

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.

MAILING_ADDRESS

Please write any changes to your name / address below:



To be completed for:

TRADING_AS

From:

NISRA Department of Finance
Economic and Labour Market Statistics
PO Box 4971
LANCING, BN99 8SL

Annual Business Inquiry - 2016

Reference Number: **9876543210**

Return Due By: **22 May 2017**



If you would prefer to complete this survey electronically, please register online:

www.surveys.finance-ni.gov.uk

Survey: **Annual Business Inquiry**

eform Registration Code: **123456789**

You are required to complete this form, which provides information important to the Government's economic planning. Please note carefully the definitions provided in the guidance notes overleaf.

Given the importance of this inquiry, it is conducted on a statutory basis under **the Statistics of Trade and Employment (Northern Ireland) Order 1988**, which creates a legal obligation on your business / organisation to make a return. A prompt response will ensure we do not trouble you with reminder forms. **Please note that failure to make a return can incur penalties under Article 8 of the Order.**

All the information you provide is kept secure via a range of physical and technical security arrangements and disclosure control methods. It is illegal for us to reveal your data or identify your business to unauthorised persons. Further information is available at <https://www.economy-ni.gov.uk/publications/statistical-protocols-and-compliance-data-security>

If the guidance notes do not answer your question(s) or if you require further guidance or advice, please contact us on telephone **028 9052 9656** or e-mail abihelpine@finance-ni.gov.uk quoting the above Reference Number.

Thank you for your co-operation.

DR J GILLAN
Senior Principal Statistician



WHAT YOUR ANNUAL BUSINESS INQUIRY SHOULD COVER:



Your return for this inquiry should include all **Northern Ireland based business activity**, in respect of the reporting unit overleaf.

If our records suggest that this return should cover more than one site, full details have been listed at the back, in the form of a local unit list.

PLEASE ROUND ALL FINANCIAL AMOUNTS TO THE NEAREST THOUSAND (e.g. £427,000 should be recorded as £427).

1. PERIOD COVERED BY THE RETURN

Your return should cover the **calendar year 2016** (If no figures are available for that period, your return should relate to a business year that ends between **d mm yy** and **d mm yy**).

If you traded for only part of the year, please provide figures for that period.

Period covered by the return: **From**

Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	11

Period covered by the return: **To**

Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	12

Is the 2016 financial data based on final accounts? Please Tick

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	4
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2. EMPLOYEES see note 2.

Exclude: Agency staff unless they are paid directly from your business's payroll

- (a) Total number of part-time employees on **5 September 2016**
(Part-time employees work 30 hours or less per week) 51
- (b) Total number of full-time employees on **5 September 2016** 52
- (c) Total number of employees 50
- (d) Number of working proprietors, partners and executive directors only receiving a dividend or share of the profits as payment 55
- (e) Number of unpaid workers (excluding Voluntary workers) 58
- (f) **Total employment (sum of answers (c) to (e) above)** 59



3. **INCOME** (including VAT) see note 3.

Total amount receivable in respect of invoices raised during the period of return, covering sales of goods and services (including progress payments on work in progress)

Include: Commission or rent from businesses trading on your premises (i.e. a shop within a shop)

Exclude: Sales of fixed assets; Output for own final use; Grants

3.1 **Total Turnover (including VAT)**

Please provide an explanation of any significant change between this year's figure and the previous year's figure in the comments section, at the end of the form.

										000	346
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(a) The amount of VAT included in your turnover figure above

										000	321
--	--	--	--	--	--	--	--	--	--	-----	-----

(b) Turnover arising from the sale of goods purchased and resold without further processing

										000	911
--	--	--	--	--	--	--	--	--	--	-----	-----

3.2 **Sales and Export Destinations**

Sum of (a)(i), (a)(ii) and (b)(i) below should equal 3.1 Total Turnover

(a) Please indicate the value of goods and services sold to NI and GB during the period of the return

(i) Goods and services sold to NI

										000	5000
--	--	--	--	--	--	--	--	--	--	-----	------

Of which were: Goods

										000	5001
--	--	--	--	--	--	--	--	--	--	-----	------

Of which were: Services

										000	5002
--	--	--	--	--	--	--	--	--	--	-----	------

(ii) Goods and services sold to GB

										000	5003
--	--	--	--	--	--	--	--	--	--	-----	------

Of which were: Goods

										000	5004
--	--	--	--	--	--	--	--	--	--	-----	------

Of which were: Services

										000	5005
--	--	--	--	--	--	--	--	--	--	-----	------

(b) Did your business provide goods or services to businesses based internationally (outside the UK) during the period of the return? Please tick

Yes No 5006

(i) **If yes** please enter the total value of exports of goods and services

										000	110
--	--	--	--	--	--	--	--	--	--	-----	-----

If yes please ensure you complete question 18: Exports of goods and services

3.3 **Value of Insurance claims received**

										000	317
--	--	--	--	--	--	--	--	--	--	-----	-----

3.4 **Environmental Goods and Services** see note 3.4.

(a) Did your business produce a good or service with the main aim of protecting the Environment (please tick)

Yes No 350

(b) Please estimate the proportion of your total turnover that relates to the environmental good or service provided. (please tick one box only)

0-9%

10-24%

25-49%

50-74%

75-100%

351



4. **VALUE OF STOCKS HELD** (including work in progress) see note 4.

Exclude: VAT

(a)	Total value of all stocks at the beginning of the period (including work in progress)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	500
	Of which purchased for resale without further processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	505
(b)	Total value of all stocks at the end of the period (including work in progress)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	599
	Of which purchased for resale without further processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	506

5. **SUBSIDIES RECEIVABLE**

Include: Import and export refunds

Exclude: Grants from non-government or non-EU sources; grants for capital investment and grants to cover historical losses or for cancellation of debt

Total amounts received in subsidies from government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	414
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6. **CUSTOMS & EXCISE DRAWBACK**

Include: The amount of drawback and allowances receivable from Her Majesty's Revenue & Customs (HMRC) for goods exported, deposited or delivered for home use during the year.

Exclude: Rebate for VAT

Total amount of excise drawback and allowances receivable from HMRC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	416
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Sample - do not use



7. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT)

7.1 **Employment Costs** see note 7.1
 Total employment costs 000 450

7.2 **Purchases of Goods, Materials, Energy and Services** see note 7.2

Please give amounts payable **excluding**: Employment Costs; Stock variation; All interest Payments; Amounts charged to capital account and capitalised building repairs

(a) **Total purchases of goods and materials** see note 7.2 (a) 000 710
 (i) Of total in 7.2(a): were bought for further processing 000 712
 Purchases attributed to Northern Ireland 000 713

(ii) Of total in 7.2(a)(i): were purchases of semi-processed food or beverage products bought from other food or beverage processing businesses for further processing by your business? 000 714
 Purchases attributed to Northern Ireland 000 716

(iii) Of total in 7.2(a): were bought for resale without further processing 000 711
 Purchases attributed to Northern Ireland 000 717

(b) **Total purchases of energy and water** see note 7.2 (b) 000 720

How much of this related to the purchase of:

(i) Water costs 000 732
 (ii) Energy costs 000 729

Please provide details of energy costs split by:

(i) Electricity 000 721
 (ii) Natural Gas 000 722
 (iii) LPG (Liquid Petroleum Gas) 000 723
 (iv) Heating Oil 000 724
 (v) Solid Fuels 000 725
 (vi) Motor Fuels 000 726
 (vii) Other fuel/ energy products (please list these in the space provided below) 000 727

(c) **Total purchases of services** see note 7.2 (c) 000 730

Please provide details of services costs split by:

(i) Amounts payable to consultants or architects from other firms 000 780
 (ii) Amounts payable for road transport services 000 770
 (iii) Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles 000 771
 (iv) Amounts payable for telecommunication services 000 772
 (v) Amounts payable to employment agencies for agency staff 000 1830
 (vi) Sewerage charges and other waste disposal costs? 000 734
 (vii) All other amounts payable for services 000 775

(d) **Total purchases of goods, materials, energy, water and services** (Should be the sum of answers 7.2 (a) to 7.2 (c) above) 000 499



8. TAXES, DUTIES AND LEVIES PAID

Total amount paid in taxes, duties and levies to government

(a)	Amounts payable in national non-domestic (business) rates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	412							
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	431							
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills. See note 8(c)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	415							
(d)	Other amounts paid for taxes, duties and levies (excluding : VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax; capital gains tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	413							
Total taxes, duties and levies paid										<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	400

Sample - do not use



9. **CAPITAL EXPENDITURE** see note 9

Provide values for acquisitions, and proceeds from the disposal of capital assets that are used repeatedly to facilitate production, or provide services, for more than one year

Note: information requested may not always be found on a register of capital assets, and should include all assets of any value, even if this is below your Asset Register threshold

9.1. **ACQUISITIONS**

For this reporting period, what was the value of acquisitions of capital assets for the following:

(a) Land, excluding buildings, for own use										000	610
Of which:											
i. Transfer costs and professional charges, e.g. surveyors' fees										000	625
(b) Existing buildings and structures <u>for own use</u> , or where you are responsible for maintenance										000	611
(c) Construction work, new build, refurbishments or improvements to existing buildings, <u>for own use</u> , or where you are responsible for maintenance										000	622
(d) Computer software programs and databases											
i. Developed by own staff for business use										000	612
ii. Purchased or developed externally (bespoke)										000	614
(e) Machinery and equipment										000	615
(f) Natural resources										000	626
(g) Other non-produced assets										000	627
Of which:											
i. Goodwill										000	628
(h) Intellectual property assets										000	629
(i) Total value of capital assets acquired This should be the sum of 9.1(a) to 9.1(h)										000	600
(j) Of the total value of acquisitions reported at question 9.1(i), what was the value of work carried out by own staff for <u>business use</u> ? This should be the value of work carried out by own staff for assets at 9.1(c), 9.1(e) and 9.1(h)										000	613
(k) Of the total value of acquisitions reported at question 9.1 (i), what was the value of assets acquired under finance lease?										000	621

9.2. **DISPOSALS**

(a) Land, excluding buildings, <u>for own use</u>										000	630
Of which:											
i. Transfer costs and professional charges, e.g. surveyors' fees										000	635
(b) Existing buildings and structures <u>for own use</u> , or where you are responsible for maintenance										000	631
(c) Computer software programs and databases											
i. Developed by own staff for business use										000	636
ii. Purchased or developed externally (bespoke)										000	637
(d) Machinery and equipment										000	638
(e) Natural resources										000	639
(f) Other non-produced assets										000	641
(g) Intellectual property assets										000	642
(h) Total value of proceeds from disposals										000	699
9.3. Gross investments in concessions, patents, licenses and trademarks and similar rights (not to be included in 9.1 (i))										000	640



10. **RESEARCH AND DEVELOPMENT**

R&D comprises creative and systematic work undertaken in order to increase the stock of knowledge, and in order to devise new applications of available knowledge. R&D activity must have elements of **all of these five** criteria:

- i. **Novel** – To be aimed at new findings
- ii. **Creative** – To be based on original, not obvious, concepts and hypotheses
- iii. **Uncertain** – To be uncertain about the final outcome
- iv. **Systematic** – To be planned and budgeted
- v. **Transferable/reproducible** – To lead to results that could possibly be reproduced

If anyone in the business was engaged in R&D work in Northern Ireland on a regular basis during the year please tick Yes No 9

Section intentionally left blank

Sample - do not use

11. **MAJOR PRODUCTS MANUFACTURED AND SERVICES PROVIDED** see note 11

Please list your top three business activities and related code in order of contribution to sales. (Code)

(a)	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																							<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td></tr></table> 2801			
(b)	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																							<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td></tr></table> 2802			
(c)	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																							<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td></tr></table> 2803			

12. **RETAIL OUTLETS**

- (a) Number of shops (including forecourt shops)

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 750
- (b) Number of fixed market stands

--	--	--	--	--	--

 752

13. **TARGETING OF NEW BUSINESS**

Please list any new countries (including Great Britain or areas within Great Britain) that your business will be targeting over the next two years.

1.		2901
2.		2902
3.		2903
4.		2904
5.		2905
6.		2906

14. **OWNER BASE**

- (a) Is this a family business? See note 14. Please tick Yes No 200
- (b) Is the ultimate owner of your company based outside Northern Ireland. Yes No 148
- (c) If YES, are they based outside the UK Yes No 149

15. **EMPLOYMENT OF AGENCY STAFF** where the Agency or Recruitment Firm pays the staff from their payroll

- (i) Have you employed any Agency staff who were paid directly by the Agency or Recruitment Firm (i.e. not on your payroll) in the period covered by the return? Please tick Yes No 1810

(Person Hours)
 (ii) During the period covered by the return what was the **total** person-hours worked by all such Agency staff?

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 1820

(E.g. 3 Agency Staff working 8 hours a day, 3 days per week, for 12 weeks of the last financial year = 864 person-hours.)

16. **INVEST NI PERMISSION**

Has your Business ever received assistance from Invest NI (either in the form of financial support, guidance and/or information)? Yes No 5

I grant Invest NI permission to access the information provided within this return. Please tick Yes No 6

(The information you provide will be held securely by Invest NI and will not be revealed in published statistics in any way which will enable your company to be identified. Please note that by not granting permission, Invest NI may request that you furnish this information directly to them.)



17. **PURCHASES AND IMPORTS OF GOODS AND SERVICES** see note 17

(a) Please indicate the value of goods and services purchased from NI and GB during the period of the return

(i)	Goods and services purchased from NI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1600
	Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1601
	Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1602
(ii)	Goods and services purchased from GB	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1603
	Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1604
	Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1605

(b) Did your business purchase goods or services from businesses based internationally (outside the UK) during the period of the return? Please tick Yes No 5012

If yes:

Please give the amounts payable in respect of invoices raised during this period (excluding VAT but including excise duties (less drawback)).

Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Please indicate

(i)	The total value of imports of goods and services (i.e. costs payable to businesses based outside of the UK)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	120
(ii)	The value of imports of goods and services from each destination below										
(a)	Republic of Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5013
	Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	124
	Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	126
(b)	Rest of European Union (EU) (countries included at question 19(a))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5014
	Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	121
	Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	125
(c)	Rest of World (countries included at question 19(b))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5015
	Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	123
	Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	127
(iii)	Freight and insurance costs associated with imports	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	128



18. EXPORTS OF GOODS AND SERVICES

Please complete this section if you answered yes to question 3.2(b): Did your business provide goods or services to businesses based internationally?

Please give the amounts receivable in respect of invoices raised during this period (excluding VAT but including excise duties (less drawback)).

Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.
Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

See note 18
 Please indicate

(i) The value of exports of goods and services to each destination below

(a) Republic of Ireland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5008
Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	114
Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	116

If your business only exports to ROI please complete question 18 (i)(a) and proceed to the Local Unit List

(b) Rest of European Union (EU) (Please provide a breakdown at question 19(a))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5009
Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	111
Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	115
(c) Rest of World (Please provide a breakdown at question 19(b))	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5010
Of which were: Goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	113
Of which were: Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	117

(ii) Freight and insurance costs associated with exports	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	118
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Sample - do not use

19. EXPORT DESTINATIONS BY COUNTRY

19(a) Please indicate the value of sales to the Rest of EU - the information you provide should sum to the total for the Rest of EU provided in question 18(i)(b); for example, Rest of EU = 200 (Germany 100, France, 50, Italy 50)

2016		2016	
Germany	<input type="text"/>	<input type="text"/>	000 3401
France	<input type="text"/>	<input type="text"/>	000 3402
Belgium	<input type="text"/>	<input type="text"/>	000 3403
Luxembourg	<input type="text"/>	<input type="text"/>	000 3404
Netherlands	<input type="text"/>	<input type="text"/>	000 3405
Italy	<input type="text"/>	<input type="text"/>	000 3406
Denmark	<input type="text"/>	<input type="text"/>	000 3407
Portugal	<input type="text"/>	<input type="text"/>	000 3408
Spain	<input type="text"/>	<input type="text"/>	000 3409
Greece	<input type="text"/>	<input type="text"/>	000 3410
Austria	<input type="text"/>	<input type="text"/>	000 3411
Sweden	<input type="text"/>	<input type="text"/>	000 3412
Finland	<input type="text"/>	<input type="text"/>	000 3413
Cyprus	<input type="text"/>	<input type="text"/>	000 3414
Czech Republic	<input type="text"/>	<input type="text"/>	000 3415
Estonia	<input type="text"/>	<input type="text"/>	000 3416
Hungary	<input type="text"/>	<input type="text"/>	000 3417
Latvia	<input type="text"/>	<input type="text"/>	000 3418
Lithuania	<input type="text"/>	<input type="text"/>	000 3419
Malta	<input type="text"/>	<input type="text"/>	000 3420
Poland	<input type="text"/>	<input type="text"/>	000 3421
Slovakia	<input type="text"/>	<input type="text"/>	000 3422
Slovenia	<input type="text"/>	<input type="text"/>	000 3423
Bulgaria	<input type="text"/>	<input type="text"/>	000 3424
Romania	<input type="text"/>	<input type="text"/>	000 3425
Croatia	<input type="text"/>	<input type="text"/>	000 3426
Rest of European Union Total (sum of values provided above, to agree with the Rest of the European Union values stated in question 18(i)(b))	<input type="text"/>	<input type="text"/>	000 3450

Sample do not use



19(b) Please indicate the value of your sales to the Rest of World - the information you provide should sum to the total for the Rest of World provided in question 18(i)(c); for example, Rest of World = 200 (Switzerland 50, USA 50, Saudi Arabia 50, South Africa 50). If you have sales to more than two 'Other' countries in one or more regions, please detail these on a separate sheet and attach to the form. (For 'Other' countries Specify Country and Value)

2016

2016

Rest of Europe

Switzerland	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3501	Turkey	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3502
Norway	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3504	Russia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3505
Eastern Europe inc former USSR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3503	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3598
												<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3599

North America

USA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4101	Canada	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4102
Mexico	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4103	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4199

Central & South America

Brazil	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4201	Argentina	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4202
Chile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4203	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4298
												<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4299

Middle East

Saudi Arabia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4301	Israel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4302
Jordan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4303	Lebanon	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4304
Syria	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4305	Kuwait	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4306
Oman	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4307	Qatar	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4308
Utd Arab Emirates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4309	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4398
Bahrain	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4310		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4399

Asia

Japan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4401	China	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4402
Hong Kong	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4403	India	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4404
South Korea	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4405	Singapore	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4406
Malaysia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4407	Thailand	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4408
Indonesia	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4409	Philippines	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4410
Vietnam	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4411	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4498
Taiwan	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4412		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4499

Africa

South Africa	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4501	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4598
Egypt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4502		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4599

Australia

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4601	New Zealand	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4701
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Rest of World

Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4896	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4898
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4897	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4899

Rest of the World Totals (sum of values provided above, to agree with Rest of World value stated in question 18(i)(c)) 000 4850



LOCAL UNIT LIST

This form lists the units, which according to our records, are covered by your return. Please complete the questions asked for each unit and amend any details which are incorrect. Please add any additional units along with the date the unit opened.

