### Confidential

**Identification data**  Only for statistical survey purposes

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C.U.I. / FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name.....................………………………….................................................  ......................................…………………………...….. ....................................................  County ..........................…...................................……………………………..... └─┴─┘  SIRUTA code  Locality ......................…...............……………………………. └─┴─┴─┴─┴─┴─┘  SIRUTA code  Street ........................................……………………………..... No ......... District ..……  Phone....................................... E-mail .........................................................................  Legal status1)..........................…....................……………………………Code └─┴─┘  Ownership type2)...............…......................……………………...……Code .. └─┴─┘  Main activity............….............................................……………………………………….  …………………………........................................…....... CANE Rev. 2 . └─┴─┴─┴─┘  1), 2) To be filled in according to the nomenclatures on the reverse page | **ROMNIA**  **National Institute of**  **Statistics**    **Statistical Survey**  **Short term indicators in services** SERV 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 considered to be 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 )  P.S.  Phone ......................... No. .......... date ............. 20....  Before signing the document, please tick the way of filling in the chapters: | | | | | | | |
| CHAPTERS WITH DATA | | | | CHAPTERS WITHOUT DATA | | | |
| T | NRSAL | INV | ATS | T | NRSAL | 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)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. The statistical questionnaire was entirely filled in YES DA** | | | | | | |  | **1** |  |  | 1. Please tick if organisational changes took place during the reference period: | | |
| **with the requested data?** | | | |  |  | |  |  |  |  |  |  | |
|  | |  | |  | | **NO** |  |  |  |  |  | **⁪ merges** | **⁪ splits** |
|  |  | |  |  | | |  |  |  |  |  |  |  |
|  | | | | | | |  |  |  |  |  |  |  |
| **2. Causes of total non-response (please tick by X):** | | | | | | |  |  |  |  | 2. Events entailing the enterprise dissolution: | | |
| **- refuses to answer......................................................................** | | | | | | |  | **2** |  |  |  | Units resulting from splits | |
| **- unidentified unit........................................................................** | | | | | | |  | **3** |  |  | **⁪ split** | **C.U.I** └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘ | **Name....................................................................** |
| **- not interested in this 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 another 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 unit’s manager, as well as its business stamp. At the same time, we are kindly asking 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.

The enterprise is asked to indicate eventual changes/corrections related to: fiscal code (Unique identification code), name, address, ownership type, 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 enterprise’s situation in case of non-response. This should be filled in by the representative of the County Statistical Office.

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

**The organisational changes** are indicated in case the enterprise still exists, but major diminutions or increases of assets took 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 grouping of legal units representing an organisational unit producing goods or services, enjoying decisional independence, preponderantly in view to ensure its current resources. An enterprise is carrying out one or several economic activities in one or several locations.

**The Classification of Activities of National Economy (CANE Rev. 2),** approved by Government Decision no. 656 of October 1997, with its further amendments 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** took place when the combination of resources – equipment, labour force, production techniques, information or products’ flows – results in goods or services. In practice, most of units are carrying out several economic activities, therefore asking for the identification of main activity in view to frame it within a class of activity (four digits) according to CANE Rev. 2.

**The main activity** is the activity with the highest contribution to total value added of the concerned unit. The main activity identified as such necessarily ensures at least 50% of total value added of the unit. **In case of doubts related to codification, please contact the experts from the County Statistical Office.**

**The secondary activities** are the activities which, besides the main activity, produce goods and services meant to be traded by 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 types 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 |
| Private majority 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** | **Code** |
| Autonomous company (RA) | 1 |
| Partnership company (SNC) | 2 |
| Limited partnership company (SCS) | 3 |
| Joint stock company (SCA) | 4 |
| Corporation (SA) | 5 |
| Limited liability company (SRL) | 6 |
| Handicraft (cooperative) company (OC1) | 7 |
| Consumer (cooperative) company (OC2) | 8 |
| Credit (cooperative) company (OC3) | 9 |
| Foreign company affiliates (with legal status) | 15 |
| Other legal types | 29 |

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

**Chapter T: Total turnover in month ........................................................ 2019**

**Data given in integers (without decimals)**

- lei current prices (less of VAT)-

|  |  |  |  |
| --- | --- | --- | --- |
| No. row |  | **Current month** | **Previous month**2) |
| A | B | 1 | 2 |
| 1 | Turnover, less of VAT1) (accounts 701-708) |  |  |

1. **Enterprises charging a commission for intermediation services, for example travel agencies, are filling in only the value of commission, excluding the value of**

**intermediated services (accommodation, meals etc.).**

**Commercial wholesale companies charging a commission for intermediation activities, include in the turnover only the value of commission, excluding**

**the value of intermediated commodities and services.**

For the rendered services to be paid in foreign currency, the assessment in lei is done based on the exchange rate established by the National Bank of Romania for the respective foreign currency at the date of finalising the rendered services.

1. **To be filled in with data for previous month only in case of misreporting, of accounting revisions made after the reporting date, as well as in case of missing data.**

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

**NOTE**: The cause is to be ticked in the appropriate box

|  |  |  |
| --- | --- | --- |
| Low demand for commodities……......……………**1**  High demand for commodities........ ………………**2**  Supply disorders..............................……………….**3**  Lack of orders and contracts.....................................**4** | Organisational changes:  - merges, splits….. .......................................**5**  - opening of new branches, shops etc...........**6**  - closing of branches, shops etc....................**7** | Change in main activity………....…………….…..**8**  Other causes of differences (please specify)………..  ……………………………....……………..…….…  ...................................................................................**9** |

|  |  |  |
| --- | --- | --- |
| FISCAL code └─┴─┴─┴─┴─┴─┴─┴─┴─┴─┘  Unit name ………………………………………………………………….  ...............................................................................................................................................  Statistical identification number | SERV 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..................................... |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | SERV TS | *partial non-response (to be filed in by the unit) –please tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Other causes (please 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**

##### **Data given in integers (without decimals)**

- lei current prices (less of VAT) -

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

Correlation: col. 1= col. 2+ col. 4+ col. 5+ col. 6+ col. 7 ; col. 2>=col. 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 | SERV TS | *partial non-response (to be filed in by the unit) –please tick* |
| 1. Refusal └─┘ |
| 2. Dormant └─┘ |
| 3. Other causes (please specify)..………………………………………............└─┘ |
| Person responsible for filling in the chapter data:  Mr.(Mrs.).........................................................................................................  phone.....................................................e-mail......................................... |

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

##### **Data given in integers (without decimals)**

- lei current prices (less of 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 commodities1) |  |  |
| 5 | Stock of unfinished production and semi-finished products |  |  |

*1) Stock of commodities is to be filled in by units with trading activity*

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