

Survey code: **014010**

## MONTHLY REPORT ON RETAIL TRADE

For the month \_\_\_\_\_ 2017

The obligations to provide data for statistical purposes are stipulated in Article 26, and penalty provisions for cases of non-response providing incomplete and erroneous data are stipulated in Article 52, of the Law on Official Statistics (Official Gazette of RS, No 104/09).

**The data shall be used for statistical purposes only and shall not be published as individual data.**

**All data are subject to professional confidentiality.**

For your convenience, an electronic questionnaire for this survey is available on: [pod2.stat.gov.rs/unos](http://pod2.stat.gov.rs/unos) or [www.stat.gov.rs](http://www.stat.gov.rs) (in the part Quick links) or [www.euprava.gov.rs](http://www.euprava.gov.rs)

### INFORMATION ON THE REPORTING UNIT

1. Trade name \_\_\_\_\_

2. Reg. number \_\_\_\_\_

3. Municipality \_\_\_\_\_ Sett. \_\_\_\_\_

Address \_\_\_\_\_

4. Principal activity (group) \_\_\_\_\_

\_\_\_\_\_ (text and code)

### TO BE FILLED IN BY STATISTICS

\_\_\_\_\_ 8  
Reg. number

\_\_\_\_\_ 13  
Municipality

\_\_\_\_\_ 17  
Ord. number from ad. book

\_\_\_\_\_ 21  
Principal activity

\_\_\_\_\_ 23      **2 0**      \_\_\_\_\_ 25  
Month      Year

### TURNOVER OF THE REPORTING UNIT

Class of activities<sup>1</sup> **4 7** \_\_\_\_\_ 29

Type of record		Turnover with VAT, thous. RSD		Accounted VAT <sup>2</sup> , thous. RSD	
		In pre-reference period	In reference period	In pre-reference period	In reference period
1	2	3	4	5	6
1	<b>Total turnover<sup>3</sup></b>				
2	Of which: <b>retail trade turnover</b> – Republic of Serbia (row 3 + row 6)				
3	Of Which:	Srbija – sever (row 4 + row 5)			
4		Beogradski region			
5		Region Vojvodine			
6		Srbija – jug			
30		40	50	60	70

<sup>1</sup> Enter the code of the class of activity from the CA division 47 in which the enterprise is registered according to the Classification of Activities. The enterprise which principal activity is other than retail trade is required to enter the code of the trade class of activity in which it generates the largest turnover in retail trade.

<sup>2</sup> Enter the amounts of VAT calculated on the invoiced turnover.

<sup>3</sup> Total turnover is the invoiced amount of revenues from sales of goods, products and services of the activities (retail trade, wholesale trade, external trade, catering, transport, industry, construction, etc.) performed by the enterprise. **Excluded** are the revenues from sale of fixed assets, as well as financial, extraordinary and other operating income (revenues from leases and rentals, license-fees, sale of shares, interest rates and dividends, subsidies, etc.).

## INSTRUCTIONS FOR FILLING THE FORM

This form is to be filled in by legal entities that are classified in retail trade (CA division 47) according to their principal activity, this referring to all large and medium-sized enterprises (defined according to income level). On the other hand, small-sized enterprises are randomly selected. The survey covers also a smaller number of enterprises that are classified according to their principal activity, in other activities but are also engaged in retail trade.

**Trade class of activity** – an enterprise which principal activity is retail trade, according to the Classification of Activities („Official Journal of RS“, number 54/10), should enter the same code under the trade code of activity. A reporting unit which principal activity is other than retail trade (another one instead), should enter the code of the trade class of activity in which it generates the largest turnover in retail trade.

**Total turnover** is the invoiced value of the revenues from trade and other activities (including VAT) performed by the reporting unit. The value of total turnover **includes**: revenues from sale of products, income of sale of goods purchased for resale, invoiced services provided, invoiced charges of packaging and transport, invoiced mounting, installations and repair. The value of total turnover **excludes** revenues from sale of fixed assets, financial, extraordinary income and other operating income (revenues from leases and rentals, license-fees, sale of shares, interest rates and dividends, subsidies, etc.).

**Retail trade turnover** includes the value of goods sold to end consumers. The retail trade turnover excludes the sale of goods for: own consumption of population, household use, other consumers purchasing at retail prices, population purchasing via consignations (whether from warehouses or stores). The turnover is shown **with the value added tax** (regardless of VAT calculation and payment method) being incorporated in the selling price. **Excluded is** any trade of equipment and facilities owned by the enterprise (Law on the Value Added Tax).

Enterprises are VAT *tax payers* should indicate in the marked columns the amount of the turnover with VAT included (calculated on the invoiced turnover), and those *not being* VAT taxpayers should indicate only the amount of the realised turnover (indicate, as a remark, that you are not a VAT taxpayer, at least the first month).

The retail trade turnover is expressed for the territory of the **Republic of Serbia** and by statistical territorial units, depending on which territory the turnover has been realised. **Srbija – sever** is composed of Beogradski region and Region Vojvodine. **Srbija – jug** consists of Region Šumadije i Zapadne Srbije, Region Južne i Istočne Srbije and Region Kosovo i Metohija.

The enterprise having its registered office in one territory and having business units (sales facilities) in other territories as well should indicate its total turnover, then only the goods turnover in retail trade, the latter being distributed by statistical territorial units in which it has been realised.

**Accounted VAT** (columns 5 and 6) is the amount of the value added tax calculated on the invoiced turnover (in the pre-reference and reference month) and has already been indicated in the scope of Turnover with VAT (columns 3 and 4).

The data should be indicated in the table in **thousands of dinars (RSD), without decimals** and should be based on accounting documentation.

**You are kindly requested to transmit the filled in report not later than the 15<sup>th</sup> of the month for the previous month.**

If you do not have available data up to that moment, provide reliable estimates.

For additional information please contact the Statistical Office of the Republic of Serbia at: **011/24-12-922**, extensions **315, 330 and 216**; fax: **011/24-11-922** or **021/48-74-293** – Department of Statistics of AP Vojvodina.

Remark:

Please, indicate the reason of larger discrepancies ( $\pm 10\%$ ) in the data provided this month in relation to the previous month or leave a comment detailing the differences:



On \_\_\_\_\_ 20\_\_

Filled in by:

Head officer:

\_\_\_\_\_  
(name and surname)

(Seal)

\_\_\_\_\_  
(name and surname)

Contact telephone: 

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(prefix compulsory)

e-mail: \_\_\_\_\_