

BUSINESS STATISTICS 2021

	Enterprise Name:	
	Door No:	
	Building Name:	
	Street:	
	Locality:	Postcode:

Please fill in only if the printed details are incorrect.

Dear Sir/Madam,

You are kindly requested, in terms of the Malta Statistics Authority Act, to complete the entire questionnaire for the business indicated above for reference year 2021. Alternatively, you may submit a full set of financial statements for 2021 **and** fill out Sections A, B and F. This alternative only applies if a detailed breakdown of income and expenditure is available in the schedules. Unaudited or management accounts, with reference to the financial year and with a detailed dissection of the revenue and costs, are also accepted.

Scope of the survey

The scope of this survey is to provide a clear profile of the structure and performance of the Maltese business economy. The structure of this questionnaire is set to identify the income and operating cost structures of every size category of business operating within the industries of the Maltese islands. The results of this survey are used to compile some of the most important economic aggregates of the Maltese economy and as such, your contribution to this survey is essential.

Please return this questionnaire not later than **31 December 2022**. Alternatively, you may also scan the filled-in questionnaire and send a .pdf copy to business.nso@gov.mt. If you prefer filling the questionnaire using webforms, kindly advise by corresponding with the same email address. Always quote the reference number in any correspondence. Penalties may be incurred for non-compliance or late submission, as stipulated under Section 43 of the MSA Act.

If you require any assistance to complete this questionnaire, please contact us on 25997349.

All the information you provide is kept strictly confidential. You are advised to retain a copy of the completed questionnaire for future reference.

Thank you in advance for your co-operation.

Brandon Sacco
Head of Structural Business Statistics Unit

Contact Details (Do not leave blank):

I hereby declare that the information is complete and correct to the best of my knowledge and belief.

Name of Person filling this questionnaire:															
Position:															
Telephone:					Mobile:										
Email Address:															
Signature:					Date:	D	D	/	M	M	/	Y	Y	Y	Y

Unit B1: Structural Business Statistics

National Statistics Office, Lascaris, Valletta VLT 2000
Telephone: 25997349 | E-mail: business.nso@gov.mt | Website: www.nso.gov.mt

SECTION A: DETAILS

A1 What is the **principal activity** of the enterprise? Provide a description of the activity which generates most of the income (e.g. Manufacturing of wooden doors)

--

A2 What is the **secondary activity** of the enterprise? (if applicable)

--

A3 Insert the date when the enterprise closed down (if applicable)

MM	YYYY
----	------

STOP IF THE ENTERPRISE CEASED OPERATING BEFORE 2021

A4 The information provided should refer to the financial year 2021 covering the period between 1 January and 31 December 2021. If a different period is covered, insert the dates below:

MM	YYYY	to	MM	YYYY
----	------	----	----	------

SECTION B: EMPLOYMENT

Average number of workers

E.g. 3 employees who were employed for an average of 4 months each are considered as 1 average annual employee.

B1 Working owners and Unpaid family workers

Full-time	Part-time

B2 Employees (number of employees on the payroll during the year) including outworkers, home workers and directors who receive a remuneration

Full-time	Part-time

B3 Total annual hours worked by employees (excluding hours worked by owners/unpaid family workers. This value may be used to calculate B4 below)

	hours
	FTE

B4 Number of full-time equivalent employees (in the context of a 40-hour week)

SECTION C: INVESTMENTS

Explanatory notes	Non-current asset	Additions €	Disposals € <i>(as per cash flow)</i>
C2 Existing building and structures Only purchases of buildings which were <u>already in use</u> by other third parties shall be classified as part of this category. New buildings should be placed in category C3.	C1 Land		
	C2 Existing buildings and structures		
	C3 Construction and alteration of buildings	Construction and alteration of buildings	
C3 Construction and alteration of buildings Purchases or construction of <u>new</u> buildings should form part of this category. Any permanent installations to existing or new buildings should also be included.	C4 Machinery, equipment and vehicles		
	C5 Purchased software		
	C6 Goodwill, concessions, patents, licences, trademarks and similar rights	Goodwill, concessions, patents, licences, trademarks and similar rights	
C7 Capitalised production <u>Own production</u> of goods and facilities retained as investment by the entity.	C7 Capitalised Production		
	C8 Right-of-use assets (if IFRS 16 is applicable)	Right-of-use assets (if IFRS 16 is applicable)	

SECTION D: EXPENDITURE

TABLE D1:

Explanatory notes	Expenditure item	Value
Direct costs:	Direct costs (net of deductible taxes):	€
D1 This item refers to cost of sales or direct costs which appear in the income statement. This item should <u>exclude</u> any employee expenses.	D1 Total Direct costs / Cost of sales	
Direct costs by nature:	Direct costs by nature: In addition to item D1.1, please describe (in terms of goods and services) the other largest four items recorded in direct costs (D1)	€
D1.1 Purchases of goods for resale refer to wholesale or retail trade (as a primary or secondary activity) and shall be grouped together as one item (D1.1). Turnover from Goods resold in the same condition as purchased (E1.1) and the value for D1.1 should reflect the same goods invoiced.	D1.1 (of which) Purchases of goods for resale (linked with item E1.1)	
D1.2 The purpose of this section (D1.2 to D1.5) is to collect information on the <u>Cost Structure</u> of the industries in Malta. Please <u>do not</u> provide generic descriptions such as 'General Expenses', 'Purchases', 'Other expenses' or 'Miscellaneous'.	D1.2	
	D1.3	
	D1.4	
	D1.5	
	Inventory and stock	Opening stock €
		Closing stock €
	D1.6 Raw materials	
	D1.7 Manufactured finished goods and WIP	
	D1.8 Goods purchased for resale	

