

Card Number

00

1-2

Serial Number of Enterprise

3-6

Industrial Code NACE 2

12-16

WHOLESALE AND RETAIL TRADE SURVEY 2011

FOR OFFICIAL USE					
Weight	Employment Code	Turnover Code	Region Code	Legal Entity of Enterprise	Institutional Sector
NACE 2					
21-24	25	26-27	28-31	32	33

A. CHARACTERISTICS OF THE ENTERPRISE

- Name of Enterprise or Proprietor
- Address
(Street and number)
Town/Village District
- Correspondence Address
Postal Code Post Office Box
Telephone Fax
- Legal Entity of Enterprise
- Kind of Activity
(Describe fully main activity)

General Instructions

- This survey covers all activities of the Wholesale and Retail Trade sector. The scope of the Survey is to collect basic statistical data which relate to the Structure and the contribution of the sector to Cyprus economy.
- The Survey is carried out in accordance with the **Statistical 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 2011.**
- ALL DATA COLLECTED WILL BE TREATED AS STRICTLY CONFIDENTIAL**
The Statistical Service is obliged under the Statistics Law to treat all the information collected as strictly 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

G. Chr. Georgiou
Director
Statistical Service

August, 2012

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B. EMPLOYMENT AND LABOR COSTS

1. Number of persons engaged and their remuneration during 2011.

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	X
					
Permanent and casual employees	107-112	X	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	X	183-188	189-198	199-208
					

Occupational category of employees

1. Working proprietors and partners: include those owners and partners actively engaged in the work of the enterprise.
2. Engaged family members without salary: include members of the family working full-time or part-time who receive no fixed salary or wage.
3. Permanent and casual employees: include employees engaged on a continuous basis in the activities of the enterprise. Administrative and clerical workers are also included here.
4. Part-time casual employees: include the persons whose usual hours of work are less than the normal working hours (half day work, work for one, two or three days a week). Do not include seasonal employees who may work for a fixed short period but at full time basis.

C. TURNOVER

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	Value (€)	Columns
(1) TOTAL VALUE OF SALES AND SERVICES FOR 2011 {a+b+c+d}.....		17-28
a. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased		29-40
b. Sales of goods produced by the enterprise		41-52
c. Commissions received		53-64
d. Sales of services		
i. Value of repairs rendered to others		65-76
ii. Other services (specify).....		77-88
(2) Value of equipment 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 received		221-232
(13) Land rents received		233-244
(14) Dividends, Shares, etc		245-256
(15) Profit/loss (+/-) from sales of fixed assets		257-268
(16) Profit/loss (+/-) from exchange difference.....		269-280

C. TURNOVER

(1) a. Sales of goods:

The value of sales is the amount the customer is charged (excluding V.A.T.) after the deduction of any discounts and the value of goods returned. In the case of enterprises paying import and excise duties these should be included in the value of sales.

c. Commissions received:

All the amounts received by the enterprise (and mostly sales agents), as commissions from sales, during 2011.

d. Sales of services:

Receipts (excluding V.A.T.) from work done on goods and equipment supplied by customers including repairs and maintenance.

D. PURCHASES FOR 2011

a. Purchases of goods for re-sale in the same condition as purchased:

This is the value of all goods purchased for resale (irrespective of whether part only was sold in 2011). Refundable V.A.T. charged on goods purchased for resale should not be included.

b. Purchases of raw materials, packing materials etc:

The purchase of packing materials (for those enterprises that use these materials) and of raw materials for the enterprises that are also involved in the production process.

c. Purchases of spare parts and fuel:

The value of spare parts and fuel purchased by the enterprise during 2011.

E. STOCKS AT THE BEGINNING AND END OF 2011

(1) Finished goods produced by the enterprise:

If the trade enterprise is involved also to the production process, give the value of goods produced, kept as stocks at the beginning and end of 2011.

(2) Semi-finished goods:

The value of semi-finished goods, at the beginning and end of 2011 (for enterprises that are involved in the production process).

