

ANNUAL 2008 FORMS	IDBR FORM TYPE S	DATABASE DESCRIPTION	TITLE OF FORM
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	
R023	0023	PL108	Postal Activities
R024	0024	PL208	
R025	0025	GR108	Non Marketing Organisations
R026	0026	GR208	
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

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.

Period covered by the return: from

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 1 DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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

i.	Retail	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 7 1	EFG
ii.	Sales to other motor traders	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 7 2	EFG

This section continues overleaf

(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) | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 7 3 | EFG |
| ii | Other new motor vehicles and motorcycles including motorhomes) | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 7 4 | EFG |

Sales to other motor traders:

- | | | | | |
|----|--|--|-------|-----|
| i. | New cars | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 7 5 | EFG |
| ii | Other new motor vehicles and motorcycles including motorhomes) | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 7 6 | EFG |

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

<input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/>	3 7 7	EFG
--	-------	-----

(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 | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 1 1 0 | EFG |
| ii | All other motor trades receipts (including repair and servicing, labour, campaign bonuses, trailers and caravans) | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 1 2 0 | EFG |

(e) **Turnover from non motor trades activity**

- | | | | | |
|----|---|--|-------|-----|
| i. | Retail sales of food and drink sold through forecourt shops | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 8 0 | EFG |
| ii | Turnover from sales of petrol etc. | <input style="width: 100%; height: 20px; border: 1px solid black;" type="text" value="000"/> | 3 7 8 | EFG |

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

This section continues overleaf

iii	All other retail turnover not included in f (i) e.g. commission received from any lottery sales)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 8 2	EFG
iv	Turnover arising from service activities e.g. car hire (including all other fees and commissions received)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	1 6 9	EFG
(f)	All other turnover excluding Other Operating Income and insurance claims received which should be included in 3.2	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 8 3	EFG
(g)	Total turnover	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 9 9	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]	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 1 7	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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 2 5	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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 0 2 | EFG |

COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

- | | | | | | |
|-----|--|---|--|-------|-----|
| (e) | Used motor vehicles and motorcycles from all sources (excluding demonstration cars but including motorhomes) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 7 8 | EFG |
| (f) | Parts used solely in repair and servicing activities (please estimate if figures are unavailable) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 7 9 | EFG |
| (g) | Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 7 6 7 | EFG |
| (h) | Other goods bought for resale without further processing (e.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.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 8 3 | EFG |
| (i) | Services purchased for resale without processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | | |
|-----|------------------------------------|---|--|-------|-----|
| (j) | Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 1 | EFG |
|-----|------------------------------------|---|--|-------|-----|

This section continues overleaf

(k)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 5	EFG
(l)	Amounts payable for commercial insurance premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 6	EFG
(m)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(n)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(p)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(q)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 5	EFG

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
--	--	--	--	--	--	--	--	--	--	-----

4 1 3

EFG

(e) **Total taxes, duties and levies paid**

										000
--	--	--	--	--	--	--	--	--	--	-----

4 0 0

EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
--	--	--	--	--	--	--	--	--	--	-----

4 1 4

EFG

Of which:

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

										000
--	--	--	--	--	--	--	--	--	--	-----

4 3 2

EFG

**5. VALUE OF STOCKS HELD INCLUDING WORK IN
PROGRESS (excluding VAT, consignment stock and
stock you do not hold title to)** *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**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 0

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 end of the period**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 9 9

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
--	--	--	--	--	--	--	--	--	--	-----

5 0 4

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
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 3 EFG

(ii) Acquisitions of existing buildings

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 4 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 *see note 6.1 (a) (iii)*

											000
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 1 EFG

(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)*

											000
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6 1 0 EFG

(v) 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

(vi) Computer software developed by your own staff to be used for more than one year

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 7 1 EFG

Total disposals

											000
--	--	--	--	--	--	--	--	--	--	--	-----

6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 6 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 *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.

												000
--	--	--	--	--	--	--	--	--	--	--	--	-----

 1 6 3

EFG

- (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.

												000
--	--	--	--	--	--	--	--	--	--	--	--	-----

 1 6 4

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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>																													
Position in business	<input type="text"/>																													
Name of business	<input type="text"/>																													
Telephone Number	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>																										
Fax Number	<input type="text"/>	<input type="text"/>																												

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.

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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 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 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

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4 5 0

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.

- (a) Goods and energy products **bought for resale** without further processing (e.g. new and used motor vehicles, motorcycles, caravans and trailers, parts and accessories for resale, petroleum products for resale, food, drink and other goods bought for retail sale etc.) **Note:** Parts and accessories used solely in repair and servicing activities should be included in 4.2 (b)

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EFG

- (b) All other costs of goods and services e.g. parts and accessories used solely in repair and servicing activities, post and telecommunications costs, advertising charges, commercial insurance premiums paid etc. but **excluding** national non-domestic (business) rates which should be included in 4.3]

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EFG

Note: If you have entered a value at question 4.2 (a), please give a breakdown of these **goods** at Section 10.

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

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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	4 0 0	EFG
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5. VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT, consignment stock and stock you do not hold title to) *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

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(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	<table border="1" style="border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 0 0	EFG
										000					
(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 9 9	EFG
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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.	<table border="1" style="border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	1 6 3	EFG
										000					
(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.	<table border="1" style="border-collapse: collapse; width: 150px; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	1 6 4	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, 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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

Signature.....

Date.....

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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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

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>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG
(b) Turnover arising from all other "sales" of goods	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 5 8	EFG
(c) Turnover arising from service activities (including all fees and commissions received)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 6 9	EFG
(d) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	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]

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3 1 7

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)

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3 2 5

EFG

3.3 RETAIL TURNOVER *see note 3.3*

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)

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(b) Employers' National Insurance contributions

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EFG

(c) Contributions to pension funds **(including** lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values

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EFG

(d) Amounts payable to employees through redundancy and severance

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4 4 7

EFG

(e) **Total employment costs**

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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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 7 8 1 | EFG |
| (f) | Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 7 6 7 | EFG |
| (g) | Services purchased for resale without processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|--|---|-------|-----|
| (h) | Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 2 1 | EFG |
| (i) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 0 5 | EFG |
| (j) | Amounts payable for commercial insurance premiums | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 0 6 | EFG |
| (k) | Amounts payable for road transport services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 0 7 | EFG |
| (l) | Amounts payable for telecommunication services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000 | 4 0 9 | EFG |

This section continues overleaf

(n)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(o)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 5	EFG
(d)	Customs and Excise duty payable (the amount of duty payable excluding VAT, Import Duty ¹ and Deposits), included in the turnover figures at section 3.1 ¹ Tobacco Industry: please include End of Product Tax or Import Duty payable	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 5	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 9	EFG
(f)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">4 1 4</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	4 1 4	EFG
											000	4 1 4	EFG			

Of which:

(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">4 3 2</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	4 3 2	EFG
											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)	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">4 1 6</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	4 1 6	EFG
											000	4 1 6	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>	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 0 0</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 0 0	EFG
											000	5 0 0	EFG			

Of which:

	Total value of work in progress	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 0 1</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 0 1	EFG
											000	5 0 1	EFG			

	Stocks of goods bought for resale without further processing (merchanted or factored goods)	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 0 3</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 0 3	EFG
											000	5 0 3	EFG			

(b)	Total value of all stocks at the <u>end of the period</u>	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 9 9</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 9 9	EFG
											000	5 9 9	EFG			

Of which:

	Total value of work in progress	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 0 2</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 0 2	EFG
											000	5 0 2	EFG			

	Stocks of goods bought for resale without further processing (merchanted or factored goods)	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="text-align: right; padding-right: 5px;">000</td> <td style="width: 20px;">5 0 4</td> <td style="width: 20px;">EFG</td> </tr> </table>												000	5 0 4	EFG
											000	5 0 4	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	6 0 0	EFG
Of which, how much was for:			
(i) Acquisitions of land	000	7 6 3	EFG
(ii) Acquisitions of existing buildings	000	7 6 4	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	6 0 1	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 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
(vi) Computer software developed by your own staff to be used for more than one year	000	7 7 1	EFG
(b) Total disposals	000	6 9 9	EFG
Of which, how much was from:			
(i) Proceeds from the disposal of land	000	7 6 5	EFG
(ii) Proceeds from the disposal of existing buildings	000	7 6 6	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 *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. 000 1 6 3 EFG

(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. 000 1 6 4 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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

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>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG
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(b) Turnover arising from all other sales of goods and services (including all fees and commissions received)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 7	EFG
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(c) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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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

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4 5 0

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.

(a) Goods **bought for resale** without further processing (including petrol, gas, coal etc.)

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4 0 3

EFG

(b) All other costs of goods and services [e.g. post and telecommunications costs, advertising charges, commercial insurance premiums paid etc. but **excluding** national non-domestic (business) rates which should be included in 4.3 (b)]

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4 2 0

EFG

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

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4 9 9

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.

(a)	Customs and Excise duty payable (the amount of duty payable excluding VAT, Import Duty ¹ and Deposits), included in the turnover figures at section 3.1 ¹ Tobacco Industry: please include End of Product Tax or Import Duty payable	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>												000	4 1 5	EFG
											000					
(b)	Total taxes, duties and levies paid [Includes: (a) above, plus national non-domestic (business) rates and other taxes and levies]	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>												000	4 0 0	EFG
											000					

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)

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 4 1 6 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 beginning of the period	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>												000	5 0 0	EFG
											000					
(b)	Total value of all stocks at the end of the period	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>												000	5 9 9	EFG
											000					

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
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 6 0 0

EFG

(b) Total disposals

																			000
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 6 9 9

EFG

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

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																			000
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 1 6 3

EFG

(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.

																			000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 1 6 4

EFG

8. RESEARCH AND DEVELOPMENT *see note 8*

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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

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1 4 6

LMN

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*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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	Day	Month	Year		
Period covered by the return: from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 2 DJK

2.1 NUMBER OF SITES *see note 2.1*

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)	<input type="text"/>	7 5 0	EFG
(b) Number of mail order outlets	<input type="text"/>	7 5 1	EFG
(c) Number of market stalls and roadside pitches	<input type="text"/>	7 5 2	EFG

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)]

3 4 6

EFG

Of which:

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

3 2 1

EFG

(c) Sales of goods purchased then resold without further processing (including VAT)

3 1 1

EFG

3.2 NON-RETAIL TURNOVER (including VAT)

(a) **Total Non-Retail Turnover**

3 4 7

EFG

Of which:

(b) Repair of all household goods (including clothing, footwear, household products, clocks, watches and jewellery)

7 4 7

EFG

(c) 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].

1 7 9

EFG

Please give any examples in the comments box provided at Section 10.

(d) Other non-retail turnover (e.g. wholesaling)

2 5 0

EFG

3.3 RETAIL TURNOVER (including VAT) *see note 3.3*

(a)	Retail sales from shops (including forecourt shops)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 3	EFG
(b)	Retail sales by mail order (including retail sales over the Internet)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 4	EFG
(c)	Retail sales from market stalls and roadside pitches	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 5	EFG
(d)	Retail sales by direct selling to consumers in their own homes or work places using regular roundsmen (e.g. milk delivery roundsmen)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 6	EFG
(e)	Retail sales by direct selling to consumers in their own homes or work places using independent sales people (e.g. as a member of the Direct Selling Association) including party plan and door-to-door but excluding regular roundsmen	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 7	EFG
(f)	Retail sales of petrol [see 3.4(1)], sales from automatic vending machines and sales by other means	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 5 8	EFG
(g)	Total Retail	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	3 4 5	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. | <input type="text" value="000"/> 3 0 6 | EFG |
| 2. | Bakery products and cereals (including rice and pasta products; biscuits, sandwiches and pizzas) | <input type="text" value="000"/> 7 0 4 | EFG |
| 3. | Meat (including fresh, chilled, smoked, frozen, canned and processed) | <input type="text" value="000"/> 1 3 6 3 | EFG |
| 4. | Fish (including fresh, chilled, smoked, frozen, canned and processed) | <input type="text" value="000"/> 1 3 6 4 | EFG |
| 5. | Milk, cheese and eggs (including yoghurts and cream) | <input type="text" value="000"/> 7 0 8 | EFG |
| 6. | Oils and fats (including butter and margarine) | <input type="text" value="000"/> 1 3 6 5 | EFG |
| 7. | Fruit (including fresh, chilled, dried, frozen, canned and processed and all forms of nuts) | <input type="text" value="000"/> 1 3 6 6 | EFG |
| 8. | Vegetables (including fresh, chilled, dried, frozen, canned and processed and crisps) | <input type="text" value="000"/> 1 3 6 7 | EFG |
| 9. | Sugar, jam, honey, chocolate and confectionery (including ice-cream) | <input type="text" value="000"/> 1 3 6 8 | EFG |
| 10. | Sauces, herbs, spices and soups | <input type="text" value="000"/> 1 3 6 9 | EFG |
| 11. | Non-alcoholic beverages (including tea, coffee, fruit juices and vegetable drinks) | <input type="text" value="000"/> 1 3 7 0 | EFG |
| 12. | Alcoholic beverages | <input type="text" value="000"/> 7 0 5 | EFG |

This section continues overleaf

13.	Tobacco (excluding smokers requisites e.g. pipes, lighters etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 1	EFG
14.	Garments (excluding ties, scarves, gloves, belts and hats)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 2	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 1 6	EFG
16.	Shoes and other footwear (including leisure footwear but excluding sports specific footwear)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 2 2	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 4	EFG
19.	Carpets and other floor coverings (excluding bathroom mats, rush mats, door mats and antique floor coverings)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 5	EFG
20.	Works of art and antiques (including furniture, floor coverings and jewellery)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 6	EFG
21.	Household textiles (including furnishing fabrics, curtains, fabric blinds, mattresses, futons, pillows and bed, table and bathroom linen)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 7	EFG
22.	Household and personal appliances whether electric or not (including delivery and installation when applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 9	EFG
24.	Tools and equipment for house and garden	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 7 1 1 EFG
27. National Health Service receipts (**include** NHS eyesight tests) 000 7 1 2 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 7 1 3 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 7 1 5 EFG
30. Jewellery, clocks and watches (**excluding** antique jewellery) 000 7 4 0 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 1 3 8 2 EFG

This section continues overleaf

- | | | | | | | | | | | | | | | |
|-----|---|--|--|--|--|--|--|--|-----|--|--|-----|---------|-----|
| 32. | Telephone and telefax equipment (including mobile phones and commission from sales of telephone top-up cards) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 3 | EFG |
| | | | | | | | | | 000 | | | | | |
| 33. | Audio and visual equipment (including radios, televisions and video recorders) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 7 2 9 | EFG |
| | | | | | | | | | 000 | | | | | |
| 34. | Photographic and cinematographic equipment and optical instruments | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 7 3 8 | EFG |
| | | | | | | | | | 000 | | | | | |
| 35. | Information processing equipment (including 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) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 4 | EFG |
| | | | | | | | | | 000 | | | | | |
| 36. | Recording material for pictures and sound (including audio and video tapes, both blank and pre-recorded records, compact discs, DVDs and unexposed films, cartridges and discs for photographic and cinematographic use) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 5 | EFG |
| | | | | | | | | | 000 | | | | | |
| 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 | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 6 | EFG |
| | | | | | | | | | 000 | | | | | |
| 38. | Spare parts and accessories for all types of vehicles and sales of bicycles (including tricycles of all types but excluding toy cycles) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 7 | EFG |
| | | | | | | | | | 000 | | | | | |
| 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) | <table border="1" style="border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | 000 | 1 3 8 8 | EFG |
| | | | | | | | | | 000 | | | | | |

This section continues overleaf

40. Natural or artificial plants and flowers **(including** Christmas trees)

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1 3 8 9

EFG

41. Pets and related products **(including** pet food)

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1 3 9 0

EFG

42. Books

										000
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1 3 9 1

EFG

43. Newspapers and periodicals

										000
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1 3 9 2

EFG

44. Stationery and drawing materials and miscellaneous printed matter **(e.g.** posters, greeting cards, postcards, calendars and maps)

										000
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1 3 9 3

EFG

45. Other goods not elsewhere classified **(including** 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
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7 4 5

EFG

Please give examples

7 4 6

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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] 000 3 1 7 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)
(Please include examples in Section 10 if a figure is recorded here) 000 3 2 5 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 4 4 6 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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG
- (e) **Total employment costs** 000 4 5 0 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 (**including** petrol, diesel, electricity and gas etc.) 000 4 2 7 EFG
- (b) Water used in the running of your business 000 4 2 8 EFG

This section continues overleaf

(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 7 8 1 EFG

(f) Energy products **bought for resale** without further processing (e.g. petroleum products, gas, coal etc.) 000 7 6 7 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 (including scaffolding) machinery and vehicles 000 4 0 5 EFG

(j) Amounts payable for commercial insurance premiums 000 4 0 6 EFG

(k) Amounts payable for road transport services 000 4 0 7 EFG

(l) 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 4 0 9 EFG

(n) Amounts payable for advertising and marketing services 000 4 1 0 EFG

(o) Amounts payable to employment agencies for agency staff 000 4 3 0 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 4 1 1 EFG

(q) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (p) 000 4 9 9 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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 1 4	EFG
Of which:					
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 3 2	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>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 0	EFG
Of which:					
	Total value of work in progress	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 1	EFG
	Stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 3	EFG

This section continues overleaf

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

										000
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5 9 9

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
--	--	--	--	--	--	--	--	--	--	-----

5 0 4

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
--	--	--	--	--	--	--	--	--	--	-----

6 0 0

EFG

Of which, how much was for:

(i) Acquisitions of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 3

EFG

(ii) Acquisitions of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 4

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 *see note 6.1 (a) (iii)*

										000
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6 0 1

EFG

(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)*

										000
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6 1 0

EFG

This section continues overleaf

(v) 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
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6 0 2 EFG

(vi) Computer software developed by your own staff to be used for more than one year

										000
--	--	--	--	--	--	--	--	--	--	-----

7 7 1 EFG

(b) Total disposals

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 6 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 *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.

										000
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1 6 3 EFG

This section continues overleaf

(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.

									000
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1 6 4

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)

This question is voluntary

(a) Number of hours

				hrs
--	--	--	--	-----

1 4 4

CDE

Plus

(b) Number of minutes

			mins
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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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LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 2 DJK

2.1 NUMBER OF SITES *see note 2.1*

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)	<input type="text"/>	7 5 0	EFG
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(b) Number of mail order outlets	<input type="text"/>	7 5 1	EFG
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(c) Number of market stalls and roadside pitches	<input type="text"/>	7 5 2	EFG
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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 (i.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)

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Of which:

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

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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. | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 3 0 6 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 2. | Bakery products and cereals (including rice and pasta products; biscuits, sandwiches and pizzas) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 7 0 4 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 3. | Meat (including fresh, chilled, smoked, frozen, canned and processed) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 3 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 4. | Fish (including fresh, chilled, smoked, frozen, canned and processed) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 4 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 5. | Milk, cheese and eggs (including yoghurts and cream) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 7 0 8 | EFG |
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| 6. | Oils and fats (including butter and margarine) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 5 | EFG |
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| 7. | Fruit (including fresh, chilled, dried, frozen, canned and processed and all forms of nuts) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 6 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 8. | Vegetables (including fresh, chilled, dried, frozen, canned and processed and crisps) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 7 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 9. | Sugar, jam, honey, chocolate and confectionery (including ice-cream) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 8 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 10. | Sauces, herbs, spices and soups | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 6 9 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 11. | Non-alcoholic beverages (including tea, coffee, fruit juices and vegetable drinks) | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 1 3 7 0 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 12. | Alcoholic beverages | <table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | 000 | 7 0 5 | EFG |
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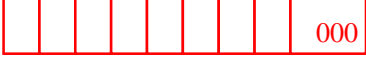
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13.	Tobacco (excluding smokers requisites e.g. pipes, lighters etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 1	EFG
14.	Garments (excluding ties, scarves, gloves, belts and hats)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 2	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 1 6	EFG
16.	Shoes and other footwear (including leisure footwear but excluding sports specific footwear)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 2 2	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 4	EFG
19.	Carpets and other floor coverings (excluding bathroom mats, rush mats, door mats and antique floor coverings)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 5	EFG
20.	Works of art and antiques (including furniture, floor coverings and jewellery)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 6	EFG
21.	Household textiles (including furnishing fabrics, curtains, fabric blinds, mattresses, futons, pillows and bed, table and bathroom linen)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 7	EFG
22.	Household and personal appliances whether electric or not (including delivery and installation when applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 7 9	EFG
24.	Tools and equipment for house and garden	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 3 8 0	EFG

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25.	Non-durable household goods (including household cleaning and maintenance products, household paper products and other non-durable household goods)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>												000	1 3 8 1	EFG	
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26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	7 1 1	EFG
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27.	National Health Service receipts (include NHS eyesight tests)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	7 1 2	EFG
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28.	Other medical products and therapeutic appliances and equipment (including bandages, first-aid kits, eye-glasses and lenses, hearing aids and orthopaedic footwear)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	7 1 3	EFG
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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)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	7 1 5	EFG
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30.	Jewellery, clocks and watches (excluding antique jewellery)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	7 4 0	EFG
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31.	Travel goods and other personal effects not elsewhere classified (including smokers' requisites and articles for babies such as pushchairs, carry-cots etc.)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="text-align: right; color: red;">000</td> </tr> </table>													000	1 3 8 2	EFG
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| 32. | Telephone and telefax equipment (including mobile phones and commission from sales of telephone top-up cards) |  | 1 3 8 3 | EFG |
| 33. | Audio and visual equipment (including radios, televisions and video recorders) |  | 7 2 9 | EFG |
| 34. | Photographic and cinematographic equipment and optical instruments |  | 7 3 8 | EFG |
| 35. | Information processing equipment (including printers, photocopiers, software, calculators and typewriters butexcluding video game software, video game computers that plug into a television set, video games cassettes and CD-ROMs) |  | 1 3 8 4 | EFG |
| 36. | Recording material for pictures and sound (including audio and video tapes, both blank and pre-recorded records, compact discs, DVDs and unexposed films, cartridges and discs for photographic and cinematographic use) |  | 1 3 8 5 | EFG |
| 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 |  | 1 3 8 6 | EFG |
| 38. | Spare parts and accessories for all types of vehicles and sales of bicycles (including tricycles of all types butexcluding toy cycles) |  | 1 3 8 7 | EFG |
| 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) |  | 1 3 8 8 | EFG |

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40. Natural or artificial plants and flowers **(including** Christmas trees)

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41. Pets and related products **(including** pet food)

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42. Books

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43. Newspapers and periodicals

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44. Stationery and drawing materials and miscellaneous printed matter **(e.g.** posters, greeting cards, postcards, calendars and maps)

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45. Other goods not elsewhere classified **(including** 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)

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Please give examples

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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
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4 5 0

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.

(a) Goods **bought for resale** without further processing (including petrol, gas, coal etc.)

										000
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4 0 3

EFG

(b) All other costs of goods and services **e.g.** post and telecommunications costs, advertising charges, commercial insurance premiums paid etc. but **excluding** national non-domestic (business) rates which should be included in 4.3]

										000
--	--	--	--	--	--	--	--	--	--	-----

4 2 0

EFG

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

										000
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4 9 9

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
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4 0 0

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 beginning of the period

											000
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5 0 0

EFG

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

											000
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5 9 9

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
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 0

EFG

(b) Total disposals

											000
--	--	--	--	--	--	--	--	--	--	--	-----

6 9 9

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 *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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 6 3
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EFG

(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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 6 4
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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'**

<input type="text"/>	9
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ABC

9. TIME TAKEN TO COMPLETE SECTIONS 2 TO 8
(over and above normal accounting operations)
This question is voluntary

(a) Number of hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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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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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 2 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 4 6	EFG
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(b) Please provide the amount of VAT included in your figure for turnover (i.e. the value included in total turnover above)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 1	EFG
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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] 000 3 1 7 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 3 2 5 EFG

3.3 RETAIL TURNOVER (including VAT) *see note 3.3*
(please give examples in section 12)

Of your total turnover shown in 3.1, please give the amount attributed to goods sold to the general public

000 3 4 5 EFG

- Exclude:**
- the sale of food and drink for consumption on the premises
 - income received from the letting of accommodation

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 4 4 6 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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG
- (e) **Total employment costs** 000 4 5 0 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 (**including** petrol, diesel, electricity and gas etc.) 4 2 7 EFG
- (b) Water used in the running of your business 4 2 8 EFG
- (c) Sewerage charges and other costs of waste disposal 4 3 5 EFG
- (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.
-
- 4 0 2 EFG

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
-
- 7 8 1 EFG

- (f) Energy products **bought for resale** without further processing (**e.g.** petroleum products, gas, coal etc.) 7 6 7 EFG

- (g) Services purchased for resale without processing 4 3 3 EFG

SERVICES FOR BUSINESS USE

- (h) Amounts payable to sub-contractors 4 2 1 EFG
- (i) Amounts payable for hiring, leasing or renting plant (**including** scaffolding) machinery and vehicles 4 0 5 EFG

This section continues overleaf

(j)	Amounts payable for commercial insurance premiums	<input type="text"/>	000	4 0 6	EFG
(k)	Amounts payable for road transport services	<input type="text"/>	000	4 0 7	EFG
(l)	Amounts payable for telecommunication services	<input type="text"/>	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)	<input type="text"/>	000	4 0 9	EFG
(n)	Amounts payable for advertising and marketing services	<input type="text"/>	000	4 1 0	EFG
(o)	Amounts payable to employment agencies for agency staff	<input type="text"/>	000	4 3 0	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.)	<input type="text"/>	000	4 1 1	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	<input type="text"/>	000	4 9 9	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 beginning of the period**

										000
--	--	--	--	--	--	--	--	--	--	-----

 5 0 0 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 end of the period**

										000
--	--	--	--	--	--	--	--	--	--	-----

 5 9 9 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
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 5 0 4 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
--	--	--	--	--	--	--	--	--	--	-----

 6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

										000
--	--	--	--	--	--	--	--	--	--	-----

 7 6 3 EFG

(ii) Acquisitions of existing buildings

										000
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 7 6 4 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 investment in acquired computer software
(including network ware, large databases, specialist packages,
word processing or spreadsheet packages) *see note 6.1(a) (iii)* 000 6 1 0 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 7 7 1 EFG

(b) **Total disposals** 000 6 9 9 EFG
Of which, how much was from:

(i) Proceeds from the disposal of land 000 7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings 000 7 6 6 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 *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. 000 1 6 3 EFG

This section continues overleaf

(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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1 6 4

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'

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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
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1 4 4

CDE

Plus

(b) Number of minutes

		mins
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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

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
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4 5 0

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.

(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

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4 0 3

EFG

(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

										000
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4 2 0

EFG

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

										000
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4 9 9

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
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 4 0 0

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 beginning of the period

										000
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 5 0 0

EFG

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

										000
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 5 9 9

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
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 6 0 0

EFG

(b) Total disposals

										000
--	--	--	--	--	--	--	--	--	--	-----

 6 9 9

EFG

**7. INTERNATIONAL TRADE IN SERVICES;
EXPORTS AND IMPORTS
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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.

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											000	1 6 3
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EFG

(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.

											000	1 6 4
--	--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

8. RESEARCH AND DEVELOPMENT see note 8

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	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

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
----------------------	----------------------	----------------------	-----	-------

CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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BCD

10. ANY RELEVANT COMMENTS

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1 4 6

LMN

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*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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.

	Day	Month	Year		
Period covered by the return: from	□□	□□	□□ □□	1 1	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 section 6.

- | | | | |
|--|--------------|-------|-----|
| (a) Rent income earned on rented property [exclude rent income earned on rented land, include this in 3.2 (b)] | □□□□□□□□ 000 | 3 1 9 | 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 | 3 2 0 | EFG |
| (c) Full selling price of property bought and sold in the same year with development | □□□□□□□□ 000 | 3 2 2 | EFG |
| (d) Fees and commission earned by estate agents and in real estate management | □□□□□□□□ 000 | 3 2 3 | EFG |

This section continues overleaf

(e) Additional income (e.g. service charges, any other income derived from a non-property related activity) 000 3 2 4 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 3 9 9 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] 000 3 1 7 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 3 2 5 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.
Exclude: sales and repairs to land and properties

000 3 0 0 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 4 4 6 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 4 4 9 EFG

(d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG

(e) **Total employment costs** 000 4 5 0 EFG

(n) Amounts payable to employment agencies for agency staff

										000
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 4 3 0 EFG

(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., **but excluding** national non-domestic (business) rates, council tax which should be included in 4.3 (a), building materials for own use which should be included in 4.2 (d) and payments to sub-contractors 4.2 (g)]

										000
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 4 1 1 EFG

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

										000
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 4 9 9 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 and council tax

										000
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 4 1 2 EFG

(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

										000
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 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
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 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
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 4 1 3 EFG

(e) **Total taxes, duties and levies paid**

										000
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 4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
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 4 1 4 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)	Total value of work in progress at beginning of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 1	EFG
(b)	Total value of work in progress at end of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 2	EFG

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

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 (e) 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 section 6. The purchase of legal fees etc, should be **included** in 4.2 (o) and the sale should be recorded in 3.1 (c)

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 (c) and 6.1 (f)]

(a)	New construction work (excluding the cost of land and new dwellings)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 4	EFG
(b)	Acquisitions of land	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 6 3	EFG
(c)	Acquisitions of existing buildings (excluding dwellings)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 5	EFG
(d)	Acquisitions of vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 8 4	EFG
(e)	Acquisitions of plant, machinery and other capital equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 8 6	EFG
(f)	Total acquisitions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 0 0	EFG

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 6 5	EFG
(b)	Proceeds from the disposal of existing buildings (excluding dwellings)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 7	EFG
(c)	Proceeds from the disposal of vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 8 5	EFG
(d)	Proceeds from the disposal of plant, machinery and other capital equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 8 7	EFG
(e)	Total disposals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 9 9	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 9	EFG
(b)	Acquisitions of existing dwellings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 6	EFG
(c)	Proceeds from the disposal of existing dwellings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 9 8	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>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 1 0	EFG
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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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 0 2	EFG
(b) Computer software developed by your own staff to be used for more than one year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 7 1	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 *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.

										000
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1 6 3

EFG

- (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.

										000
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1 6 4

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)
This question is voluntary

(a) Number of hours

			hrs	1	4	4
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 1 9 | EFG |
| (b) Full selling price of property bought and sold in the same year without development (purchase price should be included in 4.2) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 2 0 | EFG |
| (c) Full selling price of property bought and sold in the same year with development | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 2 2 | EFG |

This section continues overleaf

(d) Fees and commission earned by estate agents and in real estate management 000 3 2 3 EFG

(e) Additional income (e.g. service charges, any other income derived from a non-property related activity) 000 3 2 4 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 3 9 9 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 4 5 0 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 4 9 9 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	4 0 0
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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) Total value of work in progress at beginning of the period

										000	5 0 1
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

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

										000	5 0 2
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

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

										000	6 0 0
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

(b) Total disposals

										000	6 9 9
--	--	--	--	--	--	--	--	--	--	-----	-------

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 *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.

											000
--	--	--	--	--	--	--	--	--	--	--	-----

1 6 3 EFG

(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.

											000
--	--	--	--	--	--	--	--	--	--	--	-----

1 6 4 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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

	Day	Month	Year		
Period covered by the return: from	□□	□□	□□ □□	1 1	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)	□□□□□□□□□□	000 3 9 9	EFG
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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] 000 3 1 7 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 3 2 5 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 3 0 0 EFG
- Exclude:** ticket sales and sales of food/drink requiring preparation

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 4 4 6 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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG
- (e) **Total employment costs** 000 4 5 0 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 (**including** petrol, diesel, electricity and gas etc.) 000 4 2 7 EFG

This section continues overleaf

(b)	Water used in the running of your business	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 2 8	EFG
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(c)	Sewerage charges and other costs of waste disposal	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 3 5	EFG
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(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 2	EFG
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COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing (excluding energy products bought for resale)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	7 8 1	EFG
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(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	7 6 7	EFG
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(g)	Services purchased for resale without processing	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 3 3	EFG
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SERVICES FOR BUSINESS USE

(h)	Amounts payable to sub-contractors	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 2 1	EFG
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(i)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 5	EFG
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(j)	Amounts payable for commercial insurance premiums	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 6	EFG
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(k)	Amounts payable for road transport services	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 7	EFG
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(l)	Amounts payable for telecommunication services [telecommunication industries please refer to note 4.2 (l)]	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 8	EFG
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(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)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 0 9	EFG
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(n)	Amounts payable for advertising and marketing services	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 1 0	EFG
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(o)	Amounts payable to employment agencies for agency staff	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 3 0	EFG
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(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.)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 1 1	EFG
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(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	<input style="width: 100%; height: 100%; border: none;" type="text"/>	4 9 9	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

(a)	Amounts payable in national non-domestic (business) rates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG	
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
	Of which:													
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	Total value of work in progress at beginning of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 1	EFG
(b)	Total value of work in progress at end of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 2	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	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	6 0 0	EFG
	Of which, how much was for:				
(i)	Acquisitions of land	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	7 6 4	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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	6 1 0	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	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	7 7 1	EFG
(b)	Total disposals	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	6 9 9	EFG
	Of which, how much was from:				
(i)	Proceeds from the disposal of land	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	7 6 6	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 *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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 6 3
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EFG

(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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 6 4
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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'**

<input type="text"/>

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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.

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 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)

□□□□□□□□	000	399	EFG
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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
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4 5 0

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
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4 9 9

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
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4 0 0

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
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6 0 0

EFG

(b) Total disposals

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9

EFG

**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.

											000
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1 6 3

EFG

(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.

											000
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1 6 4

EFG

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 1 4 4 CDE
- Plus
- (b) Number of minutes mins 1 4 5 BCD

9. 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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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													

Of which:

(b) Commission and fees (on sales of goods and services to which you do not hold title)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 3 7	EFG
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(c) Sales on own account	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 3 9	EFG
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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] 3 1 7 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) 3 2 5 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. **Exclude: sale of holidays by travel companies** 3 0 0 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) 4 4 6 EFG

(b) Employers' National Insurance contributions 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 4 4 9 EFG

(d) Amounts payable to employees through redundancy and severance 4 4 7 EFG

(e) **Total employment costs** 4 5 0 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 (including petrol, diesel, electricity and gas etc.) | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | 000 | 4 2 7 | EFG | |
| | | | | | | | | | | | | 000 | | | | | | |
| (b) | Water used in the running of your business | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 2 8 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (c) | Sewerage charges and other costs of waste disposal | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 3 5 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 0 2 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |

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) | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 0 3 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (f) | Services purchased for resale without processing
Include: advertising and marketing costs passed back to customers | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 3 3 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |

SERVICES PURCHASED FOR BUSINESS USE

- | | | | | | | | | | | | | | | | | | | |
|-----|--|---|--|--|--|--|--|--|--|--|--|--|-----|--|--|-----|-------|-----|
| (g) | Amounts payable to sub-contractors | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 2 1 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 0 5 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (i) | Amounts payable for commercial insurance premiums | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 0 6 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |
| (j) | Amounts payable for road transport services | <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | | | 000 | 4 0 7 | EFG |
| | | | | | | | | | | | | | 000 | | | | | |

This section continues overleaf

(k)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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 (a)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(o)	Amounts payable for other services purchased (e.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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
Of which:												

(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 2	EFG
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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)

(a)	Total value of work in progress at beginning of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 1	EFG
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(b)	Total value of work in progress at end of the period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	5 0 2	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	6 0 0	EFG
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Of which, how much was for:

(i)	Acquisitions of land	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 6 3	EFG
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(ii)	Acquisitions of existing buildings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	7 6 4	EFG
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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 investment in acquired computer software (**including** network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iii)*

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 6 1 0 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
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 6 0 2 EFG

(v) Computer software developed by your own staff to be used for more than one year

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 7 7 1 EFG

(b) **Total disposals**

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 6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

												000
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 7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

												000
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 7 6 6 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 *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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 1 6 3 EFG

This section continues overleaf

(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 *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
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from

Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 1 DJK

Period covered by the return: to

Day	Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 consumers
- Advertising agents - total sales to clients

Exclude: reimbursements from clients for VAT or customs duties

000 3 9 9 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 3 3 9 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

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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)

										000	4 9 9
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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

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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	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>											000	6 0 0	EFG
										000					
(b)	Total disposals	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>											000	6 9 9	EFG
										000					

**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 <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.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>											000	1 6 3	EFG
										000					
(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.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table>											000	1 6 4	EFG
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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

1 4 4

CDE

Plus

(b) Number of minutes

 mins

1 4 5

BCD

9. 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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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3.2 OTHER INCOME *see note 3.2*

<p>(a) Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	3 1 7	EFG
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<p>(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)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	3 2 5	EFG
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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

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	3 0 0	EFG
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4. EXPENDITURE (**excluding** deductible VAT but **including** non-deductible VAT)

4.1 EMPLOYMENT COSTS *see note 4.1*

<p>(a) Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	4 4 6	EFG
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<p>(b) Employers' National Insurance contributions</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	4 4 8	EFG
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<p>(c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	4 4 9	EFG
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<p>(d) Amounts payable to employees through redundancy and severance</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	4 4 7	EFG
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<p>(e) Total employment costs</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;"> </td><td style="border: 1px solid red; width: 20px; height: 20px;">000</td> </tr> </table>													000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 7 | EFG |
| (b) Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 5 | EFG |
| (d) Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- | | | | | |
|---|---|-----|-------|-----|
| (e) Goods bought for resale without further processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 3 | EFG |
| (f) Services purchased for resale without processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|--|--|-----|-------|-----|
| (g) Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 1 | EFG |
| (h) Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 5 | EFG |
| (i) Amounts payable for commercial insurance premiums | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) Amounts payable for road transport services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) Amounts payable for telecommunication services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 8 | EFG |
| (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 (a) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 9 | EFG |
| (m) Amounts payable for advertising and marketing services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 1 0 | EFG |
| (n) Amounts payable to employment agencies for agency staff | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 0 | EFG |
| (o) Amounts payable to winning customers | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 5 | EFG |

This section continues overleaf

(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.) 4 1 1 EFG

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(q) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (p) 4 9 9 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

(a) Amounts payable in national non-domestic (business) rates 4 1 2 EFG

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(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) 4 3 1 EFG

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(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 4 5 5 EFG

										000
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(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) 4 1 3 EFG

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(e) **Total taxes, duties and levies paid** 4 0 0 EFG

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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 4 1 4 EFG

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Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme 4 3 2 EFG

										000
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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)

(a) Total value of work in progress at beginning of the period 5 0 1 EFG

										000
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(b) Total value of work in progress at end of the period 5 0 2 EFG

										000
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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	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 0 0	EFG
										000				
Of which, how much was for:														
(i) Acquisitions of land	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	7 6 3	EFG
										000				
(ii) Acquisitions of existing buildings	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	7 6 4	EFG
										000				
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) <i>see note 6.1 (a) (iii)</i>	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 1 0	EFG
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(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	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 0 2	EFG
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(v) Computer software developed by your own staff to be used for more than one year	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	7 7 1	EFG
										000				
(b) Total disposals	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	6 9 9	EFG
										000				
Of which, how much was from:														
(i) Proceeds from the disposal of land	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	7 6 5	EFG
										000				
(ii) Proceeds from the disposal of existing buildings	<table style="border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	7 6 6	EFG
										000				

**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 *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 *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

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1

DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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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] 000 3 1 7 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 3 2 5 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 3 0 0

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 4 4 6 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 4 4 9 EFG

(d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG

(e) **Total employment costs** 000 4 5 0 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 (including petrol, diesel, electricity and gas etc.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 2 7	EFG
(b)	Water used in the running of your business	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 2 8	EFG
(c)	Sewerage charges and other costs of waste disposal	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 0 2	EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 0 3	EFG
(f)	Services purchased for resale without processing	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 2 1	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 0 5	EFG
(i)	Amounts payable for commercial insurance premiums	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 0 6	EFG

This section continues overleaf

(j)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(k)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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 (a)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a) Total amounts received in subsidies from UK government sources and the EU 000 4 1 4 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) Total value of work in progress at beginning of the period 000 5 0 1 EFG

(b) Total value of work in progress at end of the period 000 5 0 2 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 6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land 000 7 6 3 EFG

(ii) Acquisitions of existing buildings 000 7 6 4 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 **(including** network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iii)*

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6 1 0 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

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6 0 2 EFG

(v) Computer software developed by your own staff to be used for more than one year

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7 7 1 EFG

(b) **Total disposals**

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6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

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7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

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7 6 6 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 *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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This section continues overleaf

(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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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
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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
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CDE

Plus

(b) Number of minutes

										mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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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		
□□	□□	□□	□□	1 1

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)

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

□□□□□□□□	000 3 9 9	EFG
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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	4 5 0
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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	4 9 9
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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	4 0 0
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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)	Total value of work in progress at beginning of the period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 1	EFG
(b)	Total value of work in progress at end of the period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 2	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	6 0 0	EFG
(b)	Total disposals	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	6 9 9	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 *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.

											000
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1 6 3

EFG

(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.

											000
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1 6 4

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)
This question is voluntary

(a) Number of hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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		
□□	□□	□□	□□	1 1

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	3 9 9	EFG
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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	3 1 7	EFG
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(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	3 2 5	EFG
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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	3 0 0	EFG
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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)

										000	4 4 6	EFG
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(b) Employers' National Insurance contributions

										000	4 4 8	EFG
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(c) Contributions to pension funds (**including** lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values

										000	4 4 9	EFG
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(d) Amounts payable to employees through redundancy and severance

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(e) **Total employment costs**

										000	4 5 0	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 (**including** petrol, diesel, electricity and gas etc.)

										000	4 2 7	EFG
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(b) Water used in the running of your business

										000	4 2 8	EFG
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(c) Sewerage charges and other costs of waste disposal

										000	4 3 5	EFG
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(d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

										000	4 0 2	EFG
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This section continues overleaf

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 3	EFG
(f)	Services purchased for resale without processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 2 1	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 5	EFG
(i)	Amounts payable for commercial insurance premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 6	EFG
(j)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(k)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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 (a)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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., payments made to claimants)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 1	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

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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
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4 1 3 EFG

(e) **Total taxes, duties and levies paid**

											000
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4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

											000
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4 1 4 EFG

Of which:

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

											000
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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) Total value of work in progress at the beginning of the period

											000
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5 0 1 EFG

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

											000
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5 0 2 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**

										000
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 6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

										000
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 7 6 3 EFG

(ii) Acquisitions of existing buildings

										000
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 7 6 4 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 **(including network ware, large databases, specialist packages, word processing or spreadsheet packages)** *see note 6.1 (a) (iii)*

										000
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 6 1 0 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
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 6 0 2 EFG

(v) Computer software developed by your own staff to be used for more than one year

										000
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 7 7 1 EFG

(b) **Total disposals**

										000
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 6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
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 7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

										000
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 7 6 6 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:

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(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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1 6 3

EFG

(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.

											000
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1 6 4

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)
This question is voluntary

(a) Number of hours

			hrs	1	4	4
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CDE

Plus

(b) Number of minutes

		mins	1	4	5
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BCD

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1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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Period covered by the return: from	Day	Month	Year		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK
Period covered by the return: to	Day	Month	Year		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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(excluding deductible VAT but including non-deductible VAT)

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Include:

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- Employers' National Insurance contributions;
- Contributions to pension funds (including lump sum contributions);
- Redundancy and severance payments.

Total employment costs

										000
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4 5 0 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
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4 9 9 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
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4 0 0 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
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6 0 0 EFG

(b) Total disposals

										000
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6 9 9 EFG

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

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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.

											000	1 6 3
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EFG

(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.

											000	1 6 4
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EFG

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 1 4 4 CDE

Plus

(b) Number of minutes mins 1 4 5 BCD

9. 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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1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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	Day	Month	Year		
Period covered by the return: from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 4 0	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.)]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 0	EFG
(c) All other turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 4 4	EFG
(d) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 3	EFG
(f)	Services purchased for resale without processing	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 2 1	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 5	EFG
(i)	Amounts payable for commercial insurance premiums	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 6	EFG
(j)	Amounts payable for road transport services	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 7	EFG
(k)	Amounts payable for telecommunication services	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 8	EFG
(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 (a)	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 3 0	EFG
(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.)	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 9 9	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	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input style="width: 100%; height: 100%; border: none;" type="text" value="000"/>	4 3 1	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

										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
--	--	--	--	--	--	--	--	--	--	-----

4 1 3

EFG

(e) **Total taxes, duties and levies paid**

										000
--	--	--	--	--	--	--	--	--	--	-----

4 0 0

EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
--	--	--	--	--	--	--	--	--	--	-----

4 1 4

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) Total value of work in progress at the beginning of the period

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 1

EFG

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

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 2

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
--	--	--	--	--	--	--	--	--	--	-----

6 0 0

EFG

Of which, how much was for:

(i) Acquisitions of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 3

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 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.

												000
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1 6 3

EFG

(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.

												000
--	--	--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)
This question is voluntary

(a) Number of hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
----------------------	----------------------	----------------------	-----	-------

CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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BCD

10. ANY RELEVANT COMMENTS

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1 4 6

LMN

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*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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.

	Day	Month	Year		
Period covered by the return: from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 4 0	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.)]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 0	EFG
(c) All other turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 4 4	EFG
(d) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	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	4 5 0
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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	4 9 9
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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	4 0 0
--	--	--	--	--	--	--	--	--	--	-----	-------

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	6 0 0
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

(b) Total disposals

										000	6 9 9
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

**6. INTERNATIONAL TRADE IN SERVICES;
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											000
--	--	--	--	--	--	--	--	--	--	--	-----

1 6 3

EFG

(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.

											000
--	--	--	--	--	--	--	--	--	--	--	-----

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--

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	1	4	4
--	--	--	-----	---	---	---

CDE

Plus

(b) Number of minutes

		mins	1	4	5
--	--	------	---	---	---

BCD

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Please use BLOCK CAPITALS

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

Signature.....

Date.....

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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 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

□□□□□□□□	000	3 9 9	EFG
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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** 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

□□□□□□□□	000	3 0 0	EFG
----------	-----	-------	-----

3.3 OTHER INCOME *see note 3.3*

- | | | | | | | | | | | | | | | |
|-----|---|--|--|--|--|--|--|--|-----|--|--|-----|-------|-----|
| (a) | Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.3 (c) Other Operating Income] | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 3 1 7 | EFG |
| | | | | | | | | | 000 | | | | | |
| (b) | 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, or 3.3 (c) Other Operating Income] | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 3 1 8 | EFG |
| | | | | | | | | | 000 | | | | | |
| (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) | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 3 2 5 | EFG |
| | | | | | | | | | 000 | | | | | |

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) | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 4 4 6 | EFG |
| | | | | | | | | | 000 | | | | | |
| (b) | Employers' National Insurance contributions | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 4 4 8 | EFG |
| | | | | | | | | | 000 | | | | | |
| (c) | Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 4 4 9 | EFG |
| | | | | | | | | | 000 | | | | | |
| (d) | Amounts payable to employees through redundancy and severance | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 4 4 7 | EFG |
| | | | | | | | | | 000 | | | | | |
| (e) | Total employment costs | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | 000 | 4 5 0 | 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 (including petrol, diesel, electricity and gas etc.) | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- | | | | | |
|-----|---|---|-------|-----|
| (e) | Goods bought for resale without further processing | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 3 | EFG |
| (f) | Services purchased for resale without processing | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|---|---|-------|-----|
| (g) | Amounts payable to sub-contractors | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 2 1 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 8 | EFG |
| (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 (a) | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 1 0 | EFG |
| (n) | Amounts payable to employment agencies for agency staff | <div style="display: flex; justify-content: space-between;"> [] [] [] [] [] [] [] [] [] [] 000 </div> | 4 3 0 | EFG |

This section continues overleaf

(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.)

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 4 1 1 EFG

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

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 4 9 9 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.

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 4 7 5 EFG

(b) Depreciation of capital assets

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 4 7 6 EFG

4.4 TAXES, DUTIES AND LEVIES PAID *see note 4.4*

Total amount payable in taxes, duties or levies to government

(a) Amounts payable in national non-domestic (business) rates

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 4 1 2 EFG

(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

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 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

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 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
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 4 1 3 EFG

(e) **Total taxes, duties and levies paid**

									000
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 4 0 0 EFG

4.5 SUBSIDIES RECEIVABLE *see note 4.5*

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

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 4 1 4 EFG

Of which:

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

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 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) Total value of work in progress at beginning of the period | | | | | | | | 000 5 0 1 EFG
- (b) Total value of work in progress at end of the period | | | | | | | | 000 5 0 2 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 6 0 0 EFG

Of which, how much was for:

- (i) Acquisitions of land | | | | | | | | 000 7 6 3 EFG
- (ii) Acquisitions of existing buildings | | | | | | | | 000 7 6 4 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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) | | | | | | | | 000 6 1 0 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 7 7 1 EFG

This section continues overleaf

(b)	Total disposals	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	699	EFG
										000					
	Of which, how much was from:														
(i)	Proceeds from the disposal of land	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	765	EFG
										000					
(ii)	Proceeds from the disposal of existing buildings	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	766	EFG
										000					

**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.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	163	EFG
										000					
(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.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>											000	164	EFG
										000					

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)
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).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

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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		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			11	DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			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)
Exclude: Donations and general funding

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	399	EFG
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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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	318	EFG
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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

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4 5 0

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)

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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.
- (b) Depreciation of capital assets

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4 7 5

EFG

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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
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4 0 0

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 | <table border="1" style="border-collapse: collapse; width: 150px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>000</td></tr> </table> | | | | | | | | | | | 000 | 6 0 0 | EFG |
| | | | | | | | | | | 000 | | | | | |
| (b) | Total disposals | <table border="1" style="border-collapse: collapse; width: 150px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>000</td></tr> </table> | | | | | | | | | | | 000 | 6 9 9 | EFG |
| | | | | | | | | | | 000 | | | | | |

**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:
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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. | <table border="1" style="border-collapse: collapse; width: 150px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>000</td></tr> </table> | | | | | | | | | | | 000 | 1 6 3 | EFG |
| | | | | | | | | | | 000 | | | | | |

- | | | | | | | | | | | | | | | | |
|-----|--|--|--|--|--|--|--|--|--|-----|--|--|-----|-------|-----|
| (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. | <table border="1" style="border-collapse: collapse; width: 150px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td>000</td></tr> </table> | | | | | | | | | | | 000 | 1 6 4 | EFG |
| | | | | | | | | | | 000 | | | | | |

7. RESEARCH AND DEVELOPMENT *see note 7*

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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

1 4 4

CDE

Plus

(b) Number of minutes

 mins

1 4 5

BCD

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1 4 6

LMN

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Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

	Day	Month	Year		
Period covered by the return: from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK
	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 2 DJK

3. INCOME (excluding VAT)

3.1 TOTAL REVENUE *see note 3.1*

(a) Gross Written premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 1 0 0	EFG	
(b) Fees and commissions earned	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 1 0 1	EFG
(c) All other revenue (please give examples in Section 7)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 1 0 2	EFG
(d) Total revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 1 0 3	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]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	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.

(a)	Total costs of energy, goods, materials and services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	EFG
	of which:											
(b)	Goods bought for resale without further processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 3	EFG
(c)	Services purchased for resale without processing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 3	EFG
(d)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(e)	All costs linked directly to policies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 1 0 4	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	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	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	<input type="text"/>	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)	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	000	4 1 4	EFG
	Of which:				
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	000	4 3 2	EFG

5. CAPITAL EXPENDITURE *see note 5*
 (including non-deductible VAT but excluding deductible VAT)

5.1 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	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="000"/> 6 0 0	EFG
Of which, how much was for:		
(i) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 5.1 (a) (i)</i>	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="000"/> 6 1 0	EFG
(ii) 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 7	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="000"/> 6 0 2	EFG
(iii) Computer software developed by your own staff to be used for more than one year	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="000"/> 7 7 1	EFG
(b) Total disposals	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text" value="000"/> 6 9 9	EFG

6. TIME TAKEN TO COMPLETE SECTIONS 2 TO 5
 (over and above normal accounting operations)
This question is voluntary

(a) Number of hours	<input style="width: 60px; height: 20px; border: 1px solid black;" type="text" value="144"/> hrs	1 4 4	CDE
Plus			
(b) Number of minutes	<input style="width: 60px; height: 20px; border: 1px solid black;" type="text" value="145"/> mins	1 4 5	BCD

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from

Day	Month	Year
□□	□□	□□ □□

1 1
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) Total turnover (i.e. total amounts receivable)

□□□□□□□□	000	3 9 9
----------	-----	-------

EFG

Include:

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

Exclude: reimbursements from clients for VAT or customs duties

Of which:

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

□□□□□□□□	000	3 3 7
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EFG

(c) Sales on own account

□□□□□□□□	000	3 3 9
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EFG

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT

(a) Media representation services: of which, how much was for:	<input type="text" value="000"/>	1 0 3 9	EFG
(i) Sale of print media advertising space or time on a fee or contract basis	<input type="text" value="000"/>	1 0 4 0	EFG
(ii) Sale of TV/radio advertising space or time on a fee or contract basis	<input type="text" value="000"/>	1 0 4 1	EFG
(iii) Sale of Internet advertising space or time on a fee or contract basis	<input type="text" value="000"/>	1 0 4 2	EFG
(iv) Sale of events related advertising	<input type="text" value="000"/>	1 0 4 3	EFG
(v) Other sale of advertising space or time on a fee or contract basis	<input type="text" value="000"/>	1 0 4 4	EFG
(b) Services provided by advertising agencies: of which, how much was for:	<input type="text" value="000"/>	1 0 4 5	EFG
(i) Full service advertising	<input type="text" value="000"/>	1 0 4 6	EFG
(ii) Direct marketing and direct mailing	<input type="text" value="000"/>	1 0 4 7	EFG
(iii) Advertising design and concept development	<input type="text" value="000"/>	1 0 4 8	EFG
(iv) Other advertising services	<input type="text" value="000"/>	1 0 4 9	EFG
(c) Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	<input type="text" value="000"/>	2 9 9	EFG
(d) Other products	<input type="text" value="000"/>	2 9 8	EFG

If you have entered a figure for 'other products' can you please state what this figure 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 6	EFG
(c)	Clients resident outside of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 7	EFG
(d)	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

