522		341.6		123.7	
NEGERI SEMBILAN		2015	566	13.2%	489.6	22.2%	230.5	26.8%
		2010	304		179.8		70.4	
TERENGGANU		2015	361	11.0%	398.9	17.9%	179.0	25.1%
		2010	214		174.8		58.5	
MELAKA		2015	728	17.1%	360.0	10.7%	178.1	20.6%
		2010	330		217.0		69.7	
W.P. LABUAN		2015	103	28.9%	268.0	67.2%	149.2	65.1%
		2010	29		20.5		12.2	
PAHANG		2015	418	6.2%	224.7	15.2%	126.0	14.3%
		2010	309		110.5		64.4	
KELANTAN		2015	418	25.0%	176.5	19.3%	72.6	32.0%
		2010	137		73.2		18.1	
W.P. PUTRAJAYA		2015	36	22.6%	133.7	22.2%	39.5	41.7%
		2010	13		49.1		6.9	
PERLIS		2015	67	9.8%	60.9	16.8%	23.8	12.6%
		2010	42		28.0		13.1	
MALAYSIA		2015	18,432	11.3%	27,069.3	11.6%	10,508.2	13.8%
		2010	10,768		15,630.7		5,515.9	

RINGKASAN PENEMUAN

Paparan 12: Perangkaan Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2015



RINGKASAN PENEMUAN



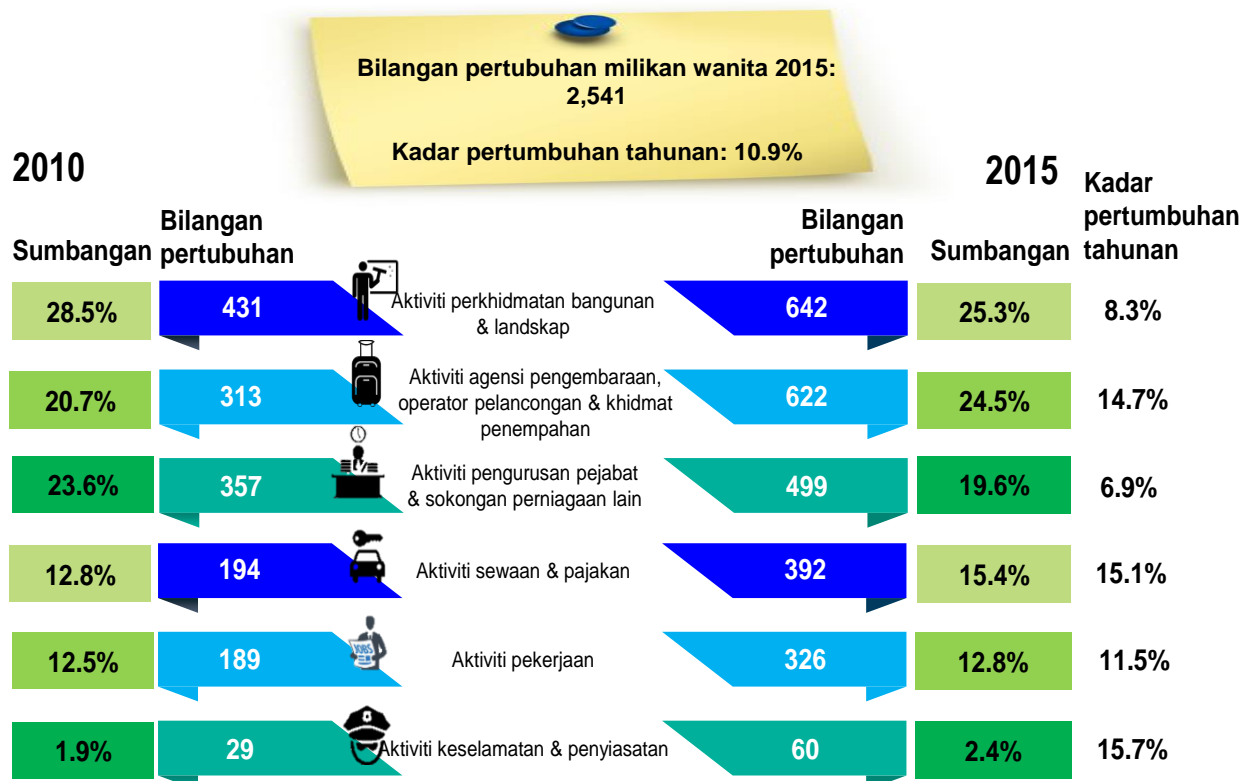
Selangor mencatatkan bilangan pekerja tertinggi seramai 49,918 orang. Ini diikuti oleh W.P. Kuala Lumpur dan Johor masing-masing seramai 48,936 orang dan 13,644 orang. Ketiga-tiga negeri ini juga merekodkan gaji & upah tertinggi yang berjumlah RM2.9 bilion atau menyumbang sebanyak 73.5 peratus.

9. PERTUBUHAN MILIKAN WANITA

Pada tahun 2015, sebanyak 2,541 pertubuhan milikan wanita dicatatkan dalam perkhidmatan pentadbiran dan sokongan dengan kadar pertumbuhan tahunan 10.9 peratus dari tahun 2010. Berbanding pada tahun 2010, aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mencatatkan pertambahan tertinggi dalam bilangan pertubuhan milikan wanita iaitu sebanyak 309 pertubuhan. Ini diikuti oleh aktiviti perkhidmatan bangunan & landskap dan aktiviti sewaan & pajakan masing-masing sebanyak 211 pertubuhan dan 198 pertubuhan.

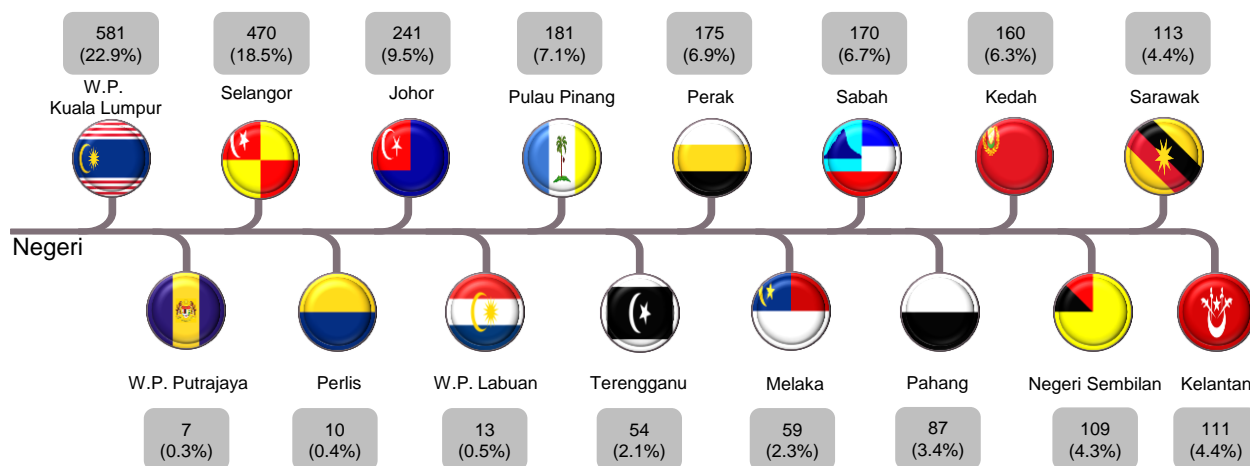
Aktiviti perkhidmatan bangunan & landskap kekal sebagai penyumbang milikan wanita tertinggi sebanyak 25.3 peratus (642 pertubuhan). Ini diikuti oleh aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan (622 pertubuhan; 24.5%) dan aktiviti pengurusan pejabat & sokongan perniagaan lain (499 pertubuhan; 19.6%) seperti pada **Paparan 13**.

Paparan 13: Bilangan Pertubuhan Milikan Wanita Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2010 dan 2015



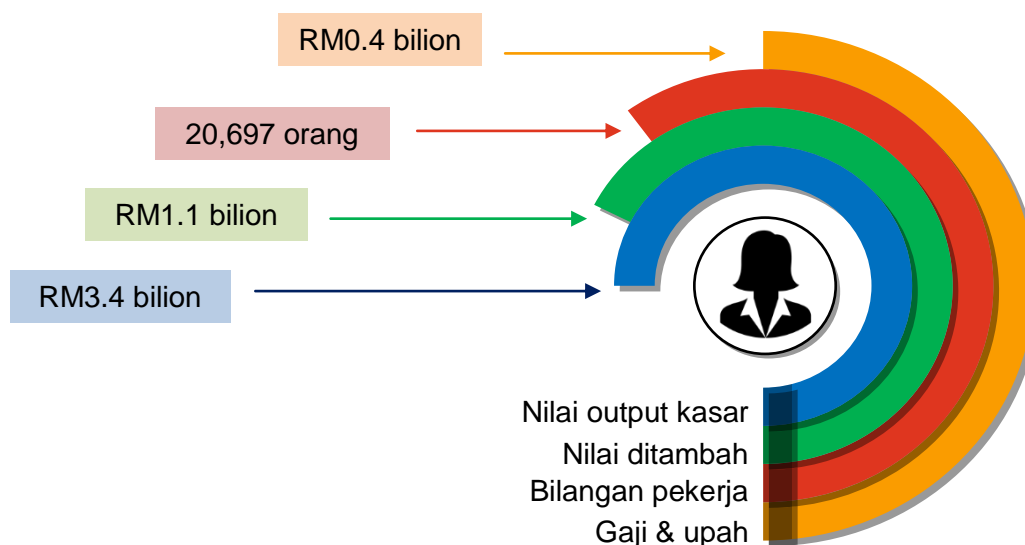
Bagi perbandingan antara negeri, W.P. Kuala Lumpur mencatatkan peratusan tertinggi bagi pertubuhan milikan wanita iaitu 22.9 peratus (581 pertubuhan), diikuti oleh Selangor (18.5%; 470 pertubuhan) dan Johor (9.5%; 241 pertubuhan) seperti ditunjukkan pada **Paparan 14**.

Paparan 14: Bilangan Pertubuhan Milikan Wanita Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2015



Nilai output kasar yang dihasilkan oleh pertubuhan milikan wanita adalah RM3.4 bilion dengan sumbangan 12.4 peratus. Bagi nilai ditambah, sebanyak RM1.1 bilion (10.7%) telah direkodkan oleh pertubuhan milikan wanita seperti pada **Paparan 15**. Pertubuhan milikan wanita mempunyai 20,697 orang pekerja dengan gaji & upah yang dibayar adalah sebanyak RM0.4 bilion.

Paparan 15: Perangkaan Utama Pertubuhan Milikan Wanita Perkhidmatan Pentadbiran dan Sokongan, 2015



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SUMMARY OF FINDINGS

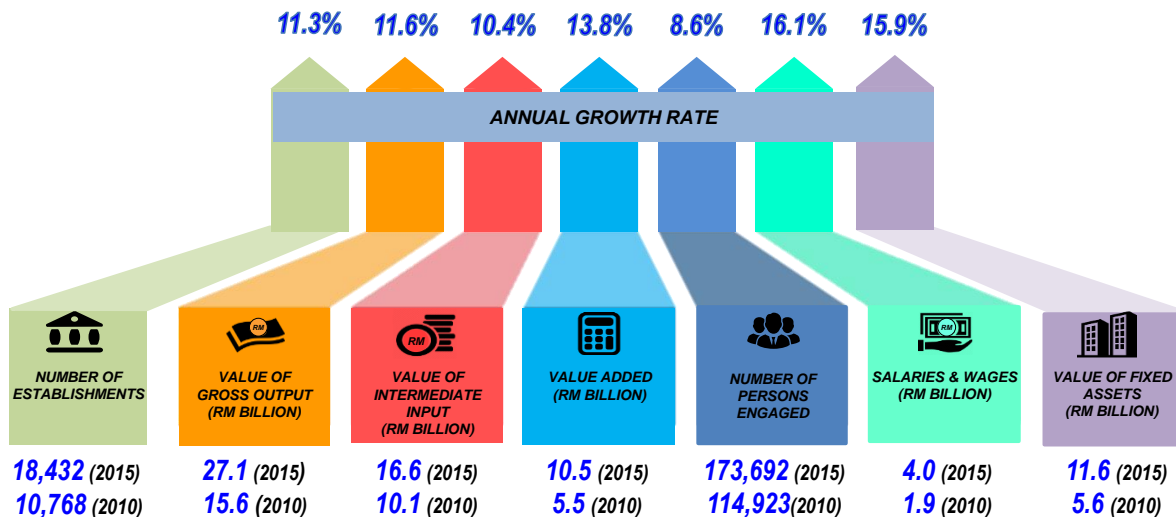
1. INTRODUCTION

This publication presents statistics on administrative and support services resulted from the Economic Census undertaken in 2016 for reference year 2015. Administrative and support services encompass of rental & leasing activities; employment activities; travel agency, tour operator & reservation service activities; security & investigation activities; services to buildings & landscape activities; and office administrative & other business support activities.

2. PERFORMANCE OF ADMINISTRATIVE AND SUPPORT SERVICES

Findings of the census showed that there were 18,432 establishments operated in 2015. Value of gross output generated by administrative and support services amounted to RM27.1 billion while the value added was RM10.5 billion. Total number of persons engaged in these services was 173,692 persons with total salaries & wages paid RM4.0 billion. The value of fixed assets recorded RM11.6 billion. Comparison of key statistics of administrative and support services between 2010 and 2015 is shown in **Exhibit 1**.

Exhibit 1: Key Statistics of Administrative and Support Services, 2010 and 2015



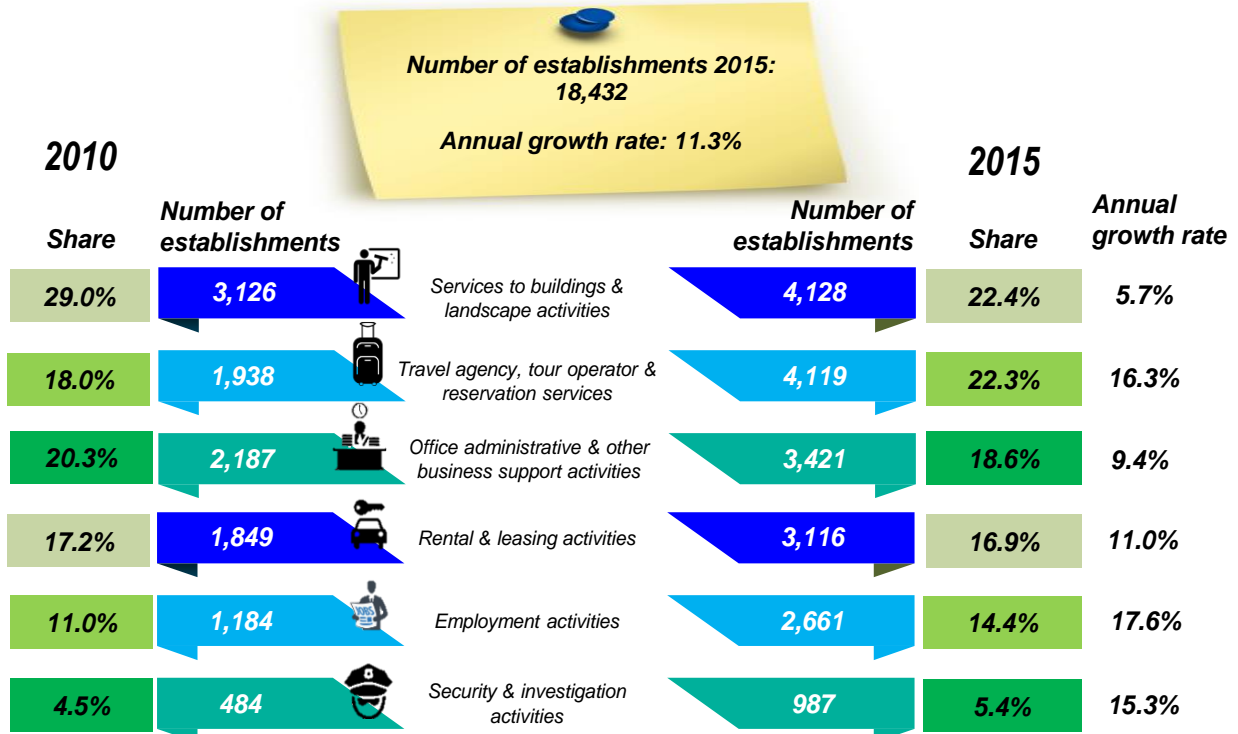
SUMMARY OF FINDINGS

3. NUMBER OF ESTABLISHMENTS

In 2015, a total of 18,432 establishments operated in administrative and support services as compared to 10,768 in 2010. During this period, the number of establishments recorded an increase of 7,664 with annual growth rate of 11.3 per cent. Travel agency, tour operator & reservation service activities recorded the highest increase of number of establishments by 2,181 with annual growth rate of 16.3 per cent, followed by employment activities (increased by 1,477 establishments; 17.6%) and rental and leasing activities (increased by 1,267 establishments; 11.0%).

As compared to 2010, services to building & landscape activities remained as the largest contributor in the number of establishments with 4,128 establishments or 22.4 per cent. This was followed by travel agency, tour operator & reservation service activities (4,119 establishments; 22.3%) and office administrative & other business support activities (3,421 establishments; 18.6%) as shown in **Exhibit 2**.

