ABI2 FORMS FOR 2009 - INRUIRY CODE 202

ANNUAL	FORM	DATABASE	TITLE OF FORM
2009 FORMS	TYPES	DESCRIPTION	TITLE OF FORM
S001	1001	MT109	Motor Trades
S002	0002	MT209	NIOUSI II MUCS
S003	1003	WH109	Wholesale
S004	0004	WH209	vv notesure
S005	1005	RT109	Retail
S006	0006	RT209	110001
S007	1007	CT109	Catering
S008	0008	CT209	Cutering
S009	1009	PR109	Property
S010	0010	PR209	Troperty
S011	1011	TR109	Transport
S012	0012	TR209	Timisport
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	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
S023	1023	PL109	Postal Activities
S024	0024	PL209	
S025	1025	GR109	Non Marketing Organisations
S026	0026	GR209	
S029	1029	IN109	Insurance Organisations
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
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Form types: those beginning with 1 are long forms and those beginning with 0 are short forms

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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	DJK
	Period covered by the return: to	Day Month Year	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	000 371	EFG
ii.	Sales to other motor traders	000 372	EFG
	This section continues overleaf		

(b)	Sales of new motor vehicles (including charges for delivery, vehicle excise duty, number plates and optional extras)		
	Retail:		
i.	New cars (including new car sales to fleet customers)	000 373	EFG
ii	Other new motor vehicles and motorcycles including motorhomes)	000 374	EFG
	Sales to other motor traders:		
i.	New cars	000 375	EFG
ii	Other new motor vehicles and motorcycles including motorhomes)	000 376	EFG
(c)	Used motor vehicles Gross sales of used motor vehicles and motorcycles (including motorhomes, but excluding demonstration cars)	000 377	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	000 110	EFG
ii	All other motor trades receipts (including repair and servicing, labour, campaign bonuses etc)	000 120	EFG
(e)	Turnover from non motor trades activity		
i.	Retail sales of food and drink sold through forecourt shops	000 380	EFG
ii	Turnover from sales of petrol etc.	000 378	EFG
	Turnover from sales of petrol, diesel, oil and other petroleum products to which you hold title(petrol filling stations who do not hold title to the petrol sales should only include any fees paid to them and not the petrol sales) Note: Petrol Filling Stations operating on commission sales should complete this box		
	This section continues overleaf		

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iii	All other retail turnover not included in f (i) é.g. commission received from any lottery sales)	000 382	EFG
iv	Turnover arising from service activitiese.g. car hire (including all other fees and commissions received)	000 169	EFG
(f)	All other turnover excluding Other Operating Income and insurance claims received which should be included in 3.2	000 383	EFG
(g)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 4 4 8	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 4 4 7	EFG
(e)	Total employment costs	000 450	EFG

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

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

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 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)	000 402	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)	000 478	EFG
(f)	Parts used solely in repair and servicing activities (please estimate if figures are unavailable)	000 479	EFG
(g)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG
(h)	Other goods bought for resale without further processing \(\epsilon\) , 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.)	000 483	EFG
(i)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(j)	Amounts payable to sub-contractors	000 4 2 1	EFG
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This section continues overleaf

(k)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	000 405	EFG
(1)	Amounts payable for commercial insurance premiums	000 406	EFG
(m)	Amounts payable for road transport services	000 407	EFG
(n)	Amounts payable for telecommunication services	000 408	EFG
(0)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(p)	Amounts payable for advertising and marketing services	000 410	EFG
(q)	Amounts payable to employment agencies for agency staff	000 430	EFG
(r)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
	This section continues overleaf		

(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU Of which:	000 414	EFG
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT, consignment stock and stock you do not hold title to) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 501	EFG
	Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 502	EFG
	Stocks of goods/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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG

(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services , business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
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2.	PERIOD COVERED BY THE RETURN see note 2		
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	If you traded for only part of the year, please provide figures for the period in which you were trading.		
	Period covered by the return: from	Day Month Year	DJK
	Period covered by the return: to	Day Month Year	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		

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EFG

and manufacturer.

Total turnover

4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
(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)	000 403	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]	000 420	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)	000 499	EFG

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy.		
	Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. Total taxes, duties and levies paid	000 400	EFG
5.	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	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG

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

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

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SI	HOULD COVER:	
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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	DJK
	Period covered by the return: to	Day Month Year	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>	000 311	EFC

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(b) Turnover arising from all other "sales" of goods

and commissions received)

(d) Total turnover

(c) Turnover arising from service activities (including all fees

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 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	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 4 4 8	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 4 4 7	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 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)	000 402	EFG
	COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing (excluding energy products bought for resale)	000 781	EFG
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG
(g)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(h)	Amounts payable to sub-contractors	000 421	EFG
(i)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(j)	Amounts payable for commercial insurance premiums	000 406	EFG
(k)	Amounts payable for road transport services	000 407	EFG
(l)	Amounts payable for telecommunication services	000 408	EFG
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG

This section continues overleaf

(n)	Amounts payable for advertising and marketing services	000 410	EFG
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG
(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p) $\frac{1}{2}$	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Customs and Excise duty payable (the amount of duty payableexcluding VAT, Import Duty¹ and Deposits), included in the turnover figures at section 3.1 ¹ Tobacco Industry: please include End of Product Tax or Import Duty payable	000 415	EFG
(e)	Other amounts paid for taxes, duties and levies	000 419	EFG
(f)	Total taxes, duties and levies paid	000 400	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 4 1 4	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
4.5	CUSTOMS AND EXCISE DRAWBACK see note 4.5		
	Total amount of excise drawback and allowances receivable from Customs and Excise (exclude rebate for VAT)	000 416	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 5 0 1	EFG
	Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 5 0 2	EFG
	Stocks of goods/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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you num staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG

(i)	Proceeds from the disposal of land	000 765 EF	G
(ii)	Proceeds from the disposal of existing buildings	000 766 EF	G
(iii)	Any other disposals	000 1109 EF	G
(b)	Total disposals	000 699 EF	G
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7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163 EF	G
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164 EF	G

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

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1/09 S003 10

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM S	HOULD COVER:	
specificand Nonly. The brospecificant	urvey covers the United Kingdom activity of businesses (including foreign ied as Great Britain underneath your address on the front page. The Unite orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship ied otherwise on the front page of the form. Figures for subsidiaries of the ied otherwise on the front page. see note 1 .	d Kingdom consists of England, Wales, Scotland eat Britain consists of England, Wales and Scotland , etc. to which the form has been addressed <u>unless</u>	
Pleas	se read the accompanying notes before completing your re	turn	
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	D
	Period covered by the return: to	Day Month Year	D
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress). Include: Total turnover (and/or commission or fees received if you do not trade on your own account) and Customs and Excise duty payable.		
(a)	Turnover arising from the sale of goods purchased and resold without further processing <i>please see notes</i>	000 311	Е

000

000

3 2 7

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EFG

EFG

(c) Total turnover

fees and commissions received)

(b) Turnover arising from all other sales of goods and services $\mbox{(ncluding}$ all

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4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFC
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
(a)	Goods bought for resale without further processing (including petrol, gas, coal etc.)	000 403	EFO
(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)]	000 420	EFO
(c)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) and 4.2 (b)	000 499	EFO
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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 payableexcluding	000 415	EFG
	VAT, Import Duty¹ and Deposits), included in the turnover figures at section 3.1 ¹ Tobacco Industry: please include End of Product Tax or Import Duty payable		
(b)	Total taxes, duties and levies paid [Includes: (a) above, plus national non-domestic (business) rates and other taxes and levies]	000 400	EFG
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)	000 416	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG

6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)									
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.									
(a)	Total acquisitions							000	600	EFG
		-		 _	_	 	_			
(b)	Total disposals	L						000	699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7									
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.	d								
	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.			Ι	<u> </u>			000	163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.			Ι	<u> </u>	<u> </u>	Ι	000	164	EFG

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

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1/09 S004 07

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
specifiand Nonly. The branch specifispecific	urvey covers the United Kingdom activity of businesses (including foreign of ied as Great Britain underneath your address on the front page. The United Forthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, exied otherwise on the front page of the form. Figures for subsidiaries of the bried otherwise on the front page. see note 1 . se read the accompanying notes before completing your returns	Kingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland tc. to which the form has been addressed <u>unless</u> usiness addressed should be excluded , <u>unless</u>	
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	DJK
	Period covered by the return: to	Day Month Year	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)	750	EFG
(b)	Number of mail order outlets	751	EFG
(c)	Number of market stalls and roadside pitches	752	EFG

3.	INCOME (including VAT) see note 3		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services [including progress payments on work in progress, commission or rental from businesses trading on your premises (i.e. a shop within a shop)]. Exclude: Grants, sales of fixed assets and output for own final use.		
3.1	TOTAL TURNOVER (including VAT but excluding other income)		
(a)	Total Turnover (including VAT but excluding other income) [sum of 3.2 (a) and 3.3 (g)]	000 3 4 6	EFG
	Of which:		
(b)	The amount of VAT included in your figure for Total Turnover at 3.1 (a)	000 3 2 1	EFG
(c)	Sales of goods purchased then resold without further processing (including VAT)	000 311	EFG
3.2	NON-RETAIL TURNOVER (including VAT)		
(a)	Total Non-Retail Turnover	000 3 4 7	EFG
	Of which:		
(b)	Repair of all household goods (including clothing, footwear, household products, clocks, watches and jewellery)	000 747	EFG
(c)	Turnover arising from service activities (excluding repair of all household goods at 3.2 (b)) [e.g. sales of prepared food and drink consumed on the premises, hire/rental and commission or rental from businesses trading on your premises (i.e. a shop within a shop), commission from lottery sales and sales of telephone top-up cards].	000 179	EFG
	Please give any examples in the comments box provided at Section 10.		
(d)	Other non-retail turnover (e.g. wholesaling)	000 250	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 thegeneral 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) 000 EFG 753 (b) Retail sales by mail order (including retail sales over EFG the Internet) (c) Retail sales from market stalls and roadside pitches EFG 7 5 5 (d) Retail sales by direct selling to consumers in their own homes or 000 EFG work places using regular roundsmen (e.g. milk delivery roundsmen) (e) Retail sales by direct selling to consumers in their own homes or EFG 757 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 (f) All other retail sales including sales of petrol, sales from automatic 000 EFG 758 vending machines and sales by other means **Total Retail Turnover** (g) 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

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.	000 306	EFG
2.	Bakery products and cereals (including rice and pasta products; biscuits, sandwiches and pizzas)	000 704	EFG
3.	Meat (including fresh, chilled, smoked, frozen, canned and processed)	000 1363	EFG
4.	Fish (including fresh, chilled, smoked, frozen, canned and processed)	000 1 3 6 4	EFG
5.	Milk, cheese and eggs (including yoghurts and cream)	000 708	EFG
6.	Oils and fats (including butter and margarine)	000 1 3 6 5	EFG
7.	Fruit (including fresh, chilled, dried, frozen, canned and processed and all forms of nuts)	000 1366	EFG
8.	Vegetables (including fresh, chilled, dried, frozen, canned and processed and crisps)	000 1367	EFG
9.	Sugar, jam, honey, chocolate and confectionery (including ice-cream)	000 1368	EFG
10.	Sauces, herbs, spices and soups	000 1369	EFG
11.	Non-alcoholic beverages (including tea, coffee, fruit juices and vegetable drinks)	000 1 3 7 0	EFG
12.	Alcoholic beverages	000 705	EFG
	This section continues overleaf		

13.	Tobacco (excluding smokers requisites e.g. pipes, lighters etc.)	000 1371	EFG
14.	Garments (excluding ties, scarves, gloves, belts and hats)	000 1372	EFG
15.	Other articles of clothing (including ties, scarves, gloves, belts and hats), accessories for making clothing (including sewing threads, knitting wools) and clothing materials (excluding furnishing fabrics)	000 716	EFG
16.	Shoes and other footwear (including leisure footwear but excluding sports specific footwear)	000 722	EFG
17.	Decorating and DIY supplies (excluding items such as hand tools, door fittings, power sockets, wiring flex, lamp bulbs, cleaning equipment and cleaning products)	000 1373	EFG
18.	Furniture and furnishings (including office furniture, lighting, prints and pictures, nursery furniture, camping and garden furniture and installation but excluding works of art and antique furniture)	000 1374	EFG
19.	Carpets and other floor coverings (excluding bathroom mats, rush mats, door mats and antique floor coverings)	000 1375	EFG
20.	Works of art and antiques (including furniture, floor coverings and jewellery)	000 1376	EFG
21.	Household textiles (including furnishing fabrics, curtains, fabric blinds, mattresses, futons, pillows and bed, table and bathroom linen)	000 1377	EFG
22.	Household and personal appliances whether electric or not (including delivery and installation when applicable)	000 1378	EFG
23.	Glassware, tableware and household utensils (including non- electric kitchen utensils such as saucepans, coffee mills, household scales, containers, ironing boards etc.)	000 1379	EFG
24.	Tools and equipment for house and garden	000 1380	EFG
	This section continues overleaf		
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	This section continues overleaf		
31.	Travel goods and other personal effects not elsewhere classified (including smokers' requisites and articles for babies such as pushchairs, carry cots etc.)	000 1382	EFG
30.	Jewellery, clocks and watches (excluding antique jewellery)	000 740	EFG
29.	Other appliances, articles and products for personal care (including non-electric razors, toilet soap, toothpaste, beauty products, toilet paper, babies' disposable napkins but excluding electrical appliances)	000 715	EFG
28.	Other medical products and therapeutic appliances and equipment (including bandages, first-aid kits, eye-glasses and lenses, hearing aids and orthopaedic footwear)	000 713	EFG
27.	National Health Service receipts (include NHS eyesight tests)	000 712	EFG
26.	Pharmaceutical products (excluding veterinary products and articles for personal hygiene such as medicinal soaps)	000 711	EFG
25.	Non-durable household goods (including household cleaning and maintenance products, household paper products and other non-durable household goods)	000 1381	EFG

32.	Telephone and telefax equipment (ncluding mobile phones and commission from sales of telephone top-up cards)	000 1383	EFG
33.	Audio and visual equipment (including radios, televisions and video recorders)	000 729	EFG
34.	Photographic and cinematographic equipment and optical instruments	000 738	EFG
35.	Information processing equipment (ncluding printers, photocopiers, software, calculators and typewriters but excluding video game software, video game computers that plug into a television set, video games cassettes and CD-ROMs)	000 1384	EFG
36.	Recording material for pictures and sound (ncluding audio and video tapes, both blank and pre-recorded records, compact discs, DVDs and unexposed films, cartridges and discs for photographic and cinematographic use)	000 1385	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, shinguards, goggles) and musical instruments	000 1386	EFG
38.	Spare parts and accessories for all types of vehicles and sales of bicycles (including tricycles of all types butexcluding toy cycles)	000 1387	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 1388	EFG
	This section continues overleaf		

40.	Natural or artificial plants and flowers (ncluding Christmas trees)	000 138	9 EFG
41.	Pets and related products (including pet food)	000 139	o EFG
42.	Books	000 139	1 EFG
43.	Newspapers and periodicals	000 139	2 EFG
44.	Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps)	000 139	3 EFG
45.	Other goods not elsewhere classified (ncluding 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)	000 74	5 EFG
Please giv	ve examples	7 4 (5
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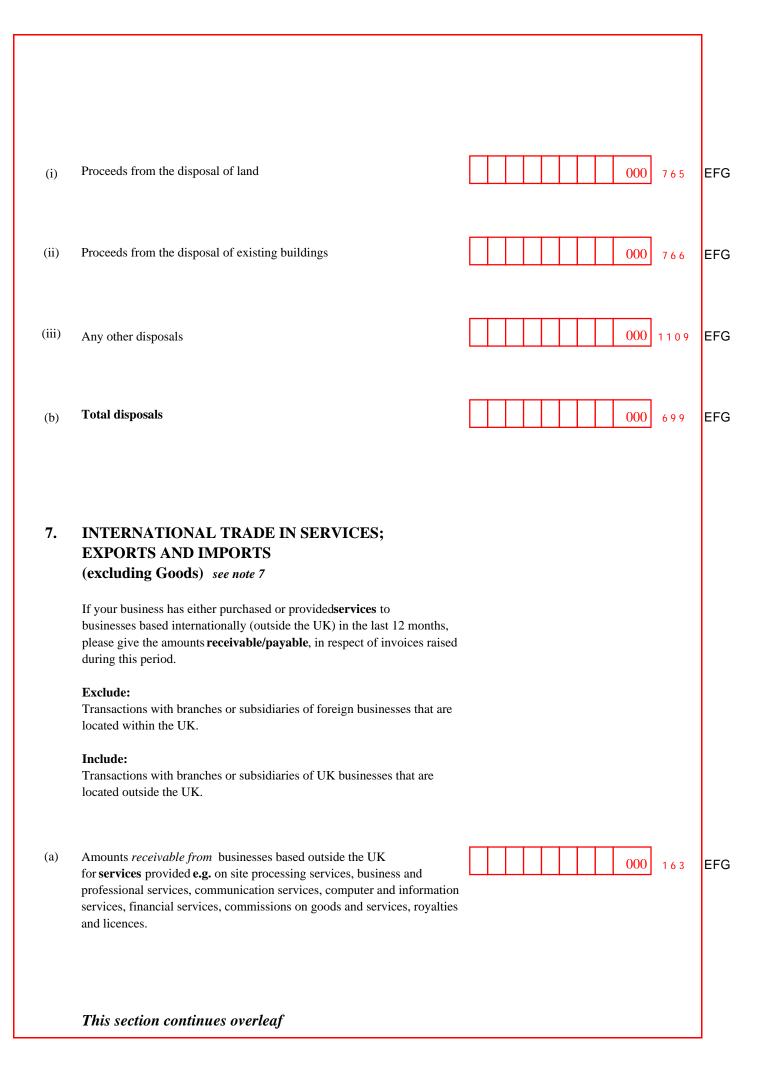
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3.5	OTHER INCOME see note 3.5		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.5(b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover) (Please include examples in Section 10 if a figure is recorded here)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 4 4 6	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
	This section continues overleaf		
			<u> </u>

(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	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	000 781	EFG
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG
(g)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(h)	Amounts payable to sub-contractors	000 421	EFG
(i)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	000 405	EFG
(j)	Amounts payable for commercial insurance premiums	000 406	EFG
(k)	Amounts payable for road transport services	000 407	EFG
(1)	Amounts payable for telecommunication services	000 408	EFG
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(n)	Amounts payable for advertising and marketing services	000 410	EFG
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG
(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	000 499	EFG

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 501	EFG
	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	000 599	EFG
	Of which:		
	Total value of work in progress	000 502	
		000 502	EFG
	Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 502	EFG EFG

6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
6.1	TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	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 16	64 EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 14	CDE
	Plus		
(b)	Number of minutes	mins 14	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
specificand Notice only. The buspecificant of the property of	urvey covers the United Kingdom activity of businesses (including foreign of ited as Great Britain underneath your address on the front page. The United Borthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, ended otherwise on the front page of the form. Figures for subsidiaries of the based otherwise on the front page. see note 1 .	Kingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless	
Pleas	se read the accompanying notes before completing your retu	rn	
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	DJK
	Period covered by the return: to	Day Month Year	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)	750	EFG
(b)	Number of mail order outlets	7 5 1	EFG

EFG

(c) Number of market stalls and roadside pitches

3.	INCOME (including VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services [including progress payments on work in progress, commission or rental from businesses trading on your premises (i.e. a shop within a shop)]. Exclude: Grants, sales of fixed assets and output for own final use.		
(a)	Total turnover (including VAT but excluding other income)	000 346	EFG
	Of which:		
(b)	The amount of VAT included in your figure for Total Turnover at 3.1 (a)	000 3 2 1	EFG
3.2	RETAIL TURNOVER see note 3.2 (please give examples in section 10) Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including installation) of goods direct to thegeneral public (and not businesses) for personal or household use. Include the sale of petroleum products to which you hold title. Petrol filling stations	000 345	EFG
	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).		

3.3 COMMODITY BREAKDOWN OF RETAIL TURNOVER (including VAT) refer to full detailed description of commodities at note 3.3 Please enter values relating to retail sales of the following goods and services. The commodity breakdown should relate to sales through retail shops, petrol filling stations, roundsmen's depots, stalls, door-to-door, mail order, party plan or automatic vending machines. The breakdown should equal the retail turnover shown against

question 3.2.

1.	Petrol, diesel, lubricating oil and other petroleum products to which you hold title (petrol filling stations who do not hold title to the petrol sales should only include any fees received and not the full value of the petrol sales). Note: Petrol filling stations operating on commission sales should complete this box.	000 306	EFG
2.	Bakery products and cereals (including rice and pasta products; biscuits, sandwiches and pizzas)	000 704	EFG
3.	Meat (including fresh, chilled, smoked, frozen, canned and processed)	000 1363	EFG
4.	Fish (including fresh, chilled, smoked, frozen, canned and processed)	000 1364	EFG
5.	Milk, cheese and eggs (including yoghurts and cream)	000 708	EFG
6.	Oils and fats (including butter and margarine)	000 1365	EFG
7.	Fruit (including fresh, chilled, dried, frozen, canned and processed and all forms of nuts)	000 1366	EFG
8.	Vegetables (including fresh, chilled, dried, frozen, canned and processed and crisps)	000 1367	EFG
9.	Sugar, jam, honey, chocolate and confectionery (including ice-cream)	000 1368	EFG
10.	Sauces, herbs, spices and soups	000 1369	EFG
11.	Non-alcoholic beverages (including tea, coffee, fruit juices and vegetable drinks)	000 1370	EFG
12.	Alcoholic beverages	000 705	EFG
	This section continues overleaf		

13.	Tobacco (excluding smokers requisites e.g. pipes, lighters etc.)	000 1371	EFG
14.	Garments (excluding ties, scarves, gloves, belts and hats)	000 1372	EFG
15.	Other articles of clothing (including ties, scarves, gloves, belts and hats), accessories for making clothing (including sewing threads, knitting wools) and clothing materials (excluding furnishing fabrics)	000 716	EFG
16.	Shoes and other footwear (including leisure footwear but excluding sports specific footwear)	000 722	EFG
17.	Decorating and DIY supplies (excluding items such as hand tools, door fittings, power sockets, wiring flex, lamp bulbs, cleaning equipment and cleaning products)	000 1373	EFG
18.	Furniture and furnishings (including office furniture, lighting, prints and pictures, nursery furniture, camping and garden furniture and installation but excluding works of art and antique furniture)	000 1 3 7 4	EFG
19.	Carpets and other floor coverings (excluding bathroom mats, rush mats, door mats and antique floor coverings)	000 1375	EFG
20.	Works of art and antiques (including furniture, floor coverings and jewellery)	000 1376	EFG
21.	Household textiles (including furnishing fabrics, curtains, fabric blinds, mattresses, futons, pillows and bed, table and bathroom linen)	000 1377	EFG
22.	Household and personal appliances whether electric or not (including delivery and installation when applicable)	000 1378	EFG
23.	Glassware, tableware and household utensils (including non- electric kitchen utensils such as saucepans, coffee mills, household scales, containers, ironing boards etc.)	000 1379	EFG
24.	Tools and equipment for house and garden	000 1380	EFG
	This section continues overleaf		

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

32.	Telephone and telefax equipment (ncluding mobile phones and commission from sales of telephone top-up cards)	000 1383	EFG
33.	Audio and visual equipment (including radios, televisions and video recorders)	000 729	EFG
34.	Photographic and cinematographic equipment and optical instruments	000 738	EFG
35.	Information processing equipment (ncluding printers, photocopiers, software, calculators and typewriters but excluding video game software, video game computers that plug into a television set, video games cassettes and CD-ROMs)	000 1384	EFG
36.	Recording material for pictures and sound (ncluding audio and video tapes, both blank and pre-recorded records, compact discs, DVDs and unexposed films, cartridges and discs for photographic and cinematographic use)	000 1385	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, shinguards, goggles) and musical instruments	000 1386	EFG
38.	Spare parts and accessories for all types of vehicles and sales of bicycles (including tricycles of all types butexcluding toy cycles)	000 1387	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 1388	EFG
	This section continues overleaf		

Natural or artificial plants and flowers (ncluding Christmas trees)	000 138	9 EFG
Pets and related products (including pet food)	000 139	0 EFG
Books	000 139	1 EFG
Newspapers and periodicals	000 139	2 EFG
Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps)	000 139	3 EFG
Other goods not elsewhere classified (ncluding 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)	000 745	EFG
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	Pets and related products (including pet food) Books Newspapers and periodicals Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps) 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, butexcluding the total value of lottery sales and	Pets and related products (including pet food) Books Newspapers and periodicals Stationery and drawing materials and miscellaneous printed matter (e.g. posters, greeting cards, postcards, calendars and maps) 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, butexcluding the total value of lottery sales and telephone top-up cards)

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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		
	Total employment costs	000 450	EFG
4.0			
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	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.		
(a)	electrical goods, petrol etc)	000 403	EFG
(b)	All other costs of goods and services [e.g. post and telecommunications	000 420	EFG
	costs, advertising charges, commercial insurance premiums paid etc. but excluding national		
	non-domestic (business) rates which should be included in 4.3]		
(c)	Total purchases of energy, goods, materials and services	000 499	EFG
	This should be the sum of 4.2 (a) to 4.2 (b)	000 499	Li
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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	000 400	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	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG

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

9. TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary	
(a) Number of hours hrs 1	4 CDE
Plus	
(b) Number of minutes mins 1.4	5 BCD

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

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER (including VAT) see note 3.3 (please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the amount attributed to goods sold to the general public Exclude: • the sale of food and drink for consumption on the premises • income received from the letting of accommodation	000 3 4 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	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	electricity and gas etc.)	000 427 EI	FG
(b)	Water used in the running of your business	000 428 EI	FG
(c)	Sewerage charges and other costs of waste disposal	000 435 EI	FG

000

402

EFG

- (d) Goods and all raw materials used in the running of your business Include:
 - mixed alcoholic and soft drinks; cocktail ingredients
 - cooked meals or sandwiches (prepared by you) whether or not consumed on the premises
 - other consumables **e.g.** stationery, crockery, cutlery and glassware etc.

COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE

(e)	Goods resold in the same state as bought Include:					000	7 8 1	EFG
	 beer, wine, spirits and soft drinks sold over the bar food supplied by a third partye.g. sandwiches, crisps, nuts and confectionery 							
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)					000	767	EFG
(g)	Services purchased for resale without processing					000	4 3 3	EFG
	SERVICES FOR BUSINESS USE							
(h)	Amounts payable to sub-contractors					000	4 2 1	EFG
(i)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles					000	4 0 5	EFG

This section continues overleaf

(j)	Amounts payable for commercial insurance premiums	000 406	EFG
(k)	Amounts payable for road transport services	000 407	EFG
(1)	Amounts payable for telecommunication services	000 408	EFG
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(n)	Amounts payable for advertising and marketing services	000 410	EFG
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG
(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p) $\frac{1}{2}$	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
	This section continues overleaf		

(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD INCLUDING WORK IN PROGRESS (excluding VAT) see note 5		
	The figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the <u>beginning of the period</u>	000 500	EFG
	Of which:		
	Total value of work in progress	000 501	EFG
	Stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the <u>end of the period</u>	000 599	EFG
	Of which:		
	Total value of work in progress	000 502	EFG
	Stocks of goods/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	000 763	EF
(ii)	Acquisitions of existing buildings	000 764	EFO
	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)	000 610	EF
(iv)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EF
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFO
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EF
(a)	Total acquisitions	000 600	EFO
(i)	Proceeds from the disposal of land	000 765	EFO
(ii)	Proceeds from the disposal of existing buildings	000 766	EFC
(iii)	Any other disposals	000 1109	EFC
(b)	Total disposals	000 699	EFG

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS		
	(excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	ВСЕ

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM S	HOULD COVER:	
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Pleas	se read the accompanying notes before completing your re	turn	
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	11	DJK
		Day Month Year	
	Period covered by the return: to	1 2	DJK
3.	INCOME (including VAT)		
3.1	TOTAL TURNOVER see note 3.1	000 346	EFG
-/ 	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including VAT, progress payments on work in progress and total takings/total sales)		0

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	000 450	EF
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 partye.g. sandwiches, crisps, nuts and confectionery 	000 403	EF
(b)	 All other costs of goods and services Include: mixed alcoholic and soft drinks; cocktail ingredients cooked meals or sandwiches (prepared by you) whether or not consumed on the premises other consumables e.g. stationery, crockery, cutlery and glassware etc. post and telecommunication costs; advertising charges; commercial insurance premiums paid etc. Exclude: national non-domestic (business) rates which should be included in 4.3 	000 420	EF ⁽
(c)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) and 4.2 (b)	000 499	EF [,]

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG
5.	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	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG

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

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
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Pleas	se read the accompanying notes before completing your return	rn	
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	DJk
	Period covered by the return: to	Day Month Year	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)]	000 319	EF
(b)	Full selling price of property bought and sold in the same year without development [purchase price should be included in 4.2 (e)]	000 320	EF(

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with development

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development [purchase price should be included in 4.2 (e)]
(c) Full selling price of property bought and sold in the same year

(d) Fees and commission earned by estate agents and in real estate management

(e)	Additional income (e.g. service charges, any other income derived from a non-property related activity)	000 3 2 4	EFG
	Note: If your value at 3.1 (e) is greater than 50% of total turnover, please give an explanation of your business activity in the comments box provided at section 10.		
(f)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3 (Please give examples in section 10) Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to	000 300	EFG
4.	the general public (and not businesses) for personal or household use. Exclude: sales and repairs to land and properties EXPENDITURE		
11	(excluding deductible VAT but including non-deductible VAT) EMPLOYMENT COSTS see note 4.1		
4.1 (a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials (including stationery and consumables and building materials for your own use)	000 402	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)	000 403	EFG
(f)	Services purchased for resale without processing	000 433	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG

This section continues overleaf

(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased £.g. non road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., butexcluding national non-domestic (business) rates, council tax which should be included in 4.3 (a), building materials for own use which should be included in 4.2 (d) and payments to sub-contractors 4.2 (g)]	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o) $\frac{1}{2}$	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 4 1 4	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5. W	ORK IN	PROGRESS	(excluding	VAT) see note:	5
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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	502	EFG

6. CAPITAL EXPENDITURE see note 6

(including non-deductible VAT but excluding deductible VAT)

This covers building work, purchase or sale of land and existing buildings, vehicles, plant, machinery and similar equipment etc. **Exclude:** any allowances for depreciation 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 (e) and the full selling price should be **included** in 3.1 (b)

If a property is purchased and sold within the yearwith **development**, the acquisition should be **included** in section 6.1 (a). The purchase of legal fees etc, should be**included** in 4.2 (o) and the sale should be recorded in 3.1 (c)

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

			1
(a)	New construction work (excluding the cost of land and new dwellings)	000 794	EFG
(b)	Acquisitions of land	000 7 6 3	EFG
(c)	Acquisitions of existing buildings (excluding dwellings)	000 795	EFG
(d)	Acquisitions of vehicles	000 684	EFG
(e)	Acquisitions of plant, machinery and other capital equipment	000 686	EFG
(f)	Total acquisitions	000 600	FFG

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

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

9. TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary	
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(b) Number of minutes mins 1.4	5 BCD

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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	11	DJK
	Period covered by the return: to	Day Month Year	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).		