(a)	Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	EFG

(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(o)	Amounts payable for other services purchased (e.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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
	Of which:												
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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) | Total value of work in progress at beginning of the period | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 5 0 1 | EFG |
| | | | | | | | | | | 000 | | | | | |
| (b) | Total value of work in progress at end of the period | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 5 0 2 | EFG |
| | | | | | | | | | | 000 | | | | | |

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 | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 6 0 0 | EFG |
| | | | | | | | | | | 000 | | | | | |

Of which, how much was for:

- | | | | | | | | | | | | | | | | |
|------|------------------------------------|---|--|--|--|--|--|--|--|-----|--|--|-----|-------|-----|
| (i) | Acquisitions of land | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 7 6 3 | EFG |
| | | | | | | | | | | 000 | | | | | |
| (ii) | Acquisitions of existing buildings | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 7 6 4 | EFG |
| | | | | | | | | | | 000 | | | | | |

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) <i>see note 6.1 (a) (iii)</i> | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 6 1 0 | EFG |
| | | | | | | | | | | 000 | | | | | |
| (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 | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>000</td></tr></table> | | | | | | | | | | | 000 | 6 0 2 | EFG |
| | | | | | | | | | | 000 | | | | | |

(v) Computer software developed by your own staff to be used for more than one year

										000
--	--	--	--	--	--	--	--	--	--	-----

7 7 1

EFG

(b) **Total disposals**

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9

EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5

EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 6

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 *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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 3

EFG

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from Day Month Year 1 1 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 and fees receivable)

000 3 9 9 EFG

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT

(a) Services provided by employment placement agencies: of which, how much was for:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 4	EFG
(i) Executive search services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 5	EFG
(ii) Permanent placement services, other than executive search services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 6	EFG
(b) Temporary employment agency services: of which, how much was for:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 7	EFG
(i) For the supply of computer and telecommunications personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 8	EFG
(ii) For the supply of other office personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 8 9	EFG
(iii) For the supply of commercial and trade personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 2	EFG
(iv) For the supply of transport, warehousing, logistics and industrial workers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 3	EFG
(v) For the supply of hotel and restaurant personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 4	EFG
(vi) For the supply of medical personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 5	EFG
(vii) For the supply of other personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 6	EFG
(c) Other human resource provision	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 9 7	EFG
(d) Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 9	EFG
(e) Other products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 8	EFG

If you have entered a figure for 'other products' can you please state what this figure 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 6	EFG
(c)	Clients resident outside of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 7	EFG
(d)	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

(a)	Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- | | | | | | |
|-----|---|---|-----|-------|-----|
| (e) | Goods bought for resale without further processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 3 | EFG |
| (f) | Services purchased for resale without processing | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | | |
|-----|--|---|-----|-------|-----|
| (g) | Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 1 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 8 | EFG |
| (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 (a) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 9 | EFG |

This section continues overleaf

(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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., payments made to claimants)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
Of which:													
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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) | Total value of work in progress at beginning of the period | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 5 0 1 | EFG |
| (b) | Total value of work in progress at end of the period | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 5 0 2 | 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 | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 6 0 0 | EFG |
|-----|---------------------------|--|-------|-----|

Of which, how much was for:

- | | | | | |
|------|------------------------------------|--|-------|-----|
| (i) | Acquisitions of land | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 7 6 3 | EFG |
| (ii) | Acquisitions of existing buildings | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 7 6 4 | 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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i> | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 6 1 0 | 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 | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 6 0 2 | EFG |
| (v) | Computer software developed by your own staff to be used for more than one year | <input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/> 000 | 7 7 1 | EFG |

This section continues overleaf

(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	6 9 9	EFG
												000					
	Of which, how much was from:																
(i)	Proceeds from the disposal of land	<table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	7 6 5	EFG
												000					
(ii)	Proceeds from the disposal of existing buildings	<table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	7 6 6	EFG
												000					

**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.	<table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	1 6 3	EFG
												000					
(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.	<table border="1" style="border-collapse: collapse; width: 100px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	1 6 4	EFG
												000					

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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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.

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 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	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS

(a)	Legal advisory and representation services concerning criminal law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 1	EFG
(b)	Legal advisory and representation services in judicial procedures concerning business and commercial law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 2	EFG
(c)	Legal advisory and representation services in judicial procedures concerning labour law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 3	EFG
(d)	Legal advisory and representation services in judicial procedures concerning civil law	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 4	EFG
(e)	Legal services concerning patents, copyrights and other intellectual property rights	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 5	EFG
(f)	Notarial services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 6	EFG
(g)	Arbitration and conciliation services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 7	EFG
(h)	Auction legal services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 8	EFG
(i)	Other legal services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 5 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 9	EFG
(k)	Other products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 8	EFG

If you have entered a figure for 'other products' can you please state what this figure 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 6	EFG
(c)	Clients resident outside of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 7	EFG
(d)	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

(a) Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	3 1 7	EFG
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(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)	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	3 2 5	EFG
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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)	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 4 6	EFG
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(b) Employers' National Insurance contributions	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 4 8	EFG
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(c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 4 9	EFG
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(d) Amounts payable to employees through redundancy and severance	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 4 7	EFG
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(e) Total employment costs	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 5 0	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 (including petrol, diesel, electricity and gas etc.)	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 2 7	EFG
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(b) Water used in the running of your business	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 2 8	EFG
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(c) Sewerage charges and other costs of waste disposal	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 3 5	EFG
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(d) Goods and all raw materials used in the running of your business (including stationery and consumables)	<input style="border: 1px solid red; width: 100px; height: 15px;" type="text" value="000"/>	4 0 2	EFG
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This section continues overleaf

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

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 4 0 3 EFG
- (f) Services purchased for resale without processing

										000
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 4 3 3 EFG

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors

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 4 2 1 EFG
- (h) Amounts payable for hiring, leasing or renting plant (**including** scaffolding) machinery and vehicles

										000
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 4 0 5 EFG
- (i) Amounts payable for commercial insurance premiums

										000
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 4 0 6 EFG
- (j) Amounts payable for road transport services

										000
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 4 0 7 EFG
- (k) Amounts payable for telecommunication services

										000
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 4 0 8 EFG
- (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 (a)

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 4 0 9 EFG
- (m) Amounts payable for advertising and marketing services

										000
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 4 1 0 EFG
- (n) Amounts payable to employment agencies for agency staff

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 4 3 0 EFG
- (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., payments made to claimants)

										000
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 4 1 1 EFG
- (p) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (o)

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 4 9 9 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
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 4 1 2 EFG
- (b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

										000
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 4 3 1 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

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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
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4 1 3

EFG

(e) **Total taxes, duties and levies paid**

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4 0 0

EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
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4 1 4

EFG

Of which:

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

										000
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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) Total value of work in progress at the beginning of the period

										000
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5 0 1

EFG

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

										000
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5 0 2

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	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	6 0 0	EFG
	Of which, how much was for:			
(i)	Acquisitions of land	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	7 6 4	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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	6 1 0	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	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	6 0 2	EFG
(v)	Computer software developed by your own staff to be used for more than one year	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	7 7 1	EFG
(b)	Total disposals	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	6 9 9	EFG
	Of which, how much was from:			
(i)	Proceeds from the disposal of land	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value="000"/>	7 6 6	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 *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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1 6 3

EFG

(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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1 6 4

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)

This question is voluntary

(a) Number of hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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 and fees receivable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS

(a)	Financial auditing services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 1	EFG
(b)	Accounting services provided by your business: Of which, how much was for:	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 2	EFG
(i)	Accounting review services, compilation services of financial statements and bookkeeping services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 3	EFG
(ii)	Payroll services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 4	EFG
(iii)	Other accounting services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 5	EFG
(c)	Tax consultancy services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 6	EFG
(d)	Insolvency and receivership services	<input style="width: 90%; height: 15px;" type="text"/> 000	1 5 7	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	<input style="width: 90%; height: 15px;" type="text"/> 000	2 9 9	EFG
(f)	Other products	<input style="width: 90%; height: 15px;" type="text"/> 000	2 9 8	EFG
			7 4 6	

If you have entered a figure for 'other products' can you please state what this figure is made up of:

JKL

3.3 TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT

(a)	Clients resident within the United Kingdom	<input style="width: 90%; height: 15px;" type="text"/> 000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input style="width: 90%; height: 15px;" type="text"/> 000	2 6	EFG
(c)	Clients resident outside of the European Union	<input style="width: 90%; height: 15px;" type="text"/> 000	2 7	EFG
(d)	Total	<input style="width: 90%; height: 15px;" type="text"/> 000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

- | | | | | | |
|--|--|--|-----|-------|-----|
| (a) Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income] | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 3 1 7 | EFG |
| | 000 | | | | |
| (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) | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 3 2 5 | EFG |
| | 000 | | | | |

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) | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 4 6 | EFG |
| | 000 | | | | |
| (b) Employers' National Insurance contributions | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 4 8 | EFG |
| | 000 | | | | |
| (c) Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 4 9 | EFG |
| | 000 | | | | |
| (d) Amounts payable to employees through redundancy and severance | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 4 7 | EFG |
| | 000 | | | | |
| (e) Total employment costs | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 5 0 | 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 (including petrol, diesel, electricity and gas etc.) | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 2 7 | EFG |
| | 000 | | | | |
| (b) Water used in the running of your business | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 2 8 | EFG |
| | 000 | | | | |
| (c) Sewerage charges and other costs of waste disposal | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 3 5 | EFG |
| | 000 | | | | |
| (d) Goods and all raw materials used in the running of your business (including stationery and consumables) | <table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: center;">000</td> </tr> </table> | | 000 | 4 0 2 | EFG |
| | 000 | | | | |

This section continues overleaf

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 3	EFG
(f)	Services purchased for resale without processing	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 2 1	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 5	EFG
(i)	Amounts payable for commercial insurance premiums	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 6	EFG
(j)	Amounts payable for road transport services	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 7	EFG
(k)	Amounts payable for telecommunication services	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 8	EFG
(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 (a)	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 3 0	EFG
(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., payments made to claimants)	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 9 9	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	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/> <input style="width: 10px; height: 15px;" type="text"/>	000	4 3 1	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

										000
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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
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4 1 3

EFG

(e) **Total taxes, duties and levies paid**

										000
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4 0 0

EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
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4 1 4

EFG

Of which:

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

										000
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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) Total value of work in progress at the beginning of the period

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 1

EFG

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

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 2

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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	6 0 0	EFG
Of which, how much was for:			
(i) Acquisitions of land	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 6 3	EFG
(ii) Acquisitions of existing buildings	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 6 4	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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	6 1 0	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	6 0 2	EFG
(v) Computer software developed by your own staff to be used for more than one year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 7 1	EFG
(b) Total disposals	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	6 9 9	EFG
Of which, how much was from:			
(i) Proceeds from the disposal of land	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 6 5	EFG
(ii) Proceeds from the disposal of existing buildings	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 6 6	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 *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.

												000
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1 6 3

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(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.

												000
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1 6 4

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)

This question is voluntary

(a) Number of hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11 DJK

		Day	Month	Year		
Period covered by the return: to		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000 399 EFG
--	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	-------------

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCTS

(a) Public relation and communication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	990	EFG	
(b) Business and other management consulting services provided by your business:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	991	EFG
Of which, how much was for:													
(i) Strategic management consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	992	EFG
(ii) Financial management consulting services (except corporate tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	993	EFG
(iii) Marketing management consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	994	EFG
(iv) Human resources management consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	995	EFG
(v) Production management consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	996	EFG
(vi) Supply chain and other management consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1017	EFG
(vii) Business process management services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1019	EFG
(c) Other project management services, excluding construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1023	EFG
(d) Other business consulting services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1029	EFG
(e) Trademarks and franchises	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	299	EFG
(g) Other products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	298	EFG

If you have entered a figure for 'other products' can you please state what this figure is made up of:

746

JKL

3.3 TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT

(a)	Clients resident within the United Kingdom	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 6	EFG
(c)	Clients resident outside of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 7	EFG
(d)	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

(a)	Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- | | | | | |
|-----|---|--|-------|-----|
| (e) | Goods bought for resale without further processing | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 3 | EFG |
| (f) | Services purchased for resale without processing | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|--|--|-------|-----|
| (g) | Amounts payable to sub-contractors | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 2 1 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 8 | EFG |
| (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 (a) | <input style="width: 80px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 0 9 | EFG |

This section continues overleaf

(m)	Amounts payable for advertising and marketing services	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 3 0	EFG
(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., payments made to claimants)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 9 9	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 4	EFG
Of which:				
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 3 2	EFG

- (v) Computer software developed by your own staff to be used for more than one year 000 7 7 1 EFG
- (b) **Total disposals** 000 6 9 9 EFG
- Of which, how much was from:**
- (i) Proceeds from the disposal of land 000 7 6 5 EFG
- (ii) Proceeds from the disposal of existing buildings 000 7 6 6 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 *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. 000 1 6 3 EFG
- (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. 000 1 6 4 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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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	□□	□□	□□ □□	1 1	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)	□□□□□□□□ 000	3 9 9	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT

(a) Computer programming services	□□□□□□□□ 000	9 6 1	EFG
(b) Computer consultancy services	□□□□□□□□ 000	9 6 2	EFG
(c) Computer facilities management services	□□□□□□□□ 000	9 6 3	EFG

This section continues overleaf

(d)	Other information technology and computer services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 4	EFG
(e)	Data processing, hosting and related services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 5	EFG
(f)	Web portal content	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 6	EFG
(g)	Publishing of computer games	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 7	EFG
(h)	Other software publishing: Of which, how much was for:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 8	EFG
	(i) Systems and application software, packaged	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 6 9	EFG
	(ii) Online software and software downloads	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 7 0	EFG
	(iii) Licensing services for the right to use computer software	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 7 1	EFG
(i)	Maintenance and repair of office, accounting and computer machinery	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 7 2	EFG
(j)	Resale (wholesale)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	9 7 3	EFG
(k)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 9	EFG
(l)	Other products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 9 8	EFG

If you have entered a figure for 'other products' can you please state what this figure 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 6	EFG
(c)	Clients resident outside of the European Union	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 7	EFG
(d)	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	2 8	EFG

3.4 OTHER INCOME *see note 3.4*

(a)	Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.4 (b) Other Operating Income]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	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 **(including** petrol, diesel, electricity and gas etc.)

