

Survey code: **014040**

## QUARTERLY SURVEY OF RETAIL TRADE

For the \_\_\_\_\_ quarter 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 104/2009).

**The data shall be used for statistical purposes only and shall not be published as individual data.**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 LEGAL ENTITY FOR WHICH THE REPORT IS

### TO BE FILLED IN BY STATISTICS

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

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

3. Municipality \_\_\_\_\_ Settlement \_\_\_\_\_

Address \_\_\_\_\_

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

(answer in form of a text and code)

_____ 8			
Reg. number			
_____ 9	_____ 14		
Division	Munic.		
_____ 18			
Ord. number			
_____ 22			
Principal activity			
_____ 23	_____ 27		
Quarter	Year		

**Table 1. TURNOVER (OUTPUT) OF THE LEGAL ENTITY IN THE QUARTER, BY THE CLASSIFICATION OF ACTIVITIES (CA)**

	Type of record	Thous. RSD
1	2	3
<b>Turnover realised in the quarter, with VAT:</b>		
<b>45</b> Wholesale and retail sale of motor vehicles and motorcycles, parts and accessories	01	
Maintenance and repair of motor vehicles and motorcycles	02	
<b>46</b> Wholesale trade (except exports)	03	
Wholesale intermediation	04	
<b>47</b> Retail trade	05	
Other activities <sup>1)</sup>	06	
<b>TOTAL (01 + 02 + ..... + 06)</b>	07	
Of which: (07 = 08 + 09 + 10)	In the first month	08
	In the second month	09
	In the third month	10
<b>Accounted VAT in the quarter (For the amount TOTAL, type of record 07)</b>	11	

<sup>1)</sup> Indicate the revenues (turnover) from sale of products, goods and services in all other activities (industry, construction, catering, transport, external trade ► exports...), if performed by the enterprise (divisions 45, 46 and 47 of CA). **Excluded** are financial, extraordinary and other operating income (from lease and rentals, license-fees, sales of shares, interest rates and dividends, subsidies, etc.).

### INSTRUCTIONS FOR FILLING IN THE FORM TRG-16

The survey covers legal entities being registered in the CA division 47, being all large and medium-sized enterprises, while the small ones have been randomly selected. Included is also a certain number of legal entities that are classified, according to the principal activity, in other activities, but generate turnover in retail trade.

You are kindly asked to fill in correctly this form. Should you have any dilemmas or difficulties we are here to help you. For any information you can call the following numbers of the Statistical Office of the Republic of Serbia (011/24-12-922, extensions: 315 and 216, 011/24-11-922; or telephone.: 021/48-74-293 – Department of Statistics of AP Vojvodina).

The Statistics has been applying since 2011 the Classification of Activities (2010) ("Official Journal of RS", number 54/10). The CA divisions 45, 46 and 47 refer to trade. The division 45 is wholesale and retail sale, maintenance and repair of motor vehicles and motorcycles. The division 46 covers the turnover and wholesale intermediation (except sale of motor vehicles and parts), and the division 47 the turnover of goods in retail trade (except sale of motor vehicles and parts).

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Table 3. TURNOVER IN RETAIL TRADE, BY MONTHS

25 **Of the total turnover in retail trade in the quarter, indicate the share of e-commerce<sup>3)</sup>, in thous. RSD ►**

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<sup>3)</sup> e-commerce means distance retail sale, i.e. the sale of goods **over the Internet** (so-called **electronic retailing**).

