

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

00	CNO
	SER_NO
	NACE2

SERVICES SURVEY 2012

FOR OFFICIAL USE					
Weight NACE Rev. 2	Employment Code	Economic Category	Region Code	Legal Entity of Enterprise	Institutional Sector

A. CHARACTERISTICS OF THE ENTERPRISE

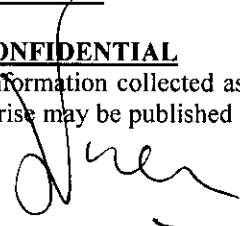
- Name of Enterprise or Proprietor
- Address
(Number and street)
Town/Village District
- Correspondence Address
Postal Code Post Office Box
Telephone Fax
Email:
- Legal Entity of Enterprise
- Kind of Activity
(Describe fully)

General Instructions

- This survey covers all the sectors of the economy. Its scope is to collect data relevant to the employment, production, expenses, stocks and equipment of various enterprises. These data are considered necessary for the surveillance of the evolution of the various sectors and for the better planning of the economic development of Cyprus.
- 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 give precise figures you may give the nearest possible estimates.
- All data should refer to the period from **1st January 2012 to 31st December 2012.**

5. ALL DATA COLLECTED WILL BE TREATED AS STRICTLY 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.


G. Chr. Georgiou
Director
Statistical Service

B. EMPLOYMENT AND LABOUR COSTS

1. Total number of persons employed at the enterprise during 2012.
(irrespective of the duration of employment as appears in IR7 form)

C10_Q1

2. Number of persons employed for 2012. (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
.....

3. Number of persons engaged and their remuneration during 2012.

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 employers 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	C10_Q3_V15	C10_Q3_V16

TOTAL NUMBER OF EMPLOYEES	C10_Q3_V17		C10_Q3_V18	C10_Q3_V19	C10_Q3_V20

TOTAL NUMBER OF FEMALES			C10_Q3_V21		
		

4. Number of working days of the enterprise during 2012
(number of days the enterprise was open for the employees)

C10_Q4

5. Total number of working days lost during 2012 (including vacation and sick leave, public holidays, strikes etc.) per employee

C10_Q5

C. TURNOVER

Note: All the data for this section should be given in EURO (€)

A. Sales B. Commissions..... C. Fares and Export Expenditures..... D. Discounts.....		Value (€)	Code
(1) Total value of sales and services for 2012{ A-B-C-D }			C20_Q01
a. Main Activity			C20_Q01A
b. Product sales produced by the enterprise			C20_Q01B
c. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased			C20_Q01C
d. Sales of services			
i. Value of repairs rendered to others			C20_Q01D1
ii. Other services (specify).....			C20_Q01D2
(2) Value of equipment produced by the enterprise for own use.....			C20_Q02
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from 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. (Find from question 3 of part E "STOCKS").....			C20_Q04
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E "STOCKS")			C20_Q05
Other Revenue:			
(6) Rent			C20_Q06
(7) Commissions			C20_Q07
(8) Subsidies (for sales of services)			C20_Q08
(9) Other revenue (specify)			C20_Q09
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}			C20_Q10
(11) Purchases of goods for re-sale in the same condition as purchased			C20_Q11
GROSS OUTPUT OF THE ENTERPRISE {10-11}			C20_TOTAL
(12) Interest			C20_Q12
(13) Other subsidies/contributions.....			C20_Q13
(14) Dividends, Exchange Difference, Shares, etc.....			C20_Q14
(15) Profit/loss (+/-) from sales of fixed assets			C20_Q15

C. TURNOVER

A. Sales: Is the total value of sales and services of an enterprise, including commissions, fares and export expenditures (not applicable for Services Survey) and discounts. The value of sales is the amount the customer is charged (excluding V.A.T.) after the deduction of any discounts and the value of goods returned. In the case of enterprises paying import and excise duties these should be included in the value of sales.

1) **d. Sales of services:** It concerns receipts (excluding V.A.T.) from sales of services that do not raise in the main activity of the enterprise. They have to be declared separately in the following two categories:

- Value of repairs rendered to others
- Other services (electronic games, income from services of telephone and dry cleaner's, if they do not raise in the main activity of the enterprise).

D. PURCHASES FOR 2012

a. Purchases of goods for re-sale in the same condition as purchased: This is the value (after the abstraction of commercial discount) of all goods purchased for resale (irrespective of whether part only was sold in 2012) and for those did not treated from the enterprise except from the classification and the packing. This should agree with question C. (11), page 3 of questionnaire.

b. Purchases of raw materials, packing materials etc: The purchase of raw materials, packing materials etc, irrespective of whether part only used in 2012, (e.g. food, drinks, medicines, dyes, candles etc).

c. Purchases of spares parts and fuel: The value of spare parts and fuel purchased by the enterprise during 2012.

E. STOCKS AT THE BEGGINNING AND END OF 2012

The value of the stock should be estimated for both dates at average purchase price of 2012. Goods that are rented to others should also be included in the stock.

(1) **Finished goods produced by the enterprise:** It concerns products that the enterprise produces and sells as it is reported in the question C. (1) b.

(2) **Semi-finished goods:** It is not applied

(3) **Goods purchased for re-sale in the same condition as purchased:** It concerns products such as chocolates, newspapers, crisps, cigarettes etc, that were resold in the same condition as purchased. Products that are placed in the refrigerators, like ice creams, soft drinks etc, are not included.

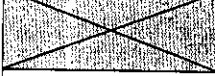

(4) **Raw materials and packing materials:** This category includes materials that have direct relation with the production. (See description in questions F (1) and F (2)).

(5) **Other stocks (fuel and spare parts):** Includes fuels like gas, benzene, oil, charcoal and lubricants like oils for motor vehicles and machinery.

D. PURCHASES FOR 2012

	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 2012

Category of stocks	1.1.2012 Value (€)	31.12.2012 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 (fuel and spare parts)
	C30_TOT_START	C30_TOT_END
TOTAL VALUE OF STOCKS

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2012 (DIRECT EXPENSES)

Do not include any workings in this chapter.

(1) **Cost of raw materials used for the production of goods and services:** This is the value of raw materials used for the production of goods and services by the enterprise, and concern enterprises that at the same time deal with the production of goods. This category includes food, drinks, medicines that are used in clinics and infirmary, nappies for the old people, purchases of video tapes from video clubs, purchases of movies from cinemas, materials that are used in barbershops and hairdressers, candles that are used in churches and monasteries. It should not include package, stationery etc (these are included in question 2 and 10).

(2) **Packing materials:** Are the materials that were used by the enterprise for the packing of products, containers of food etc.

The questions (1) and (2) should have the following correlation: The total of two questions should make with the followings: Purchases of raw materials, packing materials etc (D. b page 5 of the questionnaire) plus the difference of stock (opening stock minus closing stock (E. 4 page 5 of the questionnaire).

(7) **Amount paid to others for work done or services rendered to the enterprise:** Includes commissions paid, laundry, computer services, night guarding, advertising (through advertising offices), anesthetic services by doctors in operations, dentistry technicians services, copyrights of intellectual property, programmes and movies, arbitrators, Cyprus Radio Television Authority, subscription in subscribing channels, appearances of artist from abroad etc.

(14) **Other production expenses (specify):** Includes those expenses which have a direct relation with the activities of the enterprise, excluding administrative and clerical expenses which are included elsewhere in the questionnaire. Includes the services purchased of cleaning materials and garden expenses (e.g. decoration, flowers etc).

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES

Administrative and other related expenses are expenses indirectly connected with the commercial activities of the enterprise.

(8) **Entertainment allowances:** Includes expenses concerning hospitality of customers, expenses that have the kindergartens and schools in their final feasts, expenses of football players in restaurants and hotels etc.

(13) **Patents and royalties:** Includes the amount that is paid each year by the enterprises in international companies for use of their name (e.g. Hilton, Meridien, K.F.C., McDonald's etc).

(15) **Other administrative expenses (specify):** Should be specified e.g. common expenses, newspapers, magazines, various competition expenses, gifts, donations, contributions etc.

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2012

(5) **Indirect taxes:** These are taxes, other than income tax and Value Added Taxes connected with the operation of the enterprise. Every effort should be made in order to give a detailed analysis of indirect taxes.

(b) **Municipal taxes (other than waste collection and sewerage):** Includes professional taxes, license for the operation of the enterprise, fees for the right to sell alcoholic drinks, cigarettes and tobacco, fees to have music, authorization of benefit of services at the beach, umbrellas, water sports etc.

