



**An
Phríomh-Oifig
Staidrimh**

Central
Statistics
Office



Annual Services Inquiry 2017 Form B(i) Insert

Before you begin, you will need...

Your CSO reference number

The form should take approximately 30 minutes to complete.

[Please read the Help for important instructions before you begin](#)

Enter your CSO reference number e.g. EN12345678
(Please TAB or use the MOUSE to move to the next question.)

1. Description of Business

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

State the percentage of turnover generated by it

(b) Location of ownership: (ultimate beneficial owner)

Ireland Elsewhere

If elsewhere, specify the Country

(c) Is this a family business?

Yes No

(d) Is this enterprise operating from a private residence?

Yes No

2. Year covered by details provided (should cover 12 months and contain at least 6 months of 2017) Please do not use the same accounting year for 2 consecutive ASI surveys.

From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
To	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

3. Indicate the currency used for this return

4. Turnover

(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) VAT charged on total turnover

(e) VRT charged on sale of vehicles (if applicable)

(f) What % of the TOTAL turnover results from orders submitted using e-mail, EDI or internet?

5. Cost of Sales

6. Stocks

Beginning of year

End of year

Total value

of which for direct resale

7. Operating expenses

(a) Payments to employment agencies for the provision of personnel

(b) Fuel and energy

(c) Sales and marketing

(d) Insurance costs (include premiums paid on vehicles and premises)

(e) Commercial rent

(f) R&D services supplied to the enterprise (exclude capitalised items)

(g) Royalties, e.g. on technical know-how, copyright and patents

(h) Management fees (including contributions to corporate overhead)

(i) Purchases of business services

(j) Other expenses not listed above

Total operating expenses (sum of (a) to (j) above)

8. Depreciation/Amortisation

9. Personnel costs

(a) Wages and salaries (own staff only, include bonuses and redundancy payments)

(b) Social security costs

(c) Do persons employed engage in any Research and Development?

Yes

No

10. Number of persons engaged in the enterprise (week ending 8th September 2017)

(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

Investment in Tangible Fixed Assets

(a) Land

(b) Acquisitions of existing buildings and structures

(c) Construction and alteration of buildings

(d) Transport equipment

(e) Radio, TV and communication equipment

(f) Office machinery and hardware (including computer hardware)

(g) Other machinery and equipment

(h) Other tangible assets

Investment in Intangible Assets

(i) Capitalised R&D

(j) Computer software (exclude own account)

(k) Patents and licences for intellectual property

(l) Other intangible assets

Total value of assets acquired during the year (sum of (a) to (l) above)

Total value of assets disposed of during the year

12. Total subsidies received by the enterprise

13. Indirect taxes paid by the enterprise

14. Please state the number of local units operated and persons engaged in the following regions

(Number of persons engaged should equal the sum of (a) + (b) + (c) in Q.10 above)	No. of units	No. of persons engaged
(a) Dublin (Dublin city and county)	<input type="text"/>	<input type="text"/>
(b) Border (Co. Cavan, Donegal, Leitrim, Louth, Monaghan, Sligo)	<input type="text"/>	<input type="text"/>
(c) Mid-East (Co. Kildare, Louth, Meath, Wicklow)	<input type="text"/>	<input type="text"/>
(d) Midland (Co. Laois, Longford, Offaly, Westmeath)	<input type="text"/>	<input type="text"/>
(e) Mid-West (Co. Clare, Limerick, Tipperary)	<input type="text"/>	<input type="text"/>
(f) South-East (Co. Carlow, Kilkenny, Waterford, Wexford)	<input type="text"/>	<input type="text"/>
(g) South-West (Co. Cork, Kerry)	<input type="text"/>	<input type="text"/>
(h) West (Co. Galway, Mayo, Roscommon)	<input type="text"/>	<input type="text"/>
Total number in the state (sum of (a) to (h) above)	<input type="text"/>	<input type="text"/>

15. Trade

(a) Total exports	<input type="text"/>
of which exports of services	<input type="text"/>
(b) Exports of goods and services to other EU countries	<input type="text"/>
(c) Total imports	<input type="text"/>
of which Imports of services	<input type="text"/>

16. Balance sheet data

The following information should be taken from your enterprises balance sheet or trial balance as of the accounting year 2017. Please give the value of your enterprises':

(a) Total outstanding debt liabilities	<input type="text"/>
of which borrowed from banks	<input type="text"/>
(b) Interest payable	<input type="text"/>
(c) Cash and cash equivalents	<input type="text"/>
(d) Accounts receivable	<input type="text"/>
(e) Accounts payable	<input type="text"/>
(f) Total assets	<input type="text"/>
(g) Total fixed assets	<input type="text"/>

Annual Services Inquiry 2017

Part 2 - Breakdown of Net Turnover by Product Type

Please tick which primary activity your business relates to (you will be directed to the relevant section)

Complete **one section only** and then proceed to complete the form.

- A. Software Publishing or Computer Programming
- B. Advertising
- C. Market Research
- D. Architectural Activities
- E. Engineering Activities
- F. Technical Testing & Analysis
- G. Employment Activities



After selection, tab out or click here to be directed to appropriate section.