(3) Goods purchased for re-sale in the same condition as purchased:

The value of goods purchased for resale in the same condition as purchased kept as stocks at the beginning and the end of 2011 at average purchase price for 2011.

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D. PURCHASES FOR 2011

	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 2011

Category of stocks	1.1.2011 Value (€)	31.12.2011 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		

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2011

- (1) Cost of materials used for the production of goods: This is the value of the materials used for the production of goods/services by commercial enterprises, also engaged in the production of goods and services. It should not include package, wrapping and cleaning materials (included in question 2 and 10).
- (7) The amount paid to others for services rendered includes commissions paid, refinery expense, laundry, computer services, cleaning services etc.
- (9) Repairs and maintenance of premises relate to the painting of the buildings, doors and windows, plumbing expenses and other small repairs. Note that substantial repairs are considered as fixed capital investments and not running expenses.
- (14) Other direct expenses include those which have a direct relation with the activities of the enterprise excluding administrative and clerical expenses which are included elsewhere in the questionnaire. Other direct expenses should be defined.

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2011

Administrative and other expenses are expenses indirectly connected with the commercial activities of the enterprise. If the enterprise keeps no detailed accounts and it is impossible to give all the information required for the questions 1-16, give best possible estimates.

“Other administrative expenses” should be specified e.g. newspapers, common expenses, personnel uniforms etc.

H. RENT FOR 2011

These are rents actually paid for buildings, machinery, vehicles and other equipment. Do not include rents paid for land which are included elsewhere in the questionnaire.

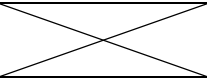
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F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2011

Direct Cost	Value (€)	Columns
(1) Cost 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.....Licenses.....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		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, stationery and cleaning materials		149-160
(11) Cost of materials used for the production of own account capital goods		161-172
(12) Rates (waste collection, sewerage etc.)		173-184
(13) Uniforms, clothing and replacements		185-196
(14)		197-208
(15)		209-220
(16) Other production expenses (specify):		221-232
TOTAL VALUE OF DIRECT COST.....		233-244

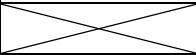
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G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2011

Type of expenses	Value (€)	Columns
(1) Telephone, telegram, postage and other related charges.....		17-28
(2) Advertising.....		29-40
(3) Legal services.....		41-52
(4) Accounting and auditing.....		53-64
(5) Technical – Consultancy services.....		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 for agency workers		209-220
(15)		221-232
(16) Other administrative expenses (specify)		233-244
TOTAL ADMINISTRATIVE EXPENSES		245-256

Columns	1-2
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Common Data Columns 3-16	

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2011

Rent, interest, depreciation and indirect taxes	Value (€)	Columns
(1) Rent on buildings and parking places:		
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 on 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 taxes (other than waste collection and sewerage).....		65-72
c. Municipal/community property rate.....		73-80
d. Stamp duties.....		81-88
e. Residence rate.....		89-96
f. Other indirect taxes.....		97-104
(6) Rents paid for land		105-112
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES		113-120

Columns	1-2
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I. CAPITAL INVESTMENTS FOR 2011

Type of equipment	Purchases Value (€)	Sales Value (€)
	17-28	29-40
(1) Land and plots.....		
(2) Old buildings constructed before 2011 and 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 transformations including air conditioning appliances and electrical installations).....	89-100	101-112
	113-124	125-136
(4) Transport equipment.....		
	137-148	149-160
(5) Furniture and fixtures.....		
	161-172	173-184
(6) Computers and software		
	185-196	197-208
(7) Machinery and other equipment.....		
	209-220	221-232
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 2012

Employment and Output:

(1) Number of persons employed		17-28
(2) Average number of persons employed (full time equivalent)		29-40
(3) Turnover (€) 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

N. BRANCHES COVERED IN THIS QUESTIONNAIRE

Ser. No.	BRANCH NAME	ADDRESS	KIND OF ACTIVITY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Auditing Office Information:

Name:

Address:

Telephone:

Person's name that provided the information (from the enterprise):

..... (telephone:)

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked from Date

Coded from Date

Final check from
..... Date