TABLE D2:

Explanatory notes	Expenditure item	Value
Overhead expenses:	Overhead expenses (net of deductible taxes):	€
D2 This is the total of the various headings in the income statement, such as <i>Administrative expenses, Selling and distribution costs, Marketing expenses and Other operating expenses</i> . This total should <u>include</u> all payments to the employees.	D2 Total Overhead expenses	
D2 Headings D2.1, D2.2 and D2.3 are all components of the total D2 (Total overhead expenses), however, they may not necessarily add up to D2.	D2.1 (of which) Employee expenses:	€
	D2.1.1 Directors' remuneration/fees	
	D2.1.2 Gross wages and salaries (excluding D2.1.1 but including COVID-19 wage supplements included also in E2.2)	
	D2.1.3 Employers' share of social security contribution	
	D2.1.4 Subcontracted wages	
Employee expenses:	D2.2 (of which) Non-operating expenses:	€
D2.1 Employee expenses refer to the remuneration provided to the persons on the company's payroll only (i.e. under a contract of employment with the respective company). D2.1.1 refers to the wages of directors' on the payroll. Fixed directors' fees paid to directors not directly employed as employees by the enterprise should be treated as subcontracted wages (D2.1.4) or as directors fees and listed in D2.3, if relatively substantial.	D2.2.1 Bad debts written off	
	D2.2.2 Depreciation/Amortisation (excluding D2.2.3)	
	D2.2.3 Depreciation of right-of-use assets (if IFRS 16 applies)	
	D2.2.4 Interest associated with right-of-use assets (if IFRS 16 applies)	
	D2.2.5 Losses (gains) on asset disposals and any impairment or revaluation losses recognised in the income statement	
	D2.2.6 Foreign exchange losses (gains)	
	D2.2.7 Increase (decrease) in provisions	
	D2.2.8 Interest paid and other finance costs (excluding bank charges)	
	D2.2.9 Other non-operating expenses: (Please specify)	
Non-operating expenses:	D2.3 (of which) Overhead expenses by nature: Please list the largest overhead expenses not included in sections D2.1 and D2.2	€
D2.2 This section refers to expenses which are not directly linked to any operational activity. Expenses in the form of donations and revaluations shall also be considered as non-operating expenses.	D2.3.1 Rent (on buildings)	
Overhead expenses by nature:	D2.3.2	
D2.3 The purpose of this section is to collect information on the <u>Cost Structure</u> of the industries in Malta. Please refer to the actual description of goods and services and <u>do not</u> provide generic descriptions.	D2.3.3	
	D2.3.4	
	D2.3.5	

SECTION E: REVENUE

Explanatory notes	Revenue items	Value
<u>Turnover</u>	Turnover from ordinary operations: <i>(net of VAT and other deductible taxes)</i>	€
E1 Total Turnover includes the total sales invoiced, i.e. any income from the ordinary operations of an entity, whether primary or secondary. <i>Goods resold in the same condition as purchased</i> refer to wholesale or retail trade.	E1 Total turnover	
	E1.1 <i>of which:</i> Goods resold in the same condition as purchased <i>(must be linked with item D1.1).</i>	
	E1.2 <i>of which:</i> Turnover from secondary activity <i>(please leave blank if the secondary activity is related to wholesale or retail)</i>	
E1.2 Turnover from secondary activity refers to the activity specified in answer A2. If the secondary activity is related to <u>wholesale or retail</u> , this item may be left blank as the related value would have already been inserted in item E1.1.	E2 Other Income:	€
	E2.1 Grants received <i>(from National/European authorities)</i>	
	E2.2 Subsidies from the Government of Malta <i>(provided through Malta Enterprise)</i>	
	E2.3 Financial income <i>(related to the business only)</i>	
	E2.4 Revaluation gains recognised in the income statement	
	E2.5 Other income <i>(please specify):</i>	
	E2.6 Other income <i>(please specify):</i>	
<u>Other income</u>		
E2 This section is intended to collect information on the income elements which do not form part of the ordinary operational activities of the company. Financial income refers to interests, dividends, exchange gains and similar.		

SECTION F: GEOGRAPHICAL BREAKDOWN OF TURNOVER AND OPERATIONS

Explanatory notes	Geographical area	Value
Provide an approximate geographical breakdown of where the company's final products were sold during the year.	F1 Turnover by geographical breakdown:	%
The purpose of this section is to draw an approximation of the export content from the <i>Total turnover</i> (E1) value.	F1.1 Resident clients	
	F1.2 Intra-EU (euro area) clients	
	F1.3 Intra-EU (outside euro area) clients	
	F1.4 Extra-EU clients	
F2 refers to the location where the company's final goods and services <i>(refer to value E1)</i> were <u>generated</u> . This breakdown <u>does not</u> refer to the invoicing location but to the location of the employees and the non-current assets used to generate the revenue. If the company owned no branches outside Malta, a 100% should be placed in 'Local'.	F2 Operations by geographical breakdown:	%
	F2.1 Local <i>(within the perimeter of the Maltese islands)</i>	
	F2.2 Abroad	

SECTION G: RECONCILIATION AND ADDITIONAL INFORMATION

G1 Profit before tax *(please write down the corresponding value from the income statement. This value should match the total revenue from E1 and E2 less D1 and D2):*

G2 Remarks