

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

00	CNO
	SER_NO
	NACE2

WHOLESALE AND RETAIL TRADE SURVEY 2018

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

A. CHARACTERISTICS OF THE ENTERPRISE

1. Name of Enterprise or Proprietor
.....
2. Address
(Number and street)
Postal Code Town/Village District
3. Correspondence Address
Postal Code Town/Village District
P.O.Box..... P.O.B. Postal Code
Telephone Fax
4. Legal Status 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 related to the structure and the contribution of this sector to Cyprus economy.
- 2.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.
- 3.All questions should be answered with the highest possible accuracy. If you cannot provide the precise figures you may give the nearest possible estimates.
- 4.All data should refer to the period from **1st January 2018 to 31st December 2018.**
- 5.**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.

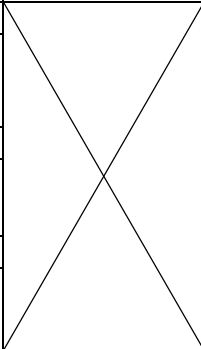
Stavros Karagiorgis
Director
Statistical Service

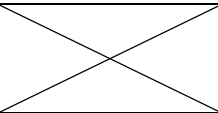
B. EMPLOYMENT AND LABOUR COSTS

1. Employment for 2018 - Number of headcount (quarterly average)

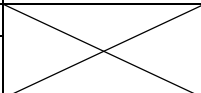
TOTAL AVERAGE	January-March	April-June	July-September	October-December
C10_Q2_V1	C10_Q2_V2	C10_Q2_V3	C10_Q2_V4	C10_Q2_V5
.....

2. Number of persons engaged and their remuneration during 2018.

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 2018 {a+b+c+d}	C20_Q01
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 sales of goods 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 resale 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 resale in the same condition as purchased	C20_Q08
PRODUCTION VALUE OF THE ENTERPRISE {7-8}	C20_TOT
(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 2018

	Value (€)	Code
TOTAL VALUE OF PURCHASES	C30_D_TOT
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 2018

Type of stocks	1.1.2018 Value (€)	31.12.2018 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
TOTAL VALUE OF STOCKS

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2018

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
TOTAL PRODUCTION EXPENSES	C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2018

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
TOTAL ADMINISTRATIVE EXPENSES	C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2018

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 2018

Type of investment	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots.....
(2) Old buildings constructed prior to 2018 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

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 46

Category	Description	Value of goods sold (€)
		C23_Q1
46	Wholesale trade services	
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 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	
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	

Category	Description	Value of goods sold (€)
		C23_Q1
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 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	
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	

Category	Description	Value of goods sold (€)
		C23_Q1
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	
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	
45A	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	
99 00	TOTAL SALES	

K. BRANCHES COVERED IN THIS QUESTIONNAIRE

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

[illegible]

M. ADDITIONAL INFORMATION

	Value (€)	Code
A. Revenue		
(1) Exchange rate difference.....	C90_QA1
(2) Donations and contributions (mainly for non profit organizations)	C90_QA2
(3) Bad debts recovered.....	C90_QA3
(4) Recovery from insurance.....	C90_QA4
(5) Deferred income.....	C90_QA5
(6)	C90_QA6
(7)	C90_QA7
B. Expenses		
(1) Bad debts written off.....	C90_QB1
(2) Donations and contributions	C90_QB2
(3) Fines	C90_QB3
(4) Exchange rate difference	C90_QB4
(5) Impairment in the value of investments and intangible assets	C90_QB5
(6) Damage from property or stocks write off.....	C90_QB6
(7)	C90_QB7
(8)	C90_QB8
(9)	C90_QB9

FOR OFFICIAL USE

Total value of expenses:..... **Profit / Loss before tax:**

Interviewer Date

Final check by Date