

File No.: 5.27.06.56
Tel. No.: 22602228
24821832 / 25871218
Fax No.: 22661313

STATISTICAL SERVICE
1444 NICOSIA

STRICTLY CONFIDENTIAL

**SURVEY ON TRANSPORT, STORAGE AND COMMUNICATION
FOR THE YEAR 2003**

| | | |
|--------------------------------|---|-------|
| CARD NO. | 1 | 1 |
| SERIAL NUMBER OF QUESTIONNAIRE | | 2-4 |
| ACTIVITY CODE (NACE REV.1.1) | | 5-9 |
| SIZE OF ESTABLISHMENT | | 10 |
| NUMBER OF VEHICLES 2004 | | 11-13 |
| LEGAL STATUS | | 14 |
| DISTRICT | | 15 |
| SAMPLING COEFFICIENT | | |
| INSTITUTIONAL SECTOR | | |
| SERIAL NUMBER OF ESTABLISHMENT | | |

A.CHARACTERISTICS OF ESTABLISHMENT

1. Name of Establishment or Name of Proprietor:
2. Address :.....
(street & number)
Town/Suburb/Village: District:.....
Post office box: Postal code:
Telephone: Fax:
3. Legal status of establishment:
4. Kind of Activity/Category of vehicles:.....

General remarks for the Survey

1. The Survey covers all transport categories (land, water, air) and other activities related to the transport sectors i.e. travel agencies, shipping offices and aviation companies, custom clearing services, bonded warehouses, parking places, telecommunications, internet services etc.

The survey aims to collect basic statistical data which is related to the output and expenses to these activities.

2. This Survey is conducted in accordance with the Statistics 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 the Statistics Law.

3. All questions must be answered precisely. If you cannot give precise figures in answer to some questions, please give your best possible estimates.

4. All data refers to the period **1st January 2003 to 31st December 2003.**

5. ALL INFORMATION COLLECTED IS TREATED AS STRICTLY CONFIDENTIAL

The Statistical Service is obliged by the Statistics Law to treat all the data collected as strictly confidential and to use them solely for statistical purposes. No data for any individual or company will be published or communicated, neither to public authorities nor to private individuals.

August, 2004

P. Philippides
Director,
Statistical Service

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

A. LEGAL STATUS OF ESTABLISHMENT

The legal status of the establishment should come under one of the following categories:

- | | |
|---------------------------------|----------------------------------|
| 1. Private individual | 6. Co-operative organization |
| 2. Partnership or Joint-venture | 7. Community Service |
| 3. Limited company (Ltd) | 8. Municipal Service |
| 4. Government Service | 9. Other (e.g. Offshore company) |
| 5. Semi-Government Organization | |

A.4 KIND OF ACTIVITY/CATEGORY OF VEHICLES

A short description should be given of the kind of activity e.g. urban taxi, establishments of water transport.

For the categories and types of vehicles for public use which are covered by the survey the following descriptions should be given:

- | | |
|--|--|
| <u>Buses</u> | 1. Urban, 2. Transurban, 3. Rural, 4. «On-Contract» and Tourist buses. |
| <u>Taxis</u> | 1. Urban, 2. Transurban, 3. Rural |
| <u>Lorries "A"</u> | 1. Light, 2. Heavy, 3. Articulated, 4. Tanker, 5. Other, |
| <u>(International Road Transport Vehicles (T.I.R))</u> | |

B. EMPLOYMENT AND EARNINGS DURING 2003

(a) The average number of persons employed during 2003 is found by adding up the number of persons engaged during each month and dividing the total by twelve. The result should be given corrected to one decimal point, e.g. $40:12=3,33=3,3$.

(b) **Wages and salaries paid** (total for males and females) include normal wages and salaries, thirteenth and fourteenth salaries, 53rd or 54th week earnings, overtime earnings, value of payments in kind, holiday pay, trips, meals and drinks, housing or accommodation services for the staff in owned or not owned buildings, transportation of staff to and from work, bonus shares distributed to employees etc. The payments should be given gross before any deductions for income tax, social insurance, provident or pension funds etc. have been made. If working proprietors, partners and family members are unpaid or receive no fixed salary or wage, an imputation of their annual earnings should be made on the basis of the nature and duration of their work in the establishment.

