

Card Number	00	CNO
Business Register Number		SER_NO
Activity Code NACE Rev. 2		NACE2

**SERVICES & TRANSPORT SURVEY, 2020**

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

**A. CHARACTERISTICS OF THE ENTERPRISE**

- 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 **1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2020.**
- 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 2020**

1. Number of persons employed for 2020. (Annual average using the headcount in each quarter)

<b>TOTAL (Average)</b>	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 2020.

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	.....	.....
	.....		.....	.....	.....	.....
<b>TOTAL NUMBER OF PERSONS EMPLOYED</b>	C10_Q3_V17		X	C10_Q3_V18	C10_Q3_V19	C10_Q3_V20
	.....			.....	.....	.....
<b>OF WHICH WOMEN</b>	X			C10_Q3_V21	X	X
		.....				

3. Number of working days of the enterprise during 2020 (number of days the enterprise was open for the employees).

.....	C10_Q4_V01
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4. Total number of working days lost during 2020 (including vacation and sick leave, public holidays, strikes etc.) per employee.

.....	C10_Q5_V01
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**C. TURNOVER FOR 2020**

A. Sales .....	B. Discounts .....	
	Value (€)	Code
(1) Total value of sales for 2020 { a+b+c+d+e } .....		<b>C20_Q01</b>
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.....		<b>C20_Q02</b>
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....		<b>C20_Q03</b>
(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”).....		<b>C20_Q04</b>
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”) .....		<b>C20_Q05</b>
Other Revenue:		
(6) Rent .....		<b>C20_Q06</b>
(7) Commissions .....		<b>C20_Q07</b>
(8) Subsidies (related to the production procedure) .....		<b>C20_Q08</b>
(9) Other revenue (specify) .....		<b>C20_Q09</b>
<b>(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c, (1)d and 1(e)}</b> .....		<b>C20_Q10</b>
(11) Purchases of goods for re-sale in the same condition as purchased .....		<b>C20_Q11</b>
<b>PRODUCTION VALUE OF THE ENTERPRISE {10-11}</b> .....		<b>C20_TOT</b>
(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 2020**

	Value (€)	Code
<b>TOTAL VALUE OF PURCHASES</b>	.....	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 2020**

Category of stocks	1.1.2020 Value (€)	31.12.2020 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
<b>TOTAL VALUE OF STOCKS</b>	.....	.....

**F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2020**

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
<b>TOTAL VALUE OF PRODUCTION EXPENSES</b>	.....	<b>C40_TOT</b>

**G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2020**

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

**H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2020**

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
<b>TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES</b>	.....	<b>C60_TOT</b>

**I. CAPITAL INVESTMENTS FOR 2020**

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 2020.....	.....	.....
	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 .....	.....	.....
	<b>C70_Q6_P</b>	<b>C70_Q6_S</b>
(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 .....	.....	.....
	<b>C70_TOT_P</b>	<b>C70_TOT_S</b>
<b>TOTAL OF PURCHASES/SALES</b>	.....	.....



**J. EXPECTED EMPLOYMENT, PRODUCTION VALUE AND CAPITAL INVESTMENTS FOR 2021**

**Employment and Production value:**

(1) Number of persons employed .....	.....	C80_Q1
(2) Average number of persons employed (full time equivalent) .....	.....	C80_Q2
(3) Production value (€) 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>C80_TOT</b>

**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)

**REMARKS**

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

**IA. ADDITIONAL INFORMATION**

	Value (€)	Code
<b>A. Revenue</b>		
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>B. Expenses</b>		
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

**FOR OFFICIAL USE**

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

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

Final check by ..... Date .....