Exhibit 2: Number of Establishments of Administrative and Support Services by Activities, 2010 and 2015



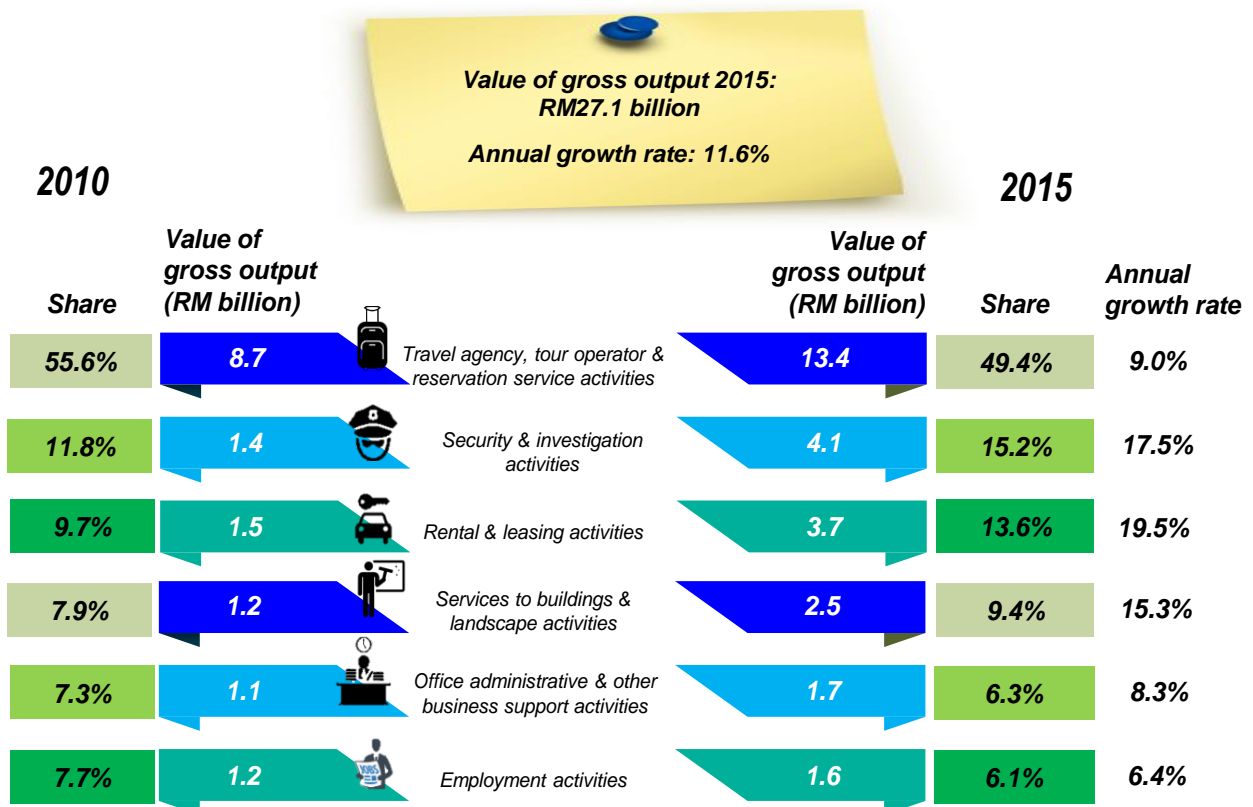
SUMMARY OF FINDINGS

4. VALUE OF GROSS OUTPUT

Value of gross output generated by these services amounted to RM27.1 billion in 2015 with annual growth rate of 11.6 per cent as compared to 2010 as shown in **Exhibit 3**. The highest increase in value of gross output was recorded by travel agency, tour operator & reservation service activities by RM4.7 billion with annual growth rate of 9.0 per cent. This was followed by security & investigation activities (increased by RM2.3 billion; 17.5%) and rental & leasing activities (increased by RM2.2 billion; 19.5%).

In 2015, the highest value of gross output was contributed by travel agency, tour operator & reservation service activities at RM13.4 billion with a share of 49.4 per cent. This was followed by security & investigation activities (RM4.1 billion; 15.2%) and rental & leasing activities (RM3.7 billion; 13.6%).

Exhibit 3: Value of Gross Output of Administrative and Support Services by Activities, 2010 and 2015



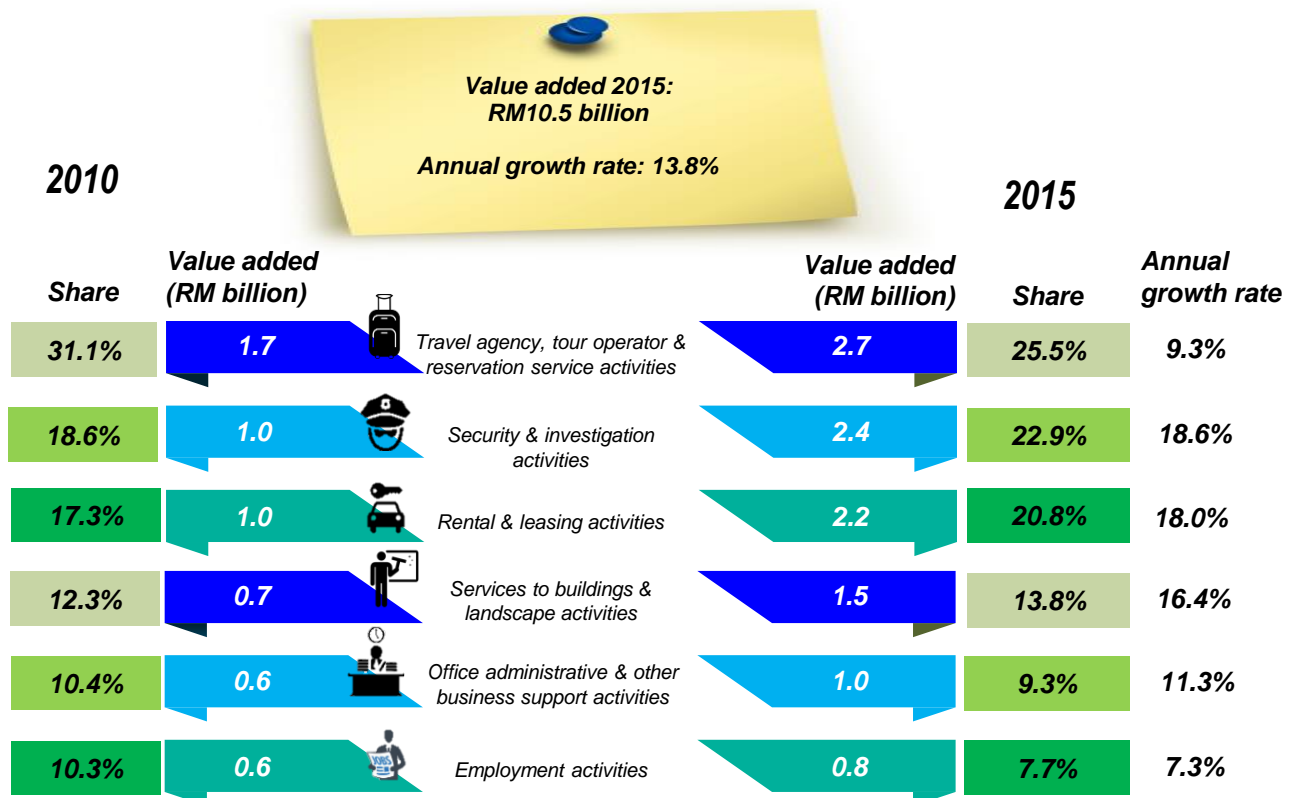
SUMMARY OF FINDINGS

5. VALUE ADDED

In 2015, the value added of these services was RM10.5 billion as compared to RM5.5 billion in 2010. The annual growth rate between 2010 and 2015 was 13.8 per cent. Security & investigation activities recorded the highest increase in the value added by RM1.4 billion with annual growth rate of 18.6 per cent, followed by rental & leasing activities (increased by RM1.2 billion; 18.0%) and travel agency, tour operator & reservation service activities (increased by RM0.9 billion; 9.3%).

The structure of value added was about the same as value of gross output which travel agency, tour operator & reservation service activities was the highest contributor with RM2.7 billion with a share of 25.5 per cent as in **Exhibit 4**. This was followed by security & investigation activities (RM2.4 billion; 22.9%) and rental & leasing activities (RM2.2 billion; 20.8%).

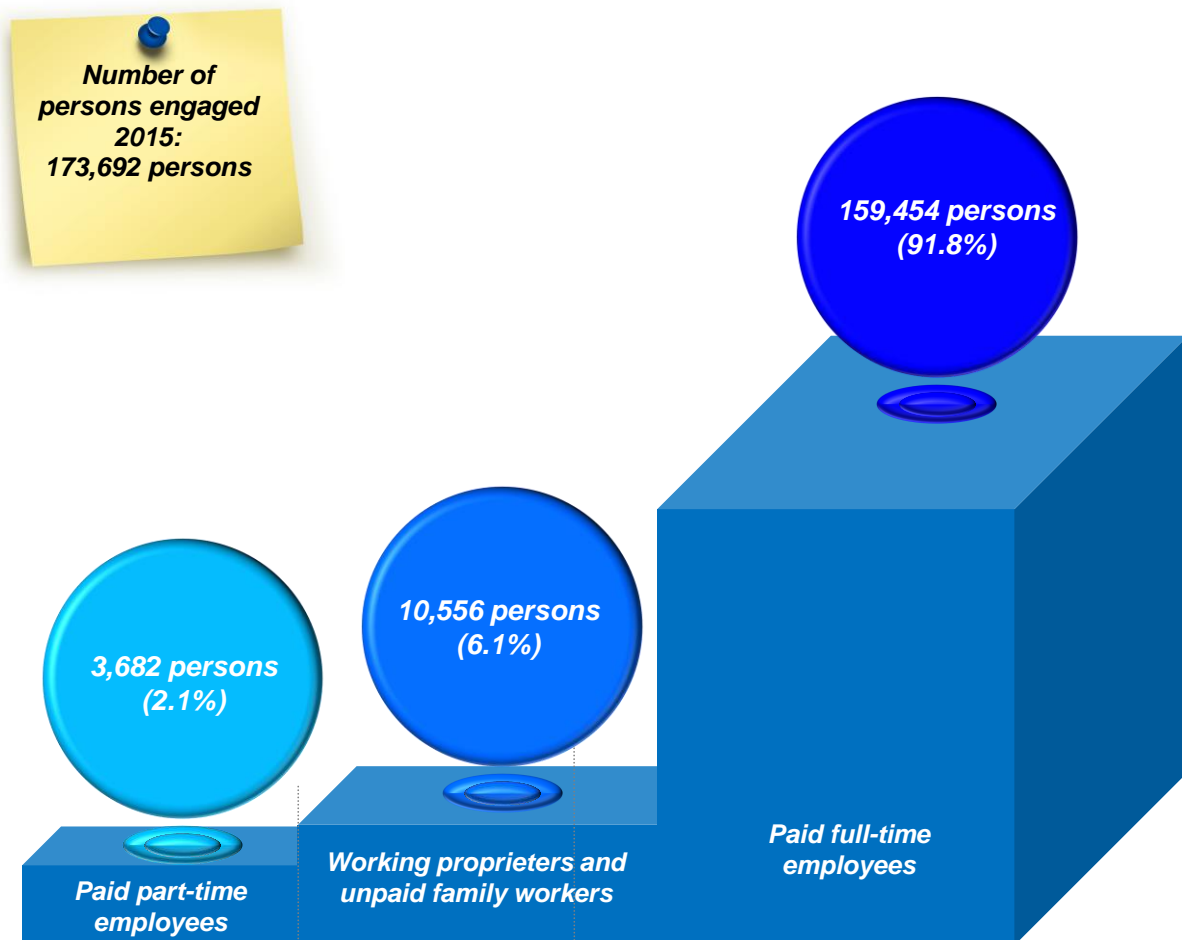
Exhibit 4: Value Added of Administrative and Support Services by Activities, 2010 and 2015



6. NUMBER OF PERSONS ENGAGED

Exhibit 5 shows the number of persons engaged in administrative and support services by category of workers in 2015. These services recorded 173,692 number of persons engaged, of which 159,454 persons or 91.8 per cent were paid full-time employees. A total of 10,556 persons (6.1%) was working proprietors and unpaid family workers while paid part-time employees were 3,682 persons (2.1%).

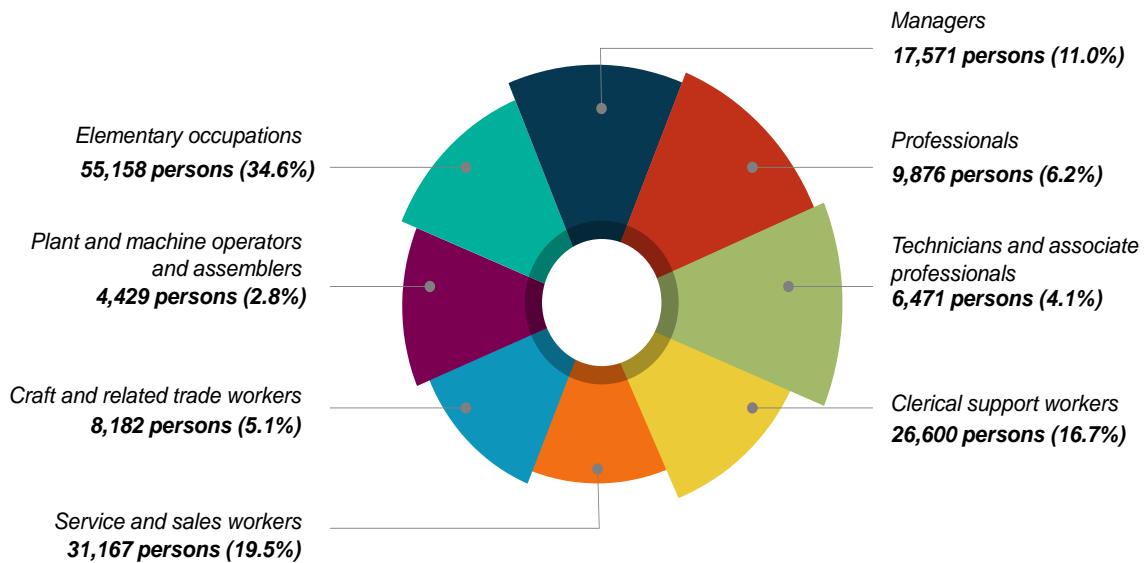
Exhibit 5: Number of Persons Engaged in Administrative and Support Services by Category of Workers, 2015



For paid full-time employees, category of elementary occupation constituted the highest number of 55,158 persons with a share of 34.6 per cent. This was followed by service and sales workers category (31,167 persons; 19.5%) and clerical support workers (26,600 persons; 16.7%) as shown in **Exhibit 6**.

SUMMARY OF FINDINGS

Exhibit 6: Number of Paid Full-Time Employees in Administrative and Support Services by Category of Workers, 2015



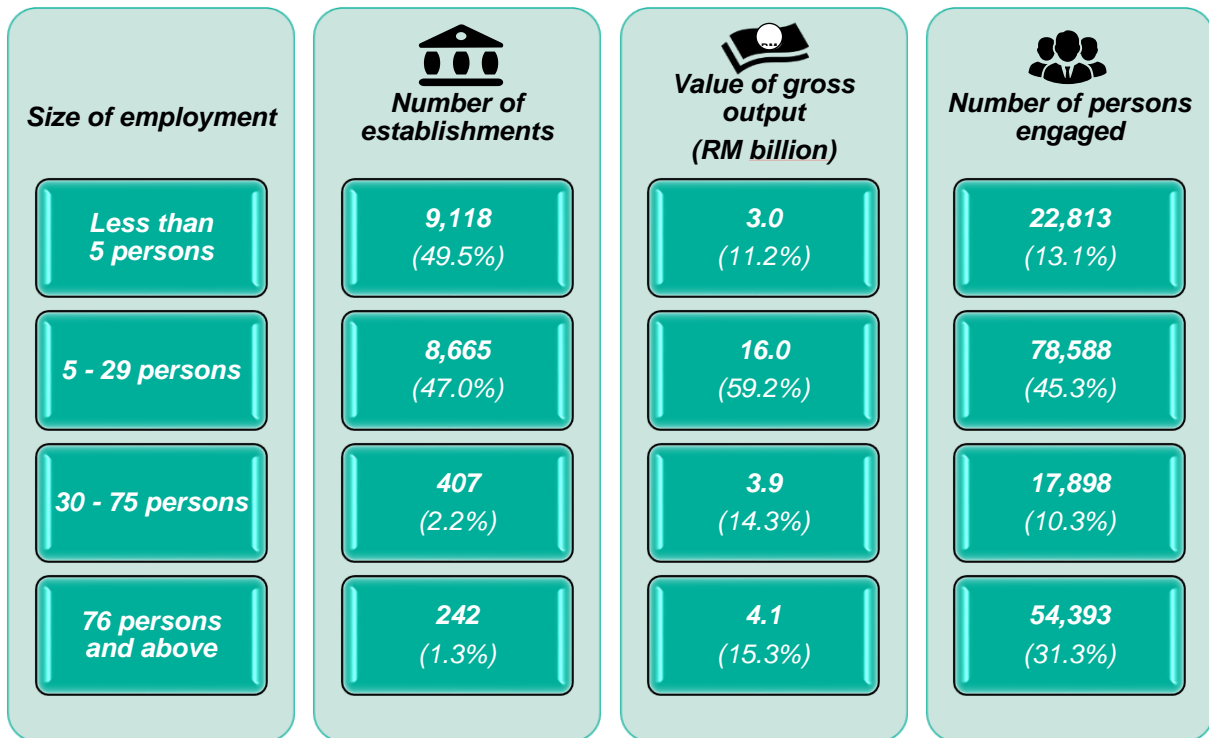
6.1 SIZE OF EMPLOYMENT

Establishments engaging less than 5 persons recorded the highest number of establishments in administrative and support services with a share of 49.5 per cent. However, the contribution of this group to the value of gross output and number of persons engaged was only 11.2 per cent and 13.1 per cent respectively as in **Exhibit 7**.

