

Survey code: **015010**

**MONTHLY REPORT ON TOURIST ARRIVALS AND NIGHTS IN ACCOMMODATION
 ESTABLISHMENTS**

Month _____ year 201__

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The data shall be used for statistical purposes only and shall not be published as individual data.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 or www.stat.gov.rs (in the part Quick links) or www.euprava.gov.rs

INFORMATION ON THE REPORTING UNIT

1. GENERAL DATA

a) Business name _____

(the branch of a business entity enters its name and business name of the entity)

b) Municipality _____ Settlement _____

Address _____ Phone _____

v) Reg. number _____
 (the branch of a business entity shall enter the registration number of the entity)

Ordinary number of business entity
 branch _____

g) Principal activity _____

d) Ownership: 1 - private
 2 - state
 (round the number of the selected answer)

2. TYPE AND CATEGORY OF ESTABLISHMENTS (round the appropriate code on page 4)

3. NUMBER OF WORKING DAYS OF THE ESTABLISHMENT IN THE REPORTING MONTH _____

Instruction for filling the form

Reporting unit compiles separate reports for each of its catering facilities for accommodation on the territory of the Republic of Serbia.

The catering establishment is functionally connected, specially designed and equipped space that fulfils the prescribed minimal technical and sanitary-hygienic conditions for providing catering services, that is, for performing catering trade activity.

In a catering establishment, provided are accommodation services, services of food and beverages and other services common in catering trade or only the accommodation services.

If a hotel, motel or boarding house has its own dependance (it can be classified in the same or one category lower than the main building), a single report is prepared for the hotel and dependance. In such a case, the category is determined by the hotel category.

The report is to be submitted to the competent statistical authority on the TU-11 form, by the 5th in the month for the previous month.

TO BE FILLED IN BY STATISTICS

<input type="text"/>	<input type="text"/>
division	municipality
	<input type="text"/>
	Ord. number
	<input type="text"/>
	settlement
<input type="text"/>	<input type="text"/>
	Reg. number
<input type="text"/>	<input type="text"/>
	Branch ord. number
<input type="text"/>	<input type="text"/>
	Principal activity
	<input type="text"/>
	ownership
	<input type="text"/>
	Type of resort
	<input type="text"/>
	Month
<input type="text"/>	<input type="text"/>
	Year
<input type="text"/>	<input type="text"/>
	Type and category of the establishment
	<input type="text"/>
	Specialization code
<input type="text"/>	<input type="text"/>
	Number of working days of the establishment

Table 1. ACCOMMODATION FACILITIES

Available facilities are recorded as of the end of the reporting month, i.e. on the last day of the reporting month in which the entire facility was opened

1. Number of available rooms					
2. Number of beds in available rooms	Permanent (installed)				
	Extra				
	Total				
3. Number of occupied (used) rooms in the reporting month					
4. Number of households renting private rooms/ houses to tourists					

1. Number of available rooms. Entered is the number of rooms that were actually available for rent to tourists in the reporting month. Excluded are rooms where repairs, modifications are being performed, or rooms used by the catering facility for the own purposes (for residential staff of the facility, etc.) or that are leased out as a business premise. The term room also means an accommodation unit consisting of a group of rooms, which form an indivisible whole and are rented in its entirety. The apartment is expressed as a single room. If a house, a mountain shelter, a hunting villa, a cottage is issued as a whole, it is considered as one room. The number of rooms in the camp sites is expressed as: 1) number of tents, caravans, trailers, etc. and 2) number of camping units i.e. space for accommodation of camping equipment where tourists can set up their tents, caravans, trailers, etc.

2. Number of beds in available rooms. Entered is the number of beds in the rooms that were really available for rent to tourists in the reporting month.

Permanent beds are sleeping beds that are installed in the room and belong to the regular room equipment. The bed for two (double bed) is calculated as two beds.

Extra beds are beds and other sleeping beds that do not constitute regular room equipment, but are subsequently brought into the room to increase the capacity during the main tourist season or at the request of a tourist.

3. Number of occupied (used) rooms. Entered is total number of rooms that were occupied in the reporting month. The total number of occupied rooms in the reporting month can be obtained by adding the number of occupied rooms each day during the reporting month. For example, the facility worked three days during the reporting month; on the first day, three rooms were occupied, on the second day, two rooms and on the third day, five rooms. The number of occupied rooms in this case is 3 + 2 + 5 = 10. The number of beds in rooms as well as the number of tourists staying in them is not taken into account.

Table 2. DOMESTIC TOURISTS

code			Residence	Number of arrivals				Number of nights			
2	1	0	REPUBLIC OF SERBIA								

A tourist is any person who spends outside the own place of residence at least one night in an accommodation establishment for the purpose of vacation, recreation, business meetings, etc. It is considered that the person spent the night, if registered in the accommodation facility, regardless of his physical presence. In addition to adults, children of all ages are included, even if they do not occupy a separate bed. Not considered as tourists are persons who: stay in the place of visit for more than 12 consecutive months; persons performing an activity paid by the place of visit; persons who permanently reside in the accommodation facility (for example staff of the facility), as well as persons with refugee status, displaced persons. Each tourist registers only once in the guest book, on the day of arrival in the facility, and accordingly, only once is included in the number of arrivals, in the report for the month in which he came to the facility.

