### Confidential

**Identification data**  For statistical survey purposes only

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name ..................................………………………….................................................  ......................................…………………………...….. ....................................................  County ..........................…...................................……………………………..... └─┴─┘  cod SIRUTA  Locality …........................…...............……………………………. └─┴─┴─┴─┴─┴─┘  cod SIRUTA  Street ........................................……………………………..... No ......... District…. ..……  Phone....................................... E-mail .........................................................................  Legal status)…..........................…....................……………………………Cod └─┴─┘  Type of ownership)…..............…......................……………………...……Cod └─┴─┘  Main activity............….............................................……………………………………….  ……………..…………….......................................…........CAEN Rev. 2 └─┴─┴─┴─┘  1), 2)  Fill in according to the nomenclatures on the reverse page | **ROMANIA**  **The National Institute of Statistics**    **Statistical Survey**  **Short term indicators in industry** IND TS | 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 Council Regulations no. 1165/1998 and no. 1158/2005. This questionnaire can be completed online using the web portal e-SOP for statistical data collection , according to the notifications received by clicking the link <https://esop.insse.ro/esop-web/> or could be transmitted on paper to the National Institute of Statistics, Regional Statistical Office (Regional Statistical Office Bucharest)/County Statistical Office **till the date of 15 of the month next to the reference month.**  **CERTIFICATION OF SUPPLIED DATA**  Unit Manager  ................................................. ....................................  (name, surname) (signature )  L.S.  Phone .............................. No. .......... Date ............. 20.....  Before signing the document, kindly tick the way of filling in the chapters: | | | | | | | | | | | |
| CHAPTERS WITH DATA | | | | | | CHAPTERS WITHOUT DATA | | | | | |
| T | NO | PROD | NRSAL | INV | ATS | T | NO | PROD | NR\SAL | INV | ATS |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Name of contact person from INS (RSO/CSO): *!!! The questionnaire and the methodological note can be downloaded from the INS website:*** [***www.insse.ro***](http://www.insse.ro) ***!!!***

Mr (Mrs) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Phone. . . . . . . . . . . . . . . . . . . . . . . . . .e-mail............ . . . . . . . . . . . . . . . . . . . . . . . . .

Month...............2019 **Statistical identification number**

###### Chapter 1. Reporting statistics (to be filled in by RSO/CSO) Chapter 2. Changes, enterprise restructuring (to be filled in by the unit)

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| **1. The statistical questionnaire was entirely filled in YES** | | | | | | |  |  |  |  | 1. Kindly tick if organisational changes took place during the reference period: | | |
| **with the requested data?** | | | |  |  | |  |  |  |  |  |  | |
|  | |  | |  | | **NO** |  |  |  |  |  | **⁪ merges** | **⁪ splits** |
|  |  | |  |  | | |  |  |  |  |  |  |  |
|  | | | | | | |  |  |  |  |  |  |  |
| **2. Causes of total non-response (kindly tick X):** | | | | | | |  |  |  |  | 2. Events entailing the enterprise dissolution: | | |
| **- refuses to answer ....................................................................** | | | | | | |  | **2** |  |  |  | Units resulting from splits | |
| **- unidentified unit ………….....................................................** | | | | | | |  | **3** |  |  | **⁪ split** | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name ……...................................................................** |
| **- no interest for the work .........................................................** | | | | | | |  | **4** |  |  |  | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name …......................................................................** |
| **- not contacted enterprise…......................................................** | | | | | | |  | **5** |  |  |  | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name ….....................................................................** |
| **- dormant enterprise……………………..................................** | | | | | | |  | **6** |  |  |  | Unit resulting from merging | |
| **- dissolved enterprise……..........................................................** | | | | | | |  | **7** |  |  | **⁪ merge** | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name …......................................................................** |
| **- response given by other unit…................................................** | | | | | | |  | **8** |  |  |  | Absorbing unit | |
| **- no data due to events (split, merge, etc).** | | | | | | |  | **9** | (see chapter 2, item 2) |  | **⁪ absorption** | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name…......................................................................** |
|  |  |  |

#### NORMS FOR FILLING IN

**The questionnaire filled in by the enterprise should hold the signature of manager unit, as well as its business stamp. At the same time, we kindly ask the enterprise to tick the appropriate blanks in the box „Certification of supplied data” of chapters with data and those without data, as the case may be.**

#### Chapter: Identification data – comprises information related to the identification of the enterprise, taken over from the Statistical register of economic and social operators (REGIS) which represents the sampling basis for business statistical surveys.