(c) **Employer's contributions:** Include the contributions of the employer to the various funds, i.e. social insurance, provident and pension funds, etc.

Employment groups:

1. **Working proprietors and partners:** Include those owners and partners actively engaged in the work of the establishment.
2. **Unpaid family workers (full-time):** Members of the family who receive no fixed salary or wage, but whose main occupation and normal working hours are in employment with this establishment, i.e. are engaged at least 30 hours per week.
3. **Unpaid family workers (part-time):** Members of the family working part-time, i.e. engaged for not more than 30 hours of work weekly.
4. **Permanent Employees/workers:** These employees/workers are fully engaged on a continuous basis in the activities of the establishment. Administrative and clerical workers are also included here.
5. **Part-time employees/workers:**
 - (a) Give the number of days worked by all temporary employees, clerks or workers.
 - (b) The average number of persons employed is estimated by dividing the number of days worked by 230.

B. EMPLOYMENT AND EARNINGS DURING 2003

| | | | |
|---|--|---|---------|
| 1. Working proprietors and partners | a. Average number of persons employed | | 16-24 |
| | b. Wages and Salaries | £ | 25-33 |
| | c. Employer's contributions | £ | 34-42 |
| 2. Unpaid family workers (full - time) | a. Average number of persons employed | | 43-51 |
| | b. Wages and Salaries (estimated) | £ | 52-60 |
| | c. Employer's contributions | £ | 61-69 |
| 3. Unpaid family workers (part - time) | a. Average number of persons employed | | 70-78 |
| | b. Wages and Salaries (estimated) | £ | 79-87 |
| | c. Employer's contributions | £ | 88-96 |
| <u>All other employees</u> | | | |
| 4. Full-time employees/ workers etc. | a. Average number of persons employed | | 97-105 |
| | b. Wages and Salaries | £ | 106-114 |
| | c. Employer's contributions | £ | 115-123 |
| 5. Part-time employees/ workers etc. | a. Number of man days worked | | 124-132 |
| | b. Average number of persons employed | | 133-141 |
| | c. Wages and Salaries | £ | 142-150 |
| | d. Employer's contributions | £ | 151-159 |
| | | | |
| 6. TOTAL (1 up to 5) | a. Average number of persons employed | | 160-168 |
| | b. Wages and Salaries | £ | 169-177 |
| | c. Employer's contributions | £ | 178-186 |

C. EXPENDITURE ON FIXED ASSETS IN 2003

The value of fixed assets should include, installation costs and any other incurred expenses until they become usable in production (V.A.T. funds are also included).

Fixed assets produced by the enterprise for its own use should be valued at the cost of all work done including the cost of labour, materials and any other incurred expenses.

1. Land and building sites:

Record the value of land purchased/sold for use by the establishment. All taxes and transfer fees for the purchase of land (land registration fees, stamps and legal expenses) should also be included.

2. Existing Buildings and other premises:

Include the value of existing buildings (built before 2003) bought or sold. Distinguish those used previously for housing purposes and those used as shops, offices etc.

3. New buildings (purchase, construction, and substantial expenses for maintenance and repairs) Include, in addition to the value of purchase/construction of new buildings, expenses such as architects' fees civil engineers' fees, surveyors' fees, legal expenses, stamps etc. **Substantial repairs and alterations should also be included** (including lifts, heating and air conditioning installations).

4. Vehicles:

Include road goods vehicles, delivery vans, bicycles, motor cycles and passenger cars used by the establishment. Depreciation is needed, when purchasing used vehicles. Exclude fork lifts, trucks and any other powered equipment (included in mechanical equipment).

5. Furniture and fixtures:

Include furniture such as chairs, office tables, roneo, etc. as well as fixtures bought/sold by the establishment.

6. Computers:

Include micro-computers and supplementary devices.

7. Mechanical equipment:

Include all plant machinery and other powered equipment such as mobiles, office machines, telex, mechanical handling equipment, (e.g. fork lifts) and other machinery and electrical equipment used by the establishment.

8. Other equipment:

Include various types of tools, carts, boxes, trolleys, wireless, taximeters, weighting machines and other capital equipment not included in mechanical equipment.

Columns

| | |
|----------|---|
| Card No. | 2 |
|----------|---|

1

C. EXPENDITURE ON FIXED ASSETS IN 2003

1. Land and building sites

| | | | |
|--|---|--|-------|
| (a) Cost of land and building sites purchased | £ | | 16-24 |
| (b) Transfer and other fees for land purchased | £ | | 25-33 |
| (c) Sales of land and building sites | £ | | 34-42 |

2. Existing buildings and other premises (used before 2003)

| | | | |
|---|---|--|-------|
| (a) Purchase of buildings used for housing purposes (1)..... | £ | | 43-51 |
| (b) Purchase of buildings used for business purposes (1)..... | £ | | 52-60 |
| (c) Transfer fees paid | £ | | 61-69 |
| (d) Sales of buildings | £ | | 70-78 |

| | | | |
|--|---|--|-------|
| 3. New buildings (purchase, construction, repairs, alterations including heating & air conditioning) | £ | | 79-87 |
|--|---|--|-------|

4. Vehicles

| | | | |
|---|---|--|---------|
| (a) Cost of new and second hand newly registered vehicles purchased | £ | | 88-96 |
| (b) Purchase of second hand vehicles and other means of transport | £ | | 97-105 |
| (c) Sales of vehicles and other means of transport | £ | | 106-114 |

5. Furniture and fixtures

| | | | |
|---|---|--|---------|
| (a) Cost of new and second hand furniture purchased | £ | | 115-123 |
| (b) Sales of furniture and fixtures..... | £ | | 124-132 |

6. Computers

| | | | |
|--|---|--|---------|
| (a) Cost of computers and relevant equipment purchased | £ | | 133-141 |
| (b) Sales of computers..... | £ | | 142-150 |

7. Mechanical equipment

| | | | |
|--|---|--|---------|
| (a) Cost of new and second hand imported machinery and equipment purchased (Mobiles) | £ | | 151-159 |
| (b) Cost of second hand machinery and equipment purchased | £ | | 160-168 |
| (c) Sales of machinery and equipment..... | £ | | 169-177 |

8. Other equipment (tools, boxes, trolleys, carts, wireless, taximeters, etc.)

| | | | |
|---------------------|---|--|---------|
| (a) Purchases | £ | | 178-186 |
| (b) Sales | £ | | 187-195 |

9. (b) TOTAL VALUE OF PURCHASES

| | | | |
|---|---|--|---------|
| (1a+1b+2a+2b+2c+3+4a+4b+5a+6a+7a+7b+8a) | £ | | 196-204 |
|---|---|--|---------|

| | | | |
|---|---|--|---------|
| (a) TOTAL VALUE OF SALES (1c+2d+4c+5b+6b+7c+8b)..... | £ | | 205-213 |
|---|---|--|---------|

| | | | |
|--|---|--|---------|
| (c) TOTAL NET CAPITAL EXPENDITURE (9a-9b) | £ | | 214-223 |
|--|---|--|---------|

(1) Including alterations, additions and other improvements

D. STOCKS

The value of stocks must be estimated for both dates at average purchase prices of 2003. In the cases where stocks are valued on a different basis (e.g. at selling prices) an explanation should be given on the method of estimation of stocks.

E. (I) PRODUCTION EXPENSES

1. Value of materials used:

This is the value of the materials used for printing (of tickets etc.) by the establishment. It should not include package, wrapping and cleaning materials (included in questions 2 and 3).

8. **The amount paid to others:** for services rendered includes sums paid to others for issuing tickets, custom clearings, commissions, cleaning services, computer services, several fees such as the Lands and Surveys fees (land-surveying work, priority in handling cases, copies of plans and ownership titles). Licences of custom agents, landing fees and parking fees for airplanes, inspection of ships and provision of services by Merchant Shipping, road transport licences, building permits, town-planning permits etc.

10. **Repairs and maintenance of premises:** relate to the painting of the buildings, doors and windows, plumbing expenses and other small repairs. Note that substantial repairs are considered as fixed capital investments.

12. **Other direct expenses:** include those which have a direct relation with the activities of the establishment excluding administrative and clerical expenses which are included elsewhere in the questionnaire. Other direct expenses should be defined.

Columns

| | |
|----------|---|
| Card No. | 4 |
|----------|---|

1

D. STOCKS (Estimated for both dates at average purchase prices for the year 2003. Please clarify if stocks are estimated otherwise)

31.12.02

31.12.03

| | | | | | |
|--|--------------|----------|--|--|--------------|
| 1. Goods for resale..... | 16-24 | £ | | | 25-33 |
| 2. Fuels and lubricants | 34-42 | £ | | | 43-51 |
| 3. Materials, spare parts and other goods..... | 52-60 | £ | | | 61-69 |
| 4. TOTAL VALE OF STOCKS (1+2+3) | 70-78 | £ | | | 79-87 |

Columns

| | |
|----------|---|
| Card No. | 5 |
|----------|---|

1

E.(I) DIRECT COSTS IN 2003

| | | | |
|--|----------|--|----------------|
| 1. Cost of materials used for printing of (tickets, invoices etc)..... | £ | | 16-24 |
| 2. Packing materials and wrapping | £ | | 25-33 |
| 3. Other materials (cleaning materials, sanitary materials stationery etc.)..... | £ | | 34-42 |
| 4. Cost of fuels for energy (power) and heating (not for transport) | £ | | 43-51 |
| 5. Electricity..... | £ | | 52-60 |
| 6. Water..... | £ | | 61-69 |
| 7. <u>Transport costs:</u> | | | |
| (a) Petrol, diesel fuel and lubricants | £ | | 70-78 |
| (b) Repairs and maintenance paid to others (incl. spare parts)..... | £ | | 79-87 |
| (c) Vehicles' tyres..... | £ | | 88-96 |
| (d) Transport provided by others..... | £ | | 97-105 |
| 8. Work or services rendered by others (e.g. for night watching, commissions, fees for collecting refuse, sewage system fees etc.) | £ | | 106-114 |
| 9. Spare parts for machinery and equipment..... | £ | | 115-123 |
| 10. Amount paid for maintenance and repairs of buildings | £ | | 124-132 |
| 11. Cost of materials used for own account construction..... | £ | | 133-141 |
| 12. Other direct costs (specify) (Uniforms) | £ | | 142-150 |
| 13. TOTAL DIRECT COSTS (1 TO 12) | £ | | 151-159 |

E (II) ADMINISTRATIVE AND OTHER RELATED EXPENSES

Administrative and other related expenses have an indirect relation with the activity of the establishment. In the event the establishment keeps no detailed accounts and it is impossible to give all the information required for question 1 to 10, give best possible estimates.

E (III) RENTS PAID

These are rents actually paid for buildings, machinery, vehicles and other equipment. Do not include rents paid for land which are included elsewhere in the questionnaire.

E(IV) INDIRECT TAXES

These are taxes, other than income tax, which are related with the operation of the establishment. Every effort should be made to give a detailed analysis of indirect taxes.

E(V) OTHER EXPENSES 2003

2. **Interest on loans** should not be included in **bank charges**.
4. **“Depreciation”** is the annual loss in the value of the fixed assets owned by the establishment. Where no detailed accounts are kept depreciation can be estimated on original value as follows:

| | |
|----------------------------|-----|
| a) Buildings | 3% |
| b) Machinery and equipment | 10% |
| c) Motor vehicles | 20% |
| d) Furniture and fixtures | 10% |
| e) Computers | 20% |
| f) Mobile phones | 20% |
6. In the case of **owned buildings**, **imputed rents** are those rents which should have been paid by the establishment to others for similar buildings if it had not its own premises.

G. GROSS INCOME DURING 2003

- 1-5. **Income from passengers and load transportation, resales of goods and other income:** It should not include V.A.T. charges.
8. **Value of goods purchased for resale:**

This is the value of all goods purchased for resale. Creditable V.A.T. charged on goods purchased for resale should not be included.
9. **The increase/decrease of stocks of goods purchased for resale** is calculated from question D1 (page 7).

| | 31.12.2002 | 31.12.2003 | |
|-----------|------------|------------|-----------|
| e.g. (i) | 2.000 | 3.000 | =£ 1.000 |
| e.g. (ii) | 3.000 | 2.000 | =£ -1.000 |

Columns

| | |
|----------|---|
| Card No. | 6 |
|----------|---|

1

EXPENSES (Cont'd)

E.(II) ADMINISTRATIVE AND OTHER RELATED EXPENSES

| | | | |
|--|---|--|---------|
| 1. Telephone, telex, telefax, postal charges etc | £ | | 16-24 |
| 2. Advertising..... | £ | | 25-33 |
| 3. Legal services, accounting and auditing | £ | | 34-42 |
| 4. Technical and consultancy services (training of staff) | £ | | 43-51 |
| 5. Insurance fees for: | | | |
| (a) Buildings and machinery | £ | | 52-60 |
| (b) Motor vehicles | £ | | 61-69 |
| (c) Goods | £ | | 70-78 |
| (d) Other (specify:for personnel) | £ | | 79-87 |
| 6. Warehousing and storage..... | £ | | 88-96 |
| 7. (a) Entertainment allowances, business and travelling (exluding meals and drinks) and conference expenses | £ | | 97-105 |
| (b) Business expenses abroad | £ | | 106-114 |
| 8. Bank charges (ICC Cards) | £ | | 115-123 |
| 9. Subscriptons (other than donations)..... | £ | | 124-132 |
| 10. Other administrative expenses (specify: newspapers, competitions, presents, flowers etc.)..... | £ | | 133-141 |
| 11. TOTAL ADMINISTRATIVE EXPENSES (1 UP TO 10)..... | £ | | 142-150 |

E. (III) RENTS PAID FOR:

| | | | |
|--|---|--|---------|
| a. Buildings, parking places, e.t.c | £ | | 151-159 |
| b. Machinery, vehicles and other equipment | £ | | 160-168 |
| TOTAL RENTS PAID | £ | | 169-177 |

E. (IV) INDIRECT TAXES

| | | | |
|---|---|--|---------|
| 1. Excise duties | £ | | 178-186 |
| 2. Motor vehicles' licences | £ | | 187-195 |
| 3. Municipal taxes (permits for using premises for professional purposes, community service tax)..... | £ | | 196-204 |
| 4. Professional taxes | £ | | 205-213 |
| 5. Business licence fees (M.O.T.) | £ | | 214-222 |
| 6. Stamp duties | £ | | 223-231 |
| 7. Other indirect taxes (specify: wireless £, Taximeters £, Other £ (page 11-total) | £ | | 232-240 |
| 8. TOTAL INDIRECT TAXES (1 up to 7) | £ | | 241-249 |

Columns

| | |
|----------|---|
| Card No. | 7 |
|----------|---|

1

E.(V) OTHER EXPENSES DURING 2003

| | | | |
|---|---|--|--------|
| 1. Rents paid for land | £ | | 16-24 |
| 2. Interest on loans paid..... | £ | | 25-33 |
| 3. Patent fees and other royalties..... | £ | | 34-42 |
| 4. Depreciation for: | | | |
| (a) Buildings | £ | | 43-51 |
| (b) Machinery (include computers & mobiles phones)..... | £ | | 52-60 |
| (c) Vehicles | £ | | 61-69 |
| (d) Furniture and fixtures | £ | | 70-78 |
| 5. Other expenses (specify)..... | £ | | 79-87 |
| 6. Imputed rents for owned buildings | £ | | 88-96 |
| 7. TOTAL OTHER EXPENSES (1 up to 6)..... | £ | | 97-105 |