Unit Ref  01234567090 980 Date Closed

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 985

Unit Name 981

Trading as Address 982

Please provide details of any changes to your business name /trading address.

Please provide details of any changes to your business address.

Activity Description 984

If this is not an accurate description of the unit's business activity, please provide a correct description

Comments 986

Sample - do not use

LOCAL UNIT LIST - Continuation Sheet

Please add any additional units along with the date the unit opened. Photocopy this sheet if necessary.

Unit Ref	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	980	Date Opened	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	985
Unit Name	<input type="text"/>						981
Trading as	<input type="text"/>	Address	<input type="text"/>				982
Activity Description	<input type="text"/>						984
Comments	<input type="text"/>						986

Unit Ref	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	980	Date Opened	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	985
Unit Name	<input type="text"/>						981
Trading as	<input type="text"/>	Address	<input type="text"/>				982
Activity Description	<input type="text"/>						984
Comments	<input type="text"/>						986



20. **TIME TAKEN TO COMPLETE SURVEY** (Over and above normal accounting operations)

(a) Number of hours

<input type="text"/>	<input type="text"/>	hrs	144
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(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	145
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21. **ANY RELEVANT COMMENTS**

Please use this box if you wish to make any comments or need to provide further information on any of the data provided on this return (Please use BLOCK CAPITALS)

Sample

146

22. **CONTACT DETAILS**

Please give details of the person we should contact with any questions regarding this return (Please use BLOCK CAPITALS)

Contact Name

Position in Business

Telephone number

Fax number

E-mail address

Signature _____ Date _____

PLEASE TAKE A COPY OF YOUR COMPLETED FORM FOR FUTURE REFERENCE



NOTES TO HELP YOU COMPLETE THIS FORM

2. EMPLOYEES

Defined as those persons receiving a salary / wage to carry out permanent, temporary, full time or part-time jobs (or are on a training scheme with a contract of employment). They must be aged 16 or over and their job / training scheme must be based in Northern Ireland. They must be on the payroll on the survey date. Temporary absence on the survey date (e.g. holidays, sickness, maternity leave) does not affect an individual's status as an employee for the purposes of this survey. Similarly, staff (e.g. sales rep) who are mobile should be counted. Please include any Agency staff who are paid directly by you (i.e. on your payroll). If your organisation is an Agency that provides temporary staff for other organisations, please include all staff working in Northern Ireland who are paid directly from your payroll. This may include staff placed by your Agency in other businesses.

3. INCOME (INCLUDING VAT)

3.1 TURNOVER

Turnover consists of total takings or invoiced sales and receipts of the business. Figures should be given gross of indirect taxes, duties and levies (include VAT) invoiced to the customer.

INCLUDE:

- VAT;
- All sales of goods (except fixed capital assets) **including** exports and goods purchased and resold without processing;
- Provision of goods or services to other parts of your company or organisation, which are not covered by this return. These should be valued as if sold to an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;
- Work done on customers' materials (**including** value of any additional materials added);
- Income from construction activity (even if sub-contracted);
- Income from all industrial and non-industrial services rendered;
- Progress payments received for work in progress on long-term contracts, which have not been identified as stocks on the balance sheet;
- Income from postal activities and Post Office Counters Ltd;
- Commission on lottery sales;
- Income derived from the renting of property;
- Amounts received for the right to use patents, trademarks, copyrights etc.;
- Receipts from government for goods and services supplied free (or at a subsidised rate) under the National Health Service and similar public services;
- Transport, insurance and packaging charges (less amounts for returnable containers) invoiced by your business (even if invoiced separately);
- Income from sub-contracted activities;
- For commission work (i.e. where you do not hold title to goods sold), the commission/fee is to be **included**, but not the full transaction price. Also to be **included** here are costs incurred and passed on to the customer; The value of second-hand goods taken in part exchange (such second-hand goods should also be recorded as purchases);
- Service charges for credit provided (but not interest charges);
- The value of vouchers, tokens and coupons used by customers as a means of payment (but not the sale of such vouchers etc., to customers);
- Commission or rental from other businesses trading on your premises (**e.g.** a shop within a shop etc.);
- Income from retail sales over the INTERNET (where you hold title to the goods sold);
- Commission from sales over the INTERNET (where you do not hold title to the goods sold);
- Repair and installation work on domestic and household appliances only, whether or not in combination with sale of goods;
- Retail sale by commission agents.

EXCLUDE:

- Output for own final use;
- Income recorded as extra-ordinary income in your accounts;
- Amounts received from the sale of fixed capital assets;
- Amounts received from the sale of patents, trademarks, copyrights etc.;
- Grants from any source;
- Subsidies from UK public authorities and the European Union (EU);
- Value of insurance claims received. Include these in 3.2;
- Income derived from the renting of land;

- Income recorded as 'Other Operating Income' in your accounts;
- All trade, cash or other discounts and rebates (i.e. record turnover net of these);
- Interest payments received and other similar income;
- Claims received from sinking fund policies, policies providing pensions, superannuation or other retirement, sickness, personal, accident, disability or death benefits for employees or their dependents;
- Amounts arising from donations and fundraising activities;
- The full value of any transfer fees received.

3.2 SALES AND EXPORT DESTINATIONS

This section and section 18 relate to exported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man. For more detail please see note 18.

3.4 ENVIRONMENTAL GOODS AND SERVICES

Environmental goods and services refer to the provision of environmental technologies, goods and services. Please only include technologies, goods and services that have been *produced for the environment* ('environmental purpose').

