

Card Number
Business Register Number
Activity Code NACE Rev. 2

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2023 SERVICES & TRANSPORT SURVEY QUESTIONNAIRE

FOR OFFICIAL USE						
Sampling Weight 1	Sampling Weight 2	Employment Code	Economic Category	Geographical Code	Legal Status	Institutional Sector

A. ENTERPRISE CHARACTERISTICS

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

General Instructions

- This Survey covers enterprises in the Services and Transport sectors. Its scope is to collect basic statistical data relevant to the structure of the sectors and their 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 **1st January 2023 to 31st December 2023.**
- 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 2023

1. Number of persons employed for 2023. (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
.....				

2. Number of persons employed and their remuneration during 2023.

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	X	C10_Q3_V02	C10_Q3_V03	C10_Q3_V04
					
Family members engaged without salary	C10_Q3_V05		C10_Q3_V06	C10_Q3_V07	X
					
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		
					
TOTAL NUMBER OF PERSONS EMPLOYED	C10_Q3_V17	X	C10_Q3_V18	C10_Q3_V19	C10_Q3_V20
					

3. Number of working days of the enterprise during 2023
(number of days the enterprise was open for the employees).

.....	C10_Q4_V01
.....	C10_Q5_V01

4. Total number of working days lost during 2023 (including vacation and sick leave, public holidays, strikes etc.) per employee.

C. TURNOVER FOR 2023

A. Sales		B. Discounts	
	Value (€)	Code	
(1) Total value of sales for 2023 { a+b+c+d+e }		C20 Q01	
a. Turnover from the main services/transport activity		C20_Q01A	
b. Turnover from other services activities		C20_Q01B	
c. Turnover from trading activities		C20_Q01C	
d. Turnover from industrial activities.....		C20_Q01D	
e. Turnover from construction activities.....		C20_Q01E	
(2) Value of capital goods 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 by the enterprise for re-sale 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 (related to the production procedure)		C20 Q08	
(9) Other revenue (specify)		C20 Q09	
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c, (1)d and 1(e)}		C20 Q10	
(11) Purchases of goods for re-sale in the same condition as purchased		C20 Q11	
PRODUCTION VALUE OF THE ENTERPRISE {10-11}		C20 TOT	
(12) Interest earned.....		C20_Q12	
(13) Subsidies (for investments).....		C20_Q13	
(14) Dividends, shares, exchange rate difference, etc.....		C20_Q14	
(15) Profit/loss (+/-) from sales of fixed assets		C20_Q15	

D. PURCHASES FOR 2023

	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 non-transport fuel		C30_D_C

E. STOCKS AT THE BEGINNING AND END OF 2023

Category of stocks	1.1.2023 Value (€)	31.12.2023 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 (non-transport fuel and spare parts)		
	C30_TOT_START	C30_TOT_END
TOTAL VALUE OF STOCKS		

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2023

Type of expenses	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		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 (cleaning materials etc.):		C40_Q14
TOTAL VALUE OF PRODUCTION EXPENSES		C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2023

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 (shared utility charges, newspapers, etc.).....		C50_Q16
TOTAL VALUE OF ADMINISTRATIVE EXPENSES		C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2023

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_Q06E
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES		C60_TOT

I. CAPITAL INVESTMENTS FOR 2023

Type of goods	Purchases Value (€)	Sales Value (€)
	C70_Q1_P	C70_Q1_S
(1) Land and plots		
	C70_Q2_P	C70_Q2_S
(2) Old buildings constructed before 2023.....		
	C70_Q3_P	C70_Q3_S
(3) New structures (purchase, construction, large-scale repairs & renovations including air conditioning appliances & 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 software		
	C70_Q6a_P	C70_Q6a_S
a. Computers		
	C70_Q6b_P	C70_Q6b_S
b. Software		
	C70_Q7_P	C70_Q7_S
(7) Machinery and other equipment		
	C70_Q8_P	C70_Q8_S
(8) Intangible goods		
	C70_TOT_P	C70_TOT_S
TOTAL OF PURCHASES / SALES		

J. EXPECTED EMPLOYMENT AND VALUE OF SALES FOR 2024

(1) Number of persons employed		C80_Q1
(2) Value of sales (€) of the enterprise		C80_Q2

K. ADDITIONAL INFORMATION FOR 2023

	Value (€)	Code
A. Revenue		
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. Expenses		
1. Bad debts written off.....		C90_QB1
2. Donations and contributions		C90_QB2
3. Fines		C90_QB3
4. Exchange rate difference		C90_QB4
5. Impairment in the value of investments and intangible assets		C90_QB5
6. Damage from property or stocks write off.....		C90_QB6
7.		C90_QB7
8.		C90_QB8
9.		C90_QB9

IB. INFORMATION ON THE EQUITY CAPITAL OF THE ENTERPRISE

Is the company owned by foreign controlled investors? Yes ☐ No ☐

If the answer above is “Yes”, please fill out the following:

1. The company is owned by foreign controlled investors since:
2. **Foreign investors with immediate control:** private or legal persons, permanent residents of a country other than Cyprus who hold more than 50 per cent of the share capital. The owner can be a company, other legal person or a private individual. Private individuals do not need to fill in names.

Name	Share of voting power (%)	Country of origin	Country code
1.			
2.			
3.			
4.			
5.			
TOTAL SHARE OF VOTING POWER			

3. **Ultimate controlling institutional unit:** the parent enterprise of the whole enterprise group in the world, i.e. the enterprise which is not controlled by any other enterprise. Private individuals do not need to fill in names.
Do not complete if it is the same as Q2.

Name	Share of voting power (%)	Country of origin	Country code
1.			
2.			
3.			

Auditing Office Information:

Name of auditor/accountant:.....

Name of auditing firm:.....

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) ☐

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

REMARKS

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FOR OFFICIAL USE

Interviewer Date

Final check by Date