ANNUAL	IDBR	DATABASE	TITLE OF FORM
2008 FORMS	FORM	DESCRIPTION	
	TYPE S		
R001	0001	MT108	Motor Trades
R002	0002	MT208	
R003	0003	WH108	Wholesale
R004	0004	WH208	
R005	0005	RT108	Retail
R006	0006	RT208	
R008	0008	CT108	Catering
R008	0008	CT208	
R009	0009	PR108	Property
R010	0010	PR208	
R011	0011	TR108	Transport
R012	0012	TR208	
R013	0013	CM108	Commission Industry
R014	0014	CM208	
R015	0015	SN108	Betting and Gaming
R017	0017	IS108	Computer Industry
R018	0018	IS208	
R019	0019	SS108	Other Services - standard
R020	0020	SS208	
	<u>.</u>		•
R023	0023	PL108	Postal Activities
R024	0024	PL208	
R025	0025	GR108	Non Marketing Organisations
R026	0026	GR208	8
R029	0029	IN108	Insurance
			Organisations
R032	0032	AD108	Advertising
R033	0033	LR108	Employment Agencies
R034	0034	LS108	Legal
R035	0035	AC108	Accountancy
R036	0036	MC108	Management consultancy
R041	0041	SE108	Computer Services
R102	0102	PD108	Duty Long
R103	0103	PD208	Duty Short
R104	0104	PS108	Standard Long
R105	0105	PS208	Standard Short
R106	0106	EL108	Gas and Electricity excl. PI

R108	0108	SB108	Shipbuilding Long
R109	0109	WA108	Water
R110	0110	PE108	Mineral Oil
R111	0111	CN108	Construction Long
R112	0112	CN208	Construction short
R124	0124	FG108	Fishing
R125	0125	FY108	Forestry
R126	0126	UT108	Utilities
R129	0129	HH108	Animal Husbandry and
			Hunting

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009).**

If you traded for only part of the year, please provide figures for the period in which you were trading.

3.1	TOTAL TURNOVER see note 3.1					
3.	INCOME (excluding VAT)					
	Period covered by the return: to	Day	Month	Year	12	DJK
	Period covered by the return: from	Day	Month	Year	11	DJK
		Dav	Month	Voor		

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress). All businesses which operate on a commission basis should **include** the commission paid to them and **not** the full value of the relevant sales.

(a) Sales of demonstration cars and delivery mileage cars pre-registered by the manufacturer and sold by you as used:

- i. Retail
- ii. Sales to other motor traders

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(b) **Sales of new motor vehicles** (**including** charges for delivery, vehicle excise duty, number plates and optional extras)

Retail:

- i. New cars (including new car sales to fleet customers)
- ii Other new motor vehicles and motorcycles **(ncluding** motorhomes)

Sales to other motor traders:

- i. New cars
- ii Other new motor vehicles and motorcycles **(ncluding** motorhomes)

(c) Used motor vehicles

Gross sales of used motor vehicles and motorcycles (**including** motorhomes, but **excluding** demonstration cars)

(Car Auctioneers who do not hold title to the Vehicles sold should only **include** any fees paid to them and not the full value of the vehicle sales).

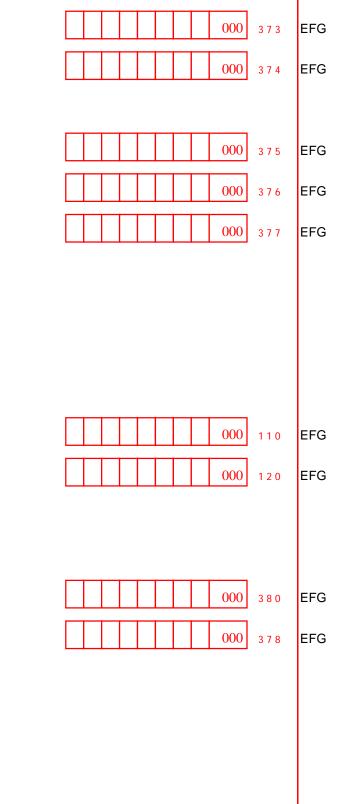
Note: Car Auctioneers should complete this box

(d) **Turnover from other motor trades activity**

- i. Turnover from the sale of motor vehicle parts and accessories
- All other motor trades receipts
 (including repair and servicing, labour, campaign bonuses, trailers and caravans)
- (e) Turnover from non motor trades activity
- i. Retail sales of food and drink sold through forecourt shops
- ii **Turnover from sales of petrol etc.**

Turnover from sales of petrol, diesel, oil and other petroleum products to which you hold title(petrol filling stations who do not hold title to the petrol sales should only include any fees paid to them and not the petrol sales) Note: Petrol Filling Stations operating on commission sales should complete this box

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iii All other retail turnover not included in f (i) **é.g.** commission 000 EFG 382 received from any lottery sales) Turnover arising from service activitiese.g. car hire (including all iv 000 EFG 169 other fees and commissions received) All other turnover excluding Other Operating Income and (f) 000 EFG 383 insurance claims received which should be included in 3.2 (g) **Total turnover** 000 EFG 399 3.2 **OTHER INCOME** see note 3.2 (a) Value of insurance claims received **not** to be included in 000 317 EFG section 3.1 Total Turnover, or 3.2 (b) Other Operating Income] Value of any "Other Operating Income" recorded in your profit (b) 000 EFG 325 and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) 4.1 **EMPLOYMENT COSTS** see note 4.1 (a) Gross wages and salaries (in cash or kind) 000 EFG 446 (excluding National Insurance contributions and contributions to other pension and welfare schemes) 000 EFG (b) Employers' National Insurance contributions 48 Contributions to pension funds (including lump sum (c) 000 EFG 449 contributions). Employers' pension contributions should represent actual net amounts rather than notional values (d) Amounts payable to employees through redundancy and severance 000 EFG 447 **Total employment costs** 000 (e) 450 EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

- (e) **Used** motor vehicles and motorcycles from all sources (**excluding** demonstration cars but **including** motorhomes)
- (f) Parts used solely in repair and servicing activities (please estimate if figures are unavailable)
- (g) Energy products **bought for resale** without further processing (e.g. petroleum products, gas, coal etc.)
- (h) Other goods bought for resale without further processing é.g. new motor vehicles and motorcycles; new caravans and trailers; parts and accessories for motor vehicles and motorcycles; food, drink and other goods bought for retail sale etc.)
- (i) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

(j) Amounts payable to sub-contractors

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(k)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 4 0 5	EFG
(1)	Amounts payable for commercial insurance premiums	000 406	EFG
(m)	Amounts payable for road transport services	000 407	EFG
(n)	Amounts payable for telecommunication services	000 408	EFG
(0)	Amounts payable for computer and related services (ncluding repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(p)	Amounts payable for advertising and marketing services	000 410	EFG
(q)	Amounts payable to employment agencies for agency staff	000 430	EFG
(r)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 4 5 5	EFG
	This section continues overleaf		

This section continues overleaf

(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT, consignment stock and stock you do not hold title to) <i>see note 5</i>		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 501	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 502	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 504	EFG

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)
- Total value of finished work of a capital nature carried out by you**Dwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (vi) Computer software developed by your own staff to be used for more than one year

Total disposals

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings

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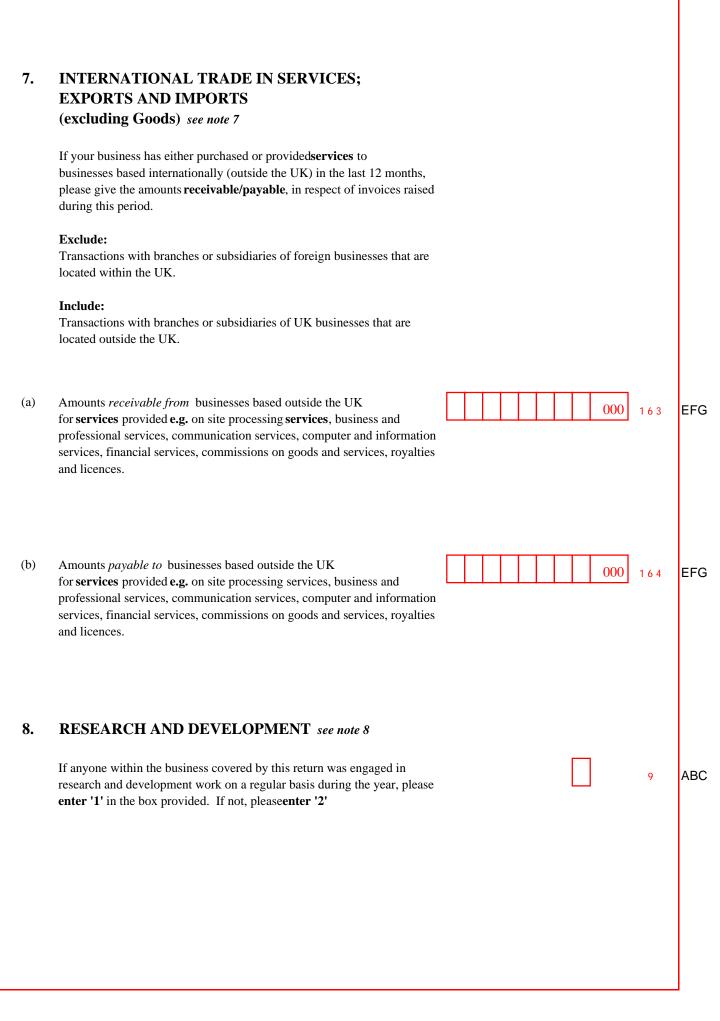
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9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name																					
Position in business															Ĩ						
Name of business																					
Telephone Number																Ех	xt.	[
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Signature Date																					
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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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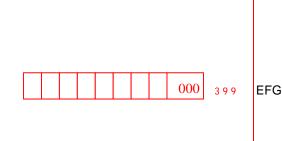
		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				1 2	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress). All businesses which operate on a commission basis should **include** the commission paid to them and **not** the full value of the relevant sales.

Total turnover



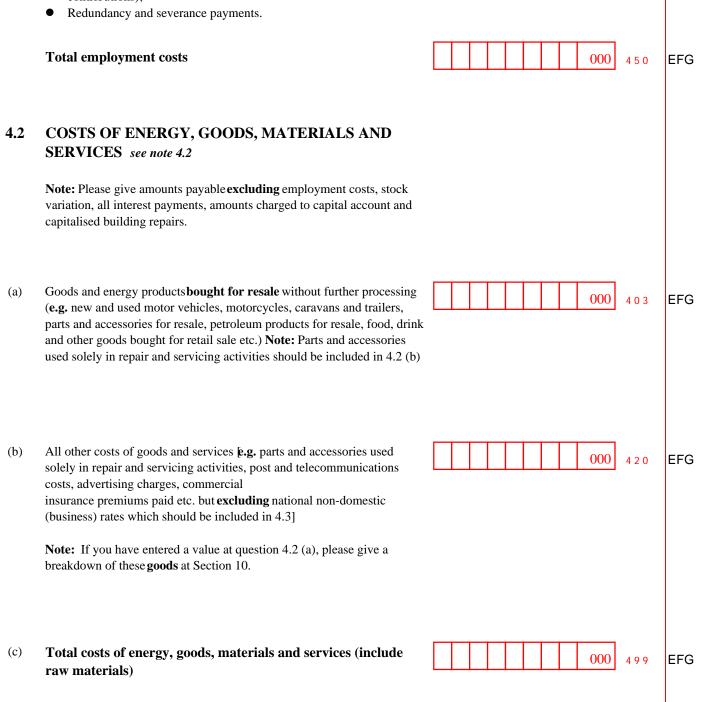
4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

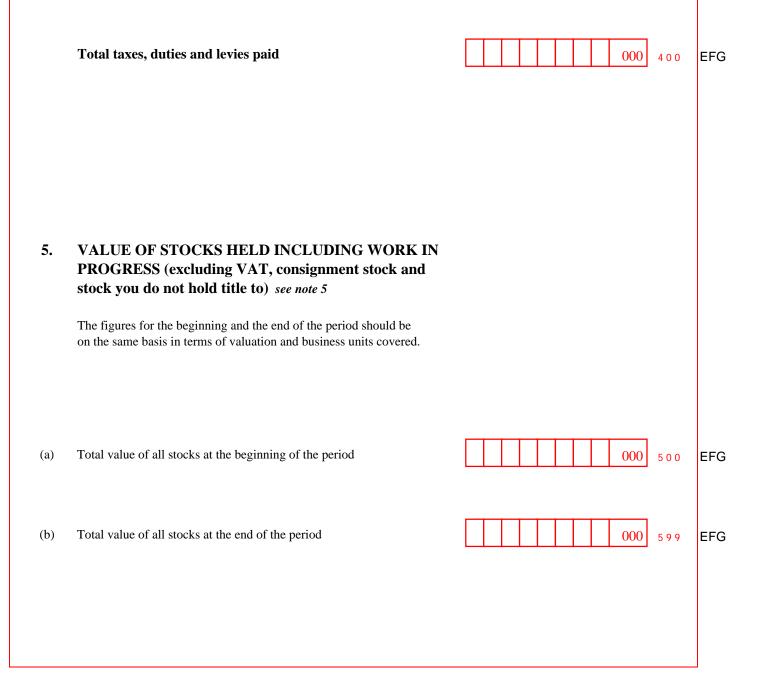
- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);



4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.



CAPITAL EXPENDITURE see note 6 6. (including non-deductible VAT but excluding deductible VAT) This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) Total acquisitions 000 EFG 600 (b) Total disposals 000 EFG 699 7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS** AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 EFG 163 for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 EFG 164 for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 1 4 4	CDE
(b)	Plus Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name									
Position in business									
Name of business									
Telephone Number									
Fax Number									
Signature	Date								
	YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE								

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If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return:	from	Day	Month	Year	11	DJK
	Period covered by the return:	to	Day	Month	Year	1 2	DJK
3.	INCOME (excluding V	AT)					
3.1	TOTAL TURNOVER s	ee note 3.1					
	period of the return, from the s (including progress payments Include: Total turnover (and/						
(a)	Turnover arising from the sale further processing <i>please see</i>	of goods purchased and resold without <i>notes</i>			000	311	EFG
(b)	Turnover arising from all other	r "sales" of goods			000	158	EFG
(c)	Turnover arising from service and commissions received)	activities (including all fees			000	169	EFG
(d)	Total turnover				000	399	EFG

3.2 **OTHER INCOME** see note 3.2 Value of insurance claims received [not to be included in section 3.1 (a) 000 EFG 317 Total Turnover, or 3.2 (b) Other Operating Income] (b) Value of any "Other Operating Income" recorded in your profit and loss 000 EFG 325 and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 3.3 **RETAIL TURNOVER** see note 3.3 Of your total turnover shown in 3.1, please give the identifiable 000 EFG 300 amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use 4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) **EMPLOYMENT COSTS** see note 4.1 4.1 (a) Gross wages and salaries (in cash or kind) 000 EFG 446 (excluding National Insurance contributions and contributions to other pension and welfare schemes) Employers' National Insurance contributions 000 (b) EFG 448 (c) Contributions to pension funds (including lump sum 000 EFG 449 contributions). Employers' pension contributions should represent actual net amounts rather than notional values (d) Amounts payable to employees through redundancy and severance 000 EFG 447 **Total employment costs** (e) 000 450 EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing (**excluding** energy products bought for resale)
- (f) Energy products **bought for resale** without further processing (**e.g.** petroleum products, gas, coal etc.)
- (g) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (h) Amounts payable to sub-contractors
- (i) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (j) Amounts payable for commercial insurance premiums
- (k) Amounts payable for road transport services
- (l) Amounts payable for telecommunication services
- (m) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)

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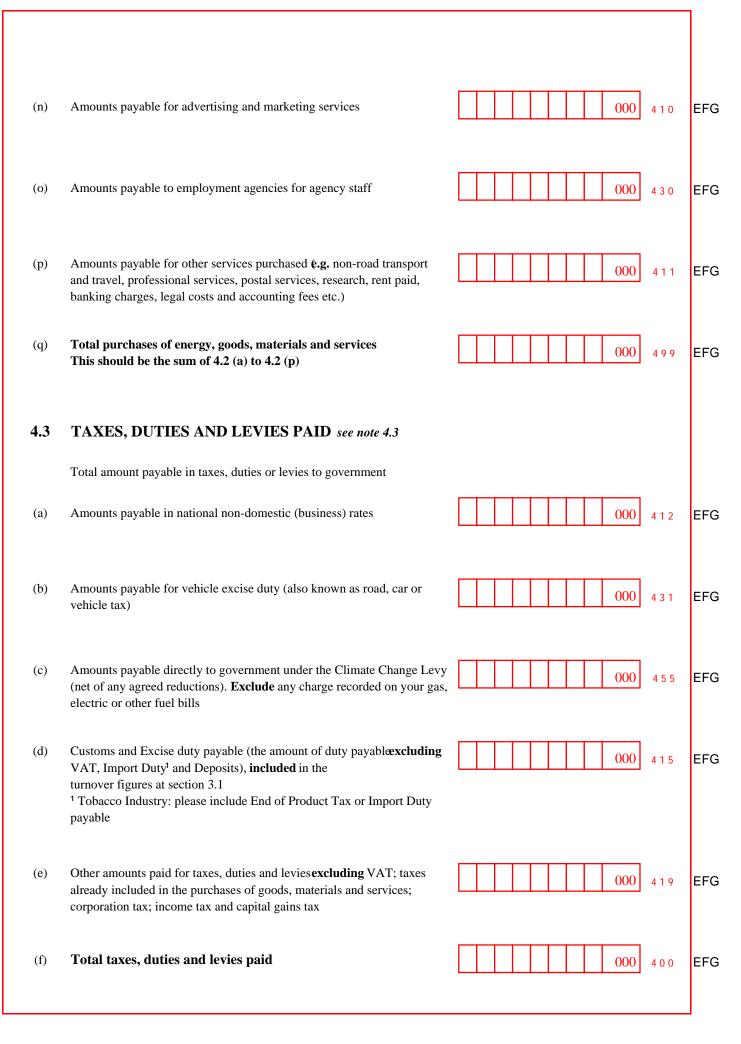
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4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 4 3 2	EFG
4.5	CUSTOMS AND EXCISE DRAWBACK see note 4.5		
	Total amount of excise drawback and allowances receivable from Customs and Excise (exclude rebate for VAT)	000 416	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5 The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 5 0 1	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 5 0 3	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 502	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 5 0 4	EFG
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6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)
- Total value of finished work of a capital nature carried out by you**Dwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (vi) Computer software developed by your own staff to be used for more than one year

(b) Total disposals

Of which, how much was from:

(i) Proceeds from the disposal of land

(ii) Proceeds from the disposal of existing buildings

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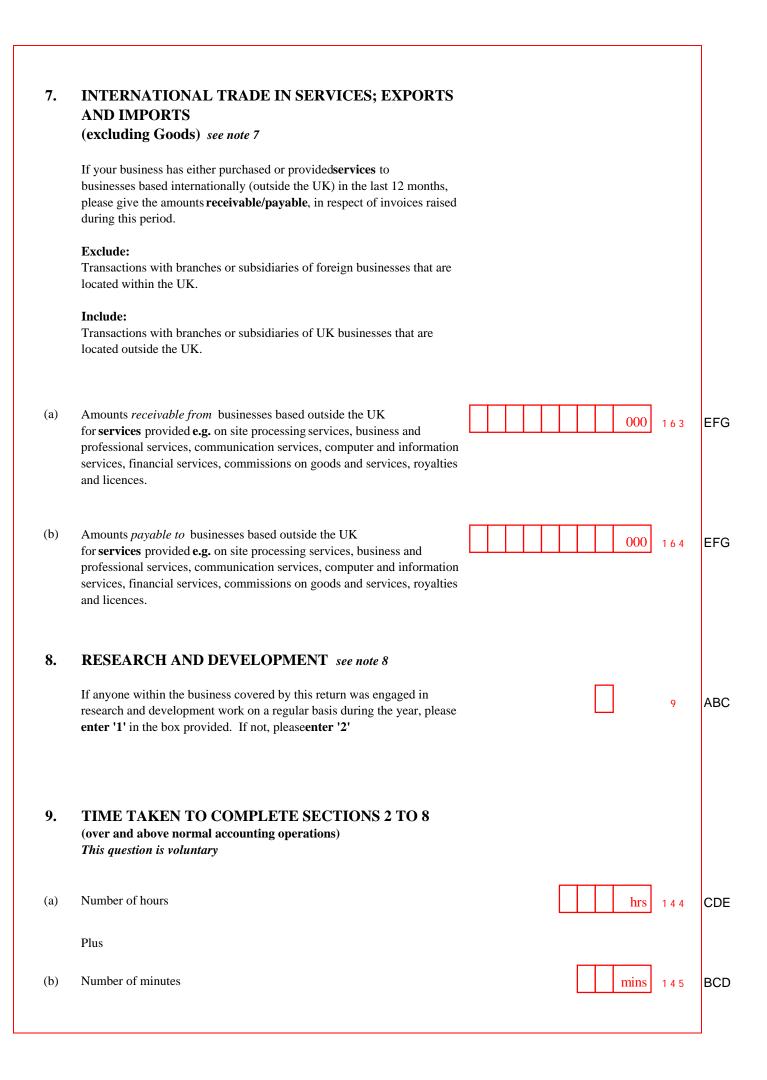
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Contact name																			
Position in business																			
Name of business																			
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Fax Number																			
Signature											Da	ıte						 	
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	Period covered by the return: from	Day Month Year	JK
	Period covered by the return: to	Day Month Year	JK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress). Include: Total turnover (and/or commission or fees received if you do not trade on your own account) and Customs and Excise duty payable.		
(a)	Turnover arising from the sale of goods purchased and resold without further processing <i>please see notes</i>	000 311 EF	=G
(b)	Turnover arising from all other sales of goods and services (ncluding all fees and commissions received)	000 327 EF	⁼G
(c)	Total turnover	000 399 EF	₹G

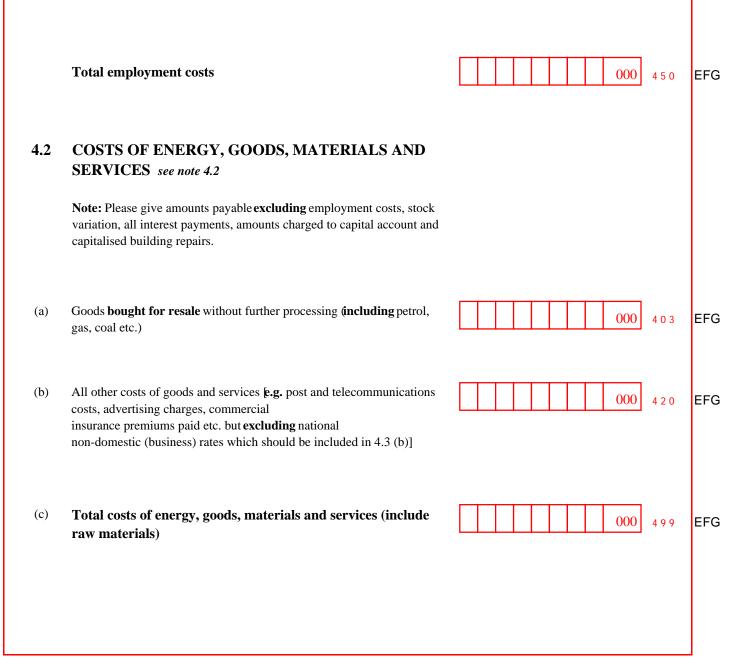
4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.



4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

- (a) Customs and Excise duty payable (the amount of duty payablæxcluding VAT, Import Duty¹ and Deposits), included in the turnover figures at section 3.1
 ¹ Tobacco Industry: please include End of Product Tax or Import Duty payable
- (b) Total taxes, duties and levies paid
 [Includes: (a) above, plus national non-domestic (business) rates and other taxes and levies]

4.4 CUSTOMS AND EXCISE DRAWBACK see note 4.4

Total amount of excise drawback and allowances receivable from Customs and Excise (**exclude** rebate for VAT)

5. VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5

The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.

- (a) Total value of all stocks at the beginning of the period
- (b) Total value of all stocks at the end of the period

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CAPITAL EXPENDITURE see note 6 6.

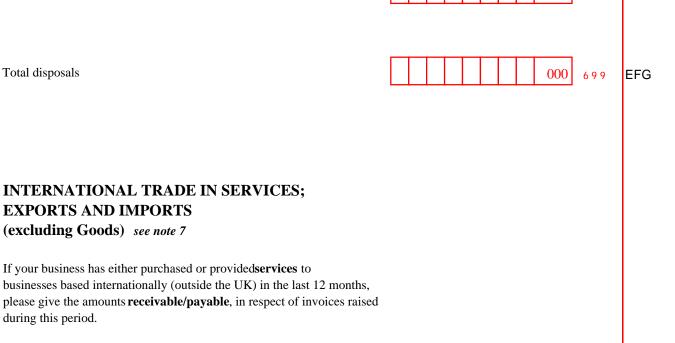
(including non-deductible VAT but excluding deductible VAT)

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.

(a) Total acquisitions

(b) Total disposals

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businesses based internationally (outside the UK) in the last 12 months,

EXPORTS AND IMPORTS (excluding Goods) see note 7

during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

(a) Amounts receivable from businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

(b) Amounts payable to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs 1	4 4	CDE
	Plus			
(b)	Number of minutes	mins 1	4 5	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name																				
Position in business																				
Name of business																				
Telephone Number]	Ex	t.			
Fax Number																				
Signature]	Dat	e						 	
YOU MAY FIN	ND IT US	SEFU	L TO	TA	KE .	A CO	OPY	0	F T	HIS	5 FC)RI	MI	OR	FU	JTU	JRI	E		

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

This survey covers the United Kingdom activity of businesses (**including** foreign owned businesses) **except** where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and **excludes** the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed <u>unless</u> specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be **excluded**, <u>unless</u> specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

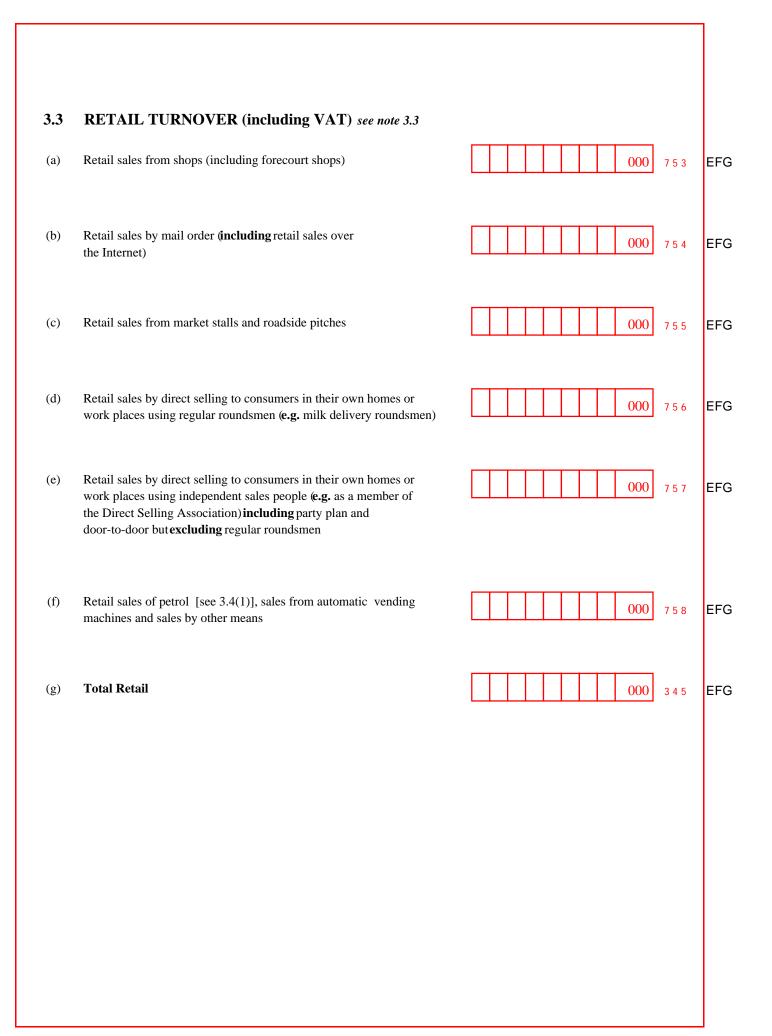
If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return:	from				11	DJK
			Day	Month	Year		
	Period covered by the return:	to				1 2	DJK
2.1	NUMBER OF SITES se	e note 2.1					
	communication as one shop. V depot, only the depot should be	th separate entrances but with free internal Where mobile shops operate from your own e treated as a site. Where moveable market of sites, the number of stalls should be					

counted, not the number of sites.

