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STATISTICAL SERVICE
1444 NICOSIA

Card Number
Serial Number of Enterprise
Activity Code NACE 2

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	3-6
	12-16

CONSTRUCTION SURVEY 2013

FOR OFFICIAL USE					
Weighting coefficient (NACE Rev. 2)	Employment Code	Economic Category	Geographical Code	Legal Status of Enterprise	Institutional Sector
21-24	25	26-27	28-31	32	33

A. CHARACTERISTICS OF THE ENTERPRISE

1. Name of Enterprise or Proprietor
2. Correspondence Address
(Street and number)
Postal Code Town/Village District
Post Office Box Postal Code of P.O. Box
Telephone Fax
3. Legal Status of Enterprise
4. Kind of Activity
(describe fully)

General Instructions

1. The Construction Survey covers production, capital investment, employment, wages and salaries, stocks, expenditure on construction materials and other general information on enterprises active in the buildings construction and civil engineering sector. These data are considered necessary for the monitoring of the evolution of the sector and for the better planning of the economic development of Cyprus.
2. The Survey is carried out in accordance with the Statistics Law, No. 15(I)/2000. Refusal or negligence to provide the relevant information and the provision of inaccurate or incomplete information will render the respondent liable to the consequences of this Law.
3. All questions should be answered with the highest possible accuracy. If you cannot give precise figures, you may give the nearest possible estimates.
4. All data should refer to the period from **1st January to 31st December 2013.**
5. **ALL DATA COLLECTED WILL BE TREATED AS CONFIDENTIAL**
The Statistical Service is obliged under the Statistics Law to treat all the information collected as confidential and to use it solely for statistical purposes. No data for any individual enterprise may be published or disclosed to either public bodies or private individuals.

George Chr. Georgiou
Director
Statistical Service

July, 2014.

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B. EMPLOYMENT AND EARNINGS

1. Total number of persons employed at the enterprise during 2013
(irrespective of the duration of employment, as appearing in the IR7 form).

	17-22
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2. Employment for 2013 - Number of job positions (quarterly average).

TOTAL	January-March	April-June	July-September	October-December
23-28	29-34	35-40	41-46	47-52
.....				

3. Number of persons employed and their remuneration during 2013.

Occupational category of persons employed	Number of persons employed	Total number of weekly working hours for part-time employees	Average number of persons employed (full time equivalent)	Wages and salaries (€)	Employer's contributions to various funds (€)
Working proprietors and partners	53-58		59-64	65-74	75-84
					
Engaged family members without salary	85-90		91-96	97-106	
					
Full-time employees	107-112		113-118	119-128	129-138
					
Part-time employees	139-144	145-150	151-156	157-166	167-176
					
TOTAL NUMBER OF PERSONS EMPLOYED	177-182		183-188	189-198	199-208
					
OF WHICH FEMALES			209-214		
					

4. Number of working days of the enterprise during 2013
(number of days the enterprise was open for the employees)

.....	215-220
.....	221-226

5. Total number of working days lost during 2013 (including vacation and sick leave, public holidays, strikes etc.) per employee

Columns	1-2
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C. OUTPUT

	Value (€)	Columns
(1) Turnover for 2013		17-28
a. Main construction activity		
i. New projects		29-40
ii. Repairs/maintenance		41-52
iii. Subcontracting		53-64
b. Other construction activities		
i. New projects		65-76
ii. Repairs/maintenance		77-88
iii. Subcontracting		89-100
iv. Land Development		101-112
c. Sales of industrial goods produced by the enterprise		113-124
d. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased		125-136
e. Revenue from services		
i. Rents		137-148
ii. Commissions		149-160
iii. Other (e.g. quantity surveying).....		161-172
(2) Value of fixed assets produced by the enterprise for own use.....		173-184
(3) Change (+/-) in stocks of the goods produced by the enterprise (Calculate from question 1 of part E “STOCKS”)		185-196
(4) Change (+/-) in stocks of the goods purchased for re-sale by the enterprise in the same condition as purchased. (Calculate from question 3 of part E “STOCKS”)		197-208
(5) Change (+/-) in stocks of semi-finished goods (Calculate from question 2 of part E “STOCKS”)		209-220
(6) Other revenue		221-232
(7) TOTAL {(1) to (6) }		233-244
(8) Purchases of goods for re-sale in the same condition as purchased		245-256
TOTAL GROSS OUTPUT{7-8}		257-268
(9) Interest earned		269-280
(10) Subsidies (for investments done)		281-292
(11) Dividends, shares and other revenue		293-304
(12) Profit/loss (+/-) from sales of fixed assets		305-316

Columns	1-2
Card Number	23-24-25-26
Common Data Columns	3-16

C. a. PROJECTS ANALYSIS

Αριθμός Κάρτας	Type of projects constructed	Code of project	Value of Production (€)
23	New projects:	17-23	24-35
	TOTAL VALUE OF NEW PROJECTS	9999996	
24	Subcontracting:		
	TOTAL VALUE OF SUBCONTRACTING	9999997	
25	Repairs/Maintenance:		
	TOTAL VALUE OF REPAIRS/MAINTENANCE	9999998	
26	Value of fixed assets produced by the enterprise for own use:		
	TOTAL VALUE OF FIXED ASSETS PRODUCED BY THE ENTERPRISE FOR OWN USE	9999999	

Columns	1-2
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D. PURCHASES FOR 2013

