

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

Quarterly Business Survey - 2017/Q4

Reference Number: 12345678911

Return Due By: 25 April 2018



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

www.surveys.finance-ni.gov.uk

Survey: **Quarterly Business Survey**

eform Registration Code: 1234567

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 9726 or e-mail qbshelp@finance-ni.gov.uk quoting the above Reference Number.

Thank you for your co-operation.

DR J GILLAN
Senior Principal Statistician



IMPORTANT: PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS QUESTIONNAIRE

1. Turnover

Please provide total turnover in **pounds sterling** at **all** sites across **Northern Ireland** for the business/organisation named on the front of the questionnaire for the period **1 April 2018 - 30 June 2018**.

For example, turnover of £1,234,567 should be shown as ...£

, **1** , **2** **3** **5** , **0** **0** **0**

Total turnover (excluding VAT) to the nearest thousand..... £

, , , **0** **0** **0**

If you are unable to provide turnover data for the specified period above, then please state the nearest available, equivalent three month period you are reporting on in the comments box.

2. Employees

Include employees at **all** sites across **Northern Ireland** working for the business named on the front of the questionnaire on: **1 April 2018**

Full-time Males

Part-time Males

Full-time Females

Part-time Females

Total Employees

NOTE: Part-time means those who normally work 30 hours a week or less.

Comments

Please provide any reasons for significant changes in your turnover or the number of employees. Please also detail any business changes (e.g. takeover, merger) or if the business is not generating any turnover for the specified period.

Please give contact details should we have any queries regarding information provided in this questionnaire.

Name

Telephone number



Guidance Notes

Total Turnover (question 1)

Your return should include **all Northern Ireland based activity**, (including production activity), of the business named on the front page.

Even if your turnover is zero, please still complete a return.

If an exact figure is not available, please provide a careful estimate.

The figure given should be for services or goods that you have invoiced or if invoiced amounts are not readily available the figure should be for cash that you received.

Include:

- Commission and fees
- Costs incurred and passed on to customers
- Sales of goods purchased for resale
- Payments for work in progress
- Income from sub-contracted activities
- Revenue earned from other parts of the business, not named on the front of this form (please supply at fair value).

Exclude:

- VAT
- Excise duty
- Gains on sales of fixed and capital assets
- Grants and subsidies (except if non profit making organisation)
- Insurance claims
- Interest received.

Non profit making organisations i.e. Churches / Charities may not have a financially defined turnover. Please therefore include the value of grants, donations, legacies, investment income and any other general funding received.

Employees (question 2)

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme in Northern Ireland.

Include:

- All Workers paid directly from this business's payroll(s), who are based in Northern Ireland.
- Those temporarily absent but still being paid, e.g. maternity leave.
- Seconded /Agency staff paid directly by you.

Exclude:

- All employees based outside Northern Ireland
- Agency Workers paid directly from the agency payroll.
- Voluntary workers.
- Former Employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE



Sample only - not for use