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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

LAND AND BUILDINGS DEVELOPMENT 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 Land and Buildings Development Survey covers production, capital investment, employment, wages and salaries, stocks, expenditure on construction materials and other general information on enterprises active in this 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

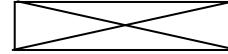
The Statistical Service is obliged under the Statistics Law to treat all the information collected as confidential and to use it solely for statistical purposes. No data for any individual enterprise may be published or disclosed to either public bodies or private individuals.

George Chr. Georgiou
Director
Statistical Service

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

B. EMPLOYMENT AND EARNINGS

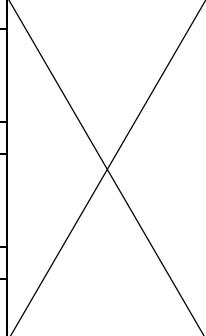
1. Total number of persons employed at the enterprise during 2013
(irrespective of the duration of employment, as appearing in the IR7 form)

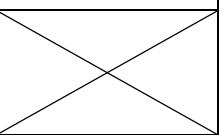
 17-22

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

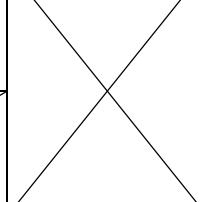
TOTAL	January-March	April-June	July-September	October-December
23-28	29-34	35-40	41-46	47-52
.....

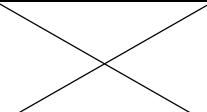
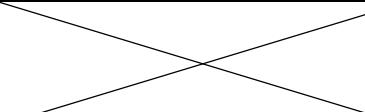
3. Number of persons employed and their remuneration during 2013.

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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Common Data Columns 3-16	

C. TURNOVER

	Value (€)	Columns
(1) Revenue from land development and building projects, of which	17-28
a. Started and completed in 2013	29-40
b. Started before 2013 and completed in 2013	41-52
c. Started and completed before 2013	53-64
(2) a. Revenue from resale of own real estate without any modification	65-76
b. Revenue from resale of finished and unsold own real estate (stocks)	77-88
(3) Revenue from letting of own property and collection of rents	89-100
(4) Revenue from mediation in purchase, sale, letting and rating of real estate	101-112
(5) Revenue from other services provided (specify)	113-124
(6) TOTAL VALUE OF SALES (1+2a+2b+3+4+5)	125-136
(7) Value of fixed assets produced by the enterprise of own use	137-148
(8) Work in progress during 2013 (PART Ca, COLUMN 10 minus PART Cb, Column 11).....	149-160
(9) Cost of real estate bought during 2013, of which: a. Is under development	161-172
b. Was developed and sold in the same year	173-184
c. Was sold in the same year without any modification	185-196
d. Was sold in the same year with modification	197-208
(10) Change in stocks for 2013 (PART E, 1+2+3)	209-220
(11) TOTAL GROSS OUTPUT (6+7+8-9+10).....	221-232
(12) Interest earned.....	233-244
(13) Subsidies (for investments done)	245-256
(14) Dividends, shares and other revenue	257-268
(15) Profit/loss (+/-) from sales of fixed assets	269-280

C. a. LAND AND BUILDINGS DEVELOPMENT EXPENSES AND WORK IN PROGRESS IN 2013

Land and buildings development expenses for projects which continued after 2013. Cost of land is not included.

C. b. LAND AND BUILDINGS DEVELOPMENT EXPENSES AND WORK IN PROGRESS IN 2013

Land and buildings development expenses for projects which finished in 2013. Cost of land is not included.

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 (€)
(1) Land and building plots	65-74	75-84
(2) Buildings and manors
(3) Goods purchased for re-sale (without any modification).....	85-94	95-104
(4) Construction and packing materials	105-114	115-124
(5) Other stocks (fuel and spare parts)	125-134	135-144

	145-154	155-164

TOTAL VALUE OF STOCKS	165-174	175-184

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 (PART Ca and Cb COLUMN 1).....	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 (PART Ca and Cb, COLUMN 2)	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) (PART Ca and Cb, COLUMN 3)	173-184
(13) Uniforms and safety equipment	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 licenses	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 (€)
(1) Land and plots for own use.....	17-28	29-40

(2) Old buildings constructed before 2013, which were used:	41-52	53-64
a. as residences
	65-76	77-88
b. in economic activity
(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) Total turnover 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

FOR OFFICIAL USE

Interviewer Date

Checked by Date

Coded by Date