We ask the enterprise to indicate eventual changes/corrections related to: fiscal code (Single identification code), name, address, form of ownership, legal status, e-mail address and the main activity carried out (CANE Rev. 2 class).

The changes are to be filled in the appropriate headings by overwriting.

**Chapter 1: Reporting statistics** comprises information on the enterprise situation in case of non-response. The representative of the County Statistical Office shall fill this in.

**Chapter 2: Changes, restructuring of the enterprise** shallbe filled in with information in accordance with the causes entailing significant breaks in the activity results, as compared to the previous period.

**The organisational changes** are marked in case the enterprise still exists, but major decreases or increases of assets have taken place.

**The events** are marked in case the restructuring practically leads to the enterprise dissolution, generally associated to the setting up of new enterprises.

##### **♦ DEFINITIONS , CLASSIFICATIONS AND NOMENCLATURES IN USE**

**The enterprise** is the smallest group of legal units representing an organisational unit producing goods or services, enjoying decisional independence, mainly for ensuring its current resources. An enterprise carries out one or several economic activities in one or several locations.

**The Classification of the Activities of the National Economy (CANE Rev. 2),** approved by Government Decision no. 656 of October 1997, further amended and the Orders of INS President no. 601/2002 and no. 337/2007, is in force since 01.01.2008. According to art. 3, “CANE Rev. 2 is to be applied in all fields of economic and social activity and is compulsory for all central and local government bodies, budgetary units, economic operators irrespective of ownership type, trade unions, professional and political unions, non-profit organisations, associations and other natural and legal persons, when filling in official documents whenever activity specification is required”.

An **activity** takes place when, by resources combination – equipments, labour force, production techniques, product or information flows – services and goods are obtained. In practice, most of the production units carry out several economic activities, being necessary to identify the main activity in order to place the unit in an activity class (four digits) in accordance with the CANE Rev. 2 classification.

**Main activity** is that activity that mostly contributes to the total value added of the unit taken into consideration. The main activity, thus indentified, necessarily ensures 50% or more of the total value added of the unit. **In case of doubts as to the encoding, kindly contact the experts of the County Statistical Office.** **In case of doubts related to codification, kindly contact the experts from the County Statistical Office.**

**The secondary activities** are those activities that, together with the main activity, produce goods and services to be sold to third parties.

In case an enterprise develops, besides its main activity, several secondary activities subject to distinct bookkeeping (i.e. is able to provide information on production value, intermediate consumption, manpower costs and operational surplus, labour force and gross fixed capital formation), the enterprise should supply data both on the main and on the secondary activities in chapter NRSAL.

#### By convention, the enterprises with the average number of employees under 50 can fill in the chapter ”NRSAL” only with the data corresponding to “Total unit”, without breakdowns by secondary activities.

Ownership type nomenclature

|  |  |
| --- | --- |
| **Description Code** | **Description Code** |
| Entirely state ownership 10 | Private ownership (private Romanian or Romanian and foreign social capital)   * Entirely Romanian 31 * Romanian and foreign 32 |
| Majority state ownership (state social capital over 50%)   * State + private Romanian 21 * State+ foreign 22 * State+ private Rom. + foreign 23 | Cooperative ownership 40  Community ownership 50 |
| Majority private ownership (private social capital over 50%)   * State + private Romanian 26 * State + foreign 27 * State + private Rom. + foreign 28 | Entirely foreign ownership 60  Public ownership of national and local interest (public interest institutions and units) 70 |

**Legal status nomenclature**

|  |  |
| --- | --- |
| **Description** | **Cod** |
| Public Corporation (RA) | 1 |
| General partnership (SNC) | 2 |
| Limited partnership (SCS) | 3 |
| Limited partnership with share capital (SCA) | 4 |
| Public limited company (SA) | 5 |
| Private limited company (SRL) | 6 |
| Handicraft cooperative (OC1) | 7 |
| Consumer cooperative (OC2) | 8 |
| Credit union (OC3) | 9 |
| Branches of foreign companies (with legal status) | 15 |
| Other legal forms | 29 |

