

ABI2 FORMS FOR 2009 - INQUIRY CODE 202

ANNUAL 2009 FORMS	FORM TYPES	DATABASE DESCRIPTION	TITLE OF FORM
S001	1001	MT109	Motor Trades
S002	0002	MT209	
S003	1003	WH109	Wholesale
S004	0004	WH209	
S005	1005	RT109	Retail
S006	0006	RT209	
S007	1007	CT109	Catering
S008	0008	CT209	
S009	1009	PR109	Property
S010	0010	PR209	
S011	1011	TR109	Transport
S012	0012	TR209	
S013	1013	CM109	Commission Industry
S014	0014	CM209	
S015	1015	SN109	Betting and Gaming
S017	1017	IS109	Computer Industry
S018	0018	IS209	
S019	1019	SS109	Other Services – standard
S020	0020	SS209	
S023	1023	PL109	Postal Activities
S024	0024	PL209	
S025	1025	GR109	Non Marketing Organisations
S026	0026	GR209	
S029	1029	IN109	
S032	1032	AD109	Advertising
S033	1033	EM109	Employment Agencies
S034	0034	LS109	Legal
S035	0035	AC109	Accountancy
S036	0036	MC109	Management consultancy
S037	1037	MR109	Market research
S038	1038	AR109	Architecture
S039	1039	EN109	Engineering
S040	1040	TT109	Technical testing
S041	1041	IS309	Computer Services
S102	1102	PD109	Duty Long
S103	0103	PD209	Duty Short
S104	1104	PS109	Standard Long
S105	0105	PS209	Standard Short
S106	1106	EL109	Gas and Electricity excl. PI
S107	1107	SB109	Shipbuilding Long
S109	1109	WA109	Water
S110	1110	PE109	Mineral Oil
S111	1111	CN109	Construction Long
S112	0112	CN209	Construction short
S124	1124	FG109	Fishing
S125	1125	FY109	Forestry
S129	1129	HH109	Animal Husbandry and Hunting

Form types: those beginning with 1 are long forms and those beginning with 0 are short forms

1. WHAT YOUR ANNUAL BUSINESS SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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).

All businesses which operate on a commission basis should **include** the commission paid to them and **not** the full value of the relevant sales.

N.B Vehicles purchased under the Scrappage Incentive Scheme - Include full value of the vehicle **including** any incentive received from Government and manufacturer.

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

i.	Retail	□□□□□□□□ 000	3 7 1	EFG
ii.	Sales to other motor traders	□□□□□□□□ 000	3 7 2	EFG

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

Retail:

i. New cars (including new car sales to fleet customers)

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3 7 3 EFG

ii Other new motor vehicles and motorcycles including
 motorhomes)

												000
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3 7 4 EFG

Sales to other motor traders:

i. New cars

												000
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3 7 5 EFG

ii Other new motor vehicles and motorcycles including
 motorhomes)

												000
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3 7 6 EFG

(c) **Used motor vehicles**

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

												000
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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

												000
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1 1 0 EFG

ii All other motor trades receipts
 (including repair and servicing, labour, campaign bonuses etc)

												000
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1 2 0 EFG

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

i. Retail sales of food and drink sold through forecourt shops

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3 8 0 EFG

ii **Turnover from sales of petrol etc.**

												000
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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**

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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"/>	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"/>	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"/>	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"/>	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"/>	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"/> <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"/> | 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"/> | 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"/> | 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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 000 | 4 2 1 | EFG |
|-----|------------------------------------|--|-----|-------|-----|

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(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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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

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(d)	Other amounts paid for taxes, duties and levies	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 10%; height: 20px;"></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 3	EFG
										000					

(e)	Total taxes, duties and levies paid	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 10%; height: 20px;"></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 0	EFG
										000					

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%;"> <tr> <td style="width: 10%; height: 20px;"></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 4	EFG
										000					

Of which:

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

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 <u>beginning of the period</u>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 10%; height: 20px;"></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	5 0 0	EFG
										000					

Of which:

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

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

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

Of which:

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

Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 10%; height: 20px;"></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	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></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="border-collapse: collapse; width: 100px; 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;"></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="border-collapse: collapse; width: 100px; 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;"></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="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	6 1 0	EFG
											000					
(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	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	6 0 2	EFG
											000					
(vi)	Computer software developed by your own staff to be used for more than one year	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	7 7 1	EFG
											000					
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	1 1 0 8	EFG
											000					
(a)	Total acquisitions	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	6 0 0	EFG
											000					

(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

(iii) Any other disposals

										000
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1 1 0 9

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**

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

 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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that ends between **6 April 2009 and 5 April 2010**).

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).
All businesses which operate on a commission basis should **include** the commission paid to them and **not** the full value of the relevant sales.
N.B Vehicles purchased under the Scrappage Incentive Scheme - Include full value of the vehicle **including** any incentive received from Government and manufacturer.

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"/>	000 399 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

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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.

(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]

										000	4 2 0
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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 purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) to 4.2 (b)

										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. 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
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EFG

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

												000	5 9 9
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a)	Total acquisitions	<div style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid red; display: inline-block; width: 30px; height: 20px; text-align: center;">000</div>	6 0 0	EFG
(b)	Total disposals	<div style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid red; display: inline-block; width: 30px; height: 20px; text-align: center;">000</div>	6 9 9	EFG

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

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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.	<div style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid red; display: inline-block; width: 30px; height: 20px; text-align: center;">000</div>	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<div style="border: 1px solid red; display: inline-block; width: 100px; height: 20px; margin-bottom: 2px;"></div> <div style="border: 1px solid red; display: inline-block; width: 30px; height: 20px; text-align: center;">000</div>	1 6 4	EFG

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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

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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).

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
(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"/>	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"/>	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"/>	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*

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**

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"/> | 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"/>	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

4.3 TAXES, DUTIES AND LEVIES PAID *see note 4.3*

Total amount payable in taxes, duties or levies to government

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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)	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"/>	000	4 1 5	EFG
(e)	Other amounts paid for taxes, duties and levies	<input type="text"/>	000	4 1 9	EFG
(f)	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

												000
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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

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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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**

												000
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5 0 0 EFG

Of which:

Total value of work in progress

												000
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5 0 1 EFG

Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)

												000
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5 0 3 EFG

(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
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5 0 2 EFG

Stocks of goods/energy 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	7 6 3	EFG
											000					
(ii)	Acquisitions of existing buildings	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	7 6 4	EFG
											000					
<p>Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.</p>																
(iii)	Total amount for assets acquired under finance leasing arrangements <i>see note 6.1 (a) (iii)</i>	<table border="1" style="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; 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="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; text-align: center;">000</td> </tr> </table>												000	6 1 0	EFG
											000					
(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	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	6 0 2	EFG
											000					
(vi)	Computer software developed by your own staff to be used for more than one year	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	7 7 1	EFG
											000					
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	1 1 0 8	EFG
											000					
(a)	Total acquisitions	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	6 0 0	EFG
											000					

(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"/>	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"/>	000	7 6 6	EFG
(iii)	Any other 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"/>	000	1 1 0 9	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"/>	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 <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"/>	000	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input type="text"/>	<input 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	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
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1 4 4

CDE

Plus

(b) Number of minutes

<input type="text"/>	<input type="text"/>	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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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4.2 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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(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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(c) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) and 4.2 (b)

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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.

(a) Customs and Excise duty payable (the amount of duty payable **excluding** VAT, Import Duty¹ and Deposits), **included** in the turnover figures at section 3.1

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¹ Tobacco Industry: please include End of Product Tax or Import Duty payable

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

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 [Includes: (a) above, plus national non-domestic (business) rates and other taxes and levies]

4.4 CUSTOMS AND EXCISE DRAWBACK *see note 4.4*

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

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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

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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

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EFG

(b) Total disposals

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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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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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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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
(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

3.3 RETAIL TURNOVER (including VAT) see note 3.3

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).

(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"/>	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"/>	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"/>	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"/>	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"/>	000	7 5 7	EFG
(f)	All other retail sales including sales of petrol, 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"/>	000	7 5 8	EFG
(g)	Total Retail 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 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. | <table border="1" style="border-collapse: collapse; width: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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 |
| | | | | | | | | | | 000 | | | | | |
| 6. | Oils and fats (including butter and margarine) | <table border="1" style="border-collapse: collapse; width: 150px; height: 20px; margin: 0 auto;"> <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 |
| | | | | | | | | | | 000 | | | | | |
| 7. | Fruit (including fresh, chilled, dried, frozen, canned and processed and all forms of nuts) | <table border="1" style="border-collapse: collapse; width: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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: 150px; height: 20px; margin: 0 auto;"> <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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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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"><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>000</td></tr></table>														000	1 3 8 1	EFG
													000					
26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	<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></td><td></td><td>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"><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>000</td></tr></table>														000	7 1 2	EFG
													000					
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"><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>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"><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>000</td></tr></table>														000	7 1 5	EFG
													000					
30.	Jewellery, clocks and watches (excluding antique jewellery)	<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></td><td></td><td>000</td></tr></table>														000	7 4 0	EFG
													000					
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"><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>000</td></tr></table>														000	1 3 8 2	EFG
													000					

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32. Telephone and telefax equipment **(including** mobile phones and commission from sales of telephone top-up cards) 000 1 3 8 3 EFG
33. Audio and visual equipment **(including** radios, televisions and video recorders) 000 7 2 9 EFG
34. Photographic and cinematographic equipment and optical instruments 000 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) 000 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) 000 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 000 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) 000 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) 000 1 3 8 8 EFG

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|-----|---|--|--|--|--|--|--|--|--|-----|--|--|-----|---------|-----|
| 40. | Natural or artificial plants and flowers (including Christmas trees) | <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 | 1 3 8 9 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 41. | Pets and related products (including pet food) | <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 | 1 3 9 0 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 42. | Books | <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 | 1 3 9 1 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 43. | Newspapers and periodicals | <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 | 1 3 9 2 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 44. | Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps) | <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 | 1 3 9 3 | EFG |
| | | | | | | | | | | 000 | | | | | |
| 45. | Other goods not elsewhere classified (including private eyesight tests, sale of new postage stamps, sales of liquid and solid fuels and commission earned on lottery sales, but excluding the total value of lottery sales and telephone top-up cards) | <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 | 7 4 5 | EFG |
| | | | | | | | | | | 000 | | | | | |

Please give examples 7 4 6

JKL

3.5 OTHER INCOME *see note 3.5*

- (a) Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.5(b) Other Operating Income]

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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)
(Please include examples in Section 10 if a figure is recorded here)

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

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- (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.)

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

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

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This section continues overleaf

(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: 100px; 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	4 0 2	EFG
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COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

(e)	Purchases of unprocessed goods (e.g. groceries, household goods, electrical goods etc) for resale. Exclude: Energy products bought for resale	<table border="1" style="border-collapse: collapse; width: 100px; 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	7 8 1	EFG
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(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	<table border="1" style="border-collapse: collapse; width: 100px; 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	7 6 7	EFG
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(g)	Services purchased for resale without processing	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 3 3	EFG
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SERVICES FOR BUSINESS USE

(h)	Amounts payable to sub-contractors	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 2 1	EFG
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(i)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 5	EFG
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(j)	Amounts payable for commercial insurance premiums	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 6	EFG
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(k)	Amounts payable for road transport services	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 7	EFG
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(l)	Amounts payable for telecommunication services	<table border="1" style="border-collapse: collapse; width: 100px; 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	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)	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 9	EFG
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(n)	Amounts payable for advertising and marketing services	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 1 0	EFG
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(o)	Amounts payable to employment agencies for agency staff	<table border="1" style="border-collapse: collapse; width: 100px; 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	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.)	<table border="1" style="border-collapse: collapse; width: 100px; 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	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)	<table border="1" style="border-collapse: collapse; width: 100px; 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	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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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"/>	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"/>	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"/>	000	4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies	<input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/>	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"/>	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"/>	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 beginning of the period**

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Of which:

Total value of work in progress

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Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)

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

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Of which:

Total value of work in progress

										000	5 0 2	EFG
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Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)

										000	5 0 4	EFG
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6. CAPITAL EXPENDITURE *see note 6*
(including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc.

Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.

(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
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(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					
<p>Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.</p>															
(iii)	Total amount for assets acquired under finance leasing arrangements <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 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"><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
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(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	<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
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(vi)	Computer software developed by your own staff to be used for more than one year	<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 7 1	EFG
										000					
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<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 1 0 8	EFG
										000					
(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					

(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"/>	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"/>	000	7 6 6	EFG
(iii)	Any other 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"/>	000	1 1 0 9	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"/>	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 <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"/>	000	1 6 3	EFG
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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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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
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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

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2. PERIOD COVERED BY THE RETURN *see note 2*

Your return should cover the **calendar year 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

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.








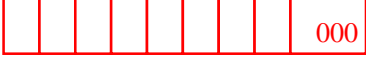
(a) Number of shops (including forecourt shops)	□□□□□□□□	7 5 0	EFG
(b) Number of mail order outlets	□□□□□□□□	7 5 1	EFG
(c) Number of market stalls and roadside pitches	□□□□□□□□	7 5 2	EFG

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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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"/> <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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 1	EFG
26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 1	EFG
27.	National Health Service receipts (include NHS eyesight tests)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 5	EFG
30.	Jewellery, clocks and watches (excluding antique 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 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.)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 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 |

This section continues overleaf

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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1 3 9 1

EFG

43. Newspapers and periodicals

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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)

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45. Other goods not elsewhere classified **(including** private eyesight tests, sale of new postage stamps, sales of liquid and solid fuels and commission earned on lottery sales, but**excluding** the total value of lottery sales and telephone top-up cards)

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Please give examples

7 4 6

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4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS *see note 4.1*

Include:

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

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.

(a) Purchases of goods bought for resale (e.g. groceries, household goods, electrical goods, petrol etc)

										000	4 0 3
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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
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EFG

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

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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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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
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EFG

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

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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

												000	6 0 0
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EFG

(b) Total disposals

												000	6 9 9
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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.

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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
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1 6 4

EFG

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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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PLEASE USE BLOCK CAPITALS

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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.....

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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	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"/>	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"/>	000	3 2 1	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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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
Include: <ul style="list-style-type: none">● 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. | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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 resold in the same state as bought
Include: <ul style="list-style-type: none">● beer, wine, spirits and soft drinks sold over the bar● food supplied by a third party e.g. sandwiches, crisps, nuts and confectionery | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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 |

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 é.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

4.3 TAXES, DUTIES AND LEVIES PAID *see note 4.3*

Total amount payable in taxes, duties or levies to government

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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

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	<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	4 5 5	EFG
										000					
(d)	Other amounts paid for taxes, duties and levies	<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	4 1 3	EFG
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(e)	Total taxes, duties and levies paid	<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	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 Of which:	<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	4 1 4	EFG
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(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<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	4 3 2	EFG
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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="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	5 0 0	EFG
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	Of which:														
	Total value of work in progress	<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	5 0 1	EFG
										000					
	Stocks of goods/energy 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; text-align: center;">000</td> </tr> </table>											000	5 0 3	EFG
										000					
(b)	Total value of all stocks at the <u>end of the period</u>	<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	5 9 9	EFG
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	Of which:														
	Total value of work in progress	<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	5 0 2	EFG
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	Stocks of goods/energy 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; text-align: center;">000</td> </tr> </table>											000	5 0 4	EFG
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6. CAPITAL EXPENDITURE *see note 6*
 (including non-deductible VAT but excluding deductible VAT)

6.1 TOTAL ACQUISITIONS/DISPOSALS

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc.

Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></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="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	7 6 4	EFG
											000					
<p>Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.</p>																
(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" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">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" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">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	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	7 7 1	EFG
											000					
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	1 1 0 8	EFG
											000					
(a)	Total acquisitions	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	6 0 0	EFG
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(i)	Proceeds from the disposal of land	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></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; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	7 6 6	EFG
											000					
(iii)	Any other disposals	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	1 1 0 9	EFG
											000					
(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 100px; 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>												000	6 9 9	EFG
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10. ANY RELEVANT COMMENTS

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

PLEASE USE BLOCK CAPITALS

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

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 (including VAT)

3.1 TOTAL TURNOVER *see note 3.1*

<input type="text"/>	<input type="text"/>	<input 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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Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (**including** VAT, progress payments on work in progress and total takings/total sales)
Exclude: Grants, sales of fixed assets and output for own final use

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS *see note 4.1*

Include:

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

Total employment costs

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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.

