# Instructions for completing the questionnaire

## Section C. Research and Development (R&D) activities

R&D is creative work undertaken on a systematic basis in order to create new or improved products, processes, services or other applications. R&D is distinguishable from other activities by the presence of an appreciable element of novelty and by the resolution of problems and uncertainties using scientific or technological means.

## **Question 1. Turnover**

The figures entered should be the net amounts invoiced to customers after deductions for trade and quantity discounts and allowances for returns (including containers), but not cash discounts.

Duties and taxes paid or payable, e.g. excise duties, but not VAT Include:

Amounts charged by you to customers for transport of goods, whether by your own employees or by carriers

Exclude: VAT

Revenues from sales of capital assets Subsidies from State funds or the EU. e.g. export refunds Dividends from subsidiaries or from other investments.

**Question 2. Purchases** 

The figures entered should relate to the actual costs of goods and services purchased (excluding VAT) and should be the amounts paid after deducting trade and quantity discounts given by suppliers and credit for returns (including containers).

If you think you may be double counting any purchases because of difficulty with apportioning based on our classification methods, please only include once under the heading you believe is most appropriate. Contact the CSO for assistance if necessary.

## Question 2(i)(a). Purchases of materials during the year

Include: Raw materials, materials for repairs, small tools, materials purchased for the production of capital goods by your enterprise for your own use, packaging, office supplies, etc.

Exclude: Fuel, power, services and goods purchased for resale without further processing (proper to question 2(ii)).

#### Question 2(ii)(b). Purchases of fuel and power

Purchase of all energy products during the reference period should be included only if they are purchased to be used as fuel. Energy products purchased as a raw material or for resale without transformation should be excluded from this question but included in 2(i)(a) and 2(ii)(a).

Include: Other duties and taxes paid or payable. Exclude: Deductible VAT.

## **Question 3. Operating subsidies**

This guestion covers only operating subsidies paid to the enterprise on a continuing basis. If in doubt as to whether a particular item is relevant, include it with a detailed description. These operating subsidies should not be included in section 1 (turnover invoiced by the enterprise)

Include: Export refunds, employment subsidies, etc. Exclude: Capital grants, once-off non-repayable grants, tax rebates, etc.

#### Question 5. Stocks and work in progress

Include: Excise duty (in the case of finished goods, it should be the actual amount if this has already been levied; if not yet levied, the amount shown should reflect the rate in force on the balance sheet date).

Exclude: VAT.

# Question 6. Changes in capital assets of the enterprise during the year

- Include: Installation costs, professional fees, overheads, etc., major repairs and alterations to existing assets, if capitalised. Own produced tangible goods valued at production cost - include labour costs and cost of materials used during the year. Capital value of assets acquired during the year through direct purchase, finance leasing or hire purchase agreement (but exclude finance charges), items bought but leased under operational leasing agreements to other enterprises.
- Exclude: Deductible VAT (VAT on passenger cars is not deductible) and items obtained under operational leasing or rental agreements.

# Question 7. Employment and gross earnings

Include: All employees and seasonal/temporary workers engaged during the year as per P35. Exclude: Persons absent for an indefinite period, silent or inactive partners, non executive directors.

Gross earnings should be the gross amounts paid to all employees on the payroll before deduction of tax, employees' PRSI, etc.

Include: Overtime, service pay, shift and other allowances, commissions and bonuses, holiday and sick pay, payments in kind, earnings of trainees (even if recouped in whole or in part from SOLAS, etc.), directors' remuneration.

Exclude: Redundancy payments and pensions to former employees (include under question 8(iii)), payment of travelling expenses (include under question 2(ii)(m)), other labour costs not forming part of employee earnings, e.g. employer's PRSI contributions (see question 8), directors' remuneration for attendance at board meetings (proper to section 2(ii)(m)), payments for agency workers (proper to section 2(ii)(l)).



Enauiries to LoCall: 1890 313 414 (ROI) 0870 876 0256 (UK/NI) CENSUS OF INDUSTRIAL PRODUCTION 2016 (021) 4535000 or (01) 4984000 E-mail: industry\_dcu@cso.ie Website: www.cso.ie

If above details are incorrect, please amend and tick this box

Notice is served under Section 26 of the Statistics Act, 1993. You are obliged by law to complete and return this form to the Central Statistics Office.

# **Statutory Basis**

This statutory inquiry is conducted under the Statistics (Structural Business Inquiries) Order, 2013 (S.I. No. 44 of 2013) made under the Statistics Act, 1993. The information you provide will be treated as strictly confidential in accordance with Section 33 of the Statistics Act, 1993 and with EU law. Data collected will be used only for statistical purposes. Census forms must be completed and returned within 30 days of receipt.

An electronic version of this form is available for comp

## A. Year covered by this return

2016 calendar year or nearest accounting year - ending between April 2017. If the period covered by this return is not 12 mont an explanation

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.....

B. Please give an accurate description of the company's

C. Research and Development (R&D) activities - see instru Did the business engage in any Research and Development activ

**D. Family Business** 

Is this a family business?