(e) **Residence Rate:** Are the fees which the hotel or hotel apartment owner pay to the local authorities for each overnight stay.

f. **Other indirect taxes (CFA, show business, bet tax etc.):** It concerns other indirect taxes that are not declared above, like the right of registration in the Department of the Registrar of Companies, mortgaging tax, tax on betting, race tax, registration of vehicles, C.F.A., spectacle tax, etc.


F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2012

Direct Cost	Value (€)	Code
(1) Cost 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/boats.....Licenses.....Insurance.....		
a. Fuel and lubricants for vehicles/boats	C40_Q06a
b. Repairs and other expenses of vehicles/boats	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 VALUE OF DIRECT COST	C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2012

Type of expenses	Value (€)	Code
(1) Telephone, telegram, postage 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/boats	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, gifts)	C50_Q15
TOTAL ADMINISTRATIVE EXPENSES	C50 TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2012

Rent, interest, depreciation and indirect taxes	Value (€)	Code
(1) Rent on buildings and parking spaces:		
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/boats licenses	C60_Q05a
b. Municipal taxes (other than waste collection and sewerage)	C60_Q05b
c. Municipal/community property rate	C60_Q05c
d. Stamp duties	C60_Q05d
e. Residence rate	C60_Q05e
f. Other indirect taxes (CFA, show business, bet tax etc.)	C60_Q05f
(6) Consumption tax (included in sales value)		C60_Q06
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES	C60_TOT

I. CAPITAL INVESTMENTS FOR 2012

Type of equipment	Purchases Value (€)	Sales Value (€)
	C70 Q1 P	C70 Q1 S
(1) Land and plots		
(2) Old buildings constructed before 2012 and were used:	C70 Q2a P	C70 Q2a S
a. as residences		
b. in economic activity	C70 Q2b P	C70 Q2b S
(3) New structures (purchase, construction, large-scale repairs & transformations 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
(7) Machinery and other equipment (specify)	C70 Q7 P	C70 Q7 S
a. Tangible Goods:	C70 Q7a P	C70 Q7a S
b. Intangible Goods (e.g purchase of goodwill, movies production, purchase./sale of football players etc)	C70 Q7b P	C70 Q7b S
TOTAL OF PURCHASES/SALES	C70 TOT P	C70 TOT S

I. CAPITAL INVESTMENTS FOR 2012

The value of fixed assets should include purchase value, installation costs, and any other expenses incurred by the firm until they become usable in production. Fixed assets produced by the enterprise for its own use should be valued at the cost of all work done including the cost of labor, materials and any other expenses incurred.

(6) Computer and software: Includes micro-computers and supplementary devices and also any operating and programming systems. Includes also various systems of planning, operation of computers and computational programmes. Includes programme for enterprise's own use.

(7) Machinery and other equipment: Includes all plant, machinery and all other capital equipment such as office machines (cash register, machines of accounts, typewriters, telex, etc), mechanical handling equipment (forklifts) and other machinery and electrical equipment used by the enterprise. Also, includes occupational tools of various type (priced over €500), such as cards, boxes, trolleys, balances, hair dryers, outdoor toys e.g. for kindergartens and other capital equipment (e.g. intangible goods like purchase of goodwill, purchase/sale of football players, movies production) other than those covered above.

**J. EXPECTED EMPLOYMENT, OUTPUT AND EXPENDITURE
ON FIXED ASSETS FOR 2013**

Employment and Output:

(1) Number of persons employed	C80_Q1
(2) Average number of persons employed (full time equivalent)	C80_Q2
(3) Gross output (€) of the enterprise	C80_Q3

Capital Investments:

	Value (€)	
(4) Land and plots	C80_Q4
(5) Buildings and other construction work	C80_Q5
(6) Machinery and other equipment	C80_Q6
(7) Transport equipment	C80_Q7
(8) Furniture, fixtures and others	C80_Q8
TOTAL OF CAPITAL INVESTMENTS	C80_TOT

Auditing Office Information:

Name:

Address:

Telephone:

Email:

Person's name that provided the information:

..... (telephone:))

Email:

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked from Date

Coded from Date

Final check from
..... Date