

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

00	CNO
	SER_NO
	NACE2

**SERVICES & TRANSPORT SURVEY, 2013**

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

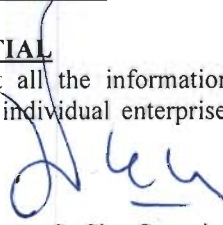
**A. CHARACTERISTICS OF THE ENTERPRISE**

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

**General Instructions**

1. 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.
2. 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.
3. All questions should be answered with the highest possible accuracy. If you cannot give precise figures you may give the nearest possible estimates.
4. All data should refer to the period from **1<sup>st</sup> January 2013 to 31<sup>st</sup> December 2013.**
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 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 2013.  
(irrespective of the duration of employment as appears in IR7 form)

	C10_Q1
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2. Number of persons employed for 2013. (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 2013.

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		
			.....		

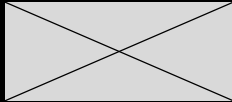
4. Number of working days of the enterprise during 2013  
(number of days the enterprise was open for the employees)

	C10_Q4
	C10_Q5

5. Total number of working days lost during 2013 (including vacation and sick leave, public holidays, strikes etc.) per employee

### 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
<b>(1) Total value of sales and services for 2013{ A-B-C-D }.....</b>	.....	<b>C20_Q01</b>
a. Main Activity .....	.....	C20_Q01A
b. Product sales produced by the enterprise .....	.....	C20_Q01B
c. Sales of goods purchased for <b>re-sale</b> 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
<b>(2) Value of equipment produced by the enterprise for own use.....</b>	.....	<b>C20_Q02</b>
<b>(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....</b>	.....	<b>C20_Q03</b>
<b>(4) Change (+/-) in stocks of the goods purchased for <b>re-sale</b> by the enterprise in the same condition as purchased. (Find from question 3 of part E “STOCKS”).....</b>	.....	<b>C20_Q04</b>
<b>(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”) .....</b>		<b>C20_Q05</b>
Other Revenue:		
<b>(6) Rent .....</b>	.....	<b>C20_Q06</b>
<b>(7) Commissions .....</b>	.....	<b>C20_Q07</b>
<b>(8) Subsidies (for sales of services) .....</b>	.....	<b>C20_Q08</b>
<b>(9) Other revenue (specify) .....</b>	.....	<b>C20_Q09</b>
<b>(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}</b>	.....	<b>C20_Q10</b>
<b>(11) Purchases of goods for <b>re-sale</b> in the same condition as purchased .....</b>	.....	<b>C20_Q11</b>
<b>GROSS OUTPUT OF THE ENTERPRISE {10-11}</b>	.....	<b>C20_TOTAL</b>
<b>(12) Interest .....</b>	.....	C20_Q12
<b>(13) Other subsidies/contributions.....</b>	.....	C20_Q13
<b>(14) Dividends, Exchange Difference, Shares, etc.....</b>	.....	C20_Q14
<b>(15) Profit/loss (+/-) from sales of fixed assets .....</b>	.....	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 2013**

**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 2013) 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 2013, (e.g. food, drinks, medicines, dyes, candles etc).

**c. Purchases of spares parts and fuel:** The value of spare parts and non-transport fuels purchased by the enterprise during 2013.

### **E. STOCKS AT THE BEGGINNING AND END OF 2013**

The value of the stock should be estimated for both dates at average purchase price of 2013. 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)).

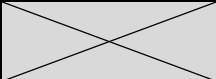
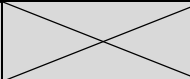
**(5) Other stocks (fuel and spare parts):** Includes non-transport fuels like gas, benzene, oil, charcoal and lubricants like oils for motor vehicles and machinery.

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**D. PURCHASES FOR 2013**

	Value (€)	Code
<b>TOTAL VALUE OF PURCHASES</b>	.....	C30_D_TOT
a. Purchases of goods for <b>re-sale</b> 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 2013**

Category of stocks	1.1.2013 Value (€)	31.12.2013 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 <b>re-sale</b> 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 (non-transport fuel and spare parts) .....	.....	.....
	C30_TOT_START	C30_TOT_END
<b>TOTAL VALUE OF STOCKS</b>	.....	.....

## **F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2013 (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 2013**

**(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 2013**

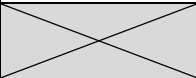
Direct Cost	Value (€)	Code
(1) Cost of raw materials used for the production of goods and services .....	.....	C40_Q01
(2) Packing materials .....	.....	C40_Q02
(3) Fuel for power and heating (oil, charcoal, gas etc.) .....	.....	C40_Q03
(4) Electricity .....	.....	C40_Q04
(5) Water .....	.....	C40_Q05
(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
<b>TOTAL VALUE OF DIRECT COST</b>	.....	<b>C40_TOT</b>

**G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2013**

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
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	.....	<b>C50_TOT</b>



**H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2013**

Rent, interest, depreciation and indirect taxes	Value (€)	Code
<b>(1) Rent on buildings and parking spaces:</b>		
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
<b>(5) Indirect taxes:</b>		
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
<b>TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES</b>	.....	<b>C60_TOT</b>

# **I. CAPITAL INVESTMENTS FOR 2013**

Type of equipment	Purchases Value (€)	Sales Value (€)
<b>(1) Land and plots</b> .....	<b>C70_Q1_P</b> .....	<b>C70_Q1_S</b> .....
<b>(2) Old buildings constructed before 2013 and were used:</b>	C70_Q2a_P	C70_Q2a_S
a. as residences .....	.....	.....
b. in economic activity .....	C70_Q2b_P	C70_Q2b_S
.....	.....	.....
<b>(3) New structures</b> (purchase, construction, large-scale repairs & transformations incl. air conditioning appliances & electrical installations)	<b>C70_Q3_P</b> .....	<b>C70_Q3_S</b> .....
.....	<b>C70_Q4_P</b> .....	<b>C70_Q4_S</b> .....
<b>(4) Transport equipment</b> .....	.....	.....
.....	<b>C70_Q5_P</b> .....	<b>C70_Q5_S</b> .....
<b>(5) Furniture and fixtures</b> .....	.....	.....
.....	<b>C70_Q6_P</b> .....	<b>C70_Q6_S</b> .....
<b>(6) Computers and software</b> .....	.....	.....
a. Computers .....	C70_Q6a_P	C70_Q6a_S
.....	.....	.....
b. Software .....	C70_Q6b_P	C70_Q6b_S
.....	.....	.....
<b>(7) Machinery and other equipment (over €500 each)</b> .....	<b>C70_Q7_P</b> .....	<b>C70_Q7_S</b> .....
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
.....	.....	.....
<b>TOTAL OF PURCHASES/SALES</b>	<b>C70_TOT_P</b> .....	<b>C70_TOT_S</b> .....

## **I. CAPITAL INVESTMENTS FOR 2013**

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 2014**

**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 (incl. Computers) .....	.....	C80_Q6
(7) Transport equipment .....	.....	C80_Q7
(8) Furniture and fixtures .....	.....	C80_Q8
<b>TOTAL OF CAPITAL INVESTMENTS</b>	<b>.....</b>	<b>C80_TOT</b>

**Auditing Office Information:**

Name: .....

Address: .....

Telephone: .....

Email: .....

**Person's name that provided the information:**

..... (telephone: .....)

Email: .....

**REMARKS**

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

Checked from ..... Date .....

Coded from ..... Date .....

Final check from..... Date .....