

Card Number  
Serial Number of Enterprise  
Business Register Number  
Activity Code NACE 2

|    |        |
|----|--------|
| 00 | CNO    |
|    | SNO    |
|    | REG_NO |
|    | NACE2  |

### **INDUSTRIAL PRODUCTION SURVEY 2020**

| Weight 1 | Weight 2 | Employment Code | Economic Category | Geographical Code | Legal Status | Institutional Sector |
|----------|----------|-----------------|-------------------|-------------------|--------------|----------------------|
|          |          |                 |                   |                   |              |                      |

#### **A. CHARACTERISTICS OF THE ENTERPRISE**

- Name of Enterprise or Proprietor .....
- Factory/Workshop Address .....  
(Number and street)  
Postal Code ..... Town/Village ..... District .....
- Correspondence Address .....  
(Number and street)  
Postal Code ..... Town/Village ..... District .....  
Post Office Box ..... Postal Code of P. O. Box .....  
Telephone ..... Fax .....
- Legal Status of Enterprise.....
- Kind of Activity (describe fully) .....

#### **General Instructions**

- This survey covers enterprises in the Industrial sector. Its scope is to collect basic statistical data relevant to the structure of the sector and its contribution to the economy of Cyprus.
- The Survey is carried out in accordance with the Statistics Law, No. 25(I)/2021. 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 **1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020.**

#### **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. Number of persons employed for 2020 (Annual average using the headcount in each quarter).

| <b>TOTAL<br/>(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 employed and their remuneration during 2020.

| Occupational category of employees      | Number of persons employed | Total number of weekly working hours for part-time employees | Average number of persons engaged in 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                                    |
|                                         | .....                      |                                                              | .....                                                     | .....                  | .....                                         |
| Engaged family members without salary   | C10_Q3_V05                 |                                                              | C10_Q3_V06                                                | C10_Q3_V07             |                                               |
|                                         | .....                      |                                                              | .....                                                     | .....                  |                                               |
| Full-time 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 PERSONS EMPLOYED</b> | C10_Q3_V17                 |                                                              | C10_Q3_V18                                                | C10_Q3_V19             | C10_Q3_V20                                    |
|                                         | .....                      |                                                              | .....                                                     | .....                  | .....                                         |

4. Number of working days of the enterprise during 2020 (number of days the enterprise was open for the employees).

|       |        |
|-------|--------|
| ..... | C10_Q4 |
| ..... | C10_Q5 |

5. Total number of working days lost during 2020 (including vacation and sick leave, public holidays, strikes etc.) per employee.

### C. TURNOVER

| A. Sales .....                                                                                                                                                           | B. Fares and Export Expenditures..... | C. Discounts..... |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------|
|                                                                                                                                                                          | Value (€)                             | Code              |
| (1) Total value of sales for 2020{ A-B-C}.....                                                                                                                           |                                       | <b>C20_Q01</b>    |
| a. Turnover from the main industrial activity .....                                                                                                                      |                                       | C20_Q01A          |
| b. Turnover from other secondary industrial activities.....                                                                                                              |                                       | C20_Q01B          |
| c. Turnover from trading activities .....                                                                                                                                |                                       | C20_Q01C          |
| d. Turnover from services activities .....                                                                                                                               |                                       | C20_Q01D          |
| e. Turnover from construction activities .....                                                                                                                           |                                       | C20_Q01E          |
| (2) Value of capital goods produced by the enterprise for own use.....                                                                                                   |                                       | <b>C20_Q02</b>    |
| (3) Change (+/-) in stocks of the goods produced by the enterprise<br>(Find from question 1 of part E “STOCKS”).....                                                     |                                       | <b>C20_Q03</b>    |
| (4) Change (+/-) in stocks of the goods purchased for re-sale<br>by the enterprise in the same condition as purchased.<br>(Find from question 3 of part E “STOCKS”)..... |                                       | <b>C20_Q04</b>    |
| (5) Change (+/-) in stocks of semi-finished goods<br>(Find from question 2 of part E “STOCKS”) .....                                                                     |                                       | <b>C20_Q05</b>    |
| Other revenue:                                                                                                                                                           |                                       |                   |
| (6) Rent .....                                                                                                                                                           |                                       | <b>C20_Q06</b>    |
| (7) Commissions .....                                                                                                                                                    |                                       | <b>C20_Q07</b>    |
| (8) Subsidies (for production or export of goods) .....                                                                                                                  |                                       | <b>C20_Q08</b>    |
| (9) Other revenue (specify) .....                                                                                                                                        |                                       | <b>C20_Q09</b>    |
| (10) <b>TOTAL {(1) to (9) except (1)a, (1)b, (1)c, 1(d) and (1)e}</b>                                                                                                    |                                       | <b>C20_Q10</b>    |
| (11) Purchases of goods for re-sale in the same condition as purchased .....                                                                                             |                                       | <b>C20_Q11</b>    |
| <b>PRODUCTION VALUE OF THE ENTERPRISE {10-11}</b>                                                                                                                        |                                       | <b>C20_TOT</b>    |
| (12) Interest earned.....                                                                                                                                                |                                       | C20_Q12           |
| (13) Subsidies (for investments) .....                                                                                                                                   |                                       | C20_Q13           |
| (14) Dividends, exchange rate difference, shares, etc.....                                                                                                               |                                       | C20_Q14           |
| (15) Profit/loss (+/-) from sales of fixed assets .....                                                                                                                  |                                       | C20_Q15           |

**C. a. BREAKDOWN OF THE SALES OF ITEMS PRODUCED BY THE ENTERPRISE**

| Serial<br>Number | Sales of goods produced and other<br>industrial income by kind<br>(in order of importance) | Code of<br>Product | Unit         |         | Sales    |           |
|------------------|--------------------------------------------------------------------------------------------|--------------------|--------------|---------|----------|-----------|
|                  |                                                                                            |                    | Type         | Code    | Quantity | Value (€) |
| C21SNO           |                                                                                            | C21_CODE           | <del> </del> | C21UNIT | C21_QTY  | C21_VALUE |
| 01               |                                                                                            |                    |              |         |          |           |
| 02               |                                                                                            |                    |              |         |          |           |
| 03               |                                                                                            |                    |              |         |          |           |
| 04               |                                                                                            |                    |              |         |          |           |
| 05               |                                                                                            |                    |              |         |          |           |
| 06               |                                                                                            |                    |              |         |          |           |
| 07               |                                                                                            |                    |              |         |          |           |
| 08               |                                                                                            |                    |              |         |          |           |
| 09               |                                                                                            |                    |              |         |          |           |
| 10               |                                                                                            |                    |              |         |          |           |
| 11               |                                                                                            |                    |              |         |          |           |
| 12               |                                                                                            |                    |              |         |          |           |
| 13               |                                                                                            |                    |              |         |          |           |
| 14               |                                                                                            |                    |              |         |          |           |
| 15               |                                                                                            |                    |              |         |          |           |
| 16               |                                                                                            |                    |              |         |          |           |
| 17               |                                                                                            |                    |              |         |          |           |
| 18               |                                                                                            |                    |              |         |          |           |
| 19               |                                                                                            |                    |              |         |          |           |
| 20               |                                                                                            |                    |              |         |          |           |
| 21               |                                                                                            |                    |              |         |          |           |
| 22               |                                                                                            |                    |              |         |          |           |
| 23               |                                                                                            |                    |              |         |          |           |
| 24               |                                                                                            |                    |              |         |          |           |
| 25               |                                                                                            |                    |              |         |          |           |
| <b>99</b>        | <b>TOTAL</b>                                                                               | <b>99999999</b>    | <del> </del> |         |          | .....     |

|             |    |
|-------------|----|
| Card Number | 30 |
|-------------|----|

**D. PURCHASES FOR 2020**

|                                                                            | Value (€) | Code      |
|----------------------------------------------------------------------------|-----------|-----------|
| <b>TOTAL VALUE OF PURCHASES</b>                                            | .....     | 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 non-transport fuel.....                    | .....     | C30_D_C   |

**E. STOCKS AT THE BEGINNING AND END OF 2020**

| Category of stocks                                                          | 1.1.2020<br>Value (€) | 31.12.2020<br>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<br>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             |
| <b>TOTAL VALUE OF STOCKS</b>                                                | .....                 | .....                   |

**F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2020**

| Direct Cost                                                                                    | Value (€) | Code           |
|------------------------------------------------------------------------------------------------|-----------|----------------|
| (1) Value 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.....Licences.....Insurance.....                                       |           |                |
| a. Fuel and lubricants for vehicles .....                                                      | .....     | C40_Q06A       |
| b. Repairs and other expenses of vehicles .....                                                | .....     | C40_Q06B       |
| c. Amount paid to others for transport of materials .....                                      | .....     | 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 (specify):<br>.....                                             | .....     | C40_Q14        |
| <b>TOTAL VALUE OF PRODUCTION EXPENSES</b>                                                      | .....     | <b>C40_TOT</b> |

**G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2020**

| 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) Payments for long-term rental and operational leasing ..... | .....     | C50_Q15        |
| (16) Other administrative expenses (specify) .....               | .....     | C50_Q16        |
| <b>TOTAL VALUE OF ADMINISTRATIVE EXPENSES</b>                    | .....     | <b>C50_TOT</b> |

**H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2020**

| Rent, interest, depreciation and indirect taxes                               | Value (€) | Code           |
|-------------------------------------------------------------------------------|-----------|----------------|
| (1) Rent on buildings and parking spaces .....                                | .....     | C60_Q01        |
| (2) Rent on land.....                                                         | .....     | C60_Q02        |
| (3) Rent for machinery and motor vehicles .....                               | .....     | C60_Q03        |
| (4) Interest paid on loans incurred by the enterprise .....                   | .....     | C60_Q04        |
| (5) Depreciation for capital goods of the enterprise .....                    | .....     | C60_Q05        |
| (6) Indirect taxes:                                                           |           |                |
| a. Motor vehicle licences .....                                               | .....     | C60_Q06A       |
| b. Municipal/Community taxes (other than waste collection and sewerage) ..... | .....     | C60_Q06B       |
| c. Immovable property tax .....                                               | .....     | C60_Q06C       |
| d. Stamp duties .....                                                         | .....     | C60_Q06D       |
| e. Other indirect taxes .....                                                 | .....     | C60_Q06F       |
| (7) Excise duties (included in sales value) .....                             | .....     | C60_Q07        |
| <b>TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES</b>               | .....     | <b>C60_TOT</b> |

**I. CAPITAL INVESTMENTS FOR 2020**

| Type of equipment                                                                                                                                            | Purchases<br>Value (€) | Sales<br>Value (€) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
|                                                                                                                                                              | C70_Q1_P               | C70_Q1_S           |
| (1) Land and plots .....                                                                                                                                     | .....                  | .....              |
|                                                                                                                                                              | C70_Q2_P               | C70_Q2_S           |
| (2) Old buildings constructed before 2020.....                                                                                                               | .....                  | .....              |
|                                                                                                                                                              | C70_Q3_P               | C70_Q3_S           |
| (3) New structures (purchase, construction, large-scale repairs, and renovations<br>including air conditioning appliances and 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 hardware .....                                                                                                                             | .....                  | .....              |
|                                                                                                                                                              | C70_Q7_P               | C70_Q7_S           |
| (7) Software .....                                                                                                                                           | .....                  | .....              |
|                                                                                                                                                              | C70_Q8_P               | C70_Q8_S           |
| (8) Machinery and other equipment .....                                                                                                                      | .....                  | .....              |
|                                                                                                                                                              | C70_Q9_P               | C70_Q9_S           |
| (9) Intangible goods.....                                                                                                                                    | .....                  | .....              |
|                                                                                                                                                              | C70_TOT_P              | C70_TOT_S          |
| <b>TOTAL OF PURCHASES/SALES</b>                                                                                                                              | .....                  | .....              |

|             |    |
|-------------|----|
| Card Number | 80 |
|-------------|----|

**J. EXPECTED EMPLOYMENT, PRODUCTION VALUE AND CAPITAL EXPENDITURE ON FIXED ASSETS FOR 2021**

**Employment and Production Value:**

|                                                                    |       |         |
|--------------------------------------------------------------------|-------|---------|
| (1) Number of persons employed.....                                | ..... | C80_Q1  |
| (2) Average number of persons employed (full time equivalent)..... | ..... | C80_Q2  |
| (3) Production value (€) of the enterprise.....                    | ..... | C80_Q3  |
| (4) Total of capital investments (€) .....                         | ..... | C80_TOT |

|             |    |
|-------------|----|
| Card Number | 90 |
|-------------|----|

**K. ADDITIONAL INFORMATION FOR 2020**

|                                                                            | Value (€) | Code    |
|----------------------------------------------------------------------------|-----------|---------|
| <b>A. Revenue</b>                                                          |           |         |
| 1. Dividends received.....                                                 | .....     | C90_QA1 |
| 2. Exchange rate difference.....                                           | .....     | C90_QA2 |
| 3. Donations and contributions (mainly for non-profit organizations) ..... | .....     | C90_QA3 |
| 4. Bad debts recovered.....                                                | .....     | C90_QA4 |
| 5. Recovery from insurance.....                                            | .....     | C90_QA5 |
| 6. Deferred income .....                                                   | .....     | C90_QA6 |
| 7. ....                                                                    | .....     | C90_QA7 |
| <b>B. Expenses</b>                                                         |           |         |
| 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 |

**L. ADDITIONAL INFORMATION RELATING TO THE MEASURES IMPLEMENTED IN 2020 FOR CONTAINING THE SPREAD OF THE COVID-19 DISEASE**

|                                                                                                                                                                                                         |       |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
| (1) Number of working days that the enterprise was closed due to the measures implemented for containing the spread of Covid-19 .....                                                                   | ..... | C100_Q1 |
| (2) Number of working days that the enterprise operated with reduced staff numbers (teleworking is considered regular work) due to the measures implemented for containing the spread of Covid-19 ..... | ..... | C100_Q2 |
| (3) Subsidies received by the enterprise for the purpose of covering labour costs which are <b>not included in Wages and Salaries</b> reported in part B ..... (€)                                      | ..... | C100_Q3 |
| (4) Subsidies received by the enterprise for the purpose of covering operational costs and other expenses ..... (€)                                                                                     | ..... | C100_Q4 |

Additional information: .....

.....

.....

**Auditing Office Information:**

Name of Auditor/Accountant: .....

Name of auditing firm: .....

Address: .....

Telephone:..... Email:.....

**Name of the person from the enterprise that provided the information:** Position: .....

..... Telephone: .....

Email:.....

**Data received from final financial statements:** Yes (1) ☐ No (0) ☐

**REMARKS:** .....

.....

.....

.....

**FOR OFFICIAL USE**

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

Interviewer ..... Date .....

Final check by ..... Date .....