

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

00	CNO
	SER_NO
	NACE2

### **TRADE SURVEY 2017**

FOR OFFICIAL USE					
Weighting Coefficient	Employment Code	Economic Category	Geographical Code	Legal Status 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 Status 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 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 provide the precise figures you may give the nearest possible estimates.
- All data should refer to the period from **1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017.**
- 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.

Stavros Karagiorgis  
Director  
Statistical Service

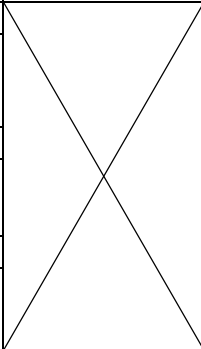
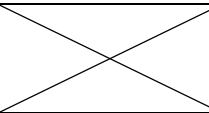
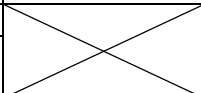
September, 2018.

## B. EMPLOYMENT AND LABOUR COSTS

### 1. Employment for 2017- Number of headcount (quarterly average)

<b>TOTAL AVERAGE</b>	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 2017.

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		
	.....	.....	.....		
<b>TOTAL NUMBER OF EMPLOYEES</b>	C10_Q3_V17		C10_Q3_V18	C10_Q3_V19	C10_Q3_V20
	.....		.....	.....	.....

### C. TURNOVER

	Value (€)	Code
<b>(1) TOTAL VALUE OF SALES AND SERVICES FOR 2017 {a+b+c+d}</b>	.....	<b>C20_Q01</b>
a. Revenue from the main trading activity:		
i. Sales of goods purchased for resale 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.....	.....	<b>C20_Q02</b>
(3) Change (+/-) in stocks of the goods produced by the enterprise (Calculated in question 1 of part E “STOCKS”) .....	.....	<b>C20_Q03</b>
(4) Change (+/-) in stocks of the goods purchased for resale by the enterprise in the same condition as purchased. (Calculated in question 3 of part E “STOCKS”) .....	.....	<b>C20_Q04</b>
(5) Change (+/-) in stocks of semi-finished goods (Calculated in question 2 of part E “STOCKS”) .....	.....	<b>C20_Q05</b>
(6) Other revenue (specify) .....	.....	<b>C20_Q06</b>
<b>(7) TOTAL {(1) to (6) except (1)a, (1)b, (1)c and (1)d}</b>	.....	<b>C20_Q07</b>
(8) Purchases of goods for resale in the same condition as purchased .....	.....	<b>C20_Q08</b>
<b>PRODUCTION VALUE OF THE ENTERPRISE {7-8}</b>	.....	<b>C20_TOT</b>
(9) Interest .....	.....	C20_Q09
(10) Other subsidies.....	.....	C20_Q10
(11) Dividends received.....	.....	C20_Q11
(12) Profit/loss (+/-) from sales of fixed assets .....	.....	C20_Q12

**D. PURCHASES FOR 2017**

	Value (€)	Code
<b>TOTAL VALUE OF PURCHASES</b>	.....	<b>C30_D_TOT</b>
a. Purchases of goods for resale 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 2017**

Type of stocks	1.1.2017 Value (€)	31.12.2017 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 resale 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
<b>TOTAL VALUE OF STOCKS</b>	.....	.....

**F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2017**

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.....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) Fees (waste collection, sewerage, etc.) .....	.....	C40_Q12
(13) Uniforms and clothing .....	.....	C40_Q13
(14) Other production expenses (cleaning materials, etc): .....	.....	C40_Q14
<b>TOTAL PRODUCTION EXPENSES</b>	.....	<b>C40_TOT</b>

**G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2017**

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 (domestic 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) Payments for long-term rental and operational leasing of goods.....	.....	C50_Q15
(16) Other administrative expenses (maintenance charges, newspapers, etc)	.....	C50_Q16
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	.....	<b>C50_TOT</b>

# **H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2017**

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
<b>TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES</b>	.....	<b>C60_TOT</b>

# **I. CAPITAL INVESTMENTS FOR 2017**

Type of investment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....	.....	.....
(2) Old buildings constructed prior to 2017 and 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 & adaptations 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_TOT_P	C70_TOT_S
<b>TOTAL OF PURCHASES/SALES</b>	.....	.....



**J. CLASSIFICATION OF TURNOVER BY PRODUCT FOR DIVISION 47**

Category	Description	Value of goods sold (€)
C23_Q1		
47	Retail trade services, except of motor vehicles and motorcycles	
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 and 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 21	Retail trade services of coffee, tea, cocoa and spices	
47 00 22	Retail trade services of edible oils and fats	
47 00 23	Retail trade services of homogenised food preparations and dietetic food	
47 00 24	Retail trade services of other food products n.e.c.	
47 00 25	Retail trade services of alcoholic beverages	
47 00 26	Retail trade services of other beverages	

Category	Description	Value of goods sold (€)
C23_Q1		
47 00 27	Retail trade services of tobacco products	
47 00 3	Retail trade services of information and communication equipment (computers, peripheral units and software, telecommunications equipment, audio and video equipment)	
47 00 4	Retail trade services of construction materials and hardware	
47 00 51	Retail trade services of textiles	
47 00 52	Retail trade services of curtains and net curtains	
47 00 53	Retail trade services of wallpaper and floor coverings, carpets and rugs	
47 00 54	Retail trade services of electrical household appliances	
47 00 55	Retail trade services of furniture	
47 00 56	Retail trade services of articles for lighting	
47 00 57	Retail trade services of wooden ware, cork goods and wickerwork goods	
47 00 58	Retail trade services of musical instruments and music scores	
47 00 59	Retail trade services of crockery, glassware, china, pottery, cutlery and non-electrical household appliances, articles and equipment n.e.c.	
47 00 6	Retail trade services of cultural and recreational goods (books, newspapers and magazines, stationery, music and video recordings, sporting and camping equipment, games and toys, stamps and coins, souvenirs and arts)	
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	

Category	Description	Value of goods sold (€)
C23_Q1		
47 00 76	Retail trade services of cosmetic and toilet articles	
47 00 77	Retail trade services of flowers, plants and seeds	
47 00 78	Retail trade services of fertilisers and agro-chemical products	
47 00 79	Retail trade services of pet animals and pet food	
47 00 81	Retail trade services of automotive fuel	
47 00 82	Retail trade services of watches and jewellery	
47 00 83	Retail trade services of photographic, optical and precision equipment, services of opticians	
47 00 84	Retail trade services of cleaning materials	
47 00 85	Retail trade services of household fuel oil, bottled gas, coal and wood	
47 00 86	Retail trade services of other non-food consumer products n.e.c	
47 00 87	Retail trade services of agricultural raw materials n.e.c.	
47 00 88	Retail trade services of machinery and equipment n.e.c.	
47 00 89	Retail trade services of non-food non-consumer products n.e.c.	
46	Wholesale trade services, except of motor vehicles and motorcycles	
45	Wholesale and retail trade and repair services of motor vehicles and motorcycle	
<b>99 00 00</b>	<b>TOTAL SALES</b>	

**K. BRANCHES COVERED IN THIS QUESTIONNAIRE**

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

**L. EXPECTED EMPLOYMENT AND TURNOVER IN 2018**

(1) Number of persons employed .....	.....	C80_Q1
(2) Total value of sales and services of the enterprise (€).....	.....	C80_Q2

**Auditing Office Information:**

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

Name of the auditing 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.....