

Card Number	00	CNO
Serial Number of Enterprise		SER_NO
Activity Code NACE Rev.2		NACE2

**SERVICES & TRANSPORT SURVEY 2014**

FOR OFFICIAL USE					
Weight NACE Rev. 2	Employment Code	Economic Category	Region Code	Legal Entity of Enterprise	Institutional Sector

**A. CHARACTERISTICS OF THE ENTERPRISE**

- Name of Enterprise or Proprietor .....
- Address .....  
(Number and street)  
Town/Village ..... District .....
- Correspondence Address .....  
Postal Code ..... Post Office Box .....  
Telephone ..... Fax .....  
Email: .....
- Legal Entity of Enterprise .....
- Kind of Activity  
(Describe fully) .....

**General Instructions**

- This survey covers all the sectors of the economy. Its scope is to collect data relevant to the employment, production, expenses, stocks and equipment of various enterprises. These data are considered necessary for the surveillance of the evolution of the various sectors and for the better planning of the economic development of Cyprus.
- The Survey is carried out 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 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 2014 to 31<sup>st</sup> December 2014.**

**5. ALL DATA COLLECTED WILL BE TREATED AS 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 LABOUR COSTS**

1. Total number of persons employed at the enterprise during 2014.  
(irrespective of the duration of employment as appears in IR7 form)

	C10_Q1
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2. Number of persons employed for 2014. (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
.....	.....	.....	.....	.....

3. Number of persons engaged and their remuneration during 2014.

Occupational category of employees	Number of persons employed	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 (€) (includes the employers liability insurance)				
Working proprietors and partners	C10_Q3_V01	X	C10_Q3_V02	C10_Q3_V03	C10_Q3_V04				
	.....		.....	.....	.....				
Engaged family members without salary	C10_Q3_V05		X	C10_Q3_V06	C10_Q3_V07	X			
	.....			.....	.....				
Permanent and casual employees	C10_Q3_V08			X	C10_Q3_V09	C10_Q3_V10	C10_Q3_V11		
	.....				.....	.....	.....		
Part-time casual employees	C10_Q3_V12				C10_Q3_V13	C10_Q3_V14	C10_Q3_V15	C10_Q3_V16	
	.....				.....	.....	.....	.....	
<b>TOTAL NUMBER OF EMPLOYEES</b>	C10_Q3_V17				X	C10_Q3_V18	C10_Q3_V19	C10_Q3_V20	
	.....					.....	.....	.....	
<b>TOTAL NUMBER OF FEMALES</b>	X					X	C10_Q3_V21	X	
							.....		

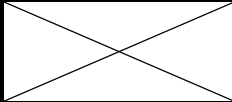
4. Number of working days of the enterprise during 2014  
(number of days the enterprise was open for the employees)

X	C10_Q4
X	C10_Q5

5. Total number of working days lost during 2014 (including vacation and sick leave, public holidays, strikes etc.) per employee

**C. TURNOVER**

**Note: All the data for this section should be given in EURO (€)**

A. Sales .....	B. Commissions .....	C. Discounts>Returns .....	Value (€)	Code
<b>(1) Total value of sales and services for 2014{ A-B-C-D }.....</b>				<b>C20_Q01</b>
a. Main Activity .....				C20_Q01A
b. Product sales produced by the enterprise .....				C20_Q01B
c. Sales of goods purchased for <b>re-sale</b> by the enterprise in the same condition as purchased .....				C20_Q01C
d. Sales of services				
i. Value of repairs rendered to others .....				C20_Q01D1
ii. Other services (specify).....				C20_Q01D2
<b>(2) Value of equipment produced by the enterprise for own use.....</b>				<b>C20_Q02</b>
<b>(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....</b>				<b>C20_Q03</b>
<b>(4) Change (+/-) in stocks of the goods purchased for <b>re-sale</b> by the enterprise in the same condition as purchased. (Find from question 3 of part E “STOCKS”).....</b>				<b>C20_Q04</b>
<b>(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”) .....</b>				<b>C20_Q05</b>
Other Revenue:				
<b>(6) Rent .....</b>				<b>C20_Q06</b>
<b>(7) Commissions .....</b>				<b>C20_Q07</b>
<b>(8) Subsidies (for sales of services) .....</b>				<b>C20_Q08</b>
<b>(9) Other revenue (specify) .....</b>				<b>C20_Q09</b>
<b>(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c and (1)d}</b>				<b>C20_Q10</b>
<b>(11) Purchases of goods for <b>re-sale</b> in the same condition as purchased .....</b>				<b>C20_Q11</b>
<b>GROSS OUTPUT OF THE ENTERPRISE {10-11}</b>				<b>C20_TOTAL</b>
<b>(12) Interest .....</b>				C20_Q12
<b>(13) Other subsidies/contributions.....</b>				C20_Q13
<b>(14) Dividends, Exchange Difference, Shares, etc.....</b>				C20_Q14
<b>(15) Profit/loss (+/-) from sales of fixed assets .....</b>				C20_Q15

## **C. TURNOVER**

**A. Sales:** Is the total value of sales and services of an enterprise, including commissions, discounts and returns. The value of sales is the amount the customer is charged (excluding V.A.T.) after the deduction of any discounts and the value of goods returned. In the case of enterprises paying import and excise duties, these should be included in the value of sales.

**1) d. Sales of services:** It concerns receipts (excluding V.A.T.) from sales of services that do not form part of the main activity of the enterprise. They have to be declared separately in the following two categories:

- Value of repairs rendered to others
- Other services (electronic games, income from telephone and dry cleaning services, if they do not form part of the main activity of the enterprise).

## **D. PURCHASES FOR 2014**

**a. Purchases of goods for re-sale in the same condition as purchased:** This is the value (after the subtraction of commercial discount) of all goods purchased for resale (irrespective of whether only a part was sold in 2014) and for which no processing was undertaken by the enterprise except from the classification and the packing. This should agree with question C. (11), page 3 of questionnaire.

**b. Purchases of raw materials, packing materials etc:** The purchase of raw materials, packing materials etc, irrespective of whether only a part was used in 2014 (e.g. food, drinks, medicines, dyes, candles etc).

**c. Purchases of spare parts and fuel:** The value of spare parts and non-transport fuels purchased by the enterprise during 2014.

## **E. STOCKS AT THE BEGINNING AND END OF 2014**

The value of the stock should be estimated for both dates at average purchase prices of 2014. Goods that are rented to others should also be included in the stock.

**(1) Finished goods produced by the enterprise:** It concerns products that the enterprise produces and sells as it is reported in the question C. (1) b.

**(2) Semi-finished goods:** It does not apply.

**(3) Goods purchased for re-sale in the same condition as purchased:** It concerns products such as chocolates, newspapers, crisps, cigarettes etc, that were resold in the same condition as purchased. Products that are placed in the refrigerators, like ice creams, soft drinks etc, are not included.

**(4) Raw materials and packing materials:** This category includes materials that are directly related to the production process. (See description in questions F (1) and F (2)).

**(5) Other stocks (fuel and spare parts):** Includes non-transport fuels like gas, gasoline, diesel, charcoal and lubricants like oils for motor vehicles and machinery.

**D. PURCHASES FOR 2014**

	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 2014**

Category of stocks	1.1.2014 Value (€)	31.12.2014 Value (€)
	C30_Q1_START	C30_Q1_END
(1) Finished goods produced by the enterprise .....	.....	.....
	C30_Q2_START	C30_Q2_END
(2) Semi-finished goods .....	<del>.....</del>	<del>.....</del>
	C30_Q3_START	C30_Q3_END
(3) Goods purchased for <b>re-sale</b> 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 2014 (DIRECT EXPENSES)**

**Do not include any labour expenses in this chapter.**

(1) **Cost of raw materials used for the production of goods and services:** This is the value of raw materials used for the production of goods and services by the enterprise. It concerns enterprises that at the same time may deal with the production of goods. This category includes food, drinks, medicines that are used in clinics and infirmaries, nappies for the old people, purchases of video tapes from video clubs, purchases of movies from cinemas, materials that are used in barbershops and hairdressers, candles that are used in churches and monasteries. It should not include package, stationery etc (these are included in questions 2 and 10).

(2) **Packing materials:** The materials that were used by the enterprise for the packing of products, like containers of food etc.

**The questions (1) and (2) should have the following correlation:** The sum of two questions should be equal to the following: Purchases of raw materials, packing materials etc (D. b page 5 of the questionnaire) plus the difference in stocks (opening stock minus closing stock (E. 4 page 5 of the questionnaire).

(7) **Amount paid to others for work done or services rendered to the enterprise:** Includes commissions paid, laundry, computer services, night guarding, advertising (through advertising offices), anesthetic services by doctors in operations, dentistry technicians services, copyrights of intellectual property, TV programmes and movies, arbitrators, the Cyprus Radio Television Authority, subscription in cable channels, appearances of artists from abroad etc.

(14) **Other production expenses (specify):** Includes those expenses which are directly related to the activities of the enterprise, excluding administrative and clerical expenses which are included elsewhere in the questionnaire. Includes cleaning materials and garden expenses.

## **G. ADMINISTRATIVE AND OTHER RELATED EXPENSES**

Administrative and other related expenses are expenses indirectly related to the commercial activities of the enterprise.

(8) **Entertainment allowances:** Includes expenses concerning hospitality of customers, expenses that kindergartens and schools have in their end of year celebrations, expenses of football players in restaurants and hotels etc.

(13) **Patents and royalties:** Includes the amount that is paid each year by enterprises to international companies for use of their brand name.

(15) **Other administrative expenses (specify):** Should be specified e.g. common expenses, newspapers, magazines, various competition expenses, gifts, donations, contributions etc.

## **H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2014**

(5) **Indirect taxes:** These are taxes, other than income tax and Value Added Tax, related to the operation of the enterprise. Every effort should be made in order to give a detailed analysis of indirect taxes.

(b) **Municipal taxes (other than waste collection and sewerage):** Includes professional taxes, licence for the operation of the enterprise, fees for the right to sell alcoholic drinks, cigarettes and tobacco, fees to have music, authorization for offering services at the beach, umbrellas, water sports etc.

(e) **Residence Rate:** Are the fees which the hotel or hotel apartment owners pay to the local authorities for each overnight stay.

f. **Other indirect taxes (CFA, show business, bet tax etc.):** It concerns other indirect taxes that are not declared above, like the right of registration in the Department of the Registrar of Companies, mortgaging tax, tax on betting, registration of vehicles, C.F.A., entertainment tax, etc.

**F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2014**

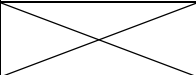
Type of expenses	Value (€)	Code
(1) Cost of raw materials used for the production of goods and services .....	.....	C40_Q01
(2) Packing materials .....	.....	C40_Q02
(3) Fuel for power and heating (oil, charcoal, gas etc.) .....	.....	C40_Q03
(4) Electricity .....	.....	C40_Q04
(5) Water .....	.....	C40_Q05
(6) Expenses on vehicles/boats.....Licences.....Insurance.....		
a. Fuel and lubricants for vehicles/boats .....	.....	C40_Q06a
b. Repairs and other expenses of vehicles/boats .....	.....	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) Rates (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 DIRECT COSTS</b>	.....	<b>C40_TOT</b>

**G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2014**

Type of expenses	Value (€)	Code
(1) Telephone, telegram, postage 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/boats .....	.....	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) Other administrative expenses (maintenance charges, newspapers, gifts)	.....	C50_Q15
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	.....	<b>C50_TOT</b>



**H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2014**

Rent, interest, depreciation and indirect taxes	Value (€)	Code
<b>(1) Rent on buildings and parking spaces:</b>		
a. Actual paid .....	.....	C60_Q01a
b. Imputed for self-owned buildings .....	.....	C60_Q01b
(2) Rent for machinery and motor-vehicles .....	.....	C60_Q02
(3) Interest paid on loans incurred by the enterprise .....	.....	C60_Q03
(4) Depreciation for buildings, machinery, motor-vehicles and other fixed assets of the enterprise .....	.....	C60_Q04
<b>(5) Indirect taxes:</b>		
a. Motor-vehicle/boats licenses .....	.....	C60_Q05a
b. Municipal taxes (other than waste collection and sewerage) .....	.....	C60_Q05b
c. Municipal/community property rate .....	.....	C60_Q05c
d. Stamp duties .....	.....	C60_Q05d
e. Residence rate .....	.....	C60_Q05e
f. Other indirect taxes (CFA, entertainment tax, tax on betting etc.).....	.....	C60_Q05f
(6) Excise duties (included in the sales value) .....		C60_Q06
<b>TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES</b>	.....	<b>C60_TOT</b>

## I. CAPITAL INVESTMENTS FOR 2014

Type of equipment	Purchases Value (€)	Sales Value (€)
<b>(1) Land and plots</b> .....	<b>C70_Q1_P</b>	<b>C70_Q1_S</b>
<b>(2) Old buildings constructed before 2014 and were used:</b>	C70_Q2a_P	C70_Q2a_S
a. as residences .....		
b. in economic activity .....	C70_Q2b_P	C70_Q2b_S
<b>(3) New structures</b> (purchase, construction, large-scale repairs & transformations incl. air conditioning appliances & electrical installations)	<b>C70_Q3_P</b>	<b>C70_Q3_S</b>
<b>(4) Transport equipment</b> .....	<b>C70_Q4_P</b>	<b>C70_Q4_S</b>
<b>(5) Furniture and fixtures</b> .....	<b>C70_Q5_P</b>	<b>C70_Q5_S</b>
<b>(6) Computers and software</b> .....	<b>C70_Q6_P</b>	<b>C70_Q6_S</b>
a. Computers .....	C70_Q6a_P	C70_Q6a_S
b. Software .....	C70_Q6b_P	C70_Q6b_S
<b>(7) Machinery and other equipment (over €500 each)</b> .....	<b>C70_Q7_P</b>	<b>C70_Q7_S</b>
a. Tangible goods: .....	C70_Q7a_P	C70_Q7a_S
b. Intangible goods (e.g purchase of goodwill, movies production, purchase/sale of football players etc) .....	C70_Q7b_P	C70_Q7b_S
<b>TOTAL OF PURCHASES/SALES</b>	<b>C70_TOT_P</b>	<b>C70_TOT_S</b>

## I. CAPITAL INVESTMENTS FOR 2014

The value of fixed assets should include purchase value, installation costs and any other expenses incurred by the firm until they become usable in production. Fixed assets produced by the enterprise for its own use should be valued at the cost of all work done including the cost of labor, materials and any other expenses incurred.

**(6) Computer and software:** Includes micro-computers and related devices. Also, included are operating and programming systems as well as software. Includes programmes for enterprise's own use.

**(7) Machinery and other equipment:** Includes all plant, machinery and all other capital equipment such as office machines (cash register, typewriters, telex, etc), mechanical handling equipment (forklifts) and other machinery and electrical equipment used by the enterprise. Also, includes professional tools of various types (**priced over €500**), such as carts, boxes, trolleys, mass balances, hair dryers, outdoor toys for kindergartens and other capital equipment (e.g. intangible goods like purchase of goodwill, purchase/sale of football players, movies production) other than those covered above.

**J. EXPECTED EMPLOYMENT, OUTPUT AND CAPITAL INVESTMENTS FOR 2015**

**Employment and Output:**

(1) Number of persons employed .....	.....	C80_Q1
(2) Average number of persons employed (full time equivalent) .....	.....	C80_Q2
(3) Gross output (€) 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: .....

Address: .....

Telephone: .....

Email: .....

**Person's name that provided the information:**

..... (telephone: .....)

Email: .....

**REMARKS**

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**FOR OFFICIAL USE**

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

Checked by ..... Date .....

Coded by ..... Date .....

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