E. Information may be returned in Euro € or US \$ Indicate the currency used (mark with X)



Industry SBS DCU **Central Statistics Office Skehard Road** Cork T12 X00E

ridacij Paltor

Pádraig Dalton **Director General** 

letion at https://eform	s.cso.ie/Public/C	CIPF2016.pdf
n <b>May 2016 and</b> From hs please give To	Day Month	Year /
main activity		
uctions on the back pa ities in 2016?	- 1	es No 016 es No 014
	Euro	€ US \$ 012

F. Please list all local units (i.e. separate locations) industrial or non-industrial		Persons Engaged
Name/Address	Main Activity	Annual Average (as per P35)
1		
1 (List any additional local units on a separate page)		
G. How many locations are covered in this return?		
		011
H. Location of ownership (ultimate beneficial owner) i.e. the top company in the corporate structure. In the case of a jo	· · · · · · · · · · · · · · · · · · ·	
venture, the location of both parent companies should be included		Elsewhere (specify)
EXAMPLE: Turnover of €4,121,324 would be entered Please show all monetary amounts to the nearest thousand		, 4,121, <b>000</b>
1. Total turnover invoiced by the enterprise - see instru	ictions on the back	-
(i) Turnover from	_	Value (000's)
(a) Goods produced by the enterprise		, , , 000 <sub>101</sub>
(b) Industrial services provided by the enterprise to others	F	
(e.g. work done on commission or contract, repairs and maintena research work, etc.)	ince,	, , , , 000 <sub>102</sub>
(c) Goods resold without further processing		
(purchases of goods for resale in the same condition as received included in 2(ii)(a))	d should be	, , , , , , , , , , , , , , , , , , ,
(d) Other items of turnover	Г	
(e.g. rents, licence fees, royalties, canteen sales, etc.)	L	
Tota	I Turnover	, , , , , , 0 0 0 <sub>110</sub>
		N(-1 (2021-)
(ii) Exports (a) State the amount of total turnover from goods produced b	v the	Value (000's)
enterprise as per 1(i)(a) above which is accounted for by e		, , , , 0 0 0 <sub>111</sub>
(b) State the amount of total turnover from industrial services		
by the enterprise to others as per 1(i)(b), which is account exports	ed for by	, , , , , , , , , , , , , , , , , , ,
(c) State the amount of total turnover from goods resold with processing as per 1(i)(c), which is accounted for by export		, , , , , 0 0 0 <sub>128</sub>
(d) State the amount of total turnover from other items of turn per 1(i)(d), which is accounted for by exports	over as	, , , 0 0 0 <sub>129</sub>
Tota	I Exports	, , , , , , , , , , , , , , , , , , ,
(e) State the % (best estimate) of % Exports		
turnover from goods produced of 1(i)(a) and industrial services provided and 1(i)(b) GB	NI Zo	
in 1(i)(a) and 1(i)(b) above which is accounted for by	] <sub>+</sub>	
exports and give a breakdown		126 114 115 116 %
by destination shown (Note: GB + NI + Euro Zc	one + Rest of EU + US	SA + Elsewhere must add to 100% of exports)
(iii) (a) Of the total turnover in 1(i) above, state the % (be	st estimate) invoiced	to affiliates
	,	70 124
(b) Of the total turnover in 1(i) above, state the % (be		from orders submitted
using e-mail, EDI (Electronic Data Interchange) o	or the internet	904

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Data Validation	Value (000's)					
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erating profit/loss should be similar to the following calculation based on data already supplied. tal Turnover + Operating Subsidies + Changes in Stocks - Total Purchases - Total Staff Earnings - Personnel Costs - tal Indirect Taxes Payable						
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9. Data Validation						
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7. Employment and gross earnings - see instructions on the back page
Indicate the currency used for the earnings and labour costs data (mark with X) Euro € US \$ _701
(i) Number of persons engaged (include all employees on the payroll i.e. persons engaged (annual average as per P35)) Persons engaged Annual Average (as per P35)
(a) Proprietors and family members working in the enterprise <b>not paid</b> a fixed wage or salary
(b) All other employees
Total Persons Engaged
Of the total persons engaged, please state the number of persons engaged <b>part-time</b> (exclude seasonal and temporary workers) 733
(ii) Total gross earnings for the year
(exclude other labour costs e.g. employer's PRSI contributions -proper to question 8) Value (000's)
Total Gross Earnings     , 000
152
8. Personnel costs
Include: Charges borne by the enterprise Exclude: Any part of costs paid by the employees
Amounts included as earnings in section 7 (e.g. sick pay)
Value (000's)
(i) Employer's contributions to the Pay Related Social Insurance scheme (PRSI)
(ii) Employer's contributions to superannuation funds, PRSA's and other pension schemes (exclude payments of life assurance premiums on behalf of employees)
(iii) All other personnel costs          Include:       Redundancy payments, less rebates received         Payments of life assurance on behalf of employees         Training costs (e.g. levies less rebates received)         Social expenditure excluding payments in kind (net of receipts)         All labour costs of a social nature (e.g. family allowances, canteen subsidies, medical services, sports and social facilities, libraries, etc.)         Pensions, PRSA's and retirement benefits (other than out of superannuation funds/pension schemes)         Insurance premiums which are additional to statutory requirements
Employer's liability insurance Private health insurance premiums paid on behalf of employees
Total Personnel Costs         , , , , 0, 0, 0           807

