



KEMENTERIAN EKONOMI
JABATAN PERANGKAAN MALAYSIA

B//23

BANCI EKONOMI *ECONOMIC CENSUS* **2023**



PERKHIDMATAN PENTADBIRAN DAN SOKONGAN
ADMINISTRATIVE AND SUPPORT SERVICES

JABATAN PERANGKAAN MALAYSIA
DEPARTMENT OF STATISTICS MALAYSIA



**KEMENTERIAN EKONOMI
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**BANCI EKONOMI
ECONOMIC CENSUS**

2023

**PERKHIDMATAN PENTADBIRAN DAN SOKONGAN
ADMINISTRATIVE AND SUPPORT SERVICES**

Pemakluman

Jabatan Perangkaan Malaysia (DOSM) telah melancarkan OpenDOSM NextGen sebagai medium yang menyediakan katalog data dan visualisasi bagi memudahkan pengguna menganalisis pelbagai data dan boleh diakses melalui portal <https://open.dosm.gov.my>.

DOSM sedang menjalankan Banci Pertanian pada tahun 2024. Sila layari <https://www.myagricensus.gov.my/> untuk maklumat lanjut. Tema adalah “Banci Pertanian, Kunci Kemajuan Pertanian.”

Kerajaan Malaysia telah mengisytiharkan Hari Statistik Negara (MyStats Day) pada 20 Oktober setiap tahun. Tema sambutan MyStats Day adalah “Statistik Nadi Kehidupan”. DOSM menyambut ulang tahun ke 75 Jubli Intan pada tahun 2024.

Announcement

The Department of Statistics Malaysia (DOSM) has launched OpenDOSM NextGen as a medium that provides catalogue data and visualisations to facilitate users' analysis and can be accessed through <https://open.dosm.gov.my>.

DOSM is conducting the Agriculture Census 2024. Please visit <https://www.myagricensus.gov.my/> for more information. The theme is “Agriculture Census, Key to Agricultural Development.”

The Government of Malaysia has declared National Statistics Day (MyStats Day) on October 20th each year. MyStats Day theme is “Statistics is the Essence of Life”. DOSM commemorates its 75th Diamond Jubilee in 2024.

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Penerbitan Banci Ekonomi 2023 Perkhidmatan Pentadbiran dan Sokongan ini memaparkan statistik utama bagi tahun rujukan 2022. Ia merangkumi enam (6) aktiviti ekonomi dalam kumpulan 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. Statistik ini diperoleh daripada Banci Ekonomi 2023 yang meliputi pertubuhan yang dikelaskan di bawah Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Versi 1.0 Seksyen N, selaras dengan *International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4, 2008*. Kali terakhir banci ini dijalankan adalah pada tahun 2016 bagi tahun rujukan 2015.

Statistik utama yang berkaitan dengan bilangan pertubuhan, nilai output kasar, nilai input perantaraan, nilai ditambah, bilangan pekerja, gaji & upah dan nilai harta tetap dilaporkan dalam penerbitan ini. Maklumat pekerja terperinci mengikut jantina, kategori, kemahiran, sijil tertinggi diperoleh dan kewarganegaraan turut dipaparkan. Selain itu, statistik utama lain seperti statistik pertubuhan milikan wanita turut dimuatkan dalam penerbitan ini. Statistik tersebut boleh digunakan oleh ahli ekonomi, ahli akademik, pihak swasta, individu dan agensi kerajaan bagi tujuan membuat perancangan dan penggubalan dasar, analisis ekonomi, unjuran dan dapat membantu merancang pembangunan perniagaan.

Penerbitan ini dibahagikan kepada empat bahagian. Bahagian pertama memaparkan statistik utama Perkhidmatan Pentadbiran dan Sokongan diikuti bahagian kedua yang menerangkan ringkasan penemuan. Manakala, bahagian ketiga mengandungi jadual statistik terperinci dan bahagian seterusnya adalah berkaitan penerangan aspek teknikal seperti skop dan liputan, konsep dan definisi serta penjelasan berkaitan pembolehubah utama.

Jabatan Perangkaan Malaysia (DOSM) merakamkan setinggi-tinggi penghargaan atas kerjasama yang diberikan oleh responden dan juga semua pihak yang telah menyumbang secara langsung dan tidak langsung dalam menjayakan penerbitan ini. Setiap maklum balas dan cadangan untuk penambahbaikan laporan ini pada masa akan datang amat dihargai.

DATO' SRI DR. MOHD UZIR MAHIDIN

Ketua Perangkawan Malaysia

Ogos 2024

The Economic Census 2023 Administrative and Support Services publication presents the principal statistics for the reference year 2022. It covers six (6) economic activities in the groups in the 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 statistics were obtained from the Economic Census 2023, which includes all establishments classified under the Malaysia Standard Industrial Classification (MSIC) 2008 Version 1.0 Section N, following the International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4, 2008. The previous census was conducted in 2016, for the reference year 2015.

Principal statistics related to the number of establishments, value of gross output, value of intermediate input, value added, number of persons engaged, salaries & wages and value of fixed assets are reported in this publication. Detailed employee information by gender, category, skills, highest certificate obtained and citizenship are also displayed. In addition, other principal statistics, such as statistics on women-owned establishments, are also included in this publication. The statistics can be used by economists, academicians, private sectors, individuals, and government agencies for planning and policy formulations, economic analysis, projections, and to assist in business development planning.

This publication is divided into four (4) parts. The first part displays the main highlights of statistics for the Administrative and Support Services, followed by the second part, which describes a summary of findings. Meanwhile, the third part provides detailed statistical tables, while the following section covers technical aspects, including scope and coverage, concepts and definitions, and explanations of key variables.

The Department of Statistics Malaysia (DOSM) gratefully acknowledges the cooperation of all parties who have provided the required data and contributed to the success of this publication. Every feedback and suggestion towards improving future reports is highly appreciated.

DATO' SRI DR. MOHD UZIR MAHIDIN

Chief Statistician Malaysia

August 2024

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Statistik Utama
Main Statistics

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BANCI EKONOMI 2023
 DATA PEMANGKIN EKONOMI NEGARA

STATISTIK UTAMA

PERKHIDMATAN PENTADBIRAN DAN SOKONGAN

Bilangan Pertubuhan

2022: 32,488 pertubuhan
 2015: 18,432 pertubuhan
CAGR: 8.4%



Nilai Output Kasar

2022: RM31.7 billion
 2015: RM27.1 billion
CAGR: 2.3%



Nilai Input Perantaraan

2022: RM18.8 billion
 2015: RM16.6 billion
CAGR: 1.8%



Nilai Ditambah

2022: RM12.8 billion
 2015: RM10.5 billion
CAGR: 2.9%



Bilangan Pekerja

2022: 204,202 orang
 2015: 173,692 orang
CAGR: 2.3%



Gaji & Upah

2022: RM5.3 billion
 2015: RM4.0 billion
CAGR: 4.2%



Nilai Harta Tetap

2022: RM12.9 billion
 2015: RM11.6 billion
CAGR: 1.5%



Bilangan Pertubuhan Milikan Wanita

2022: 5,396 pertubuhan
 2015: 2,541 pertubuhan
CAGR: 11.4%



NILAI DITAMBAH TERTINGGI

MENGIKUT AKTIVITI

Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempatan

2022: RM3.0 billion
 2015: RM2.7 billion
CAGR: 1.5%



Aktiviti keselamatan dan penyiasatan

2022: RM2.7 billion
 2015: RM2.4 billion
CAGR: 1.9%



Aktiviti perkhidmatan bangunan & landskap

2022: RM2.4 billion
 2015: RM1.5 billion
CAGR: 7.3%



MENGIKUT NEGERI

W.P. Kuala Lumpur



2022: RM4.3 billion
 2015: RM3.8 billion
CAGR: 1.9%

Selangor



2022: RM4.2 billion
 2015: RM3.0 billion
CAGR: 4.7%

Johor



2022: RM1.0 billion
 2015: RM0.8 billion
CAGR: 2.4%

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BANCI EKONOMI 2023
DATA PEMANGKIN EKONOMI NEGARA

MAIN STATISTICS

ADMINISTRATIVE AND SUPPORT SERVICES

Number of Establishments

2022: 32,488 establishments
 2015: 18,432 establishments
CAGR: 8.4%



Value of Gross Output

2022: RM31.7 billion
 2015: RM27.1 billion
CAGR: 2.3%



Value of Intermediate Input

2022: RM18.8 billion
 2015: RM16.6 billion
CAGR: 1.8%



Value Added

2022: RM12.8 billion
 2015: RM10.5 billion
CAGR: 2.9%



Number of Persons Engaged

2022: 204,202 persons
 2015: 173,692 persons
CAGR: 2.3%



Salaries & Wages

2022: RM5.3 billion
 2015: RM4.0 billion
CAGR: 4.2%



Value of Fixed Assets

2022: RM12.9 billion
 2015: RM11.6 billion
CAGR: 1.5%



Number of Women-Owned Establishments

2022: 5,396 establishments
 2015: 2,541 establishments
CAGR: 11.4%



HIGHEST VALUE ADDED

BY ACTIVITY

Travel agency, tour operator and reservation services activities

2022: RM3.0 billion
 2015: RM2.7 billion
CAGR: 1.5%



Security and investigation activities

2022: RM2.7 billion
 2015: RM2.4 billion
CAGR: 1.9%



Services to buildings and landscape activities

2022: RM2.4 billion
 2015: RM1.5 billion
CAGR: 7.3%



BY STATE

W.P. Kuala Lumpur



2022: RM4.3 billion
 2015: RM3.8 billion
CAGR: 1.9%

Selangor



2022: RM4.2 billion
 2015: RM3.0 billion
CAGR: 4.7%

Johor



2022: RM1.0 billion
 2015: RM0.8 billion
CAGR: 2.4%

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Ringkasan Penemuan
Summary of Findings

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1. PENGENALAN

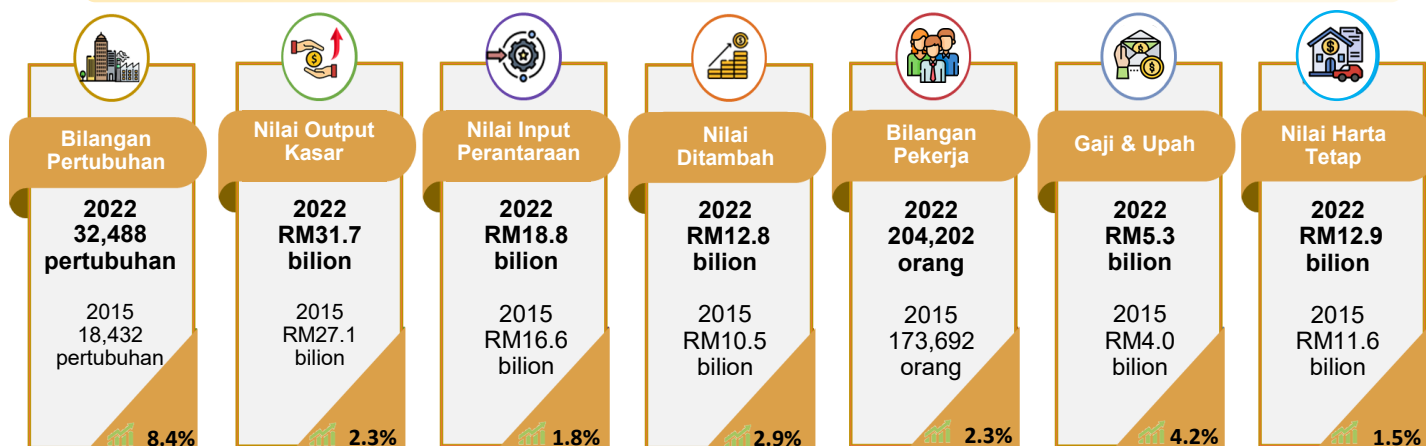
Penerbitan ini memaparkan statistik bagi Perkhidmatan pentadbiran dan sokongan yang diperolehi daripada Banci Ekonomi 2023 bagi tahun rujukan 2022. Perkhidmatan pentadbiran dan sokongan merangkumi Aktiviti sewaan & pajakan; Aktiviti pekerjaan; Aktiviti agensi pengembaraan, operator pelancongan & khidmat penempatan; Aktiviti keselamatan & penyiasatan; Aktiviti perkhidmatan bangunan & landskap; dan Aktiviti pengurusan pejabat & sokongan perniagaan lain.

2. PRESTASI PERKHIDMATAN PENTADBIRAN DAN SOKONGAN

Secara keseluruhan, statistik utama Perkhidmatan pentadbiran dan sokongan pada tahun 2022 menunjukkan kadar pertumbuhan tahunan positif berbanding 2015. Pada tahun 2022, bilangan pertubuhan yang beroperasi dalam subsektor ini adalah 32,488 pertubuhan dengan merekodkan kadar pertumbuhan tahunan sebanyak 8.4 peratus berbanding 18,432 pertubuhan pada tahun 2015. Nilai output kasar pada tahun 2022 berjumlah RM31.7 bilion (2015: RM27.1 bilion), dengan kadar pertumbuhan tahunan sebanyak 2.3 peratus. Pada masa yang sama, nilai input perantaraan turut meningkat RM2.2 bilion untuk mencatatkan RM18.8 bilion, merekodkan kadar pertumbuhan tahunan 1.8 peratus. Ini menghasilkan nilai ditambah sebanyak RM12.8 bilion pada tahun 2022 (2015: RM10.5 bilion).

Seramai 204,202 orang pekerja terlibat dalam subsektor ini berbanding 173,692 orang pada 2015 dengan kadar pertumbuhan tahunan 2.3 peratus. Dalam tempoh yang sama, jumlah gaji & upah turut mencatatkan peningkatan dengan kadar pertumbuhan tahunan sebanyak 4.2 peratus kepada RM5.3 bilion (2015: RM4.0 bilion). Sementara itu, nilai harta tetap yang dimiliki oleh pertubuhan dalam Perkhidmatan pentadbiran dan sokongan pada tahun 2022 adalah RM12.9 bilion (2015: RM11.6 bilion), dengan kadar pertumbuhan tahunan sebanyak 1.5 peratus (**Paparan 1**).

Paparan 1: Statistik Utama bagi Perkhidmatan Pentadbiran dan Sokongan, 2015 dan 2022



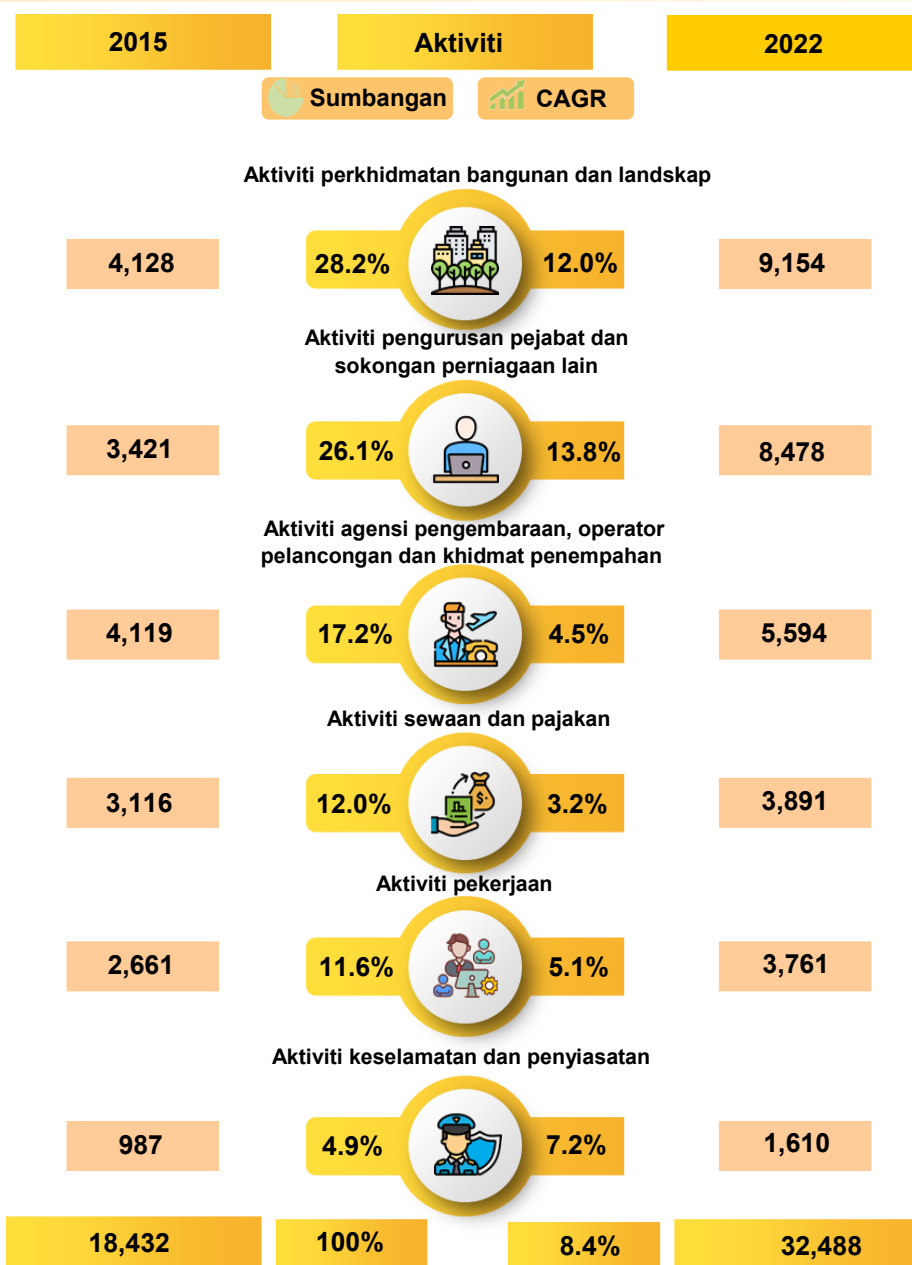
CAGR 2022/2015

3. BILANGAN PERTUBUHAN

Bilangan pertubuhan yang beroperasi pada tahun 2022 adalah sebanyak 32,488 pertubuhan berbanding 18,432 pertubuhan pada tahun 2015.

Aktiviti perkhidmatan bangunan dan landskap mencatatkan bilangan pertubuhan tertinggi menyumbang sebanyak 28.2 peratus (9,154 pertubuhan). Ini diikuti oleh Aktiviti pengurusan pejabat dan sokongan perniagaan lain (8,478 pertubuhan; sumbangan: 26.1%) dan Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan (5,594 pertubuhan; sumbangan: 17.2%) seperti di **Paparan 2**.

Paparan 2: Bilangan Pertubuhan Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022



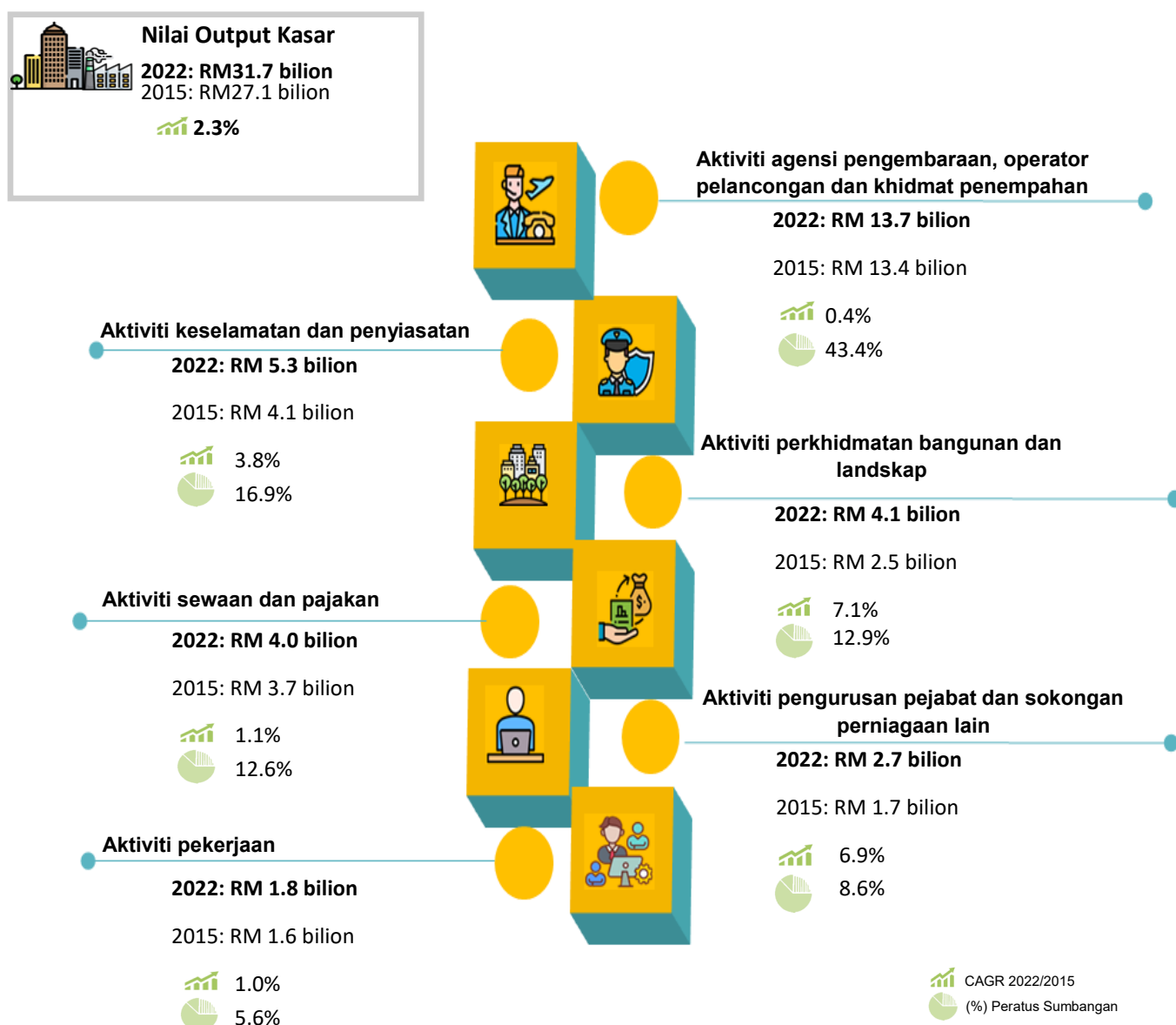
 CAGR 2022/2015
 (%) Peratus Sumbangan

4. NILAI OUTPUT KASAR

Nilai output kasar meningkat kepada RM31.7 bilion pada tahun 2022 berbanding RM27.1 bilion pada tahun 2015 dengan kadar pertumbuhan tahunan 2.3 peratus.

Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan melaporkan nilai output kasar yang tertinggi sebanyak RM13.7 bilion (sumbangan: 43.4%), diikuti oleh Aktiviti keselamatan dan penyiasatan (RM5.3 bilion; sumbangan: 16.9%) dan Aktiviti perkhidmatan bangunan dan landskap (RM4.1 bilion; sumbangan: 12.9%) seperti di **Paparan 3**.

Paparan 3: Nilai Output Kasar bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022

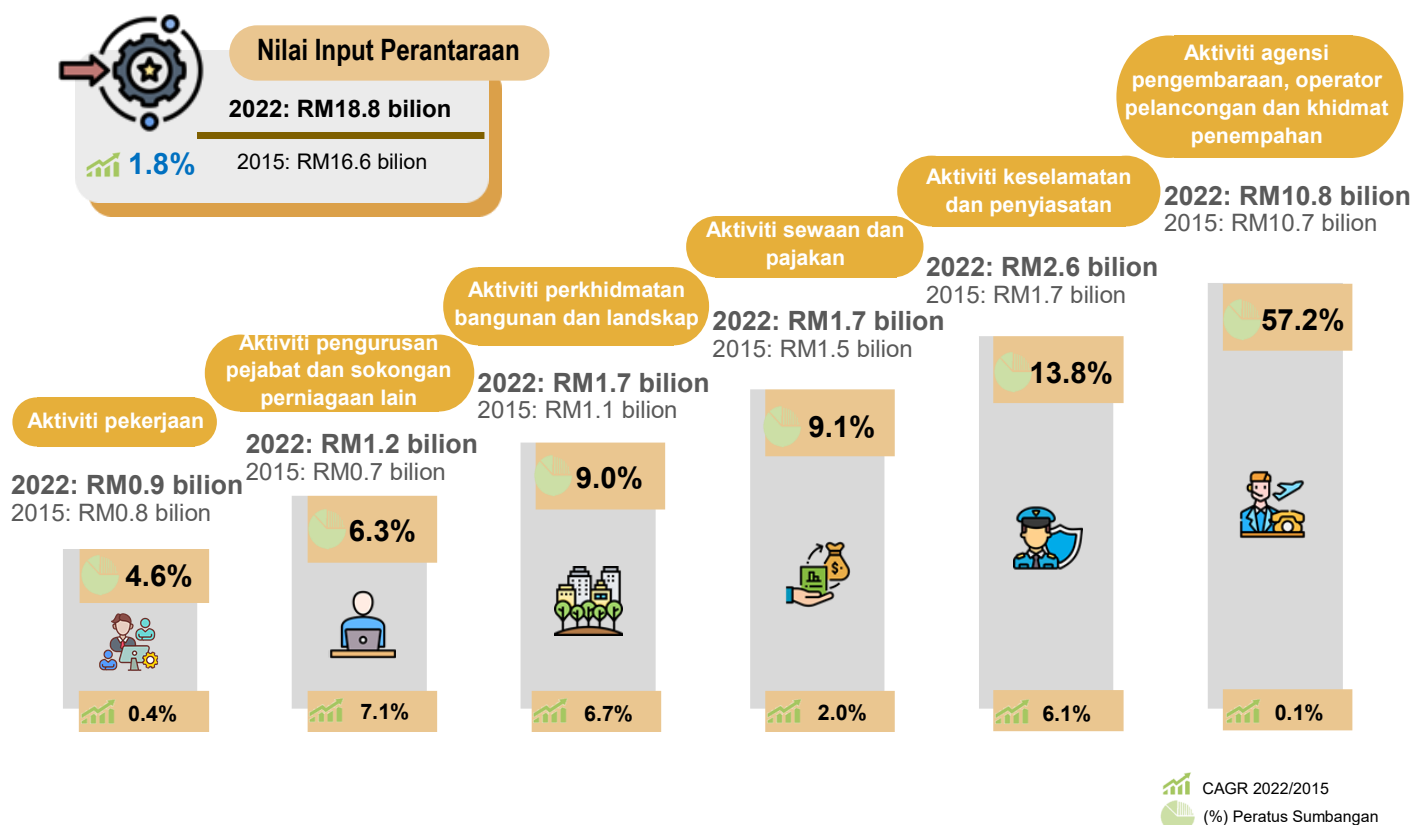


5. NILAI INPUT PERANTARAAN

Perkhidmatan pentadbiran dan sokongan mencatatkan nilai input perantaraan sebanyak RM18.8 bilion pada tahun 2022 dengan pertumbuhan tahunan 1.8 peratus berbanding RM16.6 bilion pada tahun 2015.

Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan merupakan penyumbang terbesar sebanyak 57.2 peratus dengan nilai RM10.8 bilion, diikuti oleh Aktiviti keselamatan dan penyiasatan sebanyak 13.8 peratus dengan nilai RM2.6 bilion dan Aktiviti sewaan dan pajakan sebanyak 9.1 peratus dengan nilai RM1.7 bilion seperti di Paparan 4.

Paparan 4: Nilai Input Perantaraan bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022

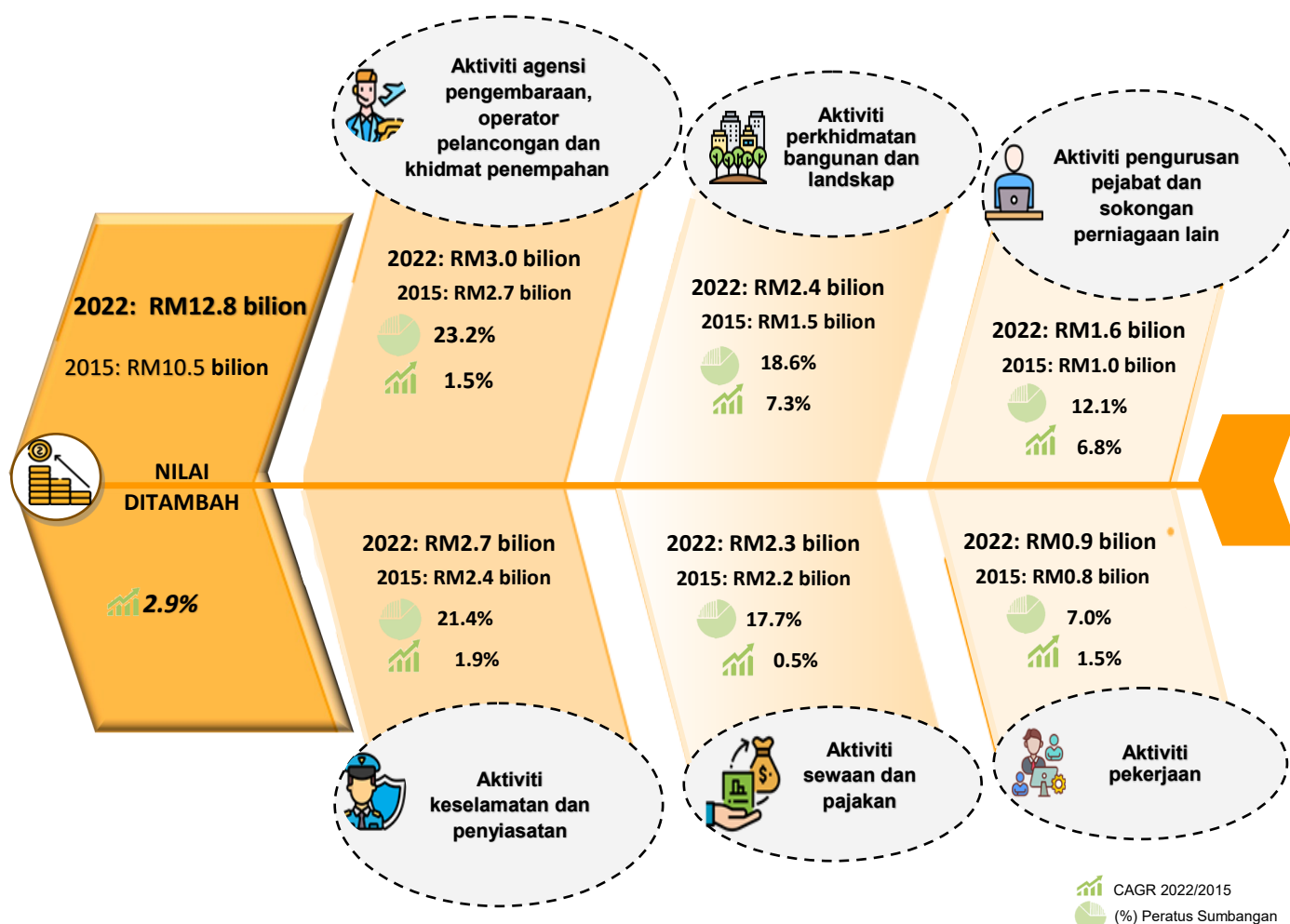


6. NILAI DITAMBAH

Dalam konteks nilai ditambah, peningkatan tahunan sebanyak 2.9 peratus direkodkan pada tahun 2022 mencecah RM12.8 bilion berbanding RM10.5 bilion pada tahun 2015.

Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan kekal sebagai penyumbang utama dengan nilai RM3.0 bilion atau 23.2 peratus pada tahun 2022. Ini diikuti oleh Aktiviti keselamatan dan penyiasatan dengan nilai RM2.7 bilion atau 21.4 peratus dan Aktiviti perkhidmatan bangunan dan landskap dengan nilai RM2.4 bilion atau 18.6 peratus seperti di **Paparan 5**.

Paparan 5: Nilai Ditambah bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022

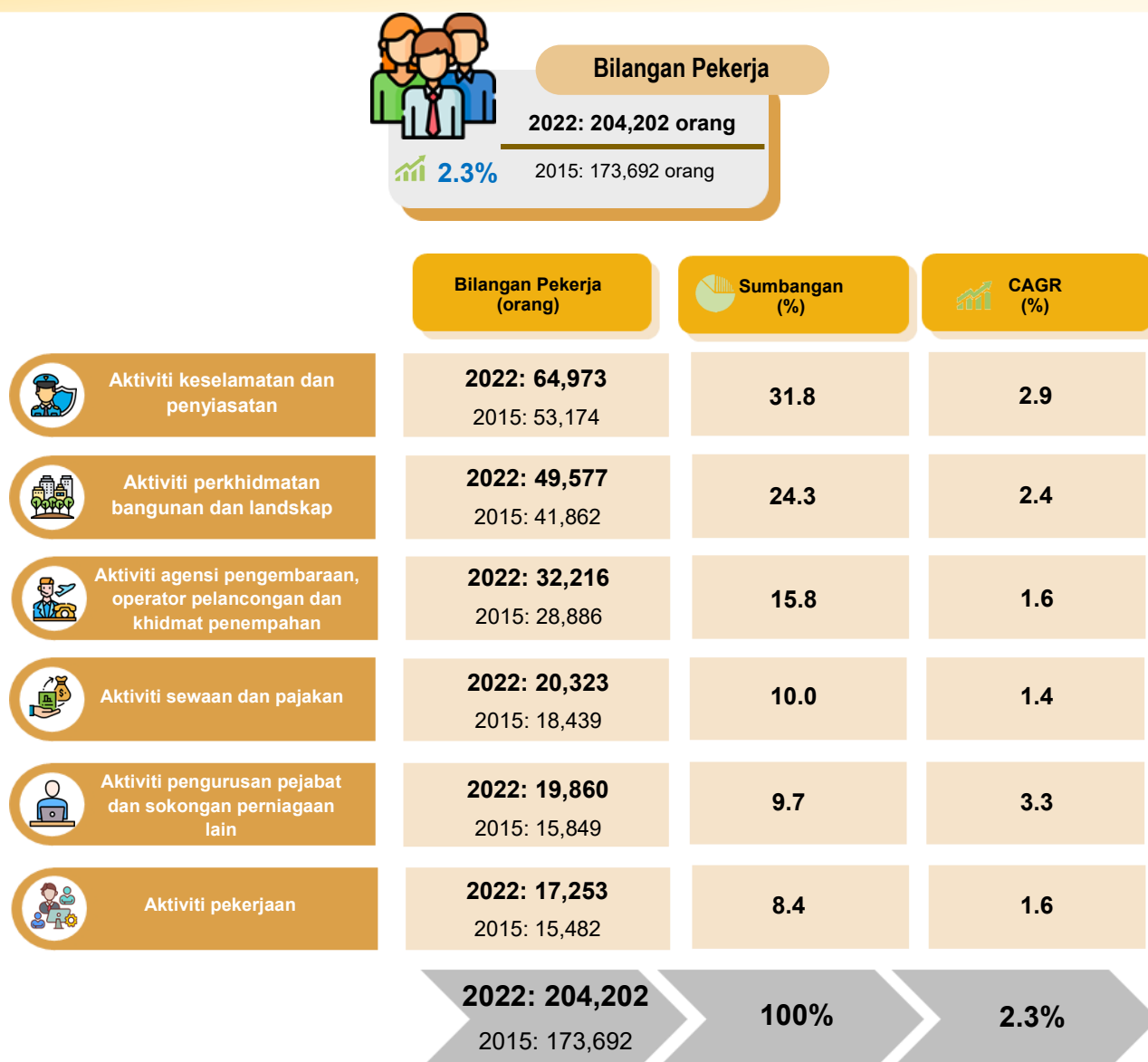


7. BILANGAN PEKERJA

Jumlah pekerja yang terlibat adalah sebanyak 204,202 orang pada tahun 2022 berbanding 173,692 orang pada tahun 2015, dengan kadar pertumbuhan tahunan 2.3 peratus.

Aktiviti keselamatan dan penyiasatan merekodkan bilangan pekerja tertinggi, iaitu seramai 64,973 orang mewakili 31.8 peratus daripada jumlah keseluruhan. Ini diikuti oleh Aktiviti perkhidmatan bangunan dan landskap dengan jumlah 49,577 orang (sumbangan: 24.3%) dan Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan dengan jumlah 32,216 orang (sumbangan: 15.8%) seperti di **Paparan 6**.

Paparan 6: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022

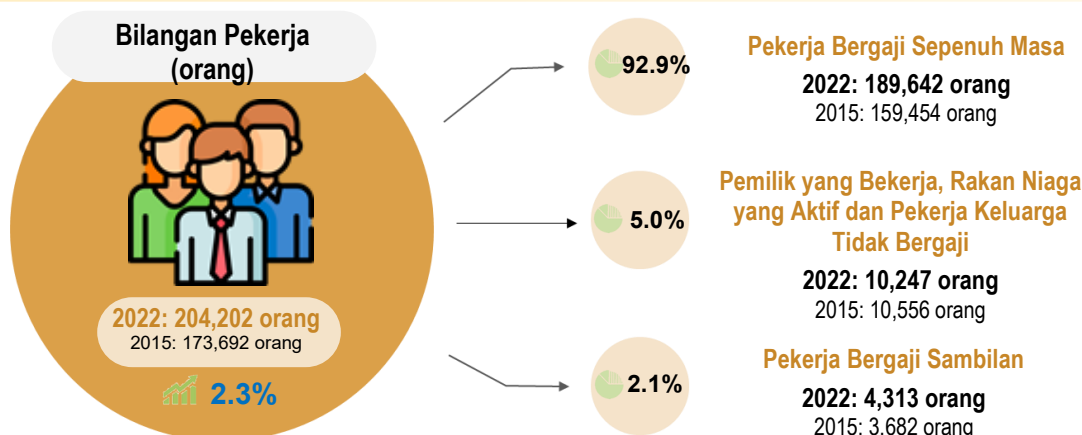


 CAGR 2022/2015
(%) Peratus Sumbangan

7.1 BILANGAN PEKERJA MENGIKUT KATEGORI PEKERJA

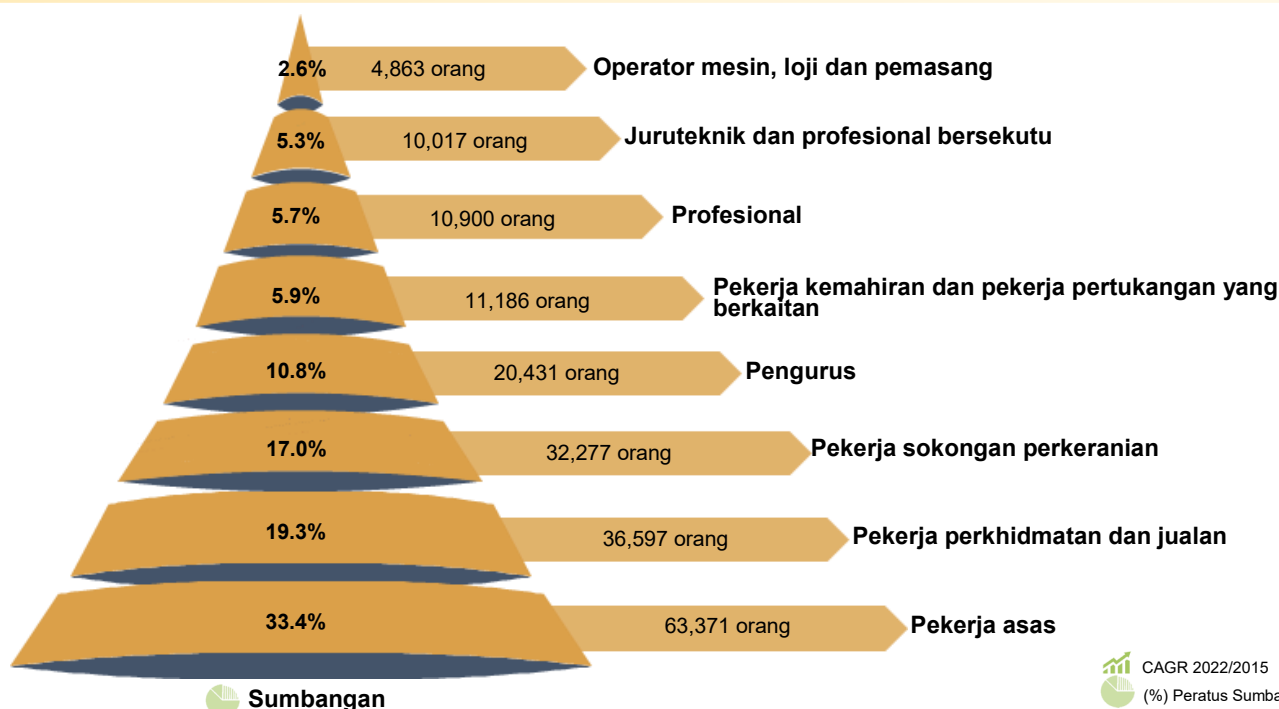
Pekerja bergaji sepenuh masa merekodkan bilangan pekerja tertinggi seramai 189,642 orang dengan sumbangan 92.9 peratus. Ini diikuti dengan Pemilik yang bekerja, rakan niaga yang aktif dan pekerja keluarga tidak bergaji (10,247 orang; sumbangan: 5.0%) dan Pekerja bergaji sambilan (4,313 orang; sumbangan: 2.1%), seperti di **Paparan 7**.

Paparan 7: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja, 2015 dan 2022



Daripada jumlah keseluruhan pekerja bergaji sepenuh masa, kategori pekerja asas mencatatkan bilangan pekerja yang tertinggi seramai 63,371 orang dengan sumbangan 33.4 peratus. Ini diikuti dengan kategori pekerja perkhidmatan dan jualan (36,597 orang; sumbangan: 19.3%) dan pekerja sokongan perkeranian (32,277 orang; sumbangan: 17.0%) seperti di **Paparan 8**.

Paparan 8: Bilangan Pekerja Bergaji Sepenuh Masa bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja, 2022

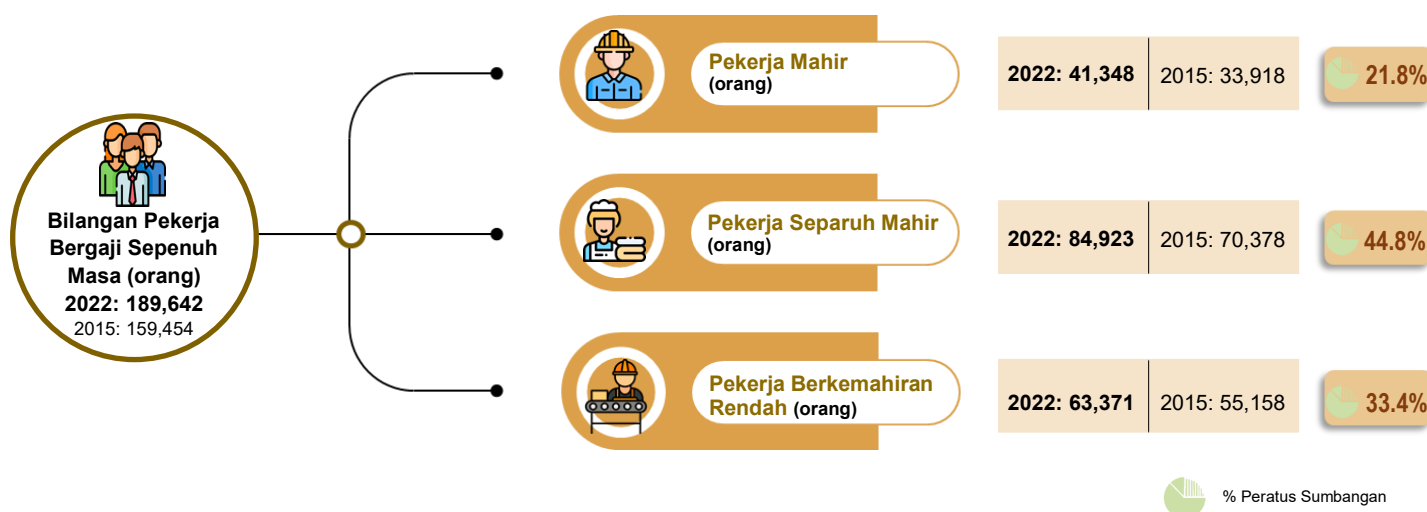


CAGR 2022/2015
(%) Peratus Sumbangan

7.2 BILANGAN PEKERJA MENGIKUT KATEGORI KEMAHIRAN

Dari segi tahap kemahiran, pekerja separuh mahir mencatatkan bilangan pekerja tertinggi seramai 84,923 orang (sumbangan: 44.8%), diikuti oleh pekerja berkemahiran rendah (63,371 orang; sumbangan: 33.4%) dan pekerja mahir (41,348 orang; sumbangan: 21.8%) seperti yang ditunjukkan di **Paparan 9**.

Paparan 9: Bilangan Pekerja Bergaji Sepenuh Masa bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Kemahiran, 2015 dan 2022



7.3 BILANGAN PEKERJA MENGIKUT SIJIL TERTINGGI DIPEROLEH

Pekerja dengan kelulusan SPM/ SPM (V) atau yang setaraf mendominasi Perkhidmatan pentadbiran dan sokongan dengan jumlah 78,020 orang menyumbang 38.2 peratus daripada jumlah pekerja pada tahun 2022. Ini diikuti oleh pekerja yang mempunyai kelulusan Diploma seramai 29,708 orang (sumbangan: 14.5%) dan pekerja pemegang Ijazah Sarjana Muda/ Diploma Lanjutan atau yang setaraf 28,471 orang (sumbangan: 13.9%) seperti di **Paparan 10**.

Dari segi bilangan pekerja mengikut jantina menunjukkan bahawa pekerja lelaki menyumbang 66.8 peratus daripada jumlah pekerja iaitu berjumlah 136,409 orang. Sementara itu, pekerja dengan SPM/SPM(V) atau yang setaraf mempunyai jumlah pekerja lelaki dan perempuan tertinggi, masing-masing dengan jumlah 54,400 orang (sumbangan: 39.8%), dan 23,620 orang (sumbangan: 34.8%).

Paparan 10: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Sijil Tertinggi Diperoleh dan Jantina, 2022

	Jumlah		Lelaki		Perempuan	
 Sijil Tertinggi Diperoleh	 Bilangan (orang)	 Sumbangan (%)	 Bilangan (orang)	 Sumbangan (%)	 Bilangan (orang)	 Sumbangan (%)
SPM/ SPM (V) atau yang setaraf	78,020	38.2	54,400	39.8	23,620	34.8
Diploma	29,708	14.5	16,990	12.5	12,718	18.8
Ijazah Sarjana Muda/ Diploma Lanjutan atau yang setaraf	28,471	13.9	19,371	14.2	9,100	13.4
Di bawah taraf kelulusan SPM/ SPM (V)	26,032	12.8	20,189	14.8	5,843	8.6
Sijil	22,339	11.0	15,503	11.4	6,836	10.1
STPM atau yang setaraf	16,212	7.9	7,386	5.4	8,826	13.0
Pascasiswazah	3,420	1.7	2,570	1.9	850	1.3
	204,202		136,409 		67,793 	

 % Peratus Sumbangan

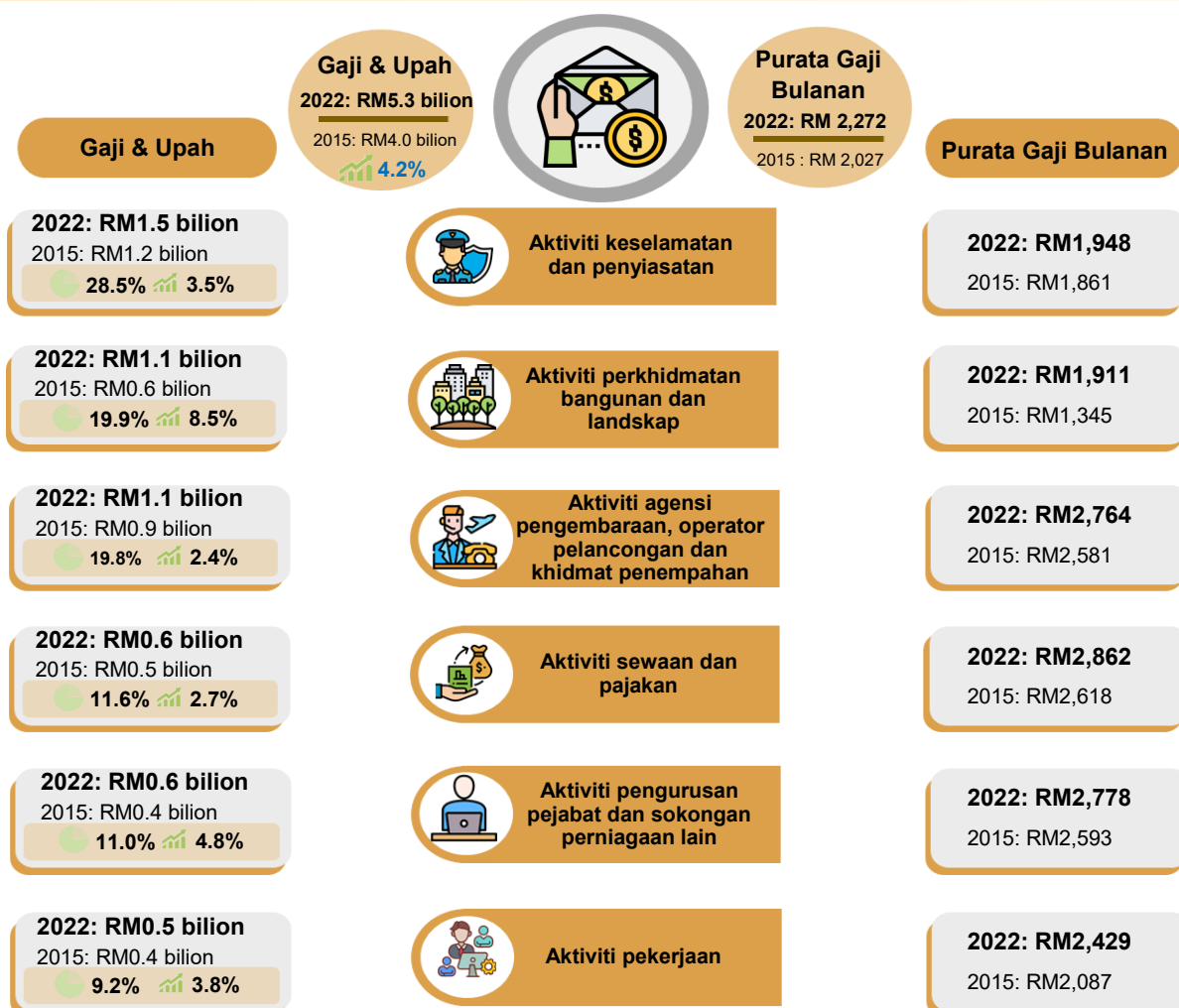
8. GAJI & UPAH

Gaji & upah pada tahun 2022 adalah sebanyak RM5.3 bilion, meningkat daripada RM4.0 bilion pada tahun 2015 dengan kadar pertumbuhan tahunan 4.2 peratus.

Aktiviti keselamatan dan penyiasatan menyumbang gaji & upah tertinggi sebanyak RM1.5 bilion atau 28.5 peratus daripada jumlah keseluruhan. Ini diikuti oleh Aktiviti perkhidmatan bangunan dan landskap dengan nilai RM1.1 bilion (sumbangan: 19.9%) dan Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan dengan nilai RM1.1 bilion (sumbangan: 19.8%) seperti di **Paparan 11**.

Purata gaji & upah bulanan bagi Perkhidmatan pentadbiran dan sokongan adalah RM2,272 sebulan. Aktiviti sewaan dan pajakan mencatatkan purata gaji & upah bulanan tertinggi iaitu sebanyak RM2,862 sebulan. Ini diikuti oleh Aktiviti pengurusan pejabat dan sokongan perniagaan lain dan Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan masing-masing mencatatkan RM2,778 dan RM2,764 sebulan.