'Environmental purpose' means that the technology, good or service has been produced for the purpose of:

- Preventing or minimising pollution, degradation or natural resources depletion
- Reducing, eliminating, treating and managing pollution, degradation and natural resources depletion or restoring environmental damage to air, water, waste, noise, biodiversity and landscapes
- Carrying out other activities such as measurement and monitoring, control, research and development, education, training, information and communication related to environmental protection and/or resource management.

In order to define whether a technology, good or a service qualifies, the environmental purpose must be the 'main purpose'.

4. VALUE OF STOCKS HELD (EXCLUDING VAT)

Stocks should be valued for balance sheet purposes, i.e. the lower of cost or net realisable value. Where long-term contract balances are **included** in stocks they should be recorded net of progress payments. Where the outcome of the contract is known with reasonable certainty and a proportion of the contract income has been recognised as turnover, progress payments should be disregarded.

INCLUDE:

- All stocks, that you own title to, of goods and materials on hand for sale or processing (other than goods supplied to another party with a reservation of title clause if treated as turnover);
- All stocks owned and held by you in the UK or currently in transit within the UK;
- The value of any goods let out on hire, only if they were charged to current account when acquired and do not rank as capital items for taxation purposes;
- Products that you own title to in intermediate stages of completion;
- Long term business contract balances.

EXCLUDE:

- Stocks you hold but do not own title to (**including** consignment stock);
- Duty on stocks held in bond;
- All stocks held overseas or in transit abroad;
- VAT, whether paid on purchases or chargeable on sales;
- Products in intermediate stages of completion that do not belong to you.

7. EXPENDITURE

7.1 EMPLOYMENT COSTS

Wages & salaries are defined as the total compensation in cash or kind payable to all employees. State the amount paid before deductions but less any amounts for which you are reimbursed from government sources;

INCLUDE:

- Accrued holiday pay;
- All overtime payments, bonuses, commissions;
- Payments to those temporarily absent (e.g. on holiday, sick, or on maternity leave);
- The cost to the employer of all benefits in kind, (e.g. subsidies to staff canteens, sports club membership, nurseries, health insurance, etc.);
- National Insurance, pension and redundancy contributions;
- Contributions to pension funds (**including** lump sum contributions). Employer's pension contributions should represent actual net amounts rather than notional values;
- Golden handshakes;
- Payments into pension funds providing retirement benefits or death benefits for employees, **including** former employees or their dependants;
- Employment costs paid to workers employed by the UK company, and workers employed who are based overseas. These costs should only reflect the installation services activity carried out outside the UK, included in section 3.

EXCLUDE:

- Payments to working proprietors, partners and executive directors not in receipt of a regular salary, fee or commission;
- Travelling & subsistence expenses. **Include** these in section 7.2(c);
- Amounts paid to sub-contractors. **Include** these in section 7.2(c);
- Payments to homeworkers on piecework rates. **Include** these in section 7.2(c);
- Payments for agency workers. **Include** these in section 7.2(c);
- Top up of pension funds or withdrawals from pension funds;
- Rebates received from National Insurance Redundancy Fund;
- Contributions by employers for their own personal pension schemes.

7.2 PURCHASE OF GOODS, MATERIALS, ENERGY, WATER AND SERVICES

State the net cost of purchases made during the period whether or not they were used or sold during that period. Valuation should be at full delivered cost. Deductible VAT should be **excluded** from the cost but non-deductible VAT **included**. In the case of imports the cost should **include** import and excise duties (less drawback).

7.2(a) PURCHASE OF GOODS AND MATERIALS

INCLUDE:

- The cost of raw materials, components, semi-manufactures, workshop and office materials (stationery and consumables), machine spares and packaging materials charged to you;
- Transfers of goods to your business from other parts of your company or organisation which are not covered by this return. These should be valued as if sold to an independent customer. If you are unable to supply figures on this basis, please value them at transfer cost;
- The cost of any materials you have supplied for work done by you as a sub-contractor;
- Any goods resold without further modification (i.e. merchanted goods) **including** any duties paid by the seller;
- Any goods bought on a 'sale or return' basis which were subsequently sold, but **excluding** the cost of those returned unsold.

7.2(b) PURCHASE OF ENERGY AND WATER

INCLUDE:

- All fuel costs (e.g. electricity, gas, oil, coal, coke, petrol, diesel etc.) used in the running of your business;
- Water abstraction application charges;
- Water rates;
- Petroleum, gas or coal bought for resale without further processing.

EXCLUDE:

- Waste disposal, sewerage and effluent disposal charges. Include these in 7.2 (c);
- Bottled water;
- Water abstraction licence fees. These should not be recorded anywhere in this form.

7.2(c) PURCHASE OF SERVICES

INCLUDE:

- Sewerage charges and other costs of waste disposal;
- Payments to sub-contractors;
- Sales of services purchased and then sold on to a customer without actually changing the service sold (e.g. paying a third party to deliver your goods and then passing on the cost to the customer who is buying them);
- Car hire or other vehicle hire without drivers;
- Amounts payable for printing services provided;
- Amounts payable for repairs, installation and maintenance of plant, machinery and vehicles;
- Payments for hiring, leasing or renting plant (including scaffolding), machinery and vehicles (if acquired under operational leases) but not if purchased under hire purchase or finance leasing arrangements;
- Commercial insurance premiums paid;
- The cost of freight transport by road only;
- Road transport used for furniture removal;
- Road transport services purchased for own staff use (e.g. buses and taxis);
- Amounts payable for vehicles hired with drivers;
- Travelling and subsistence expenses;
- Rental charges on telephone services **including** mobile telephones;
- Consultancy charges on computer software and hardware;
- Cost of repair, maintenance and installation of office and computing machinery;
- Post and telecommunications costs;
- Purchases of computer and related services;
- Postage (including parcel services);
- Advertising and marketing charges;
- Payments to employment agencies for agency staff;
- Payments for the services of accountants, auditors, solicitors etc;
- Amounts payable to other organisations and self-employed persons for labour they have supplied;
- Payments for patents, trademarks, copyrights and so on;
- Royalty payments;
- Bank charges;
- Rent paid on buildings and dwellings;
- Amounts payable for technical research and studies;
- Amounts payable for sea, air and rail freight on goods transported, this should include staff travel;
- Building repairs, maintenance and cleaning.

