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STATISTICAL SERVICE
1444 NICOSIA

Card Number

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1-2

Serial Number of Enterprise

3-6

Activity Code NACE 2

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

September, 2014.

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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
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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
Card Number	20
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:		161-172
a. Is under development.		173-184
b. Was developed and sold in the same year		185-196
c. Was sold in the same year without any 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.

[illegible]

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.

[illegible]

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) Land and building plots		
	85-94	95-104
(2) Buildings and manors		
	105-114	115-124
(3) Goods purchased for re-sale (without any modification).....		
	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 (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 (€)
	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.....		
	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	

**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

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FOR OFFICIAL USE

Interviewer Date

Checked by Date

Coded by Date