

Survey code: 015030

### SURVEY ON TOURIST AGENCIES FOR 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**The data shall be used for statistical purposes only and shall not be published as individual data.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.**

#### Data on business entity for which the report is submitted

Business name / title \_\_\_\_\_

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

Ordinary number of business entity branch \_\_\_\_\_

Municipality \_\_\_\_\_ Settlement (place) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Web \_\_\_\_\_ e-mail \_\_\_\_\_

Agency:

1 = Possesses OTP license number \_\_\_\_\_

2 = Does not possess the license

TO BE FILLED IN BY  
STATISTICS

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Reg. number

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Ord. number

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Municipality

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Division

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License

All requested data refer to:

- the agency as a whole, regardless of where the business units are located.
- travels through your agency's programs and programs directly downloaded from foreign agencies. In order not to double the data, the travel data realized according to the programs of other domestic travel organizers should not be presented.

#### T1. BUSINESS UNITS AND EMPLOYEES (as of the last day of the year)

Ord. number		Number of branch offices, business offices (including the head office)	Number of employees (including working - engaged owners)	
			total	Whereof, permanently employed
(1)	(2)	(3)	(4)	(5)
01	In Serbia			
02	Abroad			

#### T2. MEANS OF TOURISTS TRANSPORT IN THE OWNERSHIP OF THE AGENCY

Number of:

1) buses 

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 2) boats, ships 

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 3) passengers' cars 

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### T3. TRIPS OF DOMESTIC TOURISTS IN THE COUNTRY AND ABROAD

Total number of nights (columns 4 and 6) represents the total number of nights of all tourists in the specified country.  
Example: If 5 tourists stayed 2 nights in Austria, you need to enter *Austria*: number of tourists = 5, number of nights (total) = 10 (5x2).

When traveling through several countries, enter the number of tourists only once, in the country that is the main destination (where majority of nights is realized). Write the number of nights by countries where they were actually realized.

Example - The trip is organized for 5 tourists who stay 14 nights in the following countries: In Austria - 10 nights. In Austria, you enter the number of tourists = 5, and the number of nights (total) = (5x10) = 50. In Italy - 4 nights. In Italy you only enter the number of nights (total) = 20.

Ord. number	REPUBLIC OF SERBIA AND OTHER COUNTRIES	Trips with at least one arranged overnight stay			
		Your agencies		Directly taken from foreign agencies	
		Number of tourists	Number of nights (total)	Number of tourists	Number of nights (total)
(1)	(2)	(3)	(4)	(5)	(6)
01	Austria				
02	Bosnia and Herzegovina				
03	Bulgaria				
04	Greece				
05	Italy				
06	Hungary				
07	Macedonia				
08	Germany				
09	Poland				
10	Romania				
11	Russian Federation				
12	Slovakia				
13	Slovenia				
14	Turkey				
15	United Kingdom (Great Britain)				
16	France				
17	Montenegro				
18	Czech Republic				
19	Spain				
20	Other European countries list which:				
21	Asian countries				
22	Canada				
23	USA				
24	Countries of South and Central America				
25	Egypt				
26	Tunis				
27	Other African countries				
28	Australia and New Zealand				
29	Other Non-European countries list which:				
90	<b>Total, abroad (01-29)</b>				
98	Serbia				
99	<b>Total, Serbia and abroad (90+98)</b>				

#### T4. FOREIGN TOURISTS IN SERBIA BY COUNTRIES OF ORIGIN

Total number of nights (columns 4 and 6) represents the total number of nights of all tourists from the specified country.  
Example: 5 tourists spent 2 nights; one should write: number of tourists = 5, number of nights (total) = 10 (5x2).

Ord. number	COUNTRY OF ORIGIN OF FOREIGN TOURISTS	Trips with at least one arranged overnight stay according to programs			
		Your agencies		Directly taken from foreign agencies	
		Number of tourists	Number of nights (total)	Number of tourists	Number of nights (total)
(1)	(2)	(3)	(4)	(5)	(6)
01	Austria				
02	Bosnia and Herzegovina				
03	Bulgaria				
04	Greece				
05	Italy				
06	Hungary				
07	Macedonia				
08	Germany				
09	Poland				
10	Romania				
11	Russian Federation				
12	Slovakia				
13	Slovenia				
14	Turkey				
15	United Kingdom (Great Britain)				
16	France				
17	Netherlands				
18	Croatia				
19	Montenegro				
20	Czech Republic				
21	Switzerland				
22	Spain				
23	Other European countries list which:				
24	China				
25	Other Asian countries				
26	Canada				
27	USA				
28	Countries of South and Central America				
29	African countries				
30	Australia and New Zealand				
31	Other Non-European countries list which:				
99	<b>Total ( 01-31 )</b>				

## T5. ONE-DAY TRIPS (EXCURSIONS) OF DOMESTIC VISITORS

	Total (3+4)	In Serbia	Abroad
(1)	(2)	(3)	(4)
Number of one-day visitors (excursionists)			

**One-day trip** is a pre-determined combination of at least two individual services consisting of transport and other tourist and catering services, lasting shorter than 24 hours and not including overnight stay. **A visitor on one-day trip (excursionist)** is a person who goes on one-day trip outside the place of residence and returns on the same day (not spending night at the place of visit).

### INSTRUCTION FOR COMPLETING THE FORM TU-14

The data for the entire business entity (agency) are displayed, regardless of where its business units are located. In order to avoid duplication of data, tables 3, 4 and 5 should not show the data on travels realized according to the programs of other domestic travel organizers.

Tables 3 and 4 (columns 3 and 4) should show the data on the number of tourists and overnight stays according to your agency's programs. Data on number of tourists and overnight stays according to programs directly downloaded from foreign agencies should be shown in columns 5 and 6 (tables 3 and 4).

**T1.** Business units include premises in which agencies directly provide services to users: head offices and other business units (branch offices, business offices, etc.).

In column 4 (*number of employees - total*), all persons engaged (and paid for their work) should be shown in order to perform the activities of a travel agency. This number implies persons with permanent employment (column 5), as well as persons engaged by an employment contract, etc. All data (columns 3, 4 and 5) are to be presented as of the last working day in the observed year.

**T2.** The transport means owned by the agency and used for tourists' transport are shown. If the agency operates within a company engaged in some other activity (e.g. transport) and uses the vehicles owned by the company, but for the agency's needs, those vehicles are not displayed.

**T3.** The data in this table are provided only for domestic tourists who had the organized several-day trip in Serbia or abroad, through the agency and are based on the records from the contract. **Single-day visitors (excursionists) are not included (shown in Table 5).**

In columns 3 and 4, by destination, enter the total numbers of tourists (and their overnight stays) who, according to the programs of your agency, have realized the several-day tourist travel. In columns 5 and 6, enter information about tourists (the number of tourists and their overnight stays) who realized their tourist travel through your agency, according to the programs directly taken from foreign agencies.

If several countries are visited during the travel, the procedure is as follows: the number of tourists is recorded only once in the country that is the main destination (in which most nights were realized). In this case, nights are shown by countries where they were actually realized.

**T4.** Data on the number of foreign tourists and their nights in Serbia, by countries of origin, should be entered according to the same principle as in Table 3. The country of origin is determined according to citizenship, based on passports or other internationally recognized documents.

**T5.** In Table 5, one should enter the data on the number of single-day visitors (excursionists) from Serbia who had the organized one - day trip (excursion) in Serbia or abroad through your agency (according to your agency's programs and programs directly downloaded from foreign agencies).

Remark:

On \_\_\_\_\_ 201\_\_

Filled in by:

(Seal)

Head officers:

(Name and surname)

(Name and surname)

Contact phone:

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