

CONFIDENTIAL

Form C

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

ANNUAL SERVICES INQUIRY 2019

(a) **Turnover from Trading activities of Purchase and Resale** corresponds to the sales of goods purchased by the enterprise in its own name and for its own account and resold in the same condition as purchased. Include labelling, packaging and wrapping costs, if applicable.

Resales should be broken down into

- Retail, i.e. to households or general public
- Wholesale, i.e. to other traders, professional users, etc.

(b) **Turnover from Service activities** comprises revenue of business and personal services rendered by the enterprise.

Question 5 (Note 3)

For the purposes of this Inquiry: **Cost of Sales** equals **Purchases for Resale** plus **Opening Stock** minus **Closing Stock**

Purchases for Resale are purchases of goods for resale to third parties without further processing. It also includes purchases of services by 'invoicing' service companies, whose turnover is composed not only of agency fees but also the actual amount involved in the transaction, e.g. transport purchases by travel agents.

The value of goods and services, which are sold on a fee or commission basis, should be excluded since these are never owned by the agent receiving the commission.

Question 6

Stocks should be valued as for accounting purposes on the same basis at the beginning and at the end of the year exclusive of VAT. Include both stocks of goods for resale and stocks of other goods held.

Question 7 (Note 4)

Operating expenses include all expenses of the enterprise during the year, **except those listed below**

- Exclude**
- Purchases for Resale
 - Personnel costs/wages
 - Capital items, i.e. goods for own consumption with useful life of more than 1 year
 - Expenditure classified as financial and banking interest
 - Depreciation/Amortisation
 - Deductible VAT

Question 9

(a) **Wages and salaries** are defined as the total remuneration, in cash or kind, payable to persons counted on the payroll (including homeworkers), in return for work done during the year.

- Include**
- All gratuities, bonuses, 'thirteenth month payments', severance/redundancy payments, family allowances, etc.
 - Social contributions, income taxes, etc. payable by the employee even if they are actually withheld by the employer and paid directly to the corresponding authorities on behalf of the employee

- Exclude**
- Social contributions paid by the employer (e.g. employer's PRSI and pension contributions)
 - Payments to employment agencies for the provision of workers

(b) **Social security costs** include employer's PRSI and superannuation contributions and employer's contributions to voluntary schemes for pension, sickness, maternity, disability and occupational accidents, etc.

Question 11 (Note 5)

Total value of assets acquired/disposed of includes acquisition/disposal of both tangible and intangible fixed assets.

Investments in tangible fixed assets include tangible goods, such as land, buildings, vehicles, machinery and equipment, etc. with the expected useful life of more than 1 year bought from third parties, acquired through financial lease or produced for own use. Also include all additions, alterations, improvements and renovations which prolong the service life of capital goods.

All investments are valued prior to value adjustments and before the deduction of income from disposals. Purchased goods are valued at purchase price, i.e. including transport and installation charges, fees, taxes (except VAT) legal and other costs of ownership transfer.

The value of goods acquired via financial lease should exclude the part of instalments corresponding to interest payments.

Investments in intangible fixed assets includes all intangible items (e.g. computer software, technical know-how, patents and licences on the use of intellectual property, trademarks, etc.) with the useful life of more than 1 year.

Exclude financial assets

Statutory Basis: This Statutory Inquiry is conducted under the Statistics (Structural Business Inquiries) Order 2017 (S.I. No. 572 of 2017), made under the Statistics Act 1993 and Regulation (EC) No. 295 of 2008 of the European Parliament and of the Council concerning structural business statistics.

You are obliged by law to complete and return this form to the Central Statistics Office by 8th June 2020. If accounts are not ready by this date, please notify this Office quoting the Ref. No. at the top of the form.



Confidentiality: The information you provide will be treated as strictly confidential in accordance with Section 33 of the Statistics Act, 1993 and with EU law. It will be used for statistical purposes only.

Data Transparency: <https://www.cso.ie/en/methods/tn/annualservicesinquiry/>

An electronic version of this form is available for completion at: <https://eforms.cso.ie/public/asiformc.htm>

An Irish version of the form is available on request.

Padraig Dalton
Padraig Dalton
Director General

1. Description of Business

(a) Describe the primary activity of the business, in as much detail as possible

(b) State the number of local units operated by the enterprise within the state

(c) Location of ownership: Ireland Elsewhere Specify the Country:

(d) Is this a family business (please see Instructions, Note 1 before replying)? Yes No

2. Year covered by details provided

(Should cover 12 months and contain at least 6 months of 2019) From DD / MM / YYYY To DD / MM / YYYY

3. Indicate the currency used for this return

Euro € UK £ US \$

4. Turnover (please see Instructions, Note 2 before replying)

- Exclude: VAT, VRT and subsidies received

(a) Turnover from Trading activities of Purchase and Resale: Retail Wholesale

(b) Turnover from Services activities

(c) Turnover from Agriculture, Manufacturing, Fishing and Industrial activities

TOTAL TURNOVER (sum of (a) + (b) + (c) above)

(d) What % of the TOTAL turnover results from orders submitted using the internet? %

