

Card Number
Serial Number of Enterprise
Activity Code NACE 1.1
Activity Code NACE 2

00	1-2
	3-6
	7-11
	12-16

SERVICES SURVEY 2008

FOR OFFICIAL USE						
Weight		Employment Code	Economic Category	Region Code	Legal Entity of Enterprise	Institutional Sector
NACE1.1	NACE 2					
17-20	21-24	25	26-27	28-31	32	33

A. CHARACTERISTICS OF THE ENTERPRISE

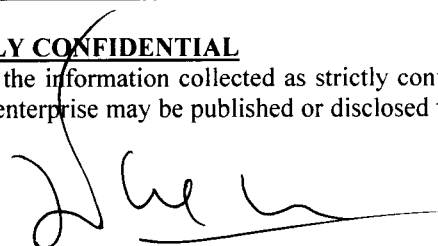
- Name of Enterprise or Proprietor
- Address
(Number and street)
Town/Village District
- Correspondence Address
Postal Code Post Office Box
Telephone Fax
- Legal Entity of Enterprise
- Kind of Activity
(Describe fully)

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 2008 to 31st December 2008.**

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

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Common Data Columns 3-16	

B. EMPLOYMENT AND LABOR COSTS

1. Total number of persons employed at the enterprise during 2008.
(irrespective of the duration of employment as appears in IR7 form)

	17-22
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2. Number of persons employed for 2008. (Annual average using the headcount in each quarter)

TOTAL AVERAGE	January-March	April-June	July-September	October-December
23-28	29-34	35-40	41-46	47-52
.....

3. Number of persons engaged and their remuneration during 2008.

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	53-58		59-64	65-74	75-84
	
Engaged family members without salary	85-90		91-96	97-106	
	
Permanent and casual employees	107-112		113-118	119-128	129-138

Part-time casual employees	139-144	145-150	151-156	157-166	167-176

TOTAL NUMBER OF EMPLOYEES	177-182		183-188	189-198	199-208

TOTAL NUMBER OF FEMALES			209-214		
				

4. Number of working days of the enterprise during 2008
(number of days the enterprise was open for the employees)

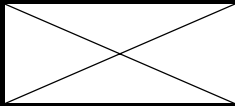
	215-220
	221-226

5. Total number of working days lost during 2008 (including vacation and sick leave, public holidays, strikes etc.) per employee

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Card Number	20
Common Data Columns 3-16	

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 (€)	Columns
(1) Total value of sales and services for 2008 { A-B-C-D }	17-28
a. Main Activity	29-40
b. Product sales produced by the enterprise	41-52
c. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased	53-64
d. Sales of services		
i. Value of repairs rendered to others	65-76
ii. Other services (specify).....	77-88
(2) Value of equipment produced by the enterprise for own use.....	89-100
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....	101-112
(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”).....	113-124
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”)		125-136
Other Revenue:		
(6) Rent	137-148
(7) Commissions	149-160
(8) Subsidies (for production or export of goods)	161-172
(9) Other revenue (specify)	173-184
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}	185-196
(11) Purchases of goods for re-sale in the same condition as purchased	197-208
GROSS OUTPUT OF THE ENTERPRISE {10-11}	209-220
(12) Interest	221-232
(13) Subsidies (for investments done)	233-244
(14) Dividends, Exchange Difference, Shares, etc.....	245-256
(15) Profit/loss (+/-) from sales of fixed assets	257-268

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 2008

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 2008) 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 2008, (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 2008.

E. STOCKS AT THE BEGINNING AND END OF 2008

The value of the stock should be estimated for both dates at average purchase price of 2008. 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)).

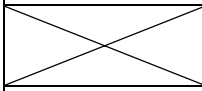
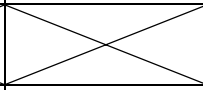
(5) Other stocks (fuel and spare parts): Includes fuels like gas, benzene, oil, charcoal and lubricants like oils for motor vehicles and machinery.

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Common Data Columns 3-16	

D. PURCHASES FOR 2008

	Value (€)	Columns
TOTAL VALUE OF PURCHASES	17-28
a. Purchases of goods for re-sale in the same condition as purchased	29-40
b. Purchases of raw materials, packing materials etc.....	41-52
c. Purchases of spare parts and fuel	53-64

E. STOCKS AT THE BEGINNING AND END OF 2008

Category of stocks	1.1.2008 Value (€)	31.12.2008 Value (€)
	65-74	75-84
(1) Finished goods produced by the enterprise
	85-94	95-104
(2) Semi-finished goods		
	105-114	115-124
(3) Goods purchased for re-sale in the same condition as purchased
	125-134	135-144
(4) Raw materials and packing materials
	145-154	155-164
(5) Other stocks (fuel and spare parts)
	165-174	175-184
TOTAL VALUE OF STOCKS

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2008 (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 football, basketball and volley ball players, 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 2008

(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.