**Table 4. TURNOVER IN RETAIL TRADE, with VAT, BY MERCHANDISE GROUPINGS**  
Thous.RSD

Type of record			REPUBLIC OF SERBIA (5 + 6 + 7)	Of which:		
				Srbija – sever Beogradski region	Region Vojvodine	Srbija – jug <sup>1)</sup>
1	2	3	4	5	6	7
26	00	TOTAL				
29	01	Fruit and vegetables (fresh, chilled or processed)				
	02	Meat, fish and preparations				
	03	Bread and pastry (sandwiches, pizzas, etc.)				
	04	Sugar, chocolate and confectionary products (ice-cream, biscuits, cookies, candies, chewing gums, etc.)				
	05	Milk, dairy products and eggs				
	06	Coffee, tea and condiments				
	07	Oils and fats				
	08	Food products, n.e.c. (dietary food, mustard, mayonnaise, etc.)				
	09	Non-alcoholic beverages (all kinds of juices, mineral and spring water, etc.)				
	10	Alcoholic beverages				
	11	Tobacco products				
	12	Computers, peripheral units and software				
	13	Telephone and telefax equipment, electronic credit uploading and cards				
	14	Audio and visual equipment (radio and TV sets, CD players, cassette players, stereo systems, MP3, etc.)				
	15	Goods for routine household maintenance (metal products, plane glass, central heating accessories, sanitation equipment, hand tools, etc.)				
	16	Other goods for routine household maintenance (dyes and varnishes, electric accessories, parquet floorings, ceramic tiles, cement, bricks, etc.)				
	17	Household textiles (beddings, curtains, tablecloths, etc.)				
	18	Carpets, floor coverings, tapestries and wallpapers				
	19	Major household appliances (white goods, vacuum cleaners, TA stoves, air conditioners, space heaters, sewing machines, etc.)				
	20	Small household appliances (irons, mixers, juice extractors, toasters, etc.)				
	21	Furniture and furnishings (of all materials), household decoration and lighting				
	22	Glassware, china ware, table ware, kitchen utensils, etc.				
	23	Books, newspapers and stationery (stationary, office materials, etc.)				
	24	Durables for culture (musical instruments, stamps and badges, souvenirs, works of art, etc.)				
	25	Durables for recreation (sports equipment, bicycles, camping equipment, toys, weapons, etc.)				
	26	Garments (for men, women, children, sport) and other articles of clothing				
	27	Footwear (for men, women, children, sport)				
	28	Leather products and travel goods				
	29	Pharmaceutical products (drugs, vitamins, vaccines, dietary and other medicinal preparations)				
	30	Medical products, therapeutic appliances and equipment (bandages, thermometers, mechanical contraceptive devices, corrective eyeglasses, orthopaedic aids, hearing devices, etc.)				
	31	Articles for personal hygiene and beauty products (creams, soaps, shampoos, fragrances, toilet paper, etc.)				
	32	Flowers, seedlings, seeds and all kinds of fertilizers, insecticides and pesticides				
	33	Pets, food, veterinary medicines and grooming accessories				
	34	Motor fuels				
	35	Oils and lubricants for motor vehicles				
	36	Fuel oil, butane, coal and firewood				
	37	Photographic and optical equipment (cameras, binoculars, etc.)				
	38	Articles for routine household maintenance (detergents, softeners, etc.)				
	39	Other food consumer goods (jewelry, clocks, watches, babies' articles, funerary articles, etc.)				
	40	Old and used articles (antiques, used books, etc.)				
	41	Other (indicate):				
	31		41	51	61	71

<sup>1)</sup> Covered are: Region Šumadije i Zapadne Srbije, Region Južne i Istočne Srbije and Region Kosovo i Metohija.

The basis for the collection and release of data on statistical territorial unit is the „Decree on the Nomenclature of Statistical Territorial Units“ („Official Journal of RS“, number 109/09 and 46/10) which has been in use since 2011. In **tables 2 and 3** data should be provided for the level of regions: 1. *Beogradski region*, 2. *Region Vojvodine*, 3. *Region Šumadije i Zapadne Srbije*, 4. *Region Južne i Istočne Srbije*, 5. *Region Kosovo i Metohija*. In **table 4** data should be provided for Beogradski region and Region Vojvodine (making a functional whole of Srbija – sever) as well as summary data for Srbija – jug. The reporting that has sales facilities also on the territories of other regions, other than where it is registered, should also indicate them. In order to minimize the possibility of errors in determining the territorial affiliation, here are presented the regions and areas (administrative districts) within:

**Srbija – sever** is composed of:

1. *Beogradski region* = Beogradska oblast;
2. *Region Vojvodine* = Zapadnobačka, Južnobačanska, Južnobačka, Severnobačanska, Severnobačka, Srednjobanatska i Sremska oblast.

**Srbija – jug** is composed of:

3. *Region Šumadije i Zapadne Srbije* = Zlatiborska, Kolubarska, Mačvanska, Moravička, Pomoravska, Rasinska, Raška i Šumadijska oblast;
4. *Region Južne i Istočne Srbije* = Borska, Braničevska, Zaječarska, Jablanička, Nišavska, Pirotska, Podunavska, Pčinjska i Toplička;
5. *Region Kosovo i Metohija* = Kosovska, Kosovsko-mitrovička, Kosovsko-pomoravska, Pečka and Prizrenska oblast.

All the data refer to the reference quarter, and the value data are to be indicated in **thous. Dinars (RSD), without decimals**.

Enterprises are VAT tax payers should indicate 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).