Paparan 11: Gaji & Upah dan Purata Gaji Bulanan bagi Perkhidmatan Pentadbiran dan Sokongan, 2015 dan 2022



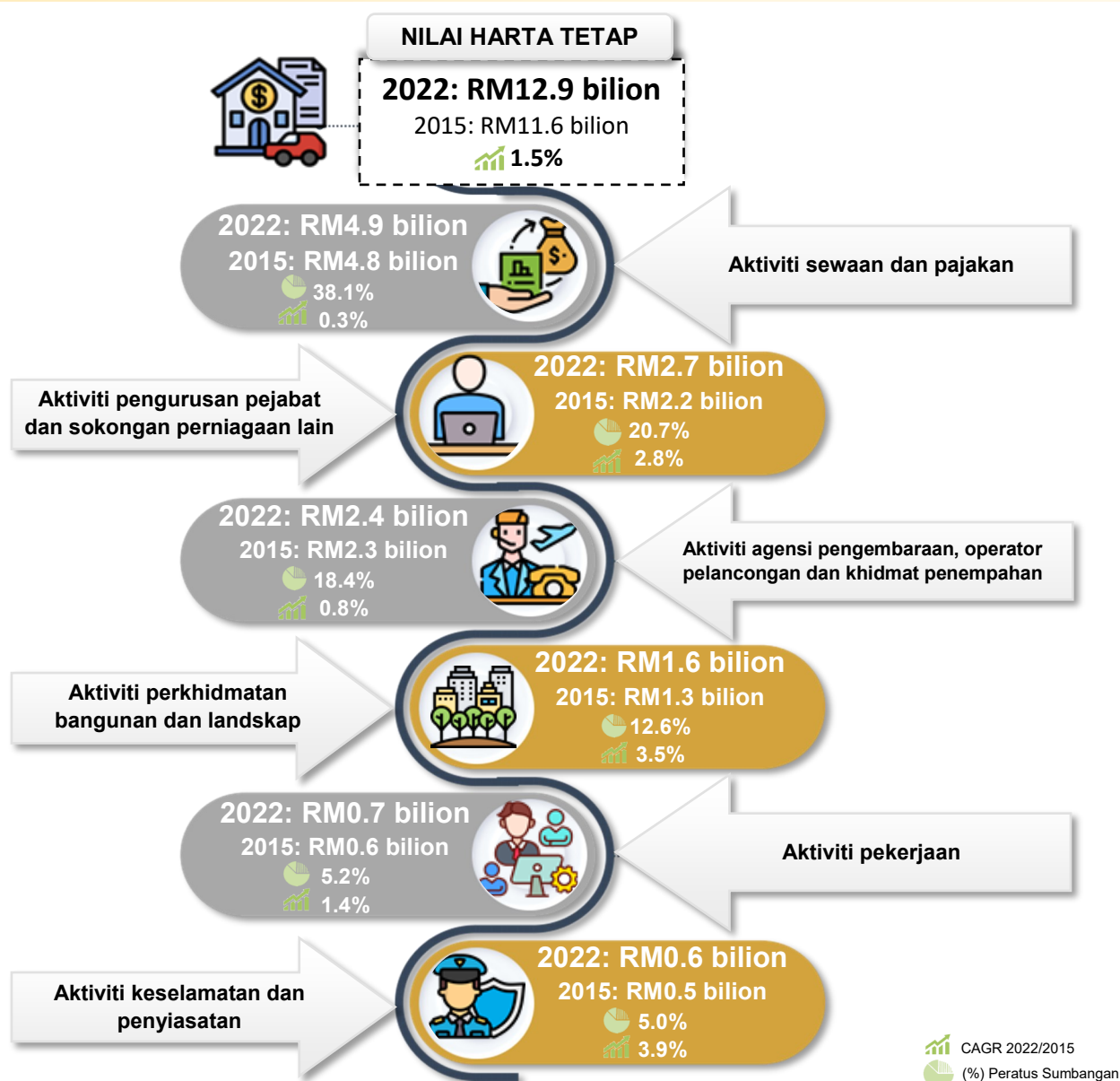
CAGR 2022/2015
(%) Peratus Sumbangan

9. NILAI HARTA TETAP

Nilai harta tetap dalam Perkhidmatan pentadbiran dan sokongan mencecah RM12.9 bilion pada tahun 2022, mencerminkan peningkatan tahunan sebanyak 1.5 peratus daripada RM11.6 bilion pada tahun 2015.

Penyumbang utama kepada nilai ini adalah Aktiviti sewaan dan pajakan sebanyak RM4.9 bilion atau 38.1 peratus daripada jumlah keseluruhan. Ini diikuti oleh Aktiviti pengurusan pejabat dan sokongan perniagaan lain dengan nilai RM2.7 bilion (sumbangan: 20.7%) dan Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan dengan nilai RM2.4 bilion (sumbangan: 18.4%) seperti di **Paparan 12**.

Paparan 12: Nilai Harta Tetap bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2015 dan 2022



10. PRESTASI MENGIKUT NEGERI

Berdasarkan penemuan Banci Ekonomi 2023, Perkhidmatan pentadbiran dan sokongan merekodkan sejumlah 32,488 pertubuhan beroperasi pada tahun 2022. Prestasi mengikut negeri menunjukkan Selangor menduduki tempat pertama 10,861 pertubuhan (sumbangan: 33.4%), diikuti oleh W.P. Kuala Lumpur dengan 5,547 pertubuhan (sumbangan: 17.1%) dan Johor dengan 3,484 pertubuhan (sumbangan: 10.7%) seperti di **Paparan 13**.

Bagi nilai output kasar, W.P. Kuala Lumpur mencatatkan nilai tertinggi iaitu RM12.8 bilion dengan sumbangan 40.3 peratus, diikuti oleh Selangor (RM8.9 bilion; sumbangan: 28.2%) dan Johor (RM2.0 bilion; sumbangan: 6.5%) pada tahun 2022.

Nilai input perantaraan tertinggi turut dicatatkan oleh W.P. Kuala Lumpur berjumlah RM8.4 bilion dengan sumbangan sebanyak 44.7 peratus. Ini diikuti oleh Selangor dengan RM4.7 bilion (sumbangan: 25.2%) dan Johor dengan RM1.1 bilion (sumbangan: 5.8%).

Nilai ditambah pada tahun 2022 didominasi oleh W.P. Kuala Lumpur yang berjumlah RM4.3 bilion dengan sumbangan 33.9 peratus, diikuti oleh Selangor (RM4.2 bilion; sumbangan: 32.6%) dan Johor (RM1.0 bilion; sumbangan: 7.4%).

Selangor merekodkan bilangan pekerja tertinggi seramai 64,854 orang yang mencatatkan sumbangan 31.8 peratus. Ini diikuti oleh W.P. Kuala Lumpur (53,013 orang; sumbangan: 26.0%) dan Johor (15,338 orang; sumbangan: 7.5%).

Gaji & upah bagi sektor Perkhidmatan pentadbiran dan sokongan pada tahun 2022 adalah sebanyak RM5.3 bilion. Tiga negeri yang mencatatkan nilai gaji & upah tertinggi adalah Selangor dengan RM 1.9 bilion, mewakili 36.5 peratus sumbangan, diikuti oleh W.P. Kuala Lumpur (RM1.6 bilion; sumbangan: 30.3%) dan Johor (RM0.3 bilion; sumbangan: 6.5%).

Pada masa yang sama, W.P. Kuala Lumpur mencatatkan nilai harta tetap tertinggi sebanyak RM4.6 bilion dengan sumbangan 35.5 peratus. Ini diikuti oleh Selangor sebanyak RM3.0 bilion (sumbangan: 23.0%) dan Sarawak RM1.6 bilion (sumbangan: 12.6%).

Paparan 13: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2022

NEGERI	 BILANGAN PERTUBUHAN	 NILAI OUTPUT KASAR	 NILAI INPUT PERANTARAAN	 NILAI DITAMBAH	 BILANGAN PEKERJA	 GAJI & UPAH	 NILAI HARTA TETAP
	(pertubuhan)	(RM juta)	(RM juta)	(RM juta)	(orang)	(RM juta)	(RM juta)
MALAYSIA	32,488	31,656.9	18,823.6	12,833.3	204,202	5,288.7	12,890.8
 	100%	100%	100%	100%	100%	100%	100%
Johor	3,484	2,044.1	1,089.0	955.1	15,338	346.2	1,259.2
	10.7%	6.5%	5.8%	7.4%	7.5%	6.5%	9.7%
Kedah	1,240	536.6	303.8	232.8	6,731	129.1	150.6
	3.9%	1.8%	1.7%	1.9%	3.3%	2.4%	1.2%
Kelantan	465	200.2	117.0	83.2	2,639	31.3	99.3
	1.4%	0.7%	0.6%	0.7%	1.3%	0.6%	0.8%
Melaka	967	395.4	209.5	185.9	4,479	82.4	146.5
	3.0%	1.2%	1.1%	1.4%	2.2%	1.6%	1.1%
N. Sembilan	1,294	504.9	272.6	232.4	7,322	131.6	169.1
	4.0%	1.6%	1.4%	1.8%	3.6%	2.5%	1.3%
Pahang	652	266.7	111.5	155.2	4,457	77	139.3
	2.0%	0.8%	0.6%	1.2%	2.2%	1.5%	1.1%
Pulau Pinang	2,286	1,479.6	909.2	570.5	11,738	251.7	557.0
	7.0%	4.7%	4.8%	4.4%	5.7%	4.7%	4.3%
Perak	1,819	793.6	454.9	338.7	9,012	154.3	263.8
	5.6%	2.5%	2.4%	2.6%	4.4%	2.8%	2.0%
Perlis	202	78.1	43.7	34.5	953	19.1	12.6
	0.6%	0.2%	0.3%	0.3%	0.5%	0.4%	0.1%
Selangor	10,861	8,928.1	4,741.8	4,186.3	64,854	1,928.8	2,958.6
	33.4%	28.2%	25.2%	32.6%	31.8%	36.5%	23.0%
Terengganu	734	520.0	298.1	221.9	4,503	73.7	161.5
	2.3%	1.6%	1.6%	1.7%	2.2%	1.4%	1.3%
Sabah	1,280	829.8	492.3	337.5	7,463	166.9	519.9
	3.9%	2.6%	2.6%	2.6%	3.7%	3.2%	4.0%
Sarawak	1,442	1,814.1	1,057.1	757.0	10,297	256.4	1,620.9
	4.4%	5.7%	5.6%	5.9%	5.0%	4.8%	12.6%
W.P Kuala Lumpur	5,547	12,764.6	8,415.5	4,349.1	53,013	1,601.3	4,575.3
	17.1%	40.3%	44.7%	33.9%	26.0%	30.3%	35.5%
W.P Labuan	152	355.8	211.6	144.3	819	20.1	242.4
	0.5%	1.1%	1.1%	1.2%	0.4%	0.4%	1.9%
W.P Putrajaya	63	145.2	96.2	49.0	584	18.6	14.5
	0.2%	0.5%	0.5%	0.4%	0.3%	0.4%	0.1%



(%) Peratus Sumbangan

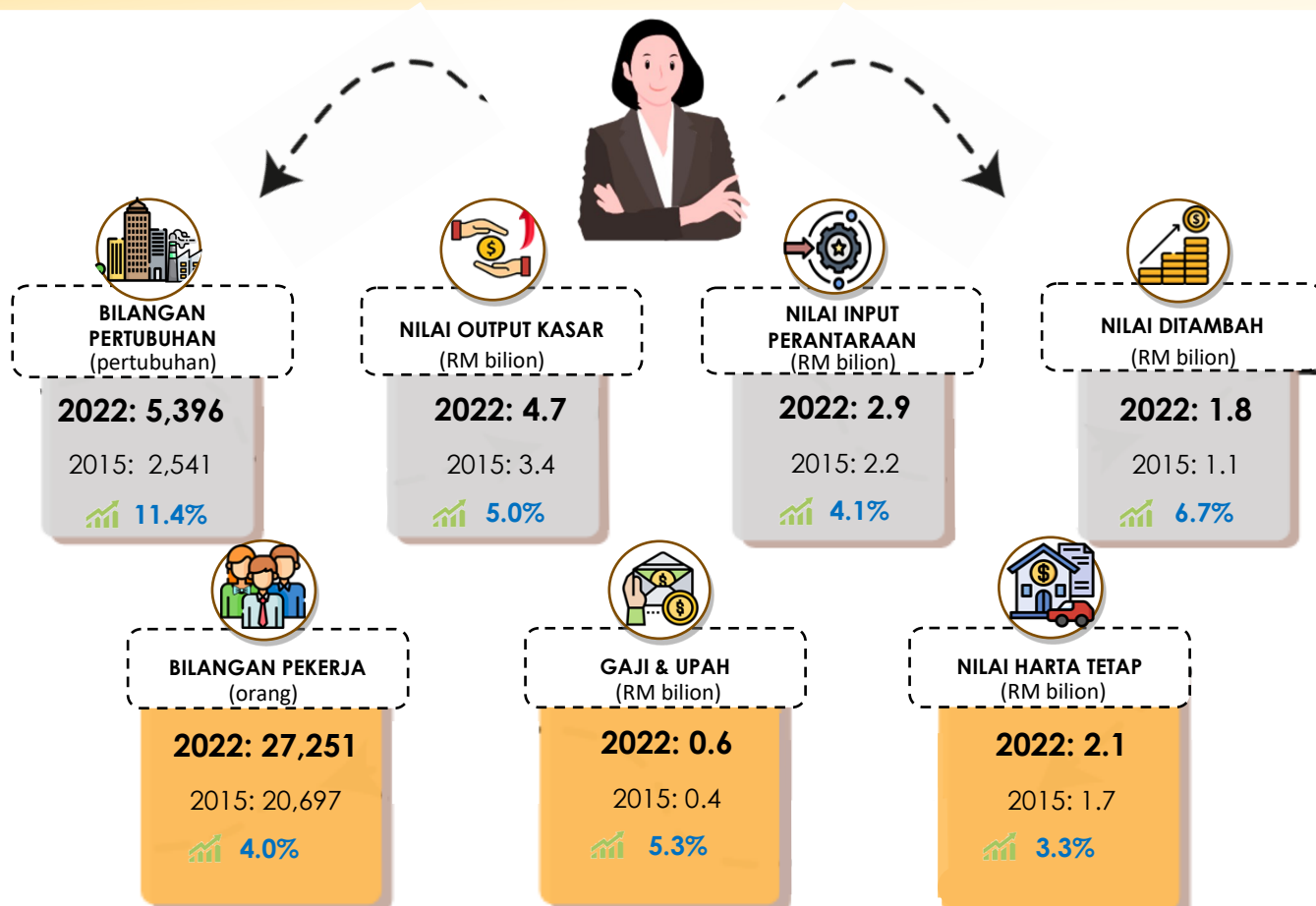
11. PEMILIKAN WANITA

Pada tahun 2022, terdapat 5,396 pertubuhan milikan wanita dalam Perkhidmatan pentadbiran dan sokongan berbanding 2,541 pertubuhan pada tahun 2015 dengan pertumbuhan tahunan 11.4 peratus seperti di **Paparan 14**.

Nilai output kasar bagi pertubuhan milikan wanita berjumlah RM4.7 bilion pada tahun 2022 (2015: RM3.4 bilion) dengan kadar pertumbuhan tahunan sebanyak 5.0 peratus. manakala nilai input perantaraan meningkat kepada RM2.9 bilion (2015: RM2.2 bilion) dengan kadar pertumbuhan sebanyak 4.1 peratus. Jumlah nilai ditambah sebanyak RM1.8 bilion pada tahun 2022 (2015: RM1.1 bilion) dengan kadar pertumbuhan sebanyak 6.7 peratus.

Sementara itu, bilangan pekerja bagi pertubuhan milikan wanita adalah seramai 27,251 orang pada tahun 2022 (2015: 20,697 orang) dengan kadar pertumbuhan tahunan sebanyak 4.0 peratus. Bagi jumlah gaji & upah pada tahun 2022 adalah sebanyak RM0.6 bilion, (2015: RM0.4 bilion) dengan kadar pertumbuhan tahunan sebanyak 5.3 peratus. Nilai harta tetap bagi pertubuhan milikan wanita pada tahun 2022 adalah sebanyak RM2.1 bilion (2015: RM1.7 bilion), dengan kadar pertumbuhan tahunan sebanyak 3.3 peratus.

Paparan 14: Statistik Utama Pertubuhan Pemilikan Wanita bagi Perkhidmatan Pentadbiran dan Sokongan, 2015 dan 2022



 CAGR 2022/2015

1. INTRODUCTION

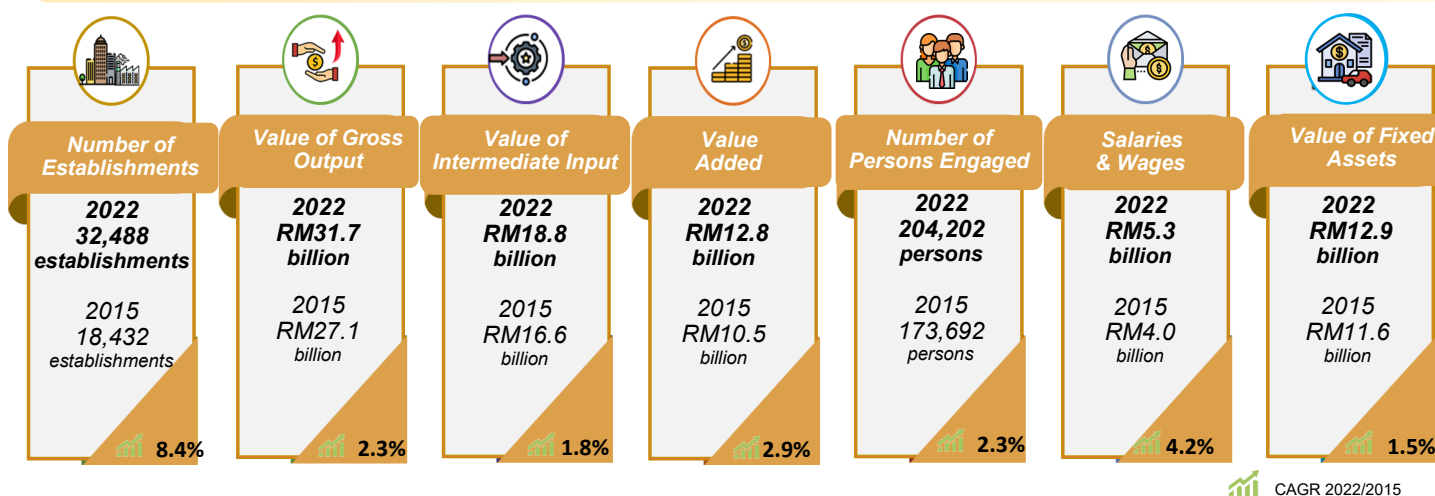
This publication presents statistics on the Administrative and support services which obtained from Economic Census 2023 for reference year 2022. Administrative and support services comprise Rental and leasing activities; Employment activities; Travel agency, tour operator, and reservation service activities; Security and investigation activities; Services to buildings and landscape activities; and Office administrative and other business support activities.

2. PERFORMANCE OF ADMINISTRATIVE AND SUPPORT SERVICES

Overall, the main statistics of Administrative and support services in 2022 showed an increase as compared to 2015. In 2022, the number of establishments operating in this services was 32,488 establishments which registered an annual growth rate of 8.4 per cent compared to 18,432 establishments in 2015. The value of gross output in 2022 amounted to RM31.7 billion (2015: RM27.1 billion), with an annual growth rate of 2.3 per cent. Concurrently, the value of intermediate input also increased by RM2.2 billion to reach RM18.8 billion, recording an annual growth rate of 1.8 per cent. This resulted in a value added of RM12.8 billion in 2022 (2015: RM10.5 billion).

The number of persons engaged were 204,202 persons, compared to 173,692 persons in 2015, showing an annual growth rate of 2.3 per cent. In line with the increment, total salaries & wages grew by 4.2 per cent to RM5.3 billion (2015: RM4.0 billion). Meanwhile, the value of fixed assets owned by establishments for Administrative and support services amounted to RM12.9 billion in 2022 (2015: RM11.6 billion), indicates an annual growth rate of 1.5 per cent (**Exhibit 1**).

Exhibit 1: Principal Statistics of Administrative and Support Services, 2015 and 2022

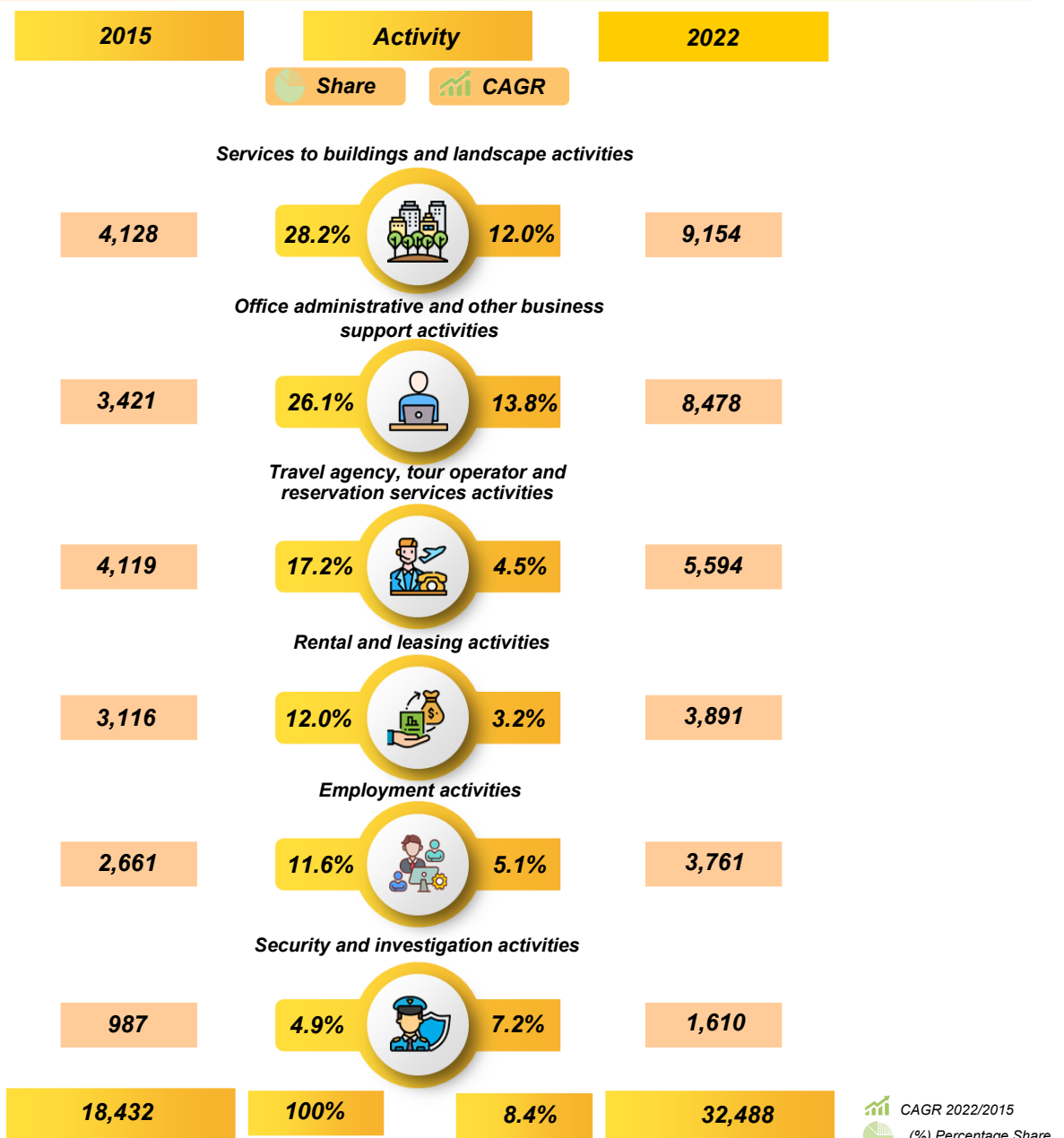


3. NUMBER OF ESTABLISHMENTS

The number of establishments operating in 2022 was 32,488 establishments compared to 18,432 establishments in 2015.

Services to buildings and landscape activities recorded the highest number of establishments, contributing to 28.2 per cent (9,154 establishments). This was followed by Office administrative and other business support activities (8,478 establishments; share: 26.1%) and Travel agency, tour operator and reservation services activities (5,594 establishments; share: 17.2%) as shown in Exhibit 2.

Exhibit 2: Number of Establishments for Administrative and Support Services by Activity, 2015 and 2022

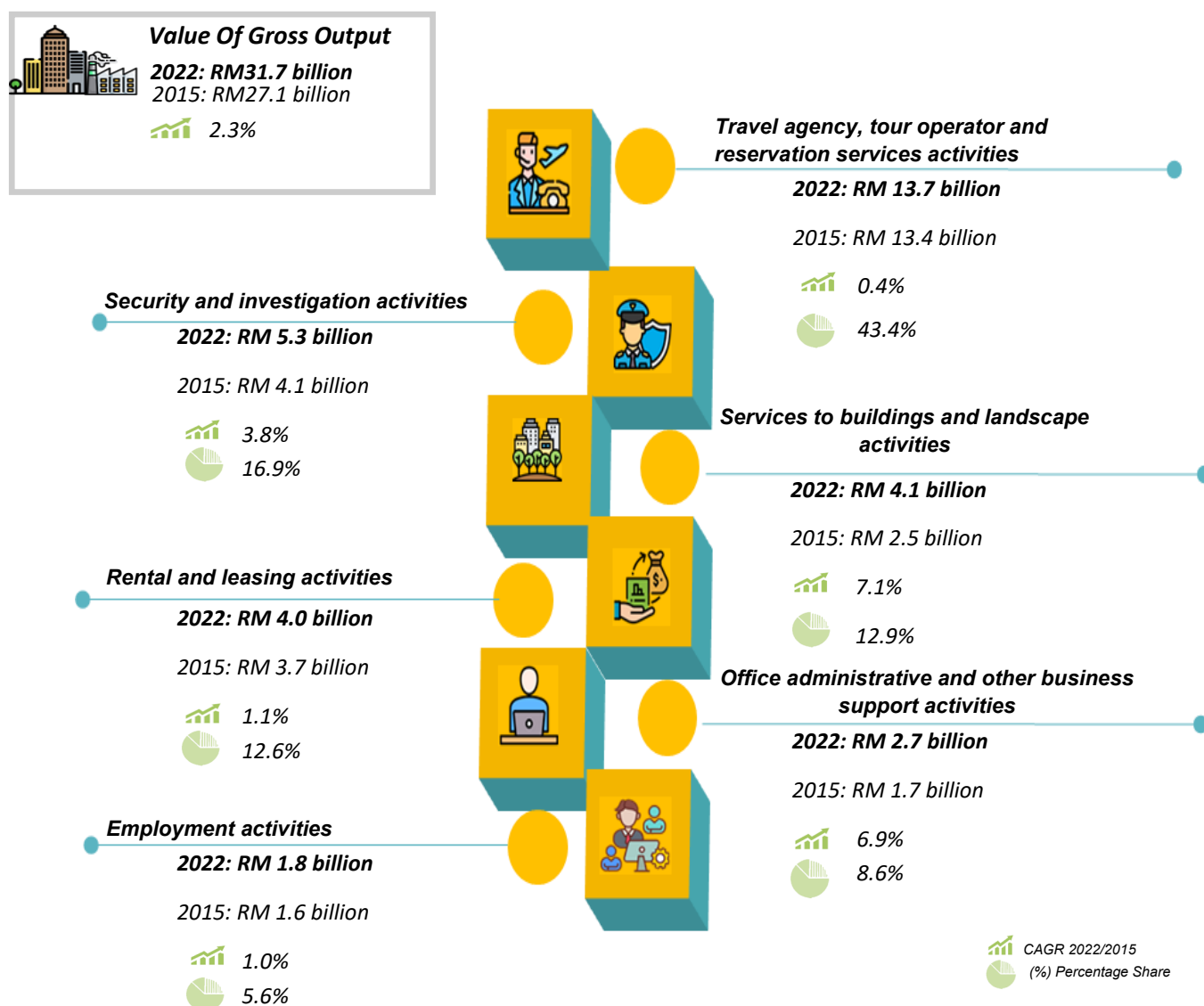


4. VALUE OF GROSS OUTPUT

The value of gross output increased to RM31.7 billion in 2022 as compared to RM27.1 billion in 2015 with an annual growth rate of 2.3 per cent.

Travel agency, tour operator and reservation services activities reported the highest value of gross output at RM13.7 billion (share: 43.4%) followed by Security and investigation activities (RM5.3 billion; share: 16.9%) and Services to buildings and landscape activities (RM4.1 billion; share: 12.9%) as shown in **Exhibit 3**.

Exhibit 3: Value of Gross Output for Administrative and Support Services by Activity, 2015 and 2022

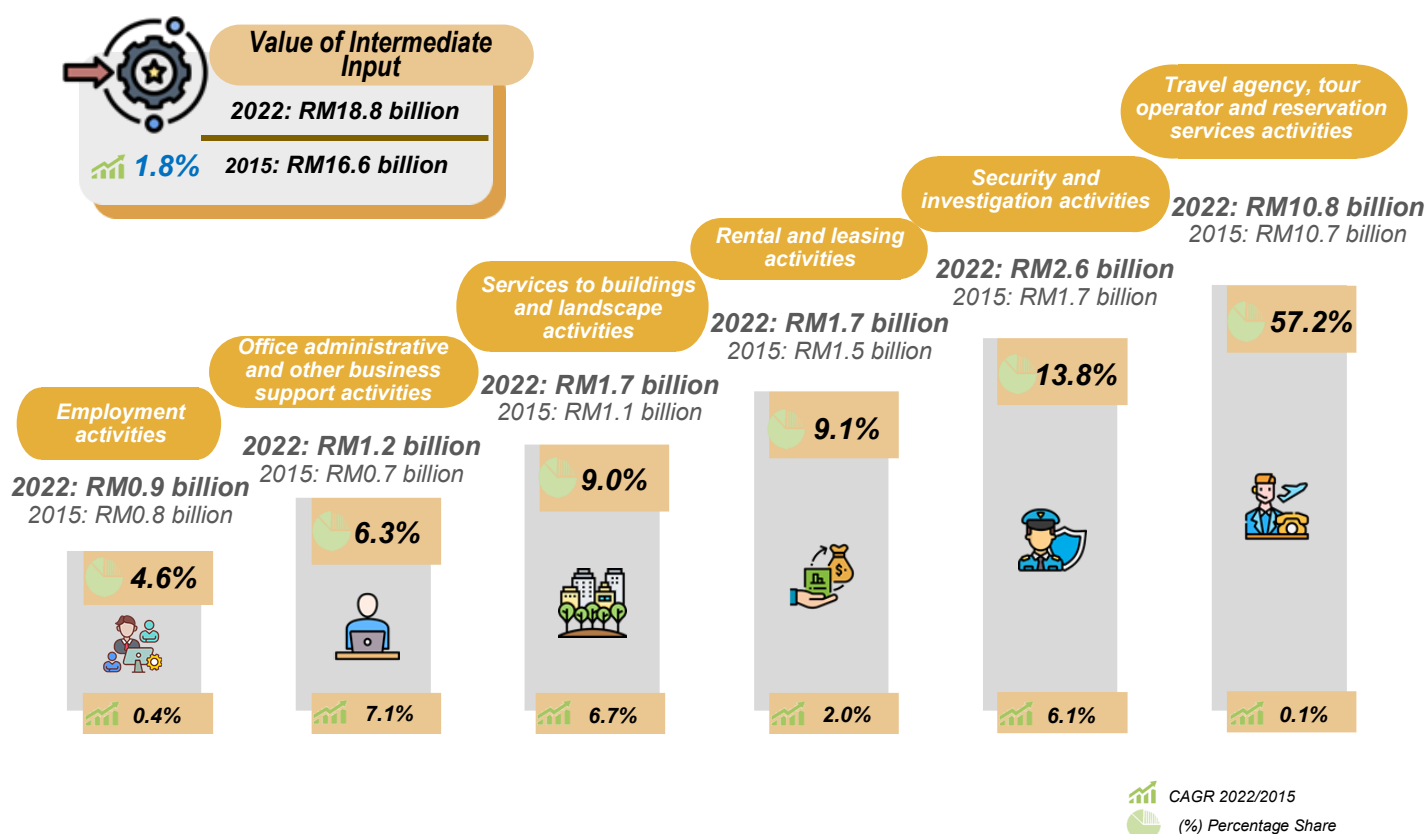


5. VALUE OF INTERMEDIATE INPUT

Administrative and support services recorded an intermediate input value of RM18.8 billion in 2022, grew annually by 1.8 per cent compared to RM16.6 billion in 2015.

Travel agency, tour operator and reservation services activities contributed the largest share, making up 57.2 per cent with a value of RM10.8 billion, followed by Security and investigation activities, represented 13.8 per cent, with a value of RM2.6 billion and Rental and leasing activities contributed 9.1 per cent with a value of RM1.7 billion as shown in **Exhibit 4**.

Exhibit 4: Value of Intermediate Input for Administrative and Support Services by Activity, 2015 and 2022

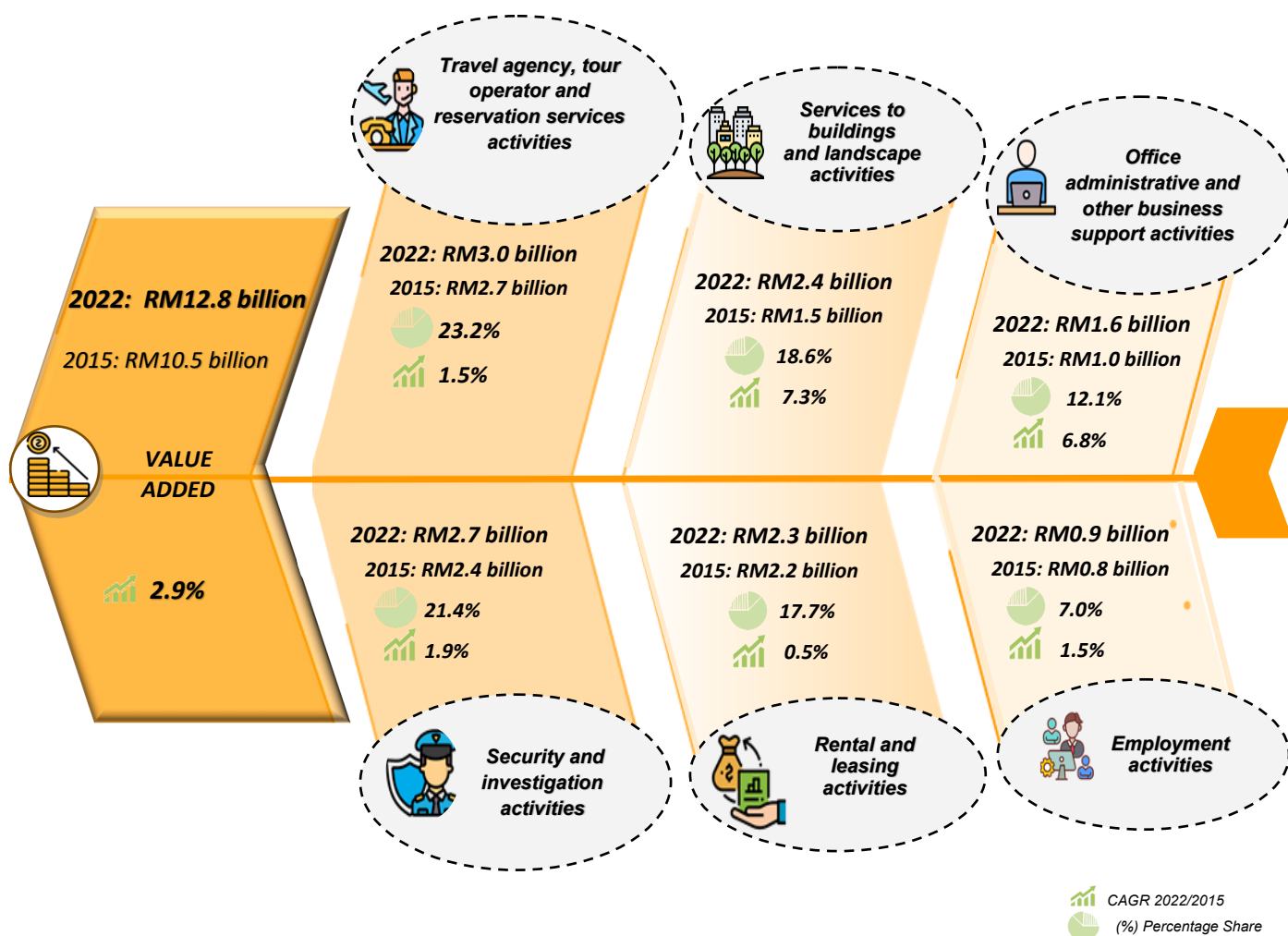


6. VALUE ADDED

In terms of value added, a 2.9 per cent annual increase was recorded in 2022, reaching RM12.8 billion compared to RM10.5 billion in 2015.

Travel agency, tour operator and reservation services activities remained the highest contributor, with RM3.0 billion or 23.2 per cent in 2022. This was followed by Security and investigation activities, contributing RM2.7 billion or 21.4 per cent and Services to building and landscape activities which accounted for RM2.4 billion or 18.6 per cent, as shown in **Exhibit 5**.

Exhibit 5: Value Added for Administrative and Support Services by Activity, 2015 and 2022

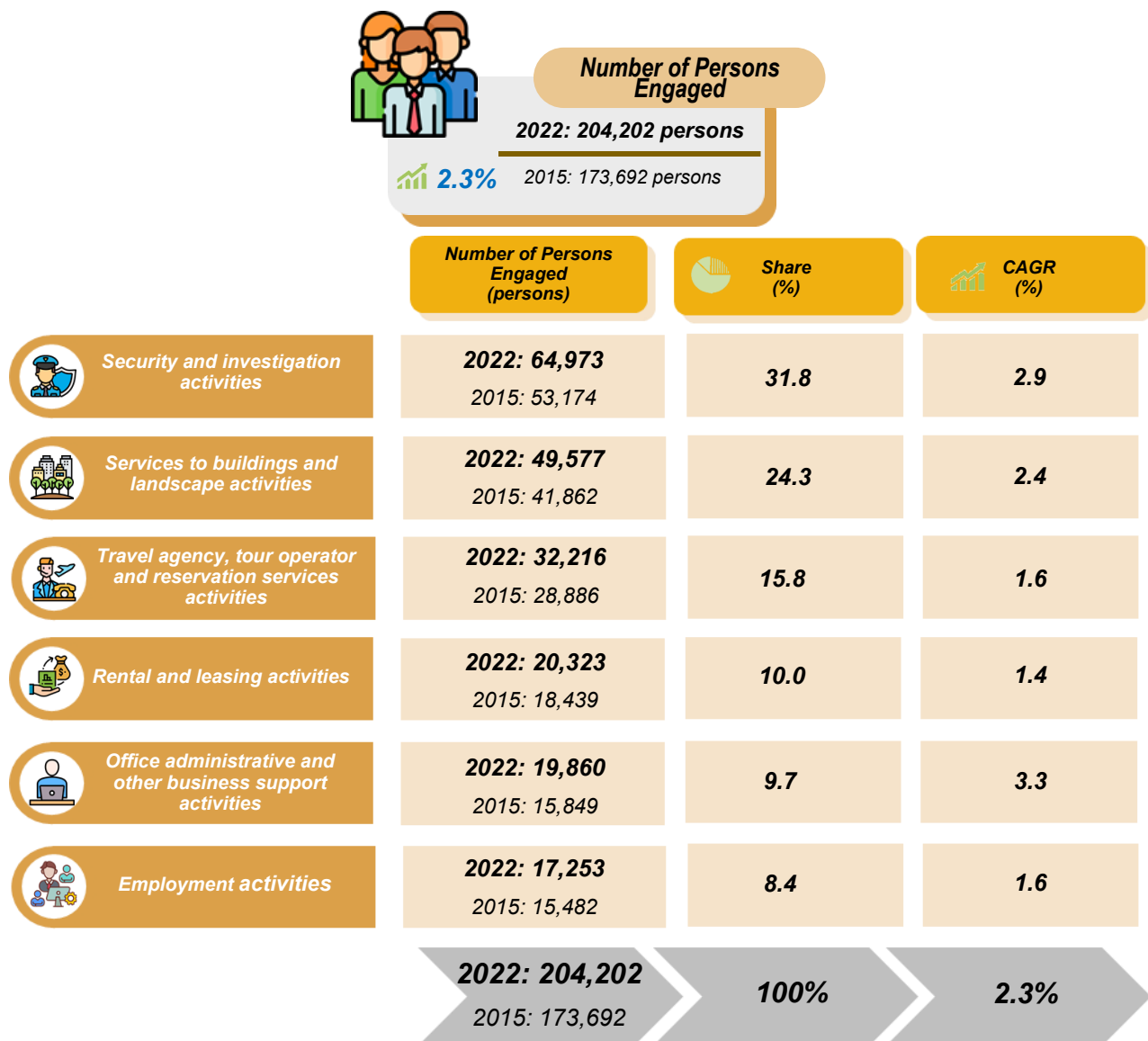


7. NUMBER OF PERSONS ENGAGED

The number of persons engaged was 204,202 persons in 2022 as compared to 173,692 persons in 2015, with an annual growth rate of 2.3 per cent.

Security and investigation activities recorded the highest number of persons engaged, with 64,973 persons representing 31.8 per cent of the total. This was followed by Services to buildings and landscape activities with 49,577 persons (share: 24.3%) and Travel agency, tour operator and reservation services activities with 32,216 persons (share: 15.8%) as shown in Exhibit 6.

Exhibit 6: Number of Persons Engaged for Administrative and Support Services by Activity, 2015 and 2022

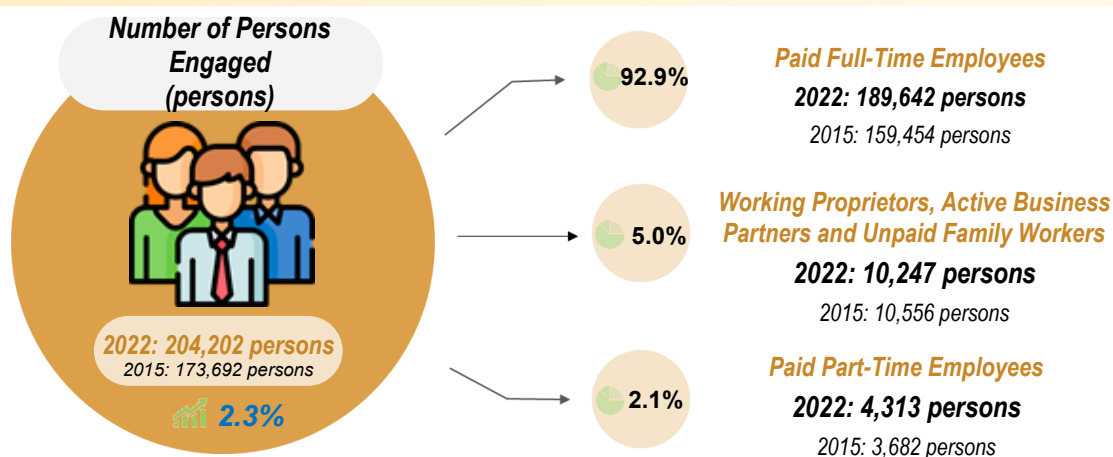


CAGR 2022/2015
(%) Percentage Share

7.1 NUMBER OF PERSONS ENGAGED BY CATEGORY OF WORKERS

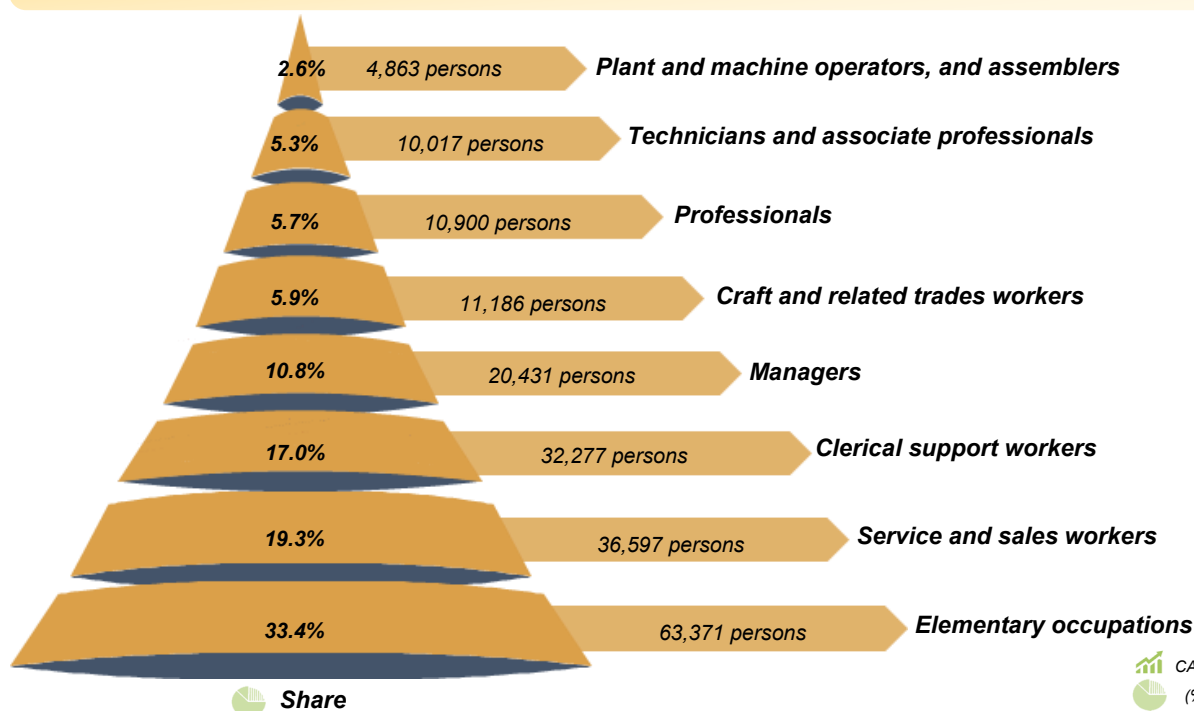
Paid full-time employees recorded for the highest number of persons engaged, totalling 189,642 persons with a share of 92.9 per cent. This was followed by Working proprietors, active business partners and unpaid family workers (10,247 persons; share: 5.0%) and Paid part-time employees (4,313 persons; share: 2.1%), as shown in **Exhibit 7**.

Exhibit 7: Number of Persons Engaged for Administrative and Support Services by Category of Workers, 2015 and 2022



Among paid full-time employees, the category of elementary occupations reported the highest number of persons engaged with 63,371 person, contributing 33.4 per cent share. This was followed by services and sales workers contributed (36,597 persons; share: 19.3%) and clerical support workers (32,277 persons; share: 17.0%) as shown in **Exhibit 8**.

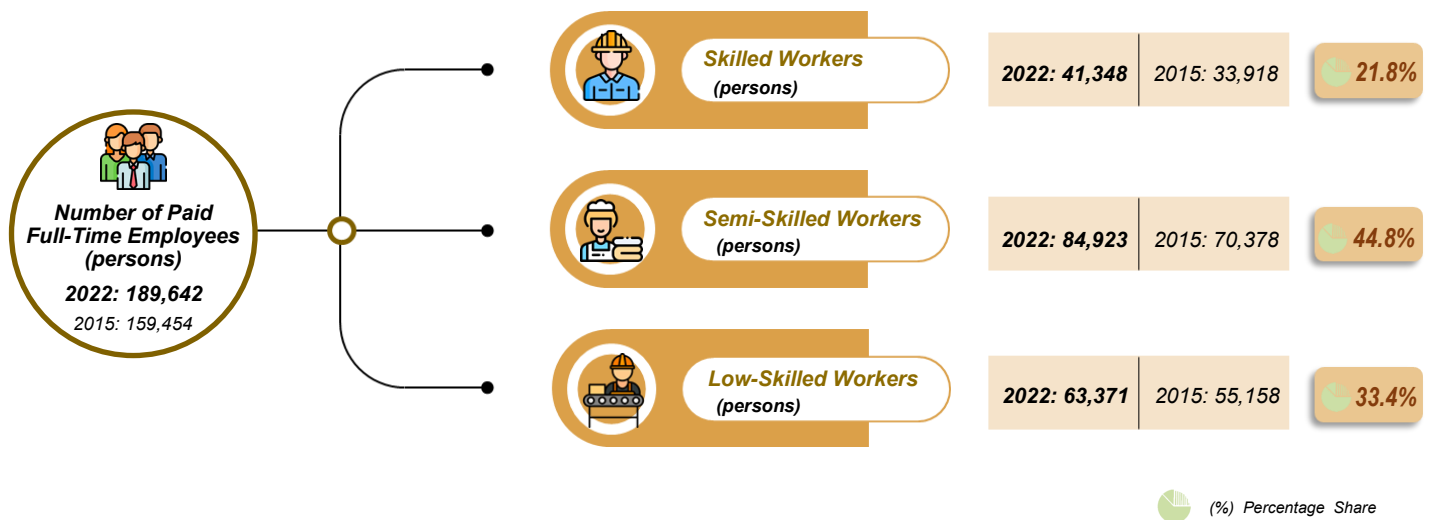
Exhibit 8: Number of Paid Full-Time Employees for Administrative and Support Services by Category of Workers, 2022



7.2 NUMBER OF EMPLOYEES BY CATEGORY OF SKILLS

In terms of skill levels, semi-skilled workers recorded the highest number of paid full-time employees with 84,923 persons (share: 44.8%), followed by low-skilled workers (63,371 persons; share: 33.4%) and skilled workers (41,348 persons; share: 21.8%) as shown in **Exhibit 9**.

Exhibit 9: Number of Paid Full-Time Employees for Administrative and Support Services by Category of Skills, 2015 and 2022



7.3 NUMBER OF PERSONS ENGAGED BY HIGHEST CERTIFICATE OBTAINED

The majority of employees in the Administrative and support services obtained SPM/ SPM (V) or equivalent, comprised of 78,020 persons or 38.2 per cent of the total number of persons engaged. Diploma holders ranked next with 29,708 persons (share: 14.5%), followed by Bachelor/ Advanced Diploma or equivalent with 28,471 persons (share: 13.9%) as shown in **Exhibit 10**.

In terms of number of persons engaged by sex male employees contributed 66.8 per cent of the total number of persons engaged, amounting to 136,409 persons. Meanwhile, analysis by the highest certificate obtained showed that the most male and female workers had the same qualification which is SPM/SPM(V) 54,400 persons (share: 39.8%) and 23,620 persons (share: 34.8%) respectively.

Exhibit 10: Number of Persons Engaged for Administrative and Support Services by Highest Certificate Obtained and Sex, 2022

	Total		Male		Female	
Highest Certificate Obtained	Total (persons)	Share (%)	Number (persons)	Share (%)	Number (persons)	Share (%)
SPM/ SPM (V) or equivalent	78,020	38.2	54,400	39.8	23,620	34.8
Diploma	29,708	14.5	16,990	12.5	12,718	18.8
Bachelor/ Advanced Diploma or equivalent	28,471	13.9	19,371	14.2	9,100	13.4
Below SPM/ SPM (V) qualification	26,032	12.8	20,189	14.8	5,843	8.6
Certificate	22,339	11.0	15,503	11.4	6,836	10.1
STPM or equivalent	16,212	7.9	7,386	5.4	8,826	13.0
Postgraduate	3,420	1.7	2,570	1.9	850	1.3
	204,202		136,409	66.8%	67,793	33.2%

 (%) Percentage Share

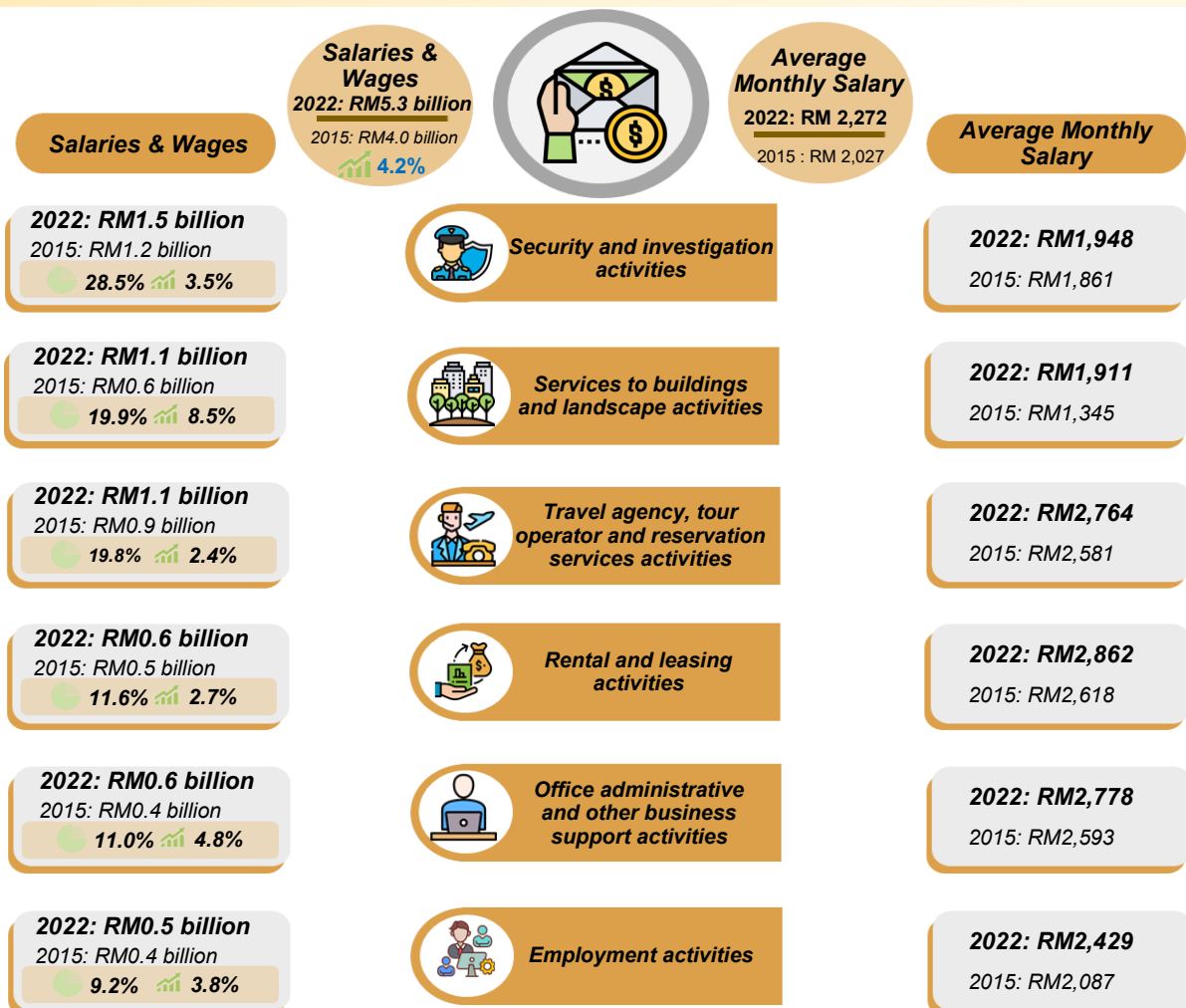
8. SALARIES & WAGES

The salaries & wages in 2022 amounted to RM5.3 billion, up from RM4.0 billion in 2015 with an annual growth rate of 4.2 per cent.

Security and investigation activities accounted for the highest share, with salaries & wages totalling RM1.5 billion, or 28.5 per cent of the overall figure. This was followed by Services to building and landscape activities with RM1.1 billion (share: 19.9%) and Travel agency, tour operator and reservation services activities with RM1.1 billion (share: 19.8%) as shown in Exhibit 11.

On average, employees in Administrative and support services earned RM2,272 per month. The highest average monthly salaries & wages was in Rental and leasing activities with RM2,862 per month. This was followed by Office administrative and other business support activities and Travel agency, tour operator and reservation services activities which amounted to RM2,778 and RM2,764 per month, respectively.

Exhibit 11 : Salaries & Wages and Average Monthly Salary for Administrative and Support Services by Activity, 2015 and 2022

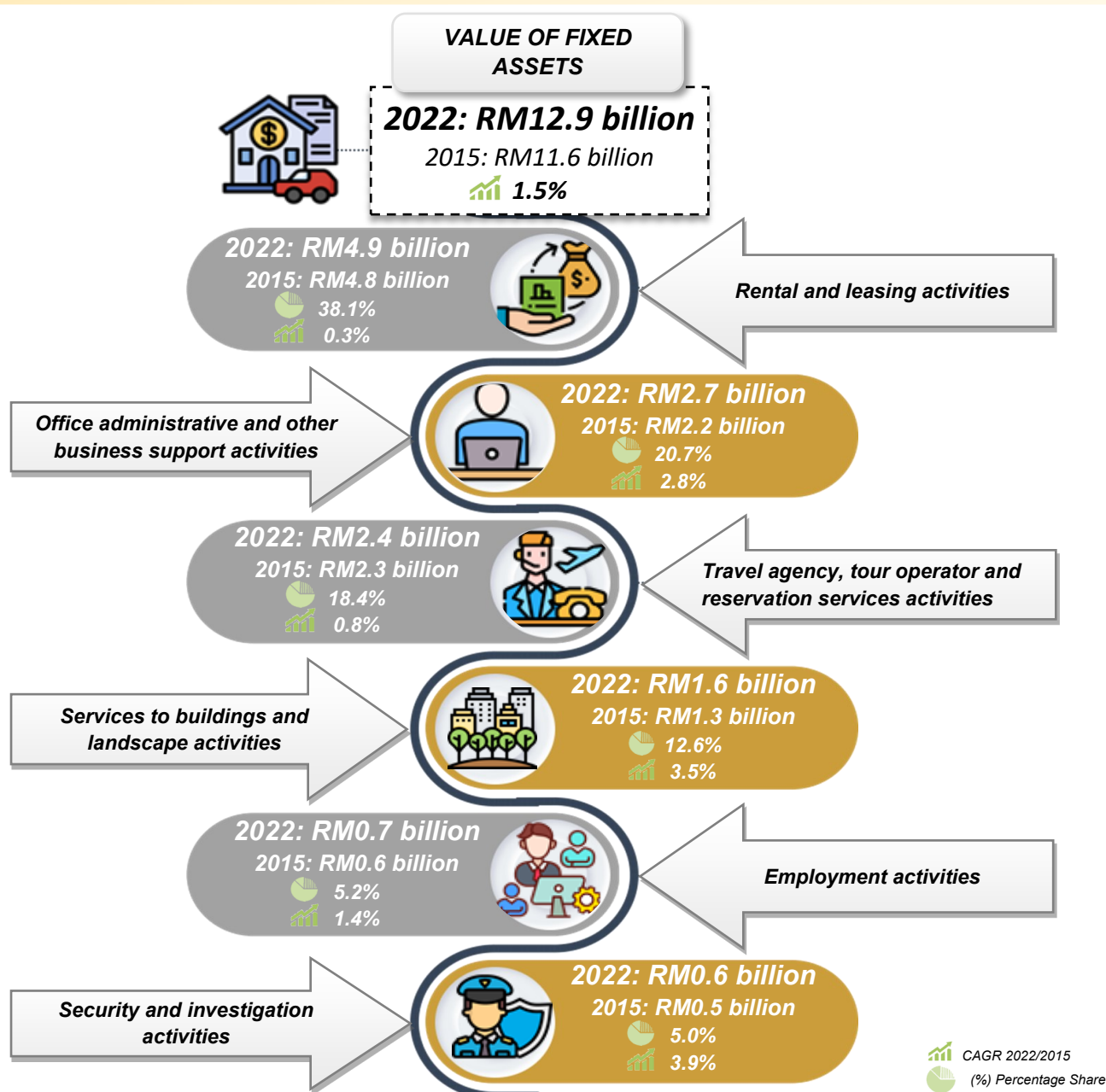


9. VALUE OF FIXED ASSETS

The value of fixed assets in Administrative and support services reached RM12.9 billion in 2022, reflecting an annual increase of 1.5 per cent from RM11.6 billion in 2015.

The primary contributor to this value was Rental and leasing activities, which accounted for RM4.9 billion or 38.1 per cent of the total. This was followed by Office administrative and other business support activities with RM2.7 billion (share: 20.7%) and Travel agency, tour operator and reservation services activities with RM2.4 billion (share: 18.4%) as shown in **Exhibit 12**.

Exhibit 12: Value of Fixed Assets for Administrative and Support Services by Activity, 2015 and 2022



10. PERFORMANCE BY STATE

Based on the findings of the Economic Census 2023, Administrative and support services recorded a total of 32,488 establishments operating in 2022. The state-level analysis showed that Selangor topped the list with 10,861 establishments (share: 33.4%), followed by W.P. Kuala Lumpur with 5,547 establishments (share: 17.1%) and Johor with 3,484 establishments (share: 10.7%) as shown in **Exhibit 13**.

For value of gross output, W.P. Kuala Lumpur recorded the highest value at RM12.8 billion, accounting for 40.3 per cent, followed by Selangor (RM8.9 billion; share: 28.2%) and Johor (RM2.0 billion; share: 6.5%) in 2022.

The highest value of intermediate input was also recorded by W.P. Kuala Lumpur, totalling RM8.4 billion with a share of 44.7 per cent. This was followed by Selangor with RM4.7 billion (share: 25.2%) and Johor with RM1.1 billion (share: 5.8%).

Value added in 2022 was dominated by W.P. Kuala Lumpur which amounted to RM4.3 billion with a share of 33.9 per cent, followed by Selangor (RM4.2 billion; share: 32.6%) and Johor (RM1.0 billion; share: 7.4%).

Selangor recorded the highest number of persons engaged with 64,854 persons, registering a share of 31.8 per cent. This was followed by W.P. Kuala Lumpur (53,013 persons; share: 26.0%) and Johor (15,338 persons; share: 7.5%).

Salaries & wages in Administrative and support services was RM5.3 billion in 2022. Three states that registered the highest value in salaries & wages were Selangor with RM1.9 billion, representing a 36.5 per cent share, followed by W.P. Kuala Lumpur (RM1.6 billion; share: 30.3%) and Johor (RM0.3 billion; share: 6.5%).

Concurrently, W.P. Kuala Lumpur reported the highest value of fixed asset at RM4.6 billion, contributed to 35.5 per cent, followed by Selangor with RM3.0 billion (share: 23.0%) and Sarawak RM1.6 billion (share: 12.6%).

Exhibit 13: Principal Statistics of Administrative and Support Services by State, 2022

STATE	 NUMBER OF ESTABLISHMENTS (establishments)	 VALUE OF GROSS OUTPUT (RM million)	 VALUE OF INTERMEDIATE INPUT (RM million)	 VALUE ADDED (RM million)	 NUMBER OF PERSONS ENGAGED (persons)	 SALARIES & WAGES (RM million)	 VALUE OF FIXED ASSETS (RM million)
MALAYSIA	32,488	31,656.9	18,823.6	12,833.3	204,202	5,288.7	12,890.8
 	100%	100%	100%	100%	100%	100%	100%
Johor	3,484	2,044.1	1,089.0	955.1	15,338	346.2	1,259.2
	10.7%	6.5%	5.8%	7.4%	7.5%	6.5%	9.7%
Kedah	1,240	536.6	303.8	232.8	6,731	129.1	150.6
	3.9%	1.8%	1.7%	1.9%	3.3%	2.4%	1.2%
Kelantan	465	200.2	117.0	83.2	2,639	31.3	99.3
	1.4%	0.7%	0.6%	0.7%	1.3%	0.6%	0.8%
Melaka	967	395.4	209.5	185.9	4,479	82.4	146.5
	3.0%	1.2%	1.1%	1.4%	2.2%	1.6%	1.1%
N. Sembilan	1,294	504.9	272.6	232.4	7,322	131.6	169.1
	4.0%	1.6%	1.4%	1.8%	3.6%	2.5%	1.3%
Pahang	652	266.7	111.5	155.2	4,457	77	139.3
	2.0%	0.8%	0.6%	1.2%	2.2%	1.5%	1.1%
Pulau Pinang	2,286	1,479.6	909.2	570.5	11,738	251.7	557.0
	7.0%	4.7%	4.8%	4.4%	5.7%	4.7%	4.3%
Perak	1,819	793.6	454.9	338.7	9,012	154.3	263.8
	5.6%	2.5%	2.4%	2.6%	4.4%	2.8%	2.0%
Perlis	202	78.1	43.7	34.5	953	19.1	12.6
	0.6%	0.2%	0.3%	0.3%	0.5%	0.4%	0.1%
Selangor	10,861	8,928.1	4,741.8	4,186.3	64,854	1,928.8	2,958.6
	33.4%	28.2%	25.2%	32.6%	31.8%	36.5%	23.0%
Terengganu	734	520.0	298.1	221.9	4,503	73.7	161.5
	2.3%	1.6%	1.6%	1.7%	2.2%	1.4%	1.3%
Sabah	1,280	829.8	492.3	337.5	7,463	166.9	519.9
	3.9%	2.6%	2.6%	2.6%	3.7%	3.2%	4.0%
Sarawak	1,442	1,814.1	1,057.1	757.0	10,297	256.4	1,620.9
	4.4%	5.7%	5.6%	5.9%	5.0%	4.8%	12.6%
W.P Kuala Lumpur	5,547	12,764.6	8,415.5	4,349.1	53,013	1,601.3	4,575.3
	17.1%	40.3%	44.7%	33.9%	26.0%	30.3%	35.5%
W.P Labuan	152	355.8	211.6	144.3	819	20.1	242.4
	0.5%	1.1%	1.1%	1.2%	0.4%	0.4%	1.9%
W.P Putrajaya	63	145.2	96.2	49.0	584	18.6	14.5
	0.2%	0.5%	0.5%	0.4%	0.3%	0.4%	0.1%

 (%) Percentage Share

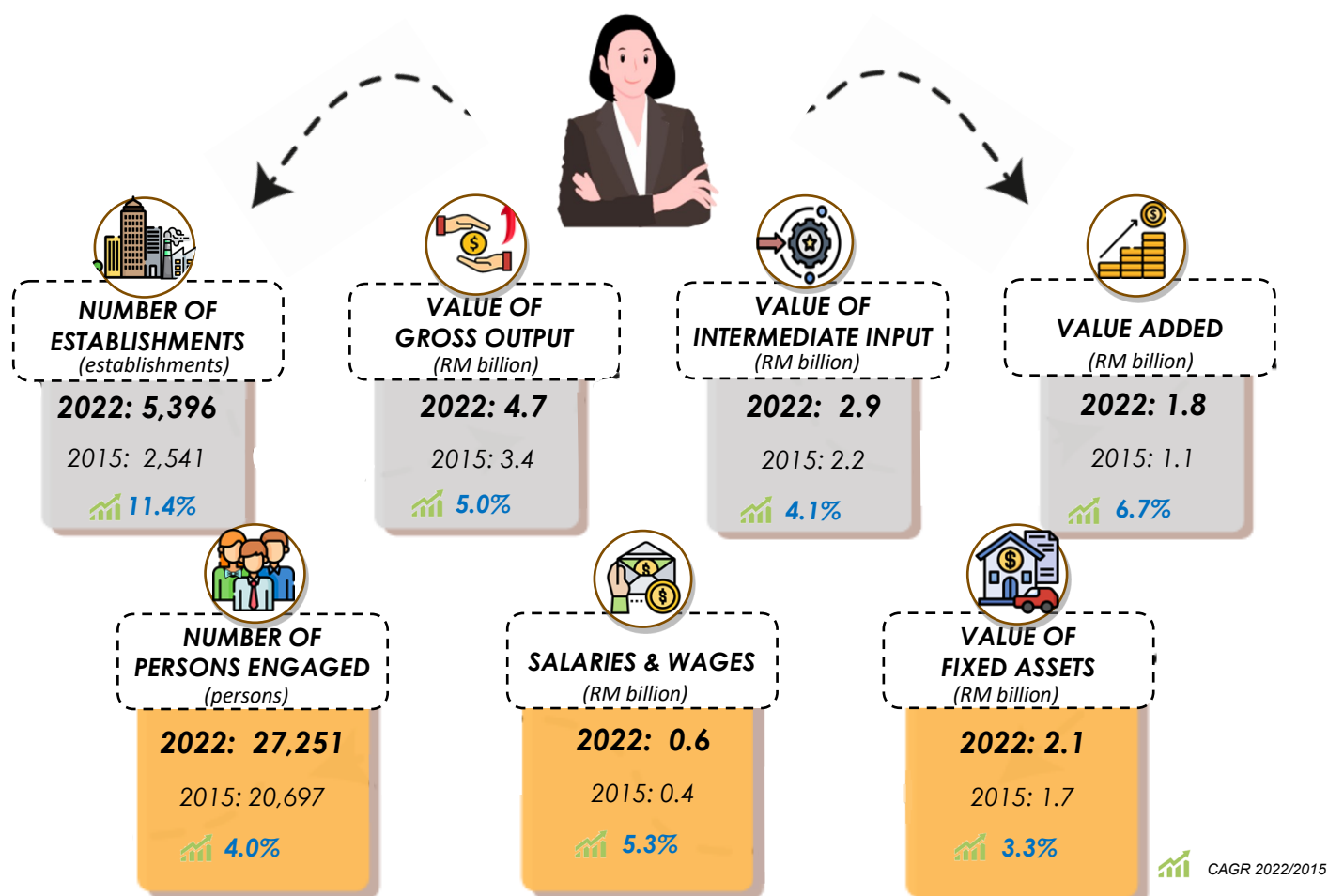
11. WOMEN-OWNED ESTABLISHMENTS

In 2022, there were 5,396 women-owned establishments in Administrative and support services compared to 2,541 establishments in 2015, posted an annual growth of 11.4 per cent as shown in Exhibit 14.

The gross output value for women-owned establishments amounted to RM4.7 billion in 2022 (2015: RM3.4 billion), with an annual growth rate of 5.0 per cent, while the value of intermediate input increase to RM2.9 billion (2015: RM2.2 billion), with an annual growth of 4.1 per cent. The total of value added amounting to RM1.8 billion in 2022 (2015: RM1.1 billion), with an annual growth rate of 6.7 per cent.

The number of persons engaged for women-owned was 27,251 persons in 2022 (2015: 20,697 persons) with an annual growth rate 4.0 per cent. The total salaries & wages in 2022 amounted to RM0.6 billion (2015: RM0.4 billion), resulting in an annual growth rate of 5.3 per cent. The value of fixed assets for women-owned establishments in 2022 amounted to RM2.1 billion (2015: RM1.7 billion), with an annual growth rate of 3.3 per cent.

Exhibit 14: Principal Statistics of Women-Owned Establishments in Administrative and Support Services, 2015 and 2022



CAGR 2022/2015

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Jadual Statistik
Statistical Tables

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Jadual 1.1: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan, 2010, 2015 dan 2022

Table 1.1: Principal Statistics of Administrative and Support Services, 2010, 2015 and 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2022	32,488	31,656,900	18,823,623	12,833,276	204,202	5,288,689	12,890,758
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: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2022

Table 1.2: Principal Statistics of Administrative and Support Services by Activity, 2022

Aktiviti <i>Activity</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	32,488	31,656,900	18,823,623	12,833,276	204,202	5,288,689	12,890,758
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339
Aktiviti pekerjaan <i>Employment activities</i>	3,761	1,757,704	858,148	899,557	17,253	484,554	675,473
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	5,594	13,747,480	10,771,466	2,976,013	32,216	1,050,978	2,377,856
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	9,154	4,083,388	1,696,283	2,387,105	49,577	1,051,197	1,620,499
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	8,478	2,728,184	1,177,575	1,550,610	19,860	581,303	2,662,453

Jadual 1.3: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2022

Table 1.3: Principal Statistics of Administrative and Support Services by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	32,488	31,656,900	18,823,623	12,833,276	204,202	5,288,689	12,890,758
Johor	3,484	2,044,131	1,089,011	955,120	15,338	346,171	1,259,249
Kedah	1,240	536,584	303,790	232,794	6,731	129,091	150,604
Kelantan	465	200,220	117,024	83,196	2,639	31,340	99,339
Melaka	967	395,434	209,493	185,941	4,479	82,373	146,530
Negeri Sembilan	1,294	504,938	272,580	232,358	7,322	131,610	169,095
Pahang	652	266,703	111,486	155,217	4,457	77,273	139,298
Pulau Pinang	2,286	1,479,624	909,173	570,451	11,738	251,684	557,033
Perak	1,819	793,569	454,905	338,665	9,012	154,255	263,838
Perlis	202	78,126	43,652	34,474	953	19,075	12,595
Selangor	10,861	8,928,120	4,741,777	4,186,343	64,854	1,928,833	2,958,582
Terengganu	734	519,972	298,109	221,863	4,503	73,684	161,486
Sabah	1,280	829,817	492,306	337,510	7,463	166,888	519,941
Sarawak	1,442	1,814,099	1,057,081	757,018	10,297	256,400	1,620,900
W.P Kuala Lumpur	5,547	12,764,569	8,415,472	4,349,097	53,013	1,601,261	4,575,326
W.P Labuan	152	355,823	211,568	144,255	819	20,135	242,410
W.P Putrajaya	63	145,169	96,196	48,973	584	18,615	14,532

Jadual 1.4: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Taraf Sah, 2022

Table 1.4: Principal Statistics of Administrative and Support Services by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	32,488	31,656,900	18,823,623	12,833,276	204,202	5,288,689	12,890,758
Hak milik perseorangan <i>Individual proprietorship</i>	10,871	2,592,685	1,182,623	1,410,062	31,948	550,541	885,371
Perkongsian <i>Partnership</i>	1,414	475,686	204,417	271,269	5,381	73,253	200,394
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	70	59,955	36,166	23,789	421	11,997	10,482
Syarikat sendirian berhad <i>Private limited company</i>	20,008	28,391,637	17,332,293	11,059,344	165,440	4,626,477	11,622,118
Syarikat awam berhad <i>Public limited company</i>	66	111,859	57,474	54,385	599	18,282	161,135
Koperasi <i>Co-operative</i>	38	18,781	7,752	11,030	350	6,529	8,251
Perbadanan awam <i>Public corporation</i>	5	659	270	390	12	285	1,897
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>	16	5,636	2,628	3,008	51	1,325	1,111

Jadual 1.5: Statistik Utama Perkhidmatan Pentadbiran dan Sokongan mengikut Hak Milik, 2022

Table 1.5: Principal Statistics of Administrative and Support Services by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	32,488	31,656,900	18,823,623	12,833,276	204,202	5,288,689	12,890,758
Residen Malaysia <i>Malaysian residents</i>	32,464	31,598,074	18,779,058	12,819,015	204,003	5,282,331	12,818,617
Bukan residen Malaysia <i>Non-Malaysian residents</i>	24	58,826	44,565	14,261	199	6,358	72,140
Hak milik bersama <i>Joint ownership</i>							

Jadual 1.6: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan Mengikut Aktiviti, 2022

Table 1.6: Number of Persons Engaged for Administrative and Support Services by Activity, 2022

Aktiviti <i>Activity</i>	Bilangan pertubuhan <i>Number of establishments</i>	Bilangan pekerja <i>Number of persons engaged</i>			
		Jumlah <i>Total</i>	Pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Working proprietor & active business partners and unpaid family worker</i>	Pekerja bergaji (sepenuh masa) <i>Paid employees (full-time)</i>	Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>
Jumlah <i>Total</i>	32,488	204,202	10,247	189,642	4,313
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	3,891	20,323	2,513	17,198	612
Aktiviti pekerjaan <i>Employment activities</i>	3,761	17,253	629	16,439	185
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	5,594	32,216	532	31,344	340
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	1,610	64,973	416	62,979	1,578
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	9,154	49,577	3,735	44,502	1,340
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	8,478	19,860	2,422	17,180	258

Jadual 1.7: Bilangan Pekerja dan Gaji & Upah bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja dan Jantina, 2022
Table 1.7: Number of Person Engaged and Salaries & Wages for Administrative and Support Services by Category of Workers and Sex, 2022

Kategori pekerja <i>Category of worker</i>	Bilangan pekerja <i>Number of persons engaged</i>			Gaji & upah <i>Salaries & wages</i> (RM '000)
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	204,202	136,409	67,793	5,288,689
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	10,247	8,468	1,779	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	8,313	6,808	1,505	-
Pekerja keluarga tanpa gaji (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>	1,934	1,660	274	-
Jumlah pekerja bergaji (sepanjang masa) <i>Total paid employees (full-time)</i>	189,642	124,449	65,193	5,220,105
Pengurus <i>Managers</i>	20,431	14,673	5,758	1,196,833
Profesional <i>Professionals</i>	10,900	6,860	4,040	453,075
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	10,549	6,582	3,967	439,193
Penyelidik <i>Researcher</i>	351	278	73	13,882
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	10,017	8,332	1,685	440,841
Pekerja sokongan perkeranian <i>Clerical support workers</i>	32,277	8,654	23,623	803,233
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	36,597	25,335	11,262	840,746
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	11,186	8,837	2,349	242,633
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	4,863	4,404	459	118,900
Pekerjaan asas <i>Elementary occupations</i>	63,371	47,354	16,017	1,123,843
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	4,313	3,492	821	68,585

Jadual 1.8: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Kategori Pekerja dan Kewarganegaraan, 2022

Table 1.8: Number of Persons Engaged for Administrative and Support Services by Category of Workers and Citizenship, 2022

