

**Appendix 3**  
**Annual Services 2002 Questionnaire**  
**Distributive Trade**



# ANNUAL SERVICE INQUIRIES 2002

**CONFIDENTIAL**



Phone replies/inquiries to:  
LoCall: 1890 313 414 or  
(021) 453 5000 or (01) 498 4000  
Ext. 5227/5229/5297/5228  
Fax: (021) 453 5299  
Email: [anserv@cso.ie](mailto:anserv@cso.ie)  
quoting Ref. No. on label  
Website <http://www.cso.ie>



**Form D**

**CENTRAL STATISTICS OFFICE  
SKEHARD ROAD  
CORK**

Please return to:

**THE DIRECTOR GENERAL**

using the enclosed  
post free envelope

**AMEND IF INCORRECT IN ANY RESPECT**

being held under the **STATISTICS (SERVICE INQUIRIES) ORDER 2003**

**You are required under the Statistics (Service Inquiries) Order 2003 to provide the details requested within three weeks of receipt of the form. Failure to do so incurs liability to penalties prescribed in the Statistics Act.**

Please complete this form in respect of all the activities of the business within the State. The purpose of this inquiry is to provide estimates of the total trading activity in the major service sectors. This form should cover all branches run by the enterprise (company) at all locations in the state.

The information provided to this Office will be treated as strictly confidential in accordance with National and EU legislation. It will be used only for statistical purposes and not divulged to any other Government Department or body. Minimum details are being requested to facilitate a prompt response.

Donal Garvey  
Director General

## **PARTICULARS FOR 2002**

**PLEASE REFER TO INSTRUCTIONS BEFORE COMPLETING THIS FORM**

### **1. Description of Business**

- (a) Describe the business conducted in as much detail as possible

- (b) State the number of trading branches operated by the enterprise

- (c) List in order of importance the main categories of goods and services provided

Goods or Service		Turnover % or €	Goods or Service		Turnover % or €
1st	<input type="text"/>	<input type="text"/>	3rd	<input type="text"/>	<input type="text"/>
2nd	<input type="text"/>	<input type="text"/>	4th	<input type="text"/>	<input type="text"/>

- (d) Legal form of enterprise

- |                              |                          |                            |                          |
|------------------------------|--------------------------|----------------------------|--------------------------|
| 1. Individual Proprietorship | <input type="checkbox"/> | 3. Public Limited Company  | <input type="checkbox"/> |
| 2. Partnership               | <input type="checkbox"/> | 4. Private Limited Company | <input type="checkbox"/> |
|                              |                          | 5. Other                   | <input type="checkbox"/> |

## 2. Year covered by details provided

This accounting year should cover 12 months and contain at least six months of 2002	From To	Day	Month	Year	Office use	
					Yr.	

## 3. Turnover (excluding VAT)

€

(1)	Retail sales of goods	- i.e. to the general public	
(2)	Wholesale sale of goods	- i.e. to other businesses including agricultural supplies to farmers	
(3)	Other turnover	- i.e. services provided (e.g. meals served, commission on lottery tickets, repairs) and other receipts	
(4)	<b>TOTAL TURNOVER</b> (excluding VAT)		
	of which:		
	turnover in respect of goods manufactured by the enterprise itself		
(5)	VAT charged on <b>Total Turnover</b>		
(6)	Where relevant, please include <b>VRT</b> charged on sales of vehicles		

## 4. Purchases of Goods and Services

(1)	<b>Goods for direct resale</b> (Include - trading stock, parts for repair of customers' goods etc.) See note 4(1)	
(2)	<b>Stocks (excluding VAT)</b> Total Value (as for accounting purposes) of stocks of goods	<div>Beginning of Year</div> <div>End of Year</div>
(3)	<b>Other Purchases (excluding deductible VAT) - Expenses</b>	
(3a)	Total Fuel Costs (eg. electricity, gas, heating oil, motor fuels, other fuels)	
(3b)	Purchases of computer and related services (Exclude computer hardware and software - see note to Question 5)	
(3c)	Other Goods and Services (excluding Capital Assets) (Include - goods for further processing, packaging materials, rent, insurance, telephone bills, subcontract work, rates, advertising, marketing, accounting and legal services, other purchases of goods and services) <b>N.B. Question (3c) mainly relates to the overheads of the business, excluding fuel costs and wages, and is applicable to all firms.</b>	
	<b>Total Purchases of goods, materials and services</b> (Sum of (3a), (3b) and (3c) above)	
(4)	<b>Deductible VAT paid on purchases</b>	

## 5. Changes in Fixed Capital Assets

(Include assets bought outright, or acquired through hire purchase or financial leasing; excluding deductible VAT)	
(1)	Value of assets acquired during the year
(2)	Value of assets disposed of during the year.

## 6. Employment Details

€

### (a) Personnel Costs

- (i) Wages and Salaries paid to employees
- (ii) Statutory employer's pay-related social insurance
- (iii) Other Labour costs (description in Instructions)


### (b) Persons engaged in the enterprise

No. of Persons  
week ending  
8 Sept. 2002

- (i) Proprietor(s), Directors and family members **not paid a regular wage/salary**

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- (ii) Employees (**all persons paid a wage or salary including Directors and Proprietors**)

— [ Full-time  
(usually working 30 hours  
or more per week)  
Part-time  
(usually working less  
than 30 hours per week)

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## 7. E - Commerce

- (a) Does this enterprise have an e-mail address? ☐ Yes ☐ No
- (b) Does this enterprise have a website? ☐ Yes ☐ No
- (c) Of the turnover in 3(4) state (best estimates)% resulting from orders submitted using e-mail, EDI or the Internet  %

## 8. Internationalisation

- (1) Location of ownership (✓)  
(ultimate beneficial owner)

Ireland ☐  
Elsewhere ☐

Please specify country

--

- (2) Total exports of goods and services

€

*Of which exports of services*

€

- (3) Total imports of goods and services

€

*Of which imports of services*

€

**Question 9 overleaf should be completed by enterprises with more than one branch**

**9. Local Unit Information**

Location address	Total Persons engaged Week ending 8 Sept. 2002 (total should equal Q6(b))
Continue on a separate sheet if necessary	

**10. Any major changes**

Please list here to avoid further queries

1 .....

2 .....

**11. Suggestions on Improvements**

Please make any comments which would help us to improve this form

**12. Certification**

I hereby declare that the particulars provided above are complete and accurate to the best of my knowledge and belief

Signature ..... Phone .....

Status in business ..... Date .....

(Owner, Director, Manager)

Queries should be addressed to the person (✓) ☐ above ☐ below (e.g. if an accountant has supplied information)

Name ..... Phone: .....

(BLOCK CAPITALS)

Address ..... Fax No: .....

..... E-mail: .....

The information provided is strictly confidential and cannot be accessed under the terms of the Freedom of Information Act, 1997.

# ANNUAL SERVICE INQUIRIES 2002

## Instructions for completing the inquiry form

This is a statutory inquiry undertaken under the Statistics Act.

Forms must be completed and returned within three weeks to:

**The Director General  
Central Statistics Office  
Skehard Road  
Cork**

**Phone 021-453 5000 Ext. 5227/5229/5297/5228**

### 1. Description

The business conducted should be described in as much detail as possible to enable it to be precisely classified. To facilitate this, estimates of the actual or percentage turnover accounted for by the principal products sold or services provided should be entered no matter how approximate.

### 2. Year covered by the Details Provided

The trading details provided should ideally relate to the calendar year 2002.

### 3. Turnover (excluding VAT)

Turnover should include all receipts (excluding VAT) accruing to the enterprise from sales of goods and provision of services. This should be broken down as accurately as possible into the three categories: retail, wholesale and other (i.e. services and other receipts) turnover.

- Include**
- Value of goods sold which were taken in part exchange (i.e. trade-ins) and separate delivery charges:
  - Commission element only of lottery ticket and bus ticket sales and other sales on a commission basis:
  - Sales by mail order, vending machines and travelling sales men:
  - Value of goods sold under hire-purchase and credit sales agreements (to be entered at cash cost to customers - plus any credit charges accruing to your firm):
  - Value of goods withdrawn by proprietors for own use:
  - Sales of goods manufactured by the enterprise.

**Note:** Chemist shops should include gross receipts from General Medical Services (Payment) Board and Health Boards (e.g. LTI (long term illness) schemes) before deduction of Withholding Tax.

- Exclude**
- VAT charged to customers (which is recorded separately):
  - Value of tickets (e.g. lottery and bus tickets) sold on a commission basis except for the commission element which should be included:
  - Trade and cash discounts, rebates, etc. and deductions for returned goods and containers:
  - Sub post office business:
  - Sales of capital assets and non-trading receipts (e.g. insurance claim).
  - VRT (Vehicle Registration Tax) charged to customers.

### 4 Purchases of Goods and services

#### (1) Goods for direct resale

Enter the net delivery cost (excluding VAT) of goods purchased by the enterprise for direct resale (including materials used in the repair, maintenance or installation of customers' goods).

- Include**
- Value of allowances for goods taken in part exchange (trade-ins)
  - Approximate excise duty at current rates payable on goods held in bond
  - Commission, transport, insurance and other charges payable to other firms for delivery

#### (2) Stocks

Stocks should be valued (exclusive of value added tax) as for accounting purposes. The basis of valuation should be the same for the beginning and end of the year. Include both stocks of goods for resale and stocks of other goods held (eg. Question 4(1) refers).

**continued overleaf.....**

### **(3) Other Purchases (excluding deductible VAT) - Expenses**

- (a) Total Fuel costs
- (b) Computer Software with a useful life of a year or more should be included in Question 5, not here
- (c) Other Goods and Services

**Include** - Cost of Services e.g. Rent of premises, rates, insurance premiums, telephone charges, postal charges advertising fees, accountancy fees, hire of equipment, leasing or renting of plant machinery and vehicles, marketing fees, road transport services, subcontract work, legal fees

**Exclude** - Capital items acquired

- cost of goods purchased for the purpose of hiring out or rental where these are charged to capital account
- Labour costs of your firm's own staff
- Bank interest charges and depreciation

### **5. Fixed Capital Assets**

Fixed capital assets include motor vehicles, equipment and plant machinery as well as new building work and the purchase or sale of existing buildings and land. (They should be valued exclusive of VAT, except for motor cars).

**Include** - The value of capital items bought on hire purchase or financial lease.

- Include also the value of computer hardware and computer software, purchased or produced in-house, with a useful life of a year or more.

### **6. Employment details**

#### **(a) Personnel Costs**

##### **(i) Total Wages and Salaries paid to Employees**

Include the gross amount (i.e. before deduction of income tax, employee contributions to social security, etc.) of all wages, salaries, overtime, allowances, commissions, bonuses, holiday pay, etc. paid by the enterprise to its employees.

**Include** - Earnings of trainees (even if recouped in whole or in part from FAS, etc.):

**Exclude** - Travelling expenses:

- Other labour costs not forming part of employee earnings (i.e. employer's PRSI and pension fund contributions, payments in kind, etc.):
- Payments of profits, fees, commissions, etc. to Proprietor(s), non-salaried Directors and other non-employees. Also exclude payments for agency workers.

##### **(ii) Statutory employer's contributions to pay related social insurance.**

##### **(iii) Other Labour costs e.g. Employer's contributions to Superannuation Funds and other pension schemes, training costs, social expenditure excluding payments in kind (include all labour costs of a social nature such as: medical services, sporting facilities and accommodation subsidised by the firm). Payments for agency workers are not included.**

#### **(b) Persons Engaged in the Enterprise**

All persons (i.e. managerial, clerical, sales, repairs, delivery, etc.) who worked (full or part-time) in the enterprise during the week ended **8 September 2002** should be included in their respective boxes. Persons usually working 30 or more hours per week should be classified as full-time.

**Include** - Proprietors, partners, directors and family members working in the enterprise in b(ii) if paid a definite regular wage or salary and in b(i) if not;

- Persons temporarily absent because of illness, holidays or strike (with or without pay);
- Temporary, casual and seasonal employees.

### **8. Internationalisation**

(1) Location of ownership - this question relates to the top company in the corporate structure. In the case of a joint venture, the location of both parent companies should be included.

(2), (3) Imports and exports of goods and services - exclude invoiced VAT and subsidies received. Include excise duty paid or payable.

### **9. Local unit information**

A breakdown of total persons engaged (in week ended 8 September 2002, (Q. 6(b))) is requested for each trading branch of the enterprise.