																			000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 2 7 EFG

- (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 AND SERVICES BOUGHT FOR RESALE

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

																					000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 0 3 EFG

- (f) Services purchased for resale without processing

																					000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 3 3 EFG

SERVICES FOR BUSINESS USE

- (g) Amounts payable to sub-contractors

																					000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 2 1 EFG

- (h) Amounts payable for hiring, leasing or renting plant **(including** scaffolding) machinery and vehicles

																					000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 0 5 EFG

- (i) Amounts payable for commercial insurance premiums

																					000
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

 4 0 6 EFG

This section continues overleaf

(j)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(k)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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 (a)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

											000	4 1 4
--	--	--	--	--	--	--	--	--	--	--	-----	-------

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) Total value of work in progress at beginning of the period

											000	5 0 1
--	--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

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

											000	5 0 2
--	--	--	--	--	--	--	--	--	--	--	-----	-------

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	6 0 0
--	--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

Of which, how much was for:

(i) Acquisitions of land

											000	7 6 3
--	--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

(ii) Acquisitions of existing buildings

											000	7 6 4
--	--	--	--	--	--	--	--	--	--	--	-----	-------

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 (including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iii)*

										000
--	--	--	--	--	--	--	--	--	--	-----

6 1 0

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
--	--	--	--	--	--	--	--	--	--	-----

7 7 1

EFG

(b) **Total disposals**

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9

EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5

EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 6

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 *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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 3

EFG

This section continues overleaf

(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.

									000
--	--	--	--	--	--	--	--	--	-----

1 6 4

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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

Exclude: Grants.

(a) Value of sales of goods of own production	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 1	EFG
(b) Value of work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 8	EFG
(c) Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 9	EFG

This section continues overleaf

- | | | | | |
|-----|--|-----|-------|-----|
| (d) | Value of non-industrial services provided by you including advertising revenue; transport and delivery charges) | 000 | 3 1 0 | EFG |
| (e) | Value of sales of goods purchased and resold without further processing (merchanted or factored goods) | 000 | 3 1 1 | EFG |
| (f) | Total turnover | 000 | 3 9 9 | 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] | 000 | 3 1 7 | 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 | 3 2 5 | EFG |

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.

000	3 0 0	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 | 4 4 6 | 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 | 4 4 9 | EFG |

This section continues overleaf

(d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG

(e) **Total employment costs** 000 4 5 0 EFG

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

(a) Energy used in the running of your business **(including** petrol, diesel, electricity and gas etc.) 000 4 2 7 EFG

(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 BOUGHT FOR RESALE

(e) Goods **bought for resale** without further processing [these purchases relate to turnover in section 3.1 (e)] 000 4 0 3 EFG

SERVICES FOR BUSINESS USE

(f) Amounts payable to sub-contractors 000 4 2 1 EFG

(g) Value of industrial services purchased (printing services, installation, repairs and maintenance, **excluding** repairs and maintenance on computers and office machinery) 000 4 0 4 EFG

(h) Amounts payable for hiring, leasing or renting plant **(including** scaffolding) machinery and vehicles 000 4 0 5 EFG

(i) Amounts payable for commercial insurance premiums 000 4 0 6 EFG

(j) Amounts payable for road transport services 000 4 0 7 EFG

(k) Amounts payable for telecommunication services 000 4 0 8 EFG

(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 (a) 000 4 0 9 EFG

This section continues overleaf

(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 5	EFG
(d)	Customs and Excise duty payable (the amount of duty payable excluding VAT, import duty and deposits)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 5	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 9	EFG
(f)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
	Of which:												
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 6	EFG
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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**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 0

EFG

Of which: 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 end of the period**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 9 9

EFG

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

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 4

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
--	--	--	--	--	--	--	--	--	--	-----

6 0 0

EFG

Of which, how much was for:

(i) Acquisitions of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 3

EFG

(ii) Acquisitions of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 4

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 *see note 6.1 (a) (iii)*

										000
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6 0 1

EFG

(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)*

										000
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6 1 0

EFG

This section continues overleaf

(v) 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

(vi) Computer software developed by your own staff to be used for more than one year

										000
--	--	--	--	--	--	--	--	--	--	-----

 7 7 1 EFG

(b) **Total disposals**

										000
--	--	--	--	--	--	--	--	--	--	-----

 6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

 7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

 7 6 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 3 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 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.

										000
--	--	--	--	--	--	--	--	--	--	-----

 1 6 3 EFG

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

 1 6 4 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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

Signature.....

Date.....

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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		
□□	□□	□□ □□	1 1	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, 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 □□□□□□□□ 000 3 9 9 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	4 5 0
--	--	--	--	--	--	--	--	--	--	-----	-------

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	4 9 9
--	--	--	--	--	--	--	--	--	--	-----	-------

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	4 1 2
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

										000	4 3 1
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(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

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(d) Customs and Excise duty payable (the amount of duty payable **excluding** VAT, import duty and deposits)

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(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

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(f) **Total taxes, duties and levies paid**

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4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

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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)

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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

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(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

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(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 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 *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 *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'**

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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

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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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	<input type="text"/>																									
Position in business	<input type="text"/>																									
Name of business	<input type="text"/>																									
Telephone Number	<input type="text"/>	<input type="text"/>	Ext.	<input type="text"/>																						
Fax Number	<input type="text"/>	<input type="text"/>																								

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK
	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

Exclude: Grants.

(a) Value of sales of goods of own production	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 1	EFG
(b) Value of work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 8	EFG
(c) Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 9	EFG
(d) Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 0	EFG
(e) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG
(f) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	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]

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 3 1 7 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)

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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

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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)

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- (b) Employers' National Insurance contributions

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 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

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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance

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 4 4 7 EFG
- (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 (including petrol, diesel, electricity and gas etc.)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 2 7	EFG
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(b)	Water used in the running of your business	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 2 8	EFG
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(c)	Sewerage charges and other costs of waste disposal	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 3 5	EFG
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(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 2	EFG
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COSTS OF GOODS BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (e)]	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 3	EFG
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SERVICES FOR BUSINESS USE

(f)	Amounts payable to sub-contractors	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 2 1	EFG
									000					
(g)	Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 4	EFG
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(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 5	EFG
									000					
(i)	Amounts payable for commercial insurance premiums	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 6	EFG
									000					
(j)	Amounts payable for road transport services	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 7	EFG
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(k)	Amounts payable for telecommunication services	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 8	EFG
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(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 (a)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: right;">000</td> </tr> </table>										000	4 0 9	EFG
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(m)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
	Of which:												
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 2	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**

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5 0 0 EFG

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

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5 0 3 EFG

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

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5 9 9 EFG

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

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5 0 4 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**

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6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

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7 6 3 EFG

(ii) Acquisitions of existing buildings

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7 6 4 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 *see note 6.1 (a) (iii)*

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6 0 1 EFG

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|------------|---|---|-------|-----|
| (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> | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 6 1 0 | EFG |
| (v) | 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 | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 6 0 2 | EFG |
| (vi) | Computer software developed by your own staff to be used for more than one year | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 7 7 1 | EFG |
| (b) | Total disposals | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 6 9 9 | EFG |
| | Of which, how much was from: | | | |
| (i) | Proceeds from the disposal of land | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 7 6 5 | EFG |
| (ii) | Proceeds from the disposal of existing buildings | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 7 6 6 | EFG |
| 6.2 | Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)] | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 6 5 3 | 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. | <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/> | 1 6 3 | EFG |
|-----|---|--|-------|-----|

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(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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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'**

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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
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1 4 4

CDE

Plus

(b) Number of minutes

		mins
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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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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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	4 5 0
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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.

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

										000	4 9 9
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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	4 0 0
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4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

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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	<table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%; text-align: center;">000</td> </tr> </table>										000	5 0 0		EFG
									000						
(b)	Total value of all stocks at the end of the period	<table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">000</td> </tr> </table>										000	5 9 9		EFG
									000						

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	<table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%;"></td> <td style="width: 3.33%; text-align: center;">000</td> </tr> </table>										000	6 0 0		EFG
									000						
(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 100%; height: 1.2em;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: center;">000</td> </tr> </table>										000	6 9 9		EFG
									000						

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EXPORTS AND IMPORTS**
(excluding Goods) *see note 7*

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									000						

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(over and above normal accounting operations)
This question is voluntary

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			hrs
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1 4 4

CDE

Plus

(b) Number of minutes

		mins
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1 4 5

BCD

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1 4 6

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Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

Signature.....

Date.....

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	Day	Month	Year		
Period covered by the return: from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

Exclude: Grants.

(a) Value of sales of electricity , whether generated, transmitted or distributed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 2	EFG
(b) Value of sales of gas , whether generated, transmitted or distributed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 3	EFG
(c) Value of other sales of goods of own production	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 2	EFG
(d) Value of work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 8	EFG
(e) Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 9	EFG

This section continues overleaf

- | | | | | |
|-----|--|---|-------|-----|
| (f) | Value of non-industrial services provided by you including advertising revenue; transport and delivery charges) | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 3 1 0 | EFG |
| (g) | Value of sales of goods purchased and resold without further processing (merchanted or factored goods) | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 3 1 1 | EFG |
| (h) | Total turnover | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 3 9 9 | 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] | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 3 1 7 | 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) | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 3 2 5 | 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) | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 4 4 6 | EFG |
| (b) | Employers' National Insurance contributions | <input style="width: 100%; height: 100%;" type="text" value="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. | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 4 4 9 | EFG |
| (d) | Amounts payable to employees through redundancy and severance | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 4 4 7 | EFG |
| (e) | Total employment costs | <input style="width: 100%; height: 100%;" type="text" value="000"/> | 4 5 0 | 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 (**including** petrol, diesel, electricity and gas etc.)

										000
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 4 2 7 EFG
- (b) Water used in the running of your business

										000
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 4 2 8 EFG
- (c) Sewerage charges and other costs of waste disposal

										000
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 4 3 5 EFG
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)

										000
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 4 0 2 EFG

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)

										000
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 4 1 7 EFG
- (f) **Gas** from other undertakings for resale and distribution (**excluding** that used in the running of your business)

										000
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 4 1 8 EFG
- (g) Other **goods bought for resale** without further processing [these purchases relate to turnover in section 3.1 (g)]

										000
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 4 2 2 EFG

SERVICES FOR BUSINESS USE

- (h) Amounts payable to sub-contractors

										000
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 4 2 1 EFG

This section continues overleaf

(i)	Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 4	EFG
(j)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 5	EFG
(k)	Amounts payable for commercial insurance premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 6	EFG
(l)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(m)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(n)	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(o)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(p)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(q)	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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(r)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (q)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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 including formula rates	<input type="text" value="000"/>	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text" value="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	<input type="text" value="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)	<input type="text" value="000"/>	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text" value="000"/>	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text" value="000"/>	4 1 4	EFG
	Of which:			
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text" value="000"/>	4 3 2	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	<input type="text" value="000"/>	5 0 0	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text" value="000"/>	5 0 3	EFG
(b)	Total value of all stocks at the end of the period	<input type="text" value="000"/>	5 9 9	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text" value="000"/>	5 0 4	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	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	6 0 0	EFG
	Of which, how much was for:													
(i)	Acquisitions of land	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	7 6 4	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>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	6 0 1	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>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	6 1 0	EFG
(v)	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	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	6 0 2	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	7 7 1	EFG
(b)	Total disposals	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	6 9 9	EFG
	Of which, how much was from:													
(i)	Proceeds from the disposal of land	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="000"/>	7 6 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
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6 5 3

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 *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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 3

EFG

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)

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).

1 4 6

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:

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.

Period covered by the return: from

Day	Month	Year		
□□	□□	□□ □□	1 1	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, covering sales of goods and services (**including** progress payments on work in progress).

Exclude: Grants.