Meanwhile, the largest contributor to value of gross output was recorded by establishments in employment size of 5 to 29 persons with a share of 59.2 per cent (RM16.0 billion) and also dominated the highest number of persons engaged by 45.3 per cent (78,588 persons).

SUMMARY OF FINDINGS

Exhibit 7: Statistics by Size of Employment of Administrative and Support Services, 2015



6.2 QUALIFICATION OF EMPLOYEES

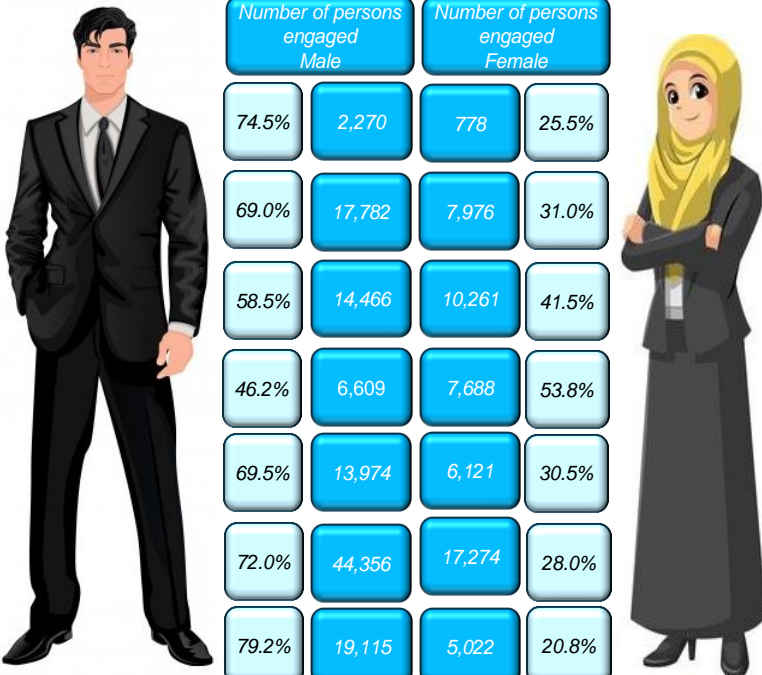
Majority of employees in these services consists of workers with SPM/SPM (V) or equivalent qualification of 61,630 persons or 35.5 per cent. This was followed by employees with bachelor's degree/advanced diploma or equivalent of 25,758 persons (14.8%) and diploma with 24,727 persons (14.2%) as illustrated in **Exhibit 8**.

In terms of the number of persons engaged by sex, male workers dominated these services with 118,572 persons (68.3%) compared to female workers with 55,120 persons (31.7%). It was observed that male workers outnumbered female workers in all qualification except STPM or equivalent where female workers were 7,688 persons (53.8%) compared to male workers, 6,609 persons (46.2%).

SUMMARY OF FINDINGS

Exhibit 8: Number of Persons Engaged in Administrative and Support Services by Qualifications and Sex, 2015

Qualification	Total		Number of persons engaged Male		Number of persons engaged Female	
	Count	Percentage	Percentage	Count	Count	Percentage
Postgraduate	3,048	1.8%	74.5%	2,270	778	25.5%
Bachelor/advanced diploma or equivalent	25,758	14.8%	69.0%	17,782	7,976	31.0%
Diploma	24,727	14.2%	58.5%	14,466	10,261	41.5%
STPM or equivalent	14,297	8.2%	46.2%	6,609	7,688	53.8%
Certificate	20,095	11.6%	69.5%	13,974	6,121	30.5%
SPM/SPM (V) or equivalent	61,630	35.5%	72.0%	44,356	17,274	28.0%
Below SPM/SPM (V) qualification	24,137	13.9%	79.2%	19,115	5,022	20.8%



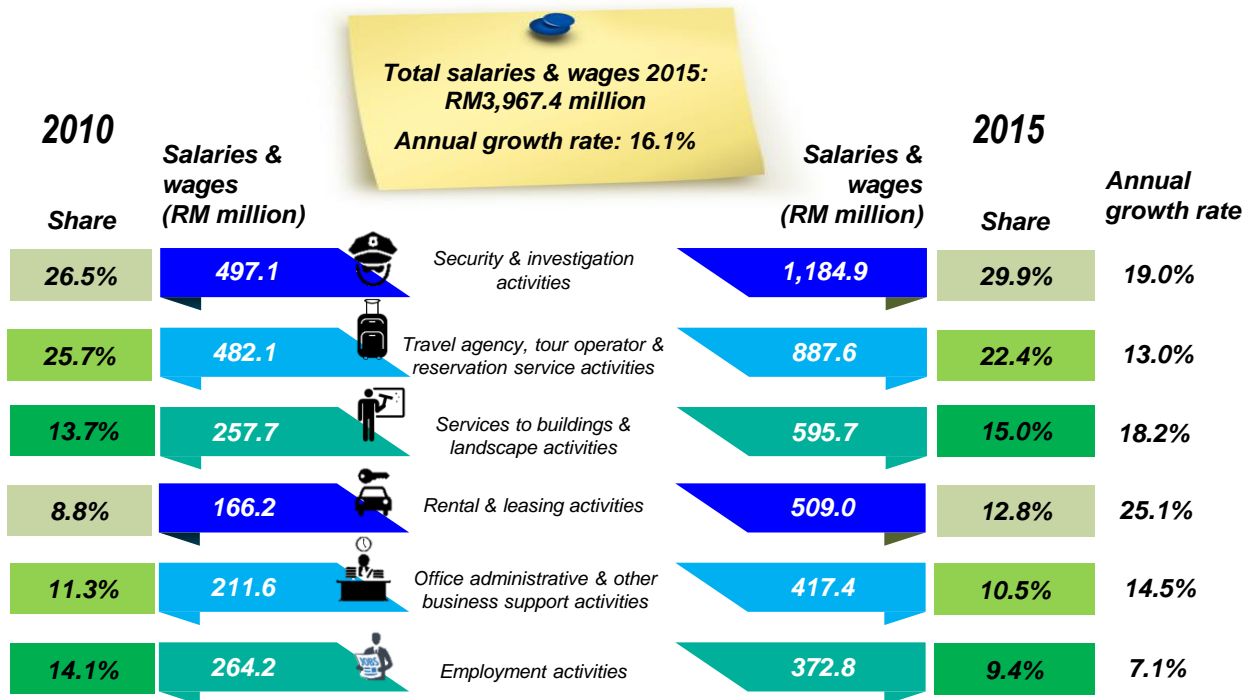
7. SALARIES & WAGES

Total salaries & wages paid in 2015 stood at RM3,967.4 million (2010: RM1,879.0 million) with annual growth rate of 16.1 per cent. Security & investigation activities recorded the highest increase in salaries & wages of RM687.8 million with annual growth rate of 19.0 per cent, followed by travel agency, tour operator & reservation service activities (RM405.5 million; 13.0%) and rental & leasing activities (RM342.8 million; 25.1%).

As compared to 2010, security & investigation activities remained the highest salaries & wages paid, amounting to RM1,184.9 million with a share of 29.9 per cent. This was followed by travel agency, tour operator & reservation service activities (RM887.6 million; 22.4%) and services to building & landscape activities (RM595.7 million; 15.0%) as shown in **Exhibit 9**.

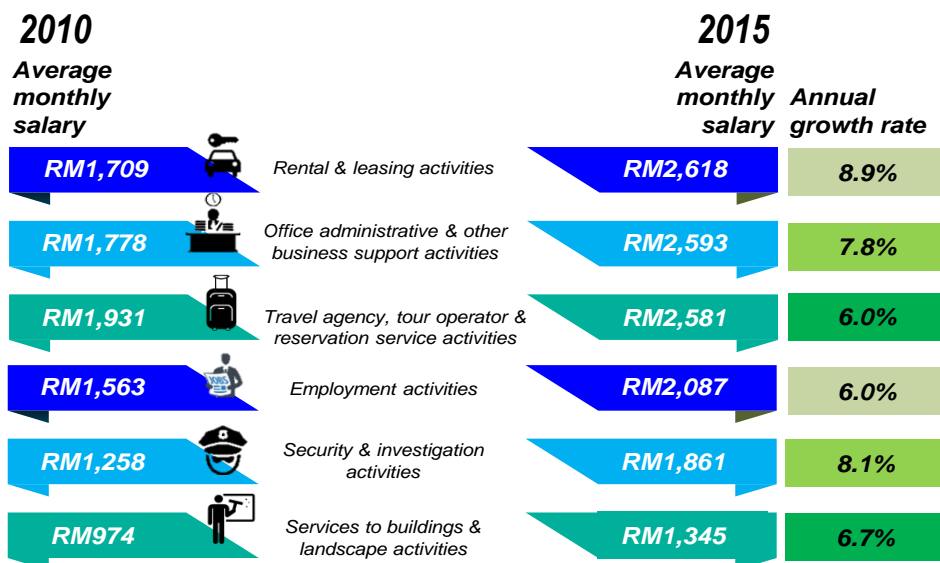
SUMMARY OF FINDINGS

Exhibit 9: Salaries & Wages of Administrative and Support Services by Activities, 2010 and 2015



Administrative and support services recorded an average monthly salary of RM2,027 with annual growth rate of 6.9 per cent as in **Exhibit 10**. Persons engaged in rental & leasing activities received the highest average monthly salary of RM2,618 while the second highest was registered by office administrative & other business support activities (RM2,593). This was followed by travel agency, tour operator & reservation service activities (RM2,581).

Exhibit 10: Average Monthly Salary Administrative and Support Services by Activities, 2010 and 2015



Average monthly salary 2015: RM2,027
Annual growth rate: 6.9%


















8. PERFORMANCE BY STATE

Selangor dominated the number of establishments for administrative and support services of 4,801 establishments with a share of 26.0 per cent as in **Exhibit 11**. This was followed by W.P. Kuala Lumpur (4,384 establishments; 23.8%) and Johor (1,767 establishments; 9.6%). For the period of 2010 to 2015, W.P. Kuala Lumpur recorded the highest increment of establishments by 1,655 with annual growth rate of 9.9 per cent. This was followed by Selangor (increased by 1,349 establishments; 6.8%) and Johor (increased by 995 establishments; 18.0%).

W.P. Kuala Lumpur recorded the highest value of gross output of RM12.1 billion with annual growth rate of 10.5 per cent, followed by Selangor (RM6.3 billion; 11.0%) and Johor (RM1.9 billion; 14.6%). In line with the performance of gross output value, W.P. Kuala Lumpur was the top contributor to value added of RM3.8 billion recorded annual growth rate of 11.8 per cent, followed by Selangor (RM3.0 billion; 12.9%) and Johor (RM0.8 billion; 19.7%). Other key statistics of administrative and support services by states are shown in **Exhibit 12**.

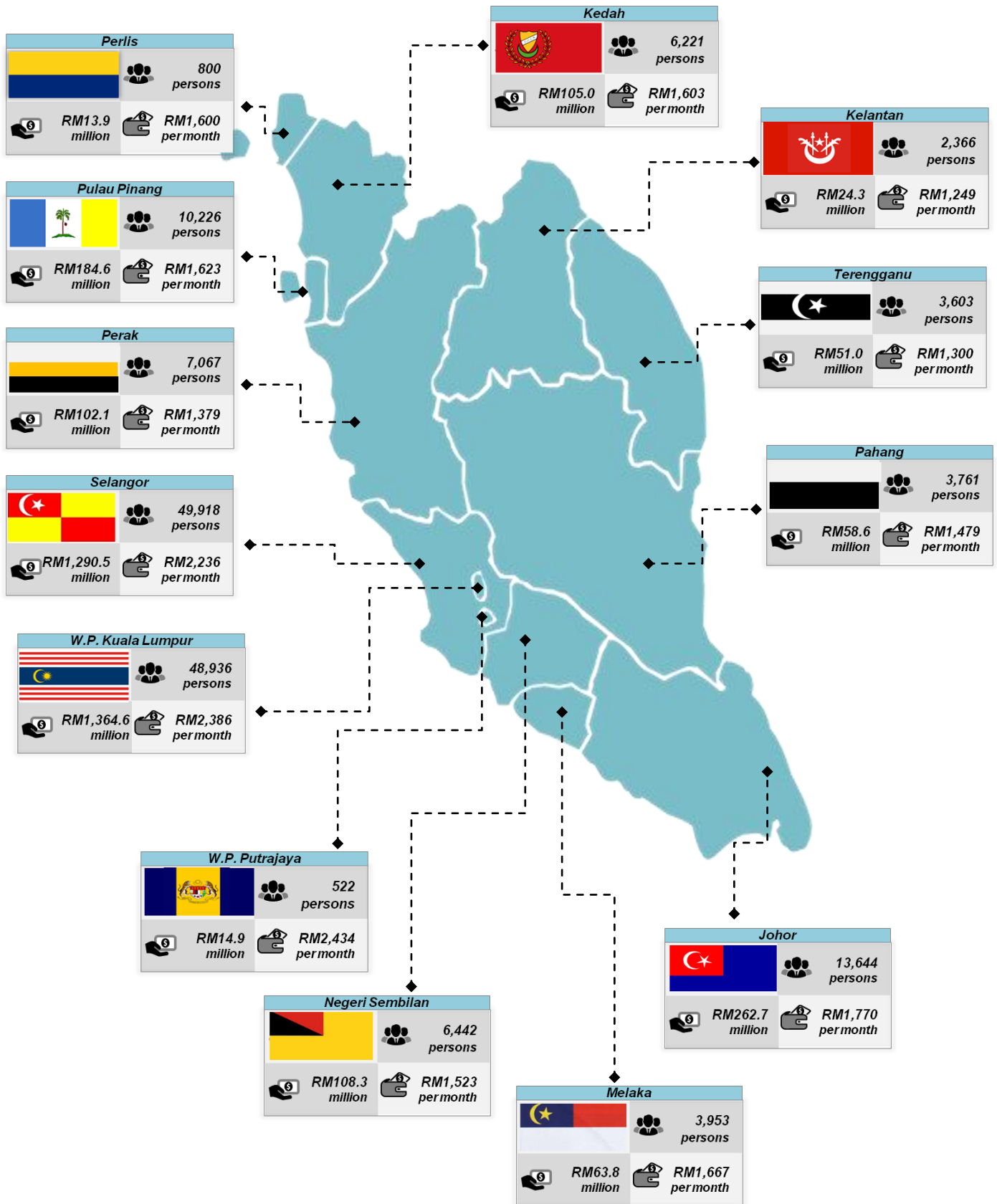
SUMMARY OF FINDINGS

Exhibit 11: Number of Establishments, Value of Gross Output and Value Added of Administrative and Support Services by States, 2010 and 2015