(a) Number of shops (including forecourt shops)Image: Constraint of the shops (including forecourt shops)FG(b) Number of mail order outlets751EFG(c) Number of market stalls and roadside pitches752EFG

3.	INCOME (including VAT) see note 3		
	 Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services [including progress payments on work in progress, commission or rental from businesses trading on your premises (i.e. a shop within a shop)]. Exclude: Grants, sales of fixed assets and output for own final use. 		
3.1	TOTAL TURNOVER (including VAT but excluding other income)		
(a)	Total Turnover (including VAT but excluding other income) [sum of 3.2 (a) and 3.3 (g)]	000 346	EFG
	Of which:		
(b)	The amount of VAT included in your figure for Total Turnover at 3.1 (a)	000 321	EFG
(c)	Sales of goods purchased then resold without further processing (including VAT)	000 311	EFG
3.2	NON-RETAIL TURNOVER (including VAT)		
(a)			
	Total Non-Retail Turnover	000 347	EFG
	Total Non-Retail Turnover Of which:	000 347	EFG
(b)		000 347	EFG EFG
(b) (c)	Of which: Repair of all household goods (including clothing, footwear, household	000 747	
	Of which: Repair of all household goods (including clothing, footwear, household products, clocks, watches and jewellery) Turnover arising from service activities (excluding repair of all household goods at 3.2 (b)) [e.g. sales of prepared food and drink consumed on the premises, hire/rental and commission or rental from businesses trading on your premises (i.e. a shop within a shop), commission from lottery sales	000 747	EFG
	Of which: Repair of all household goods (including clothing, footwear, household products, clocks, watches and jewellery) Turnover arising from service activities (excluding repair of all household goods at 3.2 (b)) [e.g. sales of prepared food and drink consumed on the premises, hire/rental and commission or rental from businesses trading on your premises (i.e. a shop within a shop), commission from lottery sales and sales of telephone top-up cards]. Please give any examples in the comments box provided at	000 747	EFG



3.4 COMMODITY BREAKDOWN OF RETAIL

TURNOVER (including VAT) refer to full detailed description of commodities at note 3.4

Please enter values relating to retail sales of the following goods and services. The commodity breakdown should relate to sales through retail shops, petrol filling stations, roundsmen's depots, stalls, door-to-door, mail order, party plan or automatic vending machines. **The breakdown should equal the retail turnover shown against question 3.3(g).**

1. Petrol, diesel, lubricating oil and other petroleum products to which you hold title (petrol filling stations who do not hold title to the petrol sales should only include any fees received and not the full value of the petrol sales).

Note: Petrol filling stations operating on commission sales should complete this box.

- 2. Bakery products and cereals **(including** rice and pasta products; biscuits, sandwiches and pizzas)
- 3. Meat (including fresh, chilled, smoked, frozen, canned and processed)
- 4. Fish (including fresh, chilled, smoked, frozen, canned and processed)
- 5. Milk, cheese and eggs (including yoghurts and cream)
- 6. Oils and fats (**including** butter and margarine)
- 7. Fruit (**including** fresh, chilled, dried, frozen, canned and processed and all forms of nuts)
- 8. Vegetables (**including** fresh, chilled, dried, frozen, canned and processed and crisps)
- 9. Sugar, jam, honey, chocolate and confectionery (**including** ice-cream)
- 10. Sauces, herbs, spices and soups
- 11. Non-alcoholic beverages **(ncluding** tea, coffee, fruit juices and vegetable drinks)
- 12. Alcoholic beverages

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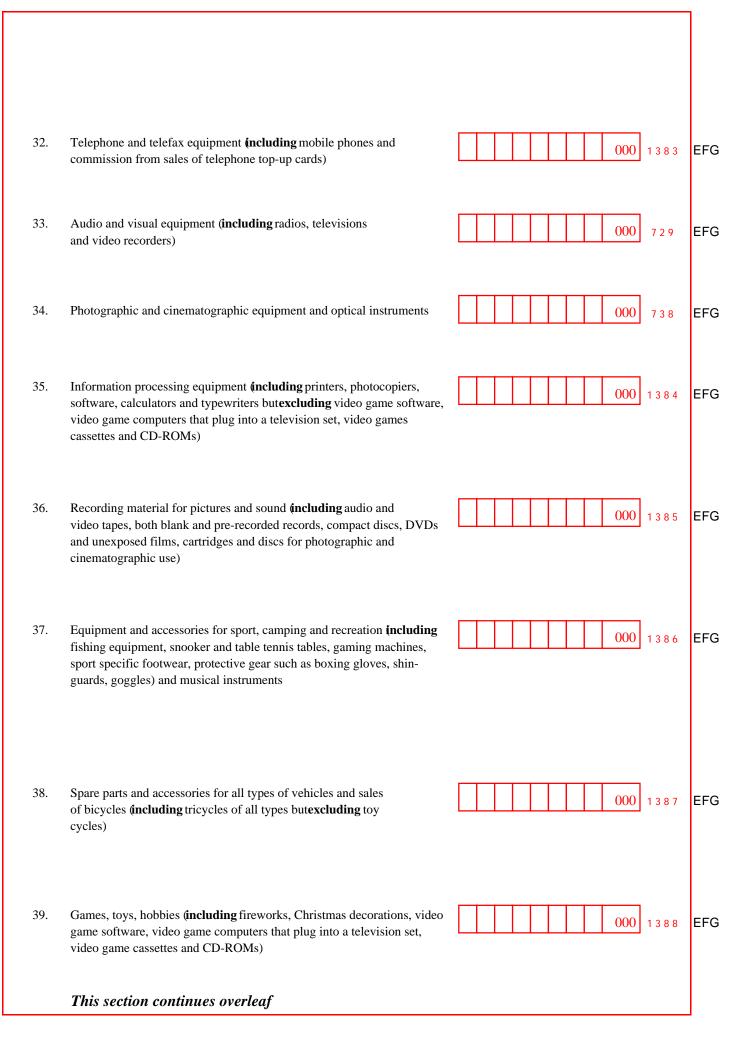
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13.	Tobacco (excluding smokers requisites e.g. pipes, lighters etc.)	000 1371	EFG
14.	Garments (excluding ties, scarves, gloves, belts and hats)	000 1372	EFG
15.	Other articles of clothing (including ties, scarves, gloves, belts and hats), accessories for making clothing (including sewing threads, knitting wools) and clothing materials (excluding furnishing fabrics)	000 716	EFG
16.	Shoes and other footwear (ncluding leisure footwear but excluding sports specific footwear)	000 722	EFG
17.	Decorating and DIY supplies (excluding items such as hand tools, door fittings, power sockets, wiring flex, lamp bulbs, cleaning equipment and cleaning products)	000 1 3 7 3	EFG
18.	Furniture and furnishings (including office furniture, lighting, prints and pictures, nursery furniture, camping and garden furniture and installation but excluding works of art and antique furniture)	000 1374	EFG
19.	Carpets and other floor coverings (excluding bathroom mats, rush mats, door mats and antique floor coverings)	000 1375	EFG
20.	Works of art and antiques (including furniture, floor coverings and jewellery)	000 1376	EFG
21.	Household textiles (including furnishing fabrics, curtains, fabric blinds, mattresses, futons, pillows and bed, table and bathroom linen)	000 1377	EFG
22.	Household and personal appliances whether electric or not (including delivery and installation when applicable)	000 1 3 7 8	EFG
23.	Glassware, tableware and household utensils (including non- electric kitchen utensils such as saucepans, coffee mills, household scales, containers, ironing boards etc.)	000 1379	EFG
24.	Tools and equipment for house and garden	000 1 3 8 0	EFG
	This section continues overleaf		

25.	Non-durable household goods (including household cleaning and maintenance products, household paper products and other non-durable household goods)	000 1 3 8 1	EFG
26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	000 711	EFG
27.	National Health Service receipts (nclude NHS eyesight tests)	000 712	EFG
28.	Other medical products and therapeutic appliances and equipment (including bandages, first-aid kits, eye-glasses and lenses, hearing aids and orthopaedic footwear)	000 713	EFG
29.	Other appliances, articles and products for personal care (including non-electric razors, toilet soap, toothpaste, beauty products, toilet paper, babies' disposable napkins but excluding electrical appliances)	000 715	EFG
30.	Jewellery, clocks and watches (excluding antique jewellery)	000 740	EFG
31.	Travel goods and other personal effects not elsewhere classified (including smokers' requisites and articles for babies such as pushchairs, carry cots etc.)	000 1382	EFG
	This section continues overleaf		



40.	Natural or artificial plants and flowers (ncluding Christmas trees)	000 1389	EFG
41.	Pets and related products (including pet food)	000 1390	EFG
42.	Books	000 1391	EFG
43.	Newspapers and periodicals	000 1392	EFG
44.	Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps)	000 1 3 9 3	EFG
45.	Other goods not elsewhere classified (ncluding private eyesight tests, commission from lottery sales, sale of new postage stamps and sales of liquid and solid fuel but excluding the total value of lottery sales and telephone top-up cards)	000 745	EFG
Please gi	ive examples	746	1
			JKL

3.5 OTHER INCOME see note 3.5

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.5(b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)
 (Please include examples in Section 10 if a figure is recorded here)

000 EFG 317 000 325 EFG 000 EFG 446 000 EFG 48 000 EFG 49 000 EFG 447 000 EFG 450 000 EFG 427

4. EXPENDITURE

 $(excluding \ \text{deductible} \ VAT \ \text{but} \ including \ \text{non-deductible} \ VAT)$

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business

This section continues overleaf

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(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 4 0 2	EFG
	COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing (excluding energy products bought for resale)	000 781	EFG
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG
(g)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(h)	Amounts payable to sub-contractors	000 4 2 1	EFG
(i)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 4 0 5	EFG
(j)	Amounts payable for commercial insurance premiums	000 406	EFG
(k)	Amounts payable for road transport services	000 407	EFG
(1)	Amounts payable for telecommunication services	000 4 0 8	EFG
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(n)	Amounts payable for advertising and marketing services	000 410	EFG
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG
(p)	Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	000 499	EFG

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

(a) Amounts payable in national non-domestic (business) rates 000 EFG 412 (b) Amounts payable for vehicle excise duty (also known as road, car or 000 EFG 431 vehicle tax) Amounts payable directly to government under the Climate Change Levy (c) 000 EFG 455 (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Other amounts paid for taxes, duties and levies 000 EFG 413 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Total taxes, duties and levies paid (e) 000 400 EFG SUBSIDIES RECEIVABLE see note 4.4 4.4 Total amounts received in subsidies from UK government (a) 000 EFG 414 sources and the EU Of which: Subsidies received under the Welfare to Work (New Deal) (b) 000 432 EFG Programme VALUE OF STOCKS HELD INCLUDING WORK IN 5. **PROGRESS** (excluding VAT) see note 5 The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered. Total value of all stocks at the beginning of the period (a) 000 EFG 500 Of which: Total value of work in progress 000 501 EFG Stocks of goods bought for resale without further processing (merchanted 000 503 EFG or factored goods) This section continues overleaf

(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 5 0 2	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 504	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
6.1	TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
(a)		000 600	EFG
	Total acquisitions Of which, how much was for:		
		000 763	
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements <i>see note 6.1 (a) (iii)</i>	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
	This section continues overleaf		

(v)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

<i>yable to</i> businesses based outside the UK provided e.g. on site processing services, business and services, communication services, computer and information ancial services, commissions on goods and services, royalties	FG
CH AND DEVELOPMENT see note 8 Athin the business covered by this return was engaged in development work on a regular basis during the year, please the box provided. If not, please enter '2'	BC
AKEN TO COMPLETE SECTIONS 2 TO 8 bove normal accounting operations) in is voluntary	DE
	CD
A development work on a regular basis during the year, please 9 A the box provided. If not, please enter '2' SKEN TO COMPLETE SECTIONS 2 TO 8 bove normal accounting operations) <i>is voluntary</i> hours	

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
	ID IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

This survey covers the United Kingdom activity of businesses (**including** foreign owned businesses) **except** where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and **excludes** the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed <u>unless</u> specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be **excluded**, <u>unless</u> specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return:	from				11	DJK
			Day	Month	Year		
	Period covered by the return:	to				12	DJK
2.1	NUMBER OF SITES sea	e note 2.1					
	-	th separate entrances but with free internal Where mobile shops operate from your own					

Treat two or more premises with separate entrances but with free internal communication as one shop. Where mobile shops operate from your own depot, only the depot should be treated as a site. Where moveable market stalls are operated at a number of sites, the number of stalls should be counted, not the number of sites.

(a) Number of shops (including forecourt shops)

(b) Number of mail order outlets

(c) Number of market stalls and roadside pitches

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3. INCOME (including VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services [including progress payments on work in progress, commission or rental from businesses trading on your premises (.e. a shop within a shop)]. Exclude: Grants, sales of fixed assets and output for own final use.

(a) **Total turnover** (including VAT but excluding other income)

Of which:

(b) The amount of VAT included in your figure for Total Turnover at 3.1 (a)

3.2 RETAIL TURNOVER see note 3.2 (please give examples in section 10)

Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (**including** installation) of goods direct to the**general public** (and not businesses) for personal or household use. **Include** the sale of petroleum products to which you hold title. Petrol filling stations who do not hold title to the petrol sales should only include fees receivable and not the full value of the petrol sales. **Exclude:** Catering activity (**e.g.** sales of prepared food and drink), hire of

goods and commission or rental from businesses trading on your premises (**i.e.** a shop within a shop), repair of household goods.

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3.3 COMMODITY BREAKDOWN OF RETAIL

TURNOVER (including VAT) refer to full detailed description of commodities at note 3.3

Please enter values relating to retail sales of the following goods and services. The commodity breakdown should relate to sales through retail shops, petrol filling stations, roundsmen's depots, stalls, door-to-door, mail order, party plan or automatic vending machines. **The breakdown should equal the retail turnover shown against question 3.2.**

1. Petrol, diesel, lubricating oil and other petroleum products to which you hold title (petrol filling stations who do not hold title to the petrol sales should only include any fees received and not the full value of the petrol sales).

Note: Petrol filling stations operating on commission sales should complete this box.

- 2. Bakery products and cereals **(including** rice and pasta products; biscuits, sandwiches and pizzas)
- 3. Meat (**including** fresh, chilled, smoked, frozen, canned and processed)
- 4. Fish (including fresh, chilled, smoked, frozen, canned and processed)
- 5. Milk, cheese and eggs (including yoghurts and cream)
- 6. Oils and fats (**including** butter and margarine)
- 7. Fruit (**including** fresh, chilled, dried, frozen, canned and processed and all forms of nuts)
- 8. Vegetables (**including** fresh, chilled, dried, frozen, canned and processed and crisps)
- 9. Sugar, jam, honey, chocolate and confectionery (**including** ice-cream)
- 10. Sauces, herbs, spices and soups
- 11. Non-alcoholic beverages **(ncluding** tea, coffee, fruit juices and vegetable drinks)
- 12. Alcoholic beverages

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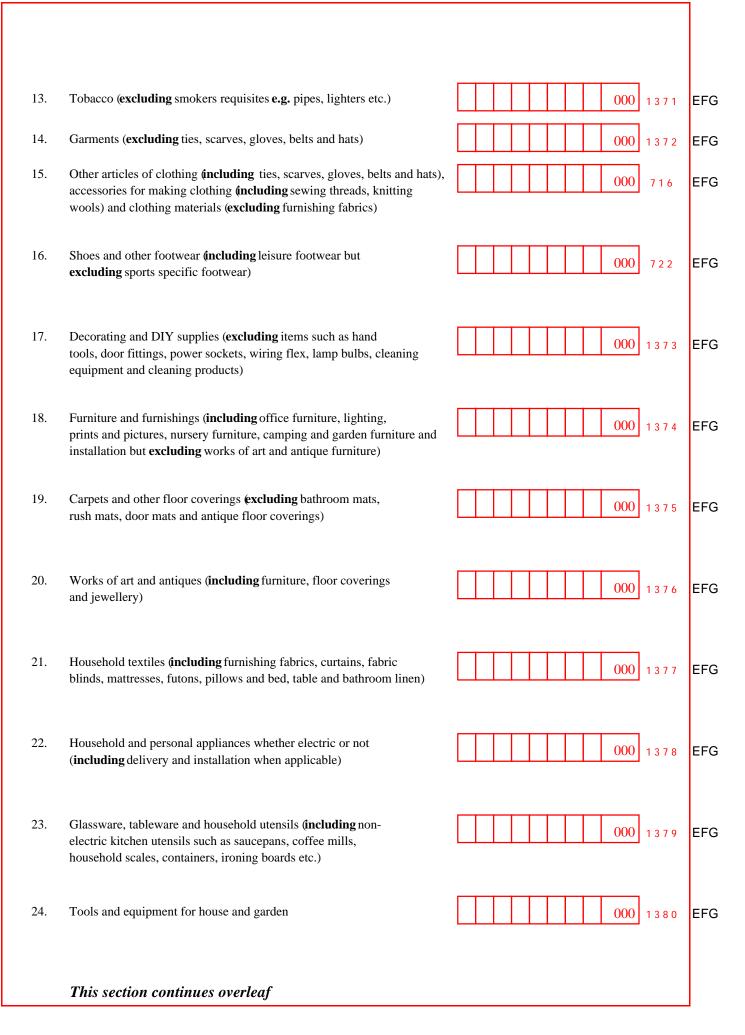
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25.	Non-durable household goods (including household cleaning and maintenance products, household paper products and other non-durable household goods)	000 1381	EFG
26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	000 711	EFG
27.	National Health Service receipts (include NHS eyesight tests)	000 712	EFG
28.	Other medical products and therapeutic appliances and equipment (including bandages, first-aid kits, eye-glasses and lenses, hearing aids and orthopaedic footwear)	000 713	EFG
29.	Other appliances, articles and products for personal care (including non-electric razors, toilet soap, toothpaste, beauty products, toilet paper, babies' disposable napkins but excluding electrical appliances)	000 715	EFG
30.	Jewellery, clocks and watches (excluding antique jewellery)	000 740	EFG
31.	Travel goods and other personal effects not elsewhere classified (including smokers' requisites and articles for babies such as pushchairs, carry-cots etc.)	000 1382	EFG
	This section continues overleaf		

32. Telephone and telefax equipment (ncluding mobile phones and commission from sales of telephone top-up cards)	G
33. Audio and visual equipment (including radios, televisions and video recorders)	−G
34. Photographic and cinematographic equipment and optical instruments 000 7 3 8 EF	−G
35. Information processing equipment (ncluding printers, photocopiers, software, calculators and typewriters but excluding video game software, video game computers that plug into a television set, video games cassettes and CD-ROMs)	ĒG
36. Recording material for pictures and sound (ncluding audio and video tapes, both blank and pre-recorded records, compact discs, DVDs and unexposed films, cartridges and discs for photographic and cinematographic use)	ĒG
37. Equipment and accessories for sport, camping and recreation including fishing equipment, snooker and table tennis tables, gaming machines, sport specific footwear, protective gear such as boxing gloves, shin-guards, goggles) and musical instruments	ĒG
38. Spare parts and accessories for all types of vehicles and sales of bicycles (including tricycles of all types butexcluding toy cycles) EF	ĒG
39. Games, toys, hobbies (including fireworks, Christmas decorations, video game software, video game computers that plug into a television set, video game cassettes and CD-ROMs)	G
This section continues overleaf	

40.	Natural or artificial plants and flowers (ncluding Christmas trees)	000 1389	EFG
41.	Pets and related products (including pet food)	000 1390	EFG
42.	Books	000 1391	EFG
43.	Newspapers and periodicals	000 1392	EFG
44.	Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps)	000 1393	EFG
45.	Other goods not elsewhere classified (ncluding private eyesight tests, commission from lottery sales, sale of new postage stamps and sales of liquid and solid fuels but excluding the total value of lottery sales and telephone top-up cards)	000 745	EFG
Please gi	ve examples	7 4 6	
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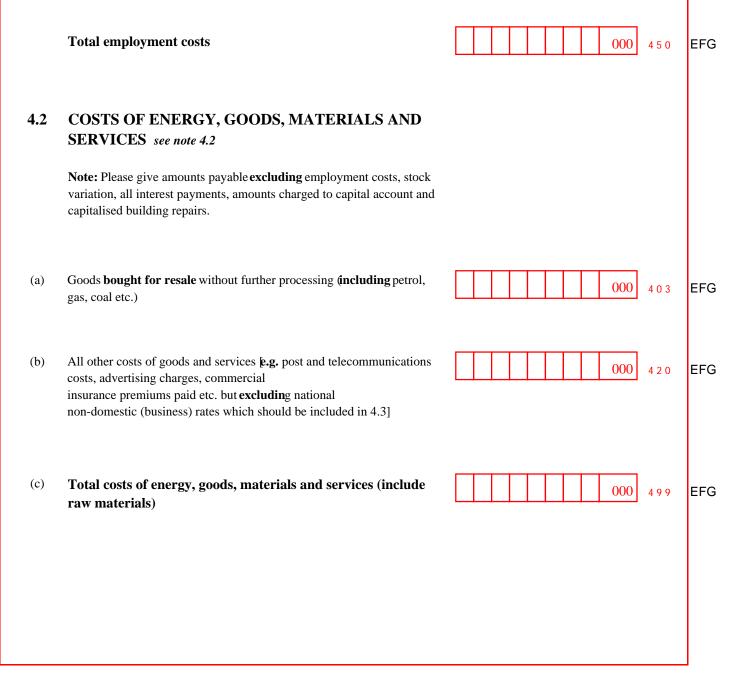
4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.



4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

Total taxes, duties and levies paid 000 EFG 400 5. VALUE OF STOCKS HELD INCLUDING WORK IN **PROGRESS** (excluding VAT) see note 5 The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered. Total value of all stocks at the beginning of the period 000 EFG (a) 500 (b) Total value of all stocks at the end of the period 000 5**99** EFG 6. **CAPITAL EXPENDITURE** see note 6 (including non-deductible VAT but excluding deductible VAT) This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) Total acquisitions 000 EFG 600 (b) Total disposals 699 000 EFG

7. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 163 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 8. **RESEARCH AND DEVELOPMENT** see note 8 If anyone within the business covered by this return was engaged in ABC 9 research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

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Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name					
Position in business					
Name of business					
Telephone Number	Ext.				
Fax Number					
~ .					
Signature	Date				
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE					

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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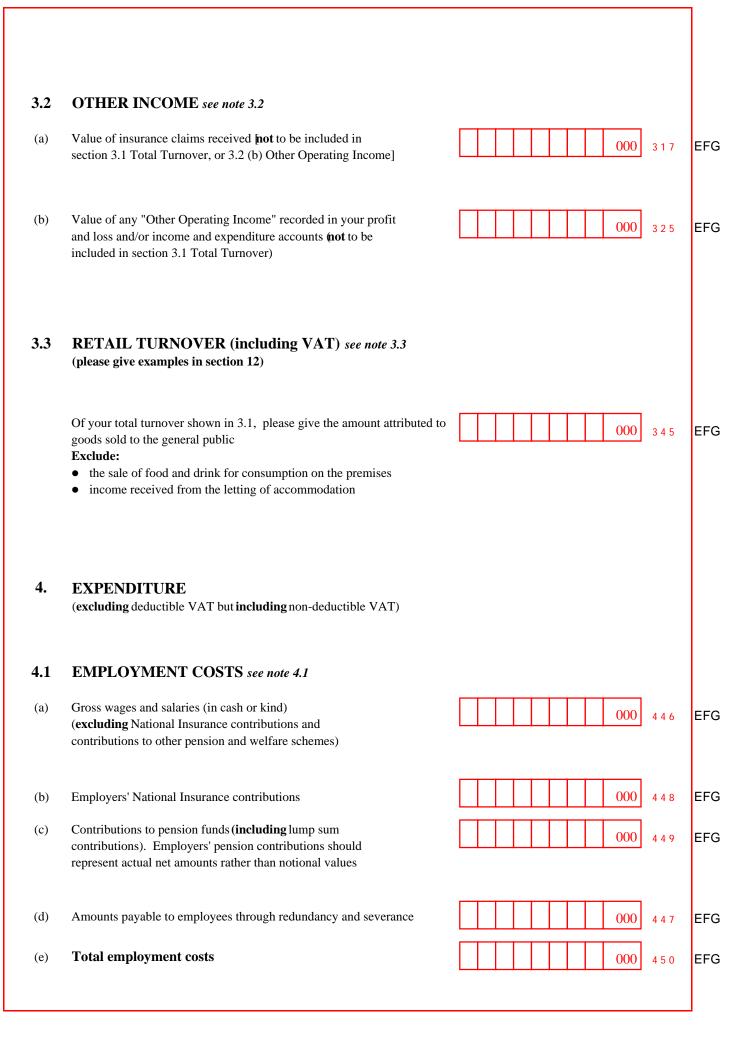
Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return: from	Day Month Year	DJK
	Period covered by the return: to	Day Month Year 12	DJK
3.	INCOME (including VAT)		
3.1	TOTAL TURNOVER see note 3.1		
(a)	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including VAT, progress payments on work in progress and total takings/total sales) Exclude: Grants, sales of fixed assets and output for own final use	000 346	EFG
(b)	Please provide the amount of VAT included in your figure for turnover (i.e. the value included in total turnover above)	000 321	EFG



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business Include:
 - mixed alcoholic and soft drinks; cocktail ingredients
 - cooked meals or sandwiches (prepared by you) whether or not consumed on the premises
 - other consumables **e.g.** stationery, crockery, cutlery and glassware etc.

COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

- (e) Goods resold in the same state as bought **Include:**
 - beer, wine, spirits and soft drinks sold over the bar
 - food supplied by a third party**e.g.** sandwiches, crisps, nuts and confectionery
- (f) Energy products **bought for resale** without further processing (**e.g.** petroleum products, gas, coal etc.)
- (g) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (h) Amounts payable to sub-contractors
- (i) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles

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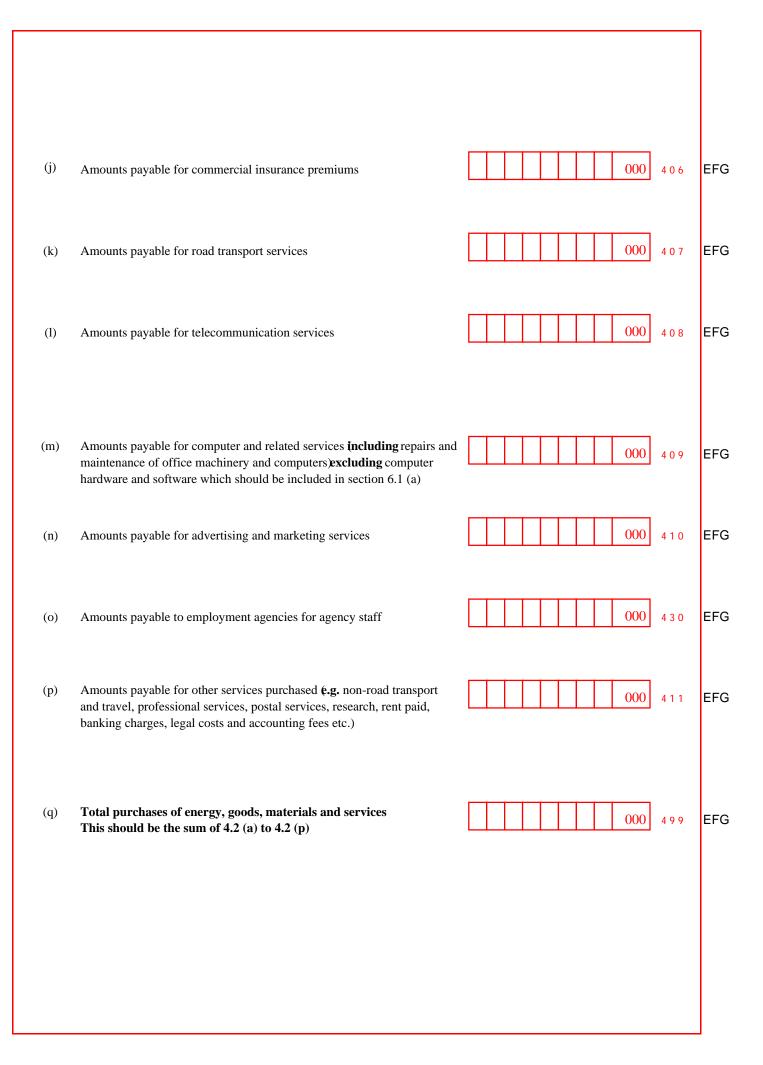
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4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

(a) Amounts payable in national non-domestic (business) rates EFG 000 412 Amounts payable for vehicle excise duty (also known as road, car or (b) 000 EFG 431 vehicle tax) (c) Amounts payable directly to government under the Climate Change Levy 000 455 EFG (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills Other amounts paid for taxes, duties and levies (d) 000 EFG 413 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) (e) Total taxes, duties and levies paid 000 EFG 400 4.4 SUBSIDIES RECEIVABLE see note 4.4 (a) Total amounts received in subsidies from UK government 000 EFG 414 sources and the EU Of which: Subsidies received under the Welfare to Work (New Deal) (b) 000 EFG 432 Programme

5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 5 0 1	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 5 0 2	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	000 504	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
6.1	TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
(a)	Total acquisitions	000 600	EFG
	Of which, how much was for:		
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.		
	This section continues overleaf		

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(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1(a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months,		
	 please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. 		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

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(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 16	4 EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9. (a)	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i> Number of hours	hrs 1 4	4 CDE
(b)	Plus Number of minutes	mins 14	⁵ BCD

10. ANY RELEVANT COMMENTS

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Position in business								Ī					Ī		
Name of business															
Telephone Number											Ех	xt.			
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If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				12	DJK

3. INCOME (including VAT)

3.1 TOTAL TURNOVER see note 3.1	000 346 EFG
Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including VAT, progress payments on work in progress and total takings/total sales) Exclude: Grants, sales of fixed assets and output for own final use	

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

- (a) Goods and energy products resold in the same state as bought **Include:**
 - beer, wine, spirits and soft drinks sold over the bar
 - food supplied by a third party**e.g.** sandwiches, crisps, nuts and confectionery

(b) All other costs of goods and services

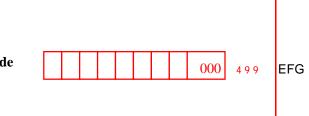
Include:

- mixed alcoholic and soft drinks; cocktail ingredients
- cooked meals or sandwiches (prepared by you) whether or not consumed on the premises
- other consumables **e.g.** stationery, crockery, cutlery and glassware etc.
- post and telecommunication costs; advertising charges; commercial insurance premiums paid etc.

