

CONFIDENTIAL WHEN COMPLETE		QUESTIONNAIRE ENGLISH	
Ref	Enterprise Name:		
	Door No:		
	Building Name:		
	Street:		
	Locality:		Postcode:

Please fill in only if the printed details are missing or incorrect

Contact details of the person filling in this questionnaire (Please do not leave blank)			
Name of respondent:			
Position:			
Contact number 1:		Contact number 2:	
Email address:			
Additional email address:			
Date:			
Signature:			

I hereby declare that the information is complete and correct to the best of my knowledge and belief.

Dear Sir/ Madam,

You are kindly requested, in terms of the Malta Statistics Authority Act, to complete the entire questionnaire for the business indicated above for reference year **2022**. Alternatively, you may submit a full set of financial statements for 2022 **and** fill out Sections A, B and F. This alternative only applies if a detailed breakdown of income and expenditure is available in the schedules. Unaudited or management accounts, with reference to the financial year and with a detailed dissection of the revenue and costs, are also accepted.

Scope of the survey

The scope of this survey is to provide a clear profile of the structure and performance of the Maltese business economy. The structure of this questionnaire is set to identify the income and operating cost structures of every size category of business operating within the industries of the Maltese islands. The results of this survey are used to compile some of the most important economic aggregates of the Maltese economy and as such, your contribution to this survey is essential.

You may also scan the filled-in questionnaire and send a .pdf copy to business.nso@gov.mt. If you prefer filling the questionnaire using webforms, kindly advise by corresponding with the same email address. Always quote the reference number in any correspondence. Penalties may be incurred for non-compliance or late submission, as stipulated under Section 43 of the MSA Act.

If you require any assistance to complete this questionnaire, please contact us on 25997349 from Monday to Friday between 08:00 and 15:00. All the information you provide is kept strictly confidential. You are advised to retain a copy of the completed questionnaire for future reference.

Thank you in advance for your co-operation.

Brandon Sacco
Head of Structural Business Statistics Unit

Section A: Details	
A1. What is the <u>principal activity</u> of the enterprise? <i>Provide a description of the activity which generates most of the income (e.g. Manufacturing of wooden doors)</i>	
A2. What is the <u>secondary activity</u> of the enterprise? (if applicable)	
A3. Insert the date when the enterprise closed down (if applicable)	MM/YYYY

STOP IF THE ENTERPRISE CEASED OPERATING BEFORE 2022

A4. The information provided should refer to the financial year 2022 covering the period between 1 January and 31 December 2022. If a different period is covered, insert the dates below:

M	M	Y	Y	Y	Y
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 to

M	M	Y	Y	Y	Y
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Section B: Employment		Full-time	Part-time
Explanatory Notes			
<p>The average number of employees should be provided.</p> <p>E.g. 3 employees who were employed for an average of 4 months each are considered as 1 average annual employee.</p> <p>B2 Employees refers to the number of employees on the payroll during the year, including outworkers, home workers and directors who receive a remuneration.</p>	B1. Working owners <u>and</u> Unpaid family workers		
	B2. Employees		
<p>B3 Excludes hours worked by owners/unpaid family workers. This value may be used to calculate B4.</p> <p>B4 In the context of a 40-hour week.</p>	B3. Total annual hours worked by employees		hours
	B4. Number of full-time equivalent employees		FTE

Section C: Investments		Additions	Disposals
Explanatory Notes	Non-current asset	€	€ (as per cash flow)
<p>C2 Existing building and structures Only purchases of buildings which were <u>already in use</u> by other third parties shall be classified as part of this category. New buildings should be placed in category C3.</p> <p>C3 Construction and alteration of buildings Purchases or construction of <u>new</u> buildings should form part of this category. Any permanent installations to existing or new buildings should also be included.</p> <p>C7 Capitalised production <u>Own production</u> of goods and facilities retained as investment by the entity.</p>	C1. Land		
	C2. Existing buildings and structures		
	C3. Construction and alteration of buildings		
	C4. Machinery, equipment and vehicles		
	C5. Purchased software		
	C6. Concessions, patents, licences, trademarks and similar rights (excluding goodwill)		
	C7. Capitalised production		
	C8. Right-of-use assets (if IFRS 16 is applicable)		

Section D1: Expenditure Explanatory Notes	Expenditure item	Value		
<p>Direct costs: D1 This item refers to cost of sales or direct costs which appear in the income statement. This item should <u>exclude</u> any employee expenses and items included in D2.2.</p> <p>Direct costs by nature: D1.1 <i>Purchases of goods for resale</i> refer to wholesale or retail trade (as a primary or secondary activity) and shall be grouped together as one item (D1.1). Turnover from <i>Goods resold in the same condition as purchased</i> (E1.1) and the value for D1.1 should reflect the same goods invoiced.</p> <p>D1.2 The purpose of this section (D1.2 to D1.5) is to collect information on the <u>Cost Structure</u> of the industries in Malta. Please <u>do not</u> provide generic descriptions such as <i>General Expenses, Purchases, Other expenses or Miscellaneous</i>.</p>	Direct Costs (net of deductible taxes)		€	
	D1. Total Direct costs/ Cost of sales			
	Direct costs by nature: In addition to item D1.1, please describe (in terms of goods and services) the other largest four items recorded in direct costs (D1)		€	
	D1.1. (<i>of which</i>) Purchases of goods for resale (linked with item E1.1)			
	D1.2.			
	D1.3.			
	D1.4.			
	D1.5.			
	Inventory and stock		Opening stock	Closing stock
			€	€
	D1.6. Raw materials			
	D1.7. Manufactured finished goods and Work in progress			
	D1.8. Goods purchased for resale			

Section D2: Expenditure Explanatory notes	Expenditure item	Value	
<p>Overhead expenses: D2 This is the total of the various headings in the income statement, such as <i>Administrative expenses, Selling and distribution costs, Marketing expenses and Other operating expenses</i>. This total should <u>include</u> all payments to the employees.</p> <p>D2 Headings D2.1, D2.2 and D2.3 are all components of the total D2 (Total overhead expenses), however, they may not necessarily add up to D2.</p> <p>Employee expenses: D2.1 Employee expenses refer to the remuneration provided to the persons on the company's payroll only (i.e. under a contract of employment with the respective company). D2.1.1 refers to the wages of directors on the payroll. Fixed directors' fees paid to directors not directly employed as employees by the enterprise should be treated as subcontracted wages (D2.1.4) or as directors' fees and listed in D2.3, if relatively substantial.</p> <p>Non-operating expenses: D2.2 This section refers to expenses which are not directly linked to any operational activity. Expenses in the form of donations and revaluations shall also be considered as non-operating expenses.</p> <p>Overhead expenses by nature: D2.3 The purpose of this section is to collect information on the <u>Cost Structure</u> of the industries in Malta. Please refer to the actual description of goods and services and do not provide generic descriptions.</p>	D2. Overhead expenses (net of deductible taxes):		€
	D2. Total Overhead expenses		
	D2.1 (<i>of which</i>) Employee expenses:		€
	D2.1.1. Directors' remuneration/fees		
	D2.1.2. Gross wages and salaries (excluding D2.1.1 but including COVID-19 wage supplements included also in E2.2)		
	D2.1.3. Employers' share of social security contribution		
	D2.1.4. Subcontracted wages		
	D2.2 (<i>of which</i>) Non-operating expenses:		€
	D2.2.1. Bad debts written off		
	D2.2.2. Depreciation/Amortisation (excluding D2.2.3)		
	D2.2.3. Depreciation of right-of-use assets (if IFRS 16 applies)		
	D2.2.4. Interest associated with right-of-use assets (if IFRS 16 applies)		
	D2.2.5. Losses (gains) on asset disposals and any impairment or revaluation losses recognised in the income statement		
	D2.2.6. Foreign exchange losses (gains)		
	D2.2.7. Increase (decrease) in provisions		
	D2.2.8. Interest paid and other finance costs (excluding bank charges)		
	D2.2.9. Other non-operating expenses: (Please specify)		
	D2.3 (<i>of which</i>) Overhead expenses by nature: Please list the largest overhead expenses not included in sections D2.1 and D2.2		€
	D2.3.1. Rent (on buildings)		
	D2.3.2.		
D2.3.3.			
D2.3.4.			
D2.3.5.			

Section E: Revenue		Revenue items	Value
Explanatory Notes			
E1	Turnover: Total turnover includes the total sales invoiced, i.e. any income from the ordinary operations of an entity, whether primary or secondary. Goods resold in the same condition as purchased refer to wholesale or retail trade.	Turnover from ordinary operations: (net of VAT and other deductible taxes)	€
		E1. Total Turnover	
E1.2	Turnover from secondary activity refers to the activity specified in answer A2. If the secondary activity is related to wholesale or retail, this item may be left blank as the related value would have already been inserted in item E1.1.	E1.1. <i>of which:</i> Goods resold in the same condition as purchased (must be linked with item D1.1).	
		E1.2. <i>of which:</i> Turnover from secondary activity	
E2	Other income: This section is intended to collect information on the income elements which do not form part of the ordinary operational activities of the company. Financial income refers to interests, dividends, exchange gains and similar.	E2. Other Income:	€
		E2.1. Grants received (from National/European authorities)	
		E2.2. Subsidies from the Government of Malta (provided through Malta Enterprise)	
		E2.3. Financial income (related to the business only)	
		E2.4. Revaluation gains recognised in the income statement	
		E2.5. Other income (please specify):	
		E2.6. Other income (please specify):	

Section F: Geographical Breakdown of Turnover and Operations		Geographical area	Value
Explanatory notes			
F1	Refers to an approximate geographical breakdown of where the company's final products were sold during the year. The purpose of this section is to draw an approximation of the export content from the Total turnover (E1) value.	F1. Turnover by geographical breakdown:	%
		F1.1. Resident clients	
		F1.2. Intra-EU (euro area) clients	
		F1.3. Intra-EU (outside euro area) clients	
		F1.4. Extra-EU clients	
F2	Refers to the location where the company's final goods and services (refer to value E1) were generated. This breakdown does not refer to the invoicing location but to the location of the employees and the non-current assets used to generate the revenue. If the company owned no branches outside Malta, a 100% should be placed in 'Local'.	F2. Operations by geographical breakdown:	%
		F2.1. Local (within the perimeter of the Maltese islands)	
		F2.2. Abroad	

Section G: Reconciliation and additional information

G1. **Profit before tax** (please write down the corresponding value from the income statement. This value should match the total income from E1 and E2 less D1 and D2):

G2. **Remarks**

Please tick this box if you would like to be notified by email when the results of the Structural Business Statistics 2022 are published by the NSO.