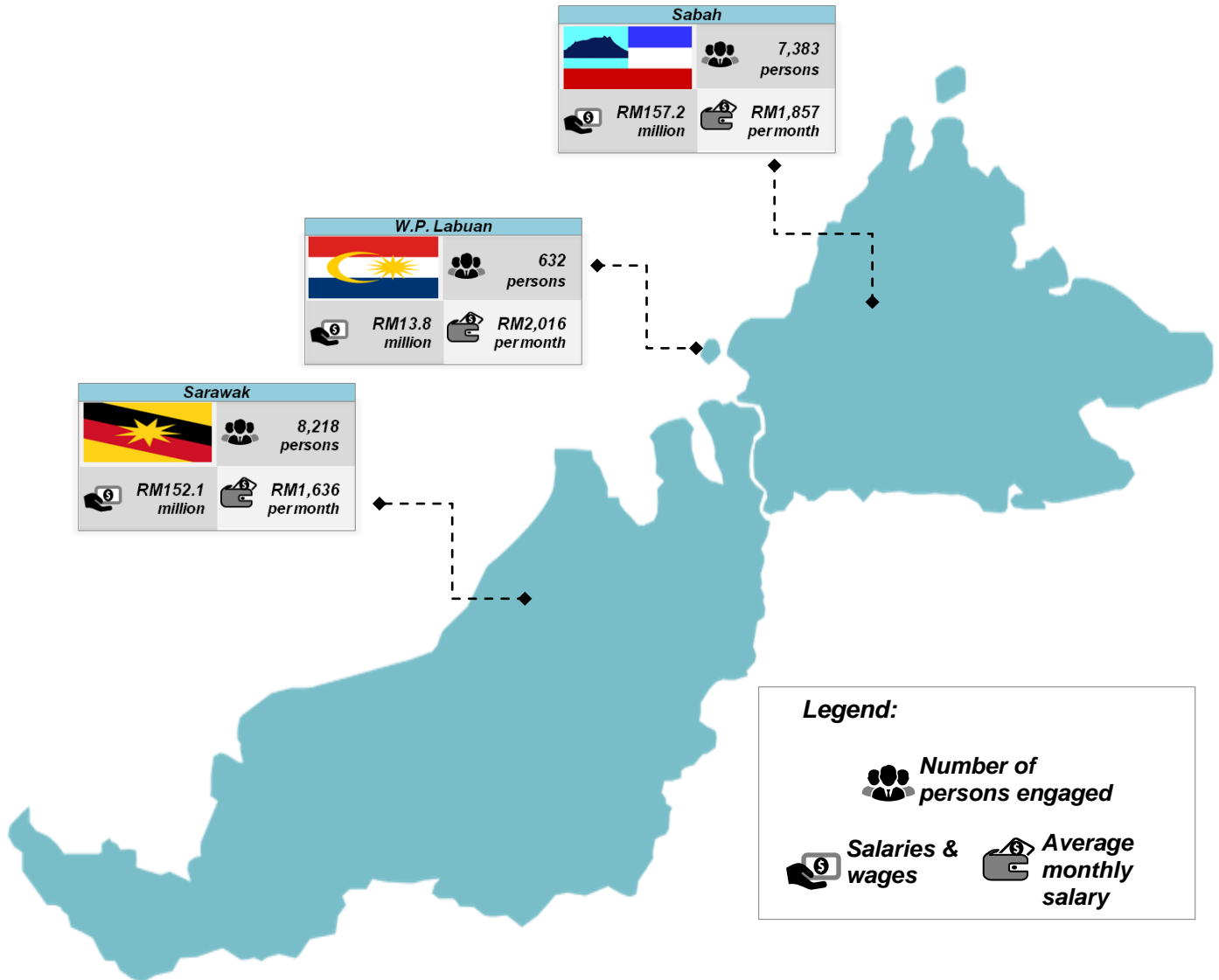
			Number of Annual establishments growth rate		Value of gross output (RM million) Annual growth rate		Value added (RM million) Annual growth rate	
			2015	2010	2015	2010	2015	2010
W.P. KUALA LUMPUR		2015	4,384	9.9%	12,062.9	10.5%	3,817.1	11.8%
		2010	2,729		7,335.3		2,185.6	
SELANGOR		2015	4,801	6.8%	6,275.4	11.0%	3,037.6	12.9%
		2010	3,452		3,719.4		1,655.6	
JOHOR		2015	1,767	18.0%	1,863.3	14.6%	808.2	19.7%
		2010	772		942.1		329.0	
PULAU PINANG		2015	1,318	17.3%	1,382.6	14.1%	484.6	18.9%
		2010	593		715.2		204.2	
SABAH		2015	832	14.5%	1,226.7	15.4%	433.5	13.4%
		2010	422		599.8		230.9	
SARAWAK		2015	896	17.9%	1,067.8	10.3%	445.2	8.7%
		2010	394		655.5		292.7	
PERAK		2015	845	10.8%	550.7	3.3%	245.8	6.3%
		2010	506		468.8		180.9	
KEDAH		2015	892	11.3%	527.7	9.1%	237.5	13.9%
		2010	522		341.6		123.7	
NEGERI SEMBILAN		2015	566	13.2%	489.6	22.2%	230.5	26.8%
		2010	304		179.8		70.4	
TERENGGANU		2015	361	11.0%	398.9	17.9%	179.0	25.1%
		2010	214		174.8		58.5	
MELAKA		2015	728	17.1%	360.0	10.7%	178.1	20.6%
		2010	330		217.0		69.7	
W.P. LABUAN		2015	103	28.9%	268.0	67.2%	149.2	65.1%
		2010	29		20.5		12.2	
PAHANG		2015	418	6.2%	224.7	15.2%	126.0	14.3%
		2010	309		110.5		64.4	
KELANTAN		2015	418	25.0%	176.5	19.3%	72.6	32.0%
		2010	137		73.2		18.1	
W.P. PUTRAJAYA		2015	36	22.6%	133.7	22.2%	39.5	41.7%
		2010	13		49.1		6.9	
PERLIS		2015	67	9.8%	60.9	16.8%	23.8	12.6%
		2010	42		28.0		13.1	
MALAYSIA		2015	18,432		27,069.3		10,508.2	
		2010	10,768	11.3%	15,630.7	11.6%	5,515.9	13.8%

SUMMARY OF FINDINGS

Exhibit 12: Key Statistics of Administrative and Support Services by States, 2015



SUMMARY OF FINDINGS



Selangor recorded the highest number of persons engaged with 49,918 persons. This was followed by W.P. Kuala Lumpur and Johor with 48,936 persons and 13,644 persons respectively. These three states also recorded the highest salaries & wages paid with the total of RM2.9 billion or contributed 73.5 per cent.

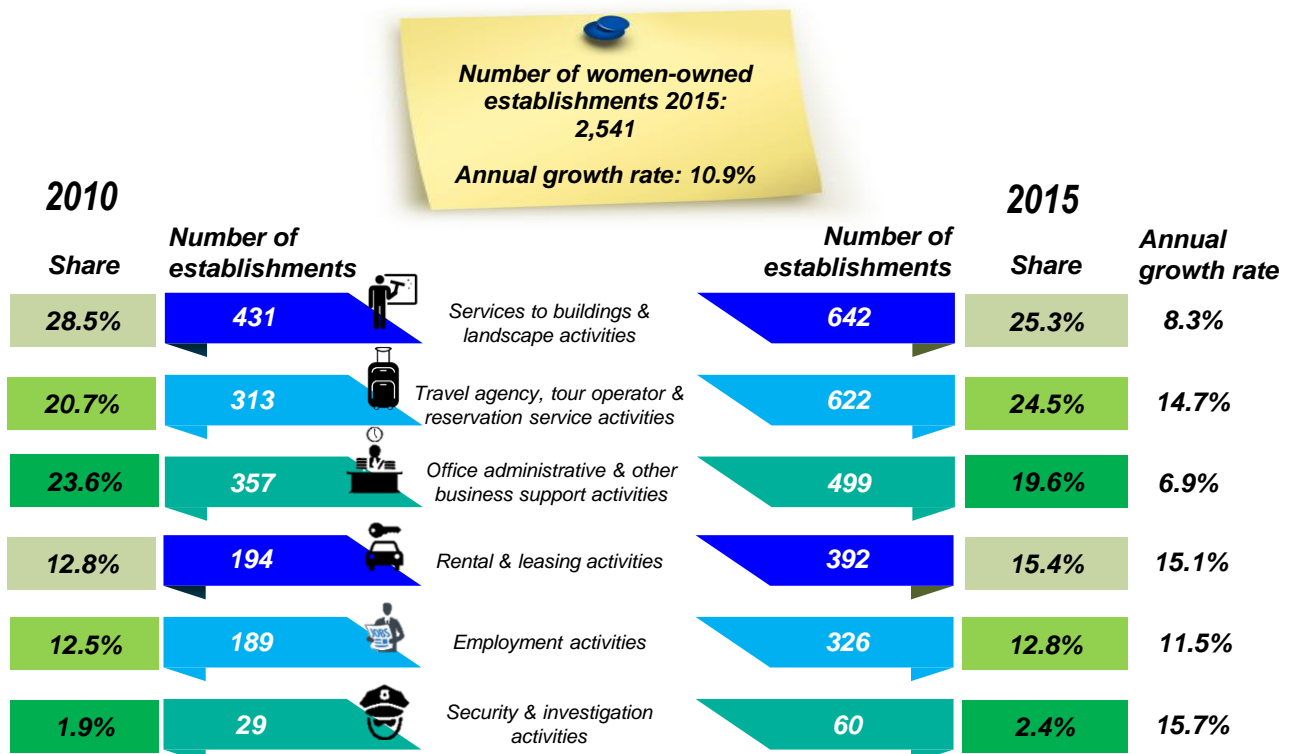
SUMMARY OF FINDINGS

9. WOMEN-OWNED ESTABLISHMENTS

In 2015, there were 2,541 women-owned establishments in administrative and support services with annual growth rate of 10.9 per cent. As compared to 2010, travel agency, tour operator & reservation service activities recorded the highest increase in the number of women-owned establishments by 309 establishments. This was followed by services to buildings & landscape activities and rental & leasing activities with 211 establishments and 198 establishments respectively.

Women-owned establishments remained dominated by services to buildings & landscape activities with share of 25.3 per cent (642 establishments). This was followed by travel agency, tour operator & reservation service activities (622 establishments; 24.5%) and office administrative & other business support activities (499 establishments; 19.6%) as shown in Exhibit 13.

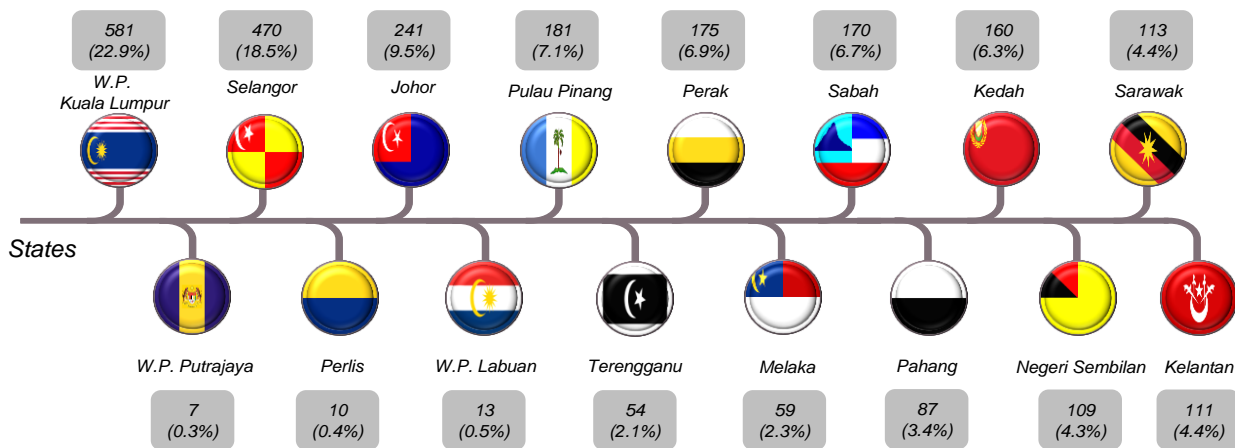
Exhibit 13: Number of Women-Owned Establishments in Administrative and Support Services by Activities, 2010 and 2015



SUMMARY OF FINDINGS

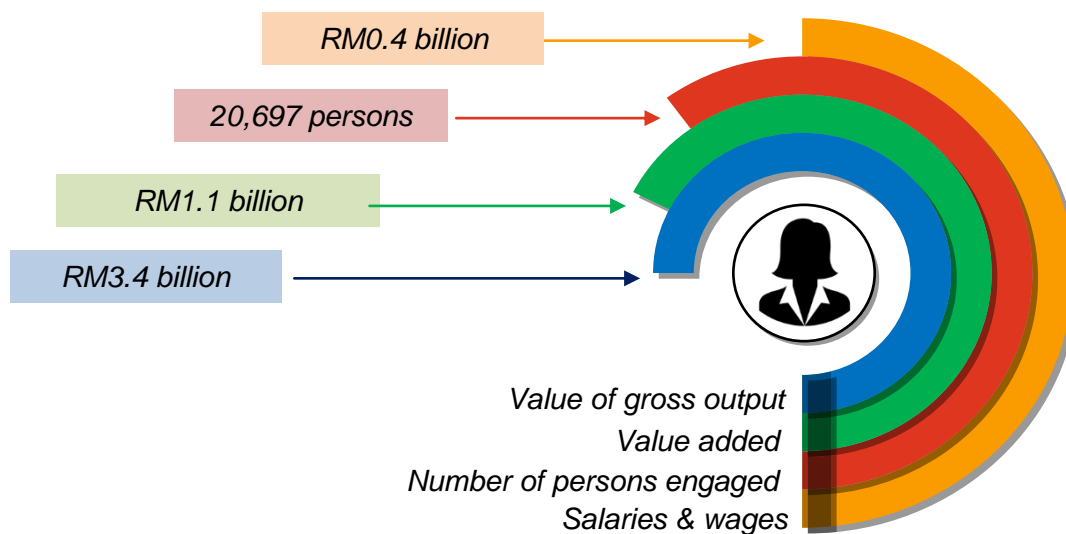
For state comparison, W.P. Kuala Lumpur registered the highest percentage of women-owned establishments with 22.9 per cent (581 establishments), followed by Selangor (18.5%; 470 establishments) and Johor (9.5%; 241 establishments) as shown in **Exhibit 14**.

Exhibit 14: Number of Women-owned Establishments in Administrative and Support Services by States, 2015



Value of gross output generated by women-owned establishments was RM3.4 billion with a share of 12.4 per cent. For value added, a total of RM1.1 billion (10.7%) was recorded by women-owned establishments as shown in **Exhibit 15**. Total number of persons engaged in women-owned establishments was 20,697 persons with salaries & wages paid amounted to RM0.4 billion.

Exhibit 15: Key Statistics of Women-Owned Establishments Administrative and Support Services, 2015



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BAHAGIAN 2

PART 2

**NOTA
TEKNIKAL**

*TECHNICAL
NOTES*

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1. Skop dan liputan

Banci ini meliputi pertubuhan berdaftar yang terlibat dalam **perkhidmatan pentadbiran dan khidmat sokongan** yang merangkumi aktiviti utama berikut:

- i. Aktiviti sewaan & pajakan;
- ii. Aktiviti pekerjaan;
- iii. Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan;
- iv. Aktiviti keselamatan & penyiasatan;
- v. Aktiviti perkhidmatan bangunan & landskap; dan
- vi. Aktiviti pengurusan pejabat & sokongan perniagaan lain.

Keseluruhannya, liputan banci bagi perkhidmatan pentadbiran dan khidmat sokongan terdiri daripada 55 industri di peringkat 5-digit mengikut Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Ver. 1.0. Senarai lengkap industri seperti di **Lampiran**.

2. Sumber rangka

Sumber utama rangka pertubuhan diperoleh daripada agensi seperti Suruhanjaya Syarikat Malaysia (SSM), Pihak Berkuasa Tempatan (PBT), *Registrar of Societies* (ROS), Suruhanjaya Koperasi Malaysia (SKM), Kementerian Pelancongan dan Kebudayaan Malaysia (MoTAC) dan sumber-sumber lain.

Rangka dikemaskini setiap tahun untuk mengambil kira pertubuhan baru dan sebarang perubahan dalam status pertubuhan seperti tutup, tidak beroperasi, perubahan jenis aktiviti atau alamat untuk memastikan maklumat yang terdapat di dalam rangka adalah yang paling terkini.

3. Jenis aktiviti perniagaan

Jenis aktiviti perniagaan merujuk kepada aktiviti utama dan sekunder. Aktiviti utama merujuk kepada aktiviti yang mana pertubuhan menggunakan sebahagian besar daripada sumbernya atau yang memberikan sumbangan besar dari segi pendapatan. Aktiviti sekunder didefinisikan sebagai aktiviti sampingan kepada aktiviti utama. Klasifikasi industri bagi pertubuhan adalah mengikut aktiviti utamanya berdasarkan kepada Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Ver.1.0. MSIC 2008 Ver.1.0 adalah selaras dengan Piawaian

Klasifikasi Industri Antarabangsa bagi Semua Aktiviti Ekonomi (ISIC), Semakan Ke-4, Pertubuhan Bangsa-Bangsa Bersatu, dengan pengubahsuaian untuk keperluan tempatan.

4. Konsep dan definisi

Definisi perkhidmatan kesenian, hiburan dan rekreasi yang diguna pakai dalam penerbitan ini berasaskan kepada Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Ver 1.0:

Perkhidmatan pentadbiran dan khidmat sokongan termasuk pelbagai aktiviti yang menyokong operasi am perniagaan meliputi aktiviti sewaan dan pajakan, aktiviti pekerjaan, agensi pengembaraan, operator pelancongan dan aktiviti perkhidmatan penempahan lain, aktiviti keselamatan dan penyiasatan, aktiviti perkhidmatan kepada bangunan dan lanskap dan pentadbiran pejabat, aktiviti sokongan pejabat dan perniagaan lain.

i. **Aktiviti sewaan & pajakan**

Aktiviti ini merujuk kepada perkhidmatan sewaan bermotor, kelengkapan persendirian dan isi rumah, pajakan mesin dan kelengkapan lain yang selalunya digunakan untuk operasi perniagaan, termasuk kelengkapan pengangkutan lain dan produk yang seumpamanya.

ii. **Aktiviti pekerjaan**

Aktiviti ini merujuk kepada perkhidmatan menyenaraikan kekosongan pekerjaan dan menempatkan permohonan untuk pekerjaan, yang mana individu yang dirujuk atau ditempatkan bukanlah pekerja kepada agensi pekerjaan, membekal pekerja kepada perniagaan pelanggan bagi jangka masa terhad untuk menambah tenaga kerja pelanggan dan aktiviti menyediakan sumber manusia dan perkhidmatan pengurusan sumber manusia berdasarkan kontrak atau yuran.

iii. Agensi pengembaraan, operator pelancongan & khidmat penempahan

Aktiviti ini merujuk kepada perkhidmatan menjual perkhidmatan pengembaraan, pelancongan, pengangkutan dan penginapan kepada umum dan pelanggan komersil serta aktiviti mengatur dan merancang pelancongan yang dijual melalui agensi pengembaraan atau secara terus oleh agen seperti operator pelancongan, serta perkhidmatan yang berkaitan dengan pelancongan termasuk perkhidmatan penempahan. Termasuk juga ialah aktiviti pemandu pelancong dan promosi pelancongan.

iv. Aktiviti keselamatan & penyiasatan

Aktiviti ini merujuk kepada perkhidmatan berkaitan keselamatan seperti perkhidmatan penyiasatan, perkhidmatan pengawal dan rondaan, termasuk juga operasi sistem penggera keselamatan elektronik.

v. Aktiviti perkhidmatan bangunan & landskap

Aktiviti ini merujuk kepada perkhidmatan sokongan gabungan pelbagai kemudahan, aktiviti pembersihan dan aktiviti perkhidmatan penjagaan dan penyelenggaraan landskap.

vi. Aktiviti pengurusan pejabat dan sokongan perniagaan lain

Aktiviti ini merujuk kepada perkhidmatan pengurusan dan sokongan pejabat, aktiviti pusat panggilan, pengurusan konvensyen dan pameran perdagangan dan aktiviti perkhidmatan sokongan perniagaan.

5. Unit melapor

Bilangan **pertubuhan** yang dilaporkan dalam penerbitan ini berbeza dengan data awalan yang dikeluarkan dalam penerbitan Banci Ekonomi 2016 Statistik Pertubuhan. Perbezaan ini disebabkan oleh analisis terkini status cawangan, pengelasan industri dan status operasi pertubuhan.

