

Card Number
Serial Number of Enterprise
Activity Code NACE Rev.2

00	CNO
	SER_NO
	NACE2

TRADE SURVEY 2012

FOR OFFICIAL USE					
Weight NACE Rev. 2	Employment Code	Economic Category	Region Code	Legal Entity of Enterprise	Institutional Sector

A. CHARACTERISTICS OF THE ENTERPRISE

- Name of Enterprise or Proprietor
- Address
(Number and street)
Town/Village District
- Correspondence Address
Postal Code P.O.Box/ P.Code
Telephone Fax
- Legal Entity of Enterprise
- Kind of Activity
(Describe fully)
.....

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 2012 to 31st December 2012.**
- 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

B. EMPLOYMENT AND LABOUR COSTS

1. Total number of persons employed at the enterprise during 2012.
(irrespective of the duration of employment as appears in IR7 form)

	C10_Q1
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2. Number of persons employed for 2012. (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
.....

3. Number of persons engaged and their remuneration during 2012.

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 (€) (includes the employers liability insurance)
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	
	
Permanent and casual employees	C10_Q3_V08		C10_Q3_V09	C10_Q3_V10	C10_Q3_V11

Part-time casual employees	C10_Q3_V12	C10_Q3_V13	C10_Q3_V14	C10_Q3_V15	C10_Q3_V16

TOTAL NUMBER OF EMPLOYEES	C10_Q3_V17		C10_Q3_V18	C10_Q3_V19	C10_Q3_V20

TOTAL NUMBER OF FEMALES					

4. Number of working days of the enterprise during 2012
(number of days the enterprise was open for the employees)

	C10_Q4
	C10_Q5

5. Total number of working days lost during 2012 (including vacation and sick leave, public holidays, strikes etc.) per employee

C. TURNOVER**Note: All the data for this section should be given in EURO (€)**

	Value (€)	Code
(1) TOTAL VALUE OF SALES AND SERVICES FOR 2012 {a+b+c+d}.....	C20_Q01
a. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased	C20_Q01A
b. Product sales produced by the enterprise	C20_Q01B
c. Commissions received	C20_Q01C
d. Sales of services		
i. Value of repairs rendered to others	C20_Q01D1
ii. Other services (specify).....	C20_Q01D2
(2) Value of equipment 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 sales of services)		C20_Q08
(9) Other revenue (specify)		C20_Q09
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}	C20_Q10
(11) Purchases of goods for re-sale in the same condition as purchased	C20_Q11
GROSS OUTPUT OF THE ENTERPRISE {10-11}	C20_TOTAL
(12) Interest	C20_Q12
(13) Other subsidies/contributions.....	C20_Q13
(14) Dividends, Exchange Difference, Shares, etc.....	C20_Q14
(15) Profit/loss (+/-) from sales of fixed assets	C20_Q15

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 2012.

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 2012

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 2012). 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 2012.

E. STOCKS AT THE BEGINNING AND END OF 2012

The value of the stock should be estimated for both dates at average purchase price of 2012. Goods that are rented to others should also be included in the stock.

(1) Finished goods produced by the enterprise: It concerns products that the enterprise produces and sells as it is reported in the question C. (1) b.

(2) Semi-finished goods: It is not applied

(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 2012 at average purchase price for 2012.

(4) Raw materials and packing materials: This category includes materials that have direct relation with the production (see description in questions F (1) and F (2)).

D. PURCHASES FOR 2012

	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 fuel	C30_D_C

E. STOCKS AT THE BEGINNING AND END OF 2012

Category of stocks	1.1.2012 Value (€)	31.12.2012 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 2012 (DIRECT EXPENSES)

Do not include any workings in this chapter.

(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).

(2) **Packing materials:** Are the materials that were used by the enterprise for the packing of products etc.

The questions (1) and (2) should have the following correlation: The total of two questions should make with the followings: Purchases of raw materials, packing materials etc (D. b page 5 of the questionnaire) plus the difference of stock (opening stock minus closing stock (E. 4 page 5 of the questionnaire).

(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 production expenses (specify):** Includes those expenses which have a direct relation with the activities of the enterprise, excluding administrative and clerical expenses which are included elsewhere in the questionnaire. Includes the services purchased of cleaning materials and garden expenses (e.g. decoration, flowers etc).

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES

Administrative and other related expenses are expenses indirectly connected with the commercial activities of the enterprise.

(13) **Patents and royalties:** Includes the amount that is paid each year by the enterprises in international companies for use of their name.

(15) **Other administrative expenses (specify):** Should be specified e.g. common expenses, newspapers, magazines, various competition expenses, gifts, donations, contributions etc.

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2012

(5) **Indirect taxes:** These are taxes, other than income tax and Value Added Taxes connected with the operation of the enterprise. Every effort should be made in order to give a detailed analysis of indirect taxes.

(b) **Municipal taxes (other than waste collection and sewerage):** Includes professional taxes, license for the operation of the enterprise, fees for the right to sell alcoholic drinks, cigarettes and tobacco etc.

(f) **Other indirect taxes:** It concerns other indirect taxes that are not declared above, like the right of registration in the Department of the Registrar of Companies, mortgaging tax, registration of vehicles etc.

