

Card Number
Serial Number of Enterprise
Business Register Number
Activity Code NACE 2

00	CNO
	SNO
	REG_NO
	NACE2

INDUSTRIAL PRODUCTION SURVEY 2018

Weight 1	Weight 2	Employment Code	Economic Category	Geographical Code	Legal Status	Institutional Sector

A. CHARACTERISTICS OF THE ENTERPRISE

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

General Instructions

- This survey covers enterprises in the Industrial sector. Its scope is to collect basic statistical data relevant to the structure of the sector and its contribution to the economy of Cyprus.
- 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.
- All questions should be answered with the highest possible accuracy. If you cannot give precise figures you may give the nearest possible estimates.
- All data should refer to the period from **1st January to 31st December 2018.**

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.

Stavros Karagiorgis
Director
Statistical Service

September, 2019.

B. EMPLOYMENT AND LABOUR COSTS

1. Number of persons employed for 2018 (Annual average using the headcount in each quarter).

TOTAL (average)	January-March	April-June	July-September	October-December
C10_Q2_V1	C10_Q2_V2	C10_Q2_V3	C10_Q2_V4	C10_Q2_V5
.....				

2. Number of persons employed and their remuneration during 2018.

Occupational category of employees	Number of persons employed	Total number of weekly working hours for part-time employees	Average number of persons engaged in full time equivalent	Wages and salaries (€)	Employer's contributions to various funds (€)
Working proprietors and partners	C10_Q3_V01		C10_Q3_V02	C10_Q3_V03	C10_Q3_V04
					
Engaged family members without salary	C10_Q3_V05		C10_Q3_V06	C10_Q3_V07	
					
Full-time employees	C10_Q3_V08		C10_Q3_V09	C10_Q3_V10	C10_Q3_V11
					
Part-time employees	C10_Q3_V12	C10_Q3_V13	C10_Q3_V14		
					
TOTAL NUMBER OF PERSONS EMPLOYED	C10_Q3_V17		C10_Q3_V18	C10_Q3_V19	C10_Q3_V20
					

4. Number of working days of the enterprise during 2018 (number of days the enterprise was open for the employees).

.....	C10_Q4
.....	C10_Q5

5. Total number of working days lost during 2018 (including vacation and sick leave, public holidays, strikes etc.) per employee.

C. TURNOVER

A. Sales	B. Fares and Export Expenditures.....	C. Discounts.....
	Value (€)	Code
(1) Total value of sales for 2018{ A-B-C}		C20_Q01
a. Turnover from the main industrial activity		C20_Q01A
b. Turnover from other secondary industrial activities.....		C20_Q01B
c. Turnover from trading activities		C20_Q01C
d. Turnover from services activities		C20_Q01D
e. Turnover from construction activities		C20_Q01E
(2) Value of capital goods produced by the enterprise for own use.....		C20_Q02
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....		C20_Q03
(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”).....		C20_Q04
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”)		C20_Q05
Other revenue:		
(6) Rent		C20_Q06
(7) Commissions		C20_Q07
(8) Subsidies (for production or export of goods)		C20_Q08
(9) Other revenue (specify)		C20_Q09
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c, 1(d) and (1)e}		C20_Q10
(11) Purchases of goods for re-sale in the same condition as purchased		C20_Q11
PRODUCTION VALUE OF THE ENTERPRISE {10-11}		C20_TOT
(12) Interest earned.....		C20_Q12
(13) Subsidies (for investments)		C20_Q13
(14) Dividends, exchange rate difference, shares, etc.....		C20_Q14
(15) Profit/loss (+/-) from sales of fixed assets		C20_Q15

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

Serial Number	Sales of goods produced and other industrial income by kind (in order of importance)	Code of Product	Unit		Sales	
			Type	Code	Quantity	Value (€)
C21SNO		C21_CODE		C21UNIT	C21_QTY	C21_VALUE
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				

D. PURCHASES FOR 2018

	Value (€)	Code
TOTAL VALUE OF PURCHASES		C30_D_TOT
a. Purchases of goods for re-sale in the same condition as purchased		C30_D_A
b. Purchases of raw materials, packing materials etc.....		C30_D_B
c. Purchases of spare parts and non-transport fuel.....		C30_D_C

E. STOCKS AT THE BEGINNING AND END OF 2018

Category of stocks	1.1.2018 Value (€)	31.12.2018 Value (€)
	C30_Q1_START	C30_Q1_END
(1) Finished goods produced by the enterprise		
	C30_Q2_START	C30_Q2_END
(2) Semi-finished goods		
	C30_Q3_START	C30_Q3_END
(3) Goods purchased for re-sale in the same condition as purchased		
	C30_Q4_START	C30_Q4_END
(4) Raw materials and packing materials		
	C30_Q5_START	C30_Q5_END
(5) Other stocks (fuel and spare parts)		
	C30_TOT_START	C30_TOT_END
TOTAL VALUE OF STOCKS		

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2018

Direct Cost	Value (€)	Code
(1) Value of raw materials used for the production of goods and services		C40_Q01
(2) Packing materials		C40_Q02
(3) Fuel for power and heating (oil, charcoal, gas etc.)		C40_Q03
(4) Electricity		C40_Q04
(5) Water		C40_Q05
(6) Expenses on vehicles.....Licences.....Insurance.....		
a. Fuel and lubricants for vehicles		C40_Q06A
b. Repairs and other expenses of vehicles		C40_Q06B
c. Amount paid to others for transport of materials		C40_Q06C
(7) Amount paid to others for work done or services rendered to the enterprise		C40_Q07
(8) Amount paid for spare parts and repairs of machinery and equipment		C40_Q08
(9) Amount paid to others for repairs and maintenance of the buildings of the enterprise		C40_Q09
(10) Printing materials and stationery		C40_Q10
(11) Cost of materials used for the production of own account capital goods.....		C40_Q11
(12) Fees (waste collection, sewerage etc.)		C40_Q12
(13) Uniforms, clothing and replacements		C40_Q13
(14) Other production expenses (specify):		C40_Q14
TOTAL VALUE OF PRODUCTION EXPENSES		C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2018

Type of expenses	Value (€)	Code
(1) Telephone, postage, courier and other related charges		C50_Q01
(2) Advertising		C50_Q02
(3) Legal services		C50_Q03
(4) Accounting and auditing		C50_Q04
(5) Technical – consultancy services		C50_Q05
(6) Insurance: (.....)		
a. Buildings and machinery		C50_Q06A
b. Motor vehicles		C50_Q06B
c. Commodities		C50_Q06C
d. Others (specify)		C50_Q06D
(7) Warehouse and storage		C50_Q07
(8) Entertainment allowances		C50_Q08
(9) Traveling expenses (inside the country and abroad)		C50_Q09
(10) Personnel training (seminars etc.)		C50_Q10
(11) Bank charges		C50_Q11
(12) Subscriptions (other than donations)		C50_Q12
(13) Patents and royalties		C50_Q13
(14) Payments for agency workers		C50_Q14
(15) Payments for long-term rental and operational leasing		C50_Q15
(16) Other administrative expenses (specify)		C50_Q16
TOTAL VALUE OF ADMINISTRATIVE EXPENSES		C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2018

Rent, interest, depreciation and indirect taxes	Value (€)	Code
(1) Rent on buildings and parking spaces		C60_Q01
(2) Rent on land.....		C60_Q02
(3) Rent for machinery and motor vehicles		C60_Q03
(4) Interest paid on loans incurred by the enterprise		C60_Q04
(5) Depreciation for capital goods of the enterprise		C60_Q05
(6) Indirect taxes:		
a. Motor vehicle licences		C60_Q06A
b. Municipal/Community taxes (other than waste collection and sewerage)		C60_Q06B
c. Immovable property tax		C60_Q06C
d. Stamp duties		C60_Q06D
e. Other indirect taxes		C60_Q06F
(7) Excise duties (included in sales value)		C60_Q07
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES		C60_TOT

I. CAPITAL INVESTMENTS FOR 2018

Type of equipment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots		
	C70_Q2_P	C70_Q2_S
(2) Old buildings constructed before 2018.....		
	C70_Q3_P	C70_Q3_S
(3) New structures (purchase, construction, large-scale repairs, and renovations including air conditioning appliances and electrical installations).....		
	C70_Q4_P	C70_Q4_S
(4) Transport equipment		
	C70_Q5_P	C70_Q5_S
(5) Furniture and fixtures		
	C70_Q6_P	C70_Q6_S
(6) Computers and hardware		
	C70_Q7_P	C70_Q7_S
(7) Software		
	C70_Q8_P	C70_Q8_S
(8) Machinery and other equipment		
	C70_Q9_P	C70_Q9_S
(9) Intangible goods.....		
	C70_TOT_P	C70_TOT_S
TOTAL OF PURCHASES/SALES		

J. EXPECTED EMPLOYMENT, PRODUCTION VALUE AND EXPENDITURE ON FIXED ASSETS FOR 2019

Employment and Production Value:

(1) Number of persons employed.....		C80_Q1
(2) Average number of persons employed (full time equivalent)		C80_Q2
(3) Production value (€) of the enterprise		C80_Q3

Capital Investments:

	Value (€)	
(4) Land and plots		C80_Q4
(5) Buildings and other construction work		C80_Q5
(6) Machinery and other equipment (incl. computers)		C80_Q6
(7) Transport equipment		C80_Q7
(8) Furniture, fixtures and others		C80_Q8
TOTAL OF CAPITAL INVESTMENTS		C80_TOT

Auditing Office Information:

Name of Auditor/Accountant:

Name of auditing firm:

Address:

Telephone:..... Email:.....

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

..... Telephone:

Email:.....

Data received from final financial statements:

Yes (1)

☐

No (0)

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REMARKS

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IA. ADDITIONAL INFORMATION

	Value (€)	Code
A. Revenue		
1. Dividends received.....		C90_QA1
2. Exchange rate difference.....		C90_QA2
3. Donations and contributions (mainly for non-profit organizations)		C90_QA3
4. Bad debts recovered.....		C90_QA4
5. Recovery from insurance.....		C90_QA5
6. Deferred income.....		C90_QA6
7.		C90_QA7
B. Expenses		
1. Bad debts written off.....		C90_QB1
2. Donations and contributions		C90_QB2
3. Fines		C90_QB3
4. Exchange rate difference		C90_QB4
5. Impairment in the value of investments and intangible assets		C90_QB5
6. Damage from property or stocks write off.....		C90_QB6
7.		C90_QB7
8.		C90_QB8
9.		C90_QB9

FOR OFFICIAL USE

Total value of expenses: **Profit / Loss before tax:**

Interviewer Date

Final check by Date