Unit melapor bagi banci ini ialah **pertubuhan**. Sesebuah pertubuhan secara ideal ditakrifkan sebagai “satu unit ekonomi yang bergiat di bawah satu hak milik atau penguasaan tunggal, iaitu di bawah satu entiti yang sah. Ia menjalankan satu jenis subsektor ekonomi utama di satu tempat/lokasi fizikal”. Setiap pertubuhan diberikan klasifikasi industri berdasarkan aktiviti utamanya dan bukannya mengikut aktiviti syarikat induk.

Setiap cawangan daripada organisasi yang mempunyai beberapa cawangan di lokasi yang berbeza dari segi konsep dianggap sebagai pertubuhan yang berlainan. Pertubuhan berkenaan diminta memberikan penyata yang berasingan bagi setiap kegiatannya dari segi nilai. Walau bagaimanapun, dari segi praktis akaun biasanya disediakan secara berpusat kerana kesukaran untuk memperoleh data yang berasingan bagi setiap unit atau cawangan. Entiti atau ‘*enterprise*’ ini akan dianggap sebagai satu unit pelapor dan dibenarkan mengemukakan soal selidik yang menggabungkan semua unit atau cawangannya.

6. Nilai output kasar

Nilai output kasar ditakrifkan dengan memasukkan perkara berikut:

- Pendapatan daripada perkhidmatan yang disediakan
- + Nilai jualan barang yang dibeli untuk dijual semula
- Nilai barang yang dibeli untuk dijual semula dalam keadaan sama seperti dibeli
- + Perkhidmatan pengurusan
- + Komisen dan pembrokeran yang diterima
- + Yuran yang diterima daripada keahlian
- + Pendapatan daripada sewa yang diterima kecuali tanah
- + Pendapatan operasi lain

7. Nilai input perantaraan

Bermula tahun 2012, perbelanjaan penyelidikan dan pembangunan telah dikeluarkan daripada pengiraan input perantaraan dan diambilkira sebagai perbelanjaan harta selaras dengan penggunaan *Recommendation of System of National Accounts (SNA) 2008*. Nilai input perantaraan ditakrifkan dengan memasukkan perkara berikut:

- Pembelian barangan, bahan dan perkhidmatan
- + Premium insurans
- + Royalti dan yuran paten
- + Caj bank
- + Pembelian elektrik dan air
- + Pembelian bahan pembakar, pelincir dan gas
- + Perbelanjaan penyelidikan dan pembangunan
- + Perbelanjaan pematuhan dan alam sekitar
- + Perbelanjaan operasi lain
- + Stok awal
- Stok akhir

8. Nilai ditambah

Nilai ditambah adalah tambahan kepada nilai barangan dan perkhidmatan yang dikeluarkan oleh sesebuah pertubuhan. Nilai ditambah diperolehi daripada perbezaan antara nilai output kasar dengan nilai input perantaraan.

9. Bilangan pekerja

Jumlah pekerja meliputi semua orang yang diambil bekerja pada bulan Disember atau pada tempoh pembayaran gaji terakhir pada tahun rujukan. Bilangan orang yang bekerja dikategorikan seperti berikut:

i. Pemilik yang bekerja dan rakan niaga yang aktif

Kategori ini merujuk kepada semua pemilik perseorangan dan rakan niaga, sambilan atau sepenuh masa, yang bekerja dengan aktif dalam pertubuhan. Justeru itu, ia tidak termasuk rakan niaga yang tidak aktif.

ii. Pekerja keluarga tanpa gaji

Kategori ini meliputi semua ahli isi rumah pemilik pertubuhan yang melaksanakan kerja tertentu (sepenuh masa atau sambilan) dan bekerja sekurang-kurangnya satu pertiga daripada waktu bekerja biasa yang diamalkan oleh pertubuhan berkenaan tanpa mendapat bayaran secara '*regular*' sama ada dalam bentuk wang tunai atau mata benda bagi kerja yang dilakukan. Biasanya pekerja berkenaan mendapat makanan, tempat tinggal dan bantuan lain sebagai sebahagian daripada ahli isi rumah pemilik dan terus mendapatnya sama ada mereka bekerja atau tidak di pertubuhan tersebut.

iii. Pekerja bergaji sepenuh masa

Ia merujuk kepada semua pekerja bergaji yang bekerja sekurang-kurangnya 6 jam sehari dan sekurang-kurangnya 20 hari sebulan.

iv. Pekerja bergaji sambilan

Ia merujuk kepada semua pekerja bergaji yang bekerja kurang daripada 6 jam sehari dan/atau kurang daripada 20 hari sebulan.

- 10. Kategori kemahiran** Kategori kemahiran telah dikelaskan berdasarkan Piawaian Pengkelasan Pekerjaan Malaysia (MASCO) 2013 adalah seperti berikut:
- i. Pekerja mahir**
Pengurusan, profesional, penyelidik, juruteknik dan profesional bersekutu;
 - ii. Pekerja separuh mahir**
Pekerja sokongan perkeranian, perkhidmatan dan jualan. Kemahiran dan pertukangan yang berkaitan serta operasi mesin, loji dan pemasangan; dan
 - iii. Pekerja kurang mahir**
Pekerjaan asas.
- 11. Nilai harta tetap** Harta tetap meliputi semua barangan, baru atau terpakai, aset ketara atau aset tidak ketara yang digunakan secara berulang atau berterusan yang mempunyai hayat produktif lebih daripada setahun. Ia termasuk tanah, bangunan dan struktur, alat pengangkutan, komputer dan '*peripheral equipment*', mesin, peralatan serta perabot dan pemasangan lain. Nilai harta tetap awal dan akhir bagi tahun rujukan 2015 adalah berasaskan nilai buku bersih. Pembelian, pindaan dan pembaikan besar atau perbelanjaan modal pada tahun berkenaan dikira pada nilai kos sebenar yang dibayar. Nilai harta tetap yang dijual dalam tahun semasa juga dikira pada nilai sebenar.
- 12. Pembundaran** Penjumlahan komponen mungkin berbeza dengan angka jumlah besar disebabkan pembundaran.

13. Kadar pertumbuhan tahunan dikompaun (CAGR)

Pengiraan kadar pertumbuhan tahunan dikompaun (r) adalah berdasarkan formula berikut:

$$Y_t = Y_o(1 + r)^t$$

di mana r ,

$$r = \left[e^{\frac{1}{t} \ln \left(\frac{Y_t}{Y_o} \right)} - 1 \right] \times 100$$

dimana,

Y_t = Nilai pada tahun semasa

Y_o = Nilai pada tahun sebelum

t = Bilangan tahun, $Y_t - Y_o$

r = Kadar pertumbuhan tahunan dikompaun

14. Simbol & singkatan

-	:	tiada
&	:	dan
%	:	peratus
>	:	lebih daripada
<	:	kurang daripada
}	:	digabungkan
RM	:	Ringgit Malaysia
dll.	:	dan lain-lain
spt.	:	seperti
t.t.t.l.	:	tidak terkelas di tempat lain
W.P.	:	Wilayah Persekutuan
CAGR	:	kadar pertumbuhan tahunan dikompaun

1. Scope and coverage

The census covered all registered establishments engaged in **administrative and support services** which included main activities as follows:

- i. Rental & leasing activities;
- ii. Employment activities;
- iii. Travel agency, tour operator & reservation service activities;
- iv. Security & investigation activities;
- v. Services to buildings & landscape activities; and
- vi. Office administrative & other business support activities.

Overall, coverage of the census for administrative and support services was 55 industries at 5-digit level under the Malaysia Standard Industrial Classification (MSIC), 2008 Ver. 1.0. The complete lists of industries are shown in **Appendix**.

2. Source of frame

The main source of establishment frame is obtained from Companies Commission of Malaysia (CCM), Local Authorities (PBT), Registrar of Societies (ROS), Ministry of Tourism and Culture (MoTAC) and other source.

The frame is updated annually to take into account new establishments and to record any changes in the status of the establishments such as closed down, not in operation, changes in activities or addresses to make sure the information in the frame is the latest update.

3. Type of business activity

The type of business activity refers to both principal and secondary activities. The principal activity refers to the activity to which the establishment devoted most of its resources or to which it contributes the largest income. Secondary activities are defined as those incidental or ancillary to the principal activity. The classification of the industry of the establishment is based on the principal activity and is in accordance to the Malaysia Standard Industrial Classification (MSIC) 2008 Ver. 1.0. The MSIC 2008 Ver. 1.0 conforms to the International Standard Industrial Classification of All Economic Activities (ISIC),

Revision 4, United Nations, with modifications to suit local conditions.

4. Concepts and definitions

The definition of administrative and support services adopted in this publication is based on the recommendations of the Malaysia Standard Industrial Classification (MSIC) 2008 Ver. 1.0:

Administrative and support services *includes a variety of activities that support general business operations including rental and leasing activities, employment activities, travel agency, tour operator and other reservation service activities, security and investigation activities, services to building and landscape activities and office administrative, office support and other business support activities.*

i. Rental & leasing activities

Refers to the renting of motor vehicles, renting of personal and household equipment, leasing of machinery and equipment of the kind often used for business operations, including other transport equipment and similar products.

ii. Employment activities

Refers to the services of listing employment vacancies and placing applicants for employment, where the individuals referred or placed are not employees of the employment agencies, supplying workers to clients' businesses for limited periods of time to supplement the working force of the client, and the activities of providing human resources and human resource management services for others on a contract or fee basis.

iii. Travel agency, tour operator & reservation services

Refers to the services of selling travel, tour, transportation and accommodation services to the general public and commercial clients and the activity of arranging and assembling tours that are sold through travel agencies or directly by agents such as tour operators, as well as other travel-related services including reservation services. The activities of tourist guides and tourism promotion activities are also included.

iv. Security & investigation activities

Refers to the security-related services such as investigation services, guard and patrol services, including operation of electronic security alarm systems.

v. Services to buildings & landscape activities

Refers to the combined facilities support activities, cleaning activities and landscape care and maintenance services activities.

vii. Office administrative & business support activities

Refers to the office administrative and support services, activities of call centres, organisation of conventions and trade shows and other business support services activities.

5. Reporting unit

*The number of **establishments** reported in this publication were different from preliminary data published in the Economic Census 2016 Establishment Statistics. The difference was due to the latest analysis of branches status, reclassification of industry and operational status of the establishments.*

The reporting unit for this Census is the **establishment**. An establishment ideally defined as “an economic unit that engaged in one activity, under a single legal entity and operating in a single physical location”. Each establishment was assigned an industry classification based on its principal activity and not to that of its parent company.

Each branch of the multiple organisation has branches in different locations of conceptually treated as the different organisation. The establishment was requested to give separate returns for each activity in terms of value. However, if in practice, the accounts were centrally kept such that it was not possible to obtain separate data for each individual unit or branch. The entity or enterprise was treated as a single reporting unit and allowed to submit a consolidated questionnaire covering all units or branches

6. Value of gross output

The value of gross output is defined to include the following elements:

- Income from services rendered*
- + *Value of goods sold in the same condition as purchased*
- *Value of goods purchased for resale in the same condition as purchased*
- + *management services*
- + *Commissions and brokerage earned*
- + *Fees earned from membership*
- + *Rental income received except land rental*
- + *Other operating income*

7. Value of intermediate input

Effective 2012, research and development expenditure has been removed from calculation of intermediate input and treated as capital asset in line with the recommendation of System of National Accounts (SNA) 2008. The value of intermediate input is defined to include the following items:

- Purchase of goods, material and service*
- + *Insurance premiums*
- + *Royalty and patent fees*
- + *Bank charges*
- + *Purchase of electricity and water*
- + *Purchase of fuels, lubricants and gas*
- + *Research and development expenditure*
- + *Environmental compliance expenditure*
- + *Other operating expenditure*
- + *Opening stock*
- *Closing stock*

8. Value added

Value added is the increment to the value of commodities and services contributed by the establishment. This value is derived as the difference between the value of gross output and value of intermediate input.

9. Number of persons engaged

Employment covers all persons engaged during December or the last pay period of the reference year. The number of persons engaged was classified under the following categories:

i. Working proprietors and active business partner

This category refers to all individual proprietors and partners, part-time or full time, who are actively engaged in the work of the establishment. It therefore, excludes silent and inactive partners.

ii. Unpaid family workers

This category encompasses all persons (full-time or part-time) in the household of the owners of the establishment who perform a specified job and work for a minimum of one third of the normal working time of the establishment but do not receive regular payment, either in cash or in kind for work done. Such workers generally receive food, shelter and other support as part of the household of an owner but this would continue whether they worked in the establishment or not.

iii. Paid full-time employees

It refers to all paid workers who work for at least 6 hours a day and 20 days a month.

iv. Paid part-time employees

It refers to all paid workers who work for less than 6 hours a day and/or less than 20 days a month.

10. Category of skills

Category of skills has also been categorized according to Malaysia Standard Classification of Occupations (MASCO) 2013 as follow:

i. High-skilled

Managers, professionals, researchers, technicians and associate professionals;

ii. Semi-skilled

Clerical support, service and sales, craft and related trades workers and plant and machine operators and assemblers; and

iii. Low-skilled

Elementary occupations.

11. Value of fixed assets

Fixed assets cover all goods, new or used, tangible or intangible and used repeatedly or continuously that have a normal economic life span of more than one year. This included land, buildings and structure, transport equipment, computer and peripheral equipment, other machinery, equipment and furniture and fittings. Value of fixed assets as at the beginning and end of 2015 was based on net book value. Purchases, alterations and major repairs or capital expenditure during the year were valued at actual costs incurred. Value of fixed assets sold during the year refers to the realised value.

12. Rounding

The sum of the component figures may not tally with the sub-total or total figures due to rounding.

13. Compound annual growth rate (CAGR)

The calculation of compound annual growth rate (r) is based on the following formula:

$$Y_t = Y_o(1 + r)^t$$

where r,

$$r = \left[e^{\frac{1}{t} \ln \left(\frac{Y_t}{Y_o} \right)} - 1 \right] \times 100$$

where,

Y_t = Value at current year

Y_o = Value at previous year

t = Number of years, $Y_t - Y_o$

r = Compound annual growth rate

14. Symbols & abbreviations

-	:	<i>nil</i>
&	:	<i>and</i>
%	:	<i>per cent</i>
>	:	<i>more than</i>
<	:	<i>less than</i>
}	:	<i>combined</i>
<i>RM</i>	:	<i>Ringgit Malaysia</i>
<i>etc.</i>	:	<i>et cetera</i>
<i>i.e</i>	:	<i>that is</i>
<i>n.e.c</i>	:	<i>not elsewhere classified</i>
<i>W.P.</i>	:	<i>Federal Territory</i>
<i>CAGR</i>	:	<i>compound annual growth rate</i>



BAHAGIAN 3

PART 3

JADUAL

TABLES

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Jadual 1.1: Perangkaan utama perkhidmatan pentadbiran dan sokongan, 2010 dan 2015
Table 1.1: Principal statistics of administrative and support services, 2010 and 2015

Tahun <i>Year</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
2010	10,768	15,630,699	10,114,834	5,515,865	114,923	1,879,032	5,552,887

Jadual 1.2: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut aktiviti, 2015
Table 1.2: Principal statistics of administrative and support services by activities, 2015

Aktiviti <i>Activities</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	3,116	3,687,203	1,498,184	2,189,019	18,439	509,030	4,807,732
Aktiviti pekerjaan <i>Employment activities</i>	2,661	1,643,944	835,917	808,027	15,482	372,821	611,356
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	4,119	13,375,737	10,698,830	2,676,907	28,886	887,591	2,246,709
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	987	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	4,128	2,533,926	1,080,602	1,453,324	41,862	595,712	1,272,648
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323

Jadual 1.3: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut negeri, 2015

Table 1.3: Principal statistics of administrative and support services by states, 2015

Negeri States	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Johor	1,767	1,863,306	1,055,096	808,210	13,644	262,671	1,138,123
Kedah	892	527,680	290,135	237,545	6,221	105,046	139,146
Kelantan	418	176,505	103,925	72,580	2,366	24,288	91,098
Melaka	728	359,961	181,888	178,073	3,953	63,842	107,900
Negeri Sembilan	566	489,563	259,094	230,469	6,442	108,315	149,469
Pahang	418	224,668	98,743	125,925	3,761	58,561	106,780
Perak	845	550,717	304,884	245,833	7,067	102,081	215,995
Perlis	67	60,889	37,089	23,800	800	13,922	11,415
Pulau Pinang	1,318	1,382,600	897,956	484,644	10,226	184,551	528,418
Sabah	832	1,226,673	793,152	433,521	7,383	157,225	643,522
Sarawak	896	1,067,809	622,642	445,167	8,218	152,192	1,197,834
Selangor	4,801	6,275,434	3,237,876	3,037,558	49,918	1,290,511	2,462,683
Terengganu	361	398,882	219,793	179,089	3,603	50,984	137,640
W.P. Kuala Lumpur	4,384	12,062,852	8,245,712	3,817,140	48,936	1,364,567	4,453,016
W.P. Labuan	103	268,048	118,861	149,187	632	13,790	230,350
W.P. Putrajaya	36	133,735	94,261	39,474	522	14,897	12,363