EXCLUDE:

- Hire purchase repayments and finance leasing payments, see note 9;
- All bank and other interest payments;
- Bad debts including future provisions;
- Any allowances for depreciation, amortisation or obsolescence including future provisions;
- Employment costs. Include these in 7.1;
- Computer hardware, software and programs written by a third party to be used for more than one year. **Include** these in section 9;
- The cost of any items charged to the capital account including building repairs;
- Purchase of computer licences;
- Market research and public relations activities carried out by your own staff;
- Fines and penalties;
- National non-domestic (business) rates;
- Carcasses purchased in order to produce smaller cuts of meat. These should be included in 7.2 (a).

8(c) AMOUNTS PAYABLE TO GOVERNMENT UNDER THE CLIMATE CHANGE LEVY

The Climate Change Levy (CCL), introduced in April 2001, is charged on industrial and commercial use of various forms of energy (e.g. primary and secondary fuel for lighting, heating, motive power and power for appliances)

EXCLUDE:

Any agreed reductions

9. CAPITAL EXPENDITURE

The generic instructions within this table refer to the whole of question 9. See below for notes addressing specific questions:

Note: information requested may not always be found on a register of capital assets, and should include all assets of any value, even if this is below your Asset Register threshold.

Include		Exclude	
Capital assets	<ul style="list-style-type: none"> Assets within the UK. Assets that are used repeatedly to facilitate production, or provision of services, for more than one year. The purchase costs and disposal proceeds of fixed assets, together with any other amounts treated as capital items for taxation purposes. The total capital value of assets that have been bought on hire purchase in the period covered by the survey. 	Capital assets	<ul style="list-style-type: none"> Assets outside the UK. Assets acquired in taking over an existing business or sold as part of a going concern. Assets of a capital nature acquired for re-sale rather than for use within the business e.g. stocks of vehicles held by motor traders. Assets like TV adverts or copyrights. Software licences of up to a year.
Assets transfers and leasing	<ul style="list-style-type: none"> Assets acquired under finance lease. i.e. where you (the lessee) are responsible for repairs and maintenance. Assets owned by the business but leased to another business under an operating lease i.e. where you (lessor) are responsible for repairs and maintenance. Any trade or transfer costs invoiced to you separately. 	Assets transfers and leasing	<ul style="list-style-type: none"> Assets leased to another business under finance leases. i.e. where repair and maintenance are carried out by the other business (lessee). Assets acquired under an operating lease i.e. where responsibility for repair and maintenance are borne by the owner (lessor) of the asset. Asset transfers between businesses owned by the same enterprise (except where the asset value is considered to be a 'new' acquisition or disposal within the company accounts).
		Interest and instalment payments	<ul style="list-style-type: none"> Interest and instalment payments under finance leasing arrangements.
Expenditure	<ul style="list-style-type: none"> Non-deductible VAT. Expenditure on replacing assets destroyed in circumstances (e.g. fire), which have given rise to a successful insurance claim. Expenditure on assets acquired for hiring, renting and other leasing purposes, but not finance leasing. Capital expenditure at any site belonging to the business where operations have not yet begun. 	Expenditure	<ul style="list-style-type: none"> Deductible VAT. Capital expenditure on assets for use outside the UK (except ships and aircraft).
		Depreciation	<ul style="list-style-type: none"> Allowances for depreciation.
Receipts	<ul style="list-style-type: none"> Grants and allowances from government sources, statutory bodies or local authorities that have been used to acquire or create assets used in production. Finance relating to Public Private Partnership / Private Finance Initiative that has been used to acquire assets. 	Receipts	<ul style="list-style-type: none"> The proceeds from an insurance claim against the loss of fixed assets.
Additions and work in progress	<ul style="list-style-type: none"> Progress payment or deposits covering long-term contracts acquiring fixed assets. 		
Work carried out by staff	<ul style="list-style-type: none"> All work of a capital nature carried out by your own staff, including labour costs and the cost of purchases consumed in the work. 		
Services associated with capital assets	<ul style="list-style-type: none"> Professional charges, installation costs and other services associated with capital assets must be reported with the asset value. 		

9.1(b) & 9.2(b) EXISTING BUILDINGS AND STRUCTURES FOR OWN USE, OR WHERE YOU ARE RESPONSIBLE FOR MAINTENANCE

INCLUDE:

- Used buildings/structures that have been bought or sold

EXCLUDE:

- New build. Report this at 9.1(c)
- Major refurbishments or improvements to buildings/structures. Report this at 9.1(c)

9.1(c) CONSTRUCTION WORK, NEW BUILD, REFURBISHMENTS OR IMPROVEMENTS TO EXISTING BUILDINGS, FOR OWN USE, OR WHERE YOU ARE RESPONSIBLE FOR MAINTENANCE

INCLUDE:

- Work contracted to constructors or arranged through agents or developers
- Commercial, industrial, educational and health buildings; public monuments; and other non-residential buildings
- Site or land improvements, for own use. E.g. levelling and other land preparation
- Construction of structures such as oil wells, platforms, mines, pipes, power lines, transport infrastructure, wind farms, turbines and steel frameworks
- Fittings and installations. E.g. lifts, heating, electrics, water and ventilation systems
- Professional charges. E.g. legal costs, architects', engineers' and surveyors' fees
- Transfer costs, stamp duties and taxes payable to acquire the asset
- Delivery, installation and decommissioning costs

EXCLUDE:

- Current repair and maintenance costs
- Expenditure on land purchased in connection with construction work. Report this at 9.1(a) and 9.2(a)
- Structures that are primarily used as residences (dwellings). E.g. houses
- Purchase of existing structures such as oil wells, platforms, mines, pipes, power lines, transport infrastructure, wind farms, turbines and steel frameworks. Report this at 9.1(b) and 9.2(b)

9.1(d) & 9.2(c) COMPUTER SOFTWARE PROGRAMS AND DATABASES

INCLUDE:

- Program descriptions, extensions, supporting materials for systems and applications

EXCLUDE:

- Hardware. Report this at 9.1(e) and 9.1(d)
- Cost of ongoing management

9.1(e) & 9.2(d) MACHINERY AND EQUIPMENT

INCLUDE:

- Computers and hardware. E.g. printers, keyboards, monitors, servers, terminals and projectors
- Telecommunication equipment. E.g. phones, fax machines, switchboards, transmitters, CCTV equipment, cameras, burglar or fire alarms
- Transport assets and equipment. E.g. New and used vehicles, special purpose vehicles, trailers, ships, boats, aircraft and railway rolling stock, motor cycles, bicycles, invalid carriages, parts, accessories and major repairs
- Electrical and electronic equipment
- Fabricated products. E.g. textile, plastic and metal products
- General and special purpose machinery and equipment
- Small tools
- Furniture and office equipment

9.1(f) & 9.2(e) NATURAL RESOURCES

INCLUDE:

- Sub soil assets, crude oil, gas, coal, water abstraction, etc

EXCLUDE:

- Utilities such as gas, electricity and water
- Expenditure on land purchased in connection with construction work. Report this at 9.1(a) and 9.2(a)

9.1(g) & 9.2(f) OTHER NON PRODUCED ASSETS

INCLUDE:

- Goodwill, patents, licenses, concessions, contracts (excluding sports contracts), trade dress, mastheads, domain names, collective and certification marks etc

9.1(h) & 9.2(g) INTELLECTUAL PROPERTY ASSETS

This refers to new protected information and specialised knowledge that are used to facilitate production.

INCLUDE:

- Recordings, films and performances
- Manuscripts and publications
- Plans, instructions and designs. E.g. architectural/engineering plans

EXCLUDE:

- Research and development
- Patents, licenses and assets for marketing and publicity. Report this at 9.1(g) and 9.2(f)
- Works of art. E.g. paintings, even if acquired or disposed of by dealers, galleries or museums

9.1(k) OF THE TOTAL VALUE OF ACQUISITIONS REPORTED AT QUESTION 9.1(i), WHAT WAS THE VALUE OF ASSETS ACQUIRED UNDER FINANCE LEASE?

EXCLUDE:

- Assets acquired and leased to another business under finance lease. i.e. where repair and maintenance is carried out by the other business (lessee)
- Assets acquired under an operating lease. i.e. where responsibility for repairs and maintenance is borne by the owner (lessor) of the asset

11. MAJOR PRODUCTS MANUFACTURED & SERVICES PROVIDED

This section relates to your main business activities in order of contribution to sales.

Please find below a list of product codes and a list of service codes. Please choose which code(s) best apply to your business and add it, along with the business activity description to the boxes provided at question 11. Please ensure that you add all three characters of the product code when completing the question.

PRODUCT CODES

FOOD AND LIVE ANIMALS

- **P00** - Live animals other than animals of division 03
- **P01** - Meat and meat preparations
- **P02** - Dairy products and birds' eggs
- **P03** - Fish (not marine mammals), crustaceans, molluscs and aquatic invertebrates, and preparations thereof
- **P04** - Cereals and cereal preparations
- **P05** - Vegetables and fruit
- **P06** - Sugars, sugar preparations and honey
- **P07** - Coffee, tea, cocoa, spices, and manufactures thereof
- **P08** - Feeding stuff for animals (not including unmilled cereals)
- **P09** - Miscellaneous edible products and preparations

BEVERAGES AND TOBACCO

- **P11** - Beverages
- **P12** - Tobacco and tobacco manufactures

CRUDE MATERIALS, INEDIBLE, EXCEPT FUELS

- **P21** - Hides, skins and furskins, raw
- **P22** - Oil-seeds and oleaginous fruits
- **P23** - Crude rubber (including synthetic and reclaimed)
- **P24** - Cork and wood
- **P25** - Pulp and waste paper

- **P26** - Textile fibres (other than wool tops and other combed wool) and their wastes (not manufactured into yarn or fabric)
- **P27** - Crude fertilizers, other than those of division P56, crude minerals (excluding coal, petroleum, precious stones)
- **P28** - Metalliferous ores and metal scrap
- **P29** - Crude animal and vegetable materials, n.e.s.

MINERAL FUELS, LUBRICANTS AND RELATED MATERIALS

- **P32** - Coal, coke and briquettes
- **P33** - Petroleum, petroleum products and related materials
- **P34** - Gas, natural and manufactured
- **P35** - Electric current

ANIMAL AND VEGETABLE OILS, FATS AND WAXES

- **P41** - Animal oils and fats
- **P42** - Fixed vegetable fats and oils, crude, refined or fractionated
- **P43** - Animal or vegetable fats and oils, processed; waxes of animal or vegetable origin; inedible mixtures or preparations of animal or vegetable fats or oils, n.e.s.

CHEMICALS AND RELATED PRODUCTS, N.E.S.

- **P51** - Organic chemicals
- **P52** - Inorganic chemicals
- **P53** - Dyeing, tanning and colouring materials
- **P54** - Medicinal and pharmaceutical products
- **P55** - Essential oils and resinoids and perfume materials; toilet, polishing and cleansing preparations
- **P56** - Fertilizers (other than those of group P27)
- **P57** - Plastics in primary forms
- **P58** - Plastics in non-primary forms
- **P59** - Chemical materials and products, n.e.s.

MANUFACTURED GOODS CLASSIFIED CHIEFLY BY MATERIAL

- **P61** - Leather, leather manufactures, n.e.s., and dressed furskins
- **P62** - Rubber manufactures, n.e.s.
- **P63** - Cork and wood manufactures (excluding furniture)
- **P64** - Paper, paperboard and articles of paper pulp, of paper or of paperboard
- **P65** - Textile yarn, fabrics, made-up articles, n.e.s., and related products
- **P66** - Non-metallic mineral manufactures, n.e.s.
- **P67** - Iron and steel
- **P68** - Non-ferrous metals
- **P69** - Manufactures of metals, n.e.s.