Columns	1-2
Card Number	40
Common Data Columns 3-16	

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2008

Direct Cost	Value (€)	Columns
(1) Cost of raw materials used for the production of goods and services	17-28
(2) Packing materials	29-40
(3) Fuel for power and heating (oil, charcoal, gas etc.)	41-52
(4) Electricity	53-64
(5) Water	65-76
(6) Expenses on vehicles.....Licenses.....Insurance.....		
a. Fuel and lubricants for vehicles	77-88
b. Repairs and other expenses of vehicles	89-100
c. Amount paid to others for transport	101-112
(7) Amount paid to others for work done or services rendered to the enterprise	113-124
(8) Amount paid for spare parts and repairs of machinery and equipment	125-136
(9) Amount paid to others for repairs and maintenance of the buildings of the enterprise	137-148
(10) Printing materials and stationery	149-160
(11) Cost of materials used for the production of own account capital goods	161-172
(12) Rates (waste collection, sewerage etc.)	173-184
(13) Uniforms, clothing and replacements	185-196
(14) Other production expenses (specify):	221-232
TOTAL VALUE OF DIRECT COST	233-244

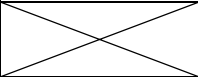
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Card Number	50
Common Data Columns 3-16	

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2008

Type of expenses	Value (€)	Columns
(1) Telephone, telegram, postage and other related charges	17-28
(2) Advertising	29-40
(3) Legal services	41-52
(4) Accounting and auditing	53-64
(5) Technical – Consultancy services	65-76
(6) Insurance: (.....)		
a. Buildings and machinery	77-88
b. Motor vehicles	89-100
c. Commodities	101-112
d. Others (specify)	113-124
(7) Warehouse and storage	125-136
(8) Entertainment allowances	137-148
(9) Traveling expenses (inside the country and abroad)	149-160
(10) Personnel training (seminars etc).....	161-172
(11) Bank charges.....	173-184
(12) Subscriptions (other than donations).....	185-196
(13) Patents and royalties.....	197-208
(14) Payments for agency workers.....	209-220
(15) Other administrative expenses.....	233-244
TOTAL ADMINISTRATIVE EXPENSES	245-256

Columns	1-2
Card Number	60
Common Data Columns 3-16	

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2008

Rent, interest, depreciation and indirect taxes	Value (€)	Columns
(1) Rent on buildings and parking spaces:		
a. Actual paid	17-24
b. Imputed for self-owned buildings	25-32
(2) Rent for machinery and motor-vehicles	33-40
(3) Interest paid on loans incurred by the enterprise	41-48
(4) Depreciation for buildings, machinery, motor-vehicles and other fixed assets of the enterprise	49-56
(5) Indirect taxes:		
a. Motor-vehicle licenses	57-64
b. Municipal taxes (other than waste collection and sewerage)	65-72
c. Municipal/community property rate	73-80
d. Stamp duties	81-88
e. Residence rate	89-96
f. Other indirect taxes (CFA, show business, bet tax etc.)	97-104
(6) Consumption tax (included in sales value)		105-112
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES	113-120

Columns	1-2
Card Number	70
Common Data Columns 3-16	

I. CAPITAL INVESTMENTS FOR 2008

Type of equipment	Purchases Value (€)	Sales Value (€)
	17-28	29-40
(1) Land and plots
(2) Old buildings constructed before 2008 and were used:	41-52	53-64
a. as residences
	65-76	77-88
b. in economic activity
(3) New structures (purchase, construction, large-scale repairs, and transformations including air conditioning appliances and electrical installations).....	89-100	101-112
	113-124	125-136
(4) Transport equipment
	137-148	149-160
(5) Furniture and fixtures
(6) Computers and software	161-172	173-184
Computers: Purchases..... Sales.....
Software: Purchases..... Sales.....
(7) Machinery and other equipment (specify)	185-196	197-208
.....
	209-220	221-232
TOTAL OF PURCHASES/SALES

I. CAPITAL INVESTMENTS FOR 2008

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. purchase of goodwill) other than those covered above.

Columns	1-2
Card Number	80
Common Data Columns 3-16	

J. EXPECTED EMPLOYMENT, OUTPUT AND EXPENDITURE
ON FIXED ASSETS FOR 2009

Employment and Output:

(1) Number of persons employed	17-28
(2) Average number of persons employed (full time equivalent)	29-40
(3) Gross output (€) of the enterprise	41-52

Capital Investments:

	Value (€)	
(4) Land and plots	53-64
(5) Buildings and other construction work	65-76
(6) Machinery and other equipment	77-88
(7) Transport equipment	89-100
(8) Furniture, fixtures and others	101-112
TOTAL OF CAPITAL INVESTMENTS	113-124

Auditing Office Information:

Name:

Address:

Telephone:

Person's name that provided the information:

..... (telephone:)

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Checked from Date

Coded from Date

Final check from
..... Date