Section A - Software Publishing or Computer Programming

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

1.	Computer programming services	%
2.	Computer consultancy services	%
3.	Computer facilities management services	%
4.	Other information technology and computer services	%
5.	Data processing, hosting and related services	%
6.	Web portal content	%
7.	Publishing of computer games	%
8.	Systems and application software, packaged	%
9.	Online software and software downloads	%
10.	Licensing services for the right to use computer software	%
11.	Repair of computers and peripheral equipment	%
12.	Resale of software and hardware not manufactured by the enterprise	%
13.	Other products n.e.c.	%
Total for Software Publishing		%

Section B - Advertising

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

1.	Sale of advertising space on a fee or contract basis in print media	%
2.	Sale of TV/Radio advertising space or time on a fee or contract basis	%
3.	Sale of Internet advertising space or time on a fee or contract basis	%
4.	Sale of events relating to advertising	%
5.	Other sale of advertising space or time on a fee or contract basis	%
6.	Full service advertising	%
7.	Direct marketing, direct mailing	%
8.	Advertising design and concept development	%
9.	Other advertising services	%
10.	Other products n.e.c.	%
Total for Advertising		%

Section C - Market Research

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

1.	Market research services: qualitative surveys	<input type="text"/> %
2.	Market research services: quantitative ad-hoc surveys	<input type="text"/> %
3.	Market research services: quantitative continuous and regular surveys	<input type="text"/> %
4.	Market research services other than surveys	<input type="text"/> %
5.	Public opinion polling services	<input type="text"/> %
6.	Other products n.e.c.	<input type="text"/> %
	Total for Market Research	<input type="text"/> %

Section D - Architectural Activities

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

1.	Plans and drawings for architectural purposes	<input type="text"/> %
2.	Architectural services for residential and non residential building projects	<input type="text"/> %
3.	Historical restoration architectural services	<input type="text"/> %
4.	Architectural advisory services	<input type="text"/> %
5.	Urban and land planning services	<input type="text"/> %
6.	Landscape architectural services	<input type="text"/> %
7.	Other products n.e.c.	<input type="text"/> %
	Total for Architectural Activities	<input type="text"/> %

Section E - Engineering Activities

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

		<input style="width: 80%;" type="text"/>	
1.	Engineering advisory services	<input style="width: 80%;" type="text"/>	%
2.	Engineering services for building projects	<input style="width: 80%;" type="text"/>	%
3.	Engineering services for power projects	<input style="width: 80%;" type="text"/>	%
4.	Engineering services for transportation projects	<input style="width: 80%;" type="text"/>	%
5.	Waste management projects (hazardous and non-hazardous)	<input style="width: 80%;" type="text"/>	%
6.	Engineering services for water, sewerage and drainage projects	<input style="width: 80%;" type="text"/>	%
7.	Engineering services for industrial and manufacturing projects	<input style="width: 80%;" type="text"/>	%
8.	Engineering services for telecommunications and broadcasting projects	<input style="width: 80%;" type="text"/>	%
9.	Engineering services for other projects	<input style="width: 80%;" type="text"/>	%
10.	Project management services for construction projects	<input style="width: 80%;" type="text"/>	%
11.	Geological, geophysical and related prospecting and consulting services	<input style="width: 80%;" type="text"/>	%
12.	Other products n.e.c.	<input style="width: 80%;" type="text"/>	%
Total for Engineering Activities		<input style="width: 80%;" type="text"/>	%

Section F - Technical Testing & Analysis

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

		<input style="width: 80%;" type="text"/>	
1.	Composition and purity testing and analysis services	<input style="width: 80%;" type="text"/>	%
2.	Testing and analysis services of physical properties	<input style="width: 80%;" type="text"/>	%
3.	Testing and analysis services of integrated mechanical and electrical systems	<input style="width: 80%;" type="text"/>	%
4.	Technical inspection services for road transport vehicles	<input style="width: 80%;" type="text"/>	%
5.	Other technical testing and analysis services	<input style="width: 80%;" type="text"/>	%
6.	Other products n.e.c.	<input style="width: 80%;" type="text"/>	%
Total for Technical Testing & Analysis		<input style="width: 80%;" type="text"/>	%

Section G - Employment Activities

If some of your products overlap with several of the proposed product categories, provide a qualified estimate of the percentage breakdown belonging to each of the relevant categories. Your answers are more usable to us if you estimate the breakdown, even if the results are not perfect, than if you allocate complex products to the main category.

NACE

1.	Executive search services		%
2.	Permanent placement services, other than executive search services		%
3.	Temporary employment agency services for the supply of computer and telecommunications personnel		%
4.	Temporary employment agency services for the supply of other office support personnel		%
5.	Temporary employment agency services for the supply of commercial and trade personnel		%
6.	Temporary employment agency services for the supply of transport, warehousing, logistics and industrial workers		%
7.	Temporary employment agency services for the supply of hotel and restaurant personnel		%
8.	Temporary employment agency services for the supply of medical personnel		%
9.	Temporary employment agency services for the supply of other personnel		%
10.	Other human resources provision services		%
11.	Other products n.e.c.		%
Total for Employment Activities			%

Part 3 - Comments & Declaration

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

18. Please list here any major changes in the enterprise to avoid any further queries:

Declaration

Return completed by :

Name :

Enterprise Eircode:
(Routing Key) (Unique Identifier)

Position :

eMail :

Phone :

Please print a copy of this form for your own records.