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rented land)

with development

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(a) Rent income earned on rented property (exclude rent income earned on

(b) Full selling price of property bought and sold in the same year without

development (purchase price should be included in 4.2)
(c) Full selling price of property bought and sold in the same year

(d)	Fees and commission earned by estate agents and in real estate management	000 3 2 3	EFG
(e)	Additional income (e.g. service charges, any other income derived from a non-property related activity)	000 3 2 4	EFG
	Note: If your value at 3.1 (e) is greater than 50% of total turnover, please give an explanation of your business activity in the comments box provided at section 10.		
(f)	Total turnover	000 399	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG
5.	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	000 502	EFG
6.	CAPITAL EXPENDITURE EXCLUDING DWELLINGS see note 6 (including non-deductible VAT but excluding deductible VAT)		
	Dwellings are defined as buildings on which Residential Council Tax is paid.		
	This covers building work, purchase or sale of land and existing buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation 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 yearwith development , the acquisition should be included in 6 (a). The purchase of legal fees etc, should be included in 4.2 and the sale should be recorded in 3.1 (c)		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG

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

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 1 4 4	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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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 Period covered by the return: to	Day Month Year Day Month Year 11 Day Month Year 12	DJk
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	e 000 399	EFC

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received hot to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3 (please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use. Exclude: ticket sales and sales of food/drink requiring preparation	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 4 4 7	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
	This section continues overleaf		

(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS, ENERGY AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing (excluding energy products bought for resale)	000 781	EFG
(f)	Energy products bought for resale without further processing (e.g. petroleum products, gas, coal etc.)	000 767	EFG
(g)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(h)	Amounts payable to sub-contractors	000 421	EFG
(i)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(j)	Amounts payable for commercial insurance premiums	000 406	EFG
(k)	Amounts payable for road transport services	000 407	EFG
(1)	Amounts payable for telecommunication services [telecommunication industries please refer to note 4.2 (l)]	000 408	EFG
(m)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(n)	Amounts payable for advertising and marketing services	000 410	EFG
(0)	Amounts payable to employment agencies for agency staff	000 430	EFG
(p)	Amounts payable for other services purchased (e.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p)	000 499	EFG

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 4 1 4	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	WORK IN PROGRESS (excluding VAT) see note 5		
	The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)		
(a)	Total value of work in progress at beginning of the period	000 501	EFG
(b)	Total value of work in progress at end of the period	000 502	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 763 000 **EFG** (ii) Acquisitions of existing buildings EFG **Exclude:** Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 **EFG** (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by you**nwn** 000 602 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (v) Computer software developed by your own staff 000 771 EFG to be used for more than one year (vi) Any other acquisitions 000 1108 EFG **Include:** machinery, equipment and vehicles **Total acquisitions** 600 (a) **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 000 699 (b) **Total disposals** EFG

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
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	
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(b) Number of minutes mins 1.4	5 BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
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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	11	DJK
	Danied actioned by the national to	Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	000 399	EFG

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

6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6						
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.						
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.						
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.						
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				000	163	EF
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				000	164	EFO
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, pleaseenter '2'					9	ABO

8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary	
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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM	SHOULD COVER:
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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).	ıt
	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	
		Day Month Year
	Period covered by the return: to	
3.	INCOME (excluding VAT)	
3.1	TOTAL TURNOVER see note 3.1	
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	
(a)	Total turnover (i.e. total amounts receivable) Include:	000 399 EFG
	 Travel agents - total sales to <u>consumers</u> Advertising agents - total sales to <u>clients</u> Exclude: reimbursements from clients for VAT or customs duties 	
	Of which:	

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hold title)

(c) Sales on own account

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

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3 (Please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use. Exclude: sale of holidays by travel companies	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. ENERGY AND MATERIALS FOR BUSINESS USE Energy used in the running of your business (including petrol, diesel, (a) 427 000 EFG electricity and gas etc.) (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 000 402 EFG (including stationery and consumables) COSTS OF GOODS AND SERVICES BOUGHT FOR **RESALE** Goods bought for resale without further processing (e) 000 403 EFG **Exclude:** cost of hotel accommodation etc.incurred by tour operators. Include these in 4.2 (o) (f) Services purchased for resale without processing 000 4 3 3 EFG **Include:** advertising and marketing costs passed back to customers SERVICES PURCHASED FOR BUSINESS USE 421 (g) Amounts payable to sub-contractors 000 EFG (h) Amounts payable for hiring, leasing or renting plant (including 405 **EFG** scaffolding) machinery and vehicles 406 (i) Amounts payable for commercial insurance premiums 000 EFG (j) Amounts payable for road transport services 407 EFG 408 (k) Amounts payable for telecommunication services 000 EFG (l) Amounts payable for computer and related services including repairs and 409 EFG maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a) This section continues overleaf

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. 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.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5.	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	000 502	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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude : Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
	This section continues overleaf		

(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to		
	businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		EFG

8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
(b)	Plus Number of minutes	mins 1 4 5	BCD

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
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Pleas	se read the accompanying notes before completing your retur	n	
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	DJŀ
	Period covered by the return: to	Day Month Year	DJŀ
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	000 399	EFO

000

000 339

3 3 7

EFG

EFG

Of which:

hold title)

(c) Sales on own account

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

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** 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 **EFG** raw materials) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. Total taxes, duties and levies paid 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	000 600	EFG
(b)	Total disposals	000 699	EFG
6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

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

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	ULD COVER:	
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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	11	DJK
	Period covered by the return: to	Day Month Year	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	000 399	EFG

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 3 2 5	EFG
3.3	RETAIL TURNOVER see note 3.3 (please give examples in section 10) Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

	ENERGY AND MATERIALS FOR DUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 4 3 3	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable to winning customers	000 425	EFG
	This section continues overleaf		

(p)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(q)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (p) $\frac{1}{2}$	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 501	EFG
(b)	Total value of work in progress at end of the period	000 502	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 763 000 **EFG** (ii) Acquisitions of existing buildings EFG **Exclude:** Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 **EFG** (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by you**nwn** 000 602 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (v) Computer software developed by your own staff 000 771 EFG to be used for more than one year (vi) Any other acquisitions 000 1108 EFG **Include:** machinery, equipment and vehicles 600 **EFG** (a) **Total acquisitions** (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 000 699 EFG (b) **Total disposals**

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7			
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.			
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.			
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.			
(-)				
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
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 144	CDE
	Plus	
(b)	Number of minutes mins 1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SE	HOULD COVER:	
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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	DJK
	Period covered by the return: to	Day Month Year	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)	000 399	EFC

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

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	000 501	EFG
(b)	Total value of work in progress at end of the period	000 502	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	000 600	EFG
(b)	Total disposals	000 699	EFG

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

9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
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	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

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Pleas	se read the accompanying notes before completing your re	turn
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
	Period covered by the return: to	Day Month Year 12 DJF
3.	INCOME (excluding VAT)	
	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)	000 399 EFG

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3 (please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

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

000 427 EFG

EFG

(b) Water used in the running of your business

(d)

000 428

(c) Sewerage charges and other costs of waste disposal

000 435 EFG

Goods and all raw materials used in the running of your business (**including** stationery and consumables)

000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

(f) Services purchased for resale without processing

				000	122	
ı				UUU	433	IEFG

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

000 421 EF

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

|--|

(i) Amounts payable for commercial insurance premiums

000 406 EFG	_
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This section continues overleaf

(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	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)	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	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	000 763	EFG
	(ii) Acquisitions of existing buildings	000 764	EFG
	Exclude : Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		LIG
	(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)	000 610	EFG
	This section continues overleaf		

	(iv)	Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10				000	602	EFG
	(v)	Computer software developed by your own staff to be used for more than one year				000	771	EFG
	(iv)	Any other acquisitions Include: machinery, equipment and vehicles				000	1108	EFG
(a)	Tota	al acquisitions				000	600	EFG
	(i)	Proceeds from the disposal of land				000	7 6 5	EFG
	(ii)	Proceeds from the disposal of existing buildings				000	766	EFG
	(iii)	Any other disposals				000	1109	EFG
(b)	Tota	al disposals				000	699	EFG
7.	EX (exc	TERNATIONAL TRADE IN SERVICES; PORTS AND IMPORTS cluding Goods) see note 7 our business has either purchased or providedservices to nesses based internationally (outside the UK) in the last 12 months,						
	durii	se give the amounts receivable/payable , in respect of invoices raised ng this period.						
	Tran	lude: sactions with branches or subsidiaries of foreign businesses that are ted within the UK.						
		ude: sactions with branches or subsidiaries of UK businesses that are ted outside the UK.						
(a)	for so	nunts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and essional services, communication services, computer and information ices, financial services, commissions on goods and services, royalties licences.				000	163	EFG
	Thi	s section continues overleaf						

(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
(b)	Plus Number of minutes	mins 1 4 5	BCD

	ox if you wish to make any comments regarding the information provided on this return.	
	BLOCK CAPITALS	
	etails of any significant impacts upon your data resulting from changes in the accounting nave taken e.g. moving from UK accounting standards (UK GAAP) to International Accounting FRS).	146
LEASE CIX	VE DETAILS OF THE DEDSON WE SHOULD CONTACT WITH ANY	
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Pleas	se read the accompanying notes before completing your retur	n	
2.	PERIOD COVERED BY THE RETURN see note 2		ı
	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	DJk
	Period covered by the return: to	Day Month Year	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	EFC
	Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group		

000

000

3 1 7

EFG

EFG

Total Turnover)

(a) Value of insurance claims received [not to be included in

section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]
(b) Value of any "Other Operating Income" recorded in your profit and loss

and/or income and expenditure accounts (not to be included in section 3.1

3.3	RETAIL TURNOVER see note 3.3		
3.3	(Please give examples in section 10)		
	Of your total turnover shown in 3.1, please give the identifiable amount attributable to sale (including repair and installation) of goods direct to the general public (and not businesses) for personal or household use	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 4 4 8	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 4 2 7	EFG
(b)	Water used in the running of your business	000 428	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)	000 402	EFG
	This section continues overleaf		

COSTS OF GOODS AND SERVICES BOUGHT FOR **RESALE** 403 (e) Goods bought for resale without further processing 000 **EFG** 4 3 3 (f) Services purchased for resale without processing EFG SERVICES FOR BUSINESS USE Amounts payable to sub-contractors 4 2 1 (g) 000 EFG Amounts payable for hiring, leasing or renting plant (including (h) 000 405 EFG scaffolding) machinery and vehicles (i) Amounts payable for commercial insurance premiums 000 406 EFG (j) Amounts payable for road transport services 000 407 EFG 408 (k) Amounts payable for telecommunication services 000 **EFG** (l) Amounts payable for computer and related services including repairs and 409 EFG 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 000 4 1 0 EFG (n) Amounts payable to employment agencies for agency staff 4 3 0 EFG (o) Amounts payable for other services purchased **e.g.** non-road transport 000 411 EFG and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc., payments made to claimants) (p) Total purchases of energy, goods, materials and services 000 EFG This should be the sum of 4.2 (a) to 4.2 (o)

4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
410	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	WORK IN PROGRESS (excluding VAT) see note 5		
	The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)		
(a)	Total value of work in progress at the beginning of the period	000 5 0 1	
(b)	Total value of work in progress at end of the period	000 502	

6. CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS 6.1 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. Acquisitions of land 763 000 **EFG** (i) (ii) Acquisitions of existing buildings EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for investment in acquired computer software 610 000 **EFG** (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii) (iv) Total value of finished work of a capital nature carried out by you**nwn** 000 602 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (v) Computer software developed by your own staff 000 EFG to be used for more than one year (vi) Any other acquisitions 000 1108 EFG Include: machinery, equipment and vehicles **Total acquisitions** 600 **EFG** (a) 765 EFG (i) Proceeds from the disposal of land 766 EFG (ii) Proceeds from the disposal of existing buildings Any other disposals 1109 (iii) EFG 000 699 EFG (b) **Total disposals**

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

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

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
specifi and N only. The bi specifi specifi	urvey covers the United Kingdom activity of businesses (including foreign ied as Great Britain underneath your address on the front page. The United orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, and otherwise on the front page of the form. Figures for subsidiaries of the bied otherwise on the front page. see note 1 .	Kingdom consists of England, Wales, Scotland t Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless pusiness addressed should be excluded, unless	
Pleas	se read the accompanying notes before completing your retu	ırn	
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	DJK
		Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress)	000 399	EFG

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 $\textbf{Holding Companies:} \ \text{should include any management fees, service charges}$

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** 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 **EFG** raw materials) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. Total taxes, duties and levies paid 000 400 EFG 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) 000 EFG Total acquisitions 600 (b) EFG Total disposals

6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6						
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.						
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.						
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.						
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				000	163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		Ι		000	164	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, pleaseenter '2'					9	ABC

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

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM	SHOULD COVER:	
specifiand Nonly. The branch	urvey covers the United Kingdom activity of businesses (including foreigned as Great Britain underneath your address on the front page. The Unit orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorships of the otherwise on the front page of the form. Figures for subsidiaries of the died otherwise on the front page. see note 1 .	ed Kingdom consists of England, Wales, Scotland reat Britain consists of England, Wales and Scotland p, etc. to which the form has been addressed unless	
Pleas	se read the accompanying notes before completing your re	eturn	
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 tha ends between 6 April 2009 and 5 April 2010).	t	
	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	DJI
	Period covered by the return: to	Day Month Year	DJI
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)		
(a)	Sub-postmaster salary/income received directly from Post Office Ltd	000 340	EF
(b)	Income from the retail sale of goods to the general public [sub-post offices should exclude income from items sold on behalf of Post Office Ltd (i.e. postage stamps, road fund and TV licenses etc.)]	000 300	EF