MACHINERY AND TRANSPORT EQUIPMENT

- **P71** - Power-generating machinery and equipment
- **P72** - Machinery specialized for particular industries
- **P73** - Metalworking machinery
- **P74** - General industrial machinery and equipment, n.e.s., and machine parts, n.e.s.
- **P75** - Office machines and automatic data-processing machines
- **P76** - Telecommunications and sound-recording and reproducing apparatus and equipment
- **P77** - Electrical machinery, apparatus and appliances, n.e.s., and electrical parts thereof (including non-electrical counterparts, n.e.s., of electrical household-type equipment)
- **P78** - Road vehicles (including air-cushion vehicles)
- **P79** - Other transport equipment

MISCELLANEOUS MANUFACTURED ARTICLES

- **P81** - Prefabricated buildings; sanitary, plumbing, heating and lighting fixtures and fittings, n.e.s.
- **P82** - Furniture, and parts thereof; bedding, mattresses, mattress supports, cushions and similar stuffed furnishings
- **P83** - Travel goods, handbags and similar containers
- **P84** - Articles of apparel and clothing accessories
- **P85** - Footwear

- **P87** - Professional, scientific and controlling instruments and apparatus, n.e.s.
- **P88** - Photographic apparatus, equipment and supplies and optical goods, n.e.s.; watches and clocks
- **P89** - Miscellaneous manufactured articles, n.e.s.

COMMODITIES AND TRANSACTIONS NOT CLASSIFIED ELSEWHERE

- **P91** - Postal packages not classified according to kind
- **P93** - Special transactions and commodities not classified according to kind
- **P96** - Coin (other than gold coin), not being legal tender
- **P97** - Gold, non-monetary (excluding gold ores and concentrates)

- **PG1 - GOLD, MONETARY**

- **PG2 - GOLD COIN AND CURRENT COIN**

SERVICE CODES

- **S01** - Agricultural, Mining and On-site Processing Services
- **S02** - Business and Professional Services
- **S03** - Communication Services
- **S04** - Computer and Information Services
- **S05** - Construction Goods and Services
- **S06** - Financial Services
- **S07** - Insurance Services
- **S08** - Merchanting and Other Trade-related Services
- **S09** - Personal, Cultural and Recreational Services
- **S10** - Royalties and Licenses
- **S11** - Technical Services
- **S12** - Other Trade in Services

14. OWNER BASE

A family business is defined where;

- One family holds more than 50% of voting shares and/or;
- One family supplies a significant proportion of the senior management and effectively controls the business and/or;
- A family or a family relationship influences the enterprise, and the latter is perceived to be a family business

17. PURCHASES AND IMPORTS OF GOODS AND SERVICES

This section relates to imported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man.

A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in goods and services with these entities should be regarded as international trade (imports) in goods and services.

The values shown in these boxes should already have been included as part of your figures in Section 7.

IMPORT GOODS INCLUDE:

- The total purchase value (excluding VAT, but including excise duties (less draw-back)) of unfinished goods or materials directly bought by your business from a company based outside the UK;
- This includes purchases of raw materials, components, semi-manufactures, workshop and office material, stationery and consumables, spares and packaging materials;
- The total purchase value (excluding VAT, but including excise duties (less draw-back)) of goods and materials bought for the purposes of direct resale without further processing (i.e. merchanting and factored goods that physically enter the UK) from a company based outside the UK;
- Any goods bought on a 'sale or return' basis which were subsequently unsold, exclude the cost of those unsold.

IMPORT GOODS EXCLUDE:

- Goods purchased by another business in the UK from a company based outside the UK and subsequently re-sold onto your business.

IMPORT SERVICES INCLUDE:

- Repair of construction equipment and computers (but not maintenance);
- The hiring out of plant, machinery and other goods (operational leasing);
- Consultancy services (e.g. market research, advertising, accountancy and research and development);
- Royalties and licence fees;
- Telecommunications services;
- Computer services (excluding hardware);
- Advertising and Commission as an agent (excluding the value of imports/exports of goods);
- Merchanting profits and losses (on goods bought and sold abroad without entering the United Kingdom);
- Management fees;
- Insurance and finance services.

IMPORT SERVICES EXCLUDE:

- Trade in goods;
- Dividend or interest payments;
- Transactions in financial assets or liabilities;
- Repairs other than for construction equipment and computers;
- Salaries of staff seconded abroad - if period of their absence is less than one year;
- Business travel services such as accommodation and meals whilst abroad.

18. EXPORTS OF GOODS AND SERVICES

This section relates to exported goods and services. Any transactions with individuals, enterprises or other organisations domiciled in a country other than the United Kingdom are regarded as international transactions. The United Kingdom is defined as England, Scotland, Wales and Northern Ireland. It does not include the Channel Islands or the Isle of Man.

A subsidiary or parent of your company situated in another country is regarded as an international resident and hence transactions in goods and services with these entities should be regarded as international trade (exports) in goods and services.

The values shown in these boxes should already have been included as part of your figures in Section 3.

EXPORT GOODS INCLUDE:

- The total sale value (excluding VAT, but including excise duties (less draw-back)) of goods or materials of your own production directly sold by your business to a company based outside the UK;
- This includes the sale of raw materials, components, semi-manufactures, workshop and office material, stationery and consumables, spares and packaging materials;
- The total sale value (excluding VAT, but including excise duties (less draw-back)) of goods and materials bought and directly resold without further processing (i.e. merchanting and factored goods that physically leave the UK) to a company based outside the UK;
- Any goods sold on a 'sale or return' basis which were subsequently unsold, exclude the cost of those returned.

EXPORT GOODS EXCLUDE:

- Goods which are sold to a business elsewhere in the UK and subsequently re-sold by that business as an export.
- Trade in services;
- Amounts charged to capital account;
- Fixed capital assets;
- Goods that are sent for or returned for repair.

EXPORT SERVICES INCLUDE:

- Repair of construction equipment and computers (but not maintenance);
- The hiring out of plant, machinery and other goods (operational leasing);
- Consultancy services (e.g. market research, advertising, accountancy and research and development);
- Royalties and licence fees;
- Telecommunications services;
- Computer services (excluding hardware);
- Advertising and Commission as an agent (excluding the value of imports/exports of goods);
- Merchanting profits and losses (on goods bought and sold abroad without entering the United Kingdom);
- Management fees;
- Insurance and finance services.

EXPORT SERVICES EXCLUDE:

- Trade in goods;
- Dividend or interest payments;
- Transactions in financial assets or liabilities;
- Repairs other than for construction equipment and computers;
- Salaries of staff seconded abroad - if period of their absence is less than one year;
- Business travel services such as accommodation and meals whilst abroad.