Exclude:

• national non-domestic (business) rates which should be included in 4.3

(c) Total costs of energy, goods, materials and services (include raw materials)



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4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

Total taxes, duties and levies paid 000 EFG 400 5. VALUE OF STOCKS HELD INCLUDING WORK IN **PROGRESS** (excluding VAT) see note 5 The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered. Total value of all stocks at the beginning of the period 000 EFG (a) 500 (b) Total value of all stocks at the end of the period 000 5**99** EFG 6. **CAPITAL EXPENDITURE** see note 6 (including non-deductible VAT but excluding deductible VAT) This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) Total acquisitions 000 EFG 600 (b) Total disposals 699 000 EFG

7. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 163 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 8. **RESEARCH AND DEVELOPMENT** see note 8 If anyone within the business covered by this return was engaged in ABC 9 research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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	This section continues overleaf					
(d)	Fees and commission earned by estate agents and in real estate managemen	t		000	323	EFG
(c)	Full selling price of property bought and sold in the same year with development			000	322	EFG
(b)	Full selling price of property bought and sold in the same year without development [purchase price should be included in 4.2 (e)]			000	320	EFG
(a)	Rent income earned on rented property [exclude rent income earned on rented land, include this in 3.2 (b)]			000	319	EFG
3.1	 TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress). Selling price of property not purchased in this period should be included in section 6. 					
	INCOME (excluding VAT)					
2					12	DJK
	Period covered by the return: to	Day	Month	Year	12	DJK
	Period covered by the return: from	Day	Month	Year	11	DJK
		Dov	Month	Voor		

(e) Additional income (e.g. service charges, any other income derived from a 000 EFG 324 non-property related activity) Note: If your value at 3.1 (e) is greater than 50% of total turnover, please give an explanation of your business activity in the comments box provided at section 10. (f) **Total turnover** 000 EFG 399 3.2 **OTHER INCOME** see note 3.2 Value of insurance claims received **not** to be included in (a) 000 EFG 317 section 3.1 Total Turnover, or 3.2 (b) Other Operating Income] (b) Value of any "Other Operating Income" recorded in your profit 000 EFG 325 and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 3.3 **RETAIL TURNOVER** see note 3.3 (Please give examples in section 10) Of your total turnover shown in 3.1, please give the identifiable amount 000 EFG 300 attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use. Exclude: sales and repairs to land and properties 4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) 4.1 **EMPLOYMENT COSTS** see note 4.1 (a) Gross wages and salaries (in cash or kind) 000 EFG 446 (excluding National Insurance contributions and contributions to other pension and welfare schemes) (b) Employers' National Insurance contributions EFG 000 48 (c) Contributions to pension funds (including lump sum 000 449 EFG contributions). Employers' pension contributions should represent actual net amounts rather than notional values (d) Amounts payable to employees through redundancy and severance 000 EFG 447 (e) **Total employment costs** 000 EFG 450

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2

Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- Energy used in the running of your business (ncluding petrol, diesel, (a) electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials (including stationery and consumables and building materials for your own use)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- Goods bought for resale without further processing (including the full (e) purchase price of property bought and sold in the same year without development)
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- Amounts payable to sub-contractors (g)
- (h) Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (l) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1
- (m) Amounts payable for advertising and marketing services

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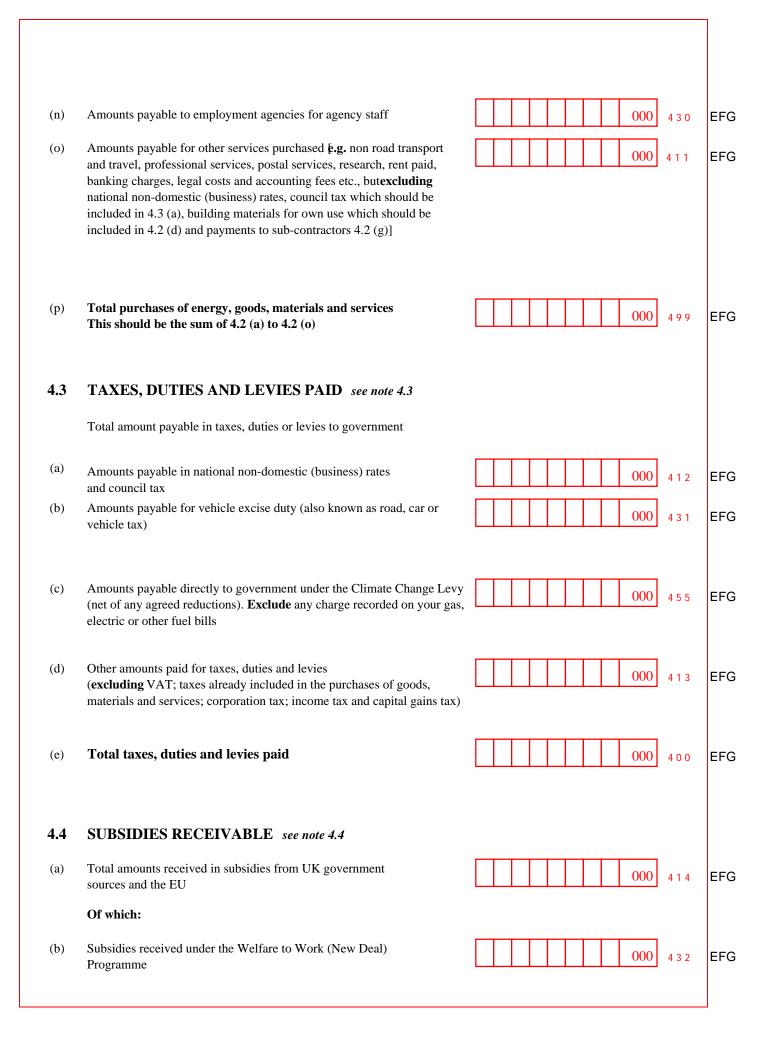
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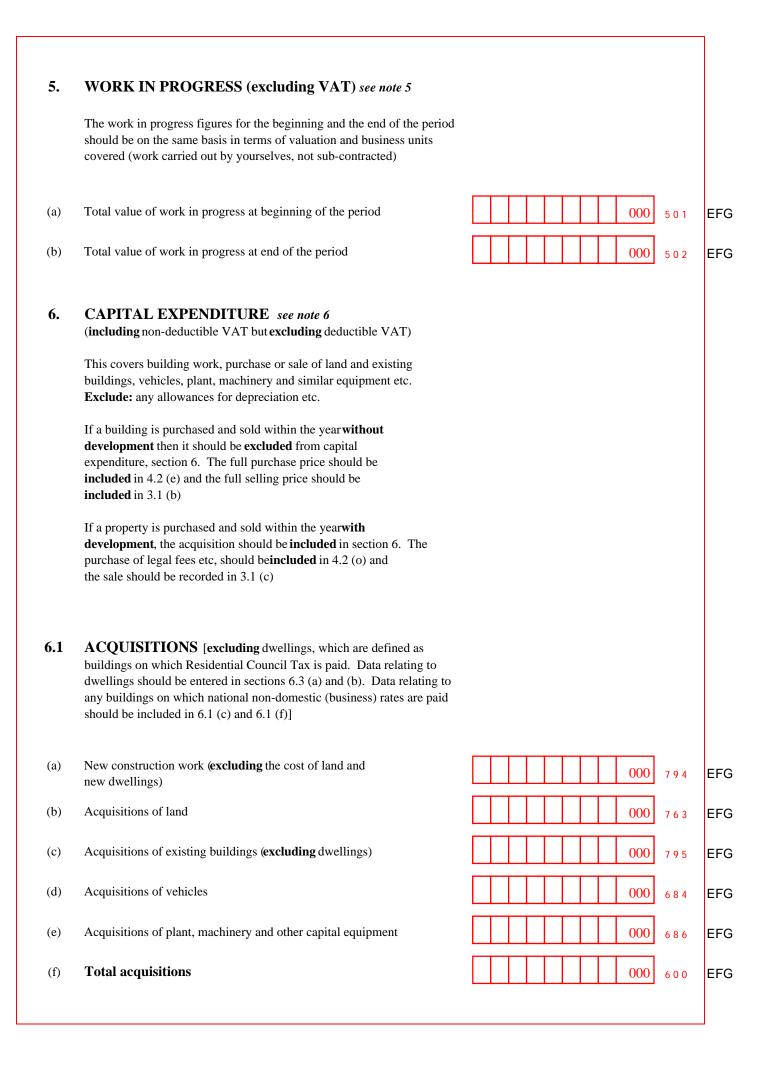
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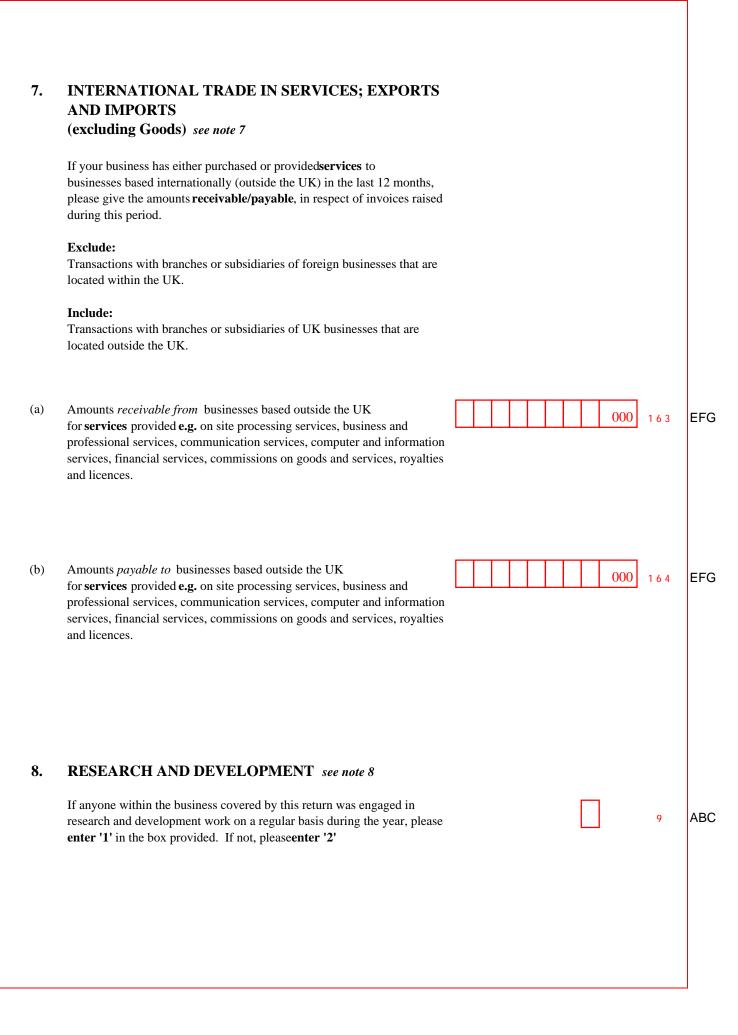
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6.2	DISPOSALS [excluding dwellings, which are defined as buildings on which Residential Council Tax is paid. Data relating to dwellings should be entered in sections 6.3 (c). Data relating to any buildings on which national non-domestic (business) rates are paid should be included in 6.2 (b) and 6.2 (e)]		
(a)	Proceeds from the disposal of land	000 765	EFG
(b)	Proceeds from the disposal of existing buildings (excluding dwellings)	000 797	EFG
(c)	Proceeds from the disposal of vehicles	000 685	EFG
(d)	Proceeds from the disposal of plant, machinery and other capital equipment	000 687	EFG
(e)	Total disposals	000 699	EFG
6.3 (a)	DWELLINGS (defined as buildings on which Residential Council Tax is paid). New construction work relating to dwellings (excluding the	000 799	EFG
(b)	cost of the land) Acquisitions of existing dwellings	000 796	EFG
(c)	Proceeds from the disposal of existing dwellings	000 798	EFG
6.4	Of the amount given at 6.1 (f) in total acquisitions please state:		
	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.4</i>	000 610	EFG
6.5	Of the amount given at 6.1 (f) in total acquisitions please state:		
(a)	Total value of finished work of a capital nature carried out by your own staff produced for own use included in acquisitions in 6.1 (a) to (e) . If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(b)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
			l



9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Signature						Date														
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2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year			
	Period covered by the return: from				11	DJK	
		Day	Month	Year			
	Period covered by the return: to				1 2	DJK	
3.	INCOME (excluding VAT)						
3.1	TOTAL TURNOVER see note 3.1						
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress). Selling price of property not purchased in this period should be included in 6 (b).						

- (a) Rent income earned on rented property (**exclude** rent income earned on rented land)
- (b) Full selling price of property bought and sold in the same year without development (purchase price should be included in 4.2)
- (c) Full selling price of property bought and sold in the same year with development

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(d)	Fees and commission earned by estate agents and in real estate management	000 323	EFG
(e)	Additional income (e.g. service charges, any other income derived from a non-property related activity)	000 324	EFG
	Note: If your value at 3.1 (e) is greater than 50% of total turnover, please give an explanation of your business activity in the comments box provided at section 10.		
(f)	Total turnover	000 399	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
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4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

Total taxes, duties and levies paid

5. WORK IN PROGRESS (excluding VAT) see note 5

The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)

- (a) Total value of work in progress at beginning of the period
- (b) Total value of work in progress at end of the period

6. CAPITAL EXPENDITURE

EXCLUDING DWELLINGS see note 6

(including non-deductible VAT but excluding deductible VAT)

Dwellings are defined as buildings on which Residential Council Tax is paid.

This covers building work, purchase or sale of land and existing buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

If a building is purchased and sold within the year**without development** then it should be **excluded** from capital expenditure, section 6. The full purchase price should be **included** in 4.2 and the full selling price should be **included** in 3.1 (b)

If a property is purchased and sold within the year**with development**, the acquisition should be **included** in 6 (a). The purchase of legal fees etc, should be**included** in 4.2 and the sale should be recorded in 3.1 (c)

- (a) Total acquisitions
- (b) Total disposals

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7.	 INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. 	
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g . on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	ABC

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD
			1

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
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			Day	Month	Year		
	Period covered by the return:	from				11	DJK
	Period covered by the return:	to	Day	Month	Year		
						12	DJK
3.	INCOME (excluding VA	AT)					
3.1	TOTAL TURNOVER so	ee note 3.1					
	Total amount receivable in resp return, from the sale of goods of (including progress payments		e		000	399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

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(please give examples in section 10)
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Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (**including** repair and installation) of goods direct to the**general public** (and not businesses) for personal or household use.

Exclude: ticket sales and sales of food/drink requiring preparation

4. EXPENDITURE

 $(excluding \ \text{deductible} \ VAT \ but \ including \ \text{non-deductible} \ VAT)$

4.1 EMPLOYMENT COSTS see note 4.1

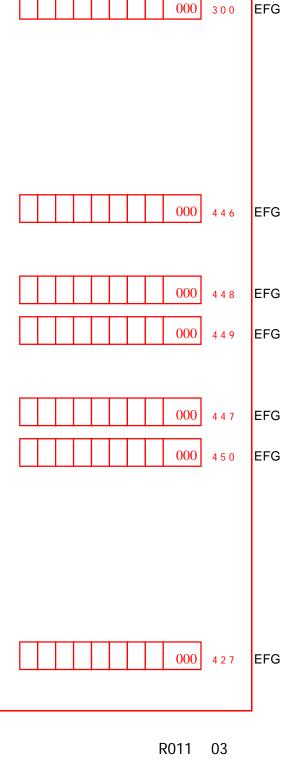
- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs
- 4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

(a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)

This section continues overleaf



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(b)	Water used in the running of your business	000 4 2 8	EFG											
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG											
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 4 0 2	EFG											
	COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE													
(e)	Goods bought for resale without further processing (excluding energy products bought for resale)	000 781	EFG											
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG											
(g)	Services purchased for resale without processing	000 4 3 3	EFG											
	SERVICES FOR BUSINESS USE													
(h)	Amounts payable to sub-contractors	000 4 2 1	EFG											
(i)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG											
(j)	Amounts payable for commercial insurance premiums	000 406	EFG											
(k)	Amounts payable for road transport services	000 4 0 7	EFG											
(1)	Amounts payable for telecommunication services [telecommunication industries please refer to note 4.2 (l)]	000 4 0 8	EFG											
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 4 0 9	EFG											
(n)	Amounts payable for advertising and marketing services	000 410	EFG											
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG											
(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG											
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	000 499	EFG											

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

- (a) Amounts payable in national non-domestic (business) rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). **Exclude** any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)
- (e) Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

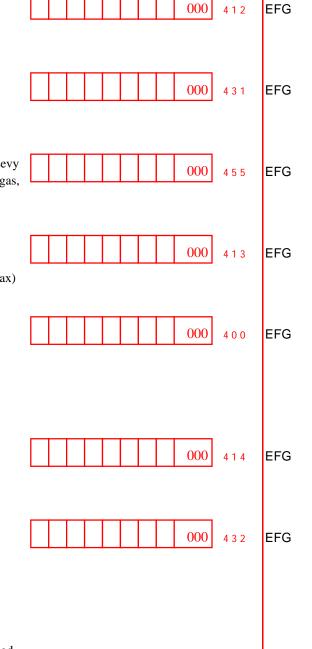
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(b) Subsidies received under the Welfare to Work (New Deal) Programme

5. WORK IN PROGRESS (excluding VAT) see note 5

The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)

- (a) Total value of work in progress at beginning of the period
- (b) Total value of work in progress at end of the period



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6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)
- (iv) Total value of finished work of a capital nature carried out by you**nwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (v) Computer software developed by your own staff to be used for more than one year
- (b) Total disposals

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings

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7. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. **Include:** Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 163 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 8. **RESEARCH AND DEVELOPMENT** see note 8 If anyone within the business covered by this return was engaged in ABC 9 research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
Number of hours	hrs 1 4 4	CDE
Plus		
Number of minutes	mins 1 4 5	BCD
	(over and above normal accounting operations) <i>This question is voluntary</i> Number of hours Plus	(over and above normal accounting operations) This question is voluntary Number of hours Plus

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Contact name																
Position in business																
Name of business																
Telephone Number												Ext	t.			
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	Period covered by the return: Period covered by the return:	from	Day Day	Month Month Month	Year Year Year	11	DJK
3.	INCOME (excluding VA	AT)				12	DJK
3.1	TOTAL TURNOVER set Total amount receivable in resp return, from the sale of goods of (including progress payments of	pect of invoices raised during the period of the or services			000	399	EFG

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

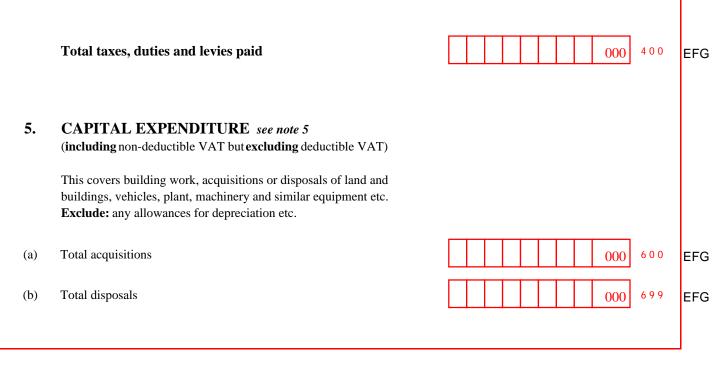
Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

Total costs of energy, goods, materials and services (include raw materials)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.



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6. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 6 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 7. **RESEARCH AND DEVELOPMENT** see note 7 If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD
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Contact name																	
Position in business																	
Name of business																	
Telephone Number													F	Ext.	[
Fax Number																	
Signature Date									2	 			 				
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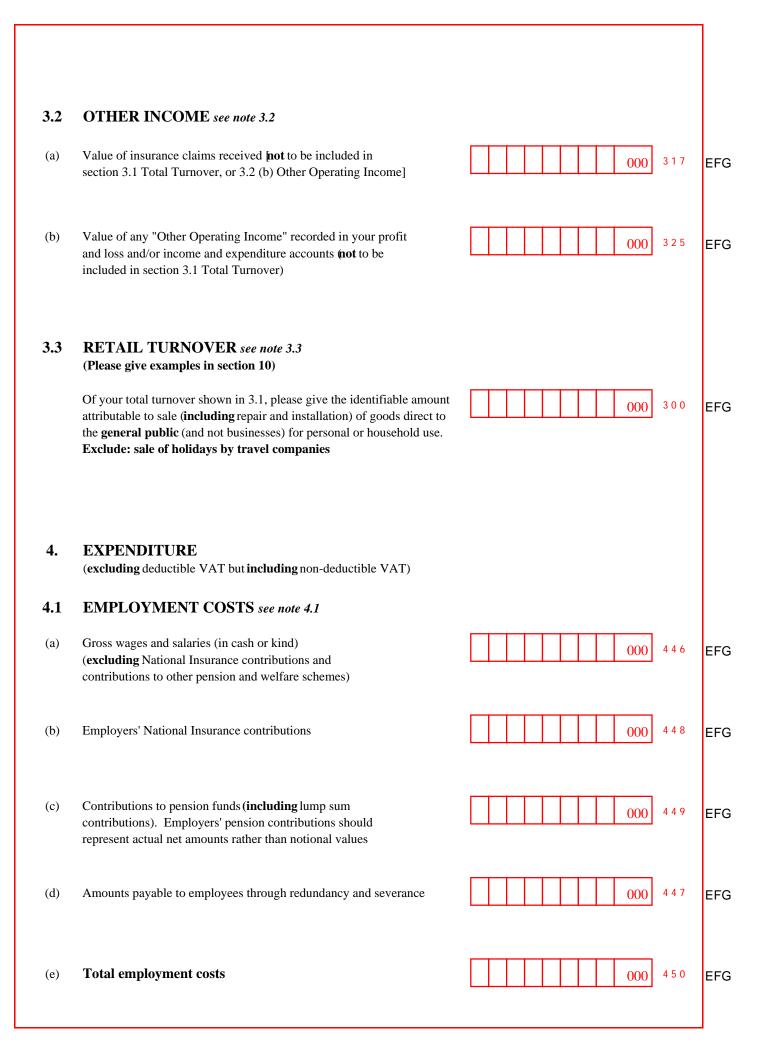
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3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)					
(a)	 Total turnover (i.e. total amounts receivable) Include: Travel agents - total sales to <u>consumers</u> Advertising agents - total sales to<u>clients</u> Exclude: reimbursements from clients for VAT or customs duties 			000	399	EFG
	Of which:					
(b)	Commission and fees (on sales of goods and services to which you do not hold title)			000	3 3 7	EFG
(c)	Sales on own account			000	339	EFG



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods bought for resale without further processing
 Exclude: cost of hotel accommodation etc.incurred by tour operators. Include these in 4.2 (o)
- (f) Services purchased for resale without processing Include: advertising and marketing costs passed back to customers

SERVICES PURCHASED FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services

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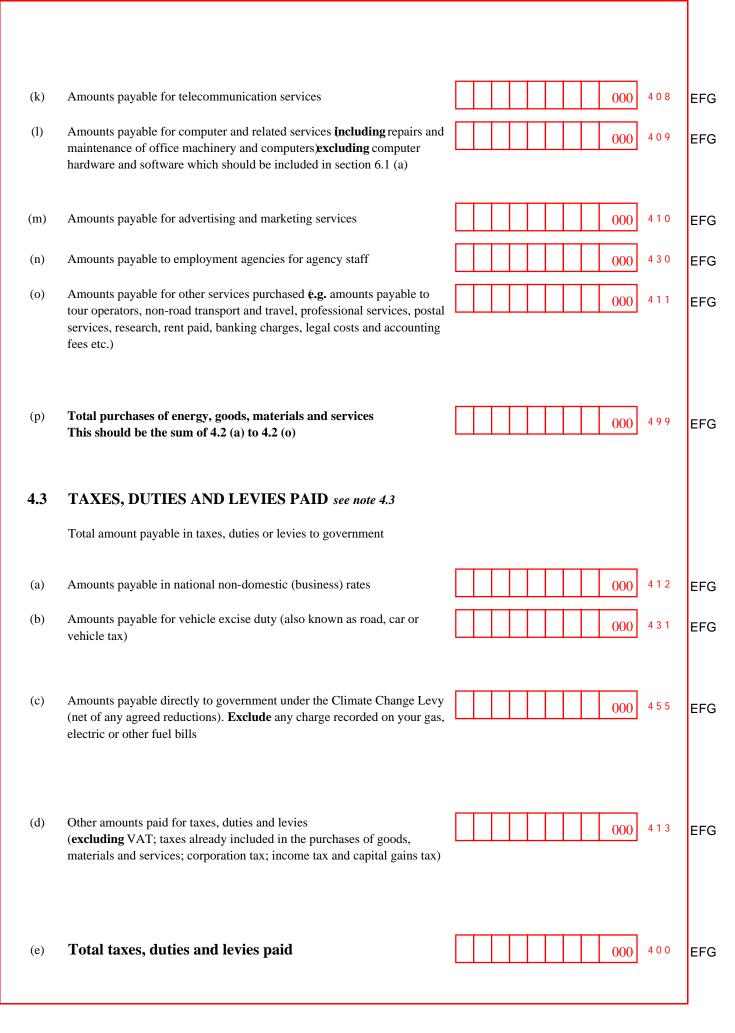
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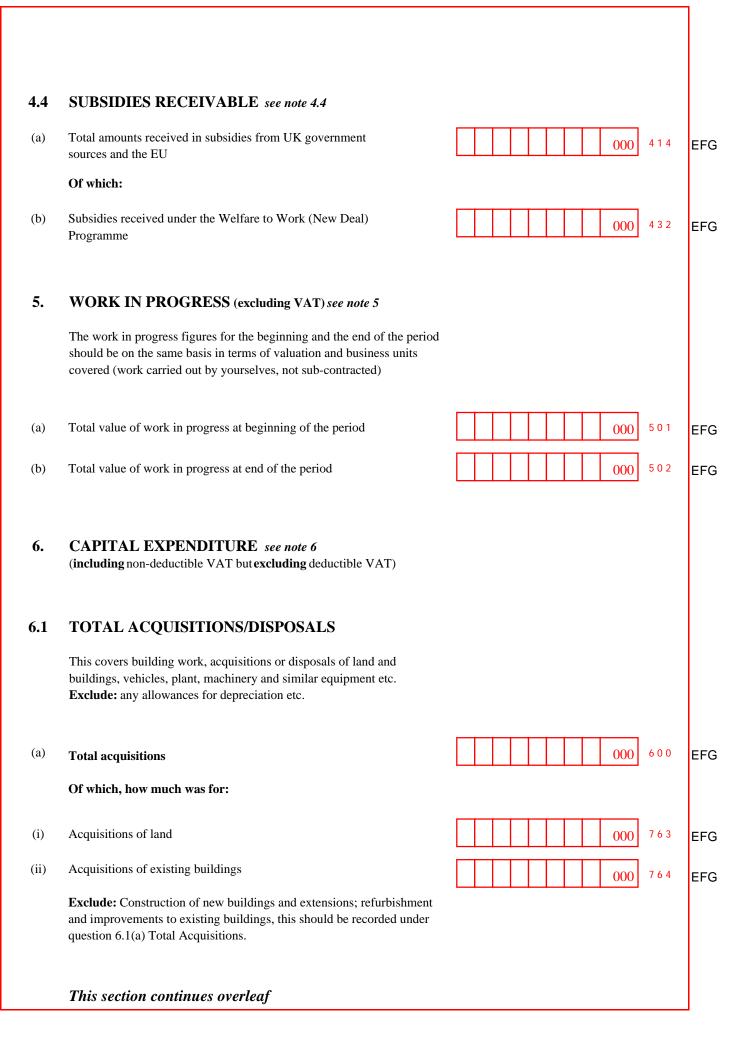
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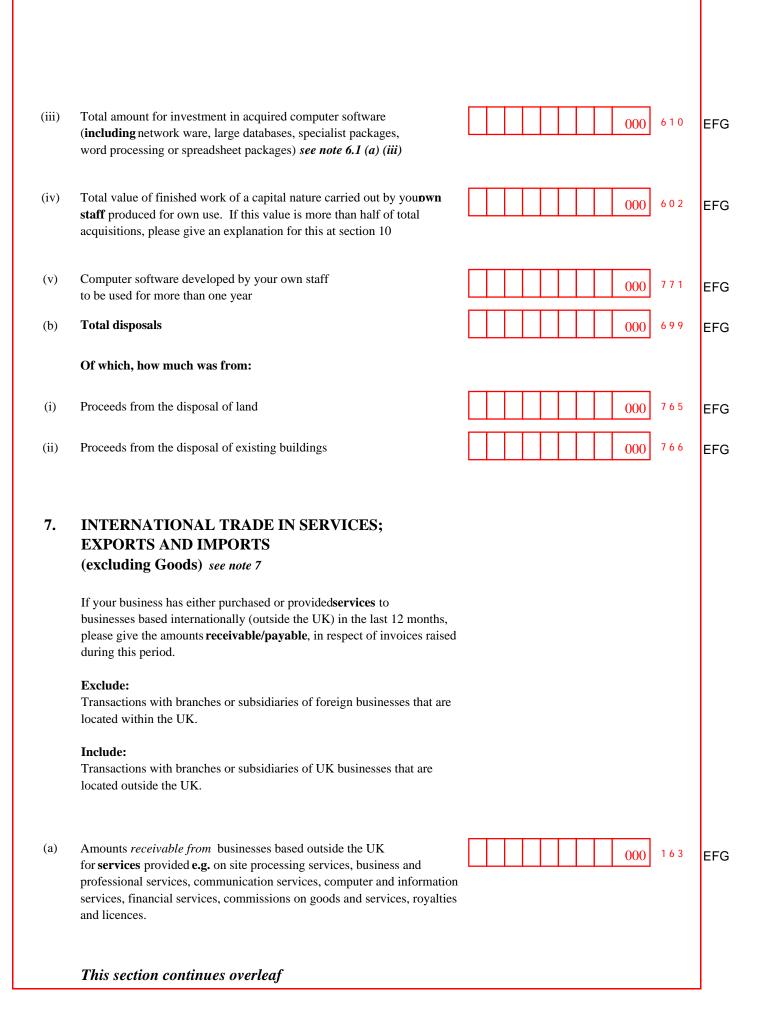
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(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				000	164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'			[9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>						
(a)	Number of hours Plus				hrs	144	CDE
(b)	Number of minutes				mins	145	BCD