For example, if a tourist arrived at the facility on June 20 and stayed there until July 5, his arrival will be included only in the June report when he arrived (and not in the July report). Nights of such tourist will be shown in both reports, in the report for June, 11 nights, and in July, 5 nights.

Domestic tourist is any person with the residence in the Republic of Serbia who spends at least one night in an accommodation facility in a place in Serbia, outside his place of residence.

Foreign tourist is any person residing outside the Republic of Serbia who spends at least one night in an accommodation facility in a place in Serbia. The country of residence of the tourists is determined on the basis of citizenship from the passport or other internationally recognized travel document.

Table 4. FROM TOTAL - TOURIST ARRIVALS AND NIGHTS ARRANGED

Entered are the number of arrivals and number of nights arranged in the total number of tourists' arrivals and nights in the facility, expressed in Tables 2 and 3.

Number of arrivals				Number of nights			
domestic		foreign		domestic		foreign	

A tourist in arrangement is a person who resides in a catering facility for accommodation in the organization of a tourist agency or other organization that deals with mediation in tourism.

It does not matter whether the tourist arrived in an organized group or individually. The number of arrivals and nights is expressed in the same way as in Table 2.

Table 3. FOREIGN TOURISTS

Country code			Country of residence	Number of arrivals				Number of nights			
A	T	0	Austria								
B	E	0	Belgium								
B	A	0	Bosnia and Herzegovina								
B	G	0	Bulgaria								
B	Y	0	Belarus								
G	R	0	Greece								
D	K	0	Denmark								
E	E	0	Estonia								
I	E	0	Ireland								
I	S	0	Iceland								
I	T	0	Italy								
C	Y	0	Cyprus								
L	V	0	Latvia								
L	T	0	Lithuania								
L	U	0	Luxembourg								
H	U	0	Hungary								
M	T	0	Malta								
D	E	0	Germany								
N	O	0	Norway								
P	L	0	Poland								
P	T	0	Portugal								
M	K	0	Republic of Macedonia								
R	O	0	Romania								
R	U	0	Russian Federation								
S	K	0	Slovakia								
S	I	0	Slovenia								
T	R	0	Turkey								
G	B	0	United Kingdom								
U	A	0	Ukraine								
F	I	0	Finland								
F	R	0	France								
N	L	0	Netherlands								
H	R	0	Croatia								
M	E	0	Montenegro								
C	Z	0	Czech Republic								
C	H	0	Switzerland and Liechtenstein								
S	E	0	Sweden								
E	S	0	Spain								
O	E	0	Other European countries								
Z	A	0	South Africa								
O	A	0	Other African countries								
C	A	0	Canada								
U	S	0	USA								
O	S	0	Other countries of North America								
B	R	0	Brazil								
O	J	0	Other countries of South and Central America								
I	L	0	Israel								
I	N	0	India								
I	R	0	Iran								
J	P	0	Japan								
K	R	0	South Korea								
C	N	0	China (including Hong Kong)								
A	E	0	United Arab Emirates								
O	Z	0	Other Asian countries								
A	U	0	Australia								
N	Z	0	New Zealand								
O	K	0	Other countries of Oceania								
Z	Z	0	TOTAL								

**TYPE AND CATEGORY OF ESTABLISHMENT ACCORDING TO THE LAST VALID DECISION
(round the code of the answer)**

HOTELS

111 5-star hotel
112 4-star hotel
113 3-star hotel
114 2-star hotel
115 1-star hotel

191 5-star garni hotel
192 4-star garni hotel
193 3-star garni hotel
194 2-star garni hotel
195 1-star garni hotel

201 5-star apart hotel
202 4-star apart hotel
203 3-star apart hotel
204 2-star apart hotel
205 1-star apart hotel

SPECIALIZED HOTELS

(round the code of the specialization)

0 No specialization
1 Business hotel
2 Congress hotel
3 Family hotel
4 Sports hotel
5 Spa-Wellness hotel

BOARDING HOUSES

122 3- star boarding house
123 2- star boarding house
124 1- star boarding house

MOTELS

131 4-star motel
132 3-star motel
133 2-star motel
134 1-star motel

140 Overnight stays

TOURIST SETTLEMENTS

151 5-star tourist settlement
152 4-star tourist settlement
153 3-star tourist settlement
154 2-star tourist settlement
155 1-star tourist settlement

APPARTMENTS

It is mandatory to round up the number in front of the type and category to which the facility belongs, based on the valid document on categorization and specialization of the facility (decision of the competent ministry on determining the category of the facility, i.e. the decision of the competent authority of the local self-government unit, for example, a five - star category hotel (code 111).

Remark:

On _____ 201__

Filled in by:

Head officers:

(Name and surname)

(Seal)

(Name and surname)

Contact phone:

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(prefix compulsory)