



Notice is given under section 1 of the Statistics of Trade Act 1947

# Business Register and Employment Survey



This survey is carried out by the Office for National Statistics, the government department responsible for official statistics.

Using **black ink**, write any changes to your name and address in the box below

**To be completed for:**

**From:**

Office for National Statistics  
Government Buildings  
Cardiff Road  
Newport  
NP10 8XG

**Contact for help:**



**Your reference:**

**You are required by law to complete this questionnaire for the business named above.**

Please complete and return this questionnaire to the above address or fax to by .

If exact figures are not available, please provide informed estimates.

**If you need additional sites pages please telephone freephone .**

Respondent identification number      Survey Code

**Please note**

- If you do not complete and return this questionnaire, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947).

**Additional Information**

- Please call 01633 815044 if you would like to use our Minicom service for the Deaf.

The information you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

**Thank you for your co-operation.**

All the information you provide is kept strictly confidential. It is illegal for us to reveal your data or identify your business to unauthorised persons.

[www.ons.gov.uk](http://www.ons.gov.uk)

# Business Register and Employment Survey

## Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics. ONS uses the IDBR to design statistical surveys required to produce UK National Accounts. ONS publishes employment statistics via the ONS data and publications website (www.ons.gov.uk) and the Nomis website (www.nomisweb.co.uk).

## Information Required

This questionnaire is divided into three sections:

**Section A** asks for information about the business structure.

**Section B** asks you to check and amend the details that we currently hold on your **existing sites**.

**Section C** asks you to provide details about any **additional sites**.

### How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- leave the response box blank if the question is not applicable
- **do not** cross sevens  or zeros

## Section A- Business Structure

Please complete this section for the business named on the previous page.

Please answer all questions as at:

### 1. Which category best describes the operational status of the business named on the previous page?

If this business is seasonal, please treat as if it is active.

- Please  one box only
- |   |                                   |  |     |
|---|-----------------------------------|--|-----|
| <p>a. <b>This business is active, with all or part of the activity taking place within Great Britain (GB)</b><br/>Great Britain consists of England, Scotland and Wales . . . . .</p> | <input type="text" value="X"/> 10 | → Go to question 2   | MRT |
| <p>b. <b>This business is active, with all of the activity taking place outside GB . . .</b></p>  | <input type="text" value="X"/> 11 | } → Go to question 10<br>Please complete question 10 in Section A <u>only</u> and then return this questionnaire to ONS. | MRT |
| <p>c. <b>This business is now part of another GB business, due to a takeover or merger . . . . .</b></p>  | <input type="text" value="X"/> 12 |  | MRT |
| <p>d. <b>This business has not started operating yet . . . . .</b></p>  | <input type="text" value="X"/> 13 |  | MRT |
| <p>e. <b>This business has ceased but is expected to restart within two years. . . . .</b></p>  | <input type="text" value="X"/> 14 |  | MRT |
| <p>f. <b>This business has ceased and is not expected to restart within two years . . . . .</b></p>   | <input type="text" value="X"/> 15 |  | MRT |
| <p>g. <b>The business has never started operating and is not expected to start . . .</b></p>  | <input type="text" value="X"/> 16 |  | MRT |

**2. Are the VAT details printed below correct for this business?**

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

**VAT Registration Number**

**Subsidiary Reference Number**

Yes  —▶ Go to question 4 21

No  —▶ Go to question 3 22

Exempt  —▶ Go to question 4 25

MRP

MRP

MRP

**3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.**

**VAT Registration Number**

**Subsidiary Reference Number**

20

NVR

**4. Is the employer's PAYE reference printed below correct for this business?**

This consists of a tax office number followed by a / and an employer reference number, which can be found on the yellow paying-in book and form P35.

**Employer's PAYE Reference**

Yes  —▶ Go to question 6 31

No  —▶ Go to question 5 32

MRP

MRP

**5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.**

**Employer's PAYE Reference**

30

NVS

**6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.**

If not applicable, please leave blank.

33

FJK

7. **How many working owners are there in this business who receive drawings or a share of profits but are NOT PAID via PAYE?**

Working owners include sole traders, sole proprietors, partners and directors.

Not applicable to registered charities. ....

51

NCS

8. **How many GB sites, in total, did this business operate from on:**

For example, a workshop, factory, warehouse, office, mine, depot or construction site where one or more persons carry out economic activity for a minimum of 20 hours per week **and** the planned activity for your business is for more than one year. ....

90

NNE

9. **What was this business's total number of employees on:**

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all workers paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave
- employees at sites where the planned activity is for less than one year
- employees at sites where staff work for less than 20 hours per week.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary workers
- former employees only receiving a pension
- self employed workers
- working owners who are not paid via PAYE .....

150

NNF

10. **In the box below, please write any additional comments that you would like to make.**

If this business has been taken over or merged with another UK business, please provide us with the contact details of the business that should now complete this questionnaire.

81

FHI

11. **Please give details of the person we should contact if we have any queries regarding the information provided in this questionnaire.**

Contact Name

95

QVC

Position in Business

97

QVC

Telephone Number

Ext

96

QQC

12. **What to do next:**

**In the following sections, please provide information for each site separately.**

If you only have one site, please provide detailed information on this site.

## Business Register and Employment Survey

### Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

**Please answer this section as at:**

Write any changes to the name/address **in this box only.** <sup>2</sup>



FPD

If you have data to return for sites where the planned activity is for less than a year, or where one or more employees work for less than 20 hours per week, please include this in the figures you report for your main or head site.

**1. From the list below, select the category that describes the operational status of the site named above:**

The site is active and operated by this business. ....

X

17



Go to question **2**

MRT

The site has ceased but is expected to restart within two years. ....

X

14

X

15

X

18

Go to the next **Section B**. If this is your last **Section B**, please go to **Section C**

MRT

MRT

MRT

The site has been transferred to another business. ....

**2. For the site named above, what was the total number of employees on:**

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all workers paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary workers
- former employees only receiving a pension
- self-employed workers
- working owners who are not paid via PAYE

Employees working more than 30 hours per week ..... 155

NEH

Employees working 30 hours or less per week ..... 156

NEH

Total employees ..... 150

NFB

**3. For the month of August what was the value of this site's turnover to the nearest thousand euros, excluding VAT?**

If exact figures are not available, please provide informed estimates.

If turnover is nil, please enter a zero in the box.

Please round your figure to the nearest thousand euros ..... €

,,

0
0
0

601

NMZ





