



# Quarterly Stocks Survey

**Please do not discard this important document - your response is legally required**

00001 11050  
CONTACT NAME  
OFFICE FOR NATIONAL STATISTICS  
GOVERNMENT BUILDINGS  
CARDIFF ROAD  
NEWPORT  
NP10 8XG  
\*\*\*\*\* EXAMPLE PRINT \*\*\*\*\*

Please write any changes to your name and address in the box below, using black ink

**To be completed for:** THE BUSINESS NAMED ABOVE

**Please complete and return by 6 July 2016**

Dear Sir or Madam,

Please find the Quarter 2 2016 questionnaire for the Quarterly Stocks Survey attached. Please complete for the period Quarter 2 2016 (31 March 2016 to 30 June 2016). If actual figures are not available, please provide informed estimates. Once complete, the questionnaire can be returned by post or fax using the details in the box below.

The information supplied is used to estimate changes in stock levels which are used in the compilation of Gross Domestic Product (GDP), the total UK economic activity. GDP is used to measure the UK's financial health and prosperity over time and in comparison to other countries. The results are used by the Bank of England and HM Treasury to monitor interest rates, inflation and in formulating financial policies (e.g. income, expenditure and taxation) for the UK.

We guarantee that while your employment is less than 10, you will receive no more than 5 quarterly questionnaires for this one ONS business survey. You must complete and return all questionnaires on time, after which you will be excluded from all business surveys for at least 3 years. The Annual Survey of Hours and Earnings is not covered by this guarantee.

**You are required by law to complete this questionnaire.** If you do not complete and return this questionnaire by 6 July 2016, penalties may be incurred (under section 4 of the Statistics of Trade Act 1947). 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.

Thank you for your co-operation,  
Office for National Statistics

### Questionnaire return details

**To return via fax:** 01633 652707

**To return via post:** Please use the prepaid envelope provided which is addressed to:  
Office for National Statistics, Government Buildings, Cardiff Road, Newport, NP10 8XG

### Contact numbers

Er mwyn gwneud cais am ffurflen Gymraeg (To request a questionnaire in Welsh) 0300 1234 921

If you would like to use our Minicom service for the Deaf 01633 815 044

To complete the questionnaire in Euros 0300 1234 915

For any other queries, please contact the **Survey Team** **0300 1234 915**  
or go to [www.ons.gov.uk/surveys](http://www.ons.gov.uk/surveys)

### When contacting the office you may be asked for the following information

**Survey code:** 017      **Reference number:** 4990 0000 000      **Period:** 201606

- Telephone calls may be recorded for training and quality purposes