(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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(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

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(c) **Total purchases of energy, goods, materials and services**
This should be the sum of 4.2 (a) and 4.2 (b)

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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. 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

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

											000
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

											000
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6 0 0

EFG

(b) Total disposals

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

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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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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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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

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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

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"/> | 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"/> | 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"/> | 000 | 4 3 5 | EFG |
| (d) | Goods and all raw materials (including stationery and consumables and building materials for your own 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"/> <input type="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 (including the full purchase price of property bought and sold in the same year without 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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/> | 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"/> | 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"/> | 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"/> | 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"/> <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"/> <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 | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/> <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"/> <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., 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)]	<input type="text"/> <input type="text"/> <input type="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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(a)	Amounts payable in national non-domestic (business) rates and council 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 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	<input type="text"/> <input type="text"/> <input type="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

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) *see note 6.4*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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"/>	<input type="text"/>	000	6 0 2	EFG
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(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"/>	<input type="text"/>	000	7 7 1	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 *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. 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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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

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(e) Additional income (e.g. service charges, any other income derived from a non-property related activity)

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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**

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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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4.2 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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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. 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

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

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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 and assets acquired in taking over an existing business or sold as part of a going concern.

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

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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:

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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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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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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, from the sale of goods or services (including progress payments on work in progress) 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* (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

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

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- (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.)

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This section continues overleaf

(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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	000	4 0 7	EFG
(l)	Amounts payable for telecommunication services [telecommunication industries please refer to note 4.2 (l)]	<input type="text"/>	<input type="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"/>	000	4 0 9	EFG
(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"/>	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"/>	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"/>	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"/>	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

(**Exclude:** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(a)	Amounts payable in national non-domestic (business) rates	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 1 2	EFG
									000					
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	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	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 5 5	EFG
									000					
(d)	Other amounts paid for taxes, duties and levies	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 1 3	EFG
									000					
(e)	Total taxes, duties and levies paid	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 0 0	EFG
									000					

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: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 1 4	EFG
									000					
	Of which:													
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<table border="1" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										000	4 3 2	EFG
									000					

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" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">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" style="border-collapse: collapse; width: 100px; height: 20px; margin: 0 auto;"> <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: center;">000</td> </tr> </table>										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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	7 6 3		EFG
									000						
(ii)	Acquisitions of existing buildings	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	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" style="border-collapse: collapse; width: 100%;"> <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	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" style="border-collapse: collapse; width: 100%;"> <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	6 0 2		EFG
									000						
(v)	Computer software developed by your own staff to be used for more than one year	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	7 7 1		EFG
									000						
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	1 1 0 8		EFG
									000						
(a)	Total acquisitions	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	6 0 0		EFG
									000						
(i)	Proceeds from the disposal of land	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	7 6 5		EFG
									000						
(ii)	Proceeds from the disposal of existing buildings	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	7 6 6		EFG
									000						
(iii)	Any other disposals	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	1 1 0 9		EFG
									000						
(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 100%;"> <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	6 9 9		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
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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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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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)

□□□□□□□□□□	000 3 9 9		
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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
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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*

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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

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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
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CDE

Plus

(b) Number of minutes

			mins	1	4	5
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BCD

9. ANY RELEVANT COMMENTS

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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, 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
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Of which:

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

	□□□□□□□□□□	000	3 3 7	EFG
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(c) Sales on own account

	□□□□□□□□□□	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.) | <input type="text"/> | <input type="text"/> | <input type="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 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) | <input type="text"/> | <input type="text"/> | <input type="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
Include: advertising and marketing costs passed back to 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"/> | <input type="text"/> | <input type="text"/> | 000 | 4 3 3 | EFG |

SERVICES PURCHASED 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"/> | 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"/> | 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 |

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. 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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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 5 0 1 EFG
- (b) Total value of work in progress at end of the period 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 and assets acquired in taking over an existing business or sold as part of a going concern.

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

- (iv) Total value of finished work of a capital nature carried out by 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 6 0 2 EFG

- (v) Computer software developed by your own staff to be used for more than one year 7 7 1 EFG

- (vi) Any other acquisitions 1 1 0 8 EFG
Include: machinery, equipment and vehicles

- (a) **Total acquisitions** 6 0 0 EFG

This section continues overleaf

(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"/>	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"/>	000	7 6 6	EFG
(iii)	Any other 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"/>	000	1 1 0 9	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"/>	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 <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"/>	000	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input 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	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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)
Include:

• Travel agents - total sales to <u>consumers</u>	• Advertising agents - total sales to <u>clients</u>	□□□□□□□□□□	000	3 9 9	EFG
---	--	------------	-----	-------	-----

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	EFG
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(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

										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

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

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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a)	Total acquisitions	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <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: right;">000</td> </tr> </table>											000	6 0 0	EFG
										000					
(b)	Total disposals	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <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: right;">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" style="border-collapse: collapse; width: 100%; text-align: center;"> <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: right;">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: 100%; text-align: center;"> <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: right;">000</td> </tr> </table>											000	1 6 4	EFG
										000					

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

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"/> | 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <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"/> | 000 | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

SERVICES FOR BUSINESS USE

- | | | | | | |
|-----|--|----------------------|-----|-------|-----|
| (g) | Amounts payable to sub-contractors | <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"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <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"/> | 000 | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <input type="text"/> | 000 | 4 1 0 | EFG |
| (n) | Amounts payable to employment agencies for agency staff | <input type="text"/> | 000 | 4 3 0 | EFG |
| (o) | Amounts payable to winning customers | <input type="text"/> | 000 | 4 2 5 | 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.)

									000
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 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
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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

(**Exclude:** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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
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 4 5 5 EFG

(d) Other amounts paid for taxes, duties and levies

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

 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 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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"/>	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 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"/>	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"/>	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"/>	000	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment 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	1 1 0 8	EFG
(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
(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"/>	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"/>	000	7 6 6	EFG
(iii)	Any other 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	1 1 0 9	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"/>	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
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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

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. 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)

This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc.
Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.

(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					

**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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Your return should cover the **calendar year 2009**. (If no figures are available for that period, your return should relate to a business year that ends between **6 April 2009 and 5 April 2010**).

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)

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"/>	<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"/> | 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"/> | 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

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

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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> <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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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

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
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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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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.....

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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)	<input type="text"/>	<input 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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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]	<input type="text"/>	<input 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
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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 type="text"/>	<input 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
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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

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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)

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4 4 6 EFG

(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 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

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4 2 8 EFG

(c) Sewerage charges and other costs of waste disposal

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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)

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4 0 2 EFG

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"/>	<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"/>	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"/>	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"/>	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 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"/>	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"/>	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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(a)	Amounts payable in national non-domestic (business) rates	<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	4 1 2	EFG
										000					
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<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	4 3 1	EFG
										000					
(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	<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	4 5 5	EFG
										000					
(d)	Other amounts paid for taxes, duties and levies	<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	4 1 3	EFG
										000					
(e)	Total taxes, duties and levies paid	<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	4 0 0	EFG
										000					

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: 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	4 1 4	EFG
										000					
Of which:															
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<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	4 3 2	EFG
										000					

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	<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	5 0 1	
										000					
(b)	Total value of work in progress at end of the period	<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	5 0 2	
										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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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"/> <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"/> <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"/> <input 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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 7 1	EFG
(vi) Any other acquisitions Include: machinery, equipment 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"/> 000	1 1 0 8	EFG
(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"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	6 0 0	EFG
(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"/> <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"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	7 6 6	EFG
(iii) Any other 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"/> <input type="text"/> <input type="text"/> <input type="text"/> 000	1 1 0 9	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"/> <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.

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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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"/>

1 1 DJK

Period covered by the return: to

Day	Month	Year
<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
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3 9 9 EFG

Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS *see note 4.1*

Include:

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

Total employment costs

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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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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

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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

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(b) Total disposals

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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.