Kategori pekerja <i>Category of worker</i>	Bilangan pekerja <i>Number of persons engaged</i>		
	Jumlah <i>Total</i>	Warganegara <i>Citizen</i>	Bukan Warganegara <i>Non-citizen</i>
Jumlah <i>Total</i>	204,202	187,935	16,267
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	10,247	10,238	9
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	8,313	8,306	7
Pekerja keluarga tanpa gaji (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>	1,934	1,932	2
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	189,642	175,110	14,532
Pengurus <i>Managers</i>	20,431	20,335	96
Profesional <i>Professionals</i>	10,900	10,850	50
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	10,549	10,500	49
Penyelidik <i>Researcher</i>	351	350	1
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	10,017	9,983	34
Pekerja sokongan perkeranian <i>Clerical support workers</i>	32,277	32,098	179
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	36,597	32,552	4,045
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	11,186	10,601	585
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	4,863	4,460	403
Pekerjaan asas <i>Elementary occupations</i>	63,371	54,231	9,140
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	4,313	2,587	1,726

Jadual 1.9: Bilangan Pekerja Bergaji Sepenuh Masa bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti dan Kategori Kemahiran, 2022

Table 1.9: Number of Paid Full-Time Employees for Administrative and Support Services by Activity and Category of Skills, 2022

Aktiviti Activity	Mahir/High-Skilled *		Separuh Mahir/Semi-Skilled **		Berkemahiran Rendah/Low-Skilled ***	
	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages
		(RM '000)		(RM '000)		(RM '000)
Jumlah <i>Total</i>	41,348	2,090,749	84,923	2,005,512	63,371	1,123,843
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	5,017	306,178	8,387	227,023	3,744	70,448
Aktiviti pekerjaan <i>Employment activities</i>	4,539	217,703	7,215	168,267	4,664	95,678
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	9,092	493,595	16,686	442,496	5,560	109,755
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	9,189	401,086	29,872	654,067	24,015	424,980
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	7,821	367,164	14,913	314,264	21,748	349,657
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	5,690	305,023	7,850	199,394	3,640	73,326

* 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 & sales workers, craft & related trades workers and plant & machine operators and assemblers

*** Termasuk pekerja asas

Includes elementary occupations

Jadual 1.10: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Sijil Tertinggi Diperoleh dan Jantina, 2022

Table 1.10: Number of Persons Engaged for Administrative and Support Services by Highest Certificate Obtained and Sex, 2022

Sijil Tertinggi Diperoleh <i>Highest Certificate Obtained</i>	Jumlah pekerja <i>Total employment</i>	Bilangan pekerja <i>Number of persons engaged</i>	
		Lelaki <i>Male</i>	Perempuan <i>Female</i>
Jumlah <i>Total</i>	204,202	136,409	67,793
Pascasiswazah <i>Postgraduate</i>	3,420	2,570	850
Ijazah sarjana muda/ Diploma lanjutan atau yang setaraf <i>Bachelor/ Advanced diploma or equivalent</i>	28,471	19,371	9,100
Diploma <i>Diploma</i>	29,708	16,990	12,718
STPM atau yang setaraf <i>STPM or equivalent</i>	16,212	7,386	8,826
Sijil <i>Certificate</i>	22,339	15,503	6,836
SPM/ SPM (V) atau yang setaraf <i>SPM/ SPM (V) or equivalent</i>	78,020	54,400	23,620
Di bawah taraf kelulusan SPM/ SPM (V) <i>Below SPM/ SPM (V) qualification</i>	26,032	20,189	5,843

Jadual 1.11: Bilangan Pekerja bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti dan Sijil Tertinggi Diperoleh, 2022

Table 1.11: Number of Persons Engaged for Administrative and Support Services by Activity and Highest Certificate Obtained, 2022

Aktiviti <i>Activity</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>	3,420	28,471	29,708	16,212	22,339	78,020	26,032
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	458	2,494	3,171	1,970	2,910	7,486	1,934
Aktiviti pekerjaan <i>Employment activities</i>	323	3,698	3,178	1,863	2,281	4,743	1,167
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	1,595	4,759	6,017	5,045	4,454	8,981	1,365
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	166	6,838	5,846	2,497	5,416	31,782	11,828
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	400	5,902	7,203	2,858	4,959	19,314	8,941
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	478	4,780	4,293	1,979	2,319	5,714	797

Jadual 1.12: Nilai Harta Tetap Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2022

Table 1.12: Value for Fixed Assets for Administrative and Support Services by Activity, 2022

Aktiviti <i>Activity</i>	Nilai buku bersih seperti pada 01.01.2022 <i>Net book value as at 01.01.2022</i>	Perbelanjaan modal <i>Capital expenditure</i>	Pelupusan <i>Disposal</i>	Susut nilai semasa <i>Current depreciation</i>	Nilai buku bersih seperti pada 31.12.2022 <i>Net book value as at 31.12.2022</i>	Sewa yang dibayar dalam tahun 2022 <i>Rent paid during 2022</i>
	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)
Jumlah <i>Total</i>	10,646,919	4,544,943	205,639	1,546,259	12,890,758	914,219
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	4,715,618	988,201	158,111	608,873	4,912,339	174,832
Aktiviti pekerjaan <i>Employment activities</i>	672,614	105,253	2,092	110,243	675,473	72,466
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	980,749	2,314,323	6,216	300,443	2,377,856	365,583
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	664,899	76,255	13,215	93,913	642,138	61,115
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	1,571,702	156,470	18,908	150,178	1,620,499	148,720
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	2,041,338	904,442	7,096	282,608	2,662,453	91,503

Jadual 1.13: Nilai Harta Tetap bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Jenis Harta, 2022

Table 1.13: Value for Fixed Assets for Administrative and Support Services by Type for Asset, 2022

Jenis harta <i>Type of asset</i>	Nilai buku bersih seperti pada 01.01.2022 <i>Net book value as at 01.01.2022</i>	Perbelanjaan modal <i>Capital expenditure</i>	Pelupusan <i>Disposal</i>	Susut nilai semasa <i>Current depreciation</i>	Nilai buku bersih seperti pada 31.12.2022 <i>Net book value as at 31.12.2022</i>	Sewa yang dibayar dalam tahun 2022 <i>Rent paid during 2022</i>
	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)	(RM '000)
Jumlah <i>Total</i>	10,646,919	4,544,943	205,639	1,546,259	12,890,758	914,219
Tanah <i>Land</i>	411,291	228,636	102	8,323	654,753	37,817
Bangunan dan binaan lain <i>Buildings and other construction</i>	3,121,806	1,510,086	9,381	125,387	3,876,822	764,372
Alat pengangkutan <i>Transport equipment</i>	2,596,267	1,372,061	162,808	592,282	3,210,383	57,753
Teknologi maklumat dan komunikasi <i>Information and communications technology</i>	439,399	228,863	800	137,776	529,757	979
Jentera dan kelengkapan <i>Machinery and equipment</i>	2,967,471	724,971	28,464	470,568	3,213,460	52,409
Perabot dan pemasangan <i>Furniture and fittings</i>	884,592	397,119	1,055	157,712	1,123,106	362
Harta lain <i>Other assets</i>	226,094	83,207	3,029	54,211	282,477	526

Jadual 1.14: Statistik Utama Pertubuhan Milikan Wanita bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Aktiviti, 2022

Table 1.14: Principal Statistics for Women-Owned Establishments in Administrative and Support Services by Activity, 2022

Aktiviti <i>Activity</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	5,396	4,721,848	2,938,500	1,783,348	27,251	634,422	2,137,383
Aktiviti sewaan dan pajakan <i>Rental and leasing activities</i>	572	264,533	115,160	149,373	2,155	47,774	1,252,646
Aktiviti pekerjaan <i>Employment activities</i>	437	272,444	124,431	148,013	2,329	50,323	97,944
Aktiviti agensi pengembaraan, operator pelancongan dan khidmat penempahan <i>Travel agency, tour operator and reservation services activities</i>	656	2,268,334	1,777,292	491,042	5,316	173,411	380,695
Aktiviti keselamatan dan penyiasatan <i>Security and investigation activities</i>	138	829,188	429,350	399,838	4,924	110,911	44,307
Aktiviti perkhidmatan bangunan dan landskap <i>Services to buildings and landscape activities</i>	2,180	724,224	320,334	403,890	9,719	182,837	210,665
Aktiviti pengurusan pejabat dan sokongan perniagaan lain <i>Office administrative and other business support activities</i>	1,413	363,124	171,932	191,192	2,808	69,166	151,125

Jadual 1.15: Statistik Utama Pertubuhan Milikan Wanita bagi Perkhidmatan Pentadbiran dan Sokongan mengikut Negeri, 2022

Table 1.15: Principal Statistics for Women-Owned Establishments in Administrative and Support Services by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	5,396	4,721,848	2,938,500	1,783,348	27,251	634,422	2,137,383
Johor	605	180,418	90,796	89,622	2,056	37,810	93,949
Kedah	251	74,399	43,163	31,236	1,101	15,355	39,974
Kelantan	102	20,728	8,296	12,432	585	8,214	7,917
Melaka	206	36,826	19,487	17,338	808	10,706	10,343
Negeri Sembilan	323	98,726	50,797	47,929	1,910	32,011	38,597
Pahang	160	45,584	18,676	26,908	1,237	21,335	23,297
Pulau Pinang	291	276,679	172,170	104,509	1,437	30,634	63,996
Perak	407	225,517	160,273	65,244	1,868	27,156	53,445
Perlis	59	31,712	15,426	16,286	310	10,176	1,771
Selangor	1,680	1,007,431	584,348	423,084	6,178	191,294	146,238
Terengganu	170	31,728	12,424	19,304	639	8,808	12,184
Sabah	70	29,945	17,253	12,692	489	7,868	14,906
Sarawak	150	282,604	163,515	119,090	1,583	28,182	73,901
W.P Kuala Lumpur	878	2,183,385	1,432,541	750,844	6,813	198,404	1,536,904
W.P Labuan	36	180,263	137,220	43,043	195	4,752	18,524
W.P Putrajaya	8	15,902	12,114	3,788	42	1,714	1,436

Jadual 2.1: Statistik Utama Aktiviti Sewaan & Pajakan, 2010, 2015 dan 2022

Table 2.1: Principal Statistics of Rental & Leasing Activities, 2010, 2015 and 2022

Tahun Year	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output (RM '000)	Nilai input perantaraan Value of intermediate input (RM '000)	Nilai ditambah Value added (RM '000)	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages (RM '000)	Nilai harta tetap Value of fixed assets (RM '000)
2022	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339
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: Statistik Utama Aktiviti Sewaan & Pajakan mengikut Negeri, 2022

Table 2.2: Principal Statistics of Rental & Leasing Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339
Johor	473	424,419	198,552	225,867	2,299	57,256	520,149
Kedah	299	65,449	28,712	36,737	981	17,050	31,093
Kelantan	69	14,045	5,016	9,029	308	3,503	9,994
Melaka	151	43,090	14,213	28,877	767	11,409	32,521
Negeri Sembilan	141	49,514	20,476	29,038	565	11,312	40,757
Pahang	131	61,564	27,236	34,328	601	13,859	28,983
Pulau Pinang	246	121,824	48,242	73,582	1,190	24,993	65,026
Perak	305	83,477	35,839	47,638	1,356	20,944	80,241
Perlis	34	9,879	4,711	5,168	173	2,104	3,363
Selangor	983	1,152,976	474,266	678,710	6,992	224,519	716,483
Terengganu	120	40,427	16,467	23,960	472	8,394	51,710
Sabah	125	123,779	46,645	77,134	752	25,772	192,332
Sarawak	296	336,446	119,676	216,770	1,238	37,748	1,021,271
W.P Kuala Lumpur	474	1,303,964	625,547	678,417	2,313	142,312	2,010,610
W.P Labuan	41	158,939	52,278	106,661	309	10,144	107,720
W.P Putrajaya	3	752	156	596	7	361	86

Jadual 2.3: Statistik Utama Aktiviti Sewaan & Pajakan mengikut Taraf Sah, 2022

Table 2.3: Principal Statistics of Rental & Leasing Activities by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339
Hak milik perseorangan <i>Individual proprietorship</i>	1,672	381,651	157,814	223,837	5,084	79,777	184,919
Perkongsian <i>Partnership</i>	196	123,165	46,748	76,417	1,010	16,524	98,883
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	13	4,449	1,946	2,503	40	1,353	915
Syarikat sendirian berhad <i>Private limited company</i>	1,992	3,426,991	1,492,164	1,934,827	13,925	503,496	4,575,700
Syarikat awam berhad <i>Public limited company</i>	14	51,773	18,747	33,026	169	8,738	51,666
Koperasi <i>Co-operative</i>	4	2,515	612	1,902	95	1,793	256
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>							

Jadual 2.4: Statistik Utama Aktiviti Sewaan & Pajakan mengikut Hak Milik, 2022
Table 2.4: Principal Statistics of Rental & Leasing Activities by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339

Residen Malaysia <i>Malaysian residents</i>	}	3,891	3,990,543	1,718,031	2,272,512	20,323	611,682	4,912,339
Bukan residen Malaysia <i>Non-Malaysian residents</i>								

Jadual 2.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Sewaan & Pajakan mengikut Kategori Pekerja dan Jantina, 2022
Table 2.5: Number of Persons Engaged and Salaries & Wages for Rental & Leasforg Activities by Category of Workers and Sex, 2022

Kategori pekerja <i>Category of worker</i>	Bilangan pekerja <i>Number of persons engaged</i>			Gaji & upah <i>Salaries & wages</i> (RM '000)
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	20,323	15,119	5,204	611,682
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	2,563	2,158	405	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	2,264	1,909	355	-
Pekerja keluarga tanpa gaji (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>	299	249	50	-
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	17,148	12,431	4,717	603,649
Pengurus <i>Managers</i>	2,609	1,994	615	165,554
Profesional <i>Professionals</i>	1,076	655	421	74,812
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	1,007	597	410	70,376
Penyelidik <i>Researcher</i>	69	58	11	4,436
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,332	1,193	139	65,812
Pekerja sokongan perkeranian <i>Clerical support workers</i>	2,674	608	2,066	69,951
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	2,152	1,498	654	64,380
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	1,650	1,550	100	42,234
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	1,911	1,847	64	50,459
Pekerjaan asas <i>Elementary occupations</i>	3,744	3,086	658	70,448
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	612	530	82	8,032

Jadual 3.1: Statistik Utama Aktiviti Pekerjaan, 2010, 2015 dan 2022
Table 3.1: Principal Statistics of Employment Activities, 2010, 2015 and 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2022	3,761	1,757,704	858,148	899,557	17,253	484,554	675,473
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	246,227	151,587

Jadual 3.2: Statistik Utama Aktiviti Pekerjaan mengikut Negeri, 2022

Table 3.2: Principal Statistics of Employment Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,761	1,757,704	858,148	899,557	17,253	484,554	675,473
Johor	507	290,478	186,538	103,940	2,409	55,963	72,210
Kedah	72	36,886	20,919	15,967	408	9,076	9,073
Kelantan	7	1,976	693	1,283	32	381	447
Melaka	92	27,605	7,629	19,976	398	9,099	15,124
Negeri Sembilan	94	16,757	8,023	8,734	256	4,883	3,509
Pahang	40	11,233	2,332	8,902	305	5,524	5,670
Pulau Pinang	324	112,176	44,822	67,354	1,514	34,420	42,973
Perak	124	45,113	20,249	24,864	600	14,437	9,187
Perlis	7	2,404	838	1,567	7	461	142
Selangor	1,369	332,443	113,831	218,612	3,297	135,595	234,813
Terengganu	60	38,077	17,257	20,820	550	11,843	6,836
Sabah	104	29,770	10,842	18,928	560	10,405	51,160
Sarawak	187	201,264	88,804	112,460	1,761	62,256	80,681
W.P Kuala Lumpur	758	600,174	328,973	271,200	5,028	127,362	139,383
W.P Labuan	12	5,142	2,576	2,566	90	1,820	4,129
W.P Putrajaya	4	6,204	3,823	2,381	38	1,030	136

Jadual 3.3: Statistik Utama Aktiviti Pekerjaan mengikut Taraf Sah, 2022*Table 3.3: Principal Statistics of Employment Activities by Legal Status, 2022*

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	3,761	1,757,704	858,148	899,557	17,253	484,554	675,473
Hak milik perseorangan <i>Individual proprietorship</i>	203	38,247	20,052	18,195	303	5,600	9,026
Perkongsian <i>Partnership</i>	304	45,099	20,391	24,708	737	6,386	18,861
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	22	12,920	5,318	7,603	145	4,404	7,806
Syarikat sendirian berhad <i>Private limited company</i>	3,227	1,658,248	811,258	846,989	16,001	466,758	639,445
Koperasi <i>Co-operative</i>	5	3,190	1,128	2,061	67	1,407	335

Jadual 3.4: Statistik Utama Aktiviti Pekerjaan mengikut Hak Milik, 2022
Table 3.4: Principal Statistics of Employment Activities by Ownership, 2022

Hak milik Ownership	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output (RM '000)	Nilai input perantaraan Value of intermediate input (RM '000)	Nilai ditambah Value added (RM '000)	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages (RM '000)	Nilai harta tetap Value of fixed assets (RM '000)
Jumlah Total	3,761	1,757,704	858,148	899,557	17,253	484,554	675,473
Residen Malaysia Malaysian residents	3,757	1,755,396	856,621	898,775	17,241	484,073	674,432
Bukan residen Malaysia Non-Malaysian residents	4	2,308	1,526	782	12	481	1,041
Hak milik bersama Joint ownership							

Jadual 3.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Pekerjaan mengikut Kategori Pekerja dan Jantina, 2022
Table 3.5: Number of Persons Engaged and Salaries & Wages for Employment Activities by Category of Workers and Sex, 2022

Kategori pekerja Category of worker	Bilangan pekerja Number of persons engaged			Gaji & upah Salaries & wages (RM '000)
	Jumlah Total	Lelaki Male	Perempuan Female	
Jumlah <i>Total</i>	17,253	10,370	6,883	484,554
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	650	526	124	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	539	436	103	-
Pekerja keluarga tanpa gaji (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>	111	90	21	-
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	16,418	9,707	6,711	481,648
Pengurus <i>Managers</i>	2,477	1,790	687	133,592
Profesional <i>Professionals</i>	1,236	673	563	50,485
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	1,213	663	550	49,507
Penyelidik <i>Researcher</i>	23	10	13	977
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	826	716	110	33,626
Pekerja sokongan perkeranian <i>Clerical support workers</i>	4,589	1,000	3,589	95,897
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	1,439	970	469	44,392
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	644	544	100	12,764
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	543	444	99	15,214
Pekerjaan asas <i>Elementary occupations</i>	4,664	3,570	1,094	95,678
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	185	137	48	2,906

Jadual 4.1: Statistik Utama Aktiviti Agensi Pengembaraan, Operator Pelancongan & Khidmat Penempahan, 2010, 2015 dan 2022

Table 4.1: Principal Statistics of Travel Agency, Tour Operator & Reservation Service Activities, 2010, 2015 dan 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2022	5,594	13,747,480	10,771,466	2,976,013	32,216	1,050,978	2,377,856
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: Statistik Utama Aktiviti Agensi Pengembaraan, Operator Pelancongan & Khidmat Penempahan mengikut Negeri, 2022

Table 4.2: Principal Statistics of Travel Agency, Tour Operator & Reservation Service Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	5,594	13,747,480	10,771,466	2,976,013	32,216	1,050,978	2,377,856
Johor	458	603,997	441,021	162,977	2,013	57,464	90,709
Kedah	281	260,939	194,066	66,873	1,386	28,594	84,371
Kelantan	74	100,856	81,832	19,024	263	5,983	17,367
Melaka	133	186,706	137,556	49,149	537	17,097	38,840
Negeri Sembilan	199	214,122	160,801	53,321	517	16,306	50,269
Pahang	77	67,997	44,113	23,885	467	9,101	27,867
Pulau Pinang	360	734,448	587,999	146,449	1,869	52,256	204,592
Perak	333	429,144	321,176	107,969	1,394	34,286	47,614
Perlis	21	21,504	17,553	3,951	89	1,982	6,625
Selangor	1,418	2,733,804	2,064,356	669,448	7,487	306,853	666,267
Terengganu	143	155,069	126,289	28,780	497	11,000	30,102
Sabah	607	521,320	372,864	148,456	2,931	71,006	206,311
Sarawak	200	845,492	678,802	166,691	1,565	45,816	106,692
W.P Kuala Lumpur	1,262	6,618,981	5,331,060	1,287,921	10,979	384,153	764,934
W.P Labuan	11	175,943	151,000	24,942	159	4,129	27,476
W.P Putrajaya	17	77,157	60,978	16,179	63	4,952	7,820

Jadual 4.3: Statistik Utama Aktiviti Agensi Pengembaraan, Operator Pelancongan & Khidmat Penempahan mengikut Taraf Sah, 2022
Table 4.3: Principal Statistics of Travel Agency, Tour Operator & Reservation Service Activities by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	5,594	13,747,480	10,771,466	2,976,013	32,216	1,050,978	2,377,856
Hak milik perseorangan <i>Individual proprietorship</i>	549	305,473	223,339	82,134	1,312	20,359	27,231
Perkongsian <i>Partnership</i>	41	29,181	22,112	7,068	123	1,817	2,479
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	5	27,581	23,776	3,805	49	2,588	159
Syarikat sendirian berhad <i>Private limited company</i>	4,982	13,351,387	10,474,871	2,876,516	30,658	1,023,930	2,319,281
Syarikat awam berhad <i>Public limited company</i>	13	33,406	27,157	6,248	65	2,111	26,982
Koperasi <i>Co-operative</i>	4	452	211	241	9	173	1,724
Perbadanan awam <i>Public corporation</i>							

Jadual 4.4: Statistik Utama Aktiviti Agensi Pengembaraan, Operator Pelancongan & Khidmat Penempahan mengikut Hak Milik, 2022

Table 4.4: Principal Statistics of Travel Agency, Tour Operator & Reservation Service Activities by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	5,594	13,747,480	10,771,466	2,976,013	32,216	1,050,978	2,377,856
Residen Malaysia <i>Malaysian residents</i>	5,586	13,709,229	10,737,773	2,971,456	32,143	1,048,386	2,375,854
Bukan residen Malaysia <i>Non-Malaysian residents</i>	8	38,251	33,693	4,558	73	2,592	2,001
Hak milik bersama <i>Joint ownership</i>							

Jadual 4.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Agensi Pengembaraan, Operator Pelancongan & Khidmat Penempahan mengikut Kategori Pekerja dan Jantina, 2022

Table 4.5: Number of Persons Engaged and Salaries & Wages for Travel Agency, Tour Operator & Reservation Service Activities by Category of Workers and Sex, 2022

Kategori pekerja <i>Category of worker</i>	Bilangan pekerja <i>Number of persons engaged</i>			Gaji & upah <i>Salaries & wages</i> (RM '000)
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	32,216	17,416	14,800	1,050,978
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	538	434	104	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	482	384	98	-
Pekerja keluarga tanpa gaji (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>	56	50	6	-
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	31,338	16,773	14,565	1,045,846
Pengurus <i>Managers</i>	6,194	4,114	2,080	349,653
Profesional <i>Professionals</i>	1,597	929	668	73,322
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	1,542	896	646	71,271
Penyelidik <i>Researcher</i>	55	33	22	2,052
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,301	991	310	70,620
Pekerja sokongan perkeranian <i>Clerical support workers</i>	6,557	1,361	5,196	149,740
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	8,959	4,774	4,185	268,465
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	594	474	120	11,330
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	576	540	36	12,961
Pekerjaan asas <i>Elementary occupations</i>	5,560	3,590	1,970	109,755
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	340	209	131	5,132

Jadual 5.1: Statistik Utama Aktiviti Keselamatan & Penyiasatan, 2010, 2015 dan 2022
Table 5.1: Principal Statistics of Security & Investigation Activities, 2010, 2015 and 2022

Tahun Year	Bilangan pertubuhan Number of establishments	Nilai output kasar Value of gross output (RM '000)	Nilai input perantaraan Value of intermediate input (RM '000)	Nilai ditambah Value added (RM '000)	Bilangan pekerja Number of persons engaged	Gaji & upah Salaries & wages (RM '000)	Nilai harta tetap Value of fixed assets (RM '000)
2022	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138
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	497,132	329,655

Jadual 5.2: Statistik Utama Aktiviti Keselamatan & Penyiasatan mengikut Negeri, 2022

Table 5.2: Principal Statistics of Security & Investigation Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138
Johor	102	329,299	108,943	220,357	2,894	61,573	30,985
Kedah	62	97,168	30,502	66,666	2,459	52,429	5,592
Kelantan	19	27,964	9,097	18,867	420	6,819	1,683
Melaka	33	24,828	10,426	14,402	437	10,460	6,124
Negeri Sembilan	57	152,175	53,842	98,333	3,952	77,816	15,183
Pahang	14	42,412	9,582	32,830	1,341	23,305	4,491
Pulau Pinang	70	112,812	52,260	60,551	1,113	21,419	16,143
Perak	55	47,775	12,130	35,645	1,050	28,484	6,152
Perlis	5	17,831	7,189	10,642	252	7,513	581
Selangor	616	2,042,040	1,043,462	998,578	26,965	653,041	233,799
Terengganu	26	224,949	113,656	111,293	1,557	24,368	3,395
Sabah	44	69,203	29,798	39,405	1,891	35,389	28,722
Sarawak	83	140,122	52,927	87,195	1,973	40,331	18,680
W.P Kuala Lumpur	421	1,997,397	1,053,429	943,968	18,346	460,165	268,809
W.P Labuan	3	23,627	14,878	8,749	323	5,865	1,797
W.P Putrajaya							

Jadual 5.3: Statistik Utama Aktiviti Keselamatan & Penyiasatan mengikut Taraf Sah, 2022

Table 5.3: Principal Statistics of Security & Investigation Activities by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138
Hak milik perseorangan <i>Individual proprietorship</i>	151	51,263	25,187	26,075	933	12,354	6,695
Perkongsian <i>Partnership</i>	13	6,446	2,791	3,655	99	1,938	350
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	2	993	614	380	13	300	9
Syarikat sendirian berhad <i>Private limited company</i>	1,438	5,281,529	2,569,276	2,712,254	63,689	1,490,576	633,309
Syarikat awam berhad <i>Public limited company</i>	6	9,370	4,252	5,117	239	3,809	1,774
Koperasi <i>Co-operative</i>							