Jadual 1.4: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut taraf sah, 2015
 Table 1.4: Principal statistics of administrative and support services by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Hak milik perseorangan <i>Individual proprietorship</i>	5,823	2,659,435	1,599,445	1,059,990	28,633	395,903	500,258
Perkongsian <i>Partnership</i>	818	313,931	130,395	183,536	6,090	75,920	98,487
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	32	20,554	10,805	9,749	242	4,790	11,612
Syarikat sendirian berhad <i>Private limited company</i>	11,657	23,965,333	14,761,358	9,203,975	137,953	3,473,864	10,490,610
Syarikat awam berhad <i>Public limited company</i>	55	85,212	49,617	35,595	353	10,611	434,695
Koperasi <i>Co-operative</i>	23	7,619	2,262	5,357	226	2,937	2,954
Perbadanan awam <i>Public corporation</i>	7	13,812	5,538	8,274	140	2,913	86,366
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>	17	3,426	1,687	1,739	55	504	770

Jadual 1.5: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut hak milik, 2015
Table 1.5: Principal statistics of administrative and support services by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Residen Malaysia <i>Malaysian residents</i>	18,365	26,964,468	16,513,664	10,450,804	171,414	3,940,718	11,221,178
Bukan residen Malaysia <i>Non-Malaysian residents</i>	44	77,232	30,040	47,192	2,093	21,858	346,195
Hak milik bersama <i>Joint ownership</i>	23	27,622	17,403	10,219	185	4,866	58,379

Jadual 1.6: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut saiz output, 2015

Table 1.6: Principal statistics of administrative and support services by size of output, 2015

Saiz output <i>Size of output</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Kurang daripada 300 <i>Less than</i>	8,727	1,252,757	510,940	741,817	29,439	323,270	1,351,404
300 - < 3,000	8,392	7,091,646	3,617,635	3,474,011	73,306	1,635,499	4,111,699
3,000 - < 20,000	1,149	7,953,396	4,661,271	3,292,125	49,075	1,198,029	4,499,288
20,000 dan lebih dan above	164	10,771,523	7,771,261	3,000,262	21,872	810,645	1,663,361

Jadual 1.7: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut saiz pekerja, 2015
 Table 1.7: Principal statistics of administrative and support services by size of employment, 2015

Saiz pekerja <i>Size of employment</i>			Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
			(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)	
Jumlah <i>Total</i>			18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Kurang daripada <i>Less than</i>	5		9,118	3,026,099	1,601,219	1,424,880	22,813	483,067	2,977,136
5	-	29	8,665	16,016,388	10,520,093	5,496,295	78,588	2,003,695	6,435,140
30	-	75	407	3,879,148	2,653,590	1,225,558	17,898	437,676	1,079,723
76		dan lebih and above	242	4,147,687	1,786,205	2,361,482	54,393	1,043,005	1,133,753

Jadual 1.8: Perangkaan utama perkhidmatan pentadbiran dan sokongan mengikut saiz harta tetap, 2015
 Table 1.8: Principal statistics of administrative and support services by size of fixed assets, 2015

Saiz harta tetap Size of fixed assets	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
(RM '000)		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	18,432	27,069,322	16,561,107	10,508,215	173,692	3,967,443	11,625,752
Kurang daripada 50 Less than	9,555	5,546,721	3,258,982	2,287,739	54,139	978,100	155,682
50 - < 200	4,892	4,446,108	2,550,564	1,895,544	37,532	802,876	507,789
200 - < 500	1,988	3,433,762	1,986,099	1,447,663	26,685	603,524	622,803
500 - < 5,000	1,711	8,740,193	5,772,670	2,967,523	37,043	1,050,930	2,323,285
5,000 - < 25,000	224	2,773,351	1,827,840	945,511	9,558	270,045	2,284,536
25,000 - < 50,000	34	674,486	289,970	384,516	599	56,387	1,253,405
50,000 - < 150,000	18	1,091,301	639,532	451,769	7,867	182,189	1,370,110
150,000 dan lebih and above	10	363,400	235,450	127,950	269	23,392	3,108,142

Jadual 1.9: Bilangan pekerja perkhidmatan pentadbiran dan sokongan mengikut aktiviti, 2015
Table 1.9: Number of persons engaged in administrative and support services by activities, 2015

Aktiviti <i>Activities</i>	Bilangan pertubuhan <i>Number of establishments</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>			
		Jumlah <i>Total</i>	Pemilik yang bekerja, rakan niaga yang aktif dan pekerja keluarga tidak bergaji <i>Working proprietors, active business partners and unpaid family workers</i>	Pekerja sepenuh masa <i>Full-time employees</i>	Pekerja sambilan <i>Part-time employees</i>
Jumlah <i>Total</i>	18,432	173,692	10,556	159,454	3,682
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	3,116	18,439	2,237	15,594	608
Aktiviti pekerjaan <i>Employment activities</i>	2,661	15,482	595	14,741	146
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	4,119	28,886	230	28,355	301
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	987	53,174	113	51,851	1,210
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	4,128	41,862	4,944	35,707	1,211
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	3,421	15,849	2,437	13,206	206

Jadual 1.10: Bilangan pekerja dan gaji & upah perkhidmatan pentadbiran dan sokongan mengikut kategori pekerja, 2015
 Table 1.10: Number of persons engaged and salaries & wages in administrative and support services by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	Jumlah <i>Total</i> (RM '000)
Jumlah <i>Total</i>	173,692	118,572	55,120	3,967,443
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	10,556	8,681	1,875	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	7,263	5,891	1,372	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	3,293	2,790	503	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	159,454	106,945	52,509	3,922,150
Pengurus <i>Manager</i>	17,571	12,851	4,720	1,003,117
Profesional <i>Professional</i>	9,876	6,217	3,659	368,822
Profesional <i>Professional</i>	9,579	5,993	3,586	358,924
Penyelidik <i>Researcher</i>	297	224	73	9,898
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	6,471	5,491	980	262,153
Pekerja sokongan perkeranian <i>Clerical support workers</i>	26,600	6,733	19,867	552,914
Pekerja perkhidmatan dan Jualan <i>Service and sales workers</i>	31,167	22,598	8,569	668,379
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	8,182	6,493	1,689	163,123
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	4,429	4,077	352	97,268
Pekerjaan asas <i>Elementary occupation</i>	55,158	42,485	12,673	806,374
Pekerja bergaji (sambilan) / Paid employees (part-time)	3,682	2,946	736	45,293

Jadual 1.11: Bilangan pekerja perkhidmatan pentadbiran dan sokongan mengikut kewarganegaraan dan kategori pekerja, 2015

Table 1.11: Number of persons engaged in administrative and support services by citizenship and category of workers, 2015

Kategori pekerja Category of workers	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Total number of persons engaged during December or the last pay period		
	Jumlah Total	Warganegara Citizen	Bukan Warganegara Non-citizen
Jumlah Total	173,692	133,890	39,802
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji Total working proprietors and unpaid family workers	10,556	8,817	1,739
Pemilik yang bekerja dan rakan niaga yang aktif Working proprietors and active business partners	7,263	5,975	1,288
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) Unpaid family workers (all members of family and friends not receiving regular wages)	3,293	2,842	451
Jumlah pekerja bergaji (sepenuh masa) Total paid employees (full-time)	159,454	121,934	37,520
Pengurus Manager	17,571	15,238	2,333
Profesional Professional	9,876	7,049	2,827
Profesional Professional	9,579	6,790	2,789
Penyelidik Researcher	297	259	38
Juruteknik dan profesional bersekutu Technicians and associate professionals	6,471	5,855	616
Pekerja sokongan perkeranian Clerical support workers	26,600	12,046	14,554
Pekerja perkhidmatan dan jualan Service and sales workers	31,167	26,463	4,704
Pekerja kemahiran dan pekerja pertukangan yang berkaitan Craft and related trade workers	8,182	6,661	1,521
Operator mesin & loji dan pemasang Plant & machine operators and assemblers	4,429	4,109	320
Pekerjaan asas Elementary occupation	55,158	44,513	10,645
Pekerja bergaji (sambilan)/ Paid employees (part-time)	3,682	3,139	543

Jadual 1.12: Bilangan pekerja bergaji sepenuh masa perkhidmatan pentadbiran dan sokongan mengikut kategori kemahiran pekerja dan aktiviti, 2015
Table 1.12: Number of paid full-time employees in administrative and support services by category of skilled workers and activities, 2015

Aktiviti <i>Activities</i>	Mahir/ High-Skilled*		Separa Mahir/ Semi-Skilled**		Kurang Mahir/ Low-Skilled***	
	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>
		(RM '000)		(RM '000)		(RM '000)
Jumlah <i>Total</i>	33,918	1,634,092	70,378	1,481,684	55,158	806,374
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	4,060	251,100	8025	195,254	3,509	57,281
Aktiviti pekerjaan <i>Employment activities</i>	4,200	179,525	6137	120,473	4,404	70,992
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	8,877	424,475	14725	368,924	4,753	90,109
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	6,543	330,734	24249	509,100	21,059	324,170
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	5,979	224,995	11421	156,117	18,307	203,582
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	4,259	223,263	5821	131,816	3126	60,240

* Termasuk pengurus & profesional dan juruteknik & profesional bersekutu / *Includes managers & professionals and technicians & associate professionals*

** Termasuk pekerja sokongan perkeranian, pekerja perkhidmatan & jualan, pekerja kemahiran & pekerja pertukangan yang berkaitan dan operator mesin & loji dan pemasang
Includes clerical support workers, service & sale workers, craft & related trades workers and plant & machine operators & assemblers

*** Termasuk pekerjaan asas / *Includes elementary occupations*

Jadual 1.13: Bilangan pekerja perkhidmatan pentadbiran dan sokongan mengikut jantina dan kelulusan, 2015
Table 1.13: Number of persons engaged in administrative and support services by sex and qualifications, 2015

Kelulusan <i>Qualifications</i>	Jumlah pekerja <i>Total employment</i>	Bilangan pekerja seperti pada Disember 2015 atau pada tempoh gaji terakhir <i>Number of persons engaged as at December 2015 or during the last pay period</i>	
		Lelaki <i>Male</i>	Perempuan <i>Female</i>
Jumlah <i>Total</i>	173,692	118,572	55,120
Pascasiswazah <i>Postgraduate</i>	3,048	2,270	778
Ijazah sarjana muda/ Diploma lanjutan atau yang setaraf <i>Bachelor/ Advanced diploma or equivalent</i>	25,758	17,782	7,976
Diploma <i>Diploma</i>	24,727	14,466	10,261
STPM atau yang setaraf <i>STPM or equivalent</i>	14,297	6,609	7,688
Sijil <i>Certificate</i>	20,095	13,974	6,121
SPM/ SPM (V) atau yang setaraf <i>SPM/ SPM (V) or equivalent</i>	61,630	44,356	17,274
Di bawah taraf kelulusan SPM/ SPM (V) <i>Below SPM/ SPM (V) qualification</i>	24,137	19,115	5,022

Jadual 1.14: Bilangan pekerja perkhidmatan pentadbiran dan sokongan mengikut kelulusan dan aktiviti, 2015
Table 1.14: Number of persons engaged in administrative and support services by qualifications and activities, 2015

Aktiviti <i>Activities</i>	Pascasiswazah <i>Postgraduate</i>	Ijazah sarjana muda/ Diploma lanjutan atau yang setaraf <i>Bachelor/ Advanced diploma or equivalent</i>	Diploma <i>Diploma</i>	STPM atau yang setaraf <i>STPM or equivalent</i>	Sijil <i>Certificate</i>	SPM/ SPM (V) atau yang setaraf <i>SPM/ SPM (V) or equivalent</i>	Di bawah taraf kelulusan SPM/ SPM (V) <i>Below SPM/ SPM (V) qualification</i>
Jumlah <i>Total</i>	3,048	25,758	24,727	14,297	20,095	61,630	24,137
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	376	2,427	2,996	1,772	2,604	6,492	1,772
Aktiviti pekerjaan <i>Employment activities</i>	297	3,186	2,913	1,633	2,081	4,315	1,057
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	1,434	4,627	5,125	4,417	3,954	8,199	1,130
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	146	6,039	4,887	2,269	5,111	23,883	10,839
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	367	5,420	5,621	2,587	4,429	14,731	8,707
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	428	4,059	3,185	1,619	1,916	4,010	632

Jadual 1.15: Nilai harta tetap perkhidmatan pentadbiran dan sokongan mengikut aktiviti, 2015

Table 1.15: Value of fixed assets of administrative and support services by activities, 2015

Aktiviti <i>Activities</i>	Nilai buku bersih seperti pada 01.01.2015 <i>Net book value as at 01.01.2015</i>	Perbelanjaan modal <i>Capital expenditure</i>	Pelupusan <i>Disposal</i>	Susut nilai semasa <i>Current depreciation</i>	Nilai buku bersih seperti pada 31.12.2015 <i>Net book value as at 31.12.2015</i>	Sewa yang dibayar dalam tahun 2015 <i>Rent paid during 2015</i>
	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)
Jumlah <i>Total</i>	9,589,033	4,154,307	186,381	1,360,431	11,625,752	793,992
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	4,650,189	846,020	142,572	526,622	4,807,732	142,366
Aktiviti pekerjaan <i>Employment activities</i>	606,188	100,887	1,922	100,486	611,356	71,688
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	927,419	2,217,914	5,708	285,660	2,246,709	327,655
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	521,442	66,096	12,955	91,371	490,984	57,949
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	1,226,656	136,228	17,138	109,029	1,272,648	116,191
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	1,657,139	787,162	6,086	247,263	2,196,323	78,143

Jadual 1.16: Nilai harta tetap perkhidmatan pentadbiran dan sokongan mengikut jenis harta, 2015

Table 1.16: Value of fixed assets of administrative and support services by type of assets, 2015

Jenis harta <i>Type of assets</i>	Nilai buku bersih seperti pada 01.01.2015 <i>Net book value as at 01.01.2015</i>	Perbelanjaan modal <i>Capital expenditure</i>	Pelupusan <i>Disposal</i>	Susut nilai semasa <i>Current depreciation</i>	Nilai buku bersih seperti pada 31.12.2015 <i>Net book value as at 31.12.2015</i>	Sewa yang dibayar dalam tahun 2015 <i>Rent paid during 2015</i>
	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)
Jumlah <i>Total</i>	9,589,032	4,154,306	186,381	1,360,432	11,625,752	793,994
Tanah <i>Land</i>	335,787	194,294	89	5,811	524,262	35,625
Bangunan dan binaan lain <i>Buildings and other construction</i>	2,786,627	1,452,241	7,994	118,473	3,500,342	673,412
Alat pengangkutan <i>Transport equipment</i>	2,340,695	1,222,130	149,206	515,559	2,895,639	41,891
Teknologi Maklumat dan Telekomunikasi <i>Information and Communications Technology</i>	396,504	221,222	741	117,341	499,703	883
Jentera dan kelengkapan <i>Machinery and equipment</i>	2,651,877	633,390	24,793	402,514	2,872,788	41,385
Perabot dan pemasangan <i>Furniture and fittings</i>	867,993	355,952	902	152,367	1,070,817	340
Harta lain <i>Other assets</i>	209,549	75,077	2,656	48,367	262,201	458

Jadual 1.17: Perangkaan utama pertumbuhan milikan wanita perkhidmatan pentadbiran dan sokongan mengikut aktiviti, 2015
 Table 1.17: Principal statistics of women-owned establishment in administrative and support services by activities, 2015

Aktiviti <i>Activities</i>	Bilangan pertumbuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	2,541	3,350,099	2,221,105	1,128,994	20,697	440,541	1,702,779
Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>	392	150,325	63,593	86,732	1,851	31,670	1,220,219
Aktiviti pekerjaan <i>Employment activities</i>	326	181,206	86,064	95,142	1,998	46,755	64,387
Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>	622	2,169,427	1,704,166	465,261	5,181	153,808	258,311
Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>	60	430,679	197,232	233,447	3,744	98,509	32,171
Aktiviti perkhidmatan bangunan & landskap <i>Services to buildings & landscape activities</i>	642	268,037	102,375	165,662	5,913	73,269	55,823
Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>	499	150,425	67,675	82,750	2,010	36,530	71,868

Jadual 1.18: Perangkaan utama pertubuhan milikan wanita perkhidmatan pentadbiran dan sokongan mengikut negeri , 2015
Table 1.18: Principal statistics of women-owned establishment in administrative and support services by states, 2015

Negeri <i>States</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	2,541	3,350,099	2,221,105	1,128,994	20,697	440,541	1,702,779
Johor	241	139,502	82,396	57,106	1,489	21,559	32,889
Kedah	160	49,528	22,710	26,818	1,013	14,037	16,346
Kelantan	111	20,321	8,269	12,052	562	3,994	6,147
Melaka	59	26,596	13,115	13,481	314	4,126	3,429
Negeri Sembilan	109	66,152	33,366	32,786	836	12,917	29,221
Pahang	87	43,820	18,628	25,192	1,159	13,840	6,890
Perak	175	70,921	27,982	42,939	1,285	18,799	41,541
Perlis	10	11,342	7,809	3,533	62	1,616	424
Pulau Pinang	181	241,514	167,330	74,184	1,337	25,823	60,012
Sabah	170	170,830	103,857	66,973	1,542	28,462	59,335
Sarawak	113	153,159	97,748	55,411	1,536	24,588	34,173
Selangor	470	490,251	289,662	200,589	3,253	95,240	78,109
Terengganu	54	20,278	11,051	9,227	299	4,356	7,220
W.P. Kuala Lumpur	581	1,770,943	1,274,601	496,342	5,886	168,500	1,323,094
W.P. Labuan	13	61,574	51,875	9,699	87	1,095	2,756
W.P. Putrajaya	7	13,368	10,706	2,662	37	1,589	1,193

Jadual 2.1: Perangkaan utama aktiviti sewaan & pajakan, 2010 dan 2015
Table 2.1: Principal statistics of rental & leasing activities, 2010 and 2015

Tahun <i>Year</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	3,116	3,687,203	1,498,184	2,189,019	18,439	509,030	4,807,732
2010	1,849	1,511,705	556,783	954,922	9,568	166,207	2,795,692

