

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

00	CNO
	SER_NO
	NACE2

TRADE SURVEY 2016

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 related to the structure and the contribution of this 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 provide the precise figures you may give the nearest possible estimates.
- All data should refer to the period from **1st January 2016 to 31st December 2016.**
- ALL DATA COLLECTED WILL BE TREATED AS 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.

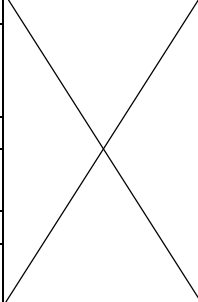
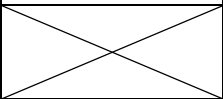
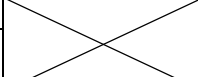
Stavros Karagiorgis
Acting Director
Statistical Service

B. EMPLOYMENT AND LABOUR COSTS

1. Employment for 2016- Number of headcount (quarterly average)

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 2016.

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	C10_Q3_V01		C10_Q3_V02	C10_Q3_V03	C10_Q3_V04
					
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 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
					

C. TURNOVER

	Value (€)	Code
(1) TOTAL VALUE OF SALES AND SERVICES FOR 2016 {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 (Calculated 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. (Calculated in question 3 of part E “STOCKS”).....		C20_Q04
(5) Change (+/-) in stocks of semi-finished goods (Calculated 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 2016

	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 (excluding fuel for transport).....		C30_D_C

E. STOCKS AT THE BEGINNING AND END OF 2016

Type of stocks	1.1.2016 Value (€)	31.12.2016 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 fuel for transport)		
	C30_TOT_START	C30_TOT_END
TOTAL VALUE OF STOCKS		

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2016

Type of expenses	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 fuel for transport, e.g. for heating or production)		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) Fees (waste collection, sewerage, etc.)		C40_Q12
(13) Uniforms, clothing and replacements		C40_Q13
(14) Other production expenses (cleaning materials, etc):		C40_Q14
TOTAL PRODUCTION EXPENSES		C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2016

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

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2016

Rent, interest, depreciation and indirect taxes	Value (€)	Code
(1) Rent paid on:		
a. Buildings and parking spaces.....		C60_Q01A
b. Land.....		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. 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 2016

Type of investment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....		
(2) Old buildings constructed before 2016 and were 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. BRANCHES COVERED IN THIS QUESTIONNAIRE

S/N	Branch name	Address	Description of activity
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

K. EXPECTED EMPLOYMENT AND TURNOVER 2017

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

Auditing Office Information:

Name of the auditor/accountant:.....

Name of the accounting office:.....

Address:.....

Telephone:.....

Email:

Person (in the enterprise) that provided the information:

Position:

Telephone:

Email:

Data received from final financial statements:

Yes (1) ☐

No (0) ☐

REMARKS

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FOR OFFICIAL USE

Interviewer

Date

Final check from.....

Date.....