000 3 4 4

000 399

EFG

EFG

(c) All other turnover

(d) Total turnover

3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d) (e)	Amounts payable to employees through redundancy and severance Total employment costs	000 447	EFG EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		LIO
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 4 2 7	EFG
(b)	Water used in the running of your business	000 428	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)	000 402	EFG
	This section continues overleaf		

	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 433	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
	This section continues overleaf		
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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	000 412	EFG
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(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
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5.	WORK IN PROGRESS (excluding VAT) see note 5		
	The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)		
(a)	Total value of work in progress at the beginning of the period	000 501	EFG
(b)	Total value of work in progress at end of the period	000 502	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	000 763	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) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
(5)	· · · · · · · · · · · · · · · · · · ·		

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7					
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.					
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.					
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.					
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.			000	163	EFO
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.			000	164	EFO
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 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM S	SHOULD COVER:	
specifi and No only. The bu specifi specifi	urvey covers the United Kingdom activity of businesses (including foreigned as Great Britain underneath your address on the front page. The Unite orthern Ireland and excludes the Channel Islands and the Isle of Man. Grasiness unit for the survey is the company, partnership, sole proprietorship ed otherwise on the front page of the form. Figures for subsidiaries of the ed otherwise on the front page. see note 1 .	ed Kingdom consists of England, Wales, Scotland reat Britain consists of England, Wales and Scotland p, etc. to which the form has been addressed unless the business addressed should be excluded, unless	
Pleas	se read the accompanying notes before completing your re	eturn	
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).	i .	
	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		DJK
	Period covered by the return: to	Day Month Year	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)		
(a)	Sub-postmaster salary/income received directly from Post Office Ltd	000 340	EFG
(b)	Income from the retail sale of goods to the general public [sub-post offices should exclude income from items sold on behalf of Post Office Ltd (i.e. postage stamps, road fund and TV licenses etc.)]	000 300	EFG

000 344

000 399

EFG

EFG

(c) All other turnover

(d) Total turnover

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

6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6							
	If your business has either purchased or 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.	l						
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.							
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	164	EFG
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, pleaseenter '2')					9	ABC

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

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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.		
	Period covered by the return: from	Day Month Year Day Month Year Day Month Year	DJ⊮
	Period covered by the return: to	12	DJŀ
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	EF(
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	EFC
	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]	000 317	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]	000 318	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)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 433	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 (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
	This section continues overleaf		

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

5.	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	000 502	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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by you num staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
	This section continues overleaf		

(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable</i> from businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		64 EF	G
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'		9 AB	С
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
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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 Period covered by the return: to	Day Month Year Day Month Year 1 1 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) Exclude: Donations and general funding	000 399	EFG
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)	000 318	EFG

4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
	 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
4.3	OTHER COSTS see note 4.3		
(a)	Value of grants and donations paid out to persons, charitable organisations and other organisations etc.	000 475	EFG
(b)	Depreciation of capital assets	000 476	EFG
4.4	TAXES, DUTIES AND LEVIES PAID see note 4.4		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG

5.	CAPITAL EXPENDITURE see note 5 (including non-deductible VAT but excluding deductible VAT)	
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.	
(a)	Total acquisitions 000 600	EFG
(b)	Total disposals 000 699	EFG
6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6	
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.	
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.	
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.	
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	EFG

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, pleaseenter '2'	9	ABC
8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
pecifind Nonly. The bupecifi	urvey covers the United Kingdom activity of businesses (including foreign led as Great Britain underneath your address on the front page. The United orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, and otherwise on the front page of the form. Figures for subsidiaries of the based otherwise on the front page. see note 1 .	Kingdom consists of England, Wales, Scotland t Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless	
Pleas	se read the accompanying notes before completing your retu	ırn	
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	DJŀ
2	Period covered by the return: to	Day Month Year	DJŀ
	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)		
(a)	Total fees and commissions receivable	000 777	EF
(b)	Total fees and commissions payable	000 778	EF
(c)	All other turnover including rental income but excluding other operating income (if recorded separately in your profit and loss account), income from interest or dividends and the value of own insurance claims received	000 779	EF
	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	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 4 2 7	EFG
(b)	Water used in the running of your business	000 428	EFG
	This section continues overleaf		
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(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing	000 403	EFG
(f)	Services purchased for resale without processing	000 433	EFG
	SERVICES FOR BUSINESS USE		
		000 421	EE0
(g)	Amounts payable to sub-contractors	000 421	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
()	Amounts payable for foud transport services		
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer	000 409	EFG
	hardware and software which should be included in section 6.1 (a)		
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
			EFG
(0)	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.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies (excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax. Exclude: stamp duties paid on the purchase of shares by brokers on behalf of their clients)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EC	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	WORK IN PROGRESS (excluding VAT) see note 5		
	The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted)		
(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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
(iv)	Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(v)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vi)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	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.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD
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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 and a between 6 April 2000 and 5 April 2010)	
	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 Day Month Year Day Month Year
	Period covered by the return: to	12
3.	INCOME (excluding VAT)	
3.1	TOTAL TURNOVER see note 3.1	
	Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress)	
(a)	Total fees and commissions receivable	000 777
(b)	Total fees and commissions payable	000 778
(c)	All other turnover including rental income but excluding other operating income (if recorded separately in your profit and loss account), income from interest or dividends and the value of own insurance claims received	000 779

Total turnover (total amounts receivable excluding reimbursements from clients for VAT or customs duties) excluding interest and dividends received, other operating income and the value of own insurance claims received	000 399	EFG
EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
 EMPLOYMENT COSTS see note 4.1 Include: Gross wages and salaries (in cash or kind); Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 		
Total employment costs	000 450	EFG
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)	000 499	EFG
TAXES, DUTIES AND LEVIES PAID see note 4.3		
Total amount payable in taxes, duties or levies to government.		
Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
Total taxes, duties and levies paid	000 400	EFG
	reimbursements from clients for VAT or customs duties) excluding interest and dividends received, other operating income and the value of own insurance claims received EXPENDITURE (excluding deductible VAT but including non-deductible VAT) 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 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) 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.	reimbursements from clients for VAT or customs duties) excluding interest and dividends received, other operating income and the value of own insurance claims received EXPENDITURE (excluding deductible VAT but including non-deductible VAT) 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 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) 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.

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	600	EFG
(b)	Total disposals					000	699	EFG
6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6							
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.							
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.							
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.		I			000	164	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, pleaseenter '2'	9	ABC
8.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 7 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 145	BCD
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9. ANY REL	EVA	NT	CO	MN	1EN	TS																			
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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM	SHOULD COVER:
specif and Nonly. The b specif specif	survey covers the United Kingdom activity of businesses (including forested as Great Britain underneath your address on the front page. The Uniter Ireland and excludes the Channel Islands and the Isle of Man. Cousiness unit for the survey is the company, partnership, sole proprietorshiped otherwise on the front page of the form. Figures for subsidiaries of the otherwise on the front page. see note 1 . See read the accompanying notes before completing your results.	ted Kingdom consists of England, Wales, Scotland Great Britain consists of England, Wales and Scotland ip, etc. to which the form has been addressed unless the business addressed should be excluded, unless
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).	nt
	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
	Period covered by the return: to	Day Month Year
3.	INCOME (excluding VAT)	

3.1 TOTAL REVENUE see note 3.1

(a)	Gross Written premiums	000 1100	EFG
(b)	Fees and commissions earned	000 1101	EFG
(c)	All other revenue (please give examples in Section 7)	000 1 102	EFG
(d)	Total revenue	000 1103	EFG

3.2 OTHER INCOME see note 3.2

- (a) Value of insurance claims received [**not** to be included in section 3.1 Total Revenue, or 3.2 (b) Other Operating Income]
- (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)

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4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
(a)	Total costs of energy, goods, materials and services	000 499	EFG
	of which:		
(b)	Goods bought for resale without further processing	000 403	EFG
(c)	Services purchased for resale without processing	000 433	EFG
(d)	Amounts payable to employment agencies for agency staff	000 430	EFG
(e)	All costs linked directly to policies	000 1104	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 4 5 5	EFG
(d)	Other amounts paid for taxes, duties and levies excluding VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax (Insurance Companies include Insurance Premium Tax)	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

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) <i>see note 5.1 (a) (i)</i>	000 610	EFG
(ii)	Total value of finished work of a capital nature carried out by you rown staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 7	000 602	EFG
(iii)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(iv)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	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 144	CDE
(b)	Plus Number of minutes	mins 1 4 5	BCD

7. MILL	EVANT (COM	MENT	rs													
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1/09 S029 06

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM S	SHOULD COVER:	
specifiand Nonly. The bispecifispecifispecifiand Nonly.	urvey covers the United Kingdom activity of businesses (including foreigned as Great Britain underneath your address on the front page. The Unite orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship ided otherwise on the front page of the form. Figures for subsidiaries of the ided otherwise on the front page. see note 1 . See read the accompanying notes before completing your results.	ed Kingdom consists of England, Wales, Scotland reat Britain consists of England, Wales and Scotland p, etc. to which the form has been addressed unless he business addressed should be excluded, unless	
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).	t	
	If you traded for only part of the year, please provide figures for the period in which you were trading.		
	Period covered by the return: from	Day Month Year	DJK
	Period covered by the return: to	Day Month Year	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	000 399	EFG

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

6.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 6							
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.							
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.							
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <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.		I	Ι	Ι	000	163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.			Ι		000	164	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, pleaseenter '2'						9	ABC

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

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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 and Scotlan and Northern Ireland and excludes the Channel Islands and the Isle of Man. Great Britain consists of England, Wales and Scotlan 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 Day Month Year Period covered by the return: to 3 INCOME (excluding VAT) 3.1 TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, 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	1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHOULD COVER:		
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 Day Month Year Period covered by the return: to 11 3.1 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:	pecifind Nonly. The bupecific pecific	ified as Great Britain underneath your address on the front page. The United Kingdom consists of England, Wal Northern Ireland and excludes the Channel Islands and the Isle of Man. Great Britain consists of England, Wal business unit for the survey is the company, partnership, sole proprietorship, etc. to which the form has been ad ified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be exclu ified otherwise on the front page. <i>see note</i> 1.	ales, Scotland es and Scotlan dressed <u>unless</u>	d
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 Day Month Year Period covered by the return: to 12 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: 0000 3991	Pleas	ase read the accompanying notes before completing your return		
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 Day Month Year Period covered by the return: to 12 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 39	2.	. PERIOD COVERED BY THE RETURN see note 2		
Period covered by the return: from Day Month Year Period covered by the return: to Day Month Year Period covered by the return: to 11 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: Day Month Year 12 12 13 Total turnover (i.e. total amounts receivable) Include: Day Month Year 11 12 14 15 16 17 18 18 19 10 10 10 10 10 10 10 10 10		available for that period, your return should relate to a business year that		
Period covered by the return: from Day Month Year Period covered by the return: to 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:				
Period covered by the return: to 3 INCOME (excluding VAT) 3.1 TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, from the sale of goods or services (including progress payments on work in progress) (a) Total turnover (i.e. total amounts receivable) Include:				DJK
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:		· · · · · · · · · · · · · · · · · · ·		DJK
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:	3	INCOME (excluding VAT)		
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:	3.1	1 TOTAL TURNOVER see note 3.1		
Include:		period of the return, from the sale of goods or services		
 Advertising agents - total sales to <u>clients</u> Exclude: reimbursements from clients for VAT or customs duties 	(a)	Include: Travel agents - total sales to consumers Advertising agents - total sales to clients	000 3 9	9 EFG
Of which:		Of which:		

000

3 3 7

000 339

EFG

EFG

hold title)

(c) Sales on own account

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

3.2		EAKDOWN OF TOTAL TURNOVER (3.1) BY ODUCT/SERVICES PROVIDED		
		(a) Sale of print media advertising space or time on a fee or contract basis	000 1040	EFG
		(b) Sale of TV/radio advertising space or time on a fee or contract basis	000 1041	EFG
		(c) Sale of Internet advertising space or time on a fee or contract basis	000 1042	EFG
		(d) Sale of events related advertising	000 1043	EFG
		(e) Other sale of advertising space or time on a fee or contract basis	000 1 0 4 4	EFG
	(f)	Total media representation services: This should be the sum of 3.2(a) to 3.2(e)	000 1039	EFG
		(g) Full service advertising	000 1046	EFG
		(h) Direct marketing and direct mailing	000 1 0 4 7	EFG
		(i) Advertising design and concept development	000 1048	EFG
		(j) Other advertising services	000 1049	EFG
	(k)	Total services provided by advertising agencies: This should be the sum of 3.2(g) to 3.2(j)	000 1 0 4 5	EFG
	(1)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000 299	EFG
	(m)	Other products	000 298	EFG
If you ha	ive ente	ered a figure for 'other products' can you please state what this figure i	is made up of:	
				JKL

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

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 **Note:** Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. ENERGY AND MATERIALS FOR BUSINESS USE Energy used in the running of your business (ncluding petrol, diesel, (a) 000 427 EFG electricity and gas etc.) Water used in the running of your business EFG (b) Sewerage charges and other costs of waste disposal 4 3 5 EFG (c) (d) Goods and all raw materials used in the running of your business 000 402 **EFG** (including stationery and consumables) COSTS OF GOODS AND SERVICES BOUGHT FOR **RESALE** Goods bought for resale without further processing (e) 000 403 **EFG Exclude:** cost of hotel accommodation etc.<u>incurred</u> by tour operators. Include these in 4.2 (o) (f) Services purchased for resale without processing EFG Include: advertising and marketing costs passed back to customers SERVICES PURCHASED FOR BUSINESS USE Amounts payable to sub-contractors 000 EFG (g) (h) Amounts payable for hiring, leasing or renting plant (including 4 0 5 **EFG** scaffolding) machinery and vehicles Amounts payable for commercial insurance premiums 406 EFG (i) Amounts payable for road transport services 000 407 (j) EFG Amounts payable for telecommunication services 000 408 **EFG** (k) (1) Amounts payable for computer and related services including repairs and 409 EFG maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a) This section continues overleaf

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. 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.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 4 3 2	EFG

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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	000 501	EFG
(b)	Total value of work in progress at end of the period	000 502	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	000 763	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)	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	(v) Computer software developed by your own staff to be used for more than one year	000 771	EFG
	This section continues overleaf		

(a)	(vi) Any other acquisitions	000 1108	EFG EFG
	(i) Proceeds from the disposal of land(ii) Proceeds from the disposal of existing buildings	000 765	EFG EFG
	(iii) Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

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

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SE	HOULD COVER:	
specificand Nonly. The bespecification	urvey covers the United Kingdom activity of businesses (including foreign ied as Great Britain underneath your address on the front page. The United orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, ied otherwise on the front page of the form. Figures for subsidiaries of the ied otherwise on the front page. see note 1 .	Kingdom consists of England, Wales, Scotland at Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless	
Pleas	se read the accompanying notes before completing your ret	urn	
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	11	DJK
		Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress and fees receivable)	000 399	EFG

3.2		EAKDOWN OF TOTAL TURNOVER (3.1) BY		
	PK	ODUCT/SERVICES PROVIDED (a) Executive search services	000 1085	EFG
		(b) Permanent placement services, other than executive search services	000 1086	EFG
	(c)	Total services provided by employment placement agencies: This should be the sum of 3.2 (a) and 3.2 (b)	000 1084	EFG
		(d) For the supply of computer and telecommunications personnel	000 1088	EFG
		(e) For the supply of other office personnel	000 1089	EFG
		(f) For the supply of commercial and trade personnel	000 1092	EFG
		(g) For the supply of transport, warehousing, logistics and industrial workers	000 1093	EFG
		(h) For the supply of hotel and restaurant personnel	000 1094	EFG
		(i) For the supply of medical personnel	000 1095	EFG
		(j) For the supply of other personnel	000 1096	EFG
	(k)	Total temporary employment agency services: This should be the sum of 3.2(d) to 3.2 (j)	000 1087	EFG
	(1)	Other human resource provision	000 1097	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	000 299	EFG
		personal or nousehold use		
	(n)	Other products	000 298	EFG
If you ha	ive ente	ered a figure for 'other products' can you please state what this figure i	s made up of: 7 4 6	
				JKL
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3.3	TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT		
(a)	Clients resident within the United Kingdom	000 25	EFG
(b)	Clients resident within the rest of the European Union	000 2 6	EFG
(c)	Clients resident outside of the European Union	000 27	EFG
(d)	Total	000 28	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]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

- (a) Energy used in the running of your business **(ncluding** petrol, diesel, electricity and gas etc.)
- 000 427 EFG

(b) Water used in the running of your business

000 428 EFG

(c) Sewerage charges and other costs of waste disposal

- 000 435 EFG
- (d) Goods and all raw materials used in the running of your business (including stationery and consumables)
- 000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e) Goods bought for resale without further processing

	000	4 0 3
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(f) Services purchased for resale without processing

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- 1					000		LIG

EFG

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

			000	421	EFG

- (h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles
- 000 405 EFG

(i) Amounts payable for commercial insurance premiums

000 406 EFG

(j) Amounts payable for road transport services

000 407 EFG

(k) Amounts payable for telecommunication services

- 000 408 EFG
- (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)
- 000 409 EFG

This section continues overleaf

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

(a) (b)	WORK IN PROGRESS (excluding VAT) see note 5 The work in progress figures for the beginning and the end of the period should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) Total value of work in progress at beginning of the period Total value of work in progress at end of the period	000 501	
(a) '	should be on the same basis in terms of valuation and business units covered (work carried out by yourselves, not sub-contracted) Total value of work in progress at beginning of the period		
(b) ,			EFG
	Total value of work in progress at end of the period	000 502	
6.			EFG
	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	000 763	EFG
((ii) Acquisitions of existing buildings	000 764	EFG
;	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
((iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
((iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
((v) Computer software developed by your own staff to be used for more than one year	000 771	EFG
	This section continues overleaf		

	(vi) Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
	(i) Proceeds from the disposal of land	000 765	EFG
	(ii) Proceeds from the disposal of existing buildings	000 766	EFG
	(iii) Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

RESEARCH AND DEVELOPMENT see note 8		
If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
Number of hours	hrs 144	CDE
Plus		
Number of minutes	mins 1 4 5	BCD
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours hrs 144 Plus

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
specificand Nonly. The branch specificant in the sp	urvey covers the United Kingdom activity of businesses (including foreign of ied as Great Britain underneath your address on the front page. The United Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, eiged otherwise on the front page of the form. Figures for subsidiaries of the based otherwise on the front page. <i>see note 1</i> .	Kingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless	
Pleas	se read the accompanying notes before completing your retu	rn	
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	DJK
	Period covered by the return: to	Day Month Year	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	000 399	EFG
	Of which:		
(b)	Commission and fees (on sales of goods and services to which you do not hold title)	000 337	EFG
(c)	Sales on own account	000 339	EFG

BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED		
(a) Market research services: Qualitative surveys	000 97	5 EFG
(b) Market research services: Quantitative ad-hoc surveys	000 97	6 EFG
(c) Quantitative continous and regular surveys	000 97	7 EFG
(d) Other market research services	000 97	8 EFG
Total market research and similar activities: This should be the sum of 3.2(a) to 3.2(d)	000 97	4 EFG
Public opinion polling services	000 97	9 EFG
Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000 29	9 EFG
Other products	000 29	8 EFG
If you have entered a figure for 'other products' can you please state what	this figure is made up of:	6
		JKL
	(a) Market research services: Qualitative surveys (b) Market research services: Quantitative ad-hoc surveys (c) Quantitative continous and regular surveys (d) Other market research services Total market research and similar activities: This should be the sum of 3.2(a) to 3.2(d) Public opinion polling services Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products	(a) Market research services: Qualitative surveys (b) Market research services: Quantitative ad-hoc surveys (c) Quantitative continous and regular surveys (d) Other market research services (d) Other market research and similar activities: This should be the sum of 3.2(a) to 3.2(d) Public opinion polling services (000 97 Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use Other products (a) Market research services: 000 97 (b) Market research services: 000 97 (c) Quantitative continous and regular surveys (d) Other products 000 97 (e) Quantitative continous and regular surveys (o) 97 (d) Other products 000 97 (e) Quantitative continous and regular surveys (o) 97 (e) Quantitative continous

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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 (e)	000 403	EFG
(f)	Services purchased for resale without processing Include: advertising and marketing costs passed back to customers	000 433	EFG
	SERVICES FOR BUSINESS USE		
(g)	Amounts payable to sub-contractors	000 4 2 1	EFG

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EFG

scaffolding) machinery and vehicles

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Amounts payable for hiring, leasing or renting plant (including

Amounts payable for commercial insurance premiums

(h)

(i)

(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government		
4.3			
4.3 (a)	Total amount payable in taxes, duties or levies to government (Exclude: VAT; taxes already included in the purchases of goods,	000 412	EFG
	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)		EFG EFG
(a)	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) Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or	000 431	
(a) (b)	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) Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas,	000 431	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	EFG
6. 6.1	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS		
0.1	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	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
	(iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		
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	(v) Computer software developed by your own staff to be used for more than one year	000 771	EFG
	(vi) Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
	(i) Proceeds from the disposal of land	000 765	EFG
	(ii) Proceeds from the disposal of existing buildings	000 766	EFG
	(iii) Any other disposals	000 1109	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts receivable from businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
	This section continues overleaf		

(b)	Amounts <i>payable to</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164 EFC	3
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9 ABC	2
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours Plus	hrs 144 CDF	Ε
(b)	Number of minutes	mins 145 BCI	D

TALS ficant impacts upon your data resulting from changes in the accounting owing from UK accounting standards (UK GAAP) to International Accounting 146 OF THE PERSON WE SHOULD CONTACT WITH ANY IS RETURN. LLS
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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
pecifind Nonly. The bupecifi	arvey covers the United Kingdom activity of businesses (including foreign of ed as Great Britain underneath your address on the front page. The United Korthern Ireland and excludes the Channel Islands and the Isle of Man. Great Islands unit for the survey is the company, partnership, sole proprietorship, et ed otherwise on the front page of the form. Figures for subsidiaries of the bured otherwise on the front page. see note 1 .	ingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland c. to which the form has been addressed unless siness addressed should be excluded, unless	
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	DJK
	Period covered by the return: to	Day Month Year	DJK
3.	INCOME (excluding 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 progress payments on work in progress)	000 399	EFG
	Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group		

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2.2	PREATROWN OF TOTAL TURNOVER (2.1) PV		
3.2	BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED		
(a)	Plans and drawings for architectural purposes	000 1053	EF
	(b) Architectural services for residential and non-residential building projects	000 1055	EF
	(c) Historical restoration architectural services	000 1056	EF
	(d) Architectural advisory services	000 1057	EFO
(e)	Total architectural services for buildings: This should be the sum of 3.2(b) to 3.2(d)	000 1054	EF
(f)	Urban and land planning services	000 1058	EFO
(g)	Landscape architectural services	000 1059	EFO
(h)	Retail income - The identifiable amount attributable to sale of goods direct to the general public (and not businesses) for personal or household use	000 299	EF
(i)	Other products	000 298	EF
	If you have entered a figure for 'other products' can you please state what t	his figure is made up of:	
			JKL

3.3	TOTAL INCOME BROKEN DOWN BY RESIDENCY OF CLIENT		
(a)	Clients resident within the United Kingdom	000 25	EFG
(b)	Clients resident within the rest of the European Union	000 26	EFG
(c)	Clients resident outside of the European Union	000 27	EFG
(d)	Total	000 28	EFG
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]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 4 4 8	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 4 4 7	EFG
(e)	Total employment costs	000 450	EFG

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.)

000 427 EFG

(b) Water used in the running of your business

(d)

000 428 EFG

(c) Sewerage charges and other costs of waste disposal

000 435 EFG

Goods and all raw materials used in the running of your business (**including** stationery and consumables)

000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

(e)	Goods	bought i	for resa	le without	further j	processing
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000 403 EFG	
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(f) Services purchased for resale without processing

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- 1							
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- 1						433	F F (-

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

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

|--|

(i) Amounts payable for commercial insurance premiums

000 406 EFG

(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	EFG
6. 6.1	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS		
VII	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	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
	(iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		
			J

	(v)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
	(vi)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Tota	l acquisitions					000	600	EFG
	(i)	Proceeds from the disposal of land					000	765	EFG
	(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
	(iii)	Any other disposals					000	1109	EFG
(b)	Tota	l disposals					000	699	EFG
7.	INT	ERNATIONAL TRADE IN SERVICES;							
7.	EXI	PORTS AND IMPORTS							
		cluding Goods) see note 7							
	busin pleas	ur business has either purchased or providedservices to nesses based internationally (outside the UK) in the last 12 months, he give the amounts receivable/payable, in respect of invoices raised ag this period.							
		ude: sactions with branches or subsidiaries of foreign businesses that are ed within the UK.							
		ade: sactions with branches or subsidiaries of UK businesses that are ed outside the UK.							
(a)	for se profe servi	unts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.			<u> </u>		000	163	EFG
(b)	for se profe servi	unts <i>payable to</i> businesses based outside the UK ervices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	164	EFG

8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

Please use this box is	f you wish	to mal	ke any o	comme	ents re	gardii	ng the	inforn	ation	provi	ded o	on this	s return				
PLEASE USE BI	OCK CA	APIT A	ALS														
Please include detail approaches you have Standards (IAS/IFR:	e taken e.g														nting	146	1
PLEASE GIVE QUESTIONS A Please use BLO	BOUT T	ΓHIS	RET			ON V	VE SI	HOU	LD	CON	ΝТА	CT \	WITH	I A]	NY		
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1/09 S038 10

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
specifi and No only. The bu specifi specifi	urvey covers the United Kingdom activity of businesses (including foreign ovided as Great Britain underneath your address on the front page. The United Kingdom activity of businesses (including foreign ovided as Great Britain underneath your address on the front page. The United Kingdom Ireland and excludes the Channel Islands and the Isle of Man. Great Business unit for the survey is the company, partnership, sole proprietorship, etc. it is the otherwise on the front page of the form. Figures for subsidiaries of the busined otherwise on the front page. see note 1 .	ingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland c. to which the form has been addressed unless siness addressed should be excluded, unless	
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	DJK
	Period covered by the return: to	Day Month Year	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress)	000 399	EFG
	Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group		
3.2	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

000 1065

EFG

(c) Engineering services for power projects

(d)	Engineering services for transportation projects	000 1066	EFG
(e)	Engineering services for waste management projects (hazardous and non-hazardous)	000 1067	EFG
(f)	Engineering services for water, sewerage and drainage projects	000 1068	EFG
(g)	Engineering services for industrial and manufacturing projects	000 1069	EFG
(h)	Engineering services for telecommunications and broadcasting projects	000 1070	EFG
(i)	Engineering services for other projects	000 1071	EFG
(j)	Total engineering services: This should be the sum of 3.2(a) to 3.2(i)	000 1062	EFG
(k)	Project management services for construction projects	000 1072	EFG
(1)	Geological, geophysical and related prospecting and consulting services	000 1073	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	000 299	EFG
(n)	Other products	000 298	EFG
	If you have entered a figure for 'other products' can you please state what the	nis figure is made up of:]
			JKL

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

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

000 427 EFG

(b) Water used in the running of your business

000 428 EFG

(c) Sewerage charges and other costs of waste disposal

- 000 435 EFG
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)
- 000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

(f) Services purchased for resale without processing

				000	4 3 3	EFG

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

000 431 550	
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(h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles

(i) Amounts payable for commercial insurance premiums

000 406	EFG
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(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)		EFG EFG
(b) (c)	Amounts payable for vehicle excise duty (also known as road, car or	000 431	
	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas,	000 431	EFG
(c)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) 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	000 431	EFG EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	EFG
6. 6.1	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
	(i) Acquisitions of land	000 763	EFG
	(ii) Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
	(iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iii)</i>	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		

							7	
	(v)	Computer software developed by your own staff to be used for more than one year				000	771	EFG
	(vi)	Any other acquisitions Include: machinery, equipment and vehicles				000	1108	EFG
(a)	Tota	l acquisitions				000	600	EFG
	(i)	Proceeds from the disposal of land				000	765	EFG
	(ii)	Proceeds from the disposal of existing buildings				000	766	EFG
	(iii)	Any other disposals				000	1109	EFG
(b)	Tota	l disposals				000	699	EFG
	If yo busin pleas durin Exch	PORTS AND IMPORTS cluding Goods) see note 7 ur business has either purchased or providedservices to desses based internationally (outside the UK) in the last 12 months, we give the amounts receivable/payable, in respect of invoices raised age this period. ude: sactions with branches or subsidiaries of foreign businesses that are ded within the UK.						
(a)	for se profe servi	unts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.				000	163	EFG
(b)	for se profe servi	unts <i>payable to</i> businesses based outside the UK ervices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.				000	164	EFG

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

'lease use this box	if you wish to make any comments regarding the information provided on this return	1.
PLEASE USE B	LOCK CAPITALS	
	tils of any significant impacts upon your data resulting from changes in the accountive taken e.g. moving from UK accounting standards (UK GAAP) to International ARS).	
QUESTIONS	E DETAILS OF THE PERSON WE SHOULD CONTACT WITI ABOUT THIS RETURN. OCK CAPITALS	H ANY
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1/09 S039 10

This s specifi and No only. The buspecifi specific	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO urvey covers the United Kingdom activity of businesses (including foreign of ted as Great Britain underneath your address on the front page. The United K orthern Ireland and excludes the Channel Islands and the Isle of Man. Great a usiness unit for the survey is the company, partnership, sole proprietorship, et aled otherwise on the front page of the form. Figures for subsidiaries of the bulled otherwise on the front page. see note 1 .	wned businesses) except where the coverage is ingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland c. to which the form has been addressed unless siness addressed should be excluded , unless	
Pleas	se read the accompanying notes before completing your retur	'n	
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	11	DJK
		Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, for the sale of goods or services (including progress payments on work in progress)	000 399	EFG
	Holding Companies: should include any management fees, service charges or inter-company activities carried out for the rest of the group		

3.2	BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED		
(a)	Composition and purity testing and analysis services	000 1075	EFG
(b)	Testing and analysis services of physical properties	000 1076	EFG
(c)	Testing and analysis services of integrated mechanical and electrical systems	000 1077	EFG
(d)	Technical inspection services for road transport vehicles	000 1078	EFG
(e)	Other technical testing and analysis services	000 1079	EFG
(f)	Total technical testing and analysis services: This should be the sum of 3.2(a) to 3.2(e)	000 1074	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	000 299	EFG
(h)	Other products	000 298	EFG
	If you have entered a figure for 'other products' can you please state what the	his 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	000 25	EFG
(b)	Clients resident within the rest of the European Union	000 26	EFG
(c)	Clients resident outside of the European Union	000 27	EFG
(d)	Total	000 28	EFG
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]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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.)

000 427 EFG

(b) Water used in the running of your business

(d)

000 428 EFG

(c) Sewerage charges and other costs of waste disposal

000 435 EFG

Goods and all raw materials used in the running of your business (**including** stationery and consumables)

000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

EFG

(f) Services purchased for resale without processing

l				000	122	
l				UUU	733	EFG

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

000 421 EFG

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

00				

(i) Amounts payable for commercial insurance premiums

000 406	EFG
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(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	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)	(Exclude: VAT; taxes already included in the purchases of goods,	000 412	EFG
(a) (b)	(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)	000 412	EFG EFG
	(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or		
(b)	(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas,	000 431	EFG
(b) (c)	(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax) Amounts payable in national non-domestic (business) rates Amounts payable for vehicle excise duty (also known as road, car or vehicle tax) 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	000 431	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	EFG
6. 6.1	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS		
VII	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	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
	(iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		
			J.

	(v)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
	(vi)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Tota	l acquisitions					000	600	EFG
	(i)	Proceeds from the disposal of land		Τ			000	765	EFG
	(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
	(iii)	Any other disposals					000	1109	EFG
(b)	Tota	l disposals					000	699	EFG
7.	EXI (exc If yo busin pleas durin Excl Tran locat Inclu Tran	sactions with branches or subsidiaries of foreign businesses that are ed within the UK.							
(a)	for se profe servi	unts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and essional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	163	EFG
(b)	for se profe servi	unts <i>payable to</i> businesses based outside the UK ervices provided e.g. on site processing services, business and essional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	164	EFG

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

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QUESTIONS Please use BLO Contact name Position in business Name of	ABOUT	TH	IIS I	RET		ON V	VE S	HOU	ULD	CO	NTA	\CT	WIT	H A	NY	7		
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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
specifiand Nonly. The bispecifispecifispecifiand Nonly.	curvey covers the United Kingdom activity of businesses (including foreign of ied as Great Britain underneath your address on the front page. The United forthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, exied otherwise on the front page of the form. Figures for subsidiaries of the bried otherwise on the front page. see note 1 . se read the accompanying notes before completing your returns	Kingdom consists of England, Wales, Scotland the Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless pusiness addressed should be excluded, unless	
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	11	DJ
		Day Month Year	
	Period covered by the return: to	12	DJ
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)	000 399	EF
3.2	BREAKDOWN OF TOTAL TURNOVER (3.1) BY PRODUCT/SERVICES PROVIDED		
(a)	Computer programming services	000 961	EF
(b)	Computer consultancy services	000 962	EF
(c)	Computer facilities management services	000 963	EF
	This section continues overleaf		

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(d)	Other information technology and computer services	000 964	EFG
(e)	Data processing, hosting and related services	000 965	EFG
(f)	Web portal content	000 966	EFG
(g)	Publishing of computer games	000 967	EFG
	(h) Systems and application software, packaged	000 969	EFG
	(i) Online software and software downloads	000 970	EFG
	(j) Licensing services for the right to use computer software	000 971	EFG
(k)	Total other software publishing: This should be the sum of 3.2(h) to 3.2(j)	000 968	EFG
(1)	Maintenance and repair of office, accounting and computer machinery	000 972	EFG
(m)	Resale (Wholesale)	000 973	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	000 299	EFG
(0)	Other products	000 298	EFG
	If you have entered a figure for 'other products' can you please state what the	his figure is made up of:	
			JKL

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

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

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

000 427 EFG

(b) Water used in the running of your business

000 428 EFG

(c) Sewerage charges and other costs of waste disposal

- 000 435 EFG
- (d) Goods and all raw materials used in the running of your business (**including** stationery and consumables)
- 000 402 EFG

COSTS OF GOODS AND SERVICES BOUGHT FOR RESALE

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

000 403 EFG	
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(f) Services purchased for resale without processing

П			000	4 3 3	EFG
	1 1	1 1	000		

SERVICES FOR BUSINESS USE

(g) Amounts payable to sub-contractors

				000	421	EFG
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(h) Amounts payable for hiring, leasing or renting plant **(ncluding** scaffolding) machinery and vehicles

			000	405	EFG

(i) Amounts payable for commercial insurance premiums

000 406 E

This section continues overleaf

(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or		4
	vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 431	EFG EFG
(c) (d)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas,		
	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	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	000 502	EFG
6. 6.1	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT) TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
	(i) Acquisitions of land	000 763	EFG
	(ii) Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
	(iii) Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iii)	000 610	EFG
	(iv) Total value of finished work of a capital nature carried out by your own staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		
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	(v)	Computer software developed by your own staff	П				000	771	EFG
	(vi)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Tota	l acquisitions					000	600	EFG
	(i)	Proceeds from the disposal of land	П				000	765	EFG
	(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
	(iii)	Any other disposals					000	1109	EFG
(b)	Tota	l disposals					000	699	EFG
7.	EXI (exc If yo busin pleas durin Excl Trans locat Inch Trans	sactions with branches or subsidiaries of foreign businesses that are ed within the UK.							
(a)	for se profe servi	unts receivable from businesses based outside the UK ervices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	163	EFG
(b)	for se profe servi	unts <i>payable to</i> businesses based outside the UK ervices provided e.g. on site processing services, business and ssional services, communication services, computer and information ces, financial services, commissions on goods and services, royalties icences.					000	164	EFG

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

Please use this box is	f you wish	to mal	ke any o	comme	ents re	gardii	ng the	inforn	ation	provi	ded o	on this	s return				
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	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH urvey covers the United Kingdom activity of businesses (including foreign of		
pecifind Nonly.	ied as Great Britain underneath your address on the front page. The United lorthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, eied otherwise on the front page of the form. Figures for subsidiaries of the b	Kingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland etc. to which the form has been addressed unless	
	ied otherwise on the front page. see note 1 .	usiness addressed should be excluded , <u>unless</u>	
Pleas	se read the accompanying notes before completing your retu	rn	
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	11	DJ
		Day Month Year	
	Period covered by the return: to	12	DJ
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.		
(a)	Value of sales of goods of own production	000 301	EF
(b)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308	EF
(c)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EF

(d)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310 EFG
(e)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311 EFG
(f)	Total turnover	000 399 EFG
3.2	OTHER INCOME see note 3.2	
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317 EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325 EFG
3.3	RETAIL TURNOVER see note 3.3	
	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.	000 300 EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)	
4.1	EMPLOYMENT COSTS see note 4.1	
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446 EFG
(b)	Employers' National Insurance contributions	000 448 EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449 EFG
(d)	Amounts payable to employees through redundancy and severance	000 447 EFG
(e)	Total employment costs	000 450 EFG

4.2 COST OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 **Note:** Please give amounts payable **excluding** employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. ENERGY AND MATERIALS FOR BUSINESS USE Energy used in the running of your business (including petrol, diesel, (a) 427 000 EFG electricity and gas etc.) 4 2 8 000 EFG (b) Water used in the running of your business 000 4 3 5 EFG Sewerage charges and other costs of waste disposal (c) (d) Goods and all raw materials used in the running of your business 000 402 EFG (including stationery and consumables) COSTS OF GOODS BOUGHT FOR RESALE (e) Goods bought for resale without further processing [these purchases 000 403 EFG relate to turnover in section 3.1 (e)] SERVICES FOR BUSINESS USE 000 421 EFG (f) Amounts payable to sub-contractors Value of industrial services purchased (printing services, installation, (g) 000 4 0 4 EFG repairs and maintenance, excluding repairs and maintenance on computers and office machinery) (h) Amounts payable for hiring, leasing or renting plant (including 405 **EFG** scaffolding) machinery and vehicles 406 000 EFG Amounts payable for commercial insurance premiums (i) 407 Amounts payable for road transport services EFG (j) 408 000 EFG (k) Amounts payable for telecommunication services (l) Amounts payable for computer and related services **including** repairs and 409 EFG maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a)

This section continues overleaf

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Customs and Excise duty payable (the amount of duty payablexcluding VAT, import duty and deposits)	000 415	EFG
(e)	Other amounts paid for taxes, duties and levies	000 419	EFG
(f)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
4.5	CUSTOMS AND EXCISE DRAWBACK see note 4.5		
	Total amount of excise drawback and allowances receivable from Customs and Excise (exclude rebate for VAT)	000 416	EFG
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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.	e	
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods/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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
	This section continues overleaf		
			_

(vii)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Total acquisitions					000	600	EFG
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
(iii)	Any other disposals					000	1109	EFG
(b)	Total disposals					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)]					000	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	164	EFG

8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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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 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 DJK Day Month Year Period covered by the return: to DJK 3. INCOME (excluding VAT) 3.1 TOTAL TURNOVER see note 3.1 Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Include: 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.

000

399

EFG

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Total turnover

4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) 4.1 **EMPLOYMENT COSTS** see note 4.1 **Include:** • Gross wages and salaries (in cash or kind); • Employers' National Insurance contributions; Contributions to pension funds (including lump sum contributions); Redundancy and severance payments. 450 000 EFG **Total employment costs** 4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. Total costs of energy, goods, materials and services (include 499 000 **EFG** raw materials) 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) 000 EFG Amounts payable in national non-domestic (business) rates (a) (b) Amounts payable for vehicle excise duty (also known as road, car or 000 4 3 1 EFG vehicle tax) (c) Amounts payable directly to government under the Climate 455 EFG Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills (d) Customs and Excise duty payable (the amount of duty payablexcluding 000 415 EFG VAT, import duty and deposits) (e) Other amounts paid for taxes, duties and levies 419 EFG (f) Total taxes, duties and levies paid 400 000 EFG SUBSIDIES RECEIVABLE see note 4.4 4.4 Total amounts received in subsidies from UK government 000 4 1 4 EFG sources and the EU

4.5	CUSTOMS AND EXCISE DRAWBACK see note 4.5	
	Total amount of excise drawback and allowances receivable from Customs and Excise (exclude rebate for VAT)	000 416 EFC
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 sambasis in terms of valuation and business units covered.	e
(a)	Total value of all stocks at the beginning of the period	000 500 EFC
(b)	Total value of all stocks at the end of the period	000 599 EFC
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	000 600 EFC
(b)	Total disposals	000 699 EFC

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

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

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nd Nonly. The broading pecification of the b	urvey covers the United Kingdom activity of businesses (including foreign of ited as Great Britain underneath your address on the front page. The United Iteration orthern Ireland and excludes the Channel Islands and the Isle of Man. Great usiness unit for the survey is the company, partnership, sole proprietorship, eiged otherwise on the front page of the form. Figures for subsidiaries of the based otherwise on the front page. see note 1 .	Kingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland tc. to which the form has been addressed unless usiness addressed should be excluded, unless
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	rn
	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
		Day Month Year
	Period covered by the return: to	12
3.	INCOME (excluding VAT)	
3.1	TOTAL TURNOVER see note 3.1	
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.	
(a)	Value of sales of goods of own production	000 301
(b)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308
(c)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309
(d)	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	000 310

(e) (f)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods) Total turnover		EFG EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received hot to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3		
	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	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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)]	000 403	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)	000 404	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding	000 405	EFG
(i)	scaffolding) machinery and vehicles Amounts payable for commercial insurance premiums	000 406	EFG
(1)			
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers)excluding computer	000 409	EFG

This section continues overleaf

hardware and software which should be included in section 6.1 (a)

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of $4.2\ (a)$ to $4.2\ (o)$	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(Exclude: VAT; taxes already included in the purchases of goods, materials and services; corporation tax; income tax and capital gains tax)		
(a)	Amounts moveble in notional non-demostic (hyginess) notes	000 412	EFG
(a)	Amounts payable in national non-domestic (business) rates		EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(")	.		Li O
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.	•	
(a)	Total value of all stocks at the beginning of the period	000 500	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	000 599	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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you num staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		

(vi)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Total acquisitions					000	600	EFG
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
(iii)	Any other disposals					000	1109	EFG
(b)	Total disposals					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)]					000	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7							
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.							
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.							
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
	This section continues overleaf							

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8			
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) 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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. 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 <u>unless</u> specified otherwise on the front page of the form. Figures for subsidiaries of the business addressed should be **excluded**, <u>unless</u> specified otherwise on the front page. *see note 1*.

Please read the accompanying notes before completing your return

2. PERIOD COVERED BY THE RETURN see note 2

Your return should cover the **calendar year 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		
		ПП	1 2	DJK

Year

DJK

Dav

Month

3. INCOME (excluding VAT)

Period covered by the return: to

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	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	Total costs of energy, goods, materials and services (include raw materials)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government.		
	Include: National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. Exclude: VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax.		
	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
	Total amounts received in subsidies from UK government sources and the EU	000 414	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	000 500	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
(a)	Total acquisitions	000 600	EFG
(b)	Total disposals	000 699	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS		
	(excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT 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		
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	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:
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1 icas	se read the accompanying notes before completing your retu	
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
	Period covered by the return: to	Day Month Year
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	000 302 E
(b)	Value of sales of gas, whether generated, transmitted or distributed	000 3 0 3 E

000

000

000

308

309

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additional materials provided by you)

(c) Value of other sales of goods of own production

(d) Value of work done on customers' materials (including value of any

(e) Value of industrial services such as repairs, maintenance and installation,

provided by you

(f)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310	EFG
(g)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(h)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received hot to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS AND ENERGY BOUGHT FOR RESALE		
(e)	Electricity from other undertakings for resale and distribution excluding that used in the running of your business)	000 417	EFG
(f)	Gas from other undertakings for resale and distribution excluding that	000 418	
	used in the running of your business)		EFG

	SERVICES FOR BUSINESS USE		
(h)	Amounts payable to sub-contractors	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)	000 404	EFG
(j)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(k)	Amounts payable for commercial insurance premiums	000 406	EFG
(1)	Amounts payable for road transport services	000 407	EFG
(m)	Amounts payable for telecommunication services	000 408	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)	000 409	EFG
(0)	Amounts payable for advertising and marketing services	000 410	EFG
(p)	Amounts payable to employment agencies for agency staff	000 430	EFG
(q)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(r)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (q)	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods bought for resale without further processing (merchanted or factored goods)	000 5 0 4	EFG
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CAPITAL EXPENDITURE see note 6 **6.** (including non-deductible VAT but excluding deductible VAT) **6.1** TOTAL ACQUISITIONS/DISPOSALS This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation etc. (i) Acquisitions of land 000 **EFG** (ii) Acquisitions of existing buildings EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings, this should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for assets acquired under finance leasing 601 000 EFG arrangements see note 6.1 (a) (iii) (iv) Total amount for investment in acquired computer software 000 610 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv) (v) Total value of finished work of a capital nature carried out by you**own** 000 602 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (vi) Computer software developed by your own staff 000 771 EFG to be used for more than one year (vii) Any other acquisitions 1108 EFG **Include:** machinery, equipment and vehicles (a) **Total acquisitions** EFG This section continues overleaf

(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	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)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

RESEARCH AND DEVELOPMENT see note 8		
If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'	9	ABC
TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
Number of hours	hrs 144	CDE
Plus		
Number of minutes	mins 1 4 5	BCD
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours hrs 144

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:]
specificand Nonly. The brace begins of the pecificant of the pecif	urvey covers the United Kingdom activity of businesses (including foreign or ited as Great Britain underneath your address on the front page. The United K forthern Ireland and excludes the Channel Islands and the Isle of Man. Great is usiness unit for the survey is the company, partnership, sole proprietorship, etcled otherwise on the front page of the form. Figures for subsidiaries of the builted otherwise on the front page. see note 1 . See read the accompanying notes before completing your return	Eingdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland c. to which the form has been addressed unless siness addressed should be excluded, unless	
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	11	DJ
		Day Month Year	
	Period covered by the return: to	12	DJ
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.		
(a)	Value of vessels and floating equipment sold in the period of this return (include all types of merchant vessels, pleasure craft, war vessels, floating docks, pontoons and off shore drilling rigs etc. of all tonnages, whether self-propelled or not)	000 304	EF
(b)	Value of other sales of goods of own production	000 312	EF
(c)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308	EF
	This section continues overleaf		

(d)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EFG
(e)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310	EFG
(f)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(g)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received hot to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 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.	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 4 2 8	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (f)]	000 403	EFG
	SERVICES FOR BUSINESS USE		
(f)	Amounts payable to sub-contractors	000 421	EFG
(g)	Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)	000 404	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG

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

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods/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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	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)	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
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(vi)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Total acquisitions					000	600	EFG
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
(iii)	Any other disposals					000	1109	EFG
(b)	Total disposals					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)]					000	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7 If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period. Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK. Include: Transactions with branches or subsidiaries of UK businesses that are							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
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(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				00	00	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2']		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary							
(a)	Number of hours				h	ırs	1 4 4	CDE
(b)	Plus Number of minutes			ſ	mi	ns	1 4 5	BCD

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1	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SE	HOLILD COVER•	
This s is spec Scotla and So The b unless unless	urvey covers the United Kingdom activity of businesses (including foreign cified as Great Britain underneath your address on the front page. The United and Northern Ireland and excludes the Channel Islands and the Isle of Northand only. Usiness unit for the survey is the company, partnership, sole proprietorship, a specified otherwise on the front page of the form. Figures for subsidiaries a specified otherwise on the front page. <i>see note 1</i> . See read the accompanying notes before completing your retained.	owned businesses) <u>except</u> where the coverage red Kingdom consists of England, Wales, Man. Great Britain consists of England, Wales etc. to which the form has been addressed of the business addressed should be excluded ,	
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	DJK
	Period covered by the return: to	Day Month Year	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1		
	Total amount receivable in respect of invoices raised during the period of the return, covering sales of goods and services (including progress payments on work in progress). Exclude: Grants.		
(a)	Value of water supply charges, environmental services charges and drainage precepts	000 305	EFG
(b)	Value of sales of electricity , whether generated, transmitted or distributed	000 302	EFG
(c)	Value of sales of gas, whether generated, transmitted or distributed	000 3 0 3	EFG
(d)	Value of other sales of goods of own production	000 312	EFG
	This section continues overleaf		

(e)	Value of work done on customers' materials (ncluding value of any additional materials provided by you)	000 308	EFG
(f)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EFG
(g)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310	EFG
(h)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(i)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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)	000 424	EFG
(f)	Electricity from other undertakings for resale and distribution excluding that used in the running of your business)	000 417	EFG
(g)	Gas from other undertakings for resale and distribution excluding that used in the running of your business)	000 418	EFG
(h)	Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (h)]	000 422	EFG
	SERVICES FOR BUSINESS USE		
(i)	Amounts payable to sub-contractors	000 421	EFG
(j)	Value of industrial services purchased (printing services, installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery)	000 404	EFG
(k)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(l)	Amounts payable for commercial insurance premiums	000 406	EFG
(m)	Amounts payable for road transport services	000 407	EFG

(n)	Amounts payable for telecommunication services	000 408	EFG
(0)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(p)	Amounts payable for advertising and marketing services	000 410	EFG
(q)	Amounts payable to employment agencies for agency staff	000 430	EFG
(r)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(s)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r) $$	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.	e	
(a)	Total value of all stocks at the beginning of the period	000 500	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	000 599	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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	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)	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you bwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		

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(vi)	Computer software developed by your own staff to be used for more than one year					000	0	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles					000	<u>1</u>	1108	EFG
(a)	Total acquisitions					000	0	600	EFG
(i)	Proceeds from the disposal of land		Τ			000	0	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	0	766	EFG
(iii)	Any other disposals					000) 1	1109	EFG
(b)	Total disposals					000	0	699	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]					000	0	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7								
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.								
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.								
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.								
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	0	163	EFG
	This section continues overleaf								

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

10. ANY RE																								
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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD COVER:	
pecifind Nonly. The bipecifipecifi	urvey covers the United Kingdom activity of businesses (including foreign owited as Great Britain underneath your address on the front page. The United Ki orthern Ireland and excludes the Channel Islands and the Isle of Man. Great Equisiness unit for the survey is the company, partnership, sole proprietorship, etc. ited otherwise on the front page of the form. Figures for subsidiaries of the busited otherwise on the front page. see note 1 . See read the accompanying notes before completing your return	ngdom consists of England, Wales, Scotland Britain consists of England, Wales and Scotland to which the form has been addressed unless siness addressed should be excluded, unless	
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	DJK
	Period covered by the return: to	Day Month Year	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)	000 306	EFG
(b)	Value of sales of electricity , whether generated, transmitted or distributed	000 302	EFG
(c)	Value of sales of gas, whether generated, transmitted or distributed	000 303	EFG
(d)	Value of other sales of goods of own production	000 312	EFG

(e)	Charge for commission refining	000 307	EFG
(f)	Value of other work done on customers' materials (ncluding value of any additional materials provided by you)	000 315	EFG
(g)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EFG
(h)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310	EFG
(i)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(j)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received not to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
3.3	RETAIL TURNOVER <i>see note 3.3</i> 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.	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. **ENERGY AND MATERIALS FOR BUSINESS USE** (a) Energy used in the running of your business (including petrol, diesel, 4 2 7 000 EFG electricity and gas etc.) (b) Water used in the running of your business 428 EFG (c) Sewerage charges and other costs of waste disposal 4 3 5 000 EFG (d) Goods and all raw materials used in the running of your business 402 EFG (including stationery and consumables) COSTS OF GOODS AND ENERGY BOUGHT FOR **RESALE** Electricity from other undertakings for resale and distribution excluding (e) **EFG** that used in the running of your business) Gas from other undertakings for resale and distribution excluding that (f) 4 1 8 EFG used in the running of your business) Other goods bought for resale without further processing [these (g) 000 4 2 2 EFG purchases relate to turnover in section 3.1 (i)] SERVICES FOR BUSINESS USE (h) Amounts payable to sub-contractors 000 421 EFG (i) Value of industrial services purchased (printing services, 404 EFG installation, repairs and maintenance, excluding repairs and maintenance on computers and office machinery) (j) Amounts payable for hiring, leasing or renting plant (including 405 000 EFG scaffolding) machinery and vehicles 406 (k) Amounts payable for commercial insurance premiums EFG 407 000 EFG (1) Amounts payable for road transport services 408 EFG Amounts payable for telecommunication services (m) This section continues overleaf

(n)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(o)	Amounts payable for advertising and marketing services	000 410	EFG
(p)	Amounts payable to employment agencies for agency staff	000 430	EFG
(q)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(r)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (q)	000 499	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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Customs and Excise duty payable (the amount of duty payableexcluding VAT, import duty and deposits)	000 415	EFG
(e)	Other amounts paid for taxes, duties and levies	000 419	EFG
(f)	Total taxes, duties and levies paid	000 400	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
4.5	CUSTOMS AND EXCISE DRAWBACK see note 4.5		
	Total amount of excise drawback and allowances receivable from Customs and Excise (exclude rebate for VAT)	000 416	EFG
5.	VALUE OF STOCKS HELD 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 sbasis in terms of valuation and business units covered.	same	
(a)	Total value of all stocks at the beginning of the period	000 500	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	000 599	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. Acquisitions of land 763 000 **EFG** (i) (ii) Acquisitions of existing buildings EFG Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions. (iii) Total amount for assets acquired under finance leasing 601 **EFG** arrangements see note 6.1 (a) (iii) (iv) Total amount for investment in acquired computer software 000 EFG (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv) (v) Total value of finished work of a capital nature carried out by you**nwn** 000 602 EFG staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10 (vi) Computer software developed by your own staff 771 **EFG** to be used for more than one year (vii) Any other acquisitions EFG Include: machinery, equipment and vehicles 600 EFG **Total acquisitions** (a) This section continues overleaf

(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	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)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG

8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD

PLEASE USE BLOCK CAPITALS Please include details of any significant impacts upon your data resulting from changes in the accounting proaches you have taken e.g. moving from UK accounting standards (UK GAAP) to International Accounting standards (IAS/IFRS). 146 PLEASE GIVE DETAILS OF THE PERSON WE SHOULD CONTACT WITH ANY QUESTIONS ABOUT THIS RETURN. Please use BLOCK CAPITALS Contact name Position in Dusiness Same of Dusiness Felephone Number Ext.	Please use this box	-			-	omme	ents r	egardi	ng the	infori	natio	n prov	ided (on thi	returr	١.				
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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	OULD COVER:	
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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	DJK
	Period covered by the return: to	Day Month Year	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 This section continues overloaf	000 316	EFG
	This section continues overleaf		

(b)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	<u> </u>	<u> </u>		000	311	EFG
(c) (d)	Income received from sub-contracting Total turnover				000	679399	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	317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)				000	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.						

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.).

Of your total turnover shown above, please give the identifiable amount attributable to sale (**including** repairs and installation) of goods direct to

Include:

 Repair and installation work whether or not done in combination with sales of goods (e.g. plumbing of domestic washing machines);

the **general public** for personal or household use.

• 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)	000 446	Total Control
(b)	Employers' National Insurance contributions	000 4 4 8	ı
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	
(d)	Amounts payable to employees through redundancy and severance	000 447	Total Control
(e)	Total employment costs	000 450	ı
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	
(b)	Water used in the running of your business	000 428	ı
(c)	Sewerage charges and other costs of waste disposal	000 435	1
(d)	Goods and materials used in the running of your business (ncluding raw materials, stationery, components and consumables)	000 402	Time.
	COSTS OF GOODS BOUGHT FOR RESALE		
(e)	Goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (b)]	000 403	The same of the sa
	SERVICES FOR BUSINESS USE		
(f)	Amounts payable to sub-contractors	000 4 2 1	ı
(g)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	ı
(h)	Amounts payable for commercial insurance premiums	000 406	
			-1

(i)	Amounts payable for road transport services	000 407	EFG
(j)	Amounts payable for telecommunication services	000 408	EFG
(k)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(1)	Amounts payable for advertising and marketing services	000 410	EFG
(m)	Amounts payable to employment agencies for agency staff	000 430	EFG
(n)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(0)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (n) $$	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	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	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG
5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.	e	
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods/energy bought for resale without further		Li O
	processing (merchanted or factored goods)	000 5 0 3	EFG
(b)	Total value of all stocks at the end of the period	000 599	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)	000 795	EFG
	This section continues overleaf		
			1

(c)	Any other acquisitions Include: machinery, equipment and vehicles		EFG
(d)	Total acquisitions	000 600	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	000 765	EFG
(b)	Proceeds from the disposal of existing buildings excluding dwellings)	000 797	EFG
(c)	Any other disposals	000 1109	EFG
(d)	Total disposals	000 699	EFG
6.3	DWELLINGS (defined as buildings on which Residential Council Tax is paid).		
(a)	New construction work relating to dwellings (excluding the cost of the land)	000 799	EFG
(b)	Acquisitions of existing dwellings	000 796	EFG
(c)	Proceeds from the disposal of existing dwellings	000 798	EFG
6.4	Of the amount given at 6.1 (d)in total acquisitions please state:		
(a)	Total amount for assets acquired under finance leasing arrangements see note 6.4 (a)	000 601	EFG
(b)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.4 (b)</i>	000 610	EFG
	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 you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	of which:		
(b)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
6.6	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (d)]	000 653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
			_

RESEARCH AND DEVELOPMENT see note 8		
If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
Number of hours	hrs 1 4 4	CDE
Plus Number of minutes	mins 145	BCD
	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' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours	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' TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary Number of hours hrs 144

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Pleas	se read the accompanying notes before completing your ret	urn	
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	DJŀ
	Period covered by the return: to	Day Month Year	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	000 399	EFC
	Of which:		

000 316

EFG

own staff, or for you by sub-contractors

(b) Value of development, construction work and all other sales carried out by

4. **EXPENDITURE** (excluding deductible VAT but including non-deductible VAT) 4.1 **EMPLOYMENT COSTS** see note 4.1 **Include:** • Gross wages and salaries (in cash or kind); • Employers' National Insurance contributions; • Contributions to pension funds (including lump sum contributions); • Redundancy and severance payments. 450 000 EFG **Total employment costs** 4.2 COSTS OF ENERGY, GOODS, MATERIALS AND **SERVICES** see note 4.2 Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs. Total costs of energy, goods, materials and services (include EFG raw materials) 4.3 TAXES, DUTIES AND LEVIES PAID see note 4.3 Total amount payable in taxes, duties or levies to government. **Include:** National non-domestic (business) rates, vehicle excise duty (also known as road, car or vehicle tax) and Climate Change Levy. **Exclude:** VAT; taxes already included in the purchases of goods; materials and services; corporation tax; income tax and capital gains tax. EFG Total taxes, duties and levies paid 4.4 SUBSIDIES RECEIVABLE see note 4.4 Total amounts received in subsidies from UK government EFG sources and the EU

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

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

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM S	SHOULD COVER:	
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Pleas	se read the accompanying notes before completing your re	eturn	
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	DJK
	Period covered by the return: to	Day Month Year	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)	000 336	EFG

000

000

000

000

3 7 0

398

309

3 1 0

EFG

EFG

EFG

EFG

see note 3.1(a), (b), (c)

see note 3.1(a),(b),(c)

provided by you.

(b) Sales of processed, frozen and preserved fish

(c) Sales of other goods see note 3.1(a),(b),(c)

revenue; transport and delivery charges)

This section continues overleaf

(d) Value of industrial services such as repairs, maintenance and installation,

(e) Value of non-industrial services provided by you (including advertising

(f)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(g)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (c) Other Operating Income]	000 317	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)]. <i>see note</i> 3.2 (b)	000 318	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).	000 325	EFG
3.3	RETAIL TURNOVER see note 3.3		
	Retail turnover relates to receipts from the general public (and not businesses) for the sale of goods, including 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.	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	EFG
	COSTS OF GOODS BOUGHT FOR RESALE		
(e)	Goods bought for resal e without further processing [these purchases relate to turnover in section 3.1 (f)]	000 403	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)	000 404	EFG
(h)	Amounts payable for hiring, leasing or renting plant (including scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for water transport services: sea and inland water passenger, freight transportation and rental services of vessels with crew	000 6100	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
	This section continues overleaf		

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		EFG
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	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.	е	
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 504	EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)		
6.1	TOTAL ACQUISITIONS/DISPOSALS		
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.		
(i)	Acquisitions of land	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	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)	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you nwn staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		

(vi)	Computer software developed by your own staff to be used for more than one year					00	00	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles					00	00	1108	EFG
(a)	Total acquisitions					00	00	600	EFG
(i)	Proceeds from the disposal of land					00	00	765	EFG
(ii)	Proceeds from the disposal of existing buildings					00	00	766	EFG
(iii)	Any other disposals					00	00	1109	EFG
(b)	Total disposals					00	00	699	EFG
6.2	Gross investments in concessions, patents, licences and trade marks and similar rights [not to be included in 6.1 (a)]					00	00	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7								
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.								
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.								
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.								
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					00	00	163	EFG
	This section continues overleaf								

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.				000	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'					9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary						
(a)	Number of hours				hrs	1 4 4	CDE
(b)	Plus Number of minutes			П	T] 145	DOD
(b)	Number of minutes				mins	145	BCD

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REFERENCE OR TO ANSWER ANY QUERIES THAT MAY ARISE

1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SH	IOULD COVER:	
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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	DJŀ
		Day Month Year	
	Period covered by the return: to	12	DJł
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	000 301	EF
(b)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308	EF
(c)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EF
(d)	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	000 310	EF

This section continues overleaf

(e)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311 E	EFG
(f)	Total turnover	000 399 E	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]	000 317 E	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 hot to be included in section 3.1 or 3.2 (c)] <i>see note 3.2 (b)</i>	000 318 E	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)	000 325 E	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.	000 300 E	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446 E	EFG
(b)	Employers' National Insurance contributions	000 448 E	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values.	000 449 E	≣FG
(d)	Amounts payable to employees through redundancy and severance	000 447 E	≣FG
(e)	Total employment costs	000 450 E	EFG

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

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

	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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)]	000 403	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)	000 404	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(m)	Amounts payable for advertising and marketing services	000 410	EFG

This section continues overleaf

(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 431	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 4 1 4	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432	EFG

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress 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 sam basis in terms of valuation and business units covered.	e	
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503	EFG
(b)	Total value of all stocks at the end of the period	000 599	EFG
	Of which: stocks of goods/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	000 763	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)	000 601	EFG
(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) <i>see note 6.1 (a) (iv)</i>	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you v n staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
	This section continues overleaf		

(vi)	Computer software developed by your own staff to be used for more than one year					000	771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles					000	1108	EFG
(a)	Total acquisitions					000	600	EFG
(i)	Proceeds from the disposal of land					000	765	EFG
(ii)	Proceeds from the disposal of existing buildings					000	766	EFG
(iii)	Any other disposals					000	1109	EFG
(b)	Total disposals					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)]					000	653	EFG
7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7							
	If your business has either purchased or provided services to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable , in respect of invoices raised during this period.							
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.							
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.							
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.					000	163	EFG
	This section continues overleaf							

(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000	164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8 If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, pleaseenter '2'		9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary			
(a)	Number of hours	hrs	1 4 4	CDE
(b)	Plus Number of minutes	mins	1 4 5	BCD

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1.	WHAT YOUR ANNUAL BUSINESS SURVEY FORM SHO	OULD CO	VER:					
specificand Nonly. The branch specificant in the sp	urvey covers the United Kingdom activity of businesses (including foreign owied as Great Britain underneath your address on the front page. The United Ki orthern Ireland and excludes the Channel Islands and the Isle of Man. Great Eusiness unit for the survey is the company, partnership, sole proprietorship, etc. ied otherwise on the front page of the form. Figures for subsidiaries of the busined otherwise on the front page. see note 1 .	ingdom considerations in the second consideration consideration consideration in the second consideration consider	sists of E ists of E he form	Englan ngland has be	d, Wal , Wale en add	es, Scotles and Scotles and Scotles	land cotland unless	
Pleas	se read the accompanying notes before completing your return	n						
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 Year		11	DJk
	Period covered by the return: to	Day					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	302	EF
(b)	Value of sales of gas , whether generated, transmitted or distributed					000	3 0 3	EF
(c)	Value of water supply charges, environmental services charges and drainage					000	3 0 5	EFO

000 308

EFG

precepts

additional materials provided by you)

This section continues overleaf

(d) Value of work done on customers' materials (including value of any

(e)	Value of industrial services such as repairs, maintenance and installation, provided by you	000 309	EFG
(f)	Value of non-industrial services provided by you including advertising revenue; transport and delivery charges)	000 310	EFG
(g)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods) exclude sales of goods made through showrooms	000 311	EFG
(h)	Value of other sales of goods of own production (including turnover arising from sales and waste water)	000 312	EFG
(i)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received hot to be included in section 3.1 Total Turnover, or 3.2 (b) Other Operating Income]	000 317	EFG
(b)	Value of any "Other Operating Income" recorded in your profit and loss and/or income and expenditure accounts (not to be included in section 3.1 Total Turnover)	000 325	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG

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

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

ENERGY AND MATERIALS FOR BUSINESS USE

(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 435	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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)	000 418	EFG
(f)	Electricity from other undertakings for resale and distribution excluding that used in the running of your business)	000 417	EFG
(g)	Water from other undertakings for resale and distribution excluding that used in the running of your business)	000 424	EFG
(h)	Other goods bought for resale without further processing [these purchases relate to turnover in section 3.1 (g)]	000 422	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)	000 404	EFG
(j)	Amounts payable to sub-contractors	000 421	EFG
(k)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
	This section continues overleaf		

(1)	Amounts payable for commercial insurance premiums	000 406	EFG
(m)	Amounts payable for road transport services	000 407	EFG
(n)	Amounts payable for telecommunication services	000 408	EFG
(0)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers)excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
(p)	Amounts payable for advertising and marketing services	000 410	EFG
(q)	Amounts payable to employment agencies for agency staff	000 430	EFG
(r)	Amounts payable for other services purchased é.g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (r)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG

4.4	SUBSIDIES RECEIVABLE see note 4.4	
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414 EFG
	Of which:	
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 432 EFO
5.	VALUE OF STOCKS HELD see note 5	
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts	
	The figures for the beginning and end of the period should be on the sam basis in terms of valuation and business units covered.	ne e
(a)	Total value of all stocks at the beginning of the period	000 500 EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 503 EFC
(b)	Total value of all stocks at the end of the period	000 599 EFG
	Of which: stocks of goods/energy bought for resale without further processing (merchanted or factored goods)	000 504 EFG
6.	CAPITAL EXPENDITURE see note 6 (including non-deductible VAT but excluding deductible VAT)	
6.1	TOTAL ACQUISITIONS/DISPOSALS	
	This covers building work, acquisitions or disposals of land and buildings, vehicles, plant, machinery and similar equipment etc. Exclude: any allowances for depreciation and assets acquired in taking over an existing business or sold as part of a going concern.	
(i)	Acquisitions of land	000 763 EFC
(ii)	Acquisitions of existing buildings	000 764 EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.	
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601 EFG
	This section continues overleaf	

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(iv)	Total amount for investment in acquired computer software (including network ware, large databases, specialist packages, word processing or spreadsheet packages) see note 6.1 (a) (iv)	000 610	EFG
(v)	Total value of finished work of a capital nature carried out by you rown staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	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)]	000 653	EFG

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

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eas	e read the accompanying notes before completing your retu	rn	
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	11	DJK
		Day Month Year	
	Period covered by the return: to	12	DJK
3.	INCOME (excluding VAT)		
3.1	TOTAL TURNOVER see note 3.1 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	000 301	EFG
(b)	Value of work done on customers' materials (including value of any additional materials provided by you)	000 308	EFG
	Value of industrial services such as repairs, maintenance, installation and agricultural services, provided by you	000 309	EFG
	Value of non-industrial services provided by you (including advertising revenue; transport and delivery charges)	000 310	EFG

(e)	Value of sales of goods purchased and resold without further processing (merchanted or factored goods)	000 311	EFG
(f)	Total turnover	000 399	EFG
3.2	OTHER INCOME see note 3.2		
(a)	Value of insurance claims received [not to be included in section 3.1 Total Turnover, or 3.2 (c) Other Operating Income]	000 317	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)] <i>see note</i> 3.2 (b)	000 318	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.	000 300	EFG
4.	EXPENDITURE (excluding deductible VAT but including non-deductible VAT)		
4.1	EMPLOYMENT COSTS see note 4.1		
(a)	Gross wages and salaries (in cash or kind) (excluding National Insurance contributions and contributions to other pension and welfare schemes)	000 446	EFG
(b)	Employers' National Insurance contributions	000 448	EFG
(c)	Contributions to pension funds (including lump sum contributions). Employers' pension contributions should represent actual net amounts rather than notional values	000 449	EFG
	This section continues overleaf		

(d)	Amounts payable to employees through redundancy and severance	000 447	EFG
(e)	Total employment costs	000 450	EFG
4.2	COSTS OF ENERGY, GOODS, MATERIALS AND SERVICES see note 4.2		
	Note: Please give amounts payable excluding employment costs, stock variation, all interest payments, amounts charged to capital account and capitalised building repairs.		
	ENERGY AND MATERIALS FOR BUSINESS USE		
(a)	Energy used in the running of your business (ncluding petrol, diesel, electricity and gas etc.)	000 427	EFG
(b)	Water used in the running of your business	000 428	EFG
(c)	Sewerage charges and other costs of waste disposal	000 4 3 5	EFG
(d)	Goods and all raw materials used in the running of your business (including stationery and consumables)	000 402	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)]	000 403	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)	000 404	EFG
(h)	Amounts payable for hiring, leasing or renting plant (ncluding scaffolding) machinery and vehicles	000 405	EFG
(i)	Amounts payable for commercial insurance premiums	000 406	EFG
(j)	Amounts payable for road transport services	000 407	EFG
(k)	Amounts payable for telecommunication services	000 408	EFG
(1)	Amounts payable for computer and related services including repairs and maintenance of office machinery and computers) excluding computer hardware and software which should be included in section 6.1 (a)	000 409	EFG
	This section continues overleaf		

(m)	Amounts payable for advertising and marketing services	000 410	EFG
(n)	Amounts payable to employment agencies for agency staff	000 430	EFG
(0)	Amounts payable for other services purchased \(\ellis\).g. non-road transport and travel, professional services, postal services, research, rent paid, banking charges, legal costs and accounting fees etc.)	000 411	EFG
(p)	Total purchases of energy, goods, materials and services This should be the sum of 4.2 (a) to 4.2 (o)	000 499	EFG
4.3	TAXES, DUTIES AND LEVIES PAID see note 4.3		
	Total amount payable in taxes, duties or levies to government		
	(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	000 412	EFG
(b)	Amounts payable for vehicle excise duty (also known as road, car or vehicle tax)	000 4 3 1	EFG
(c)	Amounts payable directly to government under the Climate Change Levy (net of any agreed reductions). Exclude any charge recorded on your gas, electric or other fuel bills	000 455	EFG
(d)	Other amounts paid for taxes, duties and levies	000 413	EFG
(e)	Total taxes, duties and levies paid	000 400	EFG
4.4	SUBSIDIES RECEIVABLE see note 4.4		
(a)	Total amounts received in subsidies from UK government sources and the EU	000 414	EFG
	Of which:		
(b)	Subsidies received under the Welfare to Work (New Deal) Programme	000 4 3 2	EFG
			I

5.	VALUE OF STOCKS HELD see note 5		
	Value of stocks held including Work in Progress but excluding VAT and progress payments on long-term contracts		
	The figures for the beginning and end of the period should be on the same basis in terms of valuation and business units covered.		
(a)	Total value of all stocks at the beginning of the period	000 500	EFG
	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	000 599	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	000 763	EFG
(ii)	Acquisitions of existing buildings	000 764	EFG
	Exclude: Construction of new buildings and extensions; refurbishment and improvements to existing buildings. This should be recorded under question 6.1(a) Total Acquisitions.		
(iii)	Total amount for assets acquired under finance leasing arrangements see note 6.1 (a) (iii)	000 601	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)	000 610	EFG
	This section continues overleaf		
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(v)	Total value of finished work of a capital nature carried out by you rown staff produced for own use. If this value is more than half of total acquisitions, please give an explanation for this at section 10	000 602	EFG
(vi)	Computer software developed by your own staff to be used for more than one year	000 771	EFG
(vii)	Any other acquisitions Include: machinery, equipment and vehicles	000 1108	EFG
(a)	Total acquisitions	000 600	EFG
(i)	Proceeds from the disposal of land	000 765	EFG
(ii)	Proceeds from the disposal of existing buildings	000 766	EFG
(iii)	Any other disposals	000 1109	EFG
(b)	Total disposals	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)]	000 653	EFG

7.	INTERNATIONAL TRADE IN SERVICES; EXPORTS AND IMPORTS (excluding Goods) see note 7		
	If your business has either purchased or providedservices to businesses based internationally (outside the UK) in the last 12 months, please give the amounts receivable/payable, in respect of invoices raised during this period.		
	Exclude: Transactions with branches or subsidiaries of foreign businesses that are located within the UK.		
	Include: Transactions with branches or subsidiaries of UK businesses that are located outside the UK.		
(a)	Amounts <i>receivable from</i> businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 163	EFG
(b)	Amounts <i>payable</i> to businesses based outside the UK for services provided e.g. on site processing services, business and professional services, communication services, computer and information services, financial services, commissions on goods and services, royalties and licences.	000 164	EFG
8.	RESEARCH AND DEVELOPMENT see note 8		
	If anyone within the business covered by this return was engaged in research and development work on a regular basis during the year, please enter '1' in the box provided. If not, please enter '2'	9	ABC
9.	TIME TAKEN TO COMPLETE SECTIONS 2 TO 8 (over and above normal accounting operations) This question is voluntary		
(a)	Number of hours	hrs 144	CDE
	Plus		
(b)	Number of minutes	mins 1 4 5	BCD
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