	Value (€)	Columns
TOTAL VALUE OF PURCHASES		17-28
a. Purchases of goods for re-sale in the same condition as purchased		29-40
b. Purchases of raw materials, packing materials etc		41-52
c. Purchases of spare parts and fuel		53-64

E. STOCKS AT THE BEGINNING AND END OF 2013

Category of stocks	1.1.2013 Value (€)	31.12.2013 Value (€)
	65-74	75-84
(1) Finished goods produced by the enterprise		
	85-94	95-104
(2) Semi-finished goods		
	105-114	115-124
(3) Goods purchased for re-sale in the same condition as purchased		
	125-134	135-144
(4) Construction and packing materials		
	145-154	155-164
(5) Other stocks (fuel and spare parts)		
	165-174	175-184
TOTAL VALUE OF STOCKS		

Columns	1-2
Card Number	40
Common Data Columns 3-16	

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2013

Direct Costs	Value (€)	Columns
(1) Value of construction materials		17-28
(2) Packing materials		29-40
(3) Fuel (for power and heating, equipment for production etc.)		41-52
(4) Electricity		53-64
(5) Water		65-76
(6) Expenses on vehicles.....Licences.....Insurance.....		
a. Fuel and lubricants for vehicles		77-88
b. Repairs and other expenses of vehicles		89-100
c. Amount paid to others for transport of materials		101-112
(7) Amount paid to others for work done or services rendered to the enterprise (directly linked to production)		113-124
(8) Amount paid for spare parts and repairs of machinery and equipment		125-136
(9) Amount paid to others for repairs and maintenance of the buildings of the enterprise		137-148
(10) Printing materials and stationery		149-160
(11) Cost of materials used for the construction of fixed assets by the enterprise for its own use		161-172
(12) Fees and licences (waste collection, sewerage, building permits, etc)		173-184
(13) Uniforms and safety equipments.....		185-196
(14) Other production expenses (specify):.....		221-232
TOTAL VALUE OF DIRECT COSTS		233-244

Columns	1-2
Card Number	50
Common Data Columns 3-16	

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2013

Type of expenses	Value (€)	Columns
(1) Telephone, postage, courier and other related charges		17-28
(2) Advertising		29-40
(3) Legal services		41-52
(4) Accounting and auditing		53-64
(5) Technical consultations		65-76
(6) Insurance: (.....)		
a. Buildings and machinery		77-88
b. Motor vehicles		89-100
c. Project		101-112
d. Others (specify)		113-124
(7) Warehouse and storage		125-136
(8) Entertainment allowances		137-148
(9) Traveling expenses (inside the country and abroad)		149-160
(10) Personnel training (seminars etc.)		161-172
(11) Bank charges		173-184
(12) Subscriptions (other than donations)		185-196
(13) Patents and royalties		197-208
(14) Payments to employment agencies and similar organisations for the provision of personnel		209-220
(15) Other administrative expenses (specify):		233-244
TOTAL ADMINISTRATIVE EXPENSES		245-256

Columns	1-2
Card Number	60
Common Data Columns 3-16	

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2013

Rent, interest, depreciation and indirect taxes	Value (€)	Columns
(1) Rent on buildings and parking spaces:		
a. Actual paid		17-24
b. Imputed for self-owned buildings		25-32
(2) Rent for machinery and motor vehicles		33-40
(3) Interest paid for loans incurred by the enterprise		41-48
(4) Depreciation for buildings, machinery, motor vehicles and other fixed assets of the enterprise		49-56
(5) Indirect taxes:		
a. Motor vehicle licences		57-64
b. Municipal/Community taxes (other than waste collection and sewerage)		65-72
c. Municipal/Community property fee		73-80
d. Stamp duties		81-88
e. Other indirect taxes (transfers)		97-104
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES		113-120

Columns	1-2
Card Number	70
Common Data Columns 3-16	

I. CAPITAL INVESTMENTS FOR 2013

Type of equipment	Purchases Value (€)	Sales Value (€)
	17-28	29-40
(1) Land and plots for own use.....		
(2) Old buildings constructed before 2013, which were used:	41-52	53-64
a. as residences		
b. in economic activity	65-76	77-88
		
(3) New structures (purchase, construction, large-scale repairs and renovations including air conditioning appliances and electrical installations)	89-100	101-112
		
(4) Transport equipment	113-124	125-136
		
(5) Furniture and fixtures	137-148	149-160
		
(6) Computers.....	161-172	173-184
		
(7) Software	185-196	197-208
		
(8) Machinery and other equipment	209-220	221-232
		
TOTAL OF PURCHASES/SALES	233-244	245-256
		

Columns	1-2
Card Number	80
Common Data Columns 3-16	

**I. EXPECTED EMPLOYMENT, OUTPUT AND EXPENDITURE
ON FIXED ASSETS FOR 2014**

Employment and Output:

(1) Number of persons employed		17-28
(2) Average number of persons employed (in full-time equivalent).....		29-40
(3) Wages and salaries (€)		41-52
(4) Gross output of the enterprise (€).....		53-64

Capital Investments:

Value (€)

(5) Land and plots		65-76
(6) Buildings and other construction work		77-88
(7) Machinery and other equipment		89-100
(8) Transport equipment		101-112
(9) Furniture, fixtures and others		113-124
TOTAL OF CAPITAL INVESTMENTS		125-136

Auditing Office Information:

Name of Auditor/Accountant:

Name of accounting firm:

Address:

Telephone:

Name of the person that provided the information:

Position:

..... Telephone:

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked by Date

Coded by Date.....