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STATISTICAL SERVICE
1444 NICOSIA

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

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	SER_NO
	NACE2

TRADE SURVEY 2013

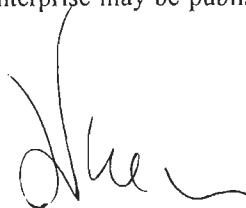
FOR OFFICIAL USE					
Weight NACE Rev. 2	Employment Code	Economic Category	Region Code	Legal Entity of Enterprise	Institutional Sector

A. CHARACTERISTICS OF THE ENTERPRISE

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

General Instructions

1. 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.
2. 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.
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 2013 to 31st December 2013.**
5. **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 2013.
(irrespective of the duration of employment as appears in IR7 form)

	C10_Q1
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2. Number of persons employed for 2013. (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 2013.

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 2013
(number of days the enterprise was open for the employees)

	C10_Q4
	C10_Q5

5. Total number of working days lost during 2013 (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 2013 {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 2013.

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 2013

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 2013). 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 2013.

E. STOCKS AT THE BEGINNING AND END OF 2013

The value of the stock should be estimated for both dates at average purchase price of 2013. 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 2013 at average purchase price for 2013.

(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 2013

	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 2013

Category of stocks	1.1.2013 Value (€)	31.12.2013 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 2013 (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 2013

(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.

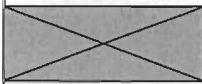
F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2013

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 2013

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 2013

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 2013

Type of equipment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....		
(2) Old buildings constructed before 2013 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
	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 software		
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 2013

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. BREAKDOWN OF TURNOVER BY PRODUCT TYPE FOR DIVISION 46

Category	Description	Value of goods sold
C23_Q1		(e)
46.11	Wholesale on a fee or contract basis of agricultural raw materials, live animals, textile raw materials and semi-finished goods	
46.12	Wholesale on a fee or contract basis of fuels, ores, metals and industrial chemicals	
46.13	Wholesale on a fee or contract basis of timber and building materials	
46.14	Wholesale on a fee or contract basis of machinery, industrial equipment, ships and aircraft	
46.15	Wholesale on a fee or contract basis of furniture, household goods, hardware and ironmongery	
46.16	Wholesale on a fee or contract basis of textiles, clothing, fur, footwear and leather goods	
46.17	Wholesale on a fee or contract basis of food, beverages and tobacco	
46.18	Wholesale on a fee or contract basis of other particular products	
46.19	Wholesale on a fee or contract basis of a variety of goods	
46.21	Wholesale trade services of grain, unmanufactured tobacco, seeds and animal feeds	
46.22	Wholesale trade services of flowers and plants	
46.23	Wholesale trade services of live animals	
46.24	Wholesale trade services of hides, skins and leather	

Category	Description	Value of goods sold
C23_Q1		(€)
46.31	Wholesale trade services of fruit and vegetables	
46.32	Wholesale trade services of meat and meat products	
46.33	Wholesale trade services of dairy products, eggs and edible oils and fats	
46.34	Wholesale trade services of beverages	
46.35	Wholesale trade services of tobacco products	
46.36	Wholesale trade services of sugar and chocolate and sugar confectionery	
46.37	Wholesale trade services of coffee, tea, cocoa and spices	
46.38	Wholesale trade services of other food, including fish, crustaceans and molluscs	
46.39	Non-specialised wholesale trade services of food, beverages and tobacco	
46.41	Wholesale trade services of textiles	
46.42	Wholesale trade services of clothing and footwear	
46.43	Wholesale trade services of electrical household appliances	
46.44	Wholesale trade services of china and glassware and cleaning materials	
46.45	Wholesale trade services of perfume and cosmetics	
46.46	Wholesale trade services of pharmaceutical goods	

Category	Description	Value of goods sold
C23_Q1		(€)
46.47	Wholesale trade services of furniture, carpets and lighting equipment	
46.48	Wholesale trade services of watches and jewellery	
46.49	Wholesale trade services of other household goods	
46.51	Wholesale trade services of computers, computer peripheral equipment and software	
46.52	Wholesale trade services of electronic and telecommunications equipment and parts	
46.61	Wholesale trade services of agricultural machinery, equipment and supplies	
46.62	Wholesale trade services of machine tools	
46.63	Wholesale trade services of mining, construction and civil engineering machinery	
46.64	Wholesale trade services of machinery for the textile industry and of sewing and knitting machines	
46.65	Wholesale trade services of office furniture	
46.66	Wholesale trade services of other office machinery and equipment	
46.69	Wholesale trade services of other machinery and equipment	
46.71	Wholesale trade services of solid, liquid and gaseous fuels and related products	
46.72	Wholesale trade services of metals and metal ores	
46.73	Wholesale trade services of wood, construction materials and sanitary equipment	

Category	Description	Value of goods sold
C23_Q1		(€)
46.74	Wholesale trade services of hardware, plumbing and heating equipment and supplies	
46.75	Wholesale trade services of chemical products	
46.76	Wholesale trade services of other intermediate products	
46.77	Wholesale trade services of waste and scrap	
46.90	Non-specialised wholesale trade services	
45	Wholesale and retail trade and repair of motor vehicles and motor cycles excluding 45.2 (maintenance and repair services of motor vehicles) and 45.4 (trade, maintenance and repair services of motorcycles and related parts and accessories)	
47	Retail trade Services	
47.00.1	Retail trade of services of fruit, vegetables, meat, fish, bakery and dairy products and eggs	
47.00.2	Retail trade services of other food products, beverages and tobacco	
46.93	Services not included in Trade	
99.00	TOTAL VALUE OF SALES	

NOTES FOR CARD 23:

1. In category **46.31** are included processed fruits and vegetable.
2. In category **46.38** are included, animal food, homogenized food preparation and dietetic food.
3. In category **46.42** are included gloves, ties, underwear and furs.
4. In category **46.43** are included electrical household appliances, radio, television, video and DVD equipment, audio and video tapes, CD's and DVD's except blank tapes which are included in **46.52**. Lighting equipment also excluded (included in category **46.47**).
5. Category **46.47** includes only household furniture. Office furniture is included in category **46.65**.
6. In category **46.49** are included books, magazines, newspaper, stationery, sports goods (incl. bicycles), household articles and equipment, leather goods and travel accessories (watches and jewellery are not included here but in category **46.48**).
7. Category **46.69** includes sales of installation equipment for domestic use and sales of other machinery for use in industry, trade and navigation.
8. Category **46.73** includes wallpaper and floor coverings (except carpets).
9. Category **46.75** includes industrial chemicals, fertilizers and agrochemical products.
10. The total value of sales must be equal to the sum of C(1) a, (C20_Q01A) in page 3.

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 2014**

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