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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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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'

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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
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CDE

Plus

(b) Number of minutes

		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

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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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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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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) Sub-postmaster salary/income received directly from Post Office Ltd	□□□□□□□□ 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.)]	□□□□□□□□ 000	3 0 0	EFG
(c) All other turnover	□□□□□□□□ 000	3 4 4	EFG
(d) 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]

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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

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

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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 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

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

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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)

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 4 0 2 EFG

This section continues overleaf

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 3	EFG
										000					
(f)	Services purchased for resale without processing	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 3 3	EFG
										000					

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 2 1	EFG
										000					
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 5	EFG
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(i)	Amounts payable for commercial insurance premiums	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 6	EFG
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(j)	Amounts payable for road transport services	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 0 7	EFG
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(k)	Amounts payable for telecommunication services	<table border="1" style="border-collapse: collapse; width: 100px; 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	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="border-collapse: collapse; width: 100px; 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	4 0 9	EFG
										000					
(m)	Amounts payable for advertising and marketing services	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 1 0	EFG
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(n)	Amounts payable to employment agencies for agency staff	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 3 0	EFG
										000					
(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.)	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 1 1	EFG
										000					
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	<table border="1" style="border-collapse: collapse; width: 100px; 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	4 9 9	EFG
										000					

This section continues overleaf

4.3 TAXES, DUTIES AND LEVIES PAID *see note 4.3*

Total amount payable in taxes, duties or levies to government

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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"/>	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"/>	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"/>	000	4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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"/>	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"/>	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"/>	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	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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"/> <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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	7 6 3	EFG
											000					

(ii)	Acquisitions of existing buildings	<table border="1" style="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; 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 border="1" style="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; 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 border="1" style="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; 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 border="1" style="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; text-align: center;">000</td> </tr> </table>												000	7 7 1	EFG
											000					

(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	1 1 0 8	EFG
											000					

(a)	Total acquisitions	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	6 0 0	EFG
											000					

(i)	Proceeds from the disposal of land	<table border="1" style="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; 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;"> <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; text-align: center;">000</td> </tr> </table>												000	7 6 6	EFG
											000					

(iii)	Any other disposals	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	1 1 0 9	EFG
											000					

(b)	Total disposals	<table border="1" style="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; text-align: center;">000</td> </tr> </table>												000	6 9 9	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'**

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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

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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. 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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:

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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.

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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

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'**

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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
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CDE

Plus

(b) Number of minutes

			mins	1	4	5
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BCD

9. ANY RELEVANT COMMENTS

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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			
□□	□□	□□	□□	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	399	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.

□□□□□□□□	000	300	EFG
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Exclude: ticket sales and sales of food/drink requiring preparation

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]

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 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) **received** **not** to be included in section 3.1 Total Turnover, or 3.3 (c) Other Operating Income]

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 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)

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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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- (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 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: 100px; height: 20px;" type="text"/> 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input style="width: 100px; height: 20px;" 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 style="width: 100px; height: 20px;" type="text"/> 000 | 4 0 2 | EFG |

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

- | | | | | |
|-----|---|--|-------|-----|
| (e) | Goods bought for resale without further processing | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 0 3 | EFG |
| (f) | Services purchased for resale without processing | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 3 3 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | |
|-----|--|--|-------|-----|
| (g) | Amounts payable to sub-contractors | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 2 1 | EFG |
| (h) | Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <input style="width: 100px; height: 20px;" 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: 100px; height: 20px;" type="text"/> 000 | 4 0 9 | EFG |
| (m) | Amounts payable for advertising and marketing services | <input style="width: 100px; height: 20px;" type="text"/> 000 | 4 1 0 | EFG |
| (n) | Amounts payable to employment agencies for agency staff | <input style="width: 100px; height: 20px;" 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 OTHER COSTS *see note 4.3*

(a) Value of grants and donations **paid out** to persons, charitable organisations and other organisations etc. 000 4 7 5 EFG

(b) Depreciation of capital assets 000 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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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 000 4 1 3 EFG

(e) **Total taxes, duties and levies paid** 000 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 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	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="000"/>	5 0 1	EFG
(b)	Total value of work in progress at end of the period	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="000"/>	7 6 3	EFG
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(ii)	Acquisitions of existing buildings	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="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.

(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: 1.2em; border: 1px solid red;" type="text" value="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	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="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	<input style="width: 100%; height: 1.2em; border: 1px solid red;" type="text" value="000"/>	7 7 1	EFG
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(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<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; width: 10%; border: none;">000</td> </tr> </table>												000	1 1 0 8	EFG
											000					
(a)	Total acquisitions	<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; width: 10%; border: none;">000</td> </tr> </table>												000	6 0 0	EFG
											000					
(i)	Proceeds from the disposal of land	<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; width: 10%; border: none;">000</td> </tr> </table>												000	7 6 5	EFG
											000					
(ii)	Proceeds from the disposal of existing buildings	<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; width: 10%; border: none;">000</td> </tr> </table>												000	7 6 6	EFG
											000					
(iii)	Any other disposals	<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; width: 10%; border: none;">000</td> </tr> </table>												000	1 1 0 9	EFG
											000					
(b)	Total disposals	<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; width: 10%; border: none;">000</td> </tr> </table>												000	6 9 9	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="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; width: 10%; border: none;">000</td> </tr> </table>												000	1 6 3	EFG
											000					

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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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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).

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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, 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 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)	□□□□□□□□□□ 000	3 1 8	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 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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EFG

										000	4 7 6
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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	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

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

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.

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

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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 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	7 7 7	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	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	<input type="text"/>	<input 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 9	EFG

This section continues overleaf

(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
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 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
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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

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

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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.)

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 4 2 7

EFG

(b) Water used in the running of your business

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 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 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

(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 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

This section continues overleaf

4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3

Total amount payable in taxes, duties or levies to government

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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. Exclude: stamp duties paid on the purchase of shares by brokers on behalf of their clients)		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 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input style="width: 100px; 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: 100px; 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: 100px; 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: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	1 1 0 8	EFG
(a)	Total acquisitions	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	6 0 0	EFG
(i)	Proceeds from the disposal of land	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	7 6 6	EFG
(iii)	Any other disposals	<input style="width: 100px; height: 20px; border: 1px solid red;" type="text"/> 000	1 1 0 9	EFG
(b)	Total disposals	<input style="width: 100px; height: 20px; border: 1px solid red;" 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

				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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 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	7 7 7	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	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	<input type="text"/>	<input 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 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
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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 but **include** total fees and commissions payable.

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

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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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"/>	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"/>	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 <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"/>	000	1 6 3	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input type="text"/>	<input 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	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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 REVENUE *see note 3.1*

(a) Gross Written premiums	□□□□□□□□□□	000	1 1 0 0	EFG
(b) Fees and commissions earned	□□□□□□□□□□	000	1 1 0 1	EFG
(c) All other revenue (please give examples in Section 7)	□□□□□□□□□□	000	1 1 0 2	EFG
(d) Total revenue	□□□□□□□□□□	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]	□□□□□□□□□□	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)	□□□□□□□□□□	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"/> 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"/> 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"/> 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"/> 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"/> 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"/> <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"/> <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"/> <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"/> <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"/> <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

(**Exclude:** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(a)	Amounts payable in national non-domestic (business) rates	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	4 1 2	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	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	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	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)	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	4 1 3	EFG
(e)	Total taxes, duties and levies paid	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	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	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	4 1 4	EFG
	Of which:			
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/>000 </div>	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 5.1 (a) (i)*

										000
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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

										000
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6 0 2

EFG

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

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

7 7 1

EFG

(iv) Any other acquisitions
Include: machinery, equipment and vehicles

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

1 1 0 8

EFG

(a) **Total acquisitions**

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

6 0 0

EFG

(b) **Total disposals**

										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

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

1 4 4

CDE

Plus

(b) Number of minutes

			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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 income receivable (**including** progress payments on work in progress).