F. DONATIONS, SUBSIDIES AND CONTRIBUTIONS

| | | | |
|---|---|--|---------|
| 1. Donations and contributions paid | £ | | 106-114 |
| 2. Donations and contributions received | £ | | 115-123 |
| 3. Government subsidies received | £ | | 124-132 |

| | |
|----------|---|
| Card No. | 8 |
|----------|---|

1

G. GROSS INCOME DURING 2003

| | | | |
|---|---|--|--------|
| 1. From passengers' transportation..... | £ | | 16-24 |
| 2. From load transportation..... | £ | | 25-33 |
| 3. From services rendered..... | £ | | 34-42 |
| 4. From resale of goods..... | £ | | 43-51 |
| 5. Other income (specify: advertisements, rents of buildings received)..... | £ | | 52-60 |
| 6. TOTAL INCOME (1+2+3+4+5) | £ | | 61-69 |
| 7. Value of equipment produced for own use | £ | | 70-78 |
| 8. Value of goods purchased for resale..... | £ | | 79-87 |
| 9. Increase/decrease of stock of goods purchased for resale (+ or -)..... | £ | | 88-96 |
| 10. GROSS OUTPUT (6+7 - 8+9)..... | £ | | 97-106 |

H. OTHER INCOME OF THE ESTABLISHMENT DURING 2003

| | | | |
|--|----------|--|----------------|
| 1. Rents received for land | £ | | 107-115 |
| 2. Interest received..... | £ | | 116-124 |
| 3. Shares' dividends..... | £ | | 125-133 |
| 4. Other (specify): | £ | | 134-142 |
| 5. TOTAL OTHER INCOME (1 to 4)..... | £ | | 143-151 |

Note: Enter here all other receipts not connected with the transport activities and related activities to transport.

I. FORECAST OF INCOME AND EMPLOYMENT OF THE ESTABLISHMENT DURING 2004

| | | First six months 2004 | Whole year 2004 | |
|---|---------|--------------------------|--------------------|---------|
| 1. Total income..... | 152-160 | £ | | 161-169 |
| 2. Total employment (average)..... | 170-178 | | | 179-187 |

Columns

I. OTHER TAXES

| | | |
|----------|---|---|
| Card No. | 9 | 1 |
|----------|---|---|

| | | | |
|--|----------|--|----------------|
| 1. Registration fees (Register of Companies)..... | £ | | 16-24 |
| 2. Mortgage registration (Lands and Surveys Dept.) | £ | | 25-33 |
| 3. Seaworthiness inspection, carving and marking of vessels (Merchant Shipping) | £ | | 34-42 |
| 4. Shipping tonnage (Merchant Shipping)..... | £ | | 43-51 |
| 5. Registration of ships and safety management of vessels (Merchant Shipping)..... | £ | | 52-60 |
| 6. Crew fees (Merchant Shipping)..... | £ | | 61-69 |
| 7. Motor vehicle licences (Road Transport Dept.)..... | £ | | 70-78 |
| 8. Drivers' licences (Road Transport Dept.)..... | £ | | 79-87 |
| 9. Immovable property fees..... | £ | | 88-96 |
| 10. Tax on Rents..... | £ | | 97-105 |
| 11. TOTAL OF OTHER TAXES (1up to 10)..... | £ | | 106-114 |

Remarks: (Enter any additional information and comments relating to the survey and the completion of the questionnaire).

.....
.....
.....
.....

.....
Person providing the information

.....
Person completing the questionnaire

Telephone:

FOR OFFICIAL USE

Enumerator:

Date:

Examined by:

Date:

Coded by:

Date:

