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STATISTICAL SERVICE
1444 NICOSIA

QUESTIONNAIRE OF TRANSPORT SURVEY 2011

Card Number

Serial Number of Enterprise

Serial Number of Inventory

Activity Code NACE Rev. 2

00	1-2
	3-5
	6-11
	12-16

FOR OFFICIAL USE					
Weight	Employment Code	Serial Number of Enterprise in the sample	Region Code	Legal Entity of Enterprise	Institutional Sector
NACE Rev. 2					
21-24	25	26-27	28-31	32	33

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. The Survey covers all transport categories (land, water, air) and other activities related to the transport sectors i.e. shipping offices and aviation companies, custom clearing services, bonded warehouses, parking places, etc. The survey aims to collect basic statistical data which is related to the output and expenses of these activities.

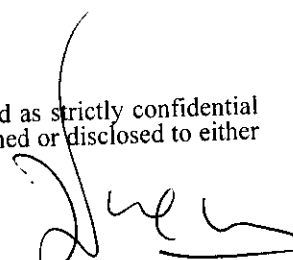
2. The Survey is carried out in accordance with the **Statistical Law, No. 15(I)/2000**. Refusal or negligence to provide the relevant information and the provision of inaccurate or incomplete information will render the respondent liable to the consequences of this Law.

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 **1st January to 31st December 2011**.

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 LABOR COSTS 2011

Columns	1-2
Card Number	10
Common Data Columns	3-16

1. Number of persons engaged and their remuneration during 2011.

Occupational category of employees	Number of persons employed (Number of Positions)	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 (€)
	53-58		59-64	65-74	75-84
Working proprietors and partners
	85-90		91-96	97-106	
Engaged family members without salary	
	107-112		113-118	119-128	129-138
Full time employees/workers
	139-144	145-150	151-156	157-166	167-176
Part-time employees/workers
	177-182		183-188	189-198	199-208
TOTAL NUMBER OF EMPLOYEES
			209-214		
FEMALES (From total number of employees)				

Employment groups

- Working proprietors and partners:** Include those owners and partners actively and continuously engaged in the activities of the establishment.
- Engaged family workers without salaries:** Members of the family who receive no fixed salary or wage, but whose main occupation and normal working hours are in employment with this establisher, full or part-time.
- Full time Employees / workers:** These employees/workers are fully engaged on a continuous basis in the activities of the establishment. Persons engaged in full hours, but seasonally are included.
- Part-time employees/workers:** These employees / workers are partly engaged in the activities of the establishments (less than the usual hours of work). Seasonal workers who work full hours but not during the whole year, are excluded.

Columns	1-2
Card Number	20
Common Data Columns 3-16	

C. TURNOVER FOR 2011

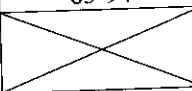
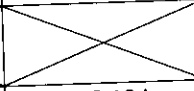
	Value (€)	Columns
(1) Total Turnover {a+b+c+d}		17-28
a. From passengers transportation		29-40
b. From load transportation.....		41-52
c. Sales of goods purchased for re-sale by the enterprise in the same condition as purchased		53-64
d. Sales of services		65-76
i. Commissions received.....		77-88
ii. Services Supply		89-100
(2) Value of equipment produced by the enterprise for own use.....		
(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) Rents received (land and buildings).....		137-148
(7) Commissions		149-160
(8) Subsidies (for sales of services).....		161-172
(9) Other revenue (specify) i.e. advertisements		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 received.....		221-232
(13) Subsidies (government, European Union).....		233-244
(14) Dividends, Shares, exchange differences (+/-).....		245-256
(15) Profit/loss (+/-) from sales of fixed assets		257-268

Columns	1-2
Card Number	30
Common Data Columns 3-16	

D. PURCHASES FOR 2011

	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 2011

Category of stocks	1.1.2011 Value (€)	31.12.2011 Value (€)
	65-74	75-84
(1) Finished goods produced by the enterprise	85-94	95-104
(2) Semi-finished goods		
(3) Goods purchased for re-sale in the same condition as purchased	105-114	115-124
(4) Raw materials and packing materials	125-134	135-144
(5) Other stocks (fuel and spare parts)	145-154	155-164
	165-174	175-184
TOTAL VALUE OF STOCKS

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

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2011

Direct Cost	Value (€)	Columns
(1) Cost of raw materials used for the production of goods and services (i.e. food and beverages on ships aeroplanes and buses (safari)).....	17-28
(2) Packing materials	29-40
(3) Fuel for power and heating (oil, charcoal, gas etc.)-not for transport.....	41-52
(4) Electricity	53-64
(5) Water	65-76
(6) Expenses on vehicles.....Licenses.....Insurance.....	77-88
a. Fuel and lubricants for vehicles	89-100
b. Repairs and other expenses of vehicles (tyres).....	101-112
c. Amount paid to others for transport	113-124
(7) Amount paid to others for work done or services rendered to the enterprise (e.g. laundry, computer services, night guarding, commissions e.t.c)	125-136
(8) Amount paid for spare parts and repairs of machinery and equipment	137-148
(9) Amount paid to others for repairs and maintenance of the buildings of the enterprise	149-160
(10) Printing materials and stationery	161-172
(11) Cost of materials used for the production of own account capital goods	173-184
(12) Rates (waste collection, sewerage etc.)	185-196
(13) Uniforms, carpets, clothing and replacements.....	197-208
(14) Other production expenses (specify): (cleaning materials, garden materials, common expenses e.t.c.)	209-220
TOTAL PRODUCTION EXPENSES	

Columns	1-2
Card Number	50
Common Data Columns 3-16	

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2011

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 (fire and burglary).....	77-88
b. Motor vehicles, ships and aeroplanes.....	89-100
c. Commodities.....	101-112
d. Others (specify) i.e. personnel, customers.....	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, computers, etc.)	161-172
(11) Bank charges (without interest paid).....	173-184
(12) Subscriptions (other than donations).....	185-196
(13) Payments for agency workers.....	197-208
(14) Other administrative expenses (specify) i.e. newspapers, presents, flowers, donations e.t.c.).....	209-220
TOTAL ADMINISTRATIVE EXPENSES	221-232

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

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2011

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, ships, aeroplanes and other fixed assets of the enterprise.....		49-56
(5) Indirect taxes:		
a. Motor-vehicle licenses (including registration and M.O.T).....		57-64
b. Municipal taxes e.g. community service tax (other than waste collection and sewerage).....		65-72
c. Municipal/community property rate.....		73-80
d. Stamp duties.....		81-88
e. Fees and royalties (landing, parking, crew and shipping tonnage), IATA.....		89-96
f. Other indirect taxes (services, wireless mobile telephony etc).....		97-104
(6) Insurance compensations, penalties, etc.....		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 2011

Type of equipment	Purchases Value (€)	Sales Value (€)
	17-28	29-40
(1) Land and plots.....		
(2) Old buildings constructed before 2011 and were used:	41-52	53-64
a. as residences		
b. in economic activity	65-76	77-88
(3) New structures (purchase, construction, large-scale repairs , and transformations including air conditioning appliances and electrical installations).....	89-100	101-112
(4) Transport equipment (cars, ships, aeroplanes.).....	113-124	125-136
(5) Furniture and fixtures (books, maps, etc).....	137-148	149-160
(6) Computers and software	161-172	173-184
(α) Computers: Purchases (€)..... Sales (€).....		
(β) Software: Purchases (€)..... Sales (€).....		
(7) Machinery and other equipment over €500 (mobile phones, boxes, wireless trolleys, taximeters etc).....	185-196	197-208
	209-220	221-232
TOTAL OF PURCHASES/SALES		

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

**I. EXPECTED EMPLOYMENT, TURNOVER AND EXPENDITURE
ON FIXED ASSETS FOR 2012**

Employment and Output:

(1) Number of persons employed (Number of positions)	17-28
(2) Average number of persons employed (full time equivalent)	29-40
(3) Value of TURNOVER 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 (ind. computers, mobile phones).....	77-88
(7) Transport equipment (cars, ships, aeroplanes).....	89-100
(8) Furniture, fixtures and others.....	101-112
TOTAL OF CAPITAL INVESTMENTS	113-124

Auditing Office Information:

Name:

Address:

Telephone:

Email:

Person's name that provided the information:

..... (Telephone:)

Email:

REMARKS

TOTAL EXPENSES (€):

FOR OFFICIAL USE

Interviewer	Date
Checked from	Date
Coded from	Date
Final check from	Date

NOTES

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