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Position in business																								
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Signature Date																								
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		Day	Month	Year		
	Period covered by the return: from				11	DJK
		Day	Month	Year		
	Period covered by the return: to				1 2	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	;				
(a)	Total turnover (i.e. total amounts receivable) Include:			000) 399	EFG

- Travel agents total sales to consumers
- Advertising agents total sales to clients

Exclude: reimbursements from clients for VAT or customs duties

Of which:

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(b) Commission and fees (on sales of goods and services to which you do not hold title)

(c) Sales on own account

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4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

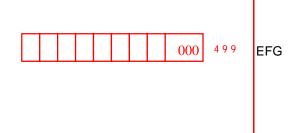
4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **Include:**

- amounts payable to tour operators
- advertising and marketing costs passed back to customers

Exclude: employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

Total costs of energy, goods, materials and services (include raw materials)



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4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

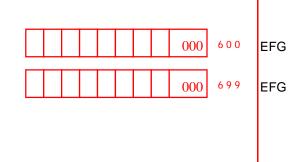
Total taxes, duties and levies paid

5. CAPITAL EXPENDITURE see note 5

(including non-deductible VAT but excluding deductible VAT)

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

- (a) Total acquisitions
- (b) Total disposals



6. INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6

If your business has either purchased or provided**services** to businesses based internationally (outside the UK) in the last 12 months, please give the amounts **receivable/payable**, in respect of invoices raised during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

- (a) Amounts *receivable from* businesses based outside the UK for **services** provided **e.g.** on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.
- (b) Amounts *payable to* businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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7.	RESEARCH AND DEVELOPMENT see note 7			
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9	ABC
8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	144	CDE
	Plus			
(b)	Number of minutes	mins	145	BCD

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

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146

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

		П		ТТ			П		Π	П	Т			Т	- I
Contact name															
Position in business															
Name of business															
Telephone Number												Ех	xt.		
Fax Number															
Signature Date															
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE															

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				12	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (**including** progress payments on work in progress)

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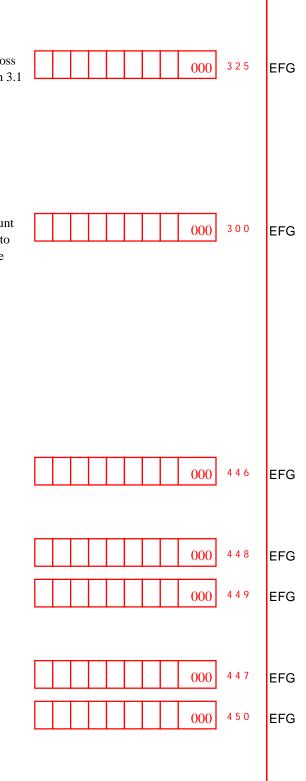
3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

(please give examples in section 10)

Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (**including** repair and installation) of goods direct to the **general public** (and not businesses) for personal or household use



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(excluding deductible VAT but including non-deductible VAT)

EXPENDITURE

4.

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers**)**excluding computer hardware and software which should be included in section 6.1 (a)
- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff
- (o) Amounts payable to winning customers

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(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4 (a)	SUBSIDIES RECEIVABLE see note 4.4 Total amounts received in subsidies from UK government		
(u)	sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 4 3 2	EFG
5.	WORK IN PROGRESS (excluding VAT) see note 5		
	The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units		
	covered (work carried out by yourselves, not sub-contracted)		
(a)	covered (work carried out by yourselves, not sub-contracted) Total value of work in progress at beginning of the period	000 5 0 1	EFG
(a) (b)		000 5 0 1 000 5 0 2	EFG EFG

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

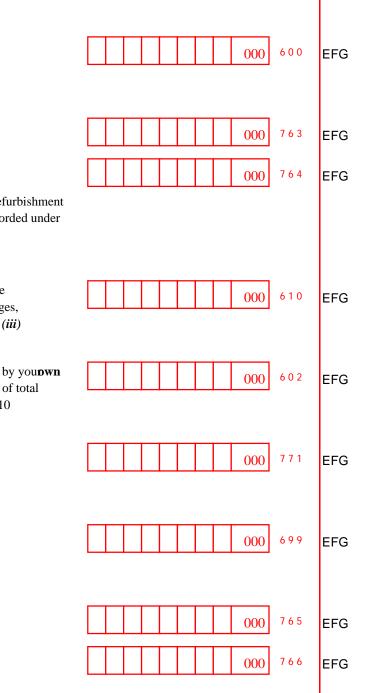
(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)
- (iv) Total value of finished work of a capital nature carried out by you**nwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (v) Computer software developed by your own staff to be used for more than one year
- (b) Total disposals
 - Of which, how much was from:
- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings



7.	 INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. 	
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
8.	RESEARCH AND DEVELOPMENT see note 8	
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	ABC

TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
Number of hours	hrs 144	CDE
Plus		
Number of minutes	mins 145	BCD
	(over and above normal accounting operations) <i>This question is voluntary</i> Number of hours Plus	(over and above normal accounting operations) This question is voluntary Number of hours Plus

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PLEASE USE BLOCK CAPITALS

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Please use **BLOCK CAPITALS**

Contact name									
Position in business									
Name of business									
Telephone Number	Ext.								
Fax Number									
Signature Date									
YOU MAY FIN	ND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE								

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If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
	Period covered by the return: from				11	DJK
		Day	Month	Year		
	Period covered by the return: to				1 2	DJK
3.	INCOME (excluding VAT)					

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (**including** progress payments on work in progress)

Total turnover (total amounts receivable **excluding** reimbursements from clients for VAT or customs duties)

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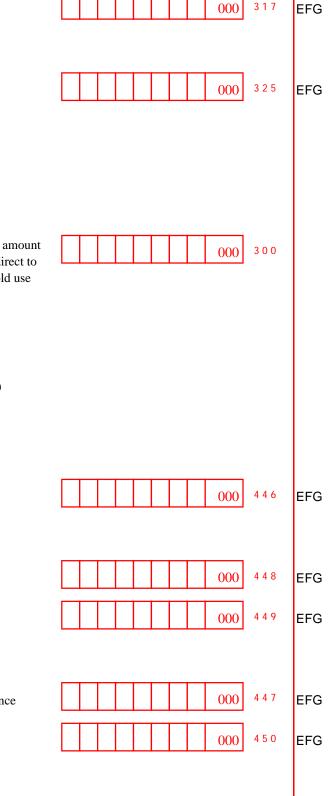
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3.2 **OTHER INCOME** see note 3.2

- (a) Value of insurance claims received **not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- Value of any "Other Operating Income" recorded in your profit (b) and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)

3.3 **RETAIL TURNOVER** see note 3.3 (please give examples in section 10)

Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use



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4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 **EMPLOYMENT COSTS** see note 4.1

- (a) Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- **Total employment costs** (e)

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums

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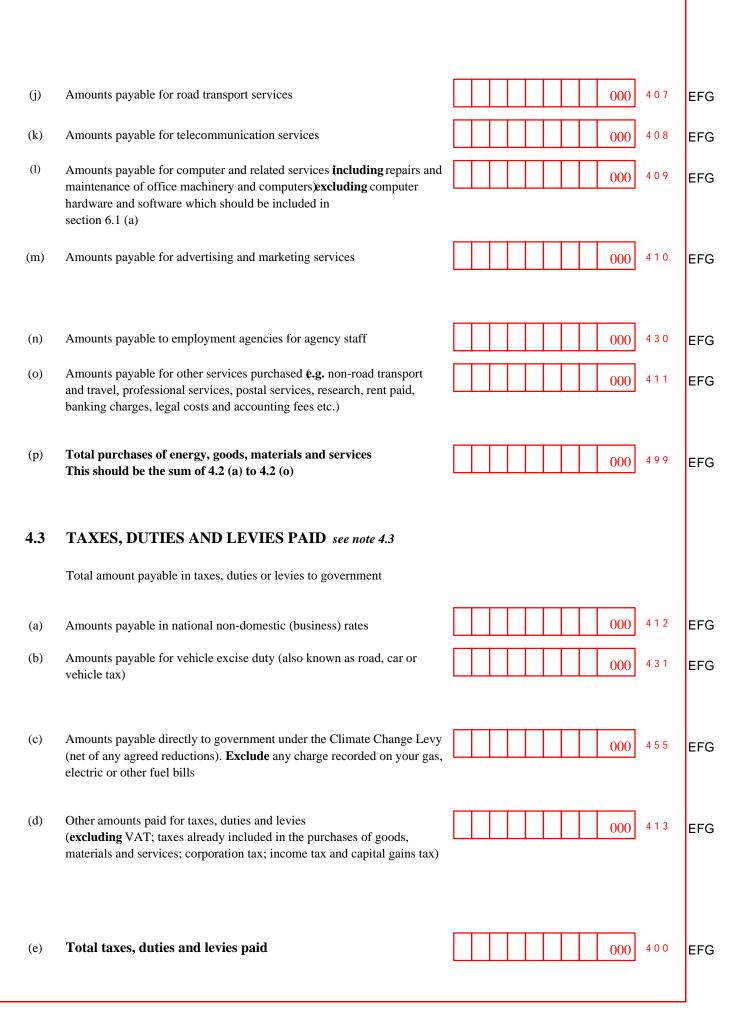
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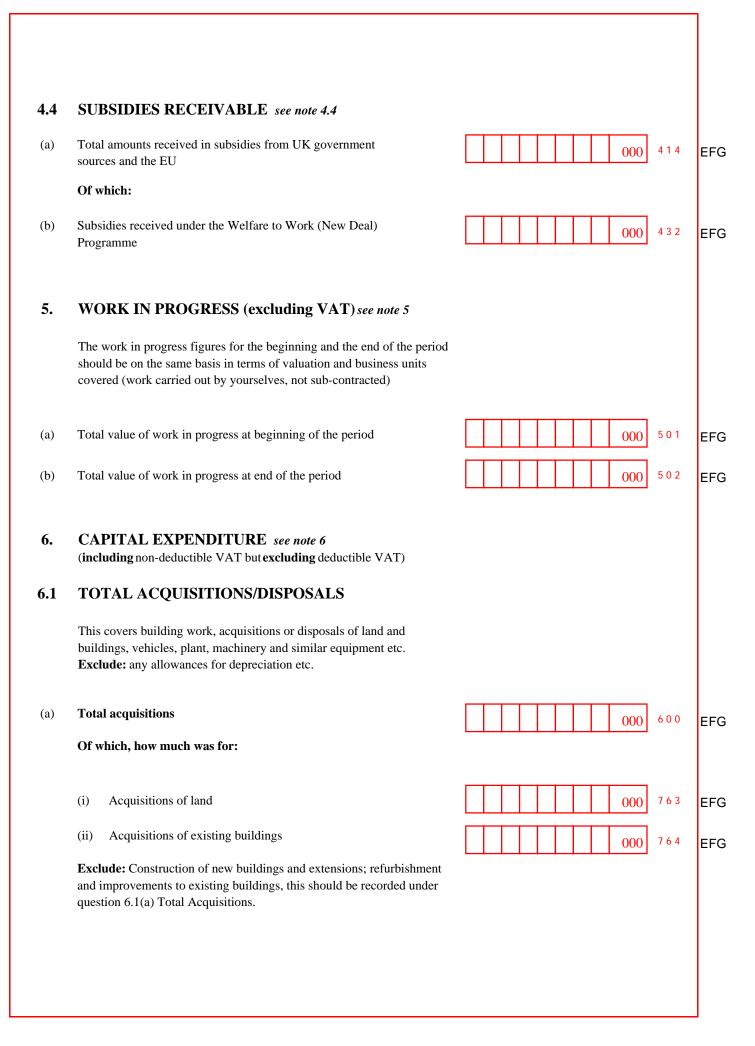
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- (iv) Tota you half secti
- (v) Con mor
- (b) Total disp

- (i) Proc
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7. INTERN EXPOR (excludi

Exclude:

Include:

(a) Amounts r for service profession services, fi and licence

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(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>					000	610	EFG
(iv)	Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10					000	602	EFG
(v)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
	l disposals hich, how much was from:					000	699	EFG
		_	 	 	 			
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
EX	TERNATIONAL TRADE IN SERVICES; PORTS AND IMPORTS cluding Goods) see note 7							
busin pleas	ur business has either purchased or provided services to nesses based internationally (outside the UK) in the last 12 months, se give the amounts receivable/payable , in respect of invoices raised ng this period.							
	ude: sactions with branches or subsidiaries of foreign businesses that are ed within the UK.							
	Ide: sactions with branches or subsidiaries of UK businesses that are ed outside the UK.							
for so profe servi	unts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and essional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	163	EFG
Thi	s section continues overleaf							

(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	144	CDE
	Plus			
(b)	Number of minutes	mins	145	BCD
				J

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Contact name					
Position in business					
Name of business					
Telephone Number	Ext.				
Fax Number					
Signature Date					
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	Period covered by the return:	from	Da	ay	Mon	th] [Yea	ır		11	DJK
	Period covered by the return:	to	Da	ay	Mon	.th] [Yea	r		1 2	DJK
3.	INCOME (excluding VA	AT)									
3.1	TOTAL TURNOVER see Total amount receivable in resp period of the return, from the s (including progress payments of	pect of invoices raised during the ale of goods or services									
	Total turnover (total amoun	ts receivable excluding							000	399	EFG

reimbursements from clients for VAT or customs duties)

3.

4. EXPENDITURE

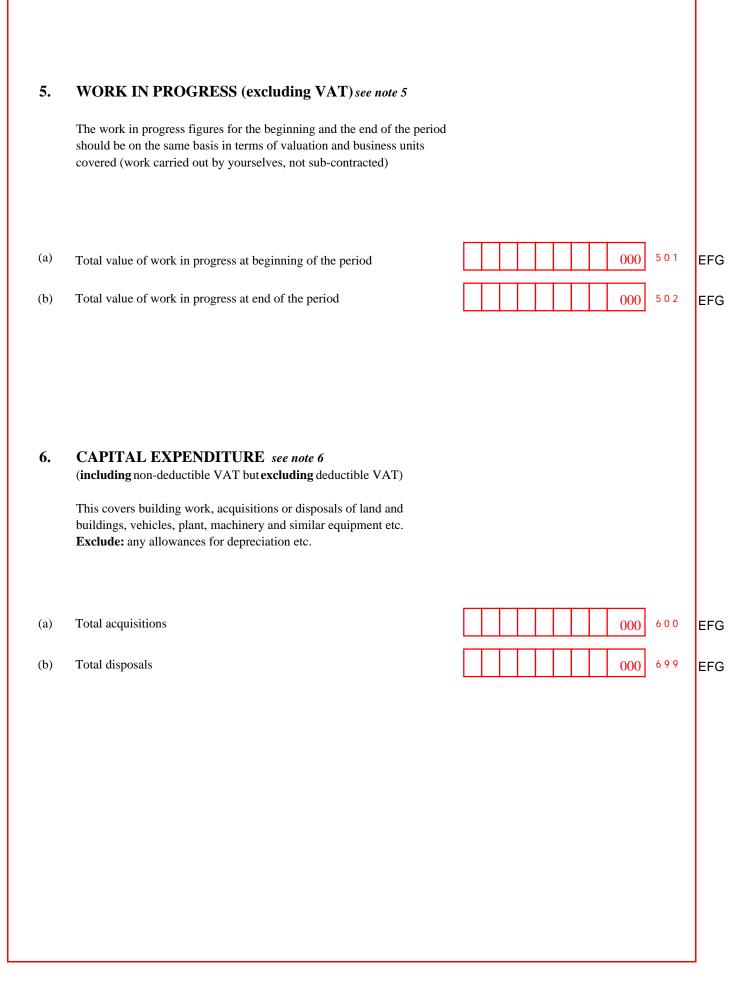
(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (**including** lump sum contributions);

Redundancy and severance payments. 450 000 EFG **Total employment costs** 4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. Total costs of energy, goods, materials and services (include 000 499 EFG raw materials) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. **Include:** National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. 000 400 EFG Total taxes, duties and levies paid



7. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. **Include:** Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 8. **RESEARCH AND DEVELOPMENT** see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, 9 ABC please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Position in business						
Name of business						
Telephone Number	Ext.					
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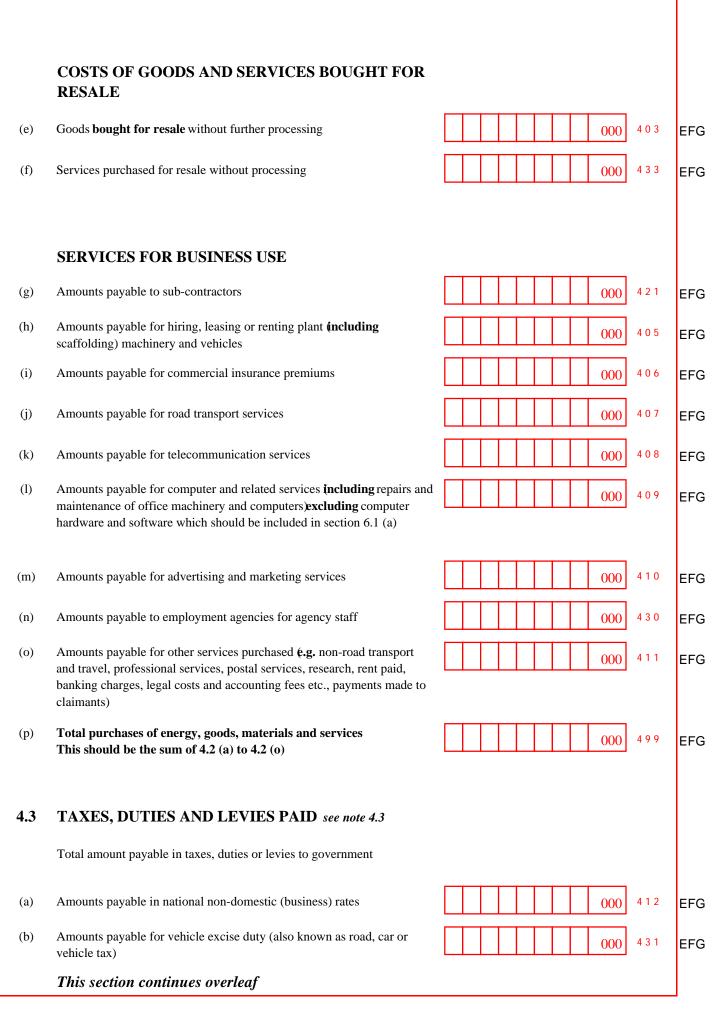
2. PERIOD COVERED BY THE RETURN see note 2

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If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
	Period covered by the return: from				11	DJK
	Period covered by the return: to	Day	Month	Year	1 2	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress)			000	399	EFG
	Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group					
3.2	OTHER INCOME see note 3.2					
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]			000	317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)			000	325	EFG

3.3	RETAIL TURNOVER see note 3.3 (Please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 4 4 8	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
	represent actual net amounts rather than notional values		
(d)	Amounts payable to employees through redundancy and severance	000 4 4 7	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 4 0 2	EFG
	This section continues overleaf		
	<u> </u>		L



(c) Amounts payable directly to government under the Climate Change Levy 000 455 EFG (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Other amounts paid for taxes, duties and levies 413 000 EFG (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Total taxes, duties and levies paid 400 (e) EFG 000 4.4 **SUBSIDIES RECEIVABLE** see note 4.4 (a) Total amounts received in subsidies from UK government 000 414 EFG sources and the EU Of which: (b) Subsidies received under the Welfare to Work (New Deal) 432 000 EFG Programme 5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) (a) Total value of work in progress at the beginning of the period 000 501 EFG 000 502 (b) Total value of work in progress at end of the period EFG 6. CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. This section continues overleaf

(a)	Total acquisitions Of which, how much was for:	000 600	EFG
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.	000 764	EFG
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG

7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. **RESEARCH AND DEVELOPMENT** see note 8 8. If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
	D IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

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If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				1 2	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress)	000 399	EFG
Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group		

4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG
5.	CAPITAL EXPENDITURE see note 5 (including non-deductible VAT but excluding deductible VAT)		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG
			J

6. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 6 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. **Include:** Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 7. **RESEARCH AND DEVELOPMENT** see note 7 If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Contact name																							
Position in business								Ĩ		Ī													
Name of business																							
Telephone Number																		Ex	t.	[
Fax Number																							
Fax Number Date																							
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																							

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If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return:	from				11	DJK
			Day	Month	Year		
	Period covered by the return:	to				12	DJK
3.	INCOME (excluding VA	AT)					
3.1	TOTAL TURNOVER se	ee note 3.1					
	Total amount receivable in resp period of the return, from the s (including progress payments						
(a)	Sub-postmaster salary/income Post Office Ltd	received directly from			000	340	EFG
(b)	Income from the retail sale of g [sub-post offices should exclud	le income from items sold on			000	300	
	behalf of Post Office Ltd (i.e. p and TV licenses etc.)]	ostage stamps, road fund					EFG
(c)	All other turnover				000	344	EFG
(d)	Total turnover				000	399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (**including** lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

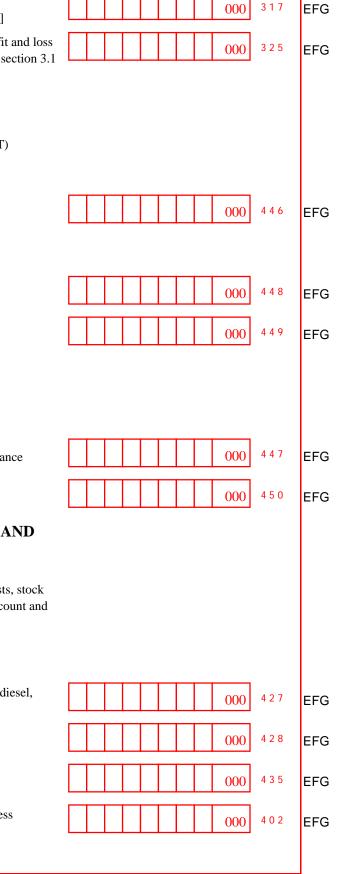
4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

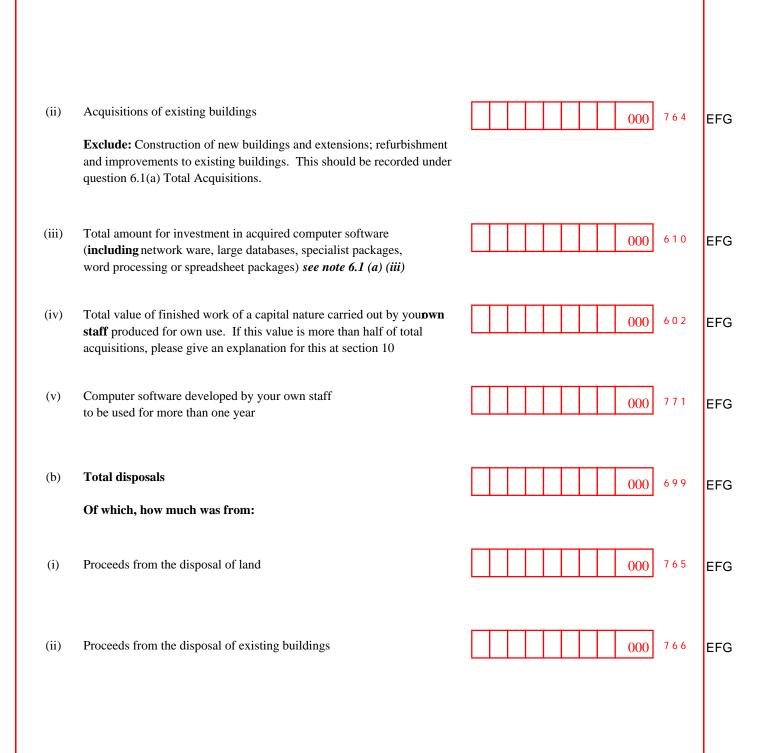
- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

This section continues overleaf



	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE								
(e)	Goods bought for resale without further processing					(000	403	EF
(f)	Services purchased for resale without processing					(000	433	EF
	SERVICES FOR BUSINESS USE								
(g)	Amounts payable to sub-contractors					(000	421	EFC
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles					(000	405	EFC
(i)	Amounts payable for commercial insurance premiums					(000	406	EFC
(j)	Amounts payable for road transport services					(000	407	EFC
(k)	Amounts payable for telecommunication services					(000	408	EFC
(1)	Amounts payable for computer and related services (ncluding repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)					(000	409	EFC
(m)	Amounts payable for advertising and marketing services					()00	410	EFC
(n)	Amounts payable to employment agencies for agency staff					(000	430	EFC
(0)	Amounts payable for other services purchased e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)					(000	411	EFC
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)					(000	499	EFC
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3								
	Total amount payable in taxes, duties or levies to government								
(a)	Amounts payable in national non-domestic (business) rates					(000	412	EFC
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)					(000	431	EFC
	This section continues overleaf		_	 	 	 			

(c) Amounts payable directly to government under the Climate Change Levy 455 000 EFG (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Other amounts paid for taxes, duties and levies 413 000 EFG (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) 400 EFG (e) Total taxes, duties and levies paid 000 4.4 **SUBSIDIES RECEIVABLE** see note 4.4 Total amounts received in subsidies from UK government (a) 000 414 EFG sources and the EU Of which: (b) Subsidies received under the Welfare to Work (New Deal) 432 000 EFG Programme 5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) (a) 000 501 EFG Total value of work in progress at the beginning of the period 000 502 EFG Total value of work in progress at end of the period (b) 6. **CAPITAL EXPENDITURE** see note 6 (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. **Total acquisitions** (a) 600 000 EFG Of which, how much was for: 000 763 (i) Acquisitions of land EFG This section continues overleaf



7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 8. **RESEARCH AND DEVELOPMENT** see note 8 If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
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If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return: from	Day	Month	Year	11	DJK
	Period covered by the return: to	Day	Month	Year	1 2	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)					
(a)	Sub-postmaster salary/income received directly from Post Office Ltd			000	340	EFG
(b)	Income from the retail sale of goods to the general public [sub-post offices should exclude income from items sold on behalf of Post Office Ltd (i.e. postage stamps, road fund and TV licenses etc.)]			000	300	EFG
(c)	All other turnover			000	344	EFG
(d)	Total turnover			000	399	EFG

4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

Total costs of energy, goods, materials and services (include raw materials)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

	Total taxes, duties and levies paid					000	400	EFG
5.	CAPITAL EXPENDITURE see note 5 (including non-deductible VAT but excluding deductible VAT)							
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.							
(a)	Total acquisitions					000	600	EFG
(b)	Total disposals					000	699	EFG

000

000

499

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EFG

EFG

6. **INTERNATIONAL TRADE IN SERVICES;** EXPORTS AND IMPORTS (excluding Goods) see note 6 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 163 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. 7. **RESEARCH AND DEVELOPMENT** see note 7 If anyone within the business covered by this return was engaged in ABC 9 research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Contact name																				
Position in business]
Name of business																				
Telephone Number									[Ex	t.	[
Fax Number									[
Signature Date																				
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If you traded for only part of the year, please provide figures for the period in which you were trading.