Jadual 2.2: Perangkaan utama aktiviti sewaan & pajakan mengikut negeri, 2015
Table 2.2: Principal statistics of rental & leasing activities by states, 2015

Negeri States	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	3,116	3,687,203	1,498,184	2,189,019	18,439	509,030	4,807,732
Johor	354	418,064	197,089	220,975	2,041	46,538	510,233
Kedah	340	71,298	31,130	40,168	1,004	13,183	33,717
Kelantan	75	14,504	5,044	9,460	275	2,780	9,078
Melaka	155	43,828	14,564	29,264	728	9,853	28,731
Negeri Sembilan	121	62,604	24,996	37,608	510	10,603	41,498
Pahang	113	59,054	24,543	34,511	547	10,343	25,106
Perak	273	80,418	34,499	45,919	1,245	16,780	64,848
Perlis	27	5,775	2,682	3,093	122	1,177	2,735
Pulau Pinang	177	118,426	47,221	71,205	1,152	23,821	58,063
Sabah	99	181,202	61,737	119,465	770	25,824	330,956
Sarawak	226	243,875	83,182	160,693	1,078	30,631	775,727
Selangor	675	1,037,230	404,390	632,840	6,070	168,547	607,608
Terengganu	80	39,398	14,886	24,512	392	6,344	43,725
W.P. Kuala Lumpur	363	1,139,007	504,338	634,669	2,271	135,017	2,156,769
W.P. Labuan	36	172,520	47,883	124,637	234	7,589	118,938
W.P. Putrajaya							

Jadual 2.3: Perangkaan utama aktiviti sewaan & pajakan mengikut taraf sah, 2015

Table 2.3: Principal statistics of rental & leasing activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,116	3,687,203	1,498,184	2,189,019	18,439	509,030	4,807,732
Hak milik perseorangan <i>Individual proprietorship</i>	1,548	406,330	161,407	244,923	5,759	85,768	159,344
Perkongsian <i>Partnership</i>	205	80,648	33,253	47,395	1,207	16,641	43,717
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	6	2,081	485	1,596	42	773	644
Syarikat sendirian berhad <i>Private limited company</i>	1,345	3,174,618	1,294,817	1,879,801	11,380	403,961	4,258,337
Syarikat awam berhad <i>Public limited company</i>	9	23,196	8,081	15,115	43	1,781	345,679
Koperasi <i>Co-operative</i>	3	330	141	189	8	106	11

Jadual 2.4: Perangkaan utama aktiviti sewaan & pajakan mengikut hak milik, 2015
 Table 2.4: Principal statistics of rental & leasing activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,116	3,687,203	1,498,184	2,189,019	18,439	509,030	4,807,732
Residen Malaysia <i>Malaysian residents</i>	3,107	3,681,237	1,495,499	2,185,738	18,397	507,528	4,792,616
Bukan residen Malaysia <i>Non-Malaysian residents</i>	6	4,686	2,235	2,451	36	1,371	2,092
Hak milik bersama <i>Joint ownership</i>	3	1,280	450	830	6	131	13,024

Jadual 2.5: Bilangan pekerja dan gaji & upah aktiviti sewaan & pajakan mengikut kategori pekerja, 2015
Table 2.5: Number of persons engaged and salaries & wages in rental & leasing activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	18,439	13,679	4,760	509,030
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	2,237	1,796	441	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	1,926	1,614	312	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	311	182	129	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	15,594	11,355	4,239	503,636
Pengurus <i>Manager</i>	2,120	1,759	361	138,997
Profesional <i>Professional</i>	1,009	590	419	67,169
Profesional <i>Professional</i>	972	564	408	64,885
Penyelidik <i>Researcher</i>	37	26	11	2,284
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	931	848	83	44,934
Pekerja sokongan perkeranian <i>Clerical support workers</i>	2,477	543	1,934	54,275
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	2,006	1,376	630	49,326
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	1,647	1,550	97	41,840
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	1,895	1,833	62	49,814
Pekerjaan asas <i>Elementary occupation</i>	3,509	2,856	653	57,281
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	608	528	80	5,394

Jadual 3.1: Perangkaan utama aktiviti pekerjaan, 2010 dan 2015
Table 3.1: Principal statistics of employment activities, 2010 and 2015

Tahun Year	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	2,661	1,643,944	835,917	808,027	15,482	372,821	611,356
2010	1,184	1,202,731	633,483	569,248	14,536	264,227	151,587

Jadual 3.2: Perangkaan utama aktiviti pekerjaan mengikut negeri, 2015
Table 3.2: Principal statistics of employment activities by states, 2015

Negeri States	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	2,661	1,643,944	835,917	808,027	15,482	372,821	611,356
Johor	310	220,706	120,333	100,373	2,100	39,485	58,852
Kedah	52	22,578	12,608	9,970	297	5,062	5,776
Kelantan	6	1,032	355	677	22	222	311
Melaka	66	23,313	6,199	17,114	367	6,859	11,583
Negeri Sembilan	46	17,933	8,380	9,553	223	4,091	3,911
Pahang	43	16,720	6,481	10,239	303	5,062	5,859
Perak	} 78	31,835	13,683	18,152	442	8,566	8,280
Perlis							
Pulau Pinang	226	106,049	44,503	61,546	1,415	25,147	43,183
Sabah	105	40,241	21,728	18,513	442	8,625	36,516
Sarawak	140	93,457	41,729	51,728	1,531	25,716	58,713
Selangor	875	531,133	259,836	271,297	3,256	133,618	238,548
Terengganu	33	15,714	6,671	9,043	280	4,990	4,523
W.P. Kuala Lumpur	660	516,823	290,052	226,771	4,698	103,739	130,522
W.P. Labuan	14	4,652	2,287	2,365	89	1,287	3,212
W.P. Putrajaya	7	1,758	1,072	686	17	352	1,567

Jadual 3.3: Perangkaan utama aktiviti pekerjaan mengikut taraf sah, 2015

Table 3.3: Principal statistics of employment activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	2,661	1,643,944	835,917	808,027	15,482	372,821	611,356
Hak milik perseorangan <i>Individual proprietorship</i>	361	100,742	40,939	59,803	1,909	26,800	24,050
Perkongsian <i>Partnership</i>	69	25,467	9,728	15,739	402	6,734	5,197
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	6	1,852	720	1,132	55	658	271
Syarikat sendirian berhad <i>Private limited company</i>	2,211	1,511,098	782,054	729,044	13,048	337,553	578,142
Syarikat awam berhad <i>Public limited company</i>	9	3,992	2,171	1,821	43	844	2,156
Koperasi <i>Co-operative</i>	5	793	305	488	25	232	1,540
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>							

Jadual 3.4: Perangkaan utama aktiviti pekerjaan mengikut hak milik, 2015
 Table 3.4: Principal statistics of employment activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	2,661	1,643,944	835,917	808,027	15,482	372,821	611,356
Residen Malaysia <i>Malaysian residents</i>	2,649	1,633,970	830,905	803,065	15,388	370,722	591,932
Bukan residen Malaysia <i>Non-Malaysian residents</i>	5	4,202	1,828	2,374	23	696	18,933
Hak milik bersama <i>Joint ownership</i>	7	5,772	3,184	2,588	71	1,403	491

Jadual 3.5: Bilangan pekerja dan gaji & upah aktiviti pekerjaan mengikut kategori pekerja, 2015
 Table 3.5: Number of persons engaged and salaries & wages in employment activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	(RM '000)
Jumlah <i>Total</i>	15,482	9,269	6,213	372,821
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	595	473	122	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	500	399	101	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	95	74	21	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	14,741	8,686	6,055	370,989
Pengurus <i>Manager</i>	2,399	1,762	637	114,921
Profesional <i>Professional</i>	1,106	563	543	41,752
Profesional <i>Professional</i>	1,084	554	530	41,025
Penyelidik <i>Researcher</i>	22	9	13	727
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	695	591	104	22,851
Pekerja sokongan perkeranian <i>Clerical support workers</i>	3,846	783	3,063	68,530
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	1,276	816	460	34,222
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	521	428	93	8,541
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	494	413	81	9,180
Pekerjaan asas <i>Elementary occupation</i>	4,404	3,330	1,074	70,992
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	146	110	36	1,832

Jadual 4.1: Perangkaan utama aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan, 2010 dan 2015
Table 4.1: Principal statistics of travel agency, tour operator & reservation service activities, 2010 and 2015

Tahun Year	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	4,119	13,375,737	10,698,830	2,676,907	28,886	887,591	2,246,709
2010	1,938	8,686,382	6,972,147	1,714,235	20,858	482,137	1,101,975

Jadual 4.2: Perangkaan utama aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mengikut negeri, 2015

Table 4.2: Principal statistics of travel agency, tour operator & reservation service activities by states, 2015

Negeri States	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	4,119	13,375,737	10,698,830	2,676,907	28,886	887,591	2,246,709
Johor	291	756,250	579,341	176,909	2,148	58,189	84,053
Kedah	237	253,846	189,409	64,437	1,243	24,699	81,589
Kelantan	49	93,980	76,510	17,470	237	5,344	12,253
Melaka	84	154,682	115,186	39,496	357	10,898	25,967
Negeri Sembilan	92	203,243	156,919	46,324	498	13,680	38,402
Pahang	69	57,959	39,117	18,842	409	8,330	19,201
Perak	126	271,775	208,610	63,165	744	17,612	29,743
Perlis	17	26,301	21,406	4,895	93	2,221	7,260
Pulau Pinang	279	840,643	678,357	162,286	1,846	49,873	202,007
Sabah	393	824,825	625,262	199,563	3,100	71,106	212,513
Sarawak	171	526,676	430,399	96,277	1,272	30,098	75,243
Selangor	784	1,644,663	1,226,845	417,818	5,442	197,162	557,632
Terengganu	100	148,644	122,840	25,804	484	9,551	26,107
W.P. Kuala Lumpur	1,399	7,414,461	6,099,322	1,315,139	10,862	381,954	861,183
W.P. Labuan	18	79,306	64,577	14,729	89	2,176	8,391
W.P. Putrajaya	10	78,483	64,730	13,753	62	4,698	5,165

Jadual 4.3: Perangkaan utama aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mengikut taraf sah, 2015

Table 4.3: Principal statistics of travel agency, tour operator & reservation service activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	4,119	13,375,737	10,698,830	2,676,907	28,886	887,591	2,246,709
Hak milik perseorangan <i>Individual proprietorship</i>	275	1,234,584	1,021,886	212,698	1,675	53,003	135,932
Perkongsian <i>Partnership</i>	15	8,952	5,731	3,221	82	1,205	21,340
Syarikat sendirian berhad <i>Private limited company</i>	3,820	12,096,826	9,642,135	2,454,691	27,064	830,329	2,034,315
Syarikat awam berhad <i>Public limited company</i>	9	35,375	29,078	6,297	65	3,054	55,122
Koperasi <i>Co-operative</i>							

Jadual 4.4: Perangkaan utama aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mengikut hak milik, 2015
 Table 4.4: Principal statistics of travel agency, tour operator & reservation service activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	4,119	13,375,737	10,698,830	2,676,907	28,886	887,591	2,246,709
Residen Malaysia <i>Malaysian residents</i>	4,113	13,363,150	10,689,014	2,674,136	28,850	886,569	2,245,616
Bukan residen Malaysia <i>Non-Malaysian residents</i>	6	12,587	9,816	2,771	36	1,022	1,093
Hak milik bersama <i>Joint ownership</i>							

Jadual 4.5: Bilangan pekerja dan gaji & upah aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan mengikut kategori pekerja, 2015
Table 4.5: Number of persons engaged and salaries & wages in travel agency, tour operator & reservation service activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i> (RM '000)
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	28,886	15,620	13,266	887,591
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	230	180	50	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	212	168	44	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	18	12	6	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	28,355	15,265	13,090	883,509
Pengurus <i>Manager</i>	6,123	4,050	2,073	303,693
Profesional <i>Professional</i>	1,554	894	660	62,481
Profesional <i>Professional</i>	1,501	863	638	61,005
Penyelidik <i>Researcher</i>	53	31	22	1,476
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,200	909	291	58,301
Pekerja sokongan perkeranian <i>Clerical support workers</i>	5,863	1,238	4,625	119,426
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	7,790	4,262	3,528	227,711
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	502	388	114	9,548
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	570	536	34	12,239
Pekerjaan asas <i>Elementary occupation</i>	4,753	2,988	1,765	90,110
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	301	175	126	4,082

Jadual 5.1: Perangkaan utama aktiviti keselamatan & penyiasatan, 2010 dan 2015

Table 5.1: Principal statistics of security & investigation activities, 2010 and 2015

Tahun <i>Year</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	987	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
2010	484	1,843,140	818,147	1,024,993	32,953	497,131	329,655

Jadual 5.2: Perangkaan utama aktiviti keselamatan & penyiasatan mengikut negeri, 2015

Table 5.2: Principal statistics of security & investigation activities by states, 2015

Negeri States	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	987	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
Johor	62	156,099	32,074	124,025	1,949	42,096	22,195
Kedah	33	125,137	36,600	88,537	2,213	46,659	4,768
Kelantan	14	25,683	7,765	17,918	374	5,513	1,171
Melaka	28	43,058	13,006	30,052	542	12,668	6,848
Negeri Sembilan	33	145,435	47,541	97,894	3,457	62,819	13,696
Pahang	9	33,139	6,142	26,997	1,153	18,798	3,937
Perak	}	60,497	15,684	44,813	1,081	29,858	5,755
Perlis							
Pulau Pinang	39	43,897	14,926	28,971	728	12,962	8,036
Sabah	22	112,499	60,353	52,146	1,879	34,248	24,865
Sarawak	33	75,503	20,539	54,964	1,832	33,699	13,993
Selangor	372	1,780,373	832,844	947,529	20,283	477,367	207,348
Terengganu	11	152,622	61,513	91,109	1,343	18,228	2,902
W.P. Kuala Lumpur	296	1,344,801	554,861	789,940	16,019	386,322	174,368
W.P. Labuan	}	20,660	14,830	5,830	321	3,675	1,102
W.P. Putrajaya							

Jadual 5.3: Perangkaan utama aktiviti keselamatan & penyiasatan mengikut taraf sah, 2015

Table 5.3: Principal statistics of security & investigation activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	987	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
Hak milik perseorangan <i>Individual proprietorship</i>	56	27,521	7,499	20,022	545	10,926	3,285
Perkongsian <i>Partnership</i>	25	17,246	5,902	11,344	428	5,658	2,701
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>							
Syarikat sendirian berhad <i>Private limited company</i>	903	4,072,414	1,704,361	2,368,053	52,151	1,167,441	484,331
Syarikat awam berhad <i>Public limited company</i>	3	2,222	916	1,306	50	887	667
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>							

Jadual 5.4: Perangkaan utama aktiviti keselamatan & penyiasatan mengikut hak milik, 2015
 Table 5.4: Principal statistics of security & investigation activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	987	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
Residen Malaysia <i>Malaysian residents</i>	}	4,119,403	1,718,678	2,400,725	53,174	1,184,912	490,984
Bukan residen Malaysia <i>Non-Malaysian residents</i>							

Jadual 5.5: Bilangan pekerja dan gaji & upah aktiviti keselamatan & penyiasatan mengikut kategori pekerja, 2015
Table 5.5: Number of persons engaged and salaries & wages in security & investigation activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	53,174	42,254	10,920	1,184,912
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	113	101	12	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	104	97	7	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	9	4	5	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	51,851	40,986	10,865	1,164,005
Pengurus <i>Manager</i>	2,004	1,570	434	185,935
Profesional <i>Professional</i>	3,017	2,446	571	79,601
Profesional <i>Professional</i>	2,931	2,361	570	76,684
Penyelidik <i>Researcher</i>	86	85	1	2,917
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,522	1,303	219	65,198
Pekerja sokongan perkeranian <i>Clerical support workers</i>	6,018	2,129	3,889	179,342
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	15,196	13,307	1,889	266,738
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	2,578	1,662	916	55,087
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	457	443	14	7,934
Pekerjaan asas <i>Elementary occupation</i>	21,059	18,126	2,933	324,170
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	1,210	1,167	43	20,907

Jadual 6.1: Perangkaan utama aktiviti perkhidmatan bangunan & landskap, 2010 dan 2015
Table 6.1: Principal statistics of services to buildings & landscape activities, 2010 and 2015

Tahun <i>Year</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	4,128	2,533,926	1,080,602	1,453,324	41,862	595,712	1,272,648
2010	3,126	1,242,183	562,990	679,193	25,087	257,693	271,495

Jadual 6.2: Perangkaan utama aktiviti perkhidmatan bangunan & landskap mengikut negeri, 2015

Table 6.2: Principal statistics of services to buildings & landscape activities by states, 2015

Negeri States	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output	Nilai input perantaraan Value of intermediate input	Nilai ditambah Value added	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir Number of persons engaged during December or the last pay period	Gaji & upah yang dibayar Salaries & wages paid	Nilai harta tetap yang dimiliki pada akhir tahun Value of fixed assets owned as at the end of the year
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	4,128	2,533,926	1,080,602	1,453,324	41,862	595,712	1,272,648
Johor	467	203,401	80,738	122,663	4,060	48,846	60,560
Kedah	158	47,071	17,739	29,332	1,232	12,967	10,987
Kelantan	207	32,279	10,568	21,711	1,241	8,627	5,153
Melaka	299	70,596	21,844	48,752	1,642	19,155	23,764
Negeri Sembilan	186	43,530	14,088	29,442	1,482	13,622	7,522
Pahang	130	49,006	19,446	29,560	1,169	13,514	48,305
Perak	187	91,082	27,759	63,323	3,250	28,830	83,203
Perlis	14	11,193	6,034	5,159	307	2,802	868
Pulau Pinang	305	163,583	67,636	95,947	3,708	46,606	64,992
Sabah	55	35,729	12,239	23,490	629	9,537	20,309
Sarawak	162	89,045	32,171	56,874	1,881	21,796	35,051
Selangor	1,124	760,407	281,511	478,896	10,011	181,606	344,236
Terengganu	101	33,399	10,261	23,138	996	10,071	6,762
W.P. Kuala Lumpur	699	890,155	473,302	416,853	10,025	174,446	470,221
W.P. Labuan	25	8,602	2,910	5,692	179	2,147	90,336
W.P. Putrajaya	9	4,848	2,356	2,492	50	1,140	379

Jadual 6.3: Perangkaan utama aktiviti perkhidmatan bangunan & landskap mengikut taraf sah, 2015
Table 6.3: Principal statistics of services to buildings & landscape activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	4,128	2,533,926	1,080,602	1,453,324	41,862	595,712	1,272,648
Hak milik perseorangan <i>Individual proprietorship</i>	2,301	634,755	260,548	374,207	13,665	161,530	93,528
Perkongsian <i>Partnership</i>	318	135,312	55,566	79,746	2,920	35,597	15,836
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	5	7,900	5,810	2,090	41	780	780
Syarikat sendirian berhad <i>Private limited company</i>	1,475	1,740,094	753,618	986,476	24,934	393,684	1,157,021
Syarikat awam berhad <i>Public limited company</i>	9	6,108	2,133	3,975	62	1,297	4,265
Koperasi <i>Co-operative</i>	9	5,383	1,268	4,115	193	2,340	882
Perbadanan awam <i>Public corporation</i>	3	2,828	944	1,884	19	320	60
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>	8	1,546	715	831	28	164	276

Jadual 6.4: Perangkaan utama aktiviti perkhidmatan bangunan & landskap mengikut hak milik, 2015

Table 6.4: Principal statistics of services to buildings & landscape activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	4,128	2,533,926	1,080,602	1,453,324	41,862	595,712	1,272,648
Residen Malaysia <i>Malaysian residents</i>	4,121	2,498,364	1,064,581	1,433,783	39,994	587,071	962,440
Bukan residen Malaysia <i>Non-Malaysian residents</i>	7	35,562	16,021	19,541	1,868	8,641	310,208
Hak milik bersama <i>Joint ownership</i>							

Jadual 6.5: Bilangan pekerja dan gaji & upah aktiviti perkhidmatan bangunan & landskap mengikut kategori pekerja, 2015
 Table 6.5: Number of persons engaged and salaries & wages in services to buildings & landscape activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	(RM '000)
Jumlah <i>Total</i>	41,862	28,337	13,525	595,712
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	4,944	4,196	748	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	2,889	2,330	559	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	2,055	1,866	189	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	35,707	23,263	12,444	584,693
Pengurus <i>Manager</i>	2,661	2,048	613	124,501
Profesional <i>Professional</i>	1,884	1,010	874	60,607
Profesional <i>Professional</i>	1,861	993	868	59,811
Penyelidik <i>Researcher</i>	23	17	6	796
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,434	1,290	144	39,887
Pekerja sokongan perkeranian <i>Clerical support workers</i>	5,572	1,434	4,138	73,110
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	2,837	1,692	1,145	40,547
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	2,338	1,990	348	32,976
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	674	573	101	9,484
Pekerjaan asas <i>Elementary occupation</i>	18,307	13,226	5,081	203,581
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	1,211	878	333	11,019

Jadual 7.1: Perangkaan utama aktiviti pengurusan pejabat & sokongan perniagaan lain, 2010 dan 2015
Table 7.1: Principal statistics of office administrative & other business support activities, 2010 and 2015

Tahun Year	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2015	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323
2010	2,187	1,144,558	571,284	573,274	11,921	211,637	902,483

Jadual 7.2: Perangkaan utama aktiviti pengurusan pejabat & sokongan perniagaan lain mengikut negeri, 2015
Table 7.2: Principal statistics of office administrative & other business support activities by states, 2015

Negeri <i>States</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah Total	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323
Johor	283	108,786	45,521	63,265	1,346	27,517	402,230
Kedah	72	7,750	2,649	5,101	232	2,476	2,310
Kelantan	67	9,026	3,683	5,343	217	1,802	63,133
Melaka	96	24,485	11,089	13,396	317	4,408	11,007
Negeri Sembilan	88	16,817	7,170	9,647	272	3,500	44,439
Pahang	54	8,791	3,014	5,777	180	2,513	4,372
Perak	153	31,868	11,151	20,717	566	8,066	24,499
Perlis	6	862	465	397	17	91	219
Pulau Pinang	292	110,002	45,313	64,689	1,377	26,143	152,137
Sabah	158	32,176	11,832	20,344	563	7,885	18,364
Sarawak	164	39,253	14,622	24,631	624	10,253	239,107
Selangor	971	521,627	232,449	289,178	4,856	132,210	507,310
Terengganu	36	9,105	3,621	5,484	108	1,801	53,620
W.P. Kuala Lumpur	967	757,606	323,838	433,768	5,061	183,089	659,954
W.P. Labuan	9	2,446	944	1,502	28	586	9,465
W.P. Putrajaya	5	28,509	11,535	16,974	85	5,037	4,157

Jadual 7.3: Perangkaan utama aktiviti pengurusan pejabat & sokongan perniagaan lain mengikut taraf sah, 2015

Table 7.3: Principal statistics of office administrative & other business support activities by legal status, 2015

Taraf sah <i>Legal status</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323
Hak milik perseorangan <i>Individual proprietorship</i>	1,282	255,504	107,166	148,338	5,080	57,876	84,120
Perkongsian <i>Partnership</i>	187	48,268	21,080	27,188	1,072	10,612	10,269
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	14	6,756	2,923	3,833	83	2,052	9,345
Syarikat sendirian berhad <i>Private limited company</i>	1,903	1,370,284	584,374	785,910	9,376	340,895	1,978,463
Syarikat awam berhad <i>Public limited company</i>	19	14,500	7,347	7,153	94	2,771	27,111
Koperasi <i>Co-operative</i>	7	1,580	762	818	10	337	362
Perbadanan awam <i>Public corporation</i>	4	10,984	4,594	6,390	121	2,593	86,307
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>	5	1,233	650	583	13	241	346

Jadual 7.4: Perangkaan utama aktiviti pengurusan pejabat & sokongan perniagaan lain mengikut hak milik, 2015
Table 7.4: Principal statistics of office administrative & other business support activities by ownerships, 2015

Hak milik <i>Ownerships</i>	Bilangan pertubuhan <i>Number of establishments</i>	Nilai output kasar <i>Value of gross output</i>	Nilai input perantaraan <i>Value of intermediate input</i>	Nilai ditambah <i>Value added</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Number of persons engaged during December or the last pay period</i>	Gaji & upah yang dibayar <i>Salaries & wages paid</i>	Nilai harta tetap yang dimiliki pada akhir tahun <i>Value of fixed assets owned as at the end of the year</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323
Residen Malaysia <i>Malaysian residents</i>	3,389	1,679,105	716,315	962,790	15,672	408,356	2,139,443
Bukan residen Malaysia <i>Non-Malaysian residents</i>	23	23,276	10,119	13,157	116	6,685	12,877
Hak milik bersama <i>Joint ownership</i>	9	6,728	2,462	4,266	61	2,336	44,003

Jadual 7.5: Bilangan pekerja dan gaji & upah aktiviti pengurusan pejabat & sokongan perniagaan lain mengikut kategori pekerja, 2015
Table 7.5: Number of persons engaged and salaries & wages in office administrative & other business support activities by category of workers, 2015

Kategori pekerja <i>Category of workers</i>	Bilangan pekerja pada bulan Disember atau pada tempoh gaji akhir <i>Total number of persons engaged during December or the last pay period</i>			Gaji & upah yang dibayar <i>Salaries & wages paid</i>
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	15,849	9,413	6,436	417,377
Jumlah pemilik yang bekerja dan pekerja keluarga tidak bergaji <i>Total working proprietors and unpaid family workers</i>	2,437	1,935	502	
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietors and active business partners</i>	1,632	1,283	349	
Pekerja keluarga tidak bergaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) <i>Unpaid family workers (all members of family and friends not receiving regular wages)</i>	805	652	153	
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	13,206	7,390	5,816	415,319
Pengurus <i>Manager</i>	2,264	1,662	602	135,070
Profesional <i>Professional</i>	1,306	714	592	57,213
Profesional <i>Professional</i>	1,230	658	572	55,514
Penyelidik <i>Researcher</i>	76	56	20	1,699
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	689	550	139	30,980
Pekerja sokongan perkeranian <i>Clerical support workers</i>	2,824	606	2,218	58,234
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	2,062	1,145	917	49,836
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trade workers</i>	596	475	121	15,130
Operator mesin & loji dan pemasang <i>Plant & machine operators and assemblers</i>	339	279	60	8,617
Pekerjaan asas <i>Elementary occupation</i>	3,126	1,959	1,167	60,239
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	206	88	118	2,058



LAMPIRAN

APPENDIX

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LAMPIRAN / APPENDIX

PIAWAIAN KLASIFIKASI INDUSTRI MALAYSIA (MSIC) 2008 Ver. 1.0
MALAYSIA STANDARD INDUSTRIAL CLASSIFICATION (MSIC) 2008 Ver.1.0

PERKHIDMATAN PENTADBIRAN DAN SOKONGAN ADMINISTRATIVE AND SUPPORT SERVICES

MSIC 2008	Keterangan Description
77	Aktiviti sewaan & pajakan <i>Rental & leasing activities</i>
77101	Penyewaan dan pemajakan operasi kereta penumpang (tanpa pemandu) <i>Renting and operational leasing of passenger cars (without driver)</i>
77102	Penyewaan dan pemajakan operasi trak, treler pelbagai guna dan kenderaan rekreasi <i>Renting and operational leasing trucks, utility trailers and recreational vehicles</i>
77211	Penyewaan dan pemajakan bot peranginan, kenu, perahu layar <i>Renting and leasing of pleasure boats, canoes, sailboats</i>
77219	Penyewaan dan pemajakan kelengkapan sukan lain t.t.t.l. <i>Renting and leasing of other sports equipment n.e.c.</i>
77220	Penyewaan pita video, piring hitam, CD, DVD <i>Renting of video tapes, records, CDs, DVDs</i>
77291	Penyewaan dan pemajakan barang tekstil, pakaian dan kasut <i>Renting and leasing of textiles, wearing apparel and footwear</i>
77292	Penyewaan dan pemajakan barang perabot, tembikar dan kaca, perkakas dapur, barang elektrik dan peralatan rumah <i>Renting and leasing of furniture, pottery and glass, kitchen and tableware, electrical appliances and house wares</i>
77293	Penyewaan dan pemajakan barang kemas, peralatan muzik, hiasan latar dan kostum <i>Renting and leasing of jewellery, musical instruments, scenery and costumes</i>
77294	Penyewaan dan pemajakan buku, jurnal dan majalah <i>Renting and leasing of books, journals and magazines</i>
77295	Penyewaan dan pemajakan mesin dan kelengkapan yang digunakan oleh amatir atau sebagai hobi <i>Renting and leasing of machinery and equipment used by amateurs or as a hobby</i>
77296	Penyewaan pokok dan bunga <i>Renting of flowers and plants</i>
77297	Penyewaan dan pemajakan kelengkapan elektronik untuk kegunaan isi rumah <i>Renting and leasing of electronic equipment for household use</i>
77299	Penyewaan dan pemajakan barangan persendirian dan isi rumah lain t.t.t.l. <i>Renting and leasing for other personal and household goods n.e.c.</i>
77301	Penyewaan dan pemajakan operasi, tanpa operator, untuk mesin dan kelengkapan lain yang biasanya digunakan sebagai barang modal oleh industri <i>Renting and operational leasing, without operator, of other machinery and equipment that are generally used as capital goods by industries</i>
77302	Penyewaan dan pemajakan operasi, tanpa pemandu, kelengkapan pengangkutan darat (selain daripada kenderaan bermotor) <i>Renting and operational leasing of land-transport equipment (other than motor vehicles)</i>
77303	Penyewaan dan pemajakan operasi kelengkapan pengangkutan air tanpa pengendali <i>Renting and operational leasing of water-transport equipment without operator</i>
77304	Penyewaan dan pemajakan operasi kelengkapan pengangkutan udara tanpa pengendali <i>Renting and operational leasing of air transport equipment without operator</i>
77305	Penyewaan dan pemajakan operasi jentera dan kelengkapan pertanian dan perhutanan tanpa pengendali <i>Renting and operational leasing of agricultural and forestry machinery and equipment without operator</i>

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MSIC 2008	Keterangan <i>Description</i>
77306	Penyewaan dan pajakan operasi jentera dan kelengkapan pembinaan dan kejuruteraan awam tanpa pengendali <i>Renting and operational leasing of construction and civil-engineering machinery and equipment without operator</i>
77307	Sewaan dan pajakan operasi jentera dan kelengkapan pejabat tanpa pengendali <i>Renting and operational leasing of office machinery and equipment without operator</i>
77309	Penyewaan dan pajakan mesin bagi jentera, kelengkapan dan barang ketara t.t.t.l. <i>Renting and leasing of other machinery, equipment and tangible goods n.e.c.</i>
77400	Pemajakan harta intelektual dan produk seumpamanya, kecuali kerja berhakcipta <i>Leasing of intellectual property and similar products, except copyrighted works</i>
78	Aktiviti pekerjaan <i>Employment activities</i>
78100	Aktiviti agensi penempatan pekerjaan <i>Activities of employment placement agencies</i>
78200	Aktiviti agensi pekerjaan sementara <i>Temporary employment agency activities</i>
78300	Penyediaan sumber manusia kepada perniagaan pelanggan <i>Provision of human resources for client businesses</i>
79	Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempahan <i>Travel agency, tour operator & reservation service activities</i>
79110	Aktiviti agensi pengembaraan <i>Travel agency activities</i>
79900	Khidmat penempahan dan aktiviti berkaitan <i>Other reservation service and related activities</i>
80	Aktiviti keselamatan & penyiasatan <i>Security & investigation activities</i>
80100	Aktiviti keselamatan persendirian <i>Private security activities</i>
80200	Aktiviti perkhidmatan sistem keselamatan <i>Security systems services activities</i>
80300	Aktiviti detektif dan penyiasatan <i>Investigation and detective activities</i>
81	Aktiviti perkhidmatan bangunan & landskap <i>Services to building & landscape activities</i>
81100	Aktiviti sokongan gabungan pelbagai kemudahan <i>Combined facilities support activities</i>
81210	Pembersihan am bangunan <i>General cleaning of buildings</i>
81291	Pembersihan semua jenis bangunan <i>Cleaning of buildings of all types</i>
81292	Perkhidmatan pembersihan dan penyelenggaraan kolam renang <i>Swimming pool cleaning and maintenance services</i>
81293	Pembersihan mesin perindustrian <i>Cleaning of industrial machinery</i>
81294	Pembersihan keretapi, bas dan kapal terbang <i>Cleaning of trains, buses, planes</i>
81295	Perkhidmatan pembersihan kawalan haiwan perosak yang tiada kaitan dengan pertanian <i>Cleaning of pest control services not in connection with agriculture</i>
81296	Aktiviti disinfeksi dan penghapusan <i>Disinfecting and exterminating activities</i>

LAMPIRAN / APPENDIX

MSIC 2008	Keterangan <i>Description</i>
81297	Pembersihan kapal tangki <i>Cleaning of sea tankers</i>
81299	Aktiviti pembersihan bangunan dan perindustrian t.t.t.l <i>Other building and industrial cleaning activities, n.e.c.</i>
81300	Aktiviti perkhidmatan penjagaan dan penyelenggaraan lanskap <i>Landscape care and maintenance service activities</i>
82	Aktiviti pengurusan pejabat & sokongan perniagaan lain <i>Office administrative & other business support activities</i>
82110	Gabungan aktiviti perkhidmatan pengurusan pejabat <i>Combined office administrative service activities</i>
82191	Penyediaan dokumen, penyuntingan dan/atau membaca pruf <i>Document preparation, editing and/or proofreading</i>
82192	Menaip, word processing, atau desktop publishing <i>Typing, word processing or desktop publishing</i>
82193	Perkhidmatan sokongan kesetiausahaan <i>Secretarial support services</i>
82194	Transkripsi dokumen dan perkhidmatan kesetiausahaan lain <i>Transcription of documents and other secretarial services</i>
82195	Penyediaan penyewaan peti surat dan perkhidmatan mel lain <i>Provision of mailbox rental and other postal and mailing services</i>
82196	Fotokopi, pendua, bluprint <i>Photocopying, duplicating, blueprinting</i>
82199	Aktiviti fotokopi, penyediaan dokumen dan lain-lain aktiviti sokongan pejabat khusus t.t.t.l <i>Photocopying, document preparation and other specialised office support</i>
82200	Aktiviti pusat panggilan <i>Activities of call centres</i>
82301	Mengurus dan mempromosi dan/atau mengendali acara <i>Organisation, promotions and/or management of event</i>
82302	Mesyuarat, Insentif, Konvensyen, Pameran (MICE) <i>Meeting, Incentive, Convention, Exhibition (MICE) Centres</i>
82910	Aktiviti agensi kutipan dan biro kredit <i>Activities of collection agencies and credit bureaus</i>
82920	Aktiviti pembungkusan berdasarkan kontrak atau yuran sama ada melibatkan proses automatik atau tidak <i>Packaging activities on a fee or contract basis, whether or not these involve an automated process</i>
82990	Aktiviti perkhidmatan sokongan perniagaan t.t.t.l <i>Other business support service activities n.e.c</i>

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