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| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name...................................…………………………..........................................  .........................…………………………...….............................................................  Statistical identification number | IND TS | *Partial non-response (the units fills in) – kindly tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Other causes (kindly specify)……........................…………………............└─┘ |
| Person responsible for filling in the chapter data::  Mr (Mrs).........................................................................................................  Phone............................................................e-mail......................................... |

**Chapter T: Total turnover for the units with main activity comprised in CANE Rev. 2, divisions: 05 ÷ 33 in month ..................... 2019 Fill in data in integers (no decimals)**

- Lei, current prices (less VAT) –

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Current month** | | | | **Previous month1)** | | | |
| No. |  | Total | out of which : by destination | | | Total | out of which : by destination | | |
| row |  |  | Domestic market | Non domestic market | | Domestic market | Non domestic market | |
|  |  |  |  | Total | out of which:  EURO zone |  | Total | out of which:  EURO zone |
| A | B | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1 | **Turnover** |  |  |  |  |  |  |  |  |

Correlation: column 1= column 2 + column 3; column 3 >= column 4; column 5= column 6 + column 7; column 7 >= column 8;

**1) Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**The Euro** **Zone** includes the following states: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Lithuania, Holland, Malta, Portugal, Slovenia, Slovakia and Spain.

**Chapter C: Main causes that have determined important changes at the turnover level in the reported month compared to the previous months** – kindly tick (decreases below 50% or increases over 50%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No  rnd | Causes |  | No.  rnd | Causes |  |
| 1 | Lack of sale…..................................................................…………. |  | 5 | Products with manufacturing long cycle..............................………………... |  |
| 2 | Low/high orders…….................................…………...........………. |  | 6 | Processing production or Lohn….....................................………………….. |  |
| 3 | Lack of raw material…………………..…………………………… |  | 7 | Other causes (specify which)………………….................……………….. |  |
| 4 | Seasonal production.........................................................…………. |  |  | .........................................................................................……………… |  |

|  |  |  |
| --- | --- | --- |
| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name………......................…………………………......................................  ......................................…………………………...…............................................  Statistical identification number | IND TS | *Partial non-response causes (the unit fills in) –kindly tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Does not operate on orders └─┘ |
| 4. Other causes (kindly specify)  …………………………………………………………………..└─┘ |
| Person responsible for filling in the chapter data::  Mr (Mrs)..................................................................................................................  Phone…..........................................................e-mail............................................... |

**Chapter NO: The value of orders (contracts) for the units with main activity in manufacturing that operates on orders 2)**

**in month ........................ 2019**

**Fill in data in integers (no decimals)** - Lei current prices (less VAT) –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current month** | | | | **Previous month 1))** | |
| No.  row | Destinations | New orders (contracts ) received over the month | Orders (contracts) taken up over the month | New orders (contracts ) received over the month | Orders (contracts) taken up over the month |
| A | B | 1 | 2 | 3 | 4 |
| 1 | **Domestic market** |  |  |  |  |
| 2 | **External market** |  |  |  |  |
| 3 | out of which: **EURO Zone** |  |  |  |  |

Correlation: row 2>=row 3; row 5>=row 6

**1) Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**The Euro** **Zone** includes the following states: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Lithuania, Holland, Malta, Portugal, Slovenia, Slovakia and Spain.

**2) The manufacturing industry that operates on orders includes the following CANE Rev. 2 divisions: 13, 14, 17, 20, 21 and 24 ÷ 30.**

**Chapter MCN: Main causes that have determined important changes at the new orders level in the reported month compared to the previous months** – kindly tick (decreases below 50% or increases over 50%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No  rnd | Causes |  | No  rnd | Causes |  |
| 1 | Lack of sale…..................................................................…………. |  | 5 | Products with manufacturing long cycle..............................………………... |  |
| 2 | Low/high orders…….................................…………...........………. |  | 6 | Processing production or Lohn….....................................………………….. |  |
| 3 | Lack of raw material…………………..…………………………… |  | 7 | Other causes (specify which)………………….................……………….. |  |
| 4 | Seasonal production.........................................................…………. |  |  | .........................................................................................……………… |  |

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| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name………......................…………………………..............................................  ......................................…………………………...…....................................................  Statistical identification number | IND TS | *Partial non-response causes (the unit fills in) –kindly tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Does not make products from the monthly PRODROM List └─┘ |
| 4. Other causes (kindly specify)  ...............………………………………………………….………………….…...└─┘ |
| Person responsible for filling in the chapter data:  Mr (Mrs)................................................................................................................  Phone….............................................................e-mail.......................................... |

### **Chapter PROD: Industrial products and services in month…................2019**

**Fill in data in integers (no decimals)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CODE AND NAME OF INDUSTRIAL PRODUCT / SERVICE ACCORDING TO **PRODROM** LIST | Unit measure | Stock at the beginning of the month | | Total production in current month | OUTPUTS of products and services  (out of column 1 + column 2): | | | | Stock at the end of the month  (column +column 2) -  -(column 3 +column 4+  +column 5 +column 6) | Value of sold production  (less VAT)  - Lei, current prices - | Total production in previous month 1) |
| Sold production | | | Production for further processing |
| Domestic market | Non domestic market | Production on contract bases (subcontracting) |
|  |  | Code 2) |  |  |  |  |  |  |  |  |  |
| A | B | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|  |  |  |  |  |  |  |  |  |  |  |  |
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**1) Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**2) Fill in according to the methodological note on chapter PROD.**

**Fill in data in integers (no decimals )**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CODE AND NAME OF INDUSTRIAL PRODUCT / SERVICE ACCORDING TO **PRODROM** LIST | Unit measure | Stock at the beginning of the month | | Total production in current month | OUTPUTS of products and services  (out of column 1 + column 2): | | | | Stock at the end of the month  (column 1+ column 2) -  -(column 3 + column 4+  +column 5 +column 6) | Value of sold production  (less VAT)  - Lei, current prices - | Total production in previous month 1) |
| Sold production | | | Production for further processing |
| Domestic market | Non domestic market | Production on contract bases (subcontracting) |
|  |  | Code 2) |  |  |  |  |  |  |  |  |  |
| A | B | C | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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**1) Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**2) Fill in according to the methodological note on chapter PROD.**

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| FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name ………………………………………………………………….  ...............................................................................................................................................  Statistical identification number | IND TS | *Partial non-response (the units fills in) – tick* |
| 1. Refusal |
| 2. Dormant |
| 3. Other causes (specify which)….......……. ……………………………......... |
| Person responsible for filling in the chapter data  Mr(Mrs).................................................................................................................  Phone..................................................................... e-mail..................................... |

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| **Chapter NRSAL. Average number of employees and earnings**  **Fill in data in integers (no decimals)** | | | | |  | | | | |
| Secondary activities (col.3 ÷ col.15) | | | | |
| No. row. |  | | Total unit1) | Main activity | Activity ………… | Activity ………… | Activity ………… | Activity ………… | Activity ………… |
|  | CANE CODE2) | 0000 |  |  |  |  |  |  |
| A | B | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | Gross amounts paid from the salary fund (severance payments are **excluded**) out of which: - lei - | |  |  |  |  |  |  |  |
|  | - payments in kind and other allowances paid from the salary fund (value tickets\*) are **included**) - lei - | |  |  |  |  |  |  |  |
|  | - bonuses, awards and other benefits paid from the salary fund, out of which: - lei - | |  |  |  |  |  |  |  |
|  | - occasional bonuses and other benefits - lei - | |  |  |  |  |  |  |  |
|  | 1. Gross amounts paid from the net profit - lei - | |  |  |  |  |  |  |  |
|  | 1. Gross amounts paid from other funds (value tickets\*) are **included**, amounts from FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |
|  | **TOTAL GROSS AMOUNTS PAID** (row 1 + row 5 + row 6) - lei - | |  |  |  |  |  |  |  |
|  | 1. Employment insurance contributions paid by the **employers** to the general consolidated budget - lei - | |  |  |  |  |  |  |  |
|  | 1. Social security contribution paid by the **employees** (amounts for FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |
|  | 1. Social health insurance contribution paid by the **employees** (amounts for FNUASS/FAAMBP are **excluded**)   - lei - | |  |  |  |  |  |  |  |
|  | 1. Tax on gross amounts paid (amounts for FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |
|  | **NUMBER OF EMPLOYEES AT THE END OF THE MONTH (employees with suspended labour contract/agreement** are **excluded)** - persons - | |  |  |  |  |  |  |  |
|  | **NUMBER OF EMPLOYEES WITH SUSPENDED LABOUR CONTRACT/AGREEMENT AT THE END OF THE MONTH** - persons - | |  |  |  |  |  |  |  |
|  | **AVERAGE NUMBER OF EMPLOYEES (employees with suspended labour contract/**  **agreement excluded)** - persons - | |  |  |  |  |  |  |  |
|  | **AVERAGE GROSS EARNINGS** (row.7 / row. 14) - lei /persons - | |  |  | X | X | X | X | X |
|  | **HOURS WORKED** (row. 17 + row.18) - man-hours - | |  |  |  |  |  |  |  |
|  | • Normal working time (the total sum of hours worked by the unit employees) - man-hours - | |  |  |  |  |  |  |  |
|  | • Overtime (the total sum of hours worked by the unit employees) - man-hours - | |  |  |  |  |  |  |  |
|  | **AVERAGE NUMBER OF OTHER EMPLOYED PERSONS (employees** are **excluded)** - persons - | |  |  |  |  |  |  |  |

\*) **!!!Warning:** The **value tickets** (meal tickets,gift tickets,nursery tickets, cultural tickets, holiday vouchers) are highlighted according to the fund from which are paid, as follows: in row 1 and row 2 if **are paid from the salary fund**, respectively in row 6 if **are paid from other funds**.

*(continued)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. row. |  | | Secondary activities (col.3 ÷ col.15) | | | | | | | |
| Activity ………… | Activity ………… | Activity ………… | Activity ………… | Activity ………… | Activity ………… | Activity ………… | Activity ………… |
|  | CANE CODE 2) |  |  |  |  |  |  |  |  |
| A | B | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  | 1. Gross amounts paid from the salary fund (severance payments are **excluded**) out of which:   - lei - | |  |  |  |  |  |  |  |  |
|  | - payments in kind and other allowances paid from the salary fund (value tickets\*) are **included**)  - lei - | |  |  |  |  |  |  |  |  |
|  | - bonuses, awards and other benefits paid from the salary fund, out of which: - lei - | |  |  |  |  |  |  |  |  |
|  | - occasional bonuses and other benefits - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Gross amounts paid from the net profit - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Gross amounts paid from other funds (value tickets\*) are **included**, amounts from FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |  |
|  | **TOTAL GROSS AMOUNTS PAID** (row 1 + row 5 + row 6) - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Employment insurance contributions paid by the **employers** to the general consolidated budget - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Social security contribution paid by the **employees** (amounts for FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Social health insurance contribution paid by the **employees** (amounts for FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |  |
|  | 1. Tax on gross amounts paid (amounts for FNUASS/FAAMBP are **excluded**) - lei - | |  |  |  |  |  |  |  |  |
|  | **NUMBER OF EMPLOYEES AT THE END OF THE MONTH (employees with suspended labour contract/agreement** are **excluded)** - persons - | |  |  |  |  |  |  |  |  |
|  | **NUMBER OF EMPLOYEES WITH SUSPENDED LABOUR CONTRACT/ AGREEMENT AT THE END OF THE MONTH -** persons - | |  |  |  |  |  |  |  |  |
|  | **AVERAGE NUMBER OF EMPLOYEES (employees with suspended labour contract/agreement** are **excluded) -** persons **-** | |  |  |  |  |  |  |  |  |
|  | **AVERAGE GROSS EARNINGS** (rd.7 / rd. 14) - lei /persons - | | X | X | X | X | X | X | X | X |
|  | **HOURS WORKED** (row. 17 + row.18) - man-hours - ------ - | |  |  |  |  |  |  |  |  |
|  | • Normal working time (the total sum of hours worked by the unit employees) - man-hours - | |  |  |  |  |  |  |  |  |
|  | • Overtime (the total sum of hours worked by the unit employees) - man-hours - | |  |  |  |  |  |  |  |  |
|  | **AVERAGE NUMBER OF** OTHER **EMPLOYED PERSONS**  **(employees** are **excluded)**  - persons - | |  |  |  |  |  |  |  |  |

\*) **!!!Warning:** The **value tickets** (meal tickets,gift tickets,nursery tickets, cultural tickets, holiday vouchers) are highlighted according to the fund from which are paid, as follows: in row 1 and row 2 if **are paid from the salary fund**, respectively in row 6 if **are paid from other funds**.