		D	ay	Mon	th	Year			
	Period covered by the return: from] [11	DJK
		D	ay	Mon	th	Year			
	Period covered by the return: to] [12	DJK
3.	INCOME (excluding VAT)								
3.1	TOTAL TURNOVER see note 3.1								
	Total amount receivable in respect of invoices raised during the period of	the					000	399	EFG

return, for the sale of goods or services (including progress payments on work in progress) Exclude: Donations and general funding

3.2 RETAIL TURNOVER see note 3.2

3.

(Please give examples in section 10)

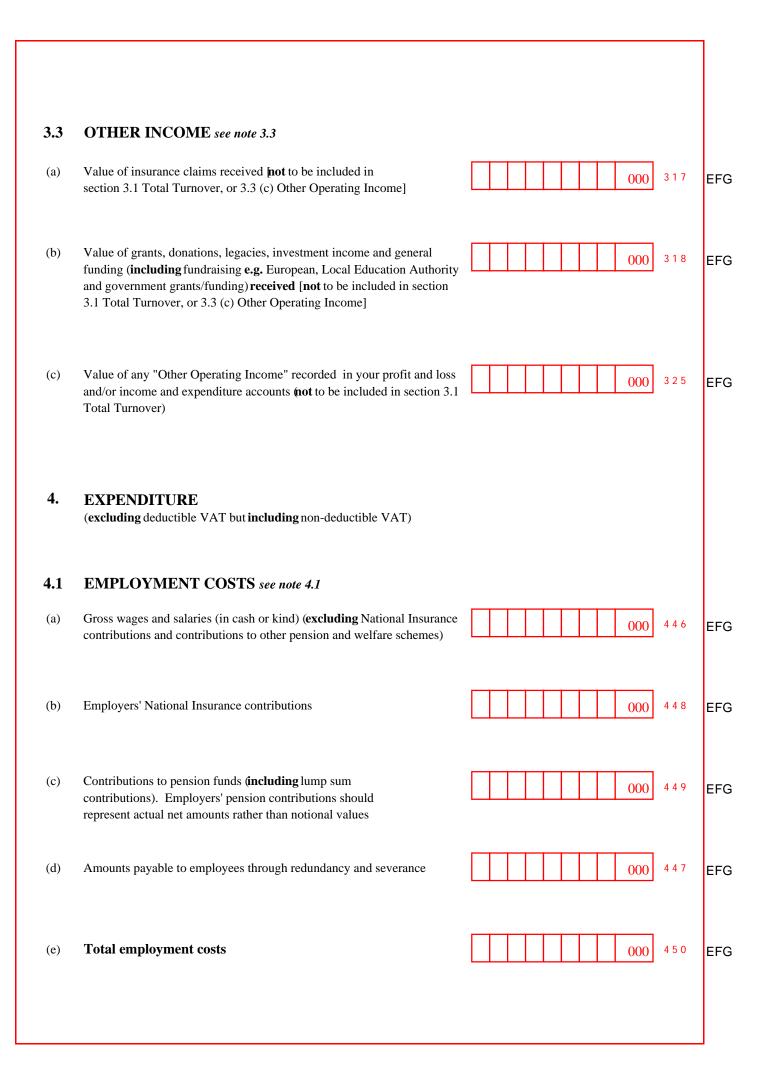
Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use.

Exclude: ticket sales and sales of food/drink requiring preparation

300

EFG

000



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers**)**excluding computer hardware and software which should be included in section 6.1 (a)
- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff

This section continues overleaf

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(0) Amounts payable for other services purchased **é.g.** non-road transport 411 000 EFG and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.) Total purchases of energy, goods, materials and services (p) 499 000 EFG This should be the sum of 4.2 (a) to 4.2 (o) **OTHER COSTS** see note 4.3 4.3 (a) Value of grants and donations paid out to persons, charitable 475 000 EFG organisations and other organisations etc. (b) Depreciation of capital assets 000 476 EFG 4.4 TAXES, DUTIES AND LEVIES PAID see note 4.4 Total amount payable in taxes, duties or levies to government 000 412 EFG (a) Amounts payable in national non-domestic (business) rates (b) Amounts payable for vehicle excise duty (also known as road, car or 000 431 EFG vehicle tax) Amounts payable directly to government under the Climate (c) 000 455 EFG Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Other amounts paid for taxes, duties and levies 000 413 EFG (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Total taxes, duties and levies paid 400 (e) 000 EFG **SUBSIDIES RECEIVABLE** see note 4.5 4.5 Total amounts received in subsidies from UK government (a) 414 000 EFG sources and the EU Of which: (b) Subsidies received under the Welfare to Work (New Deal) Programme 000 432 EFG

5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) 501 (a) 000 EFG Total value of work in progress at beginning of the period 502 000 EFG (b) Total value of work in progress at end of the period 6. CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. **Total acquisitions** (a) 000 600 EFG Of which, how much was for: (i) Acquisitions of land 000 763 EFG (ii) Acquisitions of existing buildings 000 764 EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by you**pwn** 602 000 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (v) Computer software developed by your own staff 771 000 EFG to be used for more than one year This section continues overleaf

(b)	Total disposals	000 699	EFG
	Of which, how much was from:		
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable</i> from businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
YOU MAY FIN	D IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

This survey covers the United Kingdom activity of businesses (**including** foreign owned businesses) **except** where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and **excludes** the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009).**

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				1 2	DJK

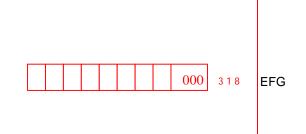
3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress) **Exclude:** Donations and general funding

3.2 OTHER INCOME see note 3.2

Value of grants, donations, legacies, investment income and general funding (**including** fundraising **e.g.** European, Local Education Authority and government grants/funding) **received** (**not** to be included in section 3.1 Total Turnover)



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4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);

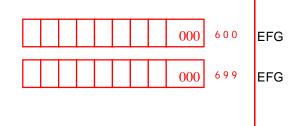
	 Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
4.3	OTHER COSTS see note 4.3		
(a)	Value of grants and donations paid out to persons, charitable organisations and other organisations etc.	000 475	EFG
(b)	Depreciation of capital assets	000 476	EFG
4.4	TAXES, DUTIES AND LEVIES PAID see note 4.4		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG

5. CAPITAL EXPENDITURE see note 5

(including non-deductible VAT but excluding deductible VAT)

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

- (a) Total acquisitions
- (b) Total disposals



6. INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6

If your business has either purchased or provided**services** to businesses based internationally (outside the UK) in the last 12 months, please give the amounts **receivable/payable**, in respect of invoices raised during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

- (a) Amounts *receivable from* businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.
- (b) Amounts *payable* to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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7.	RESEARCH AND DEVELOPMENT see note 7		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations)		
	This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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Position in business																
Name of business																
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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year			
	Period covered by the return: from					11	DJK
		Day	Month	Year			
	Period covered by the return: to					12	DJK
3.	INCOME (excluding VAT)						
3.1	TOTAL REVENUE see note 3.1						
(a)	Gross Written premiums				000	1100	EFG
(b)	Fees and commissions earned				000	1101	EFG
(c)	All other revenue (please give examples in Section 7)				000	1 1 0 2	EFG
(d)	Total revenue				000	1103	EFG
3.2	OTHER INCOME see note 3.2						
(a)	Value of insurance claims received [not to be included in section 3.1 Total Revenue, or 3.2 (b) Other Operating Income]				000	317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Revenue)				000	325	EFG

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

(a) Total costs of energy, goods, materials and services

of which:

- (b) Goods bought for resale without further processing
- (c) Services purchased for resale without processing
- (d) Amounts payable to employment agencies for agency staff
- (e) All costs linked directly to policies

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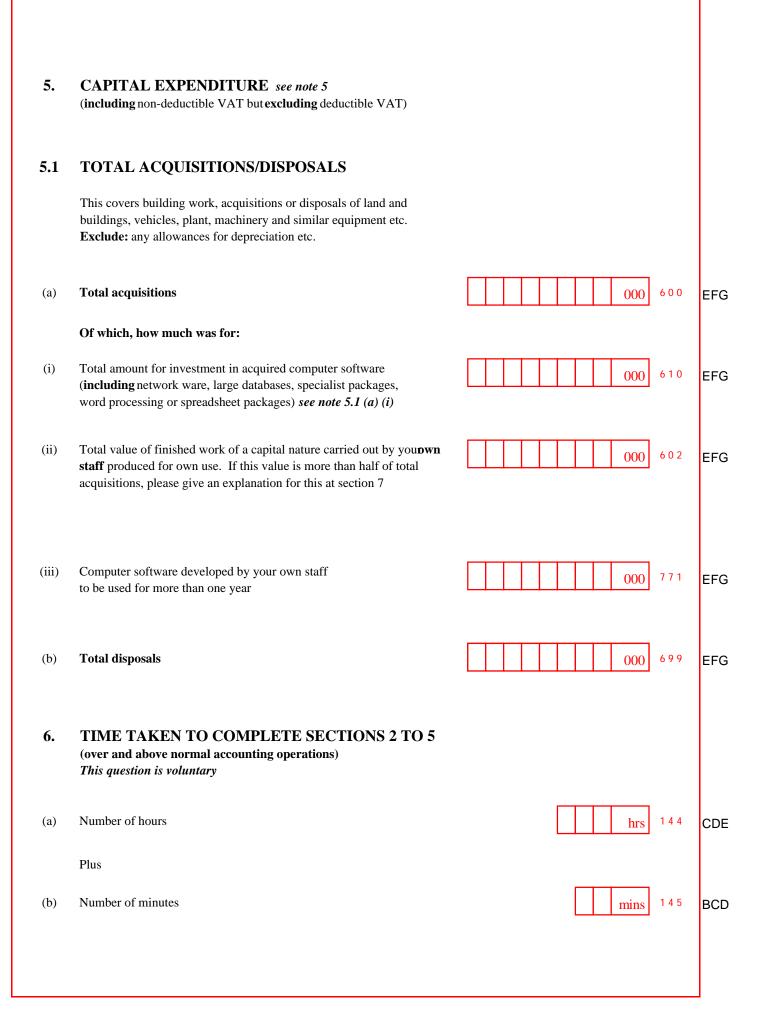
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4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax (Insurance Companies include Insurance Premium Tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

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7. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

												Т		Т						Т	1
Contact name																					
Position in business																					
Name of business]
Telephone Number																Ех	t.	[
Fax Number																					
Signature												D	Date		 				•••••		
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																					

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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Please read the accompanying notes before completing your return

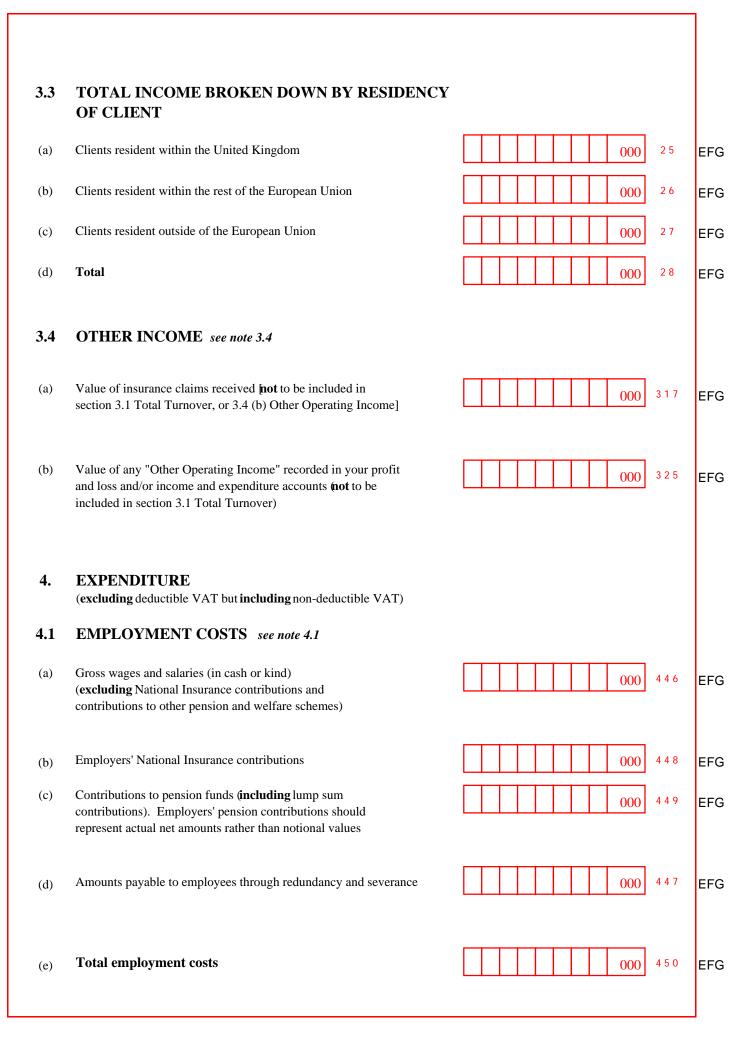
2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
	Period covered by the return: from				11	DJK
		Day	Month	Year		
	Period covered by the return: to				1 2	DJK
3	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)					
(a)	 Total turnover (i.e. total amounts receivable) Include: Travel agents - total sales to <u>consumers</u> Advertising agents - total sales to <u>clients</u> Exclude: reimbursements from clients for VAT or customs duties 			000) 399	EFG
	Of which:					
(b)	Commission and fees (on sales of goods and services to which you do not hold title)			000) 337	EFG
(c)	Sales on own account			000) 339	EFG

	EAKDOWN OF TOTAL TURNOVER (3.1) BY ODUCT												
											000	1039	EFG
(i)	Sale of print media advertising space or time on a fee or contract basis										000	1040	EFG
(ii)	Sale of TV/radio advertising space or time on a fee or contract basis										000	1041	EFG
(iii)	Sale of Internet advertising space or time on a fee or contract basis										000	1042	EFG
(iv)	Sale of events related advertising										000	1043	EFG
(v)	Other sale of advertising space or time on a fee or contract basis										000	1044	EFG
											000	1045	EFG
(i)	Full service advertising										000	1046	EFG
(ii)	Direct marketing and direct mailing										000	1047	EFG
(iii)	Advertising design and concept development										000	1048	EFG
(iv)	Other advertising services										000	1049	EFG
dire	ct to the general public (and not businesses) for personal or										000	299	EFG
Othe	er products										000	298	EFG
ive ente	ered a figure for 'other products' can you please state what this figure is	s ma	de ı	ւթ զ	of:							746	
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	PRA Med of w (i) (ii) (ii) (iv) (v) Serv of w (i) (ii) (ii) (iii) (iv) Reta dire hous Othe	 PRODUCT Media representation services: of which, how much was for: (a) Sale of print media advertising space or time on a fee or contract basis (a) Sale of TV/radio advertising space or time on a fee or contract basis (a) Sale of Internet advertising space or time on a fee or contract basis (b) Sale of events related advertising (c) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or lousehold use Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising space or time on a fee or contract basis (i) Full service advertising agencies: of which, how much was for: (i) Direct marketing and direct mailing (ii) Advertising design and concept development (iv) Other advertising services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis (v) Other sale of advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Cher advertising services Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (iv) Sale of advertising space or time on a fee or contract basis (iv) Sale of advertising space or time on a fee or contract basis (iv) Sale of advertising agencies: (iv) Other sale of advertising agencies: of which, how much was for:	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Cher products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract (ii) Sale of TV/radio advertising space or time on a fee or contract (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract (iii) Sale of events related advertising (v) Other sale of advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising space or time on a fee or contract basis (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract basis (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising space or time on a fee or contract basis (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising space or time on a fee or contract basis (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising design and concept development (iv) Other advertising services Cher products	PRODUCT Media representation services: of which, how much was for: (i) Sale of print media advertising space or time on a fee or contract (ii) Sale of TV/radio advertising space or time on a fee or contract basis (iii) Sale of Internet advertising space or time on a fee or contract basis (iv) Sale of events related advertising (v) Other sale of advertising space or time on a fee or contract basis Services provided by advertising agencies: of which, how much was for: (i) Full service advertising (ii) Direct marketing and direct mailing (iii) Advertising services (iv) Other advertising services (iv) Other advertising services (iv) Other advertising services (iv) Other advertising and concept development (iv) Other advertising services (iv) Other advertising services (iv) Other advertising services (iv) Other advertising services	PRODUCT Media representation services: 000 of which, how much was for: 000 (i) Sale of print media advertising space or time on a fee or contract basis 000 (ii) Sale of TV/radio advertising space or time on a fee or contract basis 000 (iii) Sale of Internet advertising space or time on a fee or contract basis 000 (iv) Sale of events related advertising 000 (v) Other sale of advertising space or time on a fee or contract basis 000 Services provided by advertising agencies: 000 of which, how much was for: 000 (i) Full service advertising 000 (ii) Direct marketing and direct mailing 000 (iii) Advertising design and concept development 000 (iv) Other advertising services 000	PRODUCT Media representation services: 000 10.39 (i) Sale of print media advertising space or time on a fee or contract basis 000 10.40 (ii) Sale of TV/radio advertising space or time on a fee or contract basis 000 10.41 (iii) Sale of Internet advertising space or time on a fee or contract basis 000 10.42 (iv) Sale of events related advertising 000 10.43 (v) Other sale of advertising space or time on a fee or contract basis 000 10.44 Services provided by advertising agencies: 000 10.44 (v) Other sale of advertising agencies: 000 10.44 of which, how much was for: 000 10.45 (i) Full service advertising 000 10.44 (ii) Direct marketing and direct mailing 000 10.46 (iii) Advertising design and concept development 000 10.47 (iv) Other advertising services 000 10.49 weight products 000 10.49 Other products 29.9 000 29.9



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods bought for resale without further processing
 Exclude: cost of hotel accommodation etc.<u>incurred</u> by tour operators. Include these in 4.2 (o)
- (f) Services purchased for resale without processing Include: advertising and marketing costs passed back to customers

SERVICES PURCHASED FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers**)excluding** computer hardware and software which should be included in section 6.1 (a)

This section continues overleaf

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(m) Amounts payable for advertising and marketing services

- (n) Amounts payable to employment agencies for agency staff
- (o) Amounts payable for other services purchased **é.g.** amounts payable to tour operators, non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)
- (p) Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

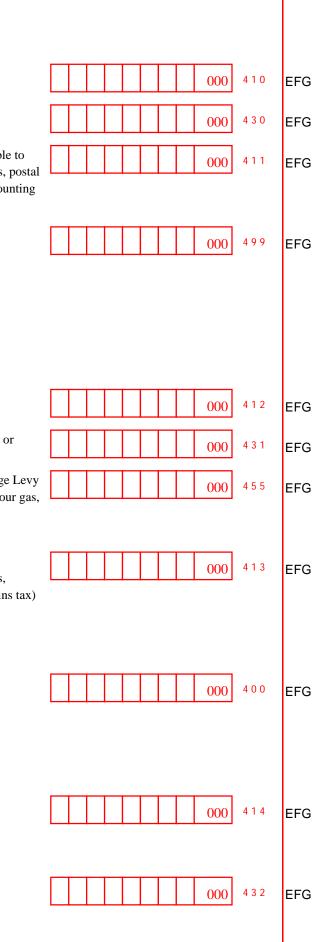
- (a) Amounts payable in national non-domestic (business) rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)
- (e) Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme



5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) 501 (a) Total value of work in progress at beginning of the period 000 EFG 502 (b) 000 EFG Total value of work in progress at end of the period **CAPITAL EXPENDITURE** see note 6 6. (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) **Total acquisitions** 000 600 EFG Of which, how much was for: (i) Acquisitions of land 000 763 EFG 000 764 (ii) Acquisitions of existing buildings EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by 602 000 EFG your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10

(v) Computer software developed by your own staff to be used for 000 771 EFG more than one year **Total disposals** 699 (b) 000 EFG Of which, how much was from: (i) Proceeds from the disposal of land 765 000 EFG 766 000 EFG (ii) Proceeds from the disposal of existing buildings 7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. **Include:** Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 000 163 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 164 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
(b)	Plus Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name																	
Position in business																	
Name of business																	
Telephone Number						[Ex	t.	[
Fax Number						[
Signature										Da	te	 •••••		••••	••••	 	
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																	

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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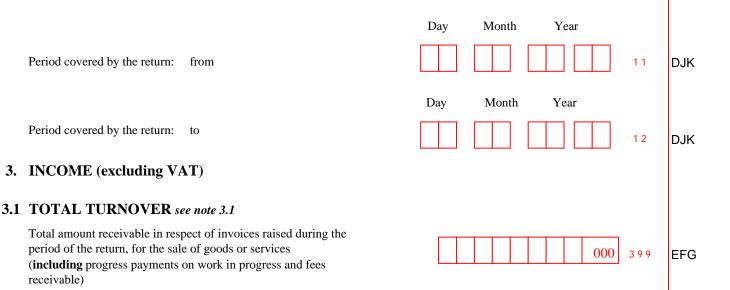
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2. PERIOD COVERED BY THE RETURN see note 2

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If you traded for only part of the year, please provide figures

for the period in which you were trading.



ı)	Servi	DDUCT ces provided by employment placement agencies:	000 108	4
		ich, how much was for:		
	(i)	Executive search services	000 108	5
	(ii)	Permanent placement services, other than executive search services	000 108	6
)		oorary employment agency services: ich, how much was for:	000 108	7
	(i)	For the supply of computer and telecommunications personnel	000 108	8
	(ii)	For the supply of other office personnel	000 108	9
	(iii)	For the supply of commercial and trade personnel	000 109	2
	(iv)	For the supply of transport, warehousing, logistics and industrial workers	000 109	3
	(v)	For the supply of hotel and restaurant personnel	000 109	4
	(vi)	For the supply of medical personnel	000 109	5
	(vii)	For the supply of other personnel	000 109	6
	04			_
		r human resource provision	000 109	1
	direc	l income - The identifiable amount attributable to sale of goods t to the general public (and not businesses) for personal or chold use	000 299	9
	Othe	r products	000 298	3
ha	ve enter	red a figure for 'other products' can you please state what this figure i	is made up of: 746	6
				٦
				-

3.3 TOTAL INCOME BROKEN DOWN BY RESIDENCY **OF CLIENT** Clients resident within the United Kingdom 25 (a) 000 EFG 26 (b) Clients resident within the rest of the European Union 000 EFG Clients resident outside of the European Union 000 27 (c) EFG 28 (d) 000 EFG Total **OTHER INCOME** see note 3.4 3.4 (a) Value of insurance claims received **not** to be included in 000 317 EFG section 3.1 Total Turnover, or 3.4 (b) Other Operating Income] (b) Value of any "Other Operating Income" recorded in your profit 325 000 EFG and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) **EMPLOYMENT COSTS** see note 4.1 **4.1** (a) Gross wages and salaries (in cash or kind) 000 446 EFG (excluding National Insurance contributions and contributions to other pension and welfare schemes) 4 4 8 (b) 000 EFG Employers' National Insurance contributions (c) Contributions to pension funds (including lump sum 449 000 EFG contributions). Employers' pension contributions should represent actual net amounts rather than notional values (d) Amounts payable to employees through redundancy and severance 447 000 EFG **Total employment costs** (e) 450 000 EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)

This section continues overleaf

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(m) Amounts payable for advertising and marketing services 000 410 EFG (n) Amounts payable to employment agencies for agency staff 430 000 EFG (0) Amounts payable for other services purchased (e.g. non-road transport 411 000 EFG and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., payments made to claimants) Total purchases of energy, goods, materials and services (p) 499 000 EFG This should be the sum of 4.2 (a) to 4.2 (o) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government Amounts payable in national non-domestic (business) rates 412 (a) 000 EFG (b) Amounts payable for vehicle excise duty (also known as road, car or 431 000 EFG vehicle tax) (c) Amounts payable directly to government under the Climate Change Levy 000 455 EFG (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Other amounts paid for taxes, duties and levies 000 413 EFG (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) (e) Total taxes, duties and levies paid 000 400 EFG SUBSIDIES RECEIVABLE see note 4.4 4.4 (a) Total amounts received in subsidies from UK government 000 414 EFG sources and the EU Of which: (b) Subsidies received under the Welfare to Work (New Deal) 432 000 EFG Programme

5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) 501 (a) Total value of work in progress at beginning of the period 000 EFG 502 (b) 000 EFG Total value of work in progress at end of the period 6. **CAPITAL EXPENDITURE** see note 6 (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. 000 600 (a) EFG **Total acquisitions** Of which, how much was for: (i) Acquisitions of land 000 763 EFG 000 764 EFG (ii) Acquisitions of existing buildings Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by 602 000 EFG your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (v) Computer software developed by your own staff to be used for 771 000 EFG more than one year This section continues overleaf

(b)	Total disposals Of which, how much was from:	000 699	EFG
	(i) Proceeds from the disposal of land	000 765	EFG
	(ii) Proceeds from the disposal of existing buildings	000 766	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

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PLEASE USE BLOCK CAPITALS

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146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
YOU MAY FIN	D IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

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Please read the accompanying notes before completing your return

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Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
Period covered by the return:	to	Day	Month	Year	12	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress and fees receivable)

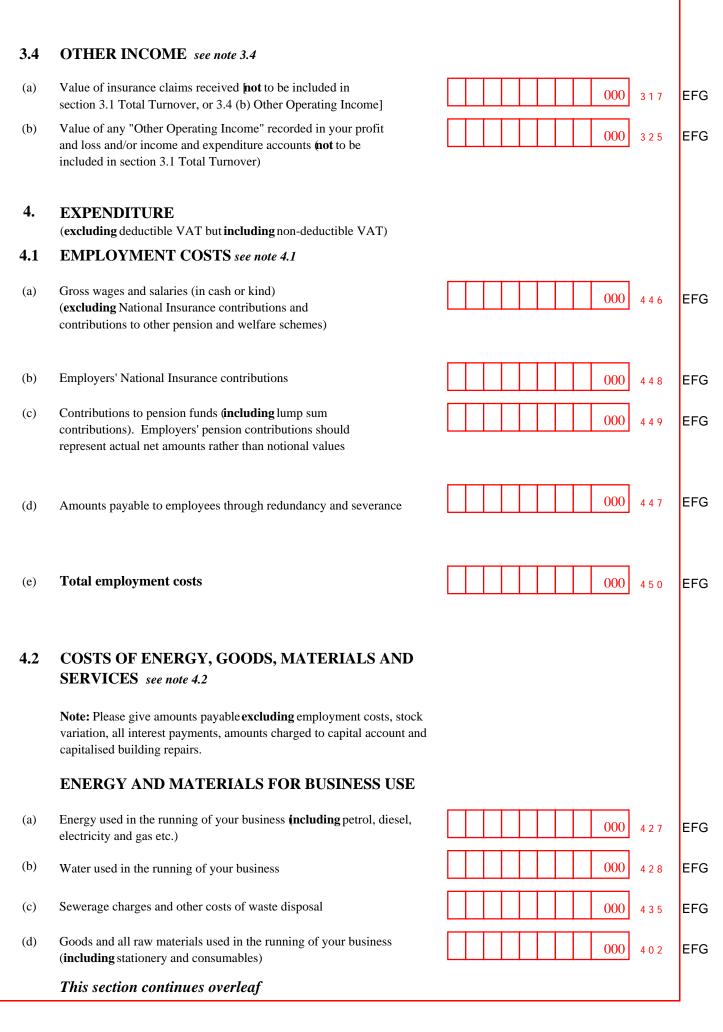
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EFG