Include: earned premiums - net of re-insurance investment income

Exclude: Unrealised gains on investments

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
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(a) Total acquisitions

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

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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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)
Include:

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

- 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	EFG
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(c) Sales on own account

	□□□□□□□□	000	3 3 9	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a)	Sale of print media advertising space or time on a fee or contract basis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 0	EFG
(b)	Sale of TV/radio advertising space or time on a fee or contract basis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 1	EFG
(c)	Sale of Internet advertising space or time on a fee or contract basis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 2	EFG
(d)	Sale of events related advertising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 3	EFG
(e)	Other sale of advertising space or time on a fee or contract basis	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 4	EFG
(f)	Total media representation services: This should be the sum of 3.2(a) to 3.2(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"/>	000	1 0 3 9	EFG
(g)	Full service advertising	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 6	EFG
(h)	Direct marketing and direct mailing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 7	EFG
(i)	Advertising design and concept 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	1 0 4 8	EFG
(j)	Other advertising 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	1 0 4 9	EFG
(k)	Total services provided by advertising agencies: This should be the sum of 3.2(g) to 3.2(j)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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 4 5	EFG
(l)	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"/>	<input type="text"/>	<input type="text"/>	000	2 9 9	EFG
(m)	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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/> | 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input type="text"/> | 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <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"/> | 000 | 4 0 2 | EFG |

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) | <input type="text"/> | 000 | 4 0 3 | EFG |
| (f) | Services purchased for resale without processing
Include: advertising and marketing costs passed back to customers | <input type="text"/> | 000 | 4 3 3 | EFG |

SERVICES PURCHASED FOR BUSINESS USE

- | | | | | | |
|-----|--|----------------------|-----|-------|-----|
| (g) | Amounts payable to sub-contractors | <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"/> | 000 | 4 0 5 | EFG |
| (i) | Amounts payable for commercial insurance premiums | <input type="text"/> | 000 | 4 0 6 | EFG |
| (j) | Amounts payable for road transport services | <input type="text"/> | 000 | 4 0 7 | EFG |
| (k) | Amounts payable for telecommunication services | <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"/> | 000 | 4 0 9 | EFG |

This section continues overleaf

(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
(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.)	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

(**Exclude:** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	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 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)

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 and assets acquired in taking over an existing business or sold as part of a going concern.

- | | | | | |
|-----|----------------------|---|-------|-----|
| (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"/> 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"/> 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"/> <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"/> 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"/> 000 | 7 7 1 | EFG |
|-----|---|---|-------|-----|

This section continues overleaf

(vi) Any other acquisitions
Include: machinery, equipment and vehicles

										000	1 1 0 8	EFG
--	--	--	--	--	--	--	--	--	--	-----	---------	-----

(a) **Total acquisitions**

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

(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
--	--	--	--	--	--	--	--	--	--	-----	-------	-----

(iii) Any other disposals

										000	1 1 0 9	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
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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

 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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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"/>	000	399	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a) 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"/> <input type="text"/> <input type="text"/> <input type="text"/>	000	1 0 8 5	EFG
(b) 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"/> <input type="text"/> <input type="text"/>	000	1 0 8 6	EFG
(c) Total services provided by employment placement agencies: This should be the sum of 3.2 (a) and 3.2 (b)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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
(d) 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"/> <input type="text"/> <input type="text"/>	000	1 0 8 8	EFG
(e) 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"/> <input type="text"/> <input type="text"/>	000	1 0 8 9	EFG
(f) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 2	EFG
(g) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 3	EFG
(h) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 4	EFG
(i) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 5	EFG
(j) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 6	EFG
(k) Total temporary employment agency services: This should be the sum of 3.2(d) to 3.2 (j)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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
(l) 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"/> <input type="text"/> <input type="text"/>	000	1 0 9 7	EFG
(m) 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"/> <input type="text"/>	000	2 9 9	EFG
(n) 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"/> <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.)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> <td style="width: 40px; text-align: right;">000</td> </tr> </table>													000	4 2 7	EFG
												000				
(b) Water used in the running of your business	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 2 8	EFG
												000				
(c) Sewerage charges and other costs of waste disposal	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">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="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> <td style="width: 40px; text-align: right;">000</td> </tr> </table>													000	4 0 3	EFG
												000				
(f) Services purchased for resale without processing	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 3 3	EFG
												000				

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> <td style="width: 40px; text-align: right;">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="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 0 5	EFG
												000				
(i) Amounts payable for commercial insurance premiums	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 0 6	EFG
												000				
(j) Amounts payable for road transport services	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 0 7	EFG
												000				
(k) Amounts payable for telecommunication services	<table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 0 8	EFG
												000				
(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="width: 100%; border-collapse: collapse;"> <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 style="text-align: right;">000</td> </tr> </table>													000	4 0 9	EFG
												000				

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 ?*

Total amount payable in taxes, duties or levies to government

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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 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 and assets acquired in taking over an existing business or sold as part of a going concern.

- (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 000 6 1 0 EFG
(including network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.1 (a) (iii)*

- (iv) Total value of finished work of a capital nature carried out by 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

(vi) Any other acquisitions
Include: machinery, equipment and vehicles

																					000
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1 1 0 8

EFG

(a) **Total acquisitions**

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6 0 0

EFG

(i) Proceeds from the disposal of land

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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

(iii) Any other disposals

																					000
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1 1 0 9

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*

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

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 turnover (i.e. total amounts receivable)	□□□□□□□□□□ 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)	□□□□□□□□□□ 000	3 3 7	EFG
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(c) Sales on own account	□□□□□□□□□□ 000	3 3 9	EFG
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3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a)	Market research services: Qualitative surveys	<input type="text"/>	<input type="text"/>	<input 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 5	EFG
(b)	Market research services: Quantitative ad-hoc surveys	<input type="text"/>	<input type="text"/>	<input 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 6	EFG
(c)	Quantitative continuous and regular surveys	<input type="text"/>	<input type="text"/>	<input 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 7	EFG
(d)	Other market research 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	9 7 8	EFG
(e)	Total market research and similar activities: This should be the sum of 3.2(a) to 3.2(d)	<input type="text"/>	<input type="text"/>	<input 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 4	EFG
(f)	Public opinion polling 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	9 7 9	EFG
(g)	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
(h)	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.)
 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 **(including** stationery and consumables)
 4 0 2 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

Exclude: cost of hotel accommodation etc. incurred by tour operators.
 Include these in 4.2 (e)
- (f) Services purchased for resale without processing
 4 3 3 EFG

Include: advertising and marketing costs passed back to customers

SERVICES FOR BUSINESS USE

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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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
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EFG

Of which:

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

										000	4 3 2
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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
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

- (i) Acquisitions of land

										000	7 6 3
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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

This section continues overleaf

(v) Computer software developed by your own staff to be used for more than one year 771 EFG

(vi) Any other acquisitions 1108 EFG
Include: machinery, equipment and vehicles

(a) **Total acquisitions** 600 EFG

(i) Proceeds from the disposal of land 765 EFG

(ii) Proceeds from the disposal of existing buildings 766 EFG

(iii) Any other disposals 1109 EFG

(b) **Total disposals** 699 EFG

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

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

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

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

(a) Amounts *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. 163 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

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a) Plans and drawings for architectural purposes	<input type="text"/>	<input type="text"/>	<input 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 5 3	EFG
(b) Architectural services for residential and non-residential building projects	<input type="text"/>	<input type="text"/>	<input 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 5 5	EFG
(c) Historical restoration architectural 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 5 6	EFG
(d) Architectural advisory 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 5 7	EFG
(e) Total architectural services for buildings: This should be the sum of 3.2(b) to 3.2(d)	<input type="text"/>	<input type="text"/>	<input 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 5 4	EFG
(f) Urban and land planning 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 5 8	EFG
(g) Landscape architectural 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 5 9	EFG
(h) 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
(i) 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"/> <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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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
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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 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i) Acquisitions of land

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

 6 0 2 EFG

This section continues overleaf

(v)	Computer software developed by your own staff to be used for more than one year	000	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000	1 1 0 8	EFG
(a)	Total acquisitions	000	6 0 0	EFG
(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
(iii)	Any other disposals	000	1 1 0 9	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 <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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)

□□□□□□□□ 000	399	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 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a) Engineering advisory services	□□□□□□□□ 000	1063	EFG
(b) Engineering services for business projects	□□□□□□□□ 000	1064	EFG
(c) Engineering services for power projects	□□□□□□□□ 000	1065	EFG

This section continues overleaf

(d)	Engineering services for transportation projects	<input type="text"/>	<input 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 6 6	EFG	
(e)	Engineering services for waste management projects (hazardous and non-hazardous)	<input type="text"/>	<input type="text"/>	<input 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 6 7	EFG
(f)	Engineering services for water, sewerage and drainage projects	<input type="text"/>	<input type="text"/>	<input 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 6 8	EFG
(g)	Engineering services for industrial and manufacturing projects	<input type="text"/>	<input type="text"/>	<input 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 6 9	EFG
(h)	Engineering services for telecommunications and broadcasting projects	<input type="text"/>	<input type="text"/>	<input 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 7 0	EFG
(i)	Engineering services for other projects	<input type="text"/>	<input type="text"/>	<input 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 7 1	EFG
(j)	Total engineering services: This should be the sum of 3.2(a) to 3.2(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	1 0 6 2	EFG
(k)	Project management services for construction projects	<input type="text"/>	<input type="text"/>	<input 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 7 2	EFG
(l)	Geological, geophysical and related prospecting and 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	1 0 7 3	EFG
(m)	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
(n)	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"/>	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"/>	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"/>	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"/>	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"/>	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"/>	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.

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: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 2 7	EFG
(b)	Water used in the running of your business	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 2 8	EFG
(c)	Sewerage charges and other costs of waste disposal	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" 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: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 0 2	EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods bought for resale without further processing	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 0 3	EFG
(f)	Services purchased for resale without processing	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g)	Amounts payable to sub-contractors	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 2 1	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	4 0 5	EFG
(i)	Amounts payable for commercial insurance premiums	<input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/> <input style="width: 100%; height: 15px;" type="text"/>	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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="text"/>	<input type="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
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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 beginning of the period

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 5 0 1 EFG

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

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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i) Acquisitions of land

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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

This section continues overleaf

(v)	Computer software developed by your own staff to be used for more than one year	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	1 1 0 8	EFG
(a)	Total acquisitions	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	6 0 0	EFG
(i)	Proceeds from the disposal of land	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	7 6 6	EFG
(iii)	Any other disposals	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	1 1 0 9	EFG
(b)	Total disposals	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	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.

(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: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/> <input style="width: 100px;" type="text"/>	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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)

<input type="text"/>	<input type="text"/>	<input 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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Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group

This section continues overleaf

3.2 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a)	Composition and purity testing and analysis 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 7 5	EFG
(b)	Testing and analysis services of physical properties	<input type="text"/> <input type="text"/> <input 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 7 6	EFG
(c)	Testing and analysis services of integrated mechanical and electrical systems	<input type="text"/> <input type="text"/> <input 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 7 7	EFG
(d)	Technical inspection services for road transport 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	1 0 7 8	EFG
(e)	Other technical testing and analysis 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 7 9	EFG
(f)	Total technical testing and analysis services: This should be the sum of 3.2(a) to 3.2(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"/>	000	1 0 7 4	EFG
(g)	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
(h)	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"/> <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"/> <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"/> <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"/> <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"/> <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

(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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

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

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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
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

- (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

This section continues overleaf

(v)	Computer software developed by your own staff to be used for more than one year	000	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000	1 1 0 8	EFG
(a)	Total acquisitions	000	6 0 0	EFG
(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
(iii)	Any other disposals	000	1 1 0 9	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 <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED

(a) Computer programming 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	9 6 1	EFG
(b) Computer consultancy 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	9 6 2	EFG
(c) Computer facilities 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	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"/>	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"/>	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"/>	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"/>	000	9 6 7	EFG
(h)	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"/>	000	9 6 9	EFG
(i)	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"/>	000	9 7 0	EFG
(j)	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"/>	000	9 7 1	EFG
(k)	Total other software publishing: This should be the sum of 3.2(h) to 3.2(j)	<input type="text"/>	<input type="text"/>	<input 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
(l)	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"/>	000	9 7 2	EFG
(m)	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"/>	000	9 7 3	EFG
(n)	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
(o)	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 style="width: 100px; height: 15px;" type="text"/> 000	2 5	EFG
(b)	Clients resident within the rest of the European Union	<input style="width: 100px; height: 15px;" type="text"/> 000	2 6	EFG
(c)	Clients resident outside of the European Union	<input style="width: 100px; height: 15px;" type="text"/> 000	2 7	EFG
(d)	Total	<input style="width: 100px; 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]	<input style="width: 100px; height: 15px;" 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: 100px; height: 15px;" 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 style="width: 100px; height: 15px;" type="text"/> 000	4 4 6	EFG
(b)	Employers' National Insurance contributions	<input style="width: 100px; height: 15px;" 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: 100px; height: 15px;" type="text"/> 000	4 4 9	EFG
(d)	Amounts payable to employees through redundancy and severance	<input style="width: 100px; height: 15px;" type="text"/> 000	4 4 7	EFG
(e)	Total employment costs	<input style="width: 100px; height: 15px;" 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"/> <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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="text"/>	<input type="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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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

This section continues overleaf

(v)	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"/> 000	7 7 1	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	1 1 0 8	EFG
(a)	Total acquisitions	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	6 0 0	EFG
(i)	Proceeds from the disposal of land	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	7 6 6	EFG
(iii)	Any other disposals	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	1 1 0 9	EFG
(b)	Total disposals	<input style="width: 100px; height: 20px; border: 1px solid black;" 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 <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: 100px; height: 20px; border: 1px solid black;" type="text"/> 000	1 6 3	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/> 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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 sales of goods of own production	□□□□□□□□ 000	3 0 1	
(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 and installation, provided by you	□□□□□□□□ 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)	<table border="1" style="border-collapse: collapse; width: 100%;"> <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%; text-align: right;">000</td> </tr> </table>											000	3 1 0	EFG
										000					
(e)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	3 1 1	EFG
										000					
(f)	Total turnover	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	3 9 9	EFG
										000					

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]	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	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%;"> <tr> <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	3 2 5	EFG
										000					

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.	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	3 0 0	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%;"> <tr> <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	4 4 6	EFG
										000					
(b)	Employers' National Insurance contributions	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	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%;"> <tr> <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	4 4 9	EFG
										000					
(d)	Amounts payable to employees through redundancy and severance	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	4 4 7	EFG
										000					
(e)	Total employment costs	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <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	4 5 0	EFG
										000					

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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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
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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)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="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 | <div style="display: flex; justify-content: space-between;">0005 0 0</div> | EFG |
| Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods) | <div style="display: flex; justify-content: space-between;">0005 0 3</div> | EFG |
| (b) Total value of all stocks at the end of the period | <div style="display: flex; justify-content: space-between;">0005 9 9</div> | EFG |
| Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods) | <div style="display: flex; justify-content: space-between;">0005 0 4</div> | 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 and assets acquired in taking over an existing business or sold as part of a going concern.

- | | | |
|--|--|-----|
| (i) Acquisitions of land | <div style="display: flex; justify-content: space-between;">0007 6 3</div> | EFG |
| (ii) Acquisitions of existing buildings | <div style="display: flex; justify-content: space-between;">0007 6 4</div> | 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> | <div style="display: flex; justify-content: space-between;">0006 0 1</div> | 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> | <div style="display: flex; justify-content: space-between;">0006 1 0</div> | 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 | <div style="display: flex; justify-content: space-between;">0006 0 2</div> | EFG |
| (vi) Computer software developed by your own staff to be used for more than one year | <div style="display: flex; justify-content: space-between;">0007 7 1</div> | EFG |

This section continues overleaf

(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000	1 1 0 8	EFG
(a)	Total acquisitions	000	6 0 0	EFG
(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
(iii)	Any other disposals	000	1 1 0 9	EFG
(b)	Total disposals	000	6 9 9	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 <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	1 6 3	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	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).

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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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that ends between **6 April 2009 and 5 April 2010**).

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
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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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

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

											000	4 1 2
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EFG

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

											000	4 3 1
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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
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EFG

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

											000	4 1 5
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EFG

(e) Other amounts paid for taxes, duties and levies

											000	4 1 9
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EFG

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

											000	4 0 0
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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
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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
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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

										000
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5 0 0

EFG

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

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

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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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**
(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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2. PERIOD COVERED BY THE RETURN *see note 2*

Your return should cover the **calendar year 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 sales of goods 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 and installation, 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

This section continues overleaf

(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 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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 |

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"/>	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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="text"/>	<input type="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. 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"/>	000	5 0 0	EFG
	Of which: stocks of goods/energy 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"/>	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"/>	000	5 9 9	EFG
	Of which: stocks of goods/energy 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"/>	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 and assets acquired in taking over an existing business or sold as part of a going concern.

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

This section continues overleaf

(vi)	Computer software developed by your own staff to be used for more than one year	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	7 7 1	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	1 1 0 8	EFG
(a)	Total acquisitions	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	6 0 0	EFG
(i)	Proceeds from the disposal of land	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	7 6 5	EFG
(ii)	Proceeds from the disposal of existing buildings	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	7 6 6	EFG
(iii)	Any other disposals	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	1 1 0 9	EFG
(b)	Total disposals	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	6 9 9	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	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.	<div style="border: 1px solid red; width: 100px; height: 20px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">000</div>	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'**

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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

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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, 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"/>	000	3 9 9
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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
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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
--	--	--	--	--	--	--	--	--	--	-----

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

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

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

 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 and assets acquired in taking over an existing business or sold as part of a going concern.

- (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

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

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.....

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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 sales of electricity , whether generated, transmitted or distributed | □□□□□□□□ 000 | 3 0 2 | |
| (b) Value of sales of gas , whether generated, transmitted or distributed | □□□□□□□□ 000 | 3 0 3 | EFG |
| (c) Value of other sales of goods of own production | □□□□□□□□ 000 | 3 1 2 | EFG |
| (d) Value of work done on customers' materials (including value of any additional materials provided by you) | □□□□□□□□ 000 | 3 0 8 | EFG |
| (e) Value of industrial services such as repairs, maintenance and installation, provided by you | □□□□□□□□ 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: 100px; height: 20px; border: 1px solid red;" 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: 100px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 3 1 1 | EFG |
| (h) | Total turnover | <input style="width: 100px; height: 20px; border: 1px solid red;" 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: 100px; height: 20px; border: 1px solid red;" 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: 100px; height: 20px; border: 1px solid red;" 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: 100px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 4 6 | EFG |
| (b) | Employers' National Insurance contributions | <input style="width: 100px; height: 20px; border: 1px solid red;" 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: 100px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 4 9 | EFG |
| (d) | Amounts payable to employees through redundancy and severance | <input style="width: 100px; height: 20px; border: 1px solid red;" type="text" value="000"/> | 4 4 7 | EFG |
| (e) | Total employment costs | <input style="width: 100px; height: 20px; border: 1px solid red;" 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.) | <input style="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 4 2 7 | EFG |
| (b) | Water used in the running of your business | <input style="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 4 2 8 | EFG |
| (c) | Sewerage charges and other costs of waste disposal | <input style="border: 1px solid red; width: 100px; height: 15px;" 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 style="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 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="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 4 1 7 | EFG |
| (f) | Gas from other undertakings for resale and distribution (excluding that used in the running of your business) | <input style="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 4 1 8 | EFG |
| (g) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (g)] | <input style="border: 1px solid red; width: 100px; height: 15px;" type="text"/> 000 | 4 2 2 | EFG |

This section continues overleaf

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

(**excluding** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(a)	Amounts payable in national non-domestic (business) rates including formula 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	<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"/>	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

(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
(iii)	Any other 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	1 1 0 9	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

6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 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"/>	000	6 5 3	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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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
(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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 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)	<input type="text"/>	<input 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 4	EFG
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(b) 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"/>	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)	<input type="text"/>	<input 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
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(d)	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
(e)	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
(f)	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
(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"/> 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 **thegeneral public** (and not businesses) for the sale of goods,**including** repairs and installation.

Of your total turnover shown above, please give the identifiable amount attributable to sale (including repairs and installation) of goods direct to the general public for personal or household use.	<input type="text"/> <input type="text"/> <input 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.)
(b) Water used in the running of your business
(c) Sewerage charges and other costs of waste disposal
(d) Goods and all raw materials used in the running of your business (including stationery and consumables)

COSTS OF GOODS BOUGHT FOR RESALE

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

SERVICES FOR BUSINESS USE

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

This section continues overleaf

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"><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 0	EFG
										000					
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	<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 3	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>000</td></tr></table>											000	5 9 9	EFG
										000					
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	<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 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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 assets acquired under finance leasing arrangements <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 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"><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					
(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	<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					

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(vi)	Computer software developed by your own staff to be used for more than one year	<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 7 1	EFG	
												000						
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	1 1 0 8	EFG
													000					
(a)	Total acquisitions	<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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	6 0 0	EFG
													000					
(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;"></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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	7 6 6	EFG
													000					
(iii)	Any other 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	1 1 0 9	EFG
													000					
(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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	6 9 9	EFG
													000					
6.2	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: 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;"></td> <td style="width: 20px; height: 20px; text-align: center;">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 <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;"></td> <td style="width: 20px; height: 20px; text-align: center;">000</td> </tr> </table>														000	1 6 3	EFG
													000					

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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

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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.....

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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.

(a) 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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	3 0 5	EFG
(b) 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"/>	<input type="text"/>	000	3 0 2	EFG
(c) 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"/>	<input type="text"/>	000	3 0 3	EFG
(d) 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"/>	<input type="text"/>	000	3 1 2	EFG

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- (e) Value of work done on customers' materials (**including** value of any additional materials provided by you) 000 3 0 8 EFG
- (f) Value of industrial services such as repairs, maintenance and installation, provided by you 000 3 0 9 EFG
- (g) Value of non-industrial services provided by you (**including** advertising revenue; transport and delivery charges) 000 3 1 0 EFG
- (h) Value of sales of goods purchased and resold without further processing (merchanted or factored goods) 000 3 1 1 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 type="text"/> | <input type="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 AND ENERGY BOUGHT FOR RESALE

- | | | | | | | | | | | | | | | |
|-----|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (e) | Water from other undertakings for resale and distribution excluding that 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 4 | EFG |
| (f) | Electricity from other undertakings for resale and distribution excluding that 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 1 7 | EFG |
| (g) | Gas from other undertakings for resale and distribution excluding that 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 1 8 | EFG |
| (h) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (h)] | <input type="text"/> | <input type="text"/> | <input type="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 2 | EFG |

SERVICES FOR BUSINESS USE

- | | | | | | | | | | | | | | | |
|-----|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (i) | 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 |
| (j) | 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 |
| (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"/> | <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"/> | <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"/> | <input type="text"/> | 000 | 4 0 7 | EFG |

This section continues overleaf

(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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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 style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	5 0 0	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	<input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	5 0 3	EFG
(b)	Total value of all stocks at the end of the period	<input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	5 9 9	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	<input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(i)	Acquisitions of land	<input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	7 6 3	EFG
(ii)	Acquisitions of existing buildings	<input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	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 style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	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 style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" 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: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/> <input style="width: 80px; height: 20px; border: 1px solid red;" type="text"/>	6 0 2	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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
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(b) Value of sales of **electricity**, whether generated, transmitted or distributed

□□□□□□□□	000	3 0 2	EFG
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(c) Value of sales of **gas**, whether generated, transmitted or distributed

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

□□□□□□□□	000	3 1 2	EFG
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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 type="text"/> <input type="text"/> <input type="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 AND ENERGY BOUGHT FOR RESALE

- | | | | | |
|-----|--|---|-------|-----|
| (e) | Electricity from other undertakings for resale and distribution (excluding that 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 1 7 | EFG |
| (f) | Gas from other undertakings for resale and distribution (excluding that 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 1 8 | EFG |
| (g) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (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 | 4 2 2 | 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) | 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 |
| (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"/> <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"/> <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"/> <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"/> <input type="text"/> 000 | 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)	<input type="text"/>	<input type="text"/>	<input type="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"/>	<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"/>	<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"/>	<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"/>	<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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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 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"/>	<input type="text"/>	000	4 1 5	EFG
(e)	Other amounts paid for taxes, duties and levies	<input type="text"/>	<input type="text"/>	<input type="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

										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**

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

 5 0 0 EFG

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

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

 5 0 4 EFG

(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"/>	<input type="text"/>	000	7 6 6	EFG
(iii)	Any other 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"/>	<input type="text"/>	000	1 1 0 9	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"/>	<input type="text"/>	000	6 9 9	EFG

6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 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"/>	000	6 5 3	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.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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
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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input 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	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.....

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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:

- Turnover from development, construction and related activities carried out by your own staff;
- Work done on customer's materials;
- Income from work done for you by sub-contractors;
- Income from services provided by you **é.g.** repairs, maintenance, installation and rents)

Exclude:

- Grants.

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

□□□□□□□□	000 3 1 6	EFG
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- | | | | | | | | | | | | | | | | |
|-----|--|--|--|--|--|--|--|--|--|-----|-------|-----|-----|-------|-----|
| (b) | Value of sales of goods purchased and resold without further processing (merchanted or factored goods) | <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 style="text-align: right;">000</td> <td style="text-align: right; padding-left: 10px;">3 1 1</td> <td style="vertical-align: middle;">EFG</td> </tr> </table> | | | | | | | | | | | 000 | 3 1 1 | EFG |
| | | | | | | | | | | 000 | 3 1 1 | EFG | | | |
| (c) | Income received from sub-contracting | <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 style="text-align: right;">000</td> <td style="text-align: right; padding-left: 10px;">6 7 9</td> <td style="vertical-align: middle;">EFG</td> </tr> </table> | | | | | | | | | | | 000 | 6 7 9 | EFG |
| | | | | | | | | | | 000 | 6 7 9 | EFG | | | |
| (d) | 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> </td> <td style="text-align: right;">000</td> <td style="text-align: right; padding-left: 10px;">3 9 9</td> <td style="vertical-align: middle;">EFG</td> </tr> </table> | | | | | | | | | | | 000 | 3 9 9 | EFG |
| | | | | | | | | | | 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] | <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 style="text-align: right;">000</td> <td style="text-align: right; padding-left: 10px;">3 1 7</td> <td style="vertical-align: middle;">EFG</td> </tr> </table> | | | | | | | | | | | 000 | 3 1 7 | EFG |
| | | | | | | | | | | 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) | <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 style="text-align: right;">000</td> <td style="text-align: right; padding-left: 10px;">3 2 5</td> <td style="vertical-align: middle;">EFG</td> </tr> </table> | | | | | | | | | | | 000 | 3 2 5 | EFG |
| | | | | | | | | | | 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** 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.

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

Include:

- Repair and installation work whether or not done in combination with sales of goods (**e.g.** plumbing of domestic washing machines);
- Retail sale by commission agents.

Exclude:

- Certain types of work carried out in the general public's home, such as building an extension, installing central heating, painting and decorating etc. The principle here is that if work becomes part of the house, **i.e.** so that the occupier cannot take it with them when they move, then it is not retail sales;
- Sales to other businesses;
- Sale of motor vehicles, motorcycles and their parts and of fuel for these;
- Renting and hiring of goods.

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

4. EXPENDITURE

(excluding deductible VAT but including non-deductible VAT)

4.1 EMPLOYMENT COSTS *see note 4.1*

- | | | | | | |
|-----|--|--|-----|-------|-----|
| (a) | Gross wages and salaries (in cash or kind)
(excluding National Insurance contributions and contributions to other pension and welfare schemes) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="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 type="text"/> <input type="text"/> <input type="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 materials used in the running of your business (including raw materials, stationery, components 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 (b)] | <input type="text"/> <input type="text"/> <input type="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) | 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 |
| (h) | 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 |

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(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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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/energy 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/energy 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 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 (b) and 6.1 (d)]

(a) Acquisitions of land 000 7 6 3 EFG

(b) Acquisitions of existing buildings (excluding dwellings) 000 7 9 5 EFG

This section continues overleaf

(c) Any other acquisitions 000 1 1 0 8 EFG
Include: machinery, equipment and vehicles

(d) **Total acquisitions** 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 (a) and 6.2 (c)]

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

(b) Proceeds from the disposal of existing buildings **excluding** dwellings) 000 7 9 7 EFG

(c) Any other disposals 000 1 1 0 9 EFG

(d) **Total disposals** 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) 000 7 9 9 EFG

(b) Acquisitions of existing dwellings 000 7 9 6 EFG

(c) Proceeds from the disposal of existing dwellings 000 7 9 8 EFG

6.4 Of the amount given at 6.1 (d) in **total acquisitions** please state:

(a) Total amount for assets acquired under finance leasing arrangements *see note 6.4 (a)* 000 6 0 1 EFG

(b) Total amount for investment in acquired computer software (**including** network ware, large databases, specialist packages, word processing or spreadsheet packages) *see note 6.4 (b)* 000 6 1 0 EFG

This section continues overleaf

6.5 Of the amount given at 6.1 (d) 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

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6 0 2

EFG

of which:

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

										000
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7 7 1

EFG

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

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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
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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

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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.....

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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

Exclude: Grants.

(a) Total turnover	□□□□□□□□ 000	3 9 9	EFG
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Of which:

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

4.4 SUBSIDIES RECEIVABLE *see note 4.4*

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

										000
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4 1 4

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"/>	000	5 0 0	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"/>	000	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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
(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"/>	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 <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"/>	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.....

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

Exclude: Grants.

- | | | | |
|--|--------------|-------|-----|
| (a) Sales of fresh fish and shellfish (including chilled) <i>see note 3.1(a), (b), (c)</i> | □□□□□□□□ 000 | 3 3 6 | EFG |
| (b) Sales of processed, frozen and preserved fish <i>see note 3.1 (a),(b),(c)</i> | □□□□□□□□ 000 | 3 7 0 | EFG |
| (c) Sales of other goods <i>see note 3.1 (a),(b),(c)</i> | □□□□□□□□ 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.) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="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 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"/> <input type="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"/> <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"/> <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"/> <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 water transport services: sea and inland water passenger, freight transportation and rental services of vessels with crew | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input 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 0 | 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.)	<input type="text"/>	<input type="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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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:												EFG
(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	

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
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EFG

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

													000	5 0 3
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EFG

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

													000	5 9 9
--	--	--	--	--	--	--	--	--	--	--	--	--	-----	-------

EFG

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

													000	5 0 4
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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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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

(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

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

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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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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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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, 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 and installation, 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

This section continues overleaf

(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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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"/> | 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 |

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"/>	<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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="text"/>	<input type="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. 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	<input type="text"/>	<input 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/energy 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"/>	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"/>	000	5 9 9	EFG
	Of which: stocks of goods/energy 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"/>	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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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"/>	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"/>	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"/>	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"/>	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"/>	<input 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

This section continues overleaf

(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
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	<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	1 1 0 8	EFG
(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
(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
(iii)	Any other 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	1 1 0 9	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
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]	<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 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 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	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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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

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(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"/>	000	3 0 9	EFG
(f)	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"/>	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	<input type="text"/>	<input 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
(h)	Value of other sales of goods of own production (including turnover arising from sales and waste water)	<input type="text"/>	<input 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
(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"/>	000	3 9 9	EFG
3.2 OTHER INCOME <i>see note 3.2</i>													
(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"/>	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 <i>see note 4.1</i>													
(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"/> | 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"/> | 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"/> | 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"/> | 000 | 4 0 2 | EFG |

GOODS BOUGHT FOR RESALE WITHOUT FURTHER PROCESSING

- | | | | | | | | | | | | | |
|-----|--|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----|-------|-----|
| (e) | Gas from other undertakings for resale and distribution (excluding that 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"/> | 000 | 4 1 8 | EFG |
| (f) | Electricity from other undertakings for resale and distribution (excluding that 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"/> | 000 | 4 1 7 | EFG |
| (g) | Water from other undertakings for resale and distribution (excluding that 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"/> | 000 | 4 2 4 | EFG |
| (h) | Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (g)] | <input type="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 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 type="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 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"/> | 000 | 4 2 1 | EFG |
| (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"/> | 000 | 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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

(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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"/>	<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	<input type="text"/>	<input type="text"/>	<input type="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. 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/energy 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/energy 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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

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												

 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 SURVEY 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 2009**. (If no figures are available for that period, your return should relate to a business year that **ends between 6 April 2009 and 5 April 2010**).

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 |

This section continues overleaf

(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

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 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 (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

(**Exclude:** VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)

(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	<input type="text"/>	<input type="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**

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

5 0 0

EFG

Of which: stocks of goods/energy 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/energy 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 and assets acquired in taking over an existing business or sold as part of a going concern.

(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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	000	602	EFG
(vi)	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	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment 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"/>	000	1108	EFG
(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"/>	000	600	EFG
(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	765	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	766	EFG
(iii)	Any other 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	1109	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	699	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 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"/>	000	653	EFG

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

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

Exclude:

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

Include:

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

(a) Amounts *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