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4. Turnover (continued)

- (e) VAT charged on total turnover
- (f) VRT charged on sale of vehicles (if applicable)

5. Cost of Sales (please see Instructions, Note 3 before replying)

- Include: Purchases of goods and services for direct resale, trading stocks, excise duty etc.
- Exclude: Personnel costs, depreciation/amortisation and other overheads, deductible VAT

6. Stocks (value as for accounting purposes, exclude VAT)

	Beginning of year			End of year		
Total value	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
of which for direct resale	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Operating expenses (please see Instructions, Note 4 before replying)

- Exclude: Personnel costs, depreciation, bank interest, capital items and deductible VAT

8. Depreciation/Amortisation (as in accounts)

9. Personnel costs (exclude payments to agency workers not on own payroll)

- (a) Wages and salaries (own staff only, include bonuses and redundancy payments)
- (b) Social security costs
 Employer's PRSI Superannuation Contributions

10. Number of persons engaged in the enterprise (week ending 11th September 2019)

- (a) Proprietors, partners and family members (not paid a regular wage/salary)
- (b) Full-time employees (usually working more than 30 hours a week)
- (c) Part-time employees (excluding agency workers)

11. Changes in fixed capital assets during the year (please see Instructions, Note 5 before replying)

- (a) Total value of assets acquired (exclude deductible VAT)
- (b) Total value of assets disposed of (exclude deductible VAT)

12. Total subsidies received by the enterprise

(include private and government grants here, if applicable)

13. Indirect taxes paid by the enterprise

- Include: Vehicle taxes, licence fees, local authority rates etc.
- Exclude: VRT, VAT and income/corporation tax, excise duty

14. Do you import or export goods with GB NI Rest of EU Elsewhere N/A

15. How long (in minutes) did it take to complete the form?

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

Name (Capitals)

Status in business Phone

Date DD / MM / YYYY Eircode (Enterprise)

E-mail

Please note queries will be directed to e-mail and phone number given above.

Please retain a copy for your records.

ANNUAL SERVICES INQUIRY INSTRUCTIONS

This Inquiry is conducted with a sole purpose to estimate economic activity in the services sector of the Irish economy and facilitate political and economic decision making at National and European level. The results serve as a basis for compilation of the National Accounts and various Economic Indicators and will be publicly available from the Central Statistics Office.

The form should be completed by the enterprise's Owner, Financial Controller or Accountant using units of EURO €, UK £ or US \$ for monetary values. The data should cover all branches operated by the enterprise in the Republic of Ireland.

Please retain a copy for your own reference.

Informed estimates are acceptable, if exact figures are not available.

This form will be scanned electronically. In order to facilitate the processing and to avoid additional queries, please follow the instructions below

- ◆ Please write clearly in black ink and enter one digit in each box.
- ◆ Do not leave empty boxes on the right of the last digit.
- ◆ Do not put any comma, decimal point or letter in the box.
- ◆ **If no data should be entered in the field, please leave the field empty. Do not cross it, do not fill with dashes, zeros or text.**

DO	DO NOT
Do fill the boxes like this: <input type="text"/> <input type="text"/> <input type="text"/> 1 8 4 7	Please do not fill the boxes like this: <input type="text"/> <input type="text"/> <input type="text"/> 1 8 4 7 . 2 5
If you have nothing to enter, just leave it blank: <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"/> N / A
	0 0 0 0 0 0 . 0 0

PLEASE DO NOT DETACH THESE INSTRUCTIONS

Replying online is possible by completing an electronic version. Please go to the following URL: <https://eforms.cso.ie/public/asiformc.htm>

You will be asked to enter a reference number. This number is the 10 digit code commencing with 'EN' on the form.

Question 1. Description of business

- (a) The primary activity of the business should be described in as much detail as possible to enable precise classification.
- (b) Each enterprise is a local unit in itself. Enter 1 here, if you have no branches.
- (c) Only specify the country of ownership, if it is different from the Republic of Ireland.
- (d) **Note 1** A family business is defined as an enterprise 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

Question 3

Returns can be made in Euro €, UK £ or US \$. Please clearly indicate the currency used by ticking the relevant box on the questionnaire.

Question 4 (Note 2)

Total Turnover comprises the totals invoiced by the enterprise during the year and this corresponds to market sales of goods or rendering of services to third parties.

- Include**
 - All duties and taxes on the goods or services invoiced by the enterprise except VAT and VRT.
 - All other charges (transport, packaging, etc.) passed on to the customer, even if these are listed separately on the invoice
 - Sales by mail order, vending machines and travelling sales force
- Exclude**
 - Income classified as other operating income, financial income, extra-ordinary income, income from royalties and dividends in companies accounts
 - Operating subsidies and grants received from public authorities and private organisations
 - VAT and VRT charged to customers
 - Trade and cash discounts, rebates etc.
 - Sales of capital assets and non-trading receipts (e.g. insurance claims)

Enterprises selling on a fee or commission basis, (e.g. agents, auctioneers, brokers etc.): Please include the commission element only, not the total value of goods handled.

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