

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

00	CNO
	SER_NO
	NACE2

TRADE SURVEY 2015

FOR OFFICIAL USE					
Weighting Coefficient	Employment Code	Economic Category	Geographical Code	Legal Entity of Enterprise	Institutional Sector

A. CHARACTERISTICS OF THE ENTERPRISE

- Name of Enterprise or Proprietor
.....
- Address
(Number and street)
Postal Code Town/Village District
- Correspondence Address
Postal Code Town/Village District
P.O.Box..... P.O.B. Postal 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 the Cyprus economy.
- 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.
- 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 2015 to 31st December 2015.**
- 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

G. Chr. Georgiou
Director
Statistical Service

B. EMPLOYMENT AND LABOUR COSTS

1. Number of persons employed for 2015. (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
.....

2. Number of persons engaged and their remuneration during 2015.

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 employer's 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

TOTAL NUMBER OF EMPLOYEES	C10_Q3_V17		C10_Q3_V18	C10_Q3_V19	C10_Q3_V20

TOTAL NUMBER OF FEMALES					

C. TURNOVER

	Value (€)	Code
(1) TOTAL VALUE OF SALES AND SERVICES FOR 2015 {a+b+c+d}	C20_Q01
a Revenue from the main trading activity:		
i. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased.....	C20_Q01A1
ii. Commissions.....	C20_Q01A2
iii. Repair and maintenance of motor vehicles and motorcycles.....	C20_Q01A3
b. Revenue from product sales produced by the enterprise (industrial activity).	C20_Q01B
c. Revenue from construction activities.....	C20_Q01C
d. Revenue from sales of services		
i. Rents received.....	C20_Q01D1
ii. Value of repairs rendered to others	C20_Q01D2
iii. Other services (specify).....	C20_Q01D3
(2) Value of equipment produced by the enterprise for own use.....	C20_Q02
(3) Change (+/-) in stocks of the goods produced by the enterprise (Calculate in 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. (Calculate in question 3 of part E “STOCKS”).....	C20_Q04
(5) Change (+/-) in stocks of semi-finished goods (Calculate in question 2 of part E “STOCKS”)	C20_Q05
(6) Other revenue (specify)	C20_Q06
(7) TOTAL {(1) to (6) except (1)a, (1)b, (1)c and (1)d}	C20_Q07
(8) Purchases of goods for re-sale in the same condition as purchased	C20_Q08
PRODUCTION VALUE OF THE ENTERPRISE {7-8}	C20_TOT
(9) Interest	C20_Q09
(10) Other subsidies/contributions	C20_Q10
(11) Dividends received.....	C20_Q11
(12) Profit/loss (+/-) from sales of fixed assets	C20_Q12

D. PURCHASES FOR 2015

	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 2015

Category of stocks	1.1.2015 Value (€)	31.12.2015 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 (spare parts and fuel excluding non-transport fuel)
	C30_TOT_START	C30_TOT_END
TOTAL VALUE OF STOCKS

F. PRODUCTION COSTS OF THE ENTERPRISE FOR 2015

Type of costs	Value (€)	Code
(1) Cost of raw materials used for the production of goods and services	C40_Q01
(2) Packing materials	C40_Q02
(3) Fuel (excluding non-transport fuel, e.g. for heating or production).....	C40_Q03
(4) Electricity	C40_Q04
(5) Water	C40_Q05
(6) Expenses on vehicles.....Licences.....Insurance.....		
a. Fuels and lubricants for vehicles.....	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 (cleaning materials, etc):	C40_Q14
TOTAL PRODUCTION COSTS	C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED COSTS FOR 2015

Type of costs	Value (€)	Code
(1) Telephone, postal, courier 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 costs (communal fees, newspapers, etc)	C50_Q15
TOTAL ADMINISTRATIVE COSTS	C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2015

Rent, interest, depreciation and indirect taxes	Value (€)	Code
(1) Rent on buildings, parking spaces and land:		
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 licences.....	C60_Q05A
b. Municipal taxes (other than waste collection and sewerage).....	C60_Q05B
c. Municipal/community property tax.....	C60_Q05C
d. Stamp duties.....	C60_Q05D
f. Other indirect taxes.....	C60_Q05E
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES	C60_TOT