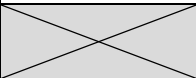
F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2012

Direct Cost	Value (€)	Code
(1) Cost 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.....Licenses.....Insurance.....		
a. Fuel and lubricants for vehicle.....	C40_Q06a
b. Repairs and other expenses of vehicles.....	C40_Q06b
c. Amount paid to others for transport	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) Rates (waste collection, sewerage etc.)	C40_Q12
(13) Uniforms, clothing and replacements	C40_Q13
(14) Other production expenses:	C40_Q14
TOTAL VALUE OF DIRECT COST	C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2012

Type of expenses	Value (€)	Code
(1) Telephone, telegram, postage 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) Other administrative expenses (maintenance charges, newspapers, gifts)	C50_Q15
TOTAL ADMINISTRATIVE EXPENSES	C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2012

Rent, interest, depreciation and indirect taxes	Value (€)	Code
(1) Rent on buildings and parking spaces:		
a. Actual paid.....	C60_Q01a
b. Imputed for self-owned buildings	C60_Q01b
(2) Rent for machinery and motor-vehicles.....	C60_Q02
(3) Interest paid on loans incurred by the enterprise.....	C60_Q03
(4) Depreciation for buildings, machinery, motor-vehicles and other fixed assets of the enterprise.....	C60_Q04
(5) Indirect taxes:		
a. Motor-vehicle licenses.....	C60_Q05a
b. Municipal taxes (other than waste collection and sewerage).....	C60_Q05b
c. Municipal/community property rate.....	C60_Q05c
d. Stamp duties.....	C60_Q05d
e. Residence rate.....		C60_Q05e
f. Other indirect taxes.....	C60_Q05f
(6) Land rents paid.....	C60_Q06
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES	C60_TOT

I. CAPITAL INVESTMENTS FOR 2012

Type of equipment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....
(2) Old buildings constructed before 2012 and were used:	C70_Q2a_P	C70_Q2a_S
a. as residences
	C70_Q2b_P	C70_Q2b_S
b. in economic activity
(3) New structures (purchase, construction, large-scale repairs & transformations incl. air conditioning appliances & electrical installations)	C70_Q3_P	C70_Q3_S

(4) Transport equipment.....	C70_Q4_P	C70_Q4_S

(5) Furniture and fixtures.....	C70_Q5_P	C70_Q5_S

(6) Computers and software	C70_Q6_P	C70_Q6_S

a. Computers	C70_Q6a_P	C70_Q6a_S

	C70_Q6b_P	C70_Q6b_S

b. Software
	C70_Q7_P	C70_Q7_S
(7) Machinery and other equipment (specify)
	C70_Q7a_P	C70_Q7a_S
a. Tangible Goods:.....
	C70_Q7b_P	C70_Q7b_S
b. Intangible Goods:
	C70_TOT_P	C70_TOT_S
TOTAL OF PURCHASES/SALES

I. CAPITAL INVESTMENTS FOR 2012

The value of fixed assets should include purchase value, installation costs, and any other expenses incurred by the firm until they become usable in production. Fixed assets produced by the enterprise for its own use should be valued at the cost of all work done including the cost of labor, materials and any other expenses incurred.

(6) Computer and software: Includes micro-computers and supplementary devices and also any operating and programming systems. Includes also various systems of planning, operation of computers and computational programmes. Includes programmes for enterprise's own use.

M. CLASSIFICATION OF TURNOVER BY PRODUCT FOR DEVISION 47

Category	Description	Value of goods sold
C23_Q1		(€)
47	Retail trade services, except of motor vehicles and motorcycles	
47 00 1	Retail trade services of fruit, vegetables, meat, fish, bakery and dairy products and eggs	
47 00 11	Retail trade services of fresh fruit and vegetables	
47 00 12	Retail trade services of processed fruit and vegetables	
47 00 13	Retail trade services of meat	
47 00 14	Retail trade service of meat products	
47 00 15	Retail trade services of fish, crustaceans ad molluscs	
47 00 16	Retail trade services of bakery product	
47 00 17	Retail trade services of sugar confectionary	
47 00 18	Retail trade services of dairy products	
47 00 19	Retail trade services of eggs	
47 00 2	Retail trade services of other food products, beverages and tobacco	
47 00 25	Retail trade services of alcoholic beverages	
47 00 26	Retail trade services of other beverages	
47 00 27	Retail trade services of tobacco products	
47 00 3	Retail trade services of information and communication equipment	

Category	Description	Value of goods sold
C23_Q1		(€)
47 00 4	Retail trade services of construction materials and hardware	
47 00 5	Retail trade services of household articles	
47 00 51	Retail trade services of textiles	
47 00 54	Retail trade services of electrical household appliances	
47 00 6	Retail trade services of cultural and recreational goods	
47 00 7	Retail trade services of clothing, pharmaceutical and medical goods, toilet articles, flowers, plants, pet animals and pet food	
47 00 71	Retail trade services of clothing	
47 00 72	Retail trade services of footwear	
47 00 73	Retail trade services of leather goods and travel accessories	
47 00 74	Retail trade services of pharmaceutical goods	
47 00 75	Retail trade services of medical and orthopaedic goods	
47 00 76	Retail trade services of cosmetic and toilet articles	
47 00 8	Retail trade services of automotive fuel and other new goods n.e.c.	
47 00 81	Retail trade services of automotive fuel	
46 00 00	Wholesale trade services	
45 00 00	Wholesale and retail trade services and repair of motor vehicles and motorcycles	
99 00 00	TOTAL SALES	

N. BRANCHES COVERED IN THIS QUESTIONNAIRE

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

**J. EXPECTED EMPLOYMENT, OUTPUT AND EXPENDITURE
ON FIXED ASSETS FOR 2013**

Employment and Output:

(1) Number of persons employed	C80_Q1
(2) Average number of persons employed (full time equivalent)	C80_Q2
(3) Turnover (€) 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.....	C80_Q6
(7) Transport equipment.....	C80_Q7
(8) Furniture, fixtures and others.....	C80_Q8
TOTAL OF CAPITAL INVESTMENTS	C80_TOT

Auditing Office Information:

Name:

Address:

Telephone:

Email:

Person's name that provided the information:

..... (telephone:)

Email:

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked from Date

Coded from Date

Final check from
..... Date