**Chapter DIFF: Causes of differences (±) compared to the previous month**

**NOTE: Tick the cause with X in the appropriate box the reported cases**

|  |  |  |
| --- | --- | --- |
| Organisational changes (merges, splits etc.)………...........………**1**  Bonuses and incentives in current month .…………….….............**2**  Payments by production achievements/orders/contracts ................**3** | Indexations, wage negotiations …………………………...….….....**4**  Staff layoffs ........................……………….........................….…….**5**  Personnel hiring........................................………..…............... …... **6** | Financial difficulties ...………………………….….....……..…….**7**  Reporting errors ……………………………….....…....….……….**8**  Other causes, namely:……………………………………..……....  ………………………………………………………….....……… **9** |

1**)** 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.**

2) **Total unit** = col.2 + .... + col.15

|  |  |  |
| --- | --- | --- |
| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name………......................………………………….............................................  ......................................…………………………...…...................................................  Statistical identification number | IND TS | *Partial non-response causes (the unit fills in) –kindly tick* |
| 1. Refusal └─┘ |
| 2. No investments └─┘ |
| 3. Other causes (kindly specify)  ……………………………………………………...........................................└─┘ |
| Person responsible for filling in the chapter data:  Mr (Mrs)............................................................................................................  Phone…….................................. e-mail.............................................................. |

**Chapter INV: Net investments (new) by structural elements during 1.01. - .............. 2019**

##### **Fill in data in integers (no decimals)**

-Lei, current prices (less VAT) -

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | No.  row | INVESTMENTS | | | | | | |
|  | Total | Construction works | | Equipment with and without assembling | Means of transport | Geological and drilling works | Other expenditure |
|  | total | out of which :  dwellings |
|  | A | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | 1 |  |  |  |  |  |  |  |

Correlation: column 1= column 2+ column 4+ column 5+ column 6+ column 7 ; column 2>=column 3

**Chapter DIFINV: Main causes that have determined important changes at the investments level in the reported period compared to the previous period** – kindly tick (decreases below 50% or increases over 50%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No.  rnd | Causes |  | No.  rnd | Causes |  |
| 1 | Increasing production capacity........................................................ |  | 4 | No investment in the reporting period...................................................... |  |
| 2 | Modernization of machinery, plant and equipment........................ |  | 5 | Misreporting previous month ........................................................... |  |
| 3 | Introduction of new technology......................................................... |  | 6 | Other causes (specify which )……….. …….................……………….. |  |

|  |  |  |
| --- | --- | --- |
| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name………......................………………………….............................................  ......................................…………………………...…...................................................  Statistical identification number | IND TS | *Partial non-response causes (the unit fills in) –kindly tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Other causes (kindly specify)  ……………………………………………………...........................................└─┘ |
| Person responsible for filling in the chapter data:  Mr (Mrs)............................................................................................................  Phone….................................... e-mail.............................................................. |

**Chapter ATS: Stocks value in quarter .............. 2019**

##### **Fill in data in integers (no decimals)**

- Lei, current prices (less VAT) -

|  |  |  |  |
| --- | --- | --- | --- |
| No. row | Specification | At the beginning of the quarter | At the end of the quarter |
| A | B | 1 | 2 |
| 1 | Total |  |  |
| 2 | Stock of raw materials, consumables, inventory, hutments |  |  |
| 3 | Stock of finished products |  |  |
| 4 | Stock of commodities 1) |  |  |
| 5 | Stock of unfinished production and semi-finished products |  |  |

*1) Units with trading activity will fill in the stock of commodities*

Correlation: row 1= row 2+ row 3+ row 4+ row 5;