



Notice is given under section 1 of the Statistics of Trade Act 1947



Annual Survey of International Trade in Services

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

00001 45310
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 10 February 2015

Dear Sir or Madam,

Please find the 2014 questionnaire for the Annual Survey of International Trade in Services (AITIS) attached. Please complete for the calendar year 2014. 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 forms part of the UK's Balance of Payments which measures economic transactions between UK residents and the rest of the world. The data are used in the calculation of the Gross Domestic Product, a key economic indicator which shows the total economic activity taking place in the country. The statistics are also used to monitor the external commercial performance of different economies, assisting trade negotiations in the context of the General Agreement on Trade in Services.

We guarantee that while your employment is less than 10, you will receive no more than 1 questionnaire for this ONS business survey. You must complete and return this questionnaire 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 10 February 2015, 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 942

For any other queries, please contact the **International Trade in Services Survey Team** 0300 1234 942
or go to www.ons.gov.uk/surveys

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

Survey code: 058 Reference number: 4990 0000 000 Period: 201412

- Telephone calls may be recorded for training and quality purposes

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Survey of International Trade in Services

Purpose of this Survey

The purpose of this survey is to collect figures on International Trade in Services (ITIS). The figures will form part of the UK's balance of payments and help calculate Gross Domestic Product (GDP), which is a key economic indicator.

Information Required

This questionnaire is divided into two sections:

Section A asks you for details about your business' international trade in services.

Section B provides you with a comments box and asks for your contact details.

General Instructions

- Report all figures on an annual/quarterly basis.
- Complete this questionnaire on an accruals accounting, rather than a cash accounting, basis.
- Report all figures to the nearest £1,000.
- The United Kingdom (UK) includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

How to Complