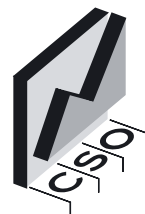


Appendix 4
Annual Services 2002 Questionnaire
Non-Distributive Services

ANNUAL SERVICE INQUIRIES 2002

CONFIDENTIAL



Form NDS

CENTRAL STATISTICS OFFICE
SKEHARD ROAD
CORK

Phone replies/inquiries to:
Locall: 1890 313 414
(021) 453 5000 or (01) 498 4000
Ext. 5233, 5232 and 5296
Fax: (021) 453 5299
Website <http://www.cso.ie>
Email: anserv@cso.ie
quoting Ref. No. on label

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 and should be returned within three weeks of receipt.

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 ☐
2. Partnership ☐

3. Public Limited Company ☐
4. Private Limited Company ☐
5. Other ☐

2. Year covered by details provided

This accounting year should cover 12 months and contain at least 6 months of 2002	From To	Day	Month	Year	Office use	
					Yr.	

3. 2002 Turnover (excluding VAT)

€

(1)	(Total fees, commissions and other forms of turnover accruing to the business in 2002). For Bookmakers completing this form, a figure for Turnover less bets paid out should be inserted here	
	Of which: turnover in respect of goods manufactured by the enterprise itself	
(2)	VAT charged on Total Turnover	

4. Purchases of Goods and Services

(1)	Goods and services for Direct Resale (Include - trading stock, parts for repair of customers goods etc. See note 4(1)).	
(2)	Stocks (excluding VAT) Total Value (as for accounting purposes) of stocks of goods —	<div>Beginning of Year</div> <div>End of Year</div>
(3)	Other Purchases (excluding deductible VAT) - Expenses (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.) N.B. Question (3c) mainly relates to the overheads of the business, excluding fuel costs and wages, and is applicable to all firms.	
	Total Purchases of goods, materials and services (Sum of (3a), (3b) and (3c) above)	
(4)	Deductible VAT paid on purchases	

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)

(d) 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**

(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)

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 total turnover in Q3(1), state(best estimates) % resulting from orders submitted using e-mail, EDI or the Internet %

8. Internationalisation

(1) Location of ownership (✓) Ireland
(ultimate beneficial owner) 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 Fax No

(BLOCK CAPITALS) E-mail

Address

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

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. 5232/5296/5233

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)

- (1) Turnover should include the total amount of fees and other payments for goods and services provided, which accrued to the business in 2002, excluding Value Added Tax.

In the case of Commission Agents selling goods, turnover should include the commission only and not the total value of the goods handled. For services agencies, turnover should include commission and the cost of services supplied to customers. For Bookmakers, this figure should reflect turnover less bets paid out.

4. Purchases of goods and services**(1) Goods and services for direct resale**

These are generally only a minor or even a non-existent element of purchases for business in the services sector. For agencies selling services (e.g. travel and advertising agencies, freight forwarders) the cost of services supplied should be included here.

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 (e.g. Question 4 (2i) refers).

(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. (With the exception of software produced/purchased for resale).

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.