2. Purchases - see instructions on the back page
(i) Purchases of materials during the year
(a) Total purchases of materials
(b) State the % (best estimate) of materials purchased
(i) that was purchased within Ireland
(ii) % of which was imported by the enterprise and give breakdown by origin shown $GB = GB$ 303 = GB (Note: GB + NI+ Euro Zo
(c) State the % of materials in 2(i)(a) above that was purchased from
(ii) Other purchases and operating expenditure during the
(a) Goods for resale without further processing (turnover from goods resold in the same condition as received should be included in 1(i)(c))
(b) (i) Energy products purchased for use as fuel and power
<ul> <li>(ii) Energy products for use as a raw material for energy regener or for resale without transformation</li> </ul>
<ul> <li>(c) Industrial services supplied to the enterprise by others (work done on commission or contract, amounts paid for repairs and maintenance, etc.)</li> </ul>
(d) Total non capital expenditure on environmental protection
(e) Water charges
(f) Refuse charges
(g) Research and Development services supplied to the enterprise (exclude capitalised research and development (appropriate to section 6
(h) Hire and operational leasing of plant, machinery, equipment and
<ul> <li>(i) Freight charges for transport of the enterprise's products (cost of own account transport should be included under fuels, wages, et</li> </ul>
(j) Royalties on technical know-how, fees for use (as distinct from det purchase appropriate to 6(i)(m)) of copyrights, patents and licence f
<ul> <li>(k) Management and marketing fees (include contributions to corporate overheads)</li> </ul>
(I) Payments to employment agencies for the provision of personne
(m) All other non-industrial services (include cleaning, audit and legal fe of premises, bank charges (exclude interest), telecommunication and po charges, travel expenses, insurance premiums paid on plant, vehicles a (exclude employer's liability insurance - see 8(iii)), etc.) Exclude dep
Total Other Pu
(iii) Imports

State the amount of other purchases in 2(ii)(b) to 2(ii)(l) above which is accounted for by  $\mbox{imports}$ 





4. Indirect taxes		
(i) Excise (home) duty paid or payable on goods produced by the enterprise (exclude excise (import) duty and customs duty)		Value (000's)
(ii) Other indirect taxes paid or payable (e.g. vehicle taxes, rates, licence fees, etc.) (exclude customs and excise duties)		, , , , , , , , , , , , , , , , , , ,
	Total	, , , , , , , , , , , , , , , , , , ,

5. Stocks and work in progress - see instructions on the back page									
These should be valued on the accounting basis used by the enterprise									
	Beginning of year	End of year							
<ul> <li>(i) Materials for use by the enterprise (e.g. raw materials, materials for repairs, small tools, packaging, office supplies, etc.)</li> </ul>	Value (000's)	Value (000's)							
(ii) Fuels	, , , 0 0 0 <sub>603</sub>	, , , 0 0 0 604							
(iii) Work in progress	, , , 0 0 0 <sub>605</sub>	, , 0 0 0 606							
(iv) Finished goods (include excise duty)	, , 000 <sub>607</sub>	, , , 0 0 0							
<ul> <li>(v) Goods purchased for resale without further processing (include customs and excise duty paid or payable)</li> </ul>	, , 000 <sub>609</sub>	, , , 0 0 0 <sub>610</sub>							
Total	, , , 000 <sub>611</sub>	, , , 0 0 0 <sub>612</sub>							
<b>T</b>									

# **6.** Changes in capital assets of the enterprise during the year - see instructions on the back page This section refers to assets with a useful life of more than one year. It includes the value of assets manufactured

This section refers to assets with a useful life of more than one year or built by the enterprise with its own workforce for its own use

- (i) Additions to capital assets
- (a) Land (not built on)
- (b) Purchase of existing buildings and structures
- (c) Construction or alteration of buildings and structures carried out by the enterprise
- (d) Transport equipment
- (e) Computer and other equipment (include pre-loaded software)
- (f) Radio, TV and communication equipment
- (g) Plant and equipment for the purposes of pollution control & anti-pollution accessories
- (h) Plant and equipment linked to cleaner technologies
- (i) Other plant and equipment
- (j) Capitalised Research and Development (R&D)
- (k) Computer software (exclude own account)
- (I) Other intangible fixed assets
- (m) Copyrights, patents and licences for intellectual property
- (n) Other capital assets

# Total value of additions to capital assets 6(i) (a) to (n)

- (ii) Of the total additions in 6(i) (a) to (n) above, state the amount that is:
- (a) manufactured or built by the enterprise with its own workforce for its own use
- (b) acquired through financial leasing
- (iii) Total receipts on sales of tangible capital assets