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS

(a)	Legal advisory and representation services concerning criminal law	000	951	EFG
(b)	Legal advisory and representation services in judicial procedures concerning business and commercial law	000	952	EFG
(c)	Legal advisory and representation services in judicial procedures concerning labour law	000	953	EFG
(d)	Legal advisory and representation services in judicial procedures concerning civil law	000	954	EFG
(e)	Legal services concerning patents, copyrights and other intellectual property rights	000	955	EFG
(f)	Notarial services	000	956	EFG
(g)	Arbitration and conciliation services	000	957	EFG
(h)	Auction legal services	000	958	EFG
(i)	Other legal services	000	959	EFG
(j)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000	299	EFG
(1-)	Other products	000		
(k)	Other products		298	EFG
If you hav	re entered a figure for 'other products' can you please state what this figure i	s made up of:	746	
				JKL
3.3	TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT			JKL
3.3 (a)		000	2 5	JKL EFG
	OF CLIENT		2 5 2 6	
(a)	OF CLIENT Clients resident within the United Kingdom			EFG



	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 433	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services (ncluding repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., payments made to claimants)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
	This section continues overleaf		

- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

Total taxes, duties and levies paid (e)

sources and the EU

Of which:

4.4

(a)

455 000 EFG 413 000 EFG 400 EFG 000 Total amounts received in subsidies from UK government 000 414 EFG

(b) Subsidies received under the Welfare to Work (New Deal) Programme

SUBSIDIES RECEIVABLE see note 4.4

5. WORK IN PROGRESS (excluding VAT) see note 5

The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)

- (a) Total value of work in progress at the beginning of the period
- (b) Total value of work in progress at end of the period

6. CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.

This section continues overleaf

R034 06

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501

(a)	Total acquisitions Of which, how much was for:	000 600	EFG
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.	000 764	EFG
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you Dwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG

7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. **RESEARCH AND DEVELOPMENT** see note 8 8. If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

I

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name			
Position in business			
Name of business			
Telephone Number	Ext.		
Fax Number			
Signature	Date		
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Month

Year

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Day

Please read the accompanying notes before completing your return

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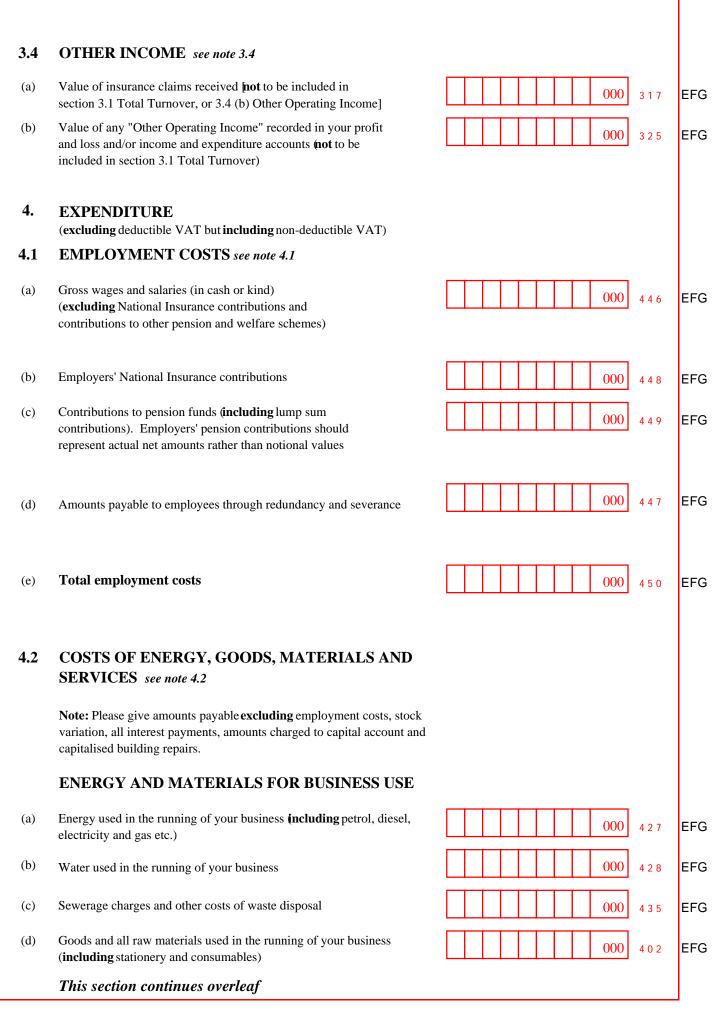
Period covered by the return:	from		
		Day	Month
Period covered by the return:	to		

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress and fees receivable)

3.2	BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS		
(a)	Financial auditing services	000 151	EFG
(b)	Accounting services provided by your business: Of which, how much was for:	000 152	EFG
	 Accounting review services, compilation services of financial statements and bookkeeping services 	000 153	EFG
	(ii) Payroll services	000 154	EFG
	(iii) Other accounting services	000 155	EFG
(c)	Tax consultancy services	000 156	EFG
(d)	Insolvency and receivership services	000 157	EFG
(e)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000 299	EFG
(f)	Other products	000 298	EFG
If you ha	ve entered a figure for 'other products' can you please state what this figure i	is made up of: 7 4 6	
			JKL
3.3	TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT		
(a)	Clients resident within the United Kingdom	000 25	EFG
(b)	Clients resident within the rest of the European Union	000 26	EFG
(c)	Clients resident outside of the European Union	000 27	EFG
(d)	Total	000 28	EFG



	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 433	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services (ncluding repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., payments made to claimants)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
	This section continues overleaf		

- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

Total taxes, duties and levies paid (e)

SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

4.4

(b) Subsidies received under the Welfare to Work (New Deal) Programme

5. WORK IN PROGRESS (excluding VAT) see note 5

The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)

- (a) Total value of work in progress at the beginning of the period
- (b) Total value of work in progress at end of the period

6. CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.

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(a)	Total acquisitions Of which, how much was for:	000 600	EFG
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.	000 764	EFG
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG

7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. **Exclude:** Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. (a) Amounts receivable from businesses based outside the UK 163 000 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. (b) Amounts payable to businesses based outside the UK 000 164 EFG for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. **RESEARCH AND DEVELOPMENT** see note 8 8. If anyone within the business covered by this return was engaged in 9 ABC research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

I

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name					
Position in business					
Name of business					
Telephone Number	Ext.				
Fax Number					
Signature	Date				
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE					

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
Period covered by the return:	to	Day	Month	Year	12	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** progress payments on work in progress and fees receivable)

000

399

3.2	BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS		
(a)	Public relation and communication services	000 990	EFG
(b)	Business and other management consulting services provided by your business:	000 991	EFG
	Of which, how much was for:		
	(i) Strategic management consulting services	000 992	EFG
	(ii) Financial management consulting services (except corporate tax)	000 993	EFG
	(iii) Marketing management consulting services	000 994	EFG
	(iv) Human resources management consulting services	000 995	EFG
	(v) Production management consulting services	000 996	EFG
	(vi) Supply chain and other management consulting services	000 1017	EFG
	(vii) Business process management services	000 1019	EFG
(c)	Other project management services, excluding construction	000 1023	EFG
(d)	Other business consulting services	000 1029	EFG
(e)	Trademarks and franchises	000 1031	EFG
(f)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000 299	EFG
(g)	Other products	000 298	EFG
lf you ha	ve entered a figure for 'other products' can you please state what this figure i	is made up of: 746	
			JKL

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3.3 TOTAL INCOME BROKEN DOWN BY RESIDENCY **OF CLIENT**

- Clients resident within the United Kingdom (a)
- Clients resident within the rest of the European Union (b)
- Clients resident outside of the European Union (c)
- (d) Total

4.

4.1

(a)

(b)

(c)

(d)

OTHER INCOME see note 3.4 3.4

EXPENDITURE

- (a) Value of insurance claims received **not** to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)

(excluding deductible VAT but including non-deductible VAT)

EMPLOYMENT COSTS see note 4.1

(excluding National Insurance contributions and contributions to other pension and welfare schemes)

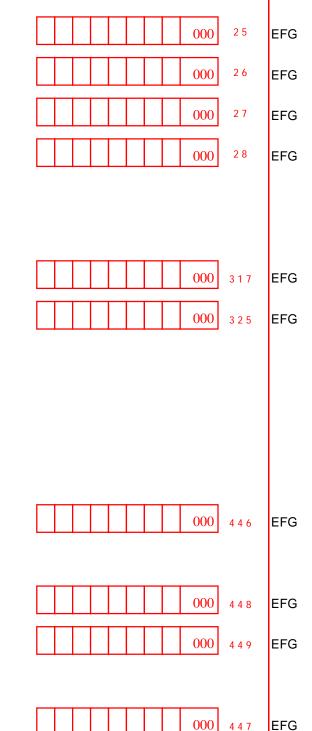
Gross wages and salaries (in cash or kind)

Employers' National Insurance contributions

Contributions to pension funds (including lump sum

contributions). Employers' pension contributions should represent actual net amounts rather than notional values

Amounts payable to employees through redundancy and severance



(e) **Total employment costs**

000

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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a)

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- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff
- (o) Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., payments made to claimants)
- (p) Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

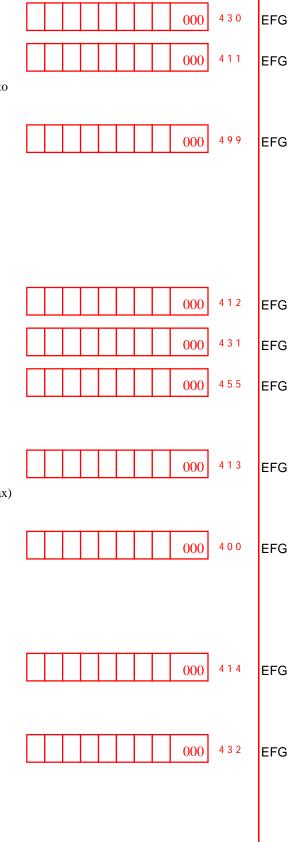
- (a) Amounts payable in national non-domestic (business) rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)
- (e) Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme



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5. WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) 501 (a) Total value of work in progress at the beginning of the period 000 EFG Total value of work in progress at end of the period 502 (b) 000 EFG **CAPITAL EXPENDITURE** see note 6 6. (including non-deductible VAT but excluding deductible VAT) 6.1 TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) **Total acquisitions** 000 600 EFG Of which, how much was for: Acquisitions of land 000 763 EFG (i) (ii) Acquisitions of existing buildings 000 764 EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by you**bwn** 602 000 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10

(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals	000 699	EFG
	Of which, how much was from:		
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
7.	 INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. 		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

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8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD
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10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

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146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
	ID IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return:	from				11	DJK
			Day	Month	Year		
	Period covered by the return:	to				12	DJK
3.	INCOME (excluding V	AT)					
3.1	TOTAL TURNOVER s	ee note 3.1					
	Total amount receivable in res period of the return, from the s (including progress payments						
	Total turnover (total amounts reimbursements from clients for				000	399	EFG
3.2	BREAKDOWN OF TO PRODUCT	TAL TURNOVER (3.1) BY					
(a)	Computer programming ser	vices			000	961	EFG
(b)	Computer consultancy servio	ces			000	962	EFG
(c)	Computer facilities managen	nent services			000	963	EFG
	This section continues of	verleaf					
							4

(d)	Other information technology and computer services	000 96	4 EFG
(e)	Data processing, hosting and related services	000 96	5 EFG
(f)	Web portal content	000 96	6 EFG
(g)	Publishing of computer games	000 96	7 EFG
(h)	Other software publishing: Of which, how much was for:	000 96	8 EFG
	(i) Systems and application software, packaged	000 96	9 EFG
	(ii) Online software and software downloads	000 97	• EFG
	(iii) Licensing services for the right to use computer software	000 97	1 EFG
(i)	Maintenance and repair of office, accounting and computer machinery	000 97	2 EFG
(j)	Resale (wholesale)	000 97	³ EFG
(k)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or	000 29	9 EFG
	household use		
(1)	Other products	000 29	⁸ EFG
	If you have entered a figure for 'other products' can you please state what the	nis figure is made up of: 7 4	6
			JKL

3.3 TOTAL INCOME BROKEN DOWN BY RESIDENCY **OF CLIENT** Clients resident within the United Kingdom 25 (a) 000 EFG 26 (b) Clients resident within the rest of the European Union 000 EFG Clients resident outside of the European Union 000 27 (c) EFG 28 (d) 000 EFG Total 3.4 **OTHER INCOME** see note 3.4 (a) Value of insurance claims received **not** to be included in 000 317 EFG section 3.1 Total Turnover, or 3.4 (b) Other Operating Income] (b) Value of any "Other Operating Income" recorded in your profit 325 000 EFG and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) 4.1 **EMPLOYMENT COSTS** see note 4.1 (a) Gross wages and salaries (in cash or kind) 000 446 EFG (excluding National Insurance contributions and contributions to other pension and welfare schemes) 000 448 EFG (b) Employers' National Insurance contributions Contributions to pension funds (including lump sum (c) 449 000 EFG contributions). Employers' pension contributions should represent actual net amounts rather than notional values 447 000 EFG (d) Amounts payable to employees through redundancy and severance 000 450 **Total employment costs** EFG (e)

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing
- (f) Services purchased for resale without processing

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums

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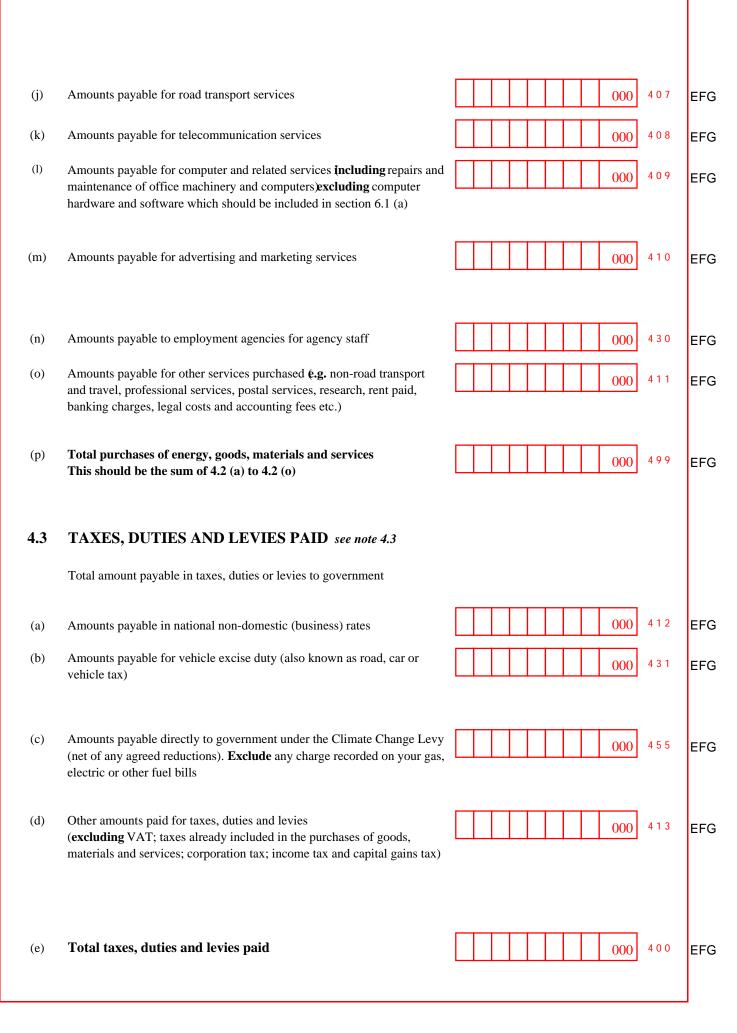
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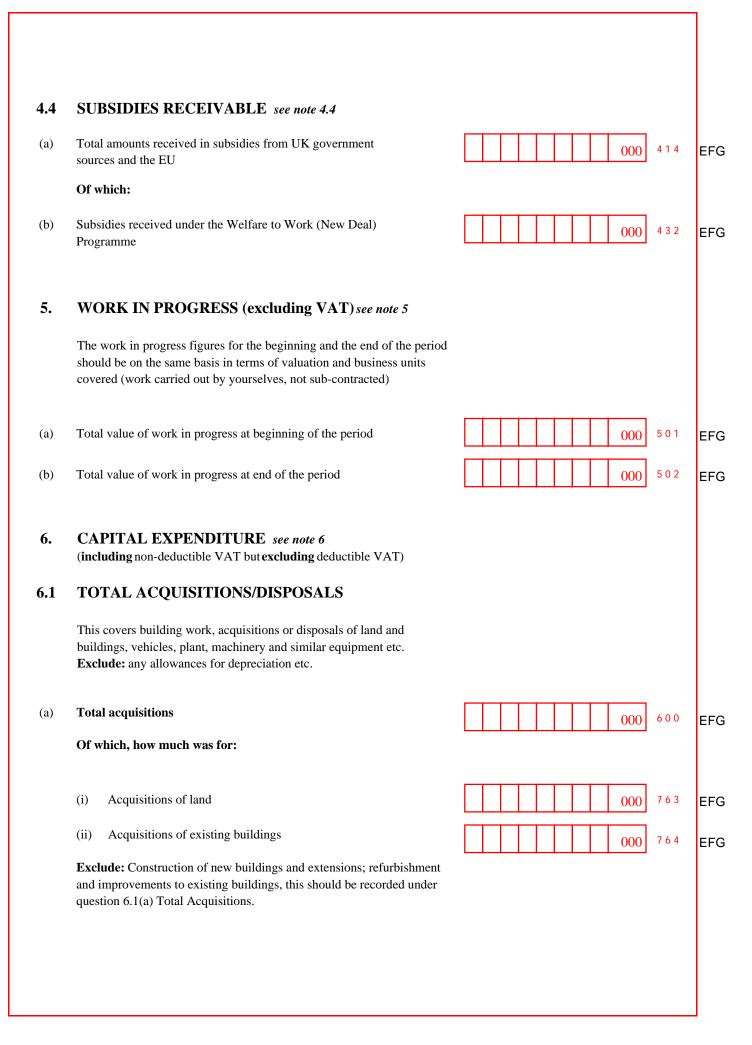
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- (iv) T у h S
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7. INTE EXPO (exclu

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(a) Amount for serv professi services and lice

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(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
Total	disposals	000 699	EFG
Of w	hich, how much was from:		
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
EXI	ERNATIONAL TRADE IN SERVICES; PORTS AND IMPORTS luding Goods) see note 7		
busin pleas	ar business has either purchased or provided services to esses based internationally (outside the UK) in the last 12 months, e give the amounts receivable/payable , in respect of invoices raised g this period.		
	ade: sactions with branches or subsidiaries of foreign businesses that are ed within the UK.		
	de: sactions with branches or subsidiaries of UK businesses that are ed outside the UK.		
for se profe servic	ants receivable from businesses based outside the UK rvices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties cences.	000 163	EFG
This	section continues overleaf		

(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	144	CDE
	Plus			
(b)	Number of minutes	mins	145	BCD

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Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
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	Period covered by the return: from	Day	Month	Year	11	DJK
		Day	Month	Year		
	Period covered by the return: to				12	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.					
(a)	Value of sales of goods of own production			000	301	EFG

- (b) Value of work done on customers' materials (including value of any additional materials provided by you)
- (c) Value of industrial services such as repairs, maintenance and installation, provided by you

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- (d) Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)
- Value of sales of goods purchased and resold without further processing (e) (merchanted or factored goods)
- (f) **Total turnover**

OTHER INCOME see note 3.2 3.2

- Value of insurance claims received **not** to be included in (a) section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)

3.3 **RETAIL TURNOVER** see note 3.3

Retail turnover relates to receipts from thegeneral public (and not businesses) for the sale of goods, including repairs and installation.

Of your total turnover shown above, please give the identifiable amount attributable to sale (including repairs and installation) of goods direct to the general public for personal or household use.

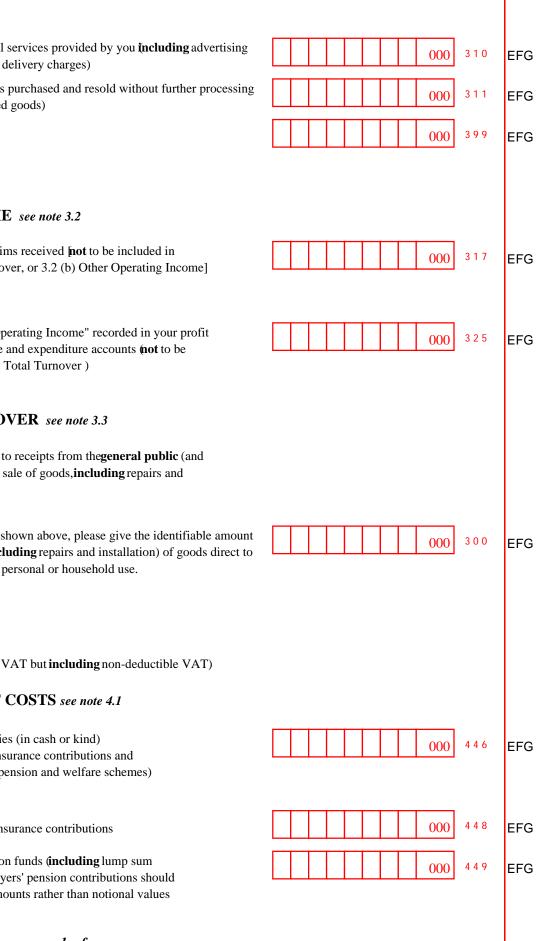
4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 **EMPLOYMENT COSTS** see note 4.1

- (a) Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values

This section continues overleaf



000 447 (d) Amounts payable to employees through redundancy and severance EFG 000 450 EFG **Total employment costs** (e) 4.2 COST OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. **ENERGY AND MATERIALS FOR BUSINESS USE** Energy used in the running of your business (including petrol, diesel, (a) 427 000 EFG electricity and gas etc.) 000 428 EFG (b) Water used in the running of your business 000 435 EFG Sewerage charges and other costs of waste disposal (c) (d) Goods and all raw materials used in the running of your business 402 000 EFG (including stationery and consumables) COSTS OF GOODS BOUGHT FOR RESALE Goods bought for resale without further processing [these purchases (e) 000 403 EFG relate to turnover in section 3.1 (e)] SERVICES FOR BUSINESS USE 000 421 EFG (f) Amounts payable to sub-contractors Value of industrial services purchased (printing services, installation, (g) 000 404 EFG repairs and maintenance, excluding repairs and maintenance on computers and office machinery) (h) Amounts payable for hiring, leasing or renting plant (ncluding 405 000 EFG scaffolding) machinery and vehicles 406 000 EFG Amounts payable for commercial insurance premiums (i) 407 000 Amounts payable for road transport services EFG (j) 408 000 EFG (k) Amounts payable for telecommunication services (l) Amounts payable for computer and related services **including** repairs and 409 000 EFG maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a)

This section continues overleaf

000 410 EFG (m) Amounts payable for advertising and marketing services 430 000 EFG Amounts payable to employment agencies for agency staff (n) (0) Amounts payable for other services purchased (e.g. non-road transport 411 000 EFG and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.) (p) Total purchases of energy, goods, materials and services 499 EFG 000 This should be the sum of 4.2 (a) to 4.2 (o) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government 000 412 EFG Amounts payable in national non-domestic (business) rates (a) Amounts payable for vehicle excise duty (also known as road, car or (b) 431 000 EFG vehicle tax) (c) Amounts payable directly to government under the Climate 455 000 EFG Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Customs and Excise duty payable (the amount of duty payablexcluding 415 000 EFG VAT, import duty and deposits) (e) Other amounts paid for taxes, duties and levies excluding VAT; taxes 000 419 EFG already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax 000 400 (f) EFG Total taxes, duties and levies paid SUBSIDIES RECEIVABLE see note 4.4 4.4 (a) Total amounts received in subsidies from UK government 000 414 EFG sources and the EU Of which: (b) Subsidies received under the Welfare to Work (New Deal) 432 000 EFG Programme 4.5 **CUSTOMS AND EXCISE DRAWBACK** see note 4.5 Total amount of excise drawback and allowances receivable 000 416 EFG from Customs and Excise (exclude rebate for VAT)

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

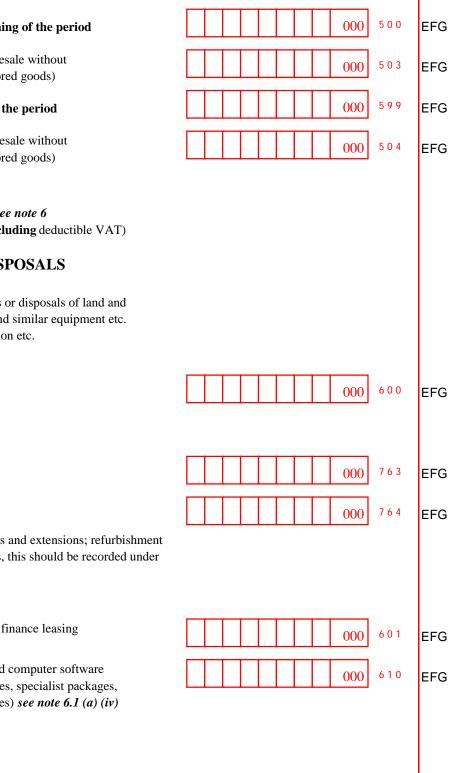
(a) **Total acquisitions**

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)



This section continues overleaf

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- (v) Total value of finished work of a capital nature carried out by you**pwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (vi) Computer software developed by your own staff to be used for more than one year
- (b) **Total disposals**

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings
- 6.2 Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]

7. **INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS** (excluding Goods) see note 7

If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.

Exclude:

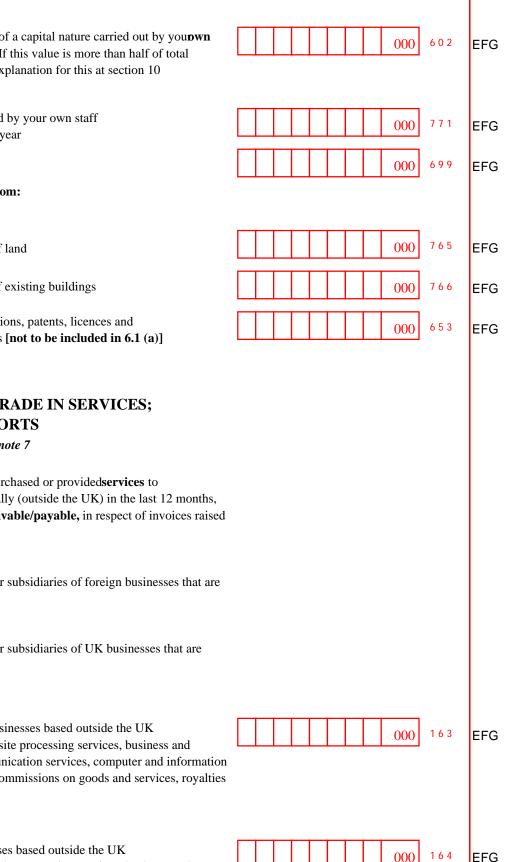
Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

Amounts receivable from businesses based outside the UK (a) for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

(b) Amounts payable to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.



8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name	
Position in business	
Name of business	
Telephone Number	Ext.
Fax Number	
Signature	Date
YOU MAY FIN	ID IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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Please read the accompanying notes before completing your return

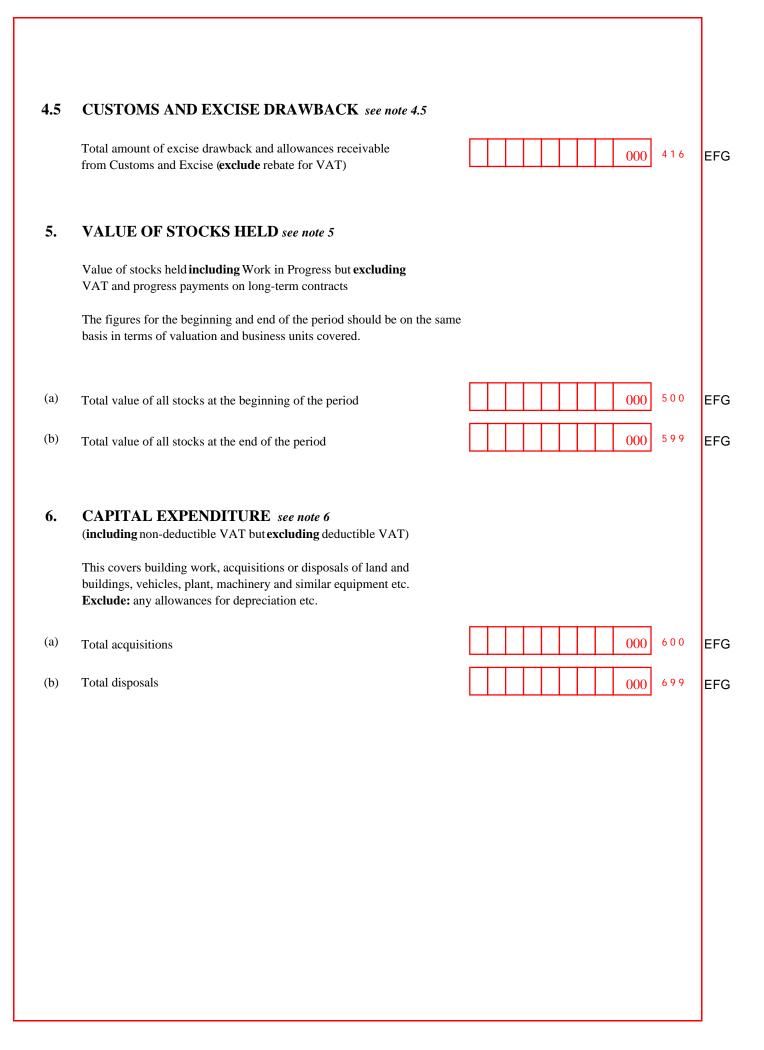
2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return:	from	Day	Month	Year	11	DJK
	Period covered by the return:	to	Day	Month	Year	12	DJK
3.	INCOME (excluding V	AT)					
3.1	TOTAL TURNOVER	see note 3.1					
	 period of the return, covering (including progress payments) Include: Sales of goods of own pro Work done on customer's Income from industrial and 	on work in progress).					
	Total turnover				000) 399	EFG

4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	 EMPLOYMENT COSTS see note 4.1 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 4 5 5	EFG
(d)	Customs and Excise duty payable (the amount of duty payablæxcluding VAT, import duty and deposits)	000 415	EFG
(e)	Other amounts paid for taxes, duties and levies excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax	000 419	EFG
(f)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG



7.	 INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK. 	
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
8.	RESEARCH AND DEVELOPMENT see note 8	
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	ABC

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

I

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

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Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name					
Position in business					
Name of business					
Telephone Number	Ext.				
Fax Number					
Signature	Date				
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE					

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the calendar year 2008. (If no figures are available for that period, your return should relate to a business year that ends between 6 April 2008 and 5 April 2009).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day Month Year	
	Period covered by the return: from		DJK
		Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.		
(a)	Value of sales of goods of own production	000 301	EFG
(b)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308	EFG
(c)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EFG
(d)	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	000 310	EFG
(e)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(f)	Total turnover	000 399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

Retail turnover relates to receipts from the**general public** (and not businesses) for the sale of goods,**including** repairs and installation

Of your total turnover shown on the previous page, please give the identifiable amount attributable to sale **(ncluding** repairs and installation) of goods direct to the**general public** for personal or household use

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- $(d) \qquad \text{Amounts payable to employees through redundancy and severance}$

(e) **Total employment costs**



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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

(e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (e)]

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors
- (g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery)
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)

This section continues overleaf



- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff
- (o) Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)
- (p) Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

- (a) Amounts payable in national non-domestic (business) rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)
- (e) Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme 410

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5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

(iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*

This section continues overleaf

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EFG

(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>						000	6 1	0	EFG
(v)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10						000	6 0	2	EFG
(vi)	Computer software developed by your own staff to be used for more than one year						000	77	1	EFG
(b)	Total disposals						000	69	9	EFG
	Of which, how much was from:									
(i)	Proceeds from the disposal of land						000	76	5	EFG
(ii)	Proceeds from the disposal of existing buildings						000	76	6	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]						000	6 5	53	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7									
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.									
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.									
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.									
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.						000	1 6	5 3	EFG
	This section continues overleaf									

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties				000	164	EFG
8.	and licences. RESEARCH AND DEVELOPMENT see note 8						
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'					9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary						
(a)	Number of hours		[hrs	144	CDE
(b)	Plus Number of minutes			Γ	mins	145	BCD

10. ANY RELEVANT COMMENTS

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

_						ТТ			Τ	П		Π	Τ	Π			П	Τ	1
Contact name																			1
Position in business]
Name of business]
Telephone Number														Ex	t.]
Fax Number																			
Signature										E	Date.								
YOU MAY FIN	D IT US	SEFU	L TO	TAK	ΕA	COP	Y O	FΤ	HIS	FO	RM	FO	R F	UTU	JRE	2			

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
	Period covered by the return: from				11	DJK
		Day	Month	Year		
	Period covered by the return: to				1 2	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress).					
	Include:					
	• Sales of goods of own production;					
	• Work done on customer's materials;					

- Income from industrial and non-industrial services provided;
- Sales of goods purchased and resold without further

processing.

- Exclude:
- VAT;
- Sales of fixed assets;
- Output for own final use;
- Grants.

Total turnover

4. **EXPENDITURE**

(excluding deductible VAT but including non-deductible VAT)

4.1 **EMPLOYMENT COSTS** see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

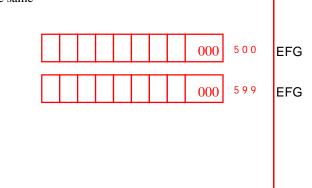
Total employment costs 450 000 EFG 4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. Total costs of energy, goods, materials and services (include 000 499 EFG raw materials) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. Total taxes, duties and levies paid 000 400 EFG SUBSIDIES RECEIVABLE see note 4.4 4.4 Total amounts received in subsidies from UK government 000 414 EFG sources and the EU

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

- (a) Total value of all stocks at the beginning of the period
- (b) Total value of all stocks at the end of the period



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6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

- (a) Total acquisitions
- (b) Total disposals

7. INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (evoluting Coods) (7)

(excluding Goods) see note 7

If your business has either purchased or provided**services** to businesses based internationally (outside the UK) in the last 12 months, please give the amounts **receivable/payable**, in respect of invoices raised during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

(a) Amounts *receivable from* businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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EFG

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in		9	ABC
	research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'			
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8			
	(over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	144	CDE
	Plus			
(b)	Number of minutes	mins	145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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2. PERIOD COVERED BY THE RETURN see note 2

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If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	WIOIIIII	i cai			
	Period covered by the return:	from					11	DJK
	Period covered by the return:	to	Day	Month	Year		12	DJK
3.	INCOME (excluding V	AT)						
3.1	TOTAL TURNOVER	see note 3.1						
	Total amount receivable in resp period of the return, covering s (including progress payments of Exclude: Grants.	-						
(a)	Value of sales of electricity , w	hether generated, transmitted or distributed				000	3 0 2	EFG
(b)	Value of sales of gas , whether	generated, transmitted or distributed				000	303	EFG
(c)	Value of other sales of goods of	of own production				000	312	EFG
(d)	Value of work done on custom additional materials provided b	ers' materials (ncluding value of any yy you)				000	308	EFG
(e)	Value of industrial services suc provided by you	ch as repairs, maintenance and installation,				000	309	EFG
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- (f) Value of non-industrial services provided by you **including** advertising revenue; transport and delivery charges)
- (g) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)
- (h) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

4. EXPENDITURE

 $(excluding \ \text{deductible} \ VAT \ but \ including \ \text{non-deductible} \ VAT)$

4.1 **EMPLOYMENT COSTS** see note 4.1 Gross wages and salaries (in cash or kind) (a) 000 446 EFG (excluding National Insurance contributions and contributions to other pension and welfare schemes) 000 448 EFG (b) Employers' National Insurance contributions Contributions to pension funds (including lump sum (c) 449 000 EFG contributions). Employers' pension contributions should represent actual net amounts rather than notional values. 447 000 EFG (d) Amounts payable to employees through redundancy and severance 450 (e) **Total employment costs** 000 EFG

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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND ENERGY BOUGHT FOR RESALE

- (e) **Electricity** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (f) **Gas** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (g) Other **goods bought for resale** without further processing [these purchases relate to turnover in section 3.1 (g)]

SERVICES FOR BUSINESS USE

(h) Amounts payable to sub-contractors

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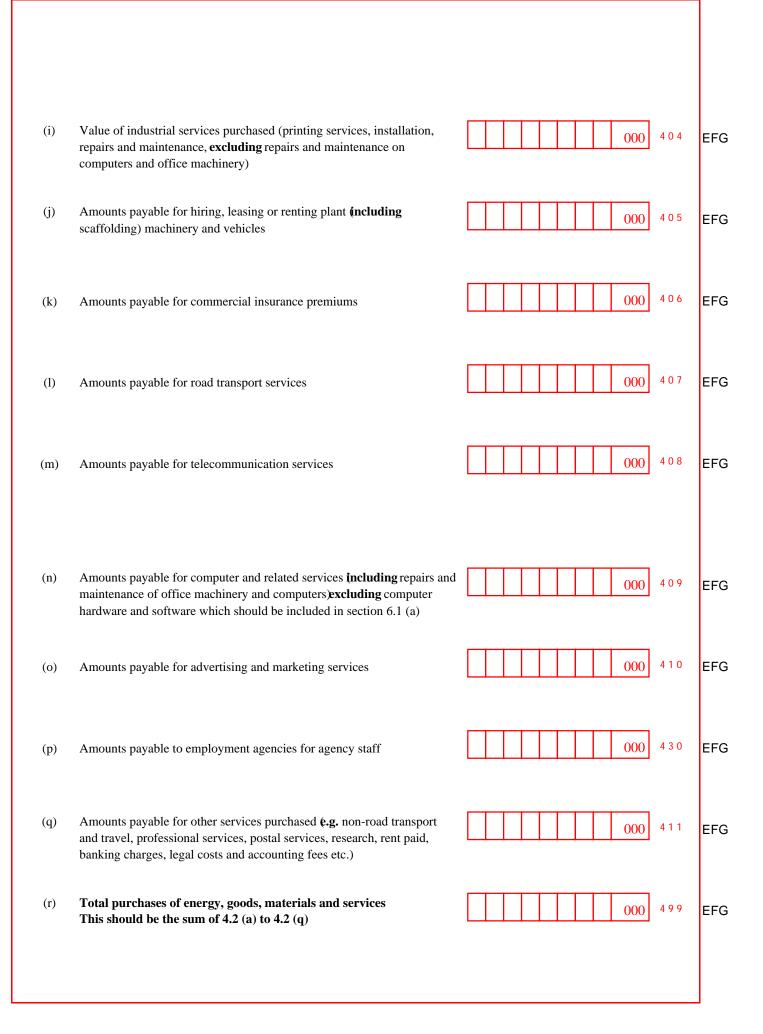
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4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

- Amounts payable in national non-domestic (business) ratesincluding (a) formula rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(e) Total taxes, duties and levies paid

SUBSIDIES RECEIVABLE see note 4.4 4.4

Total amounts received in subsidies from UK government (a) sources and the EU

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme

5. VALUE OF STOCKS HELD see note 5

Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts

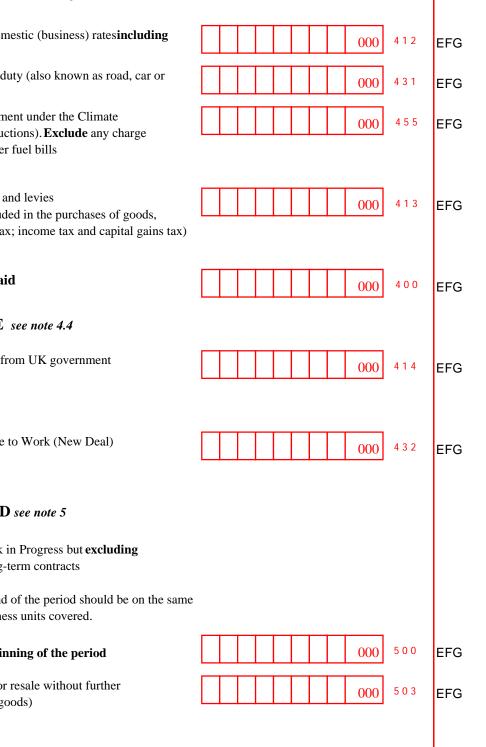
The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

Total value of all stocks at the beginning of the period (a)

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

Total value of all stocks at the end of the period (b)

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)



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6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)
- Total value of finished work of a capital nature carried out by you**Dwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (vi) Computer software developed by your own staff to be used for more than one year
- (b) Total disposals

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings

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6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG

8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return: from					11	DJK
	Period covered by the return: to		Day	Month	Year	12	DJK
3.	INCOME (excluding VAT)						
3.1	TOTAL TURNOVER see note 3.1						
	Total amount receivable in respect of invoices raised duperiod of the return, covering sales of goods and service (including progress payments on work in progress). Exclude: Grants.						
(a)	Value of water supply charges, environmental services drainage precepts	charges and			00	00 305	EFG
(b)	Value of sales of electricity , whether generated, transm	nitted or distributed			00	00 302	EFG
(c)	Value of sales of gas , whether generated, transmitted or	r distributed			0	00 303	EFG
(d)	Value of other sales of goods of own production				0	00 312	EFG
	This section continues overleaf						

- (e) Value of work done on customers' materials **(ncluding** value of any additional materials provided by you)
- (f) Value of industrial services such as repairs, maintenance and installation, provided by you
- (g) Value of non-industrial services provided by you **including** advertising revenue; transport and delivery charges)
- (h) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)
- (i) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

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			000	448	EFG
			000	449	EFG
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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND ENERGY BOUGHT FOR RESALE

- (e) **Water** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (f) **Electricity** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (g) **Gas** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (h) Other **goods bought for resale** without further processing [these purchases relate to turnover in section 3.1 (h)]

SERVICES FOR BUSINESS USE

- (i) Amounts payable to sub-contractors
- Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)
- (k) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (1) Amounts payable for commercial insurance premiums
- (m) Amounts payable for road transport services

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(n)	Amounts payable for telecommunication services	000 408	EFG
(0)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(p)	Amounts payable for advertising and marketing services	000 410	EFG
(q)	Amounts payable to employment agencies for agency staff	000 430	EFG
(r)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

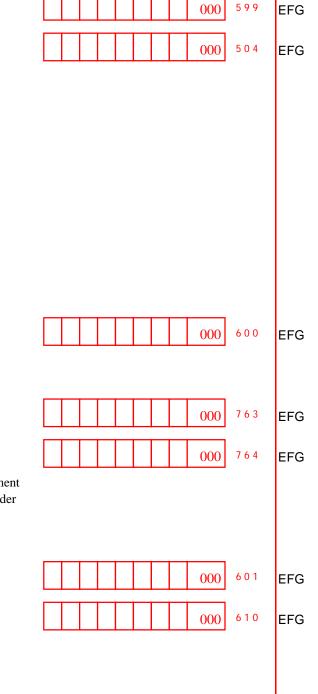
Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iv)*

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(v)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i) (ii)	Proceeds from the disposal of land Proceeds from the disposal of existing buildings		EFG EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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Contact name																						
Position in business																						
Name of business																						
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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year			
	Period covered by the return:	from					11	DJK
			Day	Month	Year			
	Period covered by the return:	to					12	DJK
3.	INCOME (excluding VA	AT)						
3.1		pect of invoices raised during the receipts recorded on profit and ccount						
(a)		oducts (i.e. the net selling value of commercial of unfinished petroleum products and				000	306	EFG
(b)	Value of sales of electricity , w	hether generated, transmitted or distributed				000	3 0 2	EFG
(c)	Value of sales of gas , whether	generated, transmitted or distributed				000	303	EFG
(d)	Value of other sales of goods of	f own production				000	312	EFG
	This section continues ov	verleaf						

- (e) Charge for commission refining
- (f) Value of other work done on customers' materials **including** value of any additional materials provided by you)
- (g) Value of industrial services such as repairs, maintenance and installation, provided by you
- (h) Value of non-industrial services provided by you **including** advertising revenue; transport and delivery charges)
- Value of sales of goods purchased and resold without further processing (merchanted or factored goods)
- (j) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

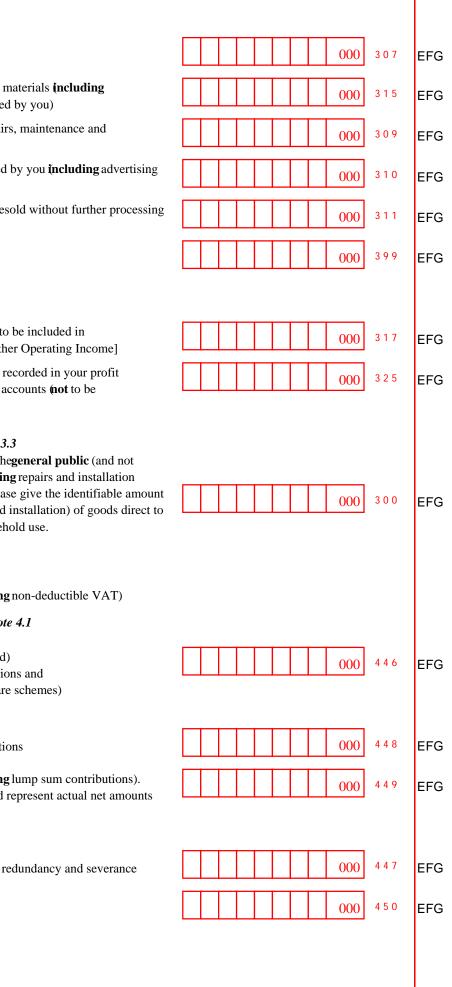
Retail turnover relates to receipts from the**general public** (and not businesses) for the sale of goods,**including** repairs and installation Of your total turnover shown above, please give the identifiable amount attributable to sale (**including** repairs and installation) of goods direct to the **general public** for personal or household use.

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS AND ENERGY BOUGHT FOR RESALE

- (e) **Electricity** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (f) **Gas** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (g) Other **goods bought for resale** without further processing [these purchases relate to turnover in section 3.1 (i)]

SERVICES FOR BUSINESS USE

- (h) Amounts payable to sub-contractors
- Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)
- (j) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (k) Amounts payable for commercial insurance premiums
- (1) Amounts payable for road transport services
- (m) Amounts payable for telecommunication services

This section continues overleaf

el,					000	427	EFG
					000	4 2 8	EFG
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OR							
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that					000	418	EFG
					000	422	EFG
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					000	404	EFG
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	Γ				000	406	EFG
					000	407	EFG
					000	408	EFG

Amounts payable for computer and related services **including** repairs and 000 409 EFG maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a) 410 000 EFG Amounts payable for advertising and marketing services 430 000 EFG Amounts payable to employment agencies for agency staff Amounts payable for other services purchased **é.g.** non-road transport 411 000 EFG and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.) Total purchases of energy, goods, materials and services 499 000 EFG This should be the sum of 4.2 (a) to 4.2 (q) TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government 412 000 EFG Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or 431 000 EFG vehicle tax) Amounts payable directly to government under the Climate 455 000 EFG Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills Customs and Excise duty payable (the amount of duty payablexcluding 000 415 EFG VAT, import duty and deposits) Other amounts paid for taxes, duties and levies excluding VAT; taxes 000 419 EFG already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax 000 400 EFG Total taxes, duties and levies paid SUBSIDIES RECEIVABLE see note 4.4 Total amounts received in subsidies from UK government 000 414 EFG sources and the EU Of which: Subsidies received under the Welfare to Work (New Deal) 432 000 EFG Programme **CUSTOMS AND EXCISE DRAWBACK** see note 4.5 Total amount of excise drawback and allowances receivable 000 416 EFG from Customs and Excise (exclude rebate for VAT)

(n)

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(a)

(b)

4.5

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

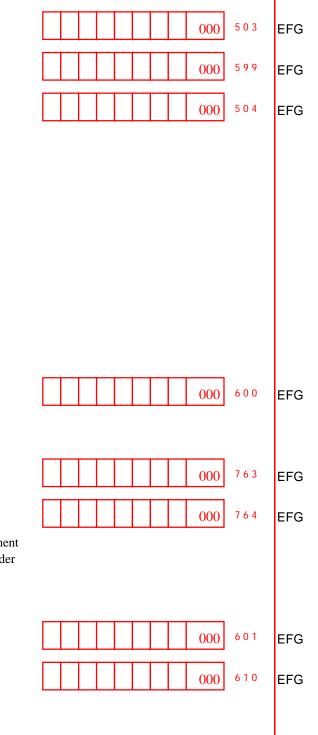
Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iv)*

This section continues overleaf



500

EFG

(v)	Total value of finished work of a capital nature carried out by you own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD
			_

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name		
Position in business		
Name of business		
Telephone Number	Ext.	
Fax Number		
Signature	Date	
YOU MAY FIN	ND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE	

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008.** (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day Month Year	
	Period covered by the return: from		DJK
	Davied covered by the returns to	Day Month Year	
	Period covered by the return: to		DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	 Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Include: Turnover from construction and related activities carried out by your own staff; Work done on customer's materials; Income from work done for you by sub-contractors; Income from services provided by you é.g. repairs, maintenance, installation and rents) Exclude: Grants. 		
(a)	Value of construction work and all other sales carried out by own staff, or for you by sub-contractors	000 316	EFG
(b)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
	This section continues overleaf		

(c) Income received from sub-contracting

(d) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

Retail turnover relates to receipts from the general public(and not businesses) for the sale of goods, **including** repair and installation.

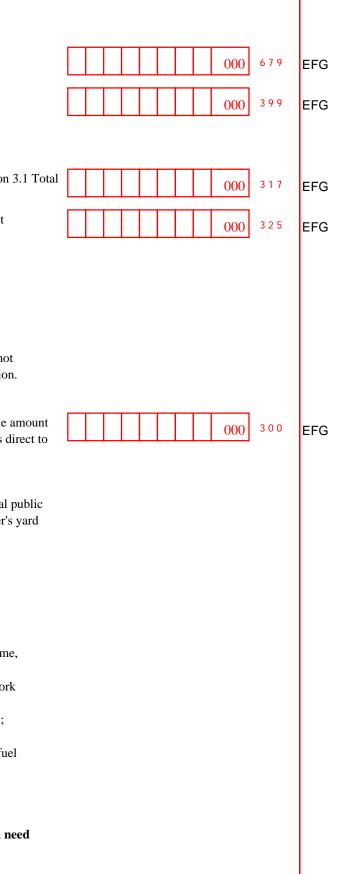
Of your total turnover shown above, please give the identifiable amount attributable to sale (**including** repairs and installation) of goods direct to the **general public** for personal or household use.

We need to identify whether you sell goods direct to the general public from your place of business **(e.g.** a shop, a sales counter, builder's yard etc.).

Include:

- Repair and installation work whether or not done in combination with sales of goods (e.g. plumbing of domestic washing machines);
- Retail sale by commission agents.
- **Exclude:**
- Certain types of work carried out in the general public's home, such as building an extension, installing central heating, painting and decorating etc. The principle here is that if work becomes part of the house, **i.e.** so that the occupier cannot take it with them when they move, then it is not retail sales;
- Sales to other businesses;
- Sale of motor vehicles, motorcycles and their parts and of fuel for these;
- Renting and hiring of goods.

Please ring the contact point on the front of the form if you need further clarification on this matter.



4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and materials used in the running of your business **(ncluding** raw materials, stationery, components and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

(e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (b)]

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors
- (g) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (h) Amounts payable for commercial insurance premiums

This section continues overleaf

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(i)	Amounts payable for road transport services				000	407	EFG
(j)	Amounts payable for telecommunication services				000	408	EFG
(k)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)				000	409	EFG
(1)	Amounts payable for advertising and marketing services				000	410	EFG
(m)	Amounts payable to employment agencies for agency staff				000	430	EFG
(n)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)				000	411	EFG
(0)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (n)				000	499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3						
	Total amount payable in taxes, duties or levies to government						
(a)	Amounts payable in national non-domestic (business) rates				000	412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)				000	4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills				000	4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)				000	413	EFG
(e)	Total taxes, duties and levies paid				000	400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4						
(a)	Total amounts received in subsidies from UK government sources and the EU				000	414	EFG
	Of which:						
(b)	Subsidies received under the Welfare to Work (New Deal) Programme				000	432	EFG

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 ACQUISITIONS [excluding dwellings, which are defined as buildings on which Residential Council Tax is paid. Data relating to dwellings should be entered in sections 6.3 (a) and (b). Data relating to any buildings on which national non-domestic (business) rates are paid should be included in 6.1 (a) and 6.1 (c)]

(a) Total acquisitions

Of which, how much was for:

- (b) Acquisitions of land
- (c) Acquisitions of existing buildings (excluding dwellings)
- **6.2 DISPOSALS** [excluding dwellings, which are defined as buildings on which Residential Council Tax is paid. Data relating to dwellings should be entered in sections 6.3 (c). Data relating to any buildings on which national non-domestic (business) rates are paid should be included in 6.2 (a) and 6.2 (c)]
- (a) Total disposals

Of which, how much was from:

(b) Proceeds from the disposal of land

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(c) Proceeds from the disposal of existing buildings **excluding** dwellings)

This section continues overleaf

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EFG

6.3	DWELLINGS (defined as buildings on which Residential Council		
	Tax is paid).		
(a)	New construction work relating to dwellings (excluding the cost of the land)	000 799	EFG
(b)	Acquisitions of existing dwellings	000 796	EFG
(c)	Proceeds from the disposal of existing dwellings	000 798	EFG
6.4	Of the amount given at 6.1 (a) in total acquisitions please state:		
(a)	Total amount for assets acquired under finance leasing arrangements <i>see note 6.4 (a)</i>	000 6 0 1	EFG
(b)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.4 (b)</i>	000 610	EFG
6.5	Of the amount given at 6.1 (a) in total acquisitions please state:		
(a)	Total value of finished work of a capital nature carried out by you own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 6 0 2	EFG
(b)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
6.6	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name									
Position in business									
Name of business									
Telephone Number	Ext.								
Fax Number									
Signature	Date								
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE									

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
	Period covered by the return: from				11	DJK
		Day	Month	Year		
	Period covered by the return: to				1 2	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, plus other receipts recorded on profit and loss/income and expenditure account (including progress payments on work in progress).					

Exclude: Grants.

1/08

(a) Total turnover

Of which:

(b) Value of construction work and all other sales carried out by own staff, or for you by sub-contractors

000

000

399

316

EFG

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

Total costs of energy, goods, materials and services (include raw materials)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

Total amounts received in subsidies from UK government sources and the EU

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EFG

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400

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000

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		⁴ EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 14	4 CDE
	Plus		
(b)	Number of minutes	mins 14	⁵ BCD

10. ANY RELEVANT COMMENTS

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

		T T	<u> </u>		T 1			-	-		_	_		_			_	—	_
Contact name																			
Position in business																			
Name of business																			
Telephone Number]										Ex	t.			
Fax Number																			
Signature						Date													
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																			

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

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2. PERIOD COVERED BY THE RETURN see note 2

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If you traded for only part of the year, please provide figures for the period in which you were trading.

	This section continues o	verleaf					
(e)	Value of non-industrial service revenue; transport and delivery	es provided by you (ncluding advertising v charges)			000	310	EFG
(d)	Value of industrial services suc provided by you.	ch as repairs, maintenance and installation,			000	309	EFG
(c)	Sales of other goods see note 3	B.1(a),(b),(c)			000	398	EFG
(b)	Sales of processed, frozen and <i>see note 3.1 (a),(b),(c)</i>	preserved fish			000	370	EFG
(a)	Sales of fresh fish and shellfish see note 3.1(a), (b), (c)	n (including chilled)			000	336	EFG
	Total amount receivable in respected of the return, covering s (including progress payments Exclude: Grants.	-					
3.1	TOTAL TURNOVER	see note 3.1					
3.	INCOME (excluding V	AT)					
	Period covered by the return:	to	Day	Month	Year	1 2	DJK
	Period covered by the return:	from				11	DJK

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- (f) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)
- (g) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (c) Other Operating Income]
- (b) Value of grants, donations, legacies, investment income and general funding (including fundraising, government grants/funding and sale of fishing quotas or vessel capacity units) received [not to be included in section 3.1 or 3.2 (a)]. see note 3.2 (b)
- (c) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover).

3.3 RETAIL TURNOVER see note 3.3

Retail turnover relates to receipts from the**general public** (and not businesses) for the sale of goods,**including** repairs and installation.

Of your total turnover shown above, please give the identifiable amount attributable to sale (**including** repairs and installation) of goods direct to the **general public** for personal or household use.

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.
- (d) Amounts payable to employees through redundancy and severance
- (e) **Total employment costs**

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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

(e) Goods **bought for resal**e without further processing [these purchases relate to turnover in section 3.1 (f)]

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors
- (g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery)
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for water transport services: sea and inland water passenger, freight transportation and rental services of vessels with crew
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)

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- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff
- (o) Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)
- (p) Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

- (a) Amounts payable in national non-domestic (business) rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)
- (e) Total taxes, duties and levies paid

4.4 SUBSIDIES RECEIVABLE see note 4.4

(a) Total amounts received in subsidies from UK government sources and the EU

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme 000

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5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) Total acquisitions

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)

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(v)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals	000 699	EFG
	Of which, how much was from:		
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are		
	located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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Contact name																		1
Position in business]
Name of business]
Telephone Number														Ex	t.]
Fax Number																		
Signature Date																		
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																		

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

This survey covers the United Kingdom activity of businesses (including foreign owned businesses) except where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and excludes the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed unless specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be excluded, **unless** specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the calendar year 2008. (If no figures are available for that period, your return should relate to a business year that ends between 6 April 2008 and 5 April 2009).

If you traded for only part of the year, please provide figures for the period in which you were trading.

			Day	Month	Year		
	Period covered by the return: from					11	DJK
			Day	Month	Year	,	
	Period covered by the return: to					12	DJK
3.	INCOME (excluding VAT)						
3.1	TOTAL TURNOVER see note 3.1						
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants; rent income on land.						
(a)	Value of sales of own production				00	0 301	EFG
(b)	Value of work done on customers' materials (ncluding value of an additional materials provided by you)	ny			00	0 308	EFG
(c)	Value of industrial services such as repairs, maintenance and installation, provided by you				00	0 309	EFG
(d)	Value of non-industrial services provided by you including adver revenue; transport and delivery charges)	tising			00	0 310	EFG
(e)	Value of sales of goods purchased and resold without further proc (merchanted or factored goods)	cessing			00	0 311	EFG
(f)	Total turnover				00	0 399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (c) Other Operating Income]
- (b) Value of grants, donations, legacies, investment income and general funding (including fundraising e.g. European, Local Education Authority and government grants/funding) and rent income from land received **pot** to be included in section 3.1 or 3.2 (c)] *see note 3.2 (b)*
- (c) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

Retail turnover relates to receipts from the**general public** (and not businesses) for the sale of goods,**including** repairs and installation.

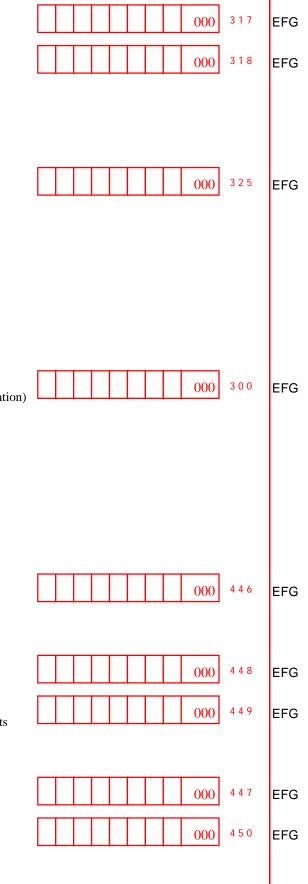
Of your total turnover shown on the previous page, please give the identifiable amount attributable to sale **(including** repairs and installation) of goods direct to the**general public** for personal or household use.

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare scheme)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.
- (d) Amounts payable to employees through redundancy and severance
- (e) **Total employment costs**



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

(e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (e)]

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors
- (g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery)
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)
- (m) Amounts payable for advertising and marketing services

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(n)	Amounts payable to employment agencies for agency staff	000 4 3 0	EFG
(0)	Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 4 3 2	EFG
			J

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress and the value of standing timber grown for sale but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) **Total value of all stocks at the end of the period**

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)

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(v)	Total value of finished work of a capital nature carried out by you own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a]]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	144	CDE
	Plus			
(b)	Number of minutes	mins	145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name												
Position in business												
Name of business												
Telephone Number	Ext.											
Fax Number												
Signature	Date											
YOU MAY FIN	YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE											

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1. WHAT YOUR ANNUAL BUSINESS INQUIRY FORM SHOULD COVER:

This survey covers the United Kingdom activity of businesses (**including** foreign owned businesses) **<u>except</u>** where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and **excludes** the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed **unless** specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be **excluded**, **unless** specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return:	from	Day	Month	Year	11	DJK
	Period covered by the return:	to	Day	Month	Year	1 2	DJK
3.	INCOME (excluding V	AT)					
3.1	TOTAL TURNOVER	see note 3.1					
	Total amount receivable in res period of the return, covering s (including progress payments Exclude: Grants.						
(a)	Value of sales of electricity , w	whether generated, transmitted or distributed			000	3 0 2	EFG
(b)	Value of sales of gas, whether	generated, transmitted or distributed			000	303	EFG
(c)	Value of water supply charges drainage precepts	, environmental services charges and			000	3 0 5	EFG
(d)	Value of work done on custom additional materials provided b	ners' materials (including value of any by you)			000	308	EFG
	This section continues of	verleaf					

- (e) Value of industrial services such as repairs, maintenance and installation, provided by you
- (f) Value of non-industrial services provided by you **including** advertising revenue; transport and delivery charges)
- (g) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)exclude sales of goods made through showrooms
- (h) Value of other sales of goods of own production (**including** turnover arising from sales and waste water)
- (i) Total turnover

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

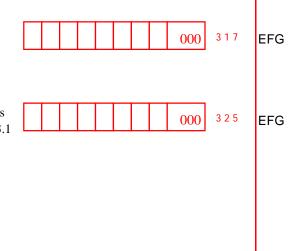
- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) **Total employment costs**

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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

GOODS AND ENERGY FOR RESALE

- (e) **Electricity** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (f) **Gas** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (g) **Water** from other undertakings for resale and distribution **excluding** that used in the running of your business)
- (h) Other **goods bought for resale** without further processing [these purchases relate to turnover in section 3.1 (g)]

SERVICES FOR BUSINESS USE

- Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)
- (j) Amounts payable to sub-contractors
- (k) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles

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services, installation, naintenance on	000	404	EFG
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- (l) Amounts payable for commercial insurance premiums
- (m) Amounts payable for road transport services
- (n) Amounts payable for telecommunication services
- (o) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers)**excluding** computer hardware and software which should be included in section 6.1 (a)
- (p) Amounts payable for advertising and marketing services
- (q) Amounts payable to employment agencies for agency staff
- (r) Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)

Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

- (a) Amounts payable in national non-domestic (business) rates**including** formula rates
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)
- (c) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills
- (d) Other amounts paid for taxes, duties and levies
 (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(e) Total taxes, duties and levies paid

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4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the sam basis in terms of valuation and business units covered.	ie	
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	000 504	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
6.1	TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
(a)	Total acquisitions	000 600	EFG
	Of which, how much was for:		
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.		
	This section continues overleaf		

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iv)*
- (v) Total value of finished work of a capital nature carried out by you**bwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
- (vi) Computer software developed by your own staff to be used for more than one year
- (b) Total disposals

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings
- 6.2 Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a]]

7. INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7

If your business has either purchased or provided**services** to businesses based internationally (outside the UK) in the last 12 months, please give the amounts **receivable/payable**, in respect of invoices raised during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

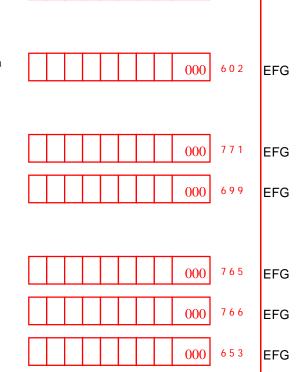
Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

(a) Amounts *receivable from* businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

10. ANY RELEVANT COMMENTS

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

					П		П			Т						Т		
Contact name																		
Position in business																		
Name of business																		
Telephone Number]									Ex	t.			
Fax Number]													
Signature Date																		
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE																		

REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return:	from	Day	Month	Year	11	DJK
	Period covered by the return:	to	Day	Month	Year	1 2	DJK
3.	INCOME (excluding VA	AT)					
3.1	TOTAL TURNOVER s	ee note 3.1 for examples					
	Total amount receivable in resp period of the return, covering s (including progress payments Exclude: Grants; rent income	on work in progress).					
(a)	Value of sales of own producti	on			000	301	EFG
(b)	Value of work done on custom additional materials provided b	ers' materials (including value of any yy you)			000	308	EFG
(c)	Value of industrial services such installation and agricultural services.				000	309	EFG
(d)	Value of non-industrial service revenue; transport and delivery	es provided by you (including advertising v charges)			000	310	EFG
(e)	Value of sales of goods purcha (merchanted or factored goods	sed and resold without further processing)			000	311	EFG
(f)	Total turnover				000	399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (c) Other Operating Income]
- (b) Value of grants, donations, legacies, investment income and general funding (including fundraising e.g. European, Local Education Authority and government grants/funding) and rent income from land received **pot** to be included in section 3.1 or 3.2 (c)] *see note 3.2 (b)*
- (c) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

3.3 RETAIL TURNOVER see note 3.3

Retail turnover relates to receipts from the**general public** (and not businesses) for the sale of goods,**including** repairs and installation.

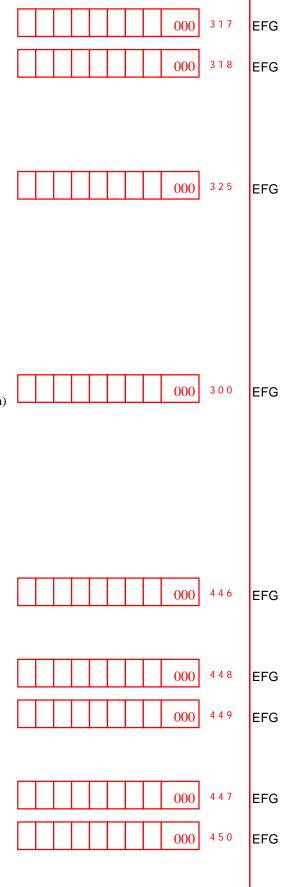
Of your total turnover shown on the previous page, please give the identifiable amount attributable to sale **(including** repairs and installation) of goods direct to the**general public** for personal or household use.

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) **Total employment costs**



4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

(e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (e)]

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors
- (g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery)
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers**)**excluding computer hardware and software which should be included in section 6.1 (a)
- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff

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(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
]

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

 $(including \, {\rm non-deductible} \, \, VAT \, but \, excluding \, deductible \, VAT)$

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)

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- (v) Total value of finished work of a capital nature carried out by you**Dwn** staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10
 (vi) Computer software developed by your own staff to be used for more than one year
- (b) Total disposals

Of which, how much was from:

- (i) Proceeds from the disposal of land
- (ii) Proceeds from the disposal of existing buildings
- 6.2 Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]

7. INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7

If your business has either purchased or provided**services** to businesses based internationally (outside the UK) in the last 12 months, please give the amounts **receivable/payable**, in respect of invoices raised during this period.

Exclude:

Transactions with branches or subsidiaries of foreign businesses that are located within the UK.

Include:

Transactions with branches or subsidiaries of UK businesses that are located outside the UK.

(a) Amounts *receivable from* businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.

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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		⁶⁴ EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9 ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 1	4 4 CDE
	Plus		
(b)	Number of minutes	mins ¹	4 5 BCD
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Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name			
Position in business			
Name of business			
Telephone Number	Ext.		
Fax Number			
Signature	Date		
YOU MAY FIND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE			

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Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return: from	Day Day	Month Month	Year	11	DJK
	Period covered by the return: to				12	DJK
3.	INCOME (excluding VAT)					
3.1	TOTAL TURNOVER see note 3.1					
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)					
(a)	Total fees and commissions receivable			000	777	EFG
(b)	Total fees and commissions payable			000	778	EFG
(c)	All other turnover including rental income but excluding other operating income (if recorded separately in your profit and loss account) , income from interest or dividends and the value of own insurance claims received			000	779	EFG
(d)	Total turnover (total amounts receivable excluding reimbursements from clients for VAT or customs duties) excluding interest and dividends received, other operating income and the value of own insurance claims received			000	399	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received **[not** to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
- (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts **(not** to be included in section 3.1 Total Turnover)

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal

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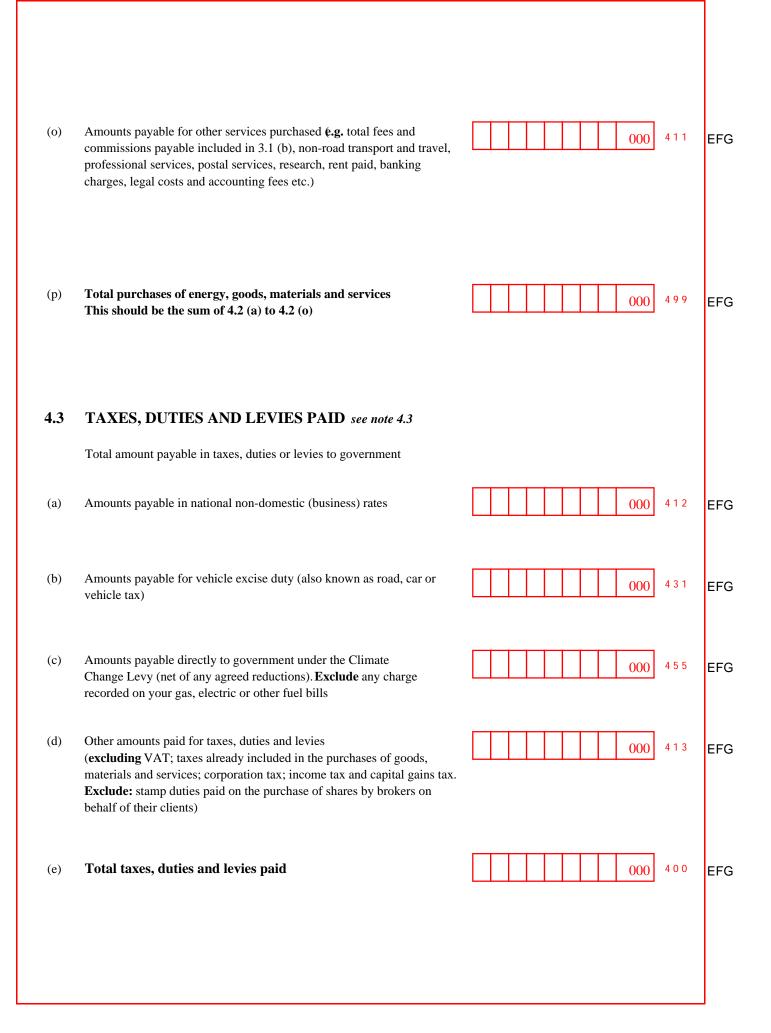
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(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services (ncluding repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m) (n)	Amounts payable for advertising and marketing services Amounts payable to employment agencies for agency staff	000 410 000 430	EFG EFG
	This section continues overleaf		



SUBSIDIES RECEIVABLE see note 4.4		
Total amounts received in subsidies from UK government sources and the EC	000 414	EFG
Of which:		
Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
WORK IN PROGRESS (excluding VAT) see note 5		
The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)		
Total value of work in progress at beginning of the period	000 501	EFG
Total value of work in progress at end of the period	000 502	EFG
CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
TOTAL ACQUISITIONS/DISPOSALS		
This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.		
Total acquisitions	000 600	EFG
Of which, how much was for:		
Acquisitions of land	000 763	EFG
Acquisitions of existing buildings	000 764	EFG
Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions.		
This section continues overleaf		
	Total amounts received in subsidies from UK government sources and the EC. Of which: Subsidies received under the Welfare to Work (New Deal) Programme WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period sloud be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) Total value of work in progress at beginning of the period Total value of work in progress at end of the period (including non-deductible VAT) but excluding deductible VAT) CAPITAL EXPENDITURE see note 6 (including non-deductible VAT) but excluding deductible VAT) Discovers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Discovers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Distal acquisitions Acquisitions of land Acquisitions of land Acquisitions of land Acquisitions of existing buildings Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under guestion 6.1(a) Total Acquisitions.	Total announts received in subsidies from UK government 0000 4.14 Or winci: 0000 4.32 Subsidies received under the Welfare to Work (New Deal) 0000 4.32 VORK IN PROGRESS (excluding VAT) see note 5 0000 5.01 Source (work carried out by yourselves, not on sub-contraction and business units covered (work carried out by yourselves, not on sub-contraction) 5.01 Total value of work in progress at beginning of the period 0000 5.01 Total value of work in progress at end of the period 0000 5.02 CAPITAL EXPENDITURE see note 6 0000 5.02 Graduating mon-deductible VAT but excluding deductible VAT): 0000 5.02 Capitations on disposats of Iand and business units covered (work, approximation) 0000 6.00 Chart AcQUISITIONS/DISPOSALS 0000 6.00 Chart acquisitions on disposats of Iand and business units covered (work, approximation) 0000 6.00 Chart acquisitions of disposats of Iand and business units covered (work approximation) 0000 6.00 Chart acquisitions of and 0000 6.00 6.00 Chart acquisitions of and 0000 6.00 6.00 Chart acquisitions of one work buildings, and extensions; refurbishment active active and and business and active active and and business and active a

(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>					000	610	EFG
(iv)	Total value of finished work of a capital nature carried out by you own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10					000	602	EFG
(v)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
(b)	Total disposals Of which, how much was from:				Ī	000	699	EFG
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences. This section continues overleaf					000	163	EFG

	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours hrs	144	CDE
	Plus		
(b)	Number of minutes mins	145	BCD

Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name				
Position in business				
Name of business				
Telephone Number				Ext.
Fax Number				
Signature			Date	
YOU MAY FIN) IT USEFUL TO	TAKE A COPY	Y OF THIS FORM	FOR FUTURE

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Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

	Period covered by the return:	from	Day	Month	Year	11	DJK
	Period covered by the return:	to				12	DJK
3.	INCOME (excluding VA	AT)					
3.1	TOTAL TURNOVER s	ee note 3.1					
	Total amount receivable in resp period of the return, from the s (including progress payments						
(a)	Total fees and commissions rea	ceivable			000	777	EFG
(b)	Total fees and commissions pa	yable			000	778	EFG
(c)					000	779	EFG
(d)	Total turnover (total amounts reimbursements from clients for excluding interest and dividen income and the value of own in	or VAT or customs duties) ds received, other operating			000	399	EFG

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs but **include** total fees and commissions payable.

Total costs of energy, goods, materials and services (include raw materials)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

	Total taxes, duties and levies paid	000 400 EF
5.	CAPITAL EXPENDITURE see note 5 (including non-deductible VAT but excluding deductible VAT)	
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc.	
(a)	Total acquisitions	000 ⁶⁰⁰ EF
(b)	Total disposals	000 ⁶⁹⁹ EF

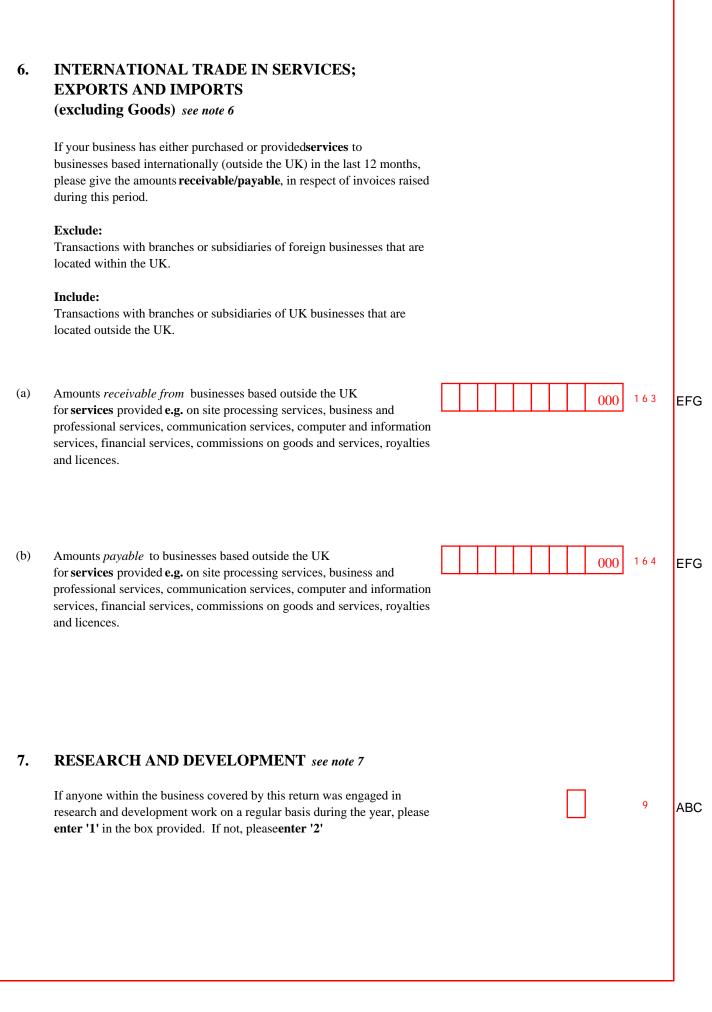
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8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) <i>This question is voluntary</i>		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Please use this box if you wish to make any comments regarding the information provided on this return.

PLEASE USE BLOCK CAPITALS

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken **e.g.** moving from UK accounting standards (UK GAAP) to International Accounting Standards (IAS/IFRS).

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PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY

QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

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Contact name																										
Position in business																										
Name of business																										
Telephone Number]														Ex	t.	[
Fax Number]																			
Signature Date																										
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This survey covers the United Kingdom activity of businesses (**including** foreign owned businesses) **except** where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and **excludes** the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only.

The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed <u>unless</u> specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be **excluded**, <u>unless</u> specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 2008**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2008 and 5 April 2009**).

If you traded for only part of the year, please provide figures for the period in which you were trading.

		Day	Month	Year		
Period covered by the return:	from				11	DJK
		Day	Month	Year		
Period covered by the return:	to				12	DJK

3. INCOME (excluding VAT)

3.1 TOTAL TURNOVER see note 3.1

Total income receivable **(including** progress payments on work in progress). **Include: earned premiums - net of re-insurance** investment income **Exclude:** Unrealised gains on investments

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4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

Include:

- Gross wages and salaries (in cash or kind);
- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

Total costs of energy, goods, materials and services (**include:** payments made to claimants)

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government.

Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.

Total taxes, duties and levies paid 400 000 EFG 5. **CAPITAL EXPENDITURE** see note 5 (including non-deductible VAT but excluding deductible VAT) This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (a) Total acquisitions 600 000 EFG 699 Total disposals 000 (b) EFG

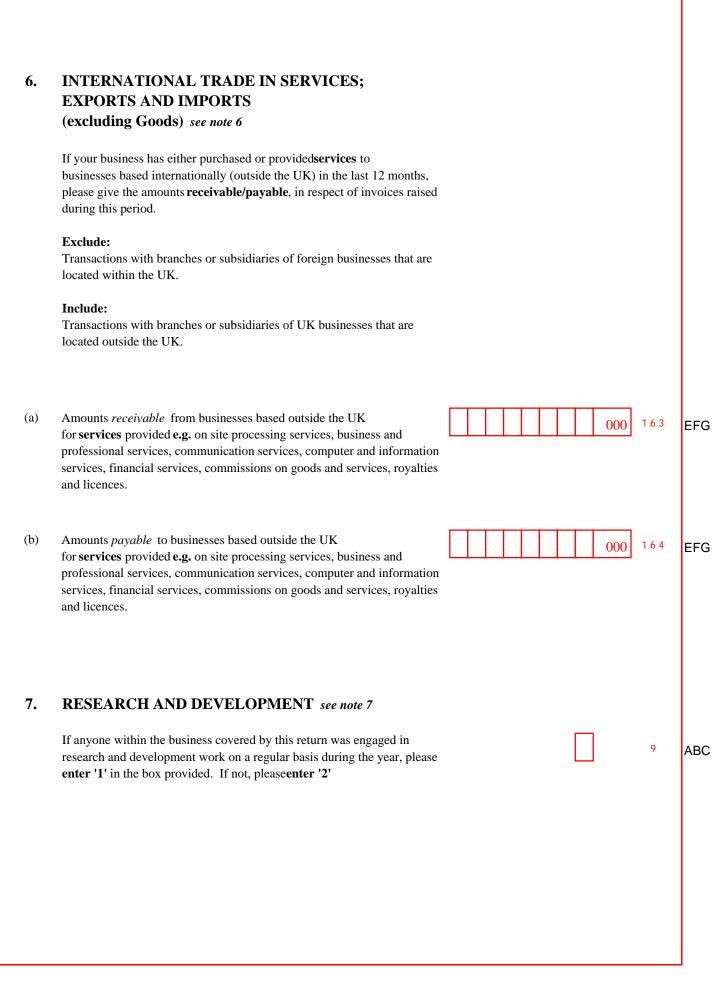
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8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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QUESTIONS ABOUT THIS RETURN.

Please use **BLOCK CAPITALS**

Contact name										
Contact name Position in										
business										
Name of business										
Telephone Number	Ext.									
Fax Number										
Signature	Date									
YOU MAY FIN	ND IT USEFUL TO TAKE A COPY OF THIS FORM FOR FUTURE									

This survey covers the United Kingdom activity of businesses (including foreign owned businesses) except where the coverage is specified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wales, Scotland and Northern Ireland and excludes the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotland only. The business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been addressed unless specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be excluded, unless specified otherwise on the front page. see note 1. Please read the accompanying notes before completing your return 2. PERIOD COVERED BY THE RETURN see note 2 Your return should cover the calendar year 2008. (If no figures are available for that period, your return should relate to a business year that ends between 6 April 2008 and 5 April 2009). If you traded for only part of the year, please provide figures for the period in which you were trading. Dav Month Year Period covered by the return: from 11 DJK Day Month Year Period covered by the return: to 12 DJK 3. INCOME (excluding VAT) 3.1 TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants. (a) Value of vessels and floating equipment sold in the period of this return 000 304 EFG (include all types of merchant vessels, pleasure craft, war vessels, floating docks, pontoons and off shore drilling rigs etc. of all tonnages, whether selfpropelled or not) 000 312 EFG (b) Value of other sales of goods of own production (c) Value of work done on customers' materials (including value of any 000 308 EFG additional materials provided by you) This section continues overleaf

(e) Value of non-industrial services provided by you including advertising revenue; transport and delivery charges) (f) Value of sales of goods purchased and resold without further processing (merchanted or factored goods) (g) **Total turnover** 3.2 **OTHER INCOME** see note 3.2 Value of insurance claims received **not** to be included in (a) section 3.1 Total Turnover, or 3.2 (b) Other Operating Income] (b) Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) 3.3 **RETAIL TURNOVER** see note 3.3 Retail turnover relates to receipts from thegeneral public (and not businesses) for the sale of goods, including repairs and installation. Of your total turnover shown above, please give the identifiable amount attributable to sale (including repairs and installation) of goods direct to the general public for personal or household use.

Value of industrial services such as repairs, maintenance and

installation, provided by you

4. EXPENDITURE

(d)

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS see note 4.1

- (a) Gross wages and salaries (in cash or kind)
 (excluding National Insurance contributions and contributions to other pension and welfare schemes)
- (b) Employers' National Insurance contributions
- (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values
- (d) Amounts payable to employees through redundancy and severance
- (e) **Total employment costs**

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4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2

Note: Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- (b) Water used in the running of your business
- (c) Sewerage charges and other costs of waste disposal

SERVICES FOR BUSINESS USE

(d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

- (e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (f)]
- (f) Amounts payable to sub-contractors
- (g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery)
- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- (i) Amounts payable for commercial insurance premiums
- (j) Amounts payable for road transport services
- (k) Amounts payable for telecommunication services
- (1) Amounts payable for computer and related services **including** repairs and maintenance of office machinery and computers**)**excluding computer hardware and software which should be included in section 6.1 (a)
- (m) Amounts payable for advertising and marketing services
- (n) Amounts payable to employment agencies for agency staff

This section continues overleaf

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(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
(a)	Amounts payable in national non-domestic (business) rates	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
]

5. VALUE OF STOCKS HELD see note 5

Value of stocks held **including** Work in Progress but **excluding** VAT and progress payments on long-term contracts

The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.

(a) Total value of all stocks at the beginning of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

(b) Total value of all stocks at the end of the period

Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation etc.

(a) **Total acquisitions**

Of which, how much was for:

- (i) Acquisitions of land
- (ii) Acquisitions of existing buildings

Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1 (a) Total Acquisitions.

- (iii) Total amount for assets acquired under finance leasing arrangements *see note 6.1 (a) (iii)*
- (iv) Total amount for investment in acquired computer software
 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)

This section continues overleaf



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(v)	Total value of finished work of a capital nature carried out by you Dwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(b)	Total disposals Of which, how much was from:	000 699	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS		
	(excluding Goods) see note 7		
	(excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are		
(a)	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are		EFG

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT <i>see note 8</i> If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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Contact name						Ш															
Position in business																					
Name of business																					
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