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STATISTICAL SERVICE
1444 NICOSIA

Card Number

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1-2

Serial Number of Enterprise

3-5

Business Register Number

6-11

Activity Code NACE 2

12-16

INDUSTRIAL PRODUCTION SURVEY 2013

FOR OFFICIAL USE						
Weight		Employment Code	Economic Category	Geographical Code	Legal Status of Enterprise	Institutional Sector
NACE 1.1	NACE 2					
17-20	21-24	25	26-27	28-31	32	33

A. CHARACTERISTICS OF THE ENTERPRISE

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

General Instructions

1. This survey covers enterprises in the industrial sector. Its scope is to collect data relevant to the employment, production, expenses, stocks and equipment of the enterprises. 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.

Columns	1-2
Card Number	10
Common Data Columns 3-16	

B. EMPLOYMENT AND LABOUR COSTS

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

	17-22
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2. Average employment for 2013 in full-time equivalent units.

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 employees	Number of persons employed	Total number of weekly working hours for part-time employees	Average number of persons engaged (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		
						
Permanent and casual employees	107-112		113-118	119-128	129-138	
						
Part-time casual employees	139-144	145-150	151-156	157-166	167-176	
						
TOTAL NUMBER OF EMPLOYEES	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.

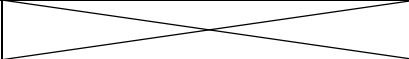
Columns	1-2
Card Number	20
Common Data Columns 3-16	

C. TURNOVER

A. Sales B. Commissions..... C. Fares and Export Expenditures..... D. Discounts.....		
	Value (€)	Columns
(1) Total value of sales and services for 2013 { A-B-C-D }		17-28
a. Main Activity		29-40
b. Sales of items produced by the enterprise		41-52
c. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased		53-64
d. Sales of services		
i. Value of repairs rendered to others		65-76
ii. Other services (specify).....		77-88
(2) Value of fixed assets produced by the enterprise for own use.....		89-100
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....		101-112
(4) Change (+/-) in stocks of the goods purchased for re-sale by the enterprise in the same condition as purchased. (Find from question 3 of part E “STOCKS”).....		113-124
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”)		125-136
Other Revenue:		
(6) Rent		137-148
(7) Commissions		149-160
(8) Subsidies (for production or export of goods)		161-172
(9) Other revenue (specify)		173-184
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}		185-196
(11) Purchases of goods for re-sale in the same condition as purchased		197-208
GROSS OUTPUT OF THE ENTERPRISE {10-11}		209-220
(12) Interest earned.....		221-232
(13) Subsidies (for investments done)		233-244
(14) Dividends		245-256
(15) Profit/loss (+/-) from sales of fixed assets		257-268

Columns	1-2
Card Number	21
Common Data Columns 3-16	

C. a. BREAKDOWN OF THE SALES OF ITEMS PRODUCED BY THE ENTERPRISE

Serial Number	Sales of goods produced by kind (in order of importance)	Code of Product	Unit		Sales	
			Type	Code	Quantity	Value (€)
17-18		19-26		27-28	29-38	39-50
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
99	TOTAL	99999999				*****

Columns	1-2
Card Number	30
Common Data Columns 3-16	

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) Raw materials 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 Cost	Value (€)	Columns
(1) Value of raw materials used for the production of goods and services		17-28
(2) Packing materials		29-40
(3) Fuel for power and heating (oil, charcoal, gas 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		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 (waste collection, sewerage etc.)		173-184
(13) Uniforms, clothing and replacements		185-196
(14) Other production expenses (specify):		197-208
TOTAL VALUE OF DIRECT COSTS		209-220

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. Commodities		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 organizations 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. Overnight accommodation fees.....		89-96
f. Other indirect taxes		97-104
(6) Excise duties (included in sales value)		105-112
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		
	65-76	77-88
b. in economic activity		
	89-100	101-112
(3) New structures (purchase, construction, large-scale repairs, and renovations including air conditioning appliances and electrical installations).....		
	113-124	125-136
(4) Transport equipment		
	137-148	149-160
(5) Furniture and fixtures		
	161-172	173-184
(6) Computers and hardware		
	185-196	197-208
(7) Software		
	209-220	221-232
(8) Machinery and other equipment		
	233-244	245-256
TOTAL OF PURCHASES/SALES		

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

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

Employment and Output:

(1) Number of persons employed (including part-time employees)		17-28
(2) Average number of persons employed (in full-time equivalent).....		29-40
(3) Gross output (€) of the enterprise		41-52

Capital Investments:

	Value (€)	
(4) Land and plots		53-64
(5) Buildings and other construction work		65-76
(6) Machinery and other equipment		77-88
(7) Transport equipment		89-100
(8) Furniture, fixtures and others		101-112
TOTAL OF CAPITAL INVESTMENTS		113-124

Auditing Office Information:

Name of Auditor/Accountant:

Name of auditing firm:

Address:

Telephone:

Name of the person from the enterprise that provided the information: Position:

..... Telephone:

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked by Date

Coded by Date