

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 2004**

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 2004 to 31st December 2004.**

**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, 2005

P. Philippides  
Director,  
Statistical Service

**B. EMPLOYMENT AND EARNINGS DURING 2004**

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

---

**Columns**

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

1

**C. EXPENDITURE ON FIXED ASSETS IN 2004**

**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 2004)**

(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

<b>3. New buildings</b> (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) <b>TOTAL VALUE OF SALES</b> (1c+2d+4c+5b+6b+7c+8b).....	£		205-213
---	---	--	---------

(c) <b>TOTAL NET CAPITAL EXPENDITURE</b> (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 2004. 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 2004. Please clarify if stocks are estimated otherwise .....)

31.12.03

31.12.04

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
<b>4. TOTAL VAULE OF STOCKS (1+2+3)</b>	<b>70-78</b>	<b>£</b>			<b>79-87</b>

**Columns**

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

1

**E.(I) DIRECT COSTS IN 2004**

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
<b>13. TOTAL DIRECT COSTS (1 TO 12) .....</b>	<b>£</b>		<b>151-159</b>

## **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 2004**

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 2004**

- 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).

	31.12.2003	31.12.2004	
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. Subscriptions (other than donations).....	£		124-132
10. Other administrative expenses (specify: newspapers, competitions, presents, flowers etc.).....	£		133-141
<b>11. TOTAL ADMINISTRATIVE EXPENSES (1 UP TO 10).....</b>	£		142-150

**E. (III) RENTS PAID FOR:**

a. Buildings, parking places, e.t.c .....	£		151-159
b. Machinery, vehicles and other equipment .....	£		160-168
<b>TOTAL RENTS PAID .....</b>	£		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
<b>8. TOTAL INDIRECT TAXES (1 up to 7) .....</b>	£		241-249

**Columns**

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

1

**E.(V) OTHER EXPENSES DURING 2004**

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. <b>TOTAL OTHER EXPENSES (1 up to 6).....</b>	£		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 2004**

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. <b>TOTAL INCOME (1+2+3+4+5) .....</b>	£		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. <b>GROSS OUTPUT (6+7 - 8+9).....</b>	£		97-106



**H. OTHER INCOME OF THE ESTABLISHMENT DURING 2004**

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

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 2005	Whole year 2005	
<b>1. Total income.....</b>	152-160	£		161-169
<b>2. Total employment (average).....</b>	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
<b>11. TOTAL OF OTHER TAXES (1up to 10).....</b>	<b>£</b>		<b>106-114</b>

**Auditing / Accountancy Office**

Name of Establishment : .....

Address : .....

Telephone: .....

**Name of the Person providing the information**

..... (telephone .....

**REMARKS**

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

---

**FOR OFFICIAL USE**

Enumerator: .....

Date: .....

Examined by: .....

Date: .....

Coded by: .....

Date: .....