

Confidential when complete

QUESTIONNAIRE | ENGLISH

Reference Period: «PShortLabel» «Year»

«UNAME»

«UADD1»

«UADD2» «UADD3»

Please notify any change of name or address as appropriate.

BRID: «BRID»

NACE: «NACE»

UNITID: «UNITID»

VAT NO: «VAT»

Kindly quote this number in any correspondence: GEN SER (SQUID 98)

Contact details of respondent for any queries regarding this questionnaire

Name of respondent:

Contact number:

Email address:

Scope of the survey

The scope of this survey is to gather quarterly data and compile a set of vital early indicators that are crucial in the formulation of economic policies in Malta. Data provided on this form is confidential and not published.

You are kindly asked to send us this form duly completed to the best of your ability by **31st January 2023**. This data request is being carried out in terms of the Malta Statistics Authority Act of 2000 and fines may be imposed on non-compliance.

Section A: Employment (Please refer to the definitions listed overleaf)	Average number of workers for the month		Total for the quarter	
	Full-time	Part-time	Number of hours worked	Gross wages and salaries, bonuses and other allowances
Salary and wage earners				€
Self-employed and unpaid family Workers				
Total				

Monthly Data Section B: Turnover (Please refer to the definitions listed overleaf)	«M1LABEL»	«M2LABEL»	«M3LABEL»	TOTAL
Turnover (excluding VAT)	€	€	€	€

Note: For any unusual changes in any of the above data, please provide a very brief reason in the space below:

Notes and definitions

How to complete the questionnaire

Employment

Salary and wage earners represent the average number of persons who were employees of the enterprise at some time during the reference period.

In this category, all paid employees including home workers, apprentices/trainees, paid working proprietors, persons on temporary leave (for example maternity, sickness etc) for a definite period, part-time workers, temporary workers and seasonal workers should be included.

Excluded from this definition are persons hired from an agency (sub-contracting) which do not have a direct contract of employment with the enterprise. On the other hand, if they do have a direct contract of employment or are on the payroll of the enterprise, they should be included.

Self-employed and unpaid family workers include unpaid working proprietors (owners), unpaid family workers and workers whose income depends on the value of output of the enterprise.

Hours worked

The **number of hours worked** should include the total amount of hours actually worked, that is: regular working hours, overtime hours and hours worked during nights, Sundays or public holidays. Hours worked but not paid are also considered. Short breaks taken at the work place should not be deducted.

Hours worked does not include vacation and sick leave, loss of working hours due to accidents, strikes, lockouts, slack time etc. and also time spent for meal breaks and commuting strike days. Hours worked for self-employed and unpaid family workers are not required.

Gross wages and salaries

Gross wages and salaries, bonuses and other allowances is defined as remuneration in cash or in kind payable to all persons employed in return of work done during the reference period, irrespective of whether this remuneration is paid regularly or not. This includes payments for basic wages and salaries, overtime, allowances, bonuses, and commissions.

Directors' fees, income taxes, social security and pension contributions payable by the employee are included. However, social contributions paid by the employer and expenses regarding services provided through agency workers are excluded. Gross wages for self-employed and unpaid family workers are not required.

Gross wages and salaries, bonuses and other allowances should also include the **wage supplement** given by the Government to businesses.

Turnover

Turnover consists of all income arising during the reference period in the course of the business unit's ordinary activities. It should be presented net of all price reductions, discounts and rebates granted by it. Income is defined as increases in economic benefits during the reference period in the form of inflows or enhancements of assets or decreases of liabilities that result in increases in equity.

The inflows referred to are arising from contracts with customers and are realised through the satisfaction by the business unit of performance obligations as foreseen in said contracts. Excluded from turnover are:

- all taxes, duties or levies linked directly to revenue;
- subsidies or government grants (even if directly linked with sales);
- any amounts collected on behalf of any principal, if the business unit is acting as an agent in its relationship with said principal;
- all income not arising in the course of ordinary activities of the business unit. Usually, these types of income are classified as other (operating) income, financial income and extraordinary income.