

CONFIDENTIAL WHEN COMPLETE		QUESTIONNAIRE ENGLISH	
	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:			
Email address:			
Contact number:		Date:	

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 covering reference period **2022**. All information which you provide is kept strictly confidential. You may also send a scanned copy of the filled-in questionnaire to **business.nso@gov.mt**. Kindly quote the reference number in any correspondence. Thank you in advance for your co-operation.

You are advised to retain a copy of the completed questionnaire for future reference.

Section A: Principal activity	
Fill only if the above activity is not correct	

Section B: Employment (definitions can be found overleaf)	Full-Time	Part-Time
B1. Unpaid family workers (including owner/s)		
B2. Employees		
B3. Total number of hours worked by employees in B2	hours	

Section C: Investments during 2022 (definitions can be found overleaf)	Additions €	Disposals €
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		

Section B

Unpaid family workers/Total number of employees

Unpaid family workers are persons who help another member of the family to run the business without receiving a direct salary/remuneration and live in the same household as the owner. For instance, the wife of a grocery owner living and helping her husband without an employment contract. The total number of employees refers to the number of people under a contract of employment and receiving regular salaries/remuneration.

Total hours worked by employees

This is the total number of hours worked by people who are under a contract of employment. This excludes hours worked by the owner and hours worked by unpaid family workers.

Section C

Land/Existing buildings

If land is purchased with an existing building and the value of the two components is not separable, the total shall be recorded under the heading which represents the higher value of the two. That is, if the estimated value of land exceeds that of the existing buildings, the value of that investment should fall under 'Land'.

Conversely, if the estimated value of existing buildings exceeds that of land, the investment value should fall under the heading 'Existing buildings'. Moreover, other items may fall under the heading 'Existing buildings' such as, a butcher purchasing a building which was already being used for the processing of food.

New buildings and alteration of buildings

If the building bought has just been constructed, the investment value should fall under this heading. An example would be the purchase of a newly constructed petrol station. Furthermore, if air-conditioning, lighting, central heating, water supply and other permanent installations are added to the building, then such components should also be included under this heading.

Machinery, equipment, and vehicles

Items which directly aid the production process should be included under this heading. An example would be a self-employed butcher buying special equipment for the processing and cutting of meat.

Purchased software

Software which would be specifically purchased to help the production process as an asset and not as a renewal of an annual licence. An example would be the provision of a new database application for a pharmacist to keep track of the items purchased by clients.

Copyrights, trademarks, concessions and similar rights (excluding goodwill)

This includes investments related to obtaining the rights to legally reproduce items created by someone else. An example would be the purchase of the design of a particular manufacturing tool to own the right to legally produce it.

Capitalised production

This refers to the production of goods retained by the owner as an investment. An example would be a carpenter manufacturing articles of wood such as chairs and tables to be used as assets in his own workshop.