

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

SERVICES & TRANSPORT SURVEY, 2018

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. 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 **1st January 2018 to 31st December 2018.**
- 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 2018

1. Number of persons employed for 2018. (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
.....

2. Number of persons employed and their remuneration during 2018.

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		X	C10_Q3_V06	C10_Q3_V07	X			
				
Full-time employees	C10_Q3_V08			X	C10_Q3_V09	C10_Q3_V10	C10_Q3_V11		
		
Part-time employees	C10_Q3_V12				C10_Q3_V13	C10_Q3_V14	
	
TOTAL NUMBER OF PERSONS EMPLOYED	C10_Q3_V17				X	C10_Q3_V18	C10_Q3_V19	C10_Q3_V20	
	
OF WHICH WOMEN	X					X	C10_Q3_V21	X	X
								

C. TURNOVER FOR 2018

A. Sales	B. Discounts	
	Value (€)	Code
(1) Total value of sales for 2018 { a+b+c+d+e }		C20_Q01
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.....		C20_Q02
(3) Change (+/-) in stocks of the goods produced by the enterprise (Find from question 1 of part E “STOCKS”).....		C20_Q03
(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”).....		C20_Q04
(5) Change (+/-) in stocks of semi-finished goods (Find from question 2 of part E “STOCKS”)		C20_Q05
Other Revenue:		
(6) Rent		C20_Q06
(7) Commissions		C20_Q07
(8) Subsidies (related to the production procedure)		C20_Q08
(9) Other revenue (specify)		C20_Q09
(10) TOTAL {(1) to (9) except (1)a, (1)b, (1)c, (1)d and 1(e)}		C20_Q10
(11) Purchases of goods for re-sale in the same condition as purchased		C20_Q11
PRODUCTION VALUE OF THE ENTERPRISE {10-11}		C20_TOT
(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 2018

	Value (€)	Code
TOTAL VALUE OF PURCHASES	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 2018

Category of stocks	1.1.2018 Value (€)	31.12.2018 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
TOTAL VALUE OF STOCKS

F. PRODUCTION EXPENSES OF THE ENTERPRISE FOR 2018

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
TOTAL VALUE OF PRODUCTION EXPENSES	C40_TOT

G. ADMINISTRATIVE AND OTHER RELATED EXPENSES FOR 2018

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
TOTAL VALUE OF ADMINISTRATIVE EXPENSES	C50_TOT

H. RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES FOR 2018

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
TOTAL OF RENT, INTEREST, DEPRECIATION AND INDIRECT TAXES	C60_TOT

I. CAPITAL INVESTMENTS FOR 2018

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 2018.....
	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
	C70_Q6_P	C70_Q6_S
(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
	C70_TOT_P	C70_TOT_S
TOTAL OF PURCHASES/SALES

J. EXPECTED EMPLOYMENT, PRODUCTION VALUE AND CAPITAL INVESTMENTS FOR 2019

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
TOTAL OF CAPITAL INVESTMENTS	C80_TOT

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
A. Revenue		
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. Expenses		
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

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

Interviewer Date

Final check by Date