Jadual 5.4: Statistik Utama Aktiviti Keselamatan & Penyiasatan mengikut Hak Milik, 2022

Table 5.4: Principal Statistics of Security & Investigation Activities by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138
Residen Malaysia <i>Malaysian residents</i>	1,610	5,349,601	2,602,120	2,747,480	64,973	1,508,976	642,138

Jadual 5.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Keselamatan & Penyiasatan mengikut Kategori Pekerja dan Jantina, 2022
Table 5.5: Number of Persons Engaged and Salaries & Wages for Security & Investigation Activities by Category of Workers and Sex, 2022

Kategori pekerja <i>Category of worker</i>	Bilangan pekerja <i>Number of persons engaged</i>			Gaji & upah <i>Salaries & wages</i> (RM '000)
	Jumlah <i>Total</i>	Lelaki <i>Male</i>	Perempuan <i>Female</i>	
Jumlah <i>Total</i>	64,973	49,774	15,199	1,508,976
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	319	282	37	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	285	253	32	-
Pekerja keluarga tanpa gaji (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>	34	29	5	-
Jumlah pekerja bergaji (sepenuh masa) <i>Total paid employees (full-time)</i>	63,076	47,968	15,108	1,480,133
Pengurus <i>Managers</i>	3,005	2,404	601	187,098
Profesional <i>Professionals</i>	3,278	2,619	659	88,671
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	3,188	2,530	658	85,541
Penyelidik <i>Researcher</i>	90	89	1	3,130
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	2,906	2,515	391	125,317
Pekerja sokongan perkeranian <i>Clerical support workers</i>	7,718	2,720	4,998	238,180
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	16,755	13,795	2,960	301,027
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	4,671	3,192	1,479	100,994
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	728	702	26	13,865
Pekerjaan asas <i>Elementary occupations</i>	24,015	20,021	3,994	424,980
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	1,578	1,524	54	28,843

Jadual 6.1: Statistik Utama Aktiviti Perkhidmatan Bangunan & Landskap, 2010, 2015 dan 2022
Table 6.1: Principal Statistics of Services to Building & Landscape Activities, 2010, 2015 and 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2022	9,154	4,083,388	1,696,283	2,387,105	49,577	1,051,197	1,620,499
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	271,496

Jadual 6.2: Statistik Utama Aktiviti Perkhidmatan Bangunan & Landskap mengikut Negeri, 2022

Table 6.2: Principal Statistics of Services to Building & Landscape Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	9,154	4,083,388	1,696,283	2,387,105	49,577	1,051,197	1,620,499
Johor	1,134	251,754	93,549	158,205	4,293	82,762	81,628
Kedah	414	63,491	25,177	38,314	1,159	17,240	17,225
Kelantan	218	43,003	15,380	27,623	1,350	12,044	5,220
Melaka	406	81,123	24,297	56,825	1,827	26,076	34,272
Negeri Sembilan	586	47,699	16,147	31,552	1,694	16,797	9,536
Pahang	307	72,642	24,614	48,027	1,497	21,764	66,067
Pulau Pinang	670	218,260	99,051	119,209	4,208	80,201	89,911
Perak	670	128,848	41,804	87,044	3,513	39,814	89,111
Perlis	120	25,078	12,539	12,539	393	6,818	1,277
Selangor	2,703	1,674,055	591,492	1,082,563	14,231	421,696	425,141
Terengganu	315	47,971	18,707	29,265	1,266	15,440	8,226
Sabah	208	51,267	18,926	32,341	678	13,418	22,755
Sarawak	359	197,106	78,676	118,430	2,579	47,163	50,796
W.P Kuala Lumpur	940	1,159,909	627,090	532,819	10,584	244,858	627,468
W.P Labuan	75	11,910	4,278	7,632	208	2,991	91,388
W.P Putrajaya	29	9,273	4,556	4,717	97	2,115	479

Jadual 6.3: Statistik Utama Aktiviti Perkhidmatan Bangunan & Landskap mengikut Taraf Sah, 2022

Table 6.3: Principal Statistics of Services to Building & Landscape Activities by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	9,154	4,083,388	1,696,283	2,387,105	49,577	1,051,197	1,620,499
Hak milik perseorangan <i>Individual proprietorship</i>	5,701	1,381,428	555,446	825,981	20,616	370,875	413,662
Perkongsian <i>Partnership</i>	502	173,091	68,726	104,366	2,521	37,176	54,813
Perkongsian liabiliti terhad <i>Limited liabilities partnership</i>	28	14,012	4,513	9,499	174	3,352	1,592
Syarikat sendirian berhad <i>Private limited company</i>	2,876	2,494,578	1,058,406	1,436,172	26,010	634,784	1,142,429
Syarikat awam berhad <i>Public limited company</i>	10	2,364	868	1,496	30	664	366
Koperasi <i>Co-operative</i>	23	12,534	5,789	6,745	177	3,087	6,611
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>	14	5,381	2,535	2,846	49	1,259	1,028

Jadual 6.4: Statistik Utama Aktiviti Perkhidmatan Bangunan & Landskap mengikut Hak Milik, 2022

Table 6.4: Principal Statistics of Services to Building & Landscape Activities by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	9,154	4,083,388	1,696,283	2,387,105	49,577	1,051,197	1,620,499
Residen Malaysia <i>Malaysian residents</i>	}	9,154	4,083,388	1,696,283	49,577	1,051,197	1,620,499
Bukan residen Malaysia <i>Non-Malaysian residents</i>							

Jadual 6.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Perkhidmatan Bangunan & Landskap mengikut Kategori Pekerja dan Jantina, 2022
Table 6.5: Number of Persons Engaged and Salaries & Wages for Services to Buildforg & Landscape Activities by Category of Workers and Sex, 2022

Kategori pekerja Category of worker	Bilangan pekerja Number of persons engaged			Gaji & upah Salaries & wages (RM '000)
	Jumlah Total	Lelaki Male	Perempuan Female	
Jumlah Total	49,577	32,463	17,114	1,051,197
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji Total working proprietor & active business partners and unpaid family workers	3,755	3,024	731	-
Pemilik yang bekerja dan rakan niaga yang aktif Working proprietor and active business partners	3,035	2,474	561	-
Pekerja keluarga tanpa gaji (semua ahli keluarga dan rakan yang tidak menerima upah yang tetap) Unpaid family workers (all members of family and friends not receiving regular wages)	720	550	170	-
Jumlah pekerja bergaji (sepenuh masa) Total paid employees (full-time)	44,482	28,439	16,043	1,031,085
Pengurus Managers	3,483	2,554	929	197,934
Profesional Professionals	2,016	1,110	906	84,439
Profesional (kecuali Penyelidik) Professionals (except Researcher)	1,981	1,081	900	82,942
Penyelidik Researcher	35	29	6	1,497
Juruteknik dan profesional bersekutu Technicians and associate professionals	2,322	1,924	398	84,791
Pekerja sokongan perkeranian Clerical support workers	6,521	2,090	4,431	141,139
Pekerja perkhidmatan dan jualan Service and sales workers	4,620	2,805	1,815	97,458
Pekerja kemahiran dan pekerja pertukangan yang berkaitan Craft and related trades workers	3,026	2,601	425	58,564
Operator mesin, loji dan pemasang Plant and machine operators, and assemblers	746	591	155	17,103
Pekerjaan asas Elementary occupations	21,748	14,764	6,984	349,657
Pekerja bergaji (sambilan) Paid employees (part-time)	1,340	1,000	340	20,112

Jadual 7.1: Statistik Utama Aktiviti Pengurusan Pejabat & Sokongan Perniagaan Lain, 2010, 2015 dan 2022*Table 7.1: Principal Statistics of Office Administrative & Other Business Support Activities, 2010, 2015 and 2022*

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
2022	8,478	2,728,184	1,177,575	1,550,610	19,860	581,303	2,662,453
2015	3,421	1,709,109	728,896	980,213	15,849	417,377	2,196,323
2010	761	606,340	315,264	291,076	5,027	101,242	780,302

Jadual 7.2: Statistik Utama Aktiviti Pengurusan Pejabat & Sokongan Perniagaan Lain mengikut Negeri, 2022

Table 7.2: Principal Statistics of Office Administrative & Other Business Support Activities by State, 2022

Negeri <i>State</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	8,478	2,728,184	1,177,575	1,550,610	19,860	581,303	2,662,453
Johor	810	144,184	60,409	83,776	1,430	31,152	463,569
Kedah	112	12,651	4,414	8,238	338	4,702	3,251
Kelantan	78	12,376	5,006	7,370	266	2,610	64,629
Melaka	152	32,083	15,372	16,712	513	8,233	19,649
Negeri Sembilan	217	24,672	13,291	11,380	338	4,497	49,840
Pahang	83	10,855	3,610	7,246	246	3,721	6,218
Pulau Pinang	616	180,104	76,799	103,306	1,844	38,396	138,387
Perak	332	59,212	23,707	35,506	1,099	16,289	31,534
Perlis	15	1,430	821	608	39	197	607
Selangor	3,772	992,802	454,371	538,432	5,882	187,129	682,079
Terengganu	70	13,478	5,733	7,745	161	2,640	61,216
Sabah	192	34,478	13,232	21,246	651	10,898	18,661
Sarawak	317	93,669	38,197	55,471	1,181	23,086	342,780
W.P Kuala Lumpur	1,692	1,084,144	449,373	634,772	5,763	242,410	764,121
W.P Labuan	12	2,558	978	1,580	32	704	11,605
W.P Putrajaya	8	29,487	12,264	17,224	77	4,639	4,306

Jadual 7.3: Statistik Utama Aktiviti Pengurusan Pejabat & Sokongan Perniagaan Lain mengikut Taraf Sah, 2022

Table 7.3: Principal Statistics of Office Administrative & Other Business Support Activities by Legal Status, 2022

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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	8,478	2,728,184	1,177,575	1,550,610	19,860	581,303	2,662,453
Hak milik perseorangan <i>Individual proprietorship</i>	2,595	434,623	200,784	233,839	3,700	61,577	243,838
Perkongsian <i>Partnership</i>	358	98,704	43,649	55,055	891	9,412	25,008
Syarikat sendirian berhad <i>Private limited company</i>	5,493	2,178,904	926,319	1,252,586	15,157	506,933	2,311,954
Syarikat awam berhad <i>Public limited company</i>	24	15,040	6,476	8,564	99	3,014	80,349
Koperasi <i>Co-operative</i>	3	256	76	180	5	141	10
Perbadanan awam <i>Public corporation</i>	5	657	271	386	8	225	1,293
Pertubuhan persendirian yang tidak mencari keuntungan <i>Private non-profit making organisation</i>							

Jadual 7.4: Statistik Utama Aktiviti Pengurusan Pejabat & Sokongan Perniagaan Lain mengikut Hak Milik, 2022

Table 7.4: Principal Statistics of Office Administrative & Other Business Support Activities by Ownership, 2022

Hak milik <i>Ownership</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 <i>Number of persons engaged</i>	Gaji & upah <i>Salaries & wages</i>	Nilai harta tetap <i>Value of fixed assets</i>
		(RM '000)	(RM '000)	(RM '000)		(RM '000)	(RM '000)
Jumlah <i>Total</i>	8,478	2,728,184	1,177,575	1,550,610	19,860	581,303	2,662,453
Residen Malaysia <i>Malaysian residents</i>	8,469	2,716,803	1,171,905	1,544,897	19,816	579,432	2,609,720
Bukan residen Malaysia <i>Non-Malaysian residents</i>	9	11,382	5,669	5,713	44	1,871	52,734

Jadual 7.5: Bilangan Pekerja dan Gaji & Upah bagi Aktiviti Pengurusan Pejabat & Sokongan Perniagaan Lain mengikut Kategori Pekerja dan Jantina, 2022
Table 7.5: Number of Persons Engaged and Salaries & Wages for Office Administrative & Other Business Support Activities by Category of Workers and Sex, 2022

Kategori pekerja Category of worker	Bilangan pekerja Number of persons engaged			Gaji & upah Salaries & wages (RM '000)
	Jumlah Total	Lelaki Male	Perempuan Female	
Jumlah <i>Total</i>	19,860	11,267	8,593	581,303
Jumlah pemilik yang bekerja & rakan niaga yang aktif dan pekerja keluarga tanpa gaji <i>Total working proprietor & active business partners and unpaid family workers</i>	2,422	2,044	378	-
Pemilik yang bekerja dan rakan niaga yang aktif <i>Working proprietor and active business partners</i>	1,708	1,352	356	-
Pekerja keluarga tanpa gaji (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>	714	692	22	-
Jumlah pekerja bergaji (sepanjang masa) <i>Total paid employees (full-time)</i>	17,180	9,131	8,049	577,743
Pengurus <i>Managers</i>	2,663	1,817	846	163,001
Profesional <i>Professionals</i>	1,697	874	823	81,347
Profesional (kecuali Penyelidik) <i>Professionals (except Researcher)</i>	1,618	815	803	79,557
Penyelidik <i>Researcher</i>	79	59	20	1,790
Juruteknik dan profesional bersekutu <i>Technicians and associate professionals</i>	1,330	993	337	60,675
Pekerja sokongan perkeranian <i>Clerical support workers</i>	4,218	875	3,343	108,327
Pekerja perkhidmatan dan jualan <i>Service and sales workers</i>	2,672	1,493	1,179	65,023
Pekerja kemahiran dan pekerja pertukangan yang berkaitan <i>Craft and related trades workers</i>	601	476	125	16,746
Operator mesin, loji dan pemasang <i>Plant and machine operators, and assemblers</i>	359	280	79	9,297
Pekerjaan asas <i>Elementary occupations</i>	3,640	2,323	1,317	73,326
Pekerja bergaji (sambilan) <i>Paid employees (part-time)</i>	258	92	166	3,560

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Nota Teknikal
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1. SKOP DAN LIPUTAN

Penerbitan ini menggunakan data daripada Banci Ekonomi 2023 (tahun rujukan 2022). Banci mengumpul maklumat daripada pertubuhan berdaftar dalam Perkhidmatan Pentadbiran dan Sokongan. Klasifikasi industri merujuk kepada Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Versi 1.0 yang selaras dengan *International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4, United Nations*.

Perkhidmatan pentadbiran dan sokongan merangkumi aktiviti utama seperti 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 sokongan terdiri daripada 58 industri di peringkat 5-digit sepertimana di **Lampiran**.

2. SUMBER RANGKA STATISTIK

Sumber utama rangka statistik pertubuhan adalah daripada *Malaysia Statistical Business Register* (MSBR). MSBR adalah senarai pertubuhan/ perusahaan yang beroperasi di Malaysia yang merangkumi Daftar Syarikat (ROC), Daftar Perniagaan (ROB) dan Perkongsian Liabiliti Terhad (LLP) yang berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM) serta pertubuhan yang berdaftar dengan pihak berkuasa tempatan dan badan profesional. Senarai di MSBR dikemaskini secara berkala berdasarkan survei dan bancian yang dijalankan oleh Jabatan Perangkaan Malaysia dan sumber data pentadbiran daripada pelbagai agensi. Sumber utama data pentadbiran adalah daripada Suruhanjaya Syarikat Malaysia (SSM).

Selain itu, DOSM juga bekerjasama dengan agensi lain seperti Kumpulan Wang Simpanan Pekerja (KWSP), Jabatan Kastam Diraja Malaysia, Lembaga Hasil Dalam Negeri (LHDN), Pertubuhan Keselamatan Sosial (PERKESO), PBT dan badan profesional. Rangka dikemaskini untuk mengambil kira pertubuhan baru dan sebarang perubahan yang berlaku kepada pertubuhan tersebut seperti tutup, tidak beroperasi, perubahan jenis aktiviti dan lokasi/ alamat pos untuk memastikan maklumat yang terdapat 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 menumpukan sebahagian besar sumbernya atau memberi sumbangan besar dari segi pendapatan. Aktiviti sekunder didefinisikan sebagai aktiviti sampingan kepada aktiviti utama. Klasifikasi industri bagi pertubuhan adalah berasaskan kepada aktiviti utama dan mengikut Piawaian Klasifikasi Industri Malaysia (MSIC) 2008 Versi 1.0 yang diselaraskan dengan *ISIC, Revision 4, United Nations* dan pengubahsuaian mengikut keperluan tempatan.

4. KONSEP DAN DEFINISI

Konsep dan definisi yang digunakan selari dengan *International Recommendations for Industrial Statistics, United Nations Statistical Division*. Takrif Perkhidmatan yang digunakan dalam survei ini adalah selaras dengan MSIC 2008 Versi 1.0.

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

4.1 Aktiviti sewaan & pajakan 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.

4.2 Aktiviti pekerjaan 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.

4.3 Agensi pengembaraan, operator pelancongan & khidmat penempahan 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.

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

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

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

5. TAHUN BANGI

Merujuk kepada tahun pelaksanaan bangan dijalankan.

6. TAHUN RUJUKAN

Tahun rujukan bagi penerbitan ini adalah tahun takwim 2022. Pertubuhan yang mempunyai tahun kewangan yang berbeza daripada tahun takwim diminta menyediakan laporan mengikut tahun perakaunan atau kewangan yang meliputi sekurang-kurangnya enam (6) bulan dalam tahun rujukan.

7. KAEDAH PENGUMPULAN

Bangan ini secara umumnya dijalankan dengan menggunakan tiga (3) kaedah pengumpulan data seperti berikut:

7.1 Kaedah atas talian melalui portal e-BE

Kaedah ini menyasarkan responden yang telah menggunakan kaedah ini bagi survei rutin terdahulu.

7.2 Kaedah kutipan data melalui e-mel, pos, faks dan telefon

Kaedah ini menyasarkan responden yang pernah terlibat dengan survei rutin terdahulu. Responden diberi tempoh satu bulan untuk melengkapkan dan mengembalikan borang soal selidik tersebut kepada DOSM.

7.3 Kaedah kutipan data secara bersemuka

Kerja luar operasi di lapangan dijalankan untuk mendapatkan maklum balas daripada pertubuhan yang belum memberi jawapan dari kedua-dua kaedah di atas dan kaedah ini menyasarkan pertubuhan yang tidak pernah terlibat dengan survei rutin DOSM.

8. UNIT PELAPOR

Unit pelapor bagi Banci Ekonomi 2023 adalah 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.

9. TARAF SAH

Taraf sah sesebuah pertubuhan telah ditakrifkan seperti berikut:

9.1 Hak milik perseorangan

Merujuk kepada perniagaan yang dimiliki dan dijalankan oleh orang perseorangan semata-mata untuk mendapatkan keuntungan sendiri. Pemilik mempunyai hak mutlak atas segala urusan pertubuhannya.

9.2 Perkongsian

Merujuk kepada sekumpulan individu yang telah bersetuju mengikat kontrak dan menjalankan perniagaan dengan matlamat untuk memperoleh keuntungan. Perniagaan tersebut diuruskan oleh kesemua mereka atau salah seorang daripada mereka yang bertindak mewakili semua pihak. Perkongsian perniagaan ini hendaklah mengandungi sekurang-kurangnya dua orang ahli dan tidak melebihi had maksimum dua puluh orang.

9.3 Perkongsian liabiliti terhad

Merujuk kepada perniagaan entiti yang dikawal selia di bawah Akta Perkongsian Liabiliti Terhad 2012. Ia memberi perlindungan liabiliti terhad kepada rakan-rakan kongsinya sama seperti liabiliti terhad yang dinikmati oleh pemegang saham sesebuah syarikat. Ia juga memberi fleksibiliti peraturan perniagaan dalaman melalui pengaturan perkongsian yang serupa dengan sesebuah perkongsian konvensional.

9.4 Syarikat sendirian berhad

Merupakan syarikat persendirian yang ditubuhkan bagi tujuan menjalankan perniagaan dengan matlamat untuk mencari keuntungan. Saham dipegang secara tertutup oleh pemegang-pemegang saham yang mempunyai kawalan terhadap operasi syarikat;

Ciri-ciri:

- i. Dikawal di bawah Akta Syarikat 1965 dan merupakan entiti yang sah terpisah daripada pemilik;
- ii. Dimiliki oleh 2 - 50 orang pemegang saham;
- iii. Pemilik syarikat mempunyai liabiliti terhad;
- iv. Pemegang saham yang memiliki 51 peratus atau lebih daripada jumlah saham syarikat berhak untuk mengawal syarikat tersebut. Saham syarikat boleh dijual beli tetapi tidak dilakukan di pasaran terbuka;
- v. Penjualan saham mesti dengan persetujuan pemegang saham yang lain;
- vi. Tidak disenaraikan di Bursa; dan
- vii. Jangka hayat perniagaan adalah panjang dan boleh dikenali perkataan Sendirian Berhad (Sdn. Bhd.) pada akhir nama syarikat.

9.5 Syarikat awam berhad

Syarikat awam berhad merupakan perniagaan yang ditubuhkan dengan tanggungan berhad, oleh sekurang kurangnya dua orang untuk menjalankan perniagaan dengan tujuan untuk mencari keuntungan. Saham syarikat awam berhad ini dipegang secara terbuka dan bagi sesebuah syarikat yang disenaraikan di Bursa Malaysia, sahamnya boleh bertukar milik secara bebas;

Ciri-ciri:

- i. Dikawal di bawah Akta Syarikat 1965 dan merupakan entiti yang sah terpisah daripada pemilik;
- ii. Dimiliki oleh pemegang pemegang saham dan tiada had bagi pemilik saham berkenaan;
- iii. Pengurusan dan kawalan syarikat adalah di bawah tanggungjawab Lembaga Pengarah yang dilantik oleh pemegang saham; dan
- iv. Disenaraikan di Bursa Malaysia.

9.6 Syarikat koperasi

Koperasi adalah organisasi yang ditubuhkan untuk faedah bersama ahli dan didaftarkan di bawah Akta Koperasi 1993. Kumpulan wang yang ada adalah milik bersama untuk memenuhi keperluan ahli-ahlinya.

9.7 Perbadanan awam

Ia merupakan sebuah perbadanan yang ditubuhkan di bawah Akta Khas Parlimen atau Dewan Perundangan Negeri.

9.8 Pertubuhan persendirian tidak mencari keuntungan

Ia merujuk kepada syarikat tanpa saham yang ditubuhkan dengan tanggungan berhad. Kebanyakan syarikat ini terdiri daripada pertubuhan kebajikan, keagamaan, pendidikan, kesihatan, kebudayaan, rekreasi dan pertubuhan yang memberikan perkhidmatan sosial dan kemasyarakatan kepada isi rumah. Perkhidmatan diberikan secara percuma atau pada harga yang tidak melebihi kos perkhidmatan (subsidi). Sebarang keuntungan yang diperoleh dilabur semula ke dalam pertubuhan berkenaan.

10. STRUKTUR HAK MILIK

Hak milik sesebuah pertubuhan dikelaskan mengikut taraf residen pemilik/pemilik-pemilik modal berbayar yang terbesar (melebihi 50%) dan bukannya mengikut taraf kewarganegaraan mereka. Dalam kes di mana setiap pihak (Residen Malaysia dan Bukan Residen Malaysia) memegang bilangan saham yang sama banyak dalam perniagaan berkenaan, maka pertubuhan tersebut telah dikelaskan di bawah "Hak Milik Bersama".

Residen Malaysia ialah individu, syarikat atau organisasi lain yang lazimnya terletak di Malaysia untuk jangka masa sekurang-kurangnya satu tahun. Cawangan dan anak syarikat asing yang didaftarkan/ diperbadankan di Malaysia adalah dianggap sebagai Residen Malaysia.

Bukan Residen Malaysia ialah individu, syarikat atau organisasi lain yang lazimnya terletak di negara selain Malaysia. Cawangan dan anak syarikat milik Residen Malaysia di luar negeri juga dianggap sebagai Bukan Residen Malaysia.

11. NILAI OUTPUT KASAR

Nilai output kasar **Perkhidmatan pentadbiran dan sokongan** ditakrifkan dengan memasukkan perkara berikut:

Pendapatan daripada perkhidmatan yang disediakan

- + Pendapatan daripada perkhidmatan yang diberikan
- + Pendapatan daripada perkhidmatan penyewaan
- + Komisen dan brokeraj yang diperoleh
- + Pendapatan daripada perkhidmatan pengurusan
- + Nilai jualan (barang / bahan yang dibeli untuk dijual semula tanpa melalui proses selanjutnya)
- + Pendapatan daripada sewa kecuali tanah
- + Pendapatan operasi lain
- + Harta tetap dibuat / dibina sendiri)
- Kos barang dijual (barang / bahan yang dibeli untuk dijual semula tanpa melalui proses selanjutnya)
- + Pendapatan daripada perkhidmatan penganjuran dan / atau pengendalian acara
- + Penyewaan bilik / ruang
- + Penyewaan peralatan audio visual dan khidmat telekomunikasi
- + Jualan makanan dan minuman (termasuk katering)
- + Pendapatan daripada tempat letak kereta

12. NILAI INPUT PERANTARAAN

Nilai input perantaraan **Perkhidmatan pentadbiran dan sokongan** ditakrifkan dengan memasukkan unsur berikut:

Nilai bahan dan bekalan yang digunakan (termasuk bayaran pengangkutan, cukai dan duti yang dibayar).

- + Pembelian barangan, bahan dan perkhidmatan
- + Kos bahan yang digunakan termasuk bahan untuk pembaikan dan penyelenggaraan
- + Jumlah bayaran outsourcing, bayaran pembaikan dan penyelenggaraan semasa yang dibuat oleh pihak lain serta bayaran untuk membekalkan pekerja
- + Bayaran perhubungan antara tempatan dan bayaran keluar antarabangsa
- + Bayaran royalti kepada organisasi bukan kerajaan / tajaan korporat (tempatan dan luar negara)
- + Bayaran telekomunikasi, percetakan serta pengiklanan & promosi
- + Perbelanjaan elektrik, air, bahan pembakar, pelincir, gas, alat tulis, bekalan pejabat dan bekalan lain
- + Bayaran perkhidmatan keselamatan dan tuntutan waranti
- + Perbelanjaan operasi dan sewaan operasi
- + Bayaran kepada pengarah tidak bekerja kerana kehadiran mereka dalam mesyuarat Lembaga Pengarah
- + Nilai pakaian percuma yang disediakan dan kos latihan kepada pekerja
- + CBP pada pembelian bersih yang tidak boleh dituntut sebagai cukai input
- + Perbelanjaan operasi lain
- Perubahan stok (Stok akhir - Stok awal)

13. NILAI DITAMBAH

Nilai ditambah adalah perbezaan di antara output kasar dan input perantaraan. Ini hampir menyamai dengan keuntungan perniagaan, gaji dan upah, susut nilai dan cukai tidak langsung; campur faedah yang dibayar dan tolak faedah yang diterima.

14. BILANGAN PEKERJA

Statistik tenaga buruh menggunakan pelbagai istilah untuk menerangkan pasaran buruh, bergantung kepada definisi, skop dan liputan statistik yang diterbitkan.

Istilah bilangan **penduduk bekerja** di dalam statistik yang diterbitkan oleh DOSM melalui Survei Tenaga Buruh (STB) merujuk kepada bilangan penduduk yang berumur antara 15 hingga 64 tahun yang bekerja sekurang-kurangnya sejam semasa minggu rujukan untuk mendapatkan upah, keuntungan atau keuntungan keluarga (sebagai majikan, pekerja, bekerja sendiri atau pekerja keluarga tanpa gaji).

Manakala statistik bilangan **Jawatan Diisi** di dalam Statistik Guna Tenaga pula merujuk kepada bilangan pekerja yang bekerja pada akhir setiap bulan, termasuk pekerja sepenuh masa dan pekerja separuh masa; pekerja tetap, sementara atau bermusim; pekerja bergaji bulanan dan pekerja yang dibayar gaji berdasarkan jam bekerja; pekerja yang sedang bercuti jangka pendek seperti cuti sakit atau cuti rehat; dan pekerja yang baru diambil bagi mengisi kekosongan pada suku tahun berkenaan. Statistik ini tidak meliputi pemilik perseorangan dan rakan niaga; pekerja keluarga tanpa gaji; pekerja yang terlibat dalam mogok sepanjang bulan berkenaan; pekerja yang bercuti tanpa gaji sepanjang bulan berkenaan; dan pekerja yang dibekalkan oleh agensi lain seperti subkontraktor dan perunding.

Sementara itu, bilangan **pekerja formal** di dalam Statistik Upah Pekerja Suku Tahunan pula merujuk kepada bilangan individu yang bekerja di bawah kontrak perkhidmatan atau latihan perintisan bermajikan dan menerima ganjaran untuk kerja yang diselesaikan. Walau bagaimanapun, pekerja formal tidak merangkumi individu di bawah pekerjaan bukan standard, termasuk individu bekerja sendiri, pekerja gig, pekerja akaun sendiri, pekerja keluarga tanpa gaji, dan sebagainya.

Bagi penerbitan Banci Ekonomi 2023, bilangan pekerja merujuk kepada bilangan orang yang bekerja untuk pertubuhan yang dibanci pada bulan Disember atau pada tempoh pembayaran gaji terakhir tahun rujukan. Bilangan orang yang bekerja dikategorikan seperti berikut:

14.1 Pemilik yang bekerja dan pekerja keluarga tidak bergaji

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 sesebuah pertubuhan itu. Justeru, ia tidak termasuk rakan niaga yang tidak aktif.

ii. Pekerja keluarga tidak bergaji

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

14.2 Pekerja bergaji (sepenuh masa)

Merujuk kepada semua pekerja bergaji (sepenuh masa) yang bekerja sekurang-kurangnya enam jam sehari dan/atau 20 hari sebulan. Pekerja bergaji (sepenuh masa) telah dikategorikan berdasarkan Piawaian Pengkelasan Pekerjaan Malaysia (MASCO) 2020 seperti berikut:

i. Pengurus, profesional dan penyelidik meliputi:

a. Pengurus

Merujuk kepada mereka yang menggubal, menganalisa, merumus, mengarah dan memberi nasihat tentang dasar kerajaan, dan membuat, memansuhkan undang-undang, kaedah dan peraturan awam, dan mewakili serta bertindak bagi pihak kerajaan, dan memantau pentafsiran dan pelaksanaan dasar dan undang-undang kerajaan, atau menjalankan tugas yang seumpamanya bagi pihak pertubuhan berkepentingan khas, atau mengatur, memimpin, mengawal dan menyelaras dasar dan aktiviti perusahaan, organisasi, jabatan atau seksyen dalamannya; dan

b. Profesional

Merujuk kepada mereka yang bertanggung jawab untuk meningkatkan ilmu pengetahuan sedia ada, mengaplikasikan konsep dan teori saintifik atau artistik, mengajar tentang perkara tersebut dengan cara bersistematik,

ii. Juruteknik dan profesional bersekutu

Merujuk kepada mereka yang melakukan tugas teknikal dan tugas yang berkaitan dengan penyelidikan dan pengaplikasian konsep sains atau seni dan kaedah operasi, dan peraturan kerajaan atau perniagaan.

iii. Perkeranian, pekerja perkhidmatan & jualan, kemahiran khas, operator mesin & loji dan pekerjaan yang berkaitan:

a. Pekerja sokongan perkeranian

Merujuk kepada mereka yang merekod, mengurus, menyimpan dan mendapatkan maklumat yang berkaitan, dan menjalankan tugas-tugas perkeranian berhubung dengan operasi pentadbiran, pengendalian wang, urusan perjalanan, permintaan maklumat dan janji temu;

b. Pekerja perkhidmatan dan jualan

Merujuk kepada mereka yang menyediakan perkhidmatan peribadi berkaitan dengan perjalanan, pengemasan, katering, penjagaan diri, atau perlindungan dari kebakaran dan undang-undang yang berkaitan, atau menunjuk cara dan menjual barangan di kedai borong atau runcit dan pertubuhan seumpamanya termasuk di gerai dan pasar;

c. Pekerja kemahiran dan pekerja pertukangan yang berkaitan

Merujuk kepada mereka yang mengaplikasikan pengetahuan dan kemahiran khusus dalam bidang perlombongan dan pembinaan, penempaan logam, dan mendirikan stuktur logam; membuat, melaraskan, menyelenggara dan membaik pulih jentera, kelengkapan atau peralatan; menjalankan kerja pencetakan; dan mengeluarkan atau memproses barang makanan, tekstil atau kayu, logam dan barangan lain termasuk barang kraftangan; dan

d. Operator mesin & loji, dan pemasang

Merujuk kepada mereka yang mengendalikan dan mengawasi jentera dan kelengkapan perindustrian dan pertanian; memandu dan mengendalikan kereta api, kenderaan bermotor, jentera dan kelengkapan bergerak; atau memasang bahagian komponen produk mengikut spesifikasi dan prosedur yang ketat.

iv. Pekerja asas

Merujuk kepada mereka yang menjalankan tugas yang mudah, rutin dan tidak sistematik yang biasanya memerlukan penggunaan perkakas tangan atau dengan sokongan mesin yang mudah, dan memerlukan tenaga fizikal yang banyak.

14.3 Pekerja bergaji (sambilan)

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

15. KATEGORI KEMAHIRAN

Kategori kemahiran telah dikelaskan berdasarkan MASCO 2020 adalah seperti berikut:

i. Pekerja mahir

Pengurus dan profesional, penyelidik, juruteknik dan profesional bersekutu;

ii. Pekerja separuh mahir

Pekerja sokongan perkeranian, Pekerja perkhidmatan & jualan, Pekerja kemahiran & pekerja pertukangan yang berkaitan; Operator mesin & loji dan pemasang; dan

iii. Pekerja berkemahiran rendah

Pekerja asas.

16. GAJI & UPAH

Semua pembayaran (gaji, upah, bonus, komisyen, bayaran lebih masa dan elaun tunai termasuk belanja sara hidup, perumahan, kereta, makanan dan sebagainya) yang dibuat sepanjang tahun rujukan meliputi semua pekerja bergaji dalam setiap kategori pekerja yang diambil secara langsung termasuk jumlah bayaran yang dibuat adalah sebelum ditolak cukai pendapatan dan caruman pekerja kepada Kumpulan Wang Simpanan Pekerja (KWSP) / Pertubuhan Keselamatan Sosial (PERKESO) / Kumpulan wang simpanan lain/ Kumpulan Wang Persaraan (KWAP). Caruman majikan kepada kumpulan wang yang di atas hendaklah dikecualikan.

17. 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. Ini termasuk tanah, bangunan & struktur, alat pengangkutan, komputer, jentera & kelengkapan, perabot & pemasangan dan harta lain. Harta lain meliputi aset biologi iaitu pokok/ tanaman (kecuali pokok balak yang bertujuan untuk pembalakan), ternakan dan perikanan akuakultur yang mengeluarkan hasil berulang kali dan mempunyai jangka hayat lebih daripada satu tahun.

Nilai harta tetap awal dan akhir bagi tahun rujukan 2022 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.

18. PERTUBUHAN MILIKAN WANITA

Pertubuhan milikan wanita merujuk kepada pertubuhan sekurang-kurangnya 51 peratus pemilikan ekuiti dipegang oleh wanita ATAU pemegang saham terbesar adalah wanita dan pertubuhan diuruskan oleh wanita ATAU Ketua Pegawai Eksekutif atau Pengarah Urusan adalah wanita yang memiliki sekurang-kurangnya 10 peratus ekuiti.

19. PEMBUNDARAN

Jumlah bagi angka komponen mungkin berbeza dengan jumlah besar disebabkan oleh pembundaran angka.

20. KADAR PERTUMBUHAN TAHUNAN DIKOMPAUN (CAGR)

Kadar pertumbuhan tahunan yang digunakan adalah merujuk kepada perbezaan bagi dua tempoh rujukan dan boleh juga dikira berdasarkan formula berikut :

$$y_t = y_0 (1+r)^t$$

di mana,

$$r = \left[e^{\frac{1}{t} \ln\left(\frac{y_t}{y_0}\right)} - 1 \right] \times 100$$

di mana,

y_t	=	Nilai pada tahun semasa
y_0	=	Nilai pada tahun sebelum
t	=	Bilangan tahun, $y_t - y_0$
r	=	Kadar pertumbuhan tahunan

21. SIMBOL DAN SINGKATAN

0	:	nilai kurang daripada 500
&	:	dan
%	:	peratus
<	:	kurang daripada
}	:	digabungkan
b	:	bilion
dll.	:	dan lain-lain
CAGR	:	kadar pertumbuhan tahunan dikompaun
RM	:	Ringgit Malaysia
t.t.t.l.	:	tidak terkelas di tempat lain
W.P.	:	Wilayah Persekutuan

1. SCOPE AND COVERAGE

This publication used data from Economic Census 2023 (reference year 2022). This census collected an information from registered establishments in Administrative and Support Services. The classifications for industries were referring to Malaysia Standard Industrial Classification (MSIC) 2008 Ver. 1.0, in accordance with the International Standard Industrial Classification of All Economic Activities (ISIC), Revision 4 United Nations.

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 58 industries at 5-digit level which are shown in **Appendix**.*

2. SOURCE OF FRAME

The main source of the establishment statistics frame is from the Malaysia Statistical Business Register (MSBR). MSBR is a list of organisations/ enterprises operating in Malaysia that includes the Register of Companies (ROC), Register of Business (ROB) and Limited Liability Partnership (LLP) registered with the Companies Commission of Malaysia (CCM) as well as organisations registered with local authorities and professional bodies. The list in MSBR is updated regularly based on surveys and censuses conducted by the Department of Statistics Malaysia and administrative data sources from various agencies. The main source of administrative data is from the Companies Commission of Malaysia (CCM). In addition, DOSM also works together to obtain the latest information from other agencies such as the Employees' Provident Fund (EPF), the Royal Malaysian Customs Department, the Inland Revenue Board (IRB), local authorities and professional bodies.

In addition, DOSM also works together to obtain the latest information from other agencies such as the Employees' Provident Fund (EPF), the Royal Malaysian Customs Department, the Inland Revenue Board (IRB), Social Security Organisation (SOCSSO), LA and professional bodies. The frame is updated by taking into account new establishments and any changes in the status of the establishments such as closed down, not in operation, change in activity and location/ correspondence address so as to ensure that the frame is at the most current status.

3. TYPE OF BUSINESS ACTIVITY

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 activity which derived most of its 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 with the Malaysia Standard Industrial Classification (MSIC) 2008 Ver. 1.0 conforms to the ISIC, Revision 4, United Nations, with modifications to suit local conditions.

4. CONCEPTS AND DEFINITIONS

The definition adopted in this publication based on the recommendations of The MSIC 2008 Ver. 1.0. The definitions include the following activities:

Administrative & support service activities 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 buildings and landscape activities, office administrative, office support and other business support activities.

4.1 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.

4.2 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.

4.3 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.

4.4 Security & investigation activities refers to the security-related services such as investigation services, guard and patrol services, including operation of electronic security alarm systems.

4.5 Services to buildings & landscape activities refers to the combined facilities support activities, cleaning activities and landscape care and maintenance services activities.

4.6 Office administrative & business support activities refers to the office administrative and support services, activities of call centers organization of conventions and trade shows and other business support services activities.

5. CENSUS YEAR

Census year refers to the year in which a survey was conducted.

6. REFERENCE YEAR

The reference year of the census was the calendar year 2022. Establishments whose accounting year differed from calendar year were requested to report according to the accounting year or financial year covering at least six (6) months in the reference year.

7. METHOD OF COLLECTION

This census was generally conducted through three (3) methods of data collection, namely:

7.1 Online method through the e-BE portal

This method targets respondents who have used this method for previous routine surveys.

7.2 Data collection method via e-mail, post, fax and telephone

This method targets respondents who have used this method for previous routine surveys. Respondents were given a period of one month to complete and return the questionnaire to the DOSM.

7.3 Face-to-face data collection method

Field work operation is carried out to get feedback from establishments that have not yet given answers from the two methods above and this method also targets establishments that have never been involved in a routine survey the DOSM.

8. REPORTING UNIT

The reporting unit used in the Economic Census 2023 was the establishment. The establishment is defined as “an economic unit 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. In the case of a multi-activity entity, units engaged in separate activities in the same location constituted distinct establishments.

Thus, each branch of a multi-branch organization at a different location was conceptually treated as a different establishment. 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 the units or branches.

9. LEGAL STATUS

The legal status of an establishment has been defined as follows:

9.1 Individual proprietorship

Refer to a business, owned and operated by one person for his own profit. The owner has the exclusive right to control the operation of the establishment.

9.2 Partnership

Refer to a group of individuals who agree to contract and to carry out a business with the objective of profit making. All shareholders or anyone could manage the business for all parties. A trading partnership must comprise of at least two members and should not exceed a maximum of twenty members.

9.3 Limited liabilities partnership

Refer to business entity regulated under the Limited Liability Partnerships Act 2012. It is featured with the protection of limited liability to its partners similar to the limited liability enjoyed by shareholders of a company coupled with flexibility of internal business regulation through partnership arrangement similar to a conventional partnership.

9.4 Private limited company

A private company established to undertake a business with the objective of making a profit. The shares are closely held by the shareholders of the company who have control over its operation.

Characteristics:

- i. Regulated under the Companies Act 1965 and is a legal entity separate from the owners;
- ii. Number of its shareholders between 2 - 50 members;
- iii. Company owners have limited liability;

iv. Shareholders who own 51 per cent or more of the total shares shall be entitled to manage the company. The company's shares can be traded but not in the open market;

v. Not listed on the Stock Exchange; and

iv. Business life expectancy is longer and can be identified by the words "Sendirian Berhad" (Sdn. Bhd.) at the end of the company name.

9.5 Public limited company

A public limited company is a company established with limited liability, by a minimum of two persons to operate the business with the objective of making a profit. The shares in a public limited company are openly held and in the case of company listed on the Bursa Malaysia, the shares are freely transferable.

Characteristic:

- i. Regulated under the Companies Act 1965 and is a legal entity separate from the owner;
- ii. Owned by the shareholders and there is no limit to the shareholder;
- iii. Management of the company is under the board of director responsibilities as appointed by shareholders; and
- iv. Listed on Bursa Malaysia.

9.6 Co-operative

This refers to a voluntary association with unrestricted number of members and registered under the Co-operatives Act 1993. funds are collectively owned to meet the needs of members.

9.7 Public corporation

This refers to an undertaking set up under a Special Act Parliament or by the State Legislature.

9.8 Private non-profit making organization

This is non-stock company set up with limited liability. It comprises mainly welfare, religious, educational, health, cultural, recreational and other organisations providing social and community services to households. These services are provided free of charge or at prices, which do not necessarily or fully cover the cost of providing such services (subsidy). Any profit made is reinvested in the organisation.

10. OWNERSHIP

The ownership of an establishment is classified by the residential status of the owner (s) of the majority (more than 50%) of the paid-up capital and not by their citizenship status. In instances where each party (Malaysian Resident and Non- Malaysian Resident) held equal shares in the business, the establishments were classified as "Joint Ownership".

A Malaysian Resident is any individual, company or other organization ordinarily domiciled in Malaysia for a period of at least one year. Malaysian registered branches and incorporated subsidiaries of foreign based/origins are also regarded as Residents.

A Non-Malaysian Resident is any individual, company or other organization ordinarily domiciled in a country other than Malaysia. Foreign branches and/or subsidiaries abroad owned by Malaysian Residents are also regarded as Non-Residents.

11. VALUE OF GROSS OUTPUT

*Value of gross output of **Administrative and Support Services** is defined to include the following items:*

Income from services rendered

- + Income from services rendered*
- + Income from rental services*
- + Commission and brokerage earned*
- + Income from management services*
- + Value of sale (goods / material purchased for resale without undergoing further processing)*
- + Rental income received except land rental*
- + Other operating income*
- + Self produced / built fixed assets*
- Value of goods purchased for resale in the same condition as purchased*
- + Income from organising / or management of event services*
- + Rental room / space*
- + Rental of audio visual equipment and telecommunication*
- + Sales of food and beverages (including catering)*
- + Income from car parks*

12. VALUE OF INTERMEDIATE INPUT

The value of intermediate input of Administrative and support services is defined to include the following items:

Value of materials and supplies consumed (including transport charges incurred, taxes and duties paid):

- + *Purchase of goods, materials and services*
- + *Cost of material used includes materials for repairs and maintenance*
- + *Amount paid for outsourcing, payment for current repairs & maintenance work done by other and payment for providing workers*
- + *Domestic interconnect and international out payment*
- + *Royalties paid to non-government organizations / corporate sponsorship (local and foreign)*
- + *Fees paid to non-working directors for their attendance at Board of Directors' meetings*
- + *Value of free wearing apparel provided and staff training cost*
- + *GST on net purchases are non-claimable as input tax*
- + *Other operating expenditure*
- *Changes in stocks (Closing stocks - Opening stocks)*

13. VALUE ADDED

Value added is the difference between the value of gross output and intermediate input. It is approximately equivalent to commercial profit, salaries and wages, depreciation and indirect taxes; plus, interest paid less interest received.

14. NUMBER OF PERSONS ENGAGED

Labour force statistics employ various terminologies to explain the labour market, depending on the definition, scope, and coverage of the published statistics.

*The term number of **employed persons** in the statistics published by DOSM through Labour Force Survey (LFS) refers to all persons aged 15 to 64 years who, at any time during the reference week, worked at least one hour for pay, profit, or family gain (as an employer, employee, own-account worker, or unpaid family worker).*

On the other hand, the number of **filled jobs** in the Employment Statistics refers to the persons employed at the end of each reference quarter, including full-time and part-time employees, permanent, short-term or seasonal employees, employees paid with monthly salaries or based on hours worked, employees on short vacation such as sick leave or annual leave, and newly hired employees to fill the vacancy in the current quarter. These statistics exclude proprietors and partners of unincorporated businesses, unpaid family workers, employees on strike during the quarter, employees on unpaid leave during the entire quarter, and employees provided by other agencies such as subcontractors and consultants.

Meanwhile, the number of **formal employees** in Employee Wages Statistics is refer to the person who works under a contract of service or apprenticeship with the employer and receives remuneration for the work completed. Formal employees do not include those who fall under non-standard employment, including self-employed, gig-workers, own-account workers, unpaid family workers, etc.

In the Economic Census 2023 publication, the number of persons engaged refers to all working persons who worked for the establishments which has been censused; in December or the last pay period of the reference year. The number of persons engaged was classified under the following categories:

14.1 Working proprietors and unpaid family workers

i. Working proprietors and active business partners

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

ii. Unpaid family workers

Include all household members (full-time or part-time) to the owners of the establishment who perform a specified job and work for a minimum of one third of the normal working time for the establishment, but do not receive regular payment either in cash or in kind for the 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.

14.2 Paid full-time employees

Refer to all paid workers (full-time) who work for at least six hours a day and/or 20 days a month. All such employees are to be categorised according to Malaysia Standard Classification of Occupations 2020 (MASCO) as follows:

i. Manager, professional and researcher included:

a. Manager

Refer to those who devise, analyse, formulate, direct and advise on government policy, and make, amend and repeal laws, public rules and regulations, and represent and act on behalf of the government, and oversee the interpretation and implementation of policies and government legislation, or carry out similar tasks on behalf of special interest organisations, or plan, organise, lead, control and coordinate the policies and activities of enterprises, organisations, departments or the internal section; and

b. Professional

Refer to those responsible for increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner, or engage in any combination of these three activities.

ii. Technicians and associate professionals

Refer to those who perform technical and related tasks connected with research and the application of scientific or artistic concepts and operational methods, and government or business regulations.

iii. Clerical, services & sales workers, craft workers, plant & machine operators and related occupations includes:

a. Clerical support workers

Refer to those who record, organise, store and retrieve related information and perform clerical duties especially in connection with administrative operations, handling of money, travel arrangements and requests for information and appointments;

b. Service and sales workers

Refer to those who provide personal services related to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell goods in wholesale or retail shops and similar establishments as well as at stalls and markets;

c. Craft and related trades workers

Refer to those who apply their specific knowledge and skills in the fields of mining and construction, metal forming, and erect metal structures, make, fit, maintain and repair machinery, equipment or tools, carry out printing work as well as produce or process foodstuffs, textiles, or wooden, metal and other articles including handicraft goods; and

d. Plant & machine operators, and assemblers

Refer to those who operate and monitor industrial and agricultural machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble product component parts according to strict specifications and procedures.

iv. Elementary occupations

Refer to those who perform simple, routine and non-systematic tasks which mainly require the use of handheld tools or with the assistance of simple machines, and in some cases considerable physical effort.

14.3 Paid part-time employees

This is defined as all paid workers who work for less than 6 hours a day and/or less than 20 days a month.

15. CATEGORY OF SKILLS

Category of skills has been categorized according to MASCO 2020 as follow:

i. High-skilled workers

Managers; Professionals; Technician & associate professionals;

ii. Semi-skilled workers

Clerical support workers; Service & sales workers; Craft & related trades workers; Machine operators and assemblers; and

iii. Low-skilled workers

Elementary occupations.

16. SALARIES & WAGES

All payments (salaries, wages, bonuses, commissions, overtime pay and cash allowances including cost of living, housing, car, food, etc.) made throughout the reference year to all paid employees in each category. For all directly employed workers, total payments made before deductions for income tax and employees' contributions to EPF/ SOCSO/ Other provident/ Retirement Funds Incorporated (KWAP). The Employer's contribution to such funds as mentioned above should be excluded.

17. VALUE OF FIXED ASSETS

Fixed assets cover all goods, new or used, tangible or intangible, which have a normal economics life span of more than one year. For instance land, building & structure, transport equipment, computer, machinery & equipment, furniture & fittings and other assets. Other assets also include biological assets namely trees/ crops (except for logging trees that intended for logging), livestock and aquaculture fisheries which can produce products repeatedly and have a life expectancy of more than one year.

Value of assets as at the beginning and end of 2022 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 assets sold during the year refers to the actual value.

18. WOMEN-OWNED ESTABLISHMENT

Women-owned establishment refers to a minimum of 51 per cent of the equity held by a women OR the biggest shareholders are women and the establishment is managed by a women OR the Chief Executive Officer or Managing Director is women that owns at least 10 per cent of the equity.

19. ROUNDING

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

20. ANNUAL GROWTH RATE

The annual growth rate used refers to the difference between two reference periods and can be calculated based on the following formula:

$$y_t = y_0 (1+r)^t$$

where,

$$r = \left[e^{\frac{1}{t} \ln\left(\frac{y_t}{y_0}\right)} - 1 \right] \times 100$$

where,

y_t	=	Value of current year
y_0	=	Value of previous year
t	=	Number of years, $y_t - y_0$
r	=	Annual growth rate

21. SYMBOLS AND ABBREVIATIONS

0	: less than 500
&	: and
%	: per cent
<	: less than
}	: combined
b	: billion
etc.	: ec cetera
CAGR	: compound annual growth rate
RM	: Ringgit Malaysia
n.e.c	: not elsewhere classified
W.P.	: Federal Territory

Bahagian | *Part*
5

Lampiran
Appendix

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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 of trucks, utility trailers and recreational vehicles</i>
77211	Penyewaan dan Pemajakan Bot Peranginan, Kenu, Perahu <i>Renting and leasing of pleasure boats, canoes, sailboats</i>
77212	Penyewaan dan Pemajakan Basikal <i>Renting and leasing of bicycles</i>
77213	Penyewaan dan Pemajakan Kerusi Pantai dan Payung <i>Renting and leasing of beach chairs and umbrellas</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 Amatur 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 of 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) without drivers</i>

PIAWAIAAN 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
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>
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>Rental 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	Agensi Aktiviti Pengembaraan dan Operator Pelancongan <i>Travel agency activities</i>
79120	Aktiviti Operator Pelancongan <i>Tour operator 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 service activities</i>

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
80300	Aktiviti Detektif dan Penyiasatan <i>Investigation and detective activities</i>
81	Aktiviti perkhidmatan Pembangunan & 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>
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 Landskap <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>

PIAWAIAAN 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
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 specialized office support activities n.e.c.</i>
82200	Aktiviti Pusat Panggilan <i>Activities of call centres</i>
82301	Mengurus, Mempromosi dan/Atau Mengendali Acara <i>Organization, promotions and/or management of event</i>
82302	Mensyuarat, Insentif, Konvensyen, Pameran (Mice) <i>Meeting, incentive, convention, exhibition (MICE)</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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