I. CAPITAL INVESTMENTS FOR 2015

Type of investment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....
(2) Old buildings constructed before 2015 and used:	C70_Q2A_P	C70_Q2A_S
a. as residences
	C70_Q2B_P	C70_Q2B_S
b. in economic activity
	C70_Q3_P	C70_Q3_S
(3) New structures (purchase, construction, large-scale repairs & transformations incl. air conditioning appliances & electrical installations)
	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

b. Software	C70_Q6B_P	C70_Q6B_S

	C70_Q7_P	C70_Q7_S
(7) Machinery and other equipment (specify)
	C70_TOT_P	C70_TOT_S
TOTAL OF PURCHASES/SALES

J. CLASSIFICATION OF TURNOVER BY PRODUCT FOR DIVISION 45

Category	Description	Value of goods sold (€)
C23_Q1		
45.11.1	Wholesale trade services of cars and light motor vehicles	
45.11.2	Specialised store retail trade services of cars and light motor vehicles	
45.11.3	Other retail trade of cars and light motor vehicles	
45.11.4	Wholesale on a fee or contract basis of cars and light motor vehicles	
45.19.1	Wholesale trade services of other motor vehicles	
45.19.2	Specialised store retail trade services of other motor vehicles	
45.19.3	Other retail trade of other motor vehicles	
45.19.4	Wholesale on a fee or contract basis of other motor vehicles	
45.31.1	Wholesale trade services of motor vehicles parts and accessories	
45.31.2	Wholesale on a fee or contract basis of parts and accessories of motor vehicles	
45.32.1	Specialised store retail trade services of motor vehicle parts and accessories	
45.32.2	Other retail trade of parts and accessories of motor vehicles	
45.40.1	Wholesale trade services of motorcycles and relates parts and accessories	
45.40.2	Specialised store retail trade services of motorcycles and related parts and accessories	

Category	Description	Value of goods sold (€)
C23_Q1		
45.40.3	Other retail trade services of motorcycles and related parts and accessories	
45.40.4	Wholesale trade services on a fee or contract basis of motorcycles and related parts and accessories	
46	Wholesale trade services, except of motor vehicles and motorcycles	
47.00.1	Retail trade of services of fruit, vegetables, meat, fish, bakery and dairy products and eggs	
47	Retail trade services, except of motor vehicles and motorcycles	
47.00.2	Retail trade services of other food products, beverages and tobacco	
99.00.0	Total income for trading and intermediary activities *	

*The total (99.00.0) must be equal to the sum of C20_Q01A1 + C20_Q01A2 in Card 20.

Notes:

1. All products categories include both new and second hand cars and motor vehicles.
2. In categories 45.11.1 and 45.11.2 are included specialized passenger motor vehicles such as ambulances, minibuses and off road motor vehicles (with weight ≤ 3.5 tons).
3. In category 45.11.3 are included internet retail trade services of cars and light motor vehicles.
4. In category 45.11.4 are included internet wholesale trade services on a fee or a contract basis of cars and light motor vehicles.
5. In categories 45.19.1 and 45.19.2 are included trade services of lorries, trucks, trailers, semi-trailers, buses, caravans and motor-homes.
6. In category 45.19.3 are included internet trade services of lorries, trucks, trailers, semi-trailers, buses, caravans and motor-homes.
7. In category 45.19.4 are included internet trade services on a fee or contract basis.
8. In category 45.32.2 are included internet and mail order trade services of parts and accessories of motor vehicles.
9. Categories 45.40.1 to 45.40.4 include trade services of mopeds and related parts and accessories, and exclude trade services of bicycles and related parts and accessories.

K. BRANCHES COVERED IN THIS QUESTIONNAIRE

S/N	BRANCH NAME	ADDRESS	KIND OF ACTIVITY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

L. EXPECTED EMPLOYMENT, OUTPUT AND CAPITAL INVESTMENTS FOR 2016

Employment and Output:

(1) Number of persons employed	C80_Q1
(2) Turnover (€) of the enterprise.....	C80_Q2

Capital Investments:

Value (€)

(3) Land and plots.....	C80_Q3
(4) Buildings and other construction work.....	C80_Q4
(5) Machinery and other equipment.....	C80_Q5
(6) Transport equipment.....	C80_Q6
(7) Furniture, fixtures and others.....	C80_Q7
TOTAL OF CAPITAL INVESTMENTS	C80_TOT

Auditing Office Information:

Name:

Address:

Telephone:

Email:

Name of person that provided the information:

Position: Telephone:

Email:

Data received from final economic accounts:

Yes (1)

☐

No (0)

☐

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Final check from..... Date.....