

Unit name.....	_____
_____	_____
_____	_____
_____	_____
County.....	_____
_____	_____
Locality.....	_____
_____	_____
Street	No District
Phone	E-mail
Legal status ¹⁾	Code _____
Type of ownership ²⁾	Code _____
Main activity ³⁾	CANE Rev.2 Code _____
* Not to be fill in by the unit ^{1,2,3)} Fill in accordance with the methodological notes	

ROMANIA
National Institute
of Statistics



Statistical survey
LCS – Annual

Approved by the National Institute of Statistics based on Law no. 226/2009 on the organisation and functioning of official statistics in Romania, with its further amendments, stipulating that:

– “The National Institute of Statistics is authorised to require and go obtain, free of charge, statistical data from all the natural and legal persons resident or non-resident in Romania developing their activity on Romania’s territory.”.

- The deeds stipulated under Art. 45 letters a), b), c) of the Law no. 226/2009 on the organisation and functioning of official statistics in Romania are contraventions.

Statistical survey carried out in compliance with Commission Regulations no. 1737/2005 implementing the Council Regulation no. 530/1999 concerning structural statistics on earnings and on labour costs.

This questionnaire is to be transmitted to the National Institute of Statistics, Regional Statistical Office (Regional Statistical Office Bucharest)/County Statistical Office **until 15.02.2019**

The name of the person responsible
for the information contained: _____
(unit manager signature)
L.S.

Mr (Mrs).....
Phone No..... Date..... 2019

!!! The questionnaire and the methodological notes can be downloaded from the INS website: www.insse.ro

A	Number of counties in which the enterprise carries out its activity	_____	_____
B	Number of localities	_____	_____

Labour cost survey in 2018

Instructions for filling in LCS and LCS ANNEX questionnaire

a) The unit carries out its activity in only one locality belonging to the county for which the registration certificate is released:

The unit will fill in data only for the LCS questionnaire on total unit. In box A at the "number of counties" is ticked 01 and in box B at the "number of localities" is ticked 01.

b) The unit carries out its activity in more than one locality belonging to the county for which the registration certificate is released:

The unit will fill in data for one LCS questionnaire on total unit and one Annex with data on localities - Chapter IV (chapters I, II and III are not to be filled in). In LCS questionnaire box A "number of counties" is ticked 01 and in box B the "number of localities" is ticked the number of localities for which the Annex is filled in. In Annex box C, for row 1, the name and county code is fill in, and for row 2, the number of localities is filled in, which must be equal to the one recorded in chapter IV.

c) The unit carries out its activity in a single county, other than the one mentioned in the registration certificate:

The unit will fill in data for one LCS questionnaire on total unit and one Annex with data on localities - Chapter IV (chapters I, II and III are not to be filled in). In LCS questionnaire box A "number of counties" is ticked 01 and in box B the "number of localities" is ticked the number of localities for which the Annex is filled in. In Annex box C, for row 1, the name and county code is fill in, and for row 2, the number of localities is filled in, which must be equal to the one recorded in chapter IV.

d) The unit carries out its activity in several counties (cross-county activity):

The unit will fill in data for one LCS questionnaire on total unit (including those related to other counties) and one Annex for each county (including the county in which the headquarter is located). In LCS questionnaire box A, the number of counties in which its activity is carried out is ticked; in box B the total number localities from all counties in which its activity is carried out is ticked. In the Annex, box C, are ticked on the first row the name and county code for which the Annex is filled and on second row the number of localities from Annex Chapter IV. The number of counties ticked in box A of the LCS questionnaire must be equal to the number Annexes and the number of localities in box B must be equal to the number of localities from box C of each annex.

For units matching the situation mentioned in paragraphs b), c) or d) the identification data on the left side of the Annex will be the identical to the main unit as it is mentioned the LCS questionnaire, in order to be able to identify its dependent activities.

¹⁾ **Unit legal status:** R.A. - public corporation - code 01; S.N.C. - code 02; S.C.S. - code 03; S.C.A. - code 04; S.A. - joint-stock company - code 05; S.R.L. - private limited company - code 06; O.C1. - handicraft cooperative - code 07; O.C2. - consumer cooperative - code 08; O.C3. - credit union - code 09; profit organisation (other than cooperative) - code 13; agricultural companies (Law 36/1991) - code 14; Branches of foreign companies – code 15; other legal forms (units of economic, cultural, social, public without express legal status) - code 29. ²⁾

Ownership by type of capital: state-owned capital - code 10; state capital of over 50% - code 20; private capital over 50% - code 25; Romanian private capital or Romanian and foreign capital - code 30; cooperative property - code 40; public property - code 50; entirely owned foreign capital - code 60; public national and local ownership - code 70. ³⁾ Will be fill in at class level (4 digits) according to the National Classification of Economic Activities (CANE Rev. 2) approved by the INS President order no. 337/2007, published in Romania Official Gazette, no. 293/03.05.2007. The electronic version of the revised classification - NACE Rev. 2 is available on the INS website, under the Statistical Databases - Statistical Nomenclature - CANE, CPSA, SIRUTA (<http://colectaredate.insse.ro/senin>).

Chapter I Average number of employees (excluding apprentices) and the working time in 2018

Activities according to CANE Rev.2	CANE Rev. 2 code (2 digits level)	Employees	Number of employees at 31 XII 2018 (without decimals)	Average number of employees				Total hours actually worked (the sum of hours worked by the unit employees)		Total hours paid but not worked (excluding temporary work incapacity)		Total hours paid but not worked due to temporary work incapacity, related to employees			
				Total (col.3+col.4)	of which:		In full-time equivalents	Total employees	Total employees	Total employees	Hours paid by the employer		Hours not paid by the employer		
					full-time	part-time					full-time	part-time	full-time	part-time	
A	B	C	1	2	3	4	5	6	7	8	9	10	11	12	13
TOTAL UNIT	00	Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													
Activity:		Total													
		Female													

Chapter II Gross amounts paid (excluding apprentices) in 2018

Activities according to CANE Rev.2	CANE Rev. 2 code (2 digits level)	Employees	Gross amounts paid from salary funds:							Gross amounts paid:				Social security contributions paid by the employees	Social health insurance contributions paid by the employees	Taxes related to gross amounts paid
			Time actually worked	of which:		Time not worked	of which:		Payments in kind and cash aids	back-dated paid arrears	net profit	other funds	temporary work incapacity (excluding sums for salary funds)			
				bonuses and other benefits	occasional		temporary work incapacity	work related stoppages								
- lei no decimal -																
A	B	C	1	2	3	4	5	6	7	8	9	10	11	12	13	14
TOTAL UNIT	00	Total														
		Female														
Activity:		Total														
		Female														
Activity:		Total														
		Female														
Activity:		Total														
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Activity:		Total														
		Female														
Activity:		Total														
		Female														

Chapter III Other categories not included in Chapter I and Chapter II

a. Apprentices

No. row		Average number (with one decimal)	Total hours actually worked	Total hours paid but not worked	Gross amounts paid	Social security contributions paid by apprentices	Social health insurance contributions paid by apprentices	Taxes related to gross amounts paid
		- persons -	- man-hour -		- lei no decimal -			
A	B	1	2	3	4	5	6	7
1.	TOTAL UNIT							
2.	of which female:							

b. Employees working abroad

No. row		Average number (with one decimal)-	Total hours actually worked	Total hours paid but not worked	Gross amounts paid	Social security contributions paid by employees working abroad	Social health insurance contributions paid by employees working abroad	Taxes related to gross amounts paid
		- persons	- man-hour -		- lei no decimal -			
A	B	1	2	3	4	5	6	7
1.	TOTAL UNIT							
2.	of which female:							

c. The gross amounts paid board members, members of county and local councils etc. in 2018

- lei no decimal -

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Chapter V Explanations concerning the indicators evolution in 2018

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Chapter IV Unit other labour costs in 2018

No. row		Gross amounts paid for	
		employees	apprentices
		- lei no decimal -	
A		1	2
1.	Total expenditure (rd.2 + ... + rd.17)		
2.	Employment insurance contributions paid by the employers to the general consolidated budget		
3.	Social security contribution paid by the employer to the state social insurance budget		
4.	Employers' contributions to the disabilities fund		
5.	Other mandatory social contributions paid by the employer		
6.	Employer's contribution to the voluntary health insurance		
7.	Employer's contribution to the voluntary private pension funds		
8.	Vocational training costs		
9.	Expenditure for nursery and kindergarten facilities and cultural, educational and recreational		
10.	Expenditure on food to strengthen the body (including hot meals and nutrition antidote) provided according to the national legislation in force		
11.	Costs for reducing the cost of tickets for rest and treatment		
12.	Expenditures for protection equipment		
13.	Employees transport costs to and from work with enterprise own vehicles/rented		
14.	Expenditure on recruitment		
15.	Payments to employees leaving the enterprise		
16.	Subsidies		
17.	Other labour costs		