- | | | | |
|--|----------------|-------|-----|
| (a) Value of water supply charges, environmental services charges and drainage precepts | □□□□□□□□□□ 000 | 3 0 5 | EFG |
| (b) Value of sales of electricity , whether generated, transmitted or distributed | □□□□□□□□□□ 000 | 3 0 2 | EFG |
| (c) Value of sales of gas , whether generated, transmitted or distributed | □□□□□□□□□□ 000 | 3 0 3 | EFG |
| (d) Value of other sales of goods of own production | □□□□□□□□□□ 000 | 3 1 2 | EFG |

This section continues overleaf

(e)	Value of work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 0 8	EFG
(f)	Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 0 9	EFG
(g)	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 1 0	EFG
(h)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 1 1	EFG
(i)	Total turnover	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 9 9	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]	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 1 7	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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	3 2 5	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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 2 7 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (b) | Water used in the running of your business | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 2 8 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (c) | Sewerage charges and other costs of waste disposal | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 3 5 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 0 2 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |

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) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 2 4 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (f) | Electricity from other undertakings for resale and distribution (excluding that used in the running of your business) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 1 7 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (g) | Gas from other undertakings for resale and distribution (excluding that used in the running of your business) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 1 8 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (h) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (h)] | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 2 2 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |

SERVICES FOR BUSINESS USE

- | | | | | | | | | | | | | | | | | | |
|-----|---|---|--|--|--|--|--|--|--|--|-----|--|--|-----|-------|--|-----|
| (i) | Amounts payable to sub-contractors | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 2 1 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (j) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 0 4 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (k) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 0 5 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (l) | Amounts payable for commercial insurance premiums | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 0 6 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |
| (m) | Amounts payable for road transport services | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">000</td> </tr> </table> | | | | | | | | | | | | 000 | 4 0 7 | | EFG |
| | | | | | | | | | | | 000 | | | | | | |

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(n)	Amounts payable for telecommunication services	<input type="text"/>	000	4 0 8	EFG
(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)	<input type="text"/>	000	4 0 9	EFG
(p)	Amounts payable for advertising and marketing services	<input type="text"/>	000	4 1 0	EFG
(q)	Amounts payable to employment agencies for agency staff	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	000	4 1 1	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	<input type="text"/>	000	4 9 9	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	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	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	<input type="text"/>	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)	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	000	4 1 4	EFG
Of which:					
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	000	4 3 2	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 0	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 3	EFG
(b)	Total value of all stocks at the end of the period	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 9 9	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	5 0 4	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	6 0 0	EFG
	Of which, how much was for:				
(i)	Acquisitions of land	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	7 6 4	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>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	6 0 1	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>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	6 1 0	EFG

This section continues overleaf

(v) 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
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6 0 2

EFG

(vi) Computer software developed by your own staff to be used for more than one year

										000
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7 7 1

EFG

(b) **Total disposals**

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9

EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5

EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 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 3

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 *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.

										000
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1 6 3

EFG

This section continues overleaf

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)
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).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from

Day	Month	Year		
□□	□□	□□	□□	1 1

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, plus other receipts recorded on profit and loss/income and expenditure account (**including** progress payments on work in progress).

Exclude: Grants.

- (a) Value of sales of petroleum products (**i.e.** the net selling value of commercial disposals, **including** transfers of unfinished petroleum products and unfinished materials sent out) □□□□□□□□ 000 3 0 6 EFG
- (b) Value of sales of **electricity**, whether generated, transmitted or distributed □□□□□□□□ 000 3 0 2 EFG
- (c) Value of sales of **gas**, whether generated, transmitted or distributed □□□□□□□□ 000 3 0 3 EFG
- (d) Value of other sales of goods of own production □□□□□□□□ 000 3 1 2 EFG

This section continues overleaf

(e)	Charge for commission refining	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 7	EFG	
(f)	Value of other work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 5	EFG
(g)	Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 9	EFG
(h)	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 0	EFG
(i)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG
(j)	Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	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]	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 7	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 2 5	EFG

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.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 0	EFG
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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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 4 7	EFG
(e)	Total employment costs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input style="width: 100%; height: 20px;" type="text"/> | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input style="width: 100%; height: 20px;" type="text"/> | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input style="width: 100%; height: 20px;" type="text"/> | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 2 | EFG |

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) | <input style="width: 100%; height: 20px;" type="text"/> | 4 1 7 | EFG |
| (f) | Gas from other undertakings for resale and distribution (excluding that used in the running of your business) | <input style="width: 100%; height: 20px;" type="text"/> | 4 1 8 | EFG |
| (g) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (i)] | <input style="width: 100%; height: 20px;" type="text"/> | 4 2 2 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|---|---|-------|-----|
| (h) | Amounts payable to sub-contractors | <input style="width: 100%; height: 20px;" type="text"/> | 4 2 1 | EFG |
| (i) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 4 | EFG |
| (j) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 5 | EFG |
| (k) | Amounts payable for commercial insurance premiums | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 6 | EFG |
| (l) | Amounts payable for road transport services | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 7 | EFG |
| (m) | Amounts payable for telecommunication services | <input style="width: 100%; height: 20px;" type="text"/> | 4 0 8 | EFG |

This section continues overleaf

(n) 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

(o) Amounts payable for advertising and marketing services 000 4 1 0 EFG

(p) Amounts payable to employment agencies for agency staff 000 4 3 0 EFG

(q) 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 4 1 1 EFG

(r) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (q) 000 4 9 9 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 4 1 2 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) Customs and Excise duty payable (the amount of duty payable **excluding** VAT, import duty and deposits) 000 4 1 5 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 4 1 9 EFG

(f) **Total taxes, duties and levies paid** 000 4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a) Total amounts received in subsidies from UK government sources and the EU 000 4 1 4 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 4 1 6 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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	5 0 0	EFG
												000					
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	5 0 3	EFG
												000					
(b)	Total value of all stocks at the end of the period	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	5 9 9	EFG
												000					
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	5 0 4	EFG
												000					

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	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	6 0 0	EFG
												000					
	Of which, how much was for:																
(i)	Acquisitions of land	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	7 6 3	EFG
												000					
(ii)	Acquisitions of existing buildings	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	7 6 4	EFG
												000					
	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>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	6 0 1	EFG
												000					
(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>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>													000	6 1 0	EFG
												000					

This section continues overleaf

(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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1 6 4

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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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:

- 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 e.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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 6	EFG
(b) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG

This section continues overleaf

(c) Income received from sub-contracting

										000
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679

EFG

(d) **Total turnover**

										000
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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]

										000
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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
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325

EFG

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.

										000
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300

EFG

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)

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 4 4 6 EFG
(excluding National Insurance contributions and contributions to other pension and welfare schemes)

- (b) Employers' National Insurance contributions

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 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

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 4 4 9 EFG

- (d) Amounts payable to employees through redundancy and severance

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 4 4 7 EFG

- (e) **Total employment costs**

											000
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 4 5 0 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 (including petrol, diesel, electricity and gas etc.)

											000
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 4 2 7 EFG

- (b) Water used in the running of your business

											000
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 4 2 8 EFG

- (c) Sewerage charges and other costs of waste disposal

											000
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 4 3 5 EFG

- (d) Goods and materials used in the running of your business (including raw materials, stationery, components and consumables)

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 4 0 2 EFG

COSTS OF GOODS BOUGHT FOR RESALE

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

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 4 0 3 EFG

SERVICES FOR BUSINESS USE

- (f) Amounts payable to sub-contractors

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 4 2 1 EFG

- (g) Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles

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 4 0 5 EFG

- (h) Amounts payable for commercial insurance premiums

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 4 0 6 EFG

This section continues overleaf

(i)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(j)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(l)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(m)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(n)	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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(o)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (n)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
Of which:													
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 2	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	<input type="text"/>	000	5 0 0	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text"/>	000	5 0 3	EFG
(b)	Total value of all stocks at the end of the period	<input type="text"/>	000	5 9 9	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	<input type="text"/>	000	5 0 4	EFG

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	<input type="text"/>	000	6 0 0	EFG
	Of which, how much was for:				
(b)	Acquisitions of land	<input type="text"/>	000	7 6 3	EFG
(c)	Acquisitions of existing buildings (excluding dwellings)	<input type="text"/>	000	7 9 5	EFG

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	<input type="text"/>	000	6 9 9	EFG
	Of which, how much was from:				
(b)	Proceeds from the disposal of land	<input type="text"/>	000	7 6 5	EFG
(c)	Proceeds from the disposal of existing buildings (excluding dwellings)	<input type="text"/>	000	7 9 7	EFG

This section continues overleaf

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) | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 000 | 7 9 9 | EFG |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | 000 | | | | | | | | | | | | | | | | | | | | | | | |
| (b) Acquisitions of existing dwellings | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 7 9 6 | EFG | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | 000 | | | | | | | | | | | | | | | | | | | | | | | |
| (c) Proceeds from the disposal of existing dwellings | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 7 9 8 | EFG | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | 000 | | | | | | | | | | | | | | | | | | | | | | | |

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> | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 6 0 1 | EFG |
| | | | | | | | | | | | | | | | | | | 000 | | | | |
| (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> | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 6 1 0 | EFG |
| | | | | | | | | | | | | | | | | | | 000 | | | | |

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 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 | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 6 0 2 | EFG |
| | | | | | | | | | | | | | | | | | | 000 | | | | |
| (b) Computer software developed by your own staff to be used for more than one year | <table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table> | | | | | | | | | | | | | | | | | | | 000 | 7 7 1 | EFG |
| | | | | | | | | | | | | | | | | | | 000 | | | | |

6.6 Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]

	<table border="1" style="border-collapse: collapse; width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td style="text-align: right;">000</td> </tr> </table>																			000	6 5 3	EFG
																		000				

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. 000 1 6 3 EFG

(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. 000 1 6 4 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)

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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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.

Period covered by the return: from

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 1 DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

(a) **Total turnover**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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Of which:

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 6	EFG
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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	4 5 0
--	--	--	--	--	--	--	--	--	--	-----	-------

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	4 9 9
--	--	--	--	--	--	--	--	--	--	-----	-------

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	4 0 0
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000	4 1 4
--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

(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.

									000
--	--	--	--	--	--	--	--	--	-----

1 6 4

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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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 1 1 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, covering sales of goods and services (**including** progress payments on work in progress).

Exclude: Grants.

- (a) Sales of fresh fish and shellfish (**including** chilled) *see note 3.1(a), (b), (c)* 000 3 3 6 EFG
- (b) Sales of processed, frozen and preserved fish *see note 3.1 (a),(b),(c)* 000 3 7 0 EFG
- (c) Sales of other goods *see note 3.1 (a),(b),(c)* 000 3 9 8 EFG
- (d) Value of industrial services such as repairs, maintenance and installation, provided by you. 000 3 0 9 EFG
- (e) Value of non-industrial services provided by you **including** advertising revenue; transport and delivery charges) 000 3 1 0 EFG

This section continues overleaf

(f) Value of sales of goods purchased and resold without further processing (merchanted or factored goods) 000 3 1 1 EFG

(g) **Total turnover** 000 3 9 9 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] 000 3 1 7 EFG

(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)* 000 3 1 8 EFG

(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). 000 3 2 5 EFG

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. 000 3 0 0 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 4 4 6 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 4 4 9 EFG

(d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG

(e) **Total employment costs** 000 4 5 0 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 (including petrol, diesel, electricity and gas etc.) | 000 | 4 2 7 | EFG |
| (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 BOUGHT FOR RESALE

- | | | | | |
|-----|---|-----|-------|-----|
| (e) | Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (f)] | 000 | 4 0 3 | EFG |
|-----|---|-----|-------|-----|

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|--|-----|---------|-----|
| (f) | Amounts payable to sub-contractors | 000 | 4 2 1 | EFG |
| (g) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | 000 | 4 0 4 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for water transport services: sea and inland water passenger, freight transportation and rental services of vessels with crew | 000 | 6 1 0 0 | EFG |
| (k) | Amounts payable for telecommunication services | 000 | 4 0 8 | EFG |
| (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 (a) | 000 | 4 0 9 | EFG |

This section continues overleaf

(m)	Amounts payable for advertising and marketing services	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 0	EFG
(n)	Amounts payable to employment agencies for agency staff	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 3 0	EFG
(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.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 9 9	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 1 4	EFG
Of which:				
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	4 3 2	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**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 0 EFG

Of which: 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 end of the period**

										000
--	--	--	--	--	--	--	--	--	--	-----

5 9 9 EFG

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

										000
--	--	--	--	--	--	--	--	--	--	-----

5 0 4 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
--	--	--	--	--	--	--	--	--	--	-----

6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 3 EFG

(ii) Acquisitions of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 4 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 *see note 6.1 (a) (iii)*

										000
--	--	--	--	--	--	--	--	--	--	-----

6 0 1 EFG

(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)*

										000
--	--	--	--	--	--	--	--	--	--	-----

6 1 0 EFG

This section continues overleaf

(v) 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

(vi) Computer software developed by your own staff to be used for more than one year

										000
--	--	--	--	--	--	--	--	--	--	-----

7 7 1 EFG

(b) Total disposals

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 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 3 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 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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 3 EFG

This section continues overleaf

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4 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)
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).

1 4 6

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:

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.

Period covered by the return: from

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1 1 DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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).

Exclude: Grants; rent income on land.

(a) Value of sales of own production	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 1	EFG
(b) Value of work done on customers' materials (including value of any additional materials provided by you)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 8	EFG
(c) Value of industrial services such as repairs, maintenance and installation, provided by you	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 9	EFG
(d) Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 0	EFG
(e) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 1 1	EFG
(f) Total turnover	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS BOUGHT FOR RESALE

- | | | | | | |
|-----|---|---|-----|-------|-----|
| (e) | Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (e)] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 3 | EFG |
|-----|---|---|-----|-------|-----|

SERVICES FOR BUSINESS USE

- | | | | | | |
|-----|---|---|-----|-------|-----|
| (f) | Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 1 | EFG |
| (g) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 4 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 8 | EFG |
| (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 (a) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 1 0 | EFG |

This section continues overleaf

(n)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a)	Total amounts received in subsidies from UK government sources and the EU	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 4	EFG
	Of which:												
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 2	EFG

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**

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 0 0

EFG

Of which: 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 end of the period**

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 9 9

EFG

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

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 0 4

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
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 0

EFG

Of which, how much was for:

(i) Acquisitions of land

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 3

EFG

(ii) Acquisitions of existing buildings

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 4

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 *see note 6.1 (a) (iii)*

											000
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 1

EFG

(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)*

											000
--	--	--	--	--	--	--	--	--	--	--	-----

6 1 0

EFG

This section continues overleaf

(v) 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

(vi) Computer software developed by your own staff to be used for more than one year

000

7 7 1

EFG

(b) Total disposals

000

6 9 9

EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

000

7 6 5

EFG

(ii) Proceeds from the disposal of existing buildings

000

7 6 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 3

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 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.

000

1 6 3

EFG

This section continues overleaf

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK

	Day	Month	Year		
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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).

Exclude: Grants.

- | | | | | | | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (a) Value of sales of electricity , whether generated, transmitted or distributed | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 0 2 | EFG |
| (b) Value of sales of gas , whether generated, transmitted or distributed | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 0 3 | EFG |
| (c) Value of water supply charges, environmental services charges and drainage precepts | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 0 5 | EFG |
| (d) Value of work done on customers' materials (including value of any additional materials provided by you) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 3 0 8 | EFG |

This section continues overleaf

- (e) Value of industrial services such as repairs, maintenance and installation, provided by you | | | | | | | | | | 000 3 0 9 EFG
- (f) Value of non-industrial services provided by you **(including** advertising revenue; transport and delivery charges) | | | | | | | | | | 000 3 1 0 EFG
- (g) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)**exclude** sales of goods made through showrooms | | | | | | | | | | 000 3 1 1 EFG
- (h) Value of other sales of goods of own production **(including** turnover arising from sales and waste water) | | | | | | | | | | 000 3 1 2 EFG
- (i) **Total turnover** | | | | | | | | | | 000 3 9 9 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] | | | | | | | | | | 000 3 1 7 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 3 2 5 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 4 4 6 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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance | | | | | | | | | | 000 4 4 7 EFG
- (e) **Total employment costs** | | | | | | | | | | 000 4 5 0 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 (including petrol, diesel, electricity and gas etc.) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 0 2 | EFG |

GOODS AND ENERGY FOR RESALE

- | | | | | |
|-----|---|---|-------|-----|
| (e) | Electricity from other undertakings for resale and distribution (excluding that used in the running of your business) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 1 7 | EFG |
| (f) | Gas from other undertakings for resale and distribution (excluding that used in the running of your business) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 1 8 | EFG |
| (g) | Water from other undertakings for resale and distribution (excluding that used in the running of your business) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 2 4 | EFG |
| (h) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (g)] | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 2 2 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|---|---|-------|-----|
| (i) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 0 4 | EFG |
| (j) | Amounts payable to sub-contractors | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 2 1 | EFG |
| (k) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input style="width: 100%; height: 100%; border: none;" type="text"/> | 4 0 5 | EFG |

This section continues overleaf

(l)	Amounts payable for commercial insurance premiums	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 6	EFG
(m)	Amounts payable for road transport services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 7	EFG
(n)	Amounts payable for telecommunication services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 8	EFG
(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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 9	EFG
(p)	Amounts payable for advertising and marketing services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 0	EFG
(q)	Amounts payable to employment agencies for agency staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 3 0	EFG
(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.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 1	EFG
	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 9 9	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 including formula rates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	4 0 0	EFG

4.4 SUBSIDIES RECEIVABLE see note 4.4

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

											000
--	--	--	--	--	--	--	--	--	--	--	-----

4 1 4 EFG

Of which:

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

											000
--	--	--	--	--	--	--	--	--	--	--	-----

4 3 2 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**

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 0 0 EFG

Of which: 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 end of the period**

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 9 9 EFG

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

											000
--	--	--	--	--	--	--	--	--	--	--	-----

5 0 4 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
--	--	--	--	--	--	--	--	--	--	--	-----

6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 3 EFG

(ii) Acquisitions of existing buildings

											000
--	--	--	--	--	--	--	--	--	--	--	-----

7 6 4 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

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4 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)
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).

146

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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		
□□	□□	□□ □□	1 1	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 for examples*

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	□□□□□□□□ 000	3 0 1		EFG
(b) Value of work done on customers' materials (including value of any additional materials provided by you)	□□□□□□□□ 000	3 0 8		EFG
(c) Value of industrial services such as repairs, maintenance, installation and agricultural services, provided by you	□□□□□□□□ 000	3 0 9		EFG
(d) Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	□□□□□□□□ 000	3 1 0		EFG
(e) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	□□□□□□□□ 000	3 1 1		EFG
(f) Total turnover	□□□□□□□□ 000	3 9 9		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] 000 3 1 7 EFG
- (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 **not** to be included in section 3.1 or 3.2 (c)] *see note 3.2 (b)* 000 3 1 8 EFG
- (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) 000 3 2 5 EFG

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. 000 3 0 0 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 4 4 6 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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance 000 4 4 7 EFG
- (e) **Total employment costs** 000 4 5 0 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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS BOUGHT FOR RESALE

- | | | | | | |
|-----|---|---|-----|-------|-----|
| (e) | Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (e)] | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 3 | EFG |
|-----|---|---|-----|-------|-----|

SERVICES FOR BUSINESS USE

- | | | | | | |
|-----|---|---|-----|-------|-----|
| (f) | Amounts payable to sub-contractors | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 1 | EFG |
| (g) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 4 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 8 | EFG |
| (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 (a) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 1 0 | EFG |
| (n) | Amounts payable to employment agencies for agency staff | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 3 0 | EFG |

This section continues overleaf

(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.) 000 4 1 1 EFG

(p) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (o) 000 4 9 9 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 4 1 2 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 4 1 3 EFG

(e) **Total taxes, duties and levies paid** 000 4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a) Total amounts received in subsidies from UK government sources and the EU 000 4 1 4 EFG

Of which:

(b) Subsidies received under the Welfare to Work (New Deal) Programme 000 4 3 2 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 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 5 0 0 | EFG |
| | Of which: stocks of goods bought for resale without further processing (merchanted or factored goods) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 5 0 3 | EFG |
| (b) | Total value of all stocks at the end of the period | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 5 9 9 | EFG |
| | Of which: stocks of goods bought for resale without further processing (merchanted or factored goods) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 5 0 4 | 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 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 0 0 | EFG |
| | Of which, how much was for: | | | | |
| (i) | Acquisitions of land | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 7 6 3 | EFG |
| (ii) | Acquisitions of existing buildings | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 7 6 4 | 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> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 0 1 | 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> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 1 0 | EFG |

This section continues overleaf

(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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1 6 4

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'

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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
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1 4 4

CDE

Plus

(b) Number of minutes

		mins
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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).

1 4 6

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:

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.

Period covered by the return: from

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11 DJK

Period covered by the return: to

Day	Month	Year		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	777	EFG
(b) Total fees and commissions payable	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	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]

										000
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 3 1 7 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
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 3 2 5 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)

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 4 4 6 EFG
- (b) Employers' National Insurance contributions

										000
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 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

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 4 4 9 EFG
- (d) Amounts payable to employees through redundancy and severance

										000
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 4 4 7 EFG
- (e) **Total employment costs**

										000
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 4 5 0 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 (**including** petrol, diesel, electricity and gas etc.)

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 4 2 7 EFG
- (b) Water used in the running of your business

										000
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 4 2 8 EFG
- (c) Sewerage charges and other costs of waste disposal

										000
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 4 3 5 EFG

This section continues overleaf

(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 AND SERVICES BOUGHT FOR
RESALE**

(e) Goods **bought for resale** without further processing 000 4 0 3 EFG

(f) Services purchased for resale without processing 000 4 3 3 EFG

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors 000 4 2 1 EFG

(h) Amounts payable for hiring, leasing or renting plant (including
scaffolding) machinery and vehicles 000 4 0 5 EFG

(i) Amounts payable for commercial insurance premiums 000 4 0 6 EFG

(j) Amounts payable for road transport services 000 4 0 7 EFG

(k) Amounts payable for telecommunication services 000 4 0 8 EFG

(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 (a) 000 4 0 9 EFG

(m) Amounts payable for advertising and marketing services 000 4 1 0 EFG

(n) Amounts payable to employment agencies for agency staff 000 4 3 0 EFG

This section continues overleaf

(o) Amounts payable for other services purchased (e.g. total fees and commissions payable included in 3.1 (b), non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)

										000
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4 1 1 EFG

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

										000
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4 9 9 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
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4 1 2 EFG

(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

										000
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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
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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. **Exclude:** stamp duties paid on the purchase of shares by brokers on behalf of their clients)

										000
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4 1 3 EFG

(e) **Total taxes, duties and levies paid**

										000
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4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

(a) Total amounts received in subsidies from UK government sources and the EC 000 4 1 4 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) Total value of work in progress at beginning of the period 000 5 0 1 EFG

(b) Total value of work in progress at end of the period 000 5 0 2 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 6 0 0 EFG

Of which, how much was for:

(i) Acquisitions of land 000 7 6 3 EFG

(ii) Acquisitions of existing buildings 000 7 6 4 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 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> | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 1 0 | 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 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 0 2 | EFG |
| (v) Computer software developed by your own staff to be used for more than one year | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 7 7 1 | EFG |
| (b) Total disposals | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 6 9 9 | EFG |
| Of which, how much was from: | | | | |
| (i) Proceeds from the disposal of land | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 7 6 5 | EFG |
| (ii) Proceeds from the disposal of existing buildings | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 7 6 6 | 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. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 1 6 3 | EFG |
|--|---|-----|-------|-----|

This section continues overleaf

(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.

									000
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1 6 4

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)
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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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	□□	□□	□□ □□	1 1	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 fees and commissions receivable	□□□□□□□□ 000	7 7 7	EFG
(b) Total fees and commissions payable	□□□□□□□□ 000	7 7 8	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	7 7 9	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	3 9 9	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	4 5 0
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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 but **include** total fees and commissions payable.

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

										000	4 9 9
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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	4 0 0
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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	6 0 0
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EFG

(b) Total disposals

										000	6 9 9
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EFG

**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.

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EFG

- (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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 1 6 4

EFG

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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BCD

9. 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).

1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>		
Position in business	<input type="text"/>		
Name of business	<input type="text"/>		
Telephone Number	<input type="text"/>	<input type="text"/>	Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 1 DJK
Period covered by the return: to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 2 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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 9 9	EFG
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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
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4 5 0

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: payments made to claimants)

										000
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4 9 9

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
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4 0 0

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
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6 0 0

EFG

(b) Total disposals

										000
--	--	--	--	--	--	--	--	--	--	-----

6 9 9

EFG

**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.

												000
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1 6 3

EFG

(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.

												000
--	--	--	--	--	--	--	--	--	--	--	--	-----

1 6 4

EFG

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	hrs	1 4 4
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CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	mins	1 4 5
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BCD

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PLEASE USE BLOCK CAPITALS

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1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

Please use BLOCK CAPITALS

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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		
□□	□□	□□	□□	1 1

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, 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 (**include** all types of merchant vessels, pleasure craft, war vessels, floating docks, pontoons and off shore drilling rigs etc. of all tonnages, whether self-propelled or not)

□□□□□□□□□□	000	3 0 4	EFG
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(b) Value of other sales of goods of own production

□□□□□□□□□□	000	3 1 2	EFG
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(c) Value of work done on customers' materials (**including** value of any additional materials provided by you)

□□□□□□□□□□	000	3 0 8	EFG
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This section continues overleaf

(d) Value of industrial services such as repairs, maintenance and installation, provided by you	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 0 9	EFG
(e) Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 1 0	EFG
(f) Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 1 1	EFG
(g) Total turnover	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 9 9	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]	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 1 7	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)	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 2 5	EFG

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.

<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	3 0 0	EFG
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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)	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	4 4 6	EFG
(b) Employers' National Insurance contributions	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	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	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	4 4 9	EFG
(d) Amounts payable to employees through redundancy and severance	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	4 4 7	EFG
(e) Total employment costs	<input style="width: 100%; height: 20px; border: 1px solid red;" type="text"/>	000	4 5 0	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 (including petrol, diesel, electricity and gas etc.) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 2 7 | EFG | |
| (b) | Water used in the running of your business | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials used in the running of your business (including stationery and consumables) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS BOUGHT FOR RESALE

- | | | | | | | | | | | | | | | |
|-----|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (e) | Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (f)] | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 3 | EFG |
|-----|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|

SERVICES FOR BUSINESS USE

- | | | | | | | | | | | | | | | |
|-----|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (f) | Amounts payable to sub-contractors | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 2 1 | EFG |
| (g) | Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 4 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 8 | EFG |
| (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 (a) | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 1 0 | EFG |
| (n) | Amounts payable to employment agencies for agency staff | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | 000 | 4 3 0 | EFG |

This section continues overleaf

(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.)

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 4 1 1 EFG

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

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 4 9 9 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
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 4 1 2 EFG

(b) Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)

										000
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 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

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 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
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 4 1 3 EFG

(e) **Total taxes, duties and levies paid**

										000
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 4 0 0 EFG

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

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 4 1 4 EFG

Of which:

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

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 4 3 2 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		000	5 0 0	EFG
Of which: 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 end of the period		000	5 9 9	EFG
Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)		000	5 0 4	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	6 0 0	EFG
Of which, how much was for:				
(i) Acquisitions of land		000	7 6 3	EFG
(ii) Acquisitions of existing buildings		000	7 6 4	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	6 0 1	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

This section continues overleaf

(v) 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
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6 0 2 EFG

(vi) Computer software developed by your own staff to be used for more than one year

										000
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7 7 1 EFG

(b) Total disposals

										000
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6 9 9 EFG

Of which, how much was from:

(i) Proceeds from the disposal of land

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 5 EFG

(ii) Proceeds from the disposal of existing buildings

										000
--	--	--	--	--	--	--	--	--	--	-----

7 6 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
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6 5 3 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:

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Include:

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(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.

										000
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1 6 3 EFG

This section continues overleaf

(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.

										000
--	--	--	--	--	--	--	--	--	--	-----

1 6 4

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)
This question is voluntary

(a) Number of hours

			hrs
--	--	--	-----

1 4 4

CDE

Plus

(b) Number of minutes

		mins
--	--	------

1 4 5

BCD

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1 4 6

LMN

PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN.

*Please use **BLOCK CAPITALS***

Contact name	<input type="text"/>	
Position in business	<input type="text"/>	
Name of business	<input type="text"/>	
Telephone Number	<input type="text"/>	<input type="text"/> Ext. <input type="text"/>
Fax Number	<input type="text"/>	<input type="text"/>

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