**Table 1. TURNOVER (OUTPUT) OF THE LEGAL ENTITY IN THE QUARTER, BY THE CLASSIFICATION OF ACTIVITIES.**

The data to be indicated should concern the activities performed in the reference quarter. The enterprise should indicate only the **income (turnover)**, i.e. **invoiced value** which it has realised from **sale of products, goods and services** during the quarter, with VAT included. How you are going to indicate the data for the given modalities will depend on which additional activity, other than retail trade, you have generated income. If turnover of products, goods and services has been realised in any other activity other than trade, the amount should be entered on the line „Other activities“. The total income (turnover) from sale of products, goods or services, regardless of the activity, should be indicated on the line „TOTAL“ for the enterprise. This data should equal the sum of all of the above shown amounts and at the same time the sum of the following three data (turnover by months). On the last line of this table, indicate the accounted VAT in the quarter, for the amount „Total“.

„Trade activity class“. If the reporting unit has the code of the principal activity of retail trade (CA division 47, page 1), the code should be indicated also under trade activity class (page 2). The reporting unit which principal activity is other than retail trade (but is another one), the code of the trade activity class is to be determined according to the prevailing realised turnover in retail trade (based on the data from table 4).

**Table 2. RETAIL TRADE.** Retail sale means sale of goods to end consumers (primarily to population for own consumption, for household use and to legal and physical persons that purchase goods for the purpose of their business). Retail turnover of goods includes also the sale of goods to population from *consignments*, whether undertaken from warehouses or stores.

The value of goods sold includes the value of the value added tax (VAT) that is charged to buyers in their selling price, and excludes any sale of equipment and facilities owned by the enterprise (Law on the Value Added Tax).

Column 3 – **number of stores**, should read the number of stores at the end of the quarter through which retail sale is performed. A store is a premise or separate facility where goods are received, exhibited and sold in retail. *Are not considered stores*: vending machines, market or street stands or stalls, itinerant stores, warehouses and depots of enterprises from which retail sale of goods is performed, neither open-air sales space. However, the turnover realised through this kinds of sale should be shown in the table.

Column 4 – **number of employees** means all the persons who worked (as of the end of the quarter) in the enterprise, had a work contract of definite or indefinite duration and received pay for their work. This number includes also the enterprise owners, as well as paid family workers. The data on the number of employees are to be provided on the basis human resources and other records in the enterprise.

In column 5 – **total**, indicate the value of the realised turnover in retail trade in the reference quarter, with the value added tax (VAT) included.

In column 6 indicate the value of goods sold **“for cash”**, which are paid: in national and foreign currency (converted into dinars), by current account cheques and by all kinds of money coupons, as well as by payment cards. Do not indicate the received instalments in cash for goods sold on consumer credit.

In column 7, indicate the total value of goods sold **“on consumer credit”**, granted by banks, trade and other enterprises to customers at the moment of goods delivery to customers.

In column 8 – **by transfer order and crossed cheques of institutions and enterprises**, indicate the value of goods sold for which payment is performed by transfer order or cross cheques of institutions and enterprises.

In column 9 – **Inventories at the end of the quarter, by selling prices**, indicate the value of inventories in stores and storage rooms of enterprises, as of end of the quarter, by selling prices, including the value added tax.

**Table 3. TURNOVER IN RETAIL TRADE, BY MONTHS.** Indicate the value of the turnover realised in retail trade during the reference quarter, as well as **by months**, VAT included (columns: 3, 4, 5 and 6). The sum of the values by months should equal the total amount for the quarter (column 3). Indicate separately the VAT being calculated on the invoiced turnover, for the level of the Republic of Serbia.

**e-commerce** in this survey means distance retailing, i.e. sale of goods **over the Internet**. The indicated value (in the related field) should be part of the total turnover in retail trade. Legal entities that do not realize turnover in retail trade in e-commerce should leave the related field blank.

**Table 4. TURNOVER IN RETAIL TRADE, with VAT, BY MERCHANDISE GROUPINGS.** Indicate the value of goods sold in retail trade (with VAT), by the structure of sale assortment. The value of the total turnover in this table (line 00) should be the same as in table 2, column 5, type of record 12. The merchandise groupings are harmonised with the Classification of Products by Activities (CPA), up to the five-digit level. If the reporting units has sold products that are not classified in any of the merchandise groupings, it should indicate the related value and name on the line 41 – „Other“. The sum of values of goods sold should equal the total turnover on the first line (00) for every area..

Remark:

on \_\_\_\_\_ 201\_\_

Filled in by:

(Seal)

Head officer:

(name and surname)

(name and surname)

Contact telephone:

\_\_\_\_ / \_\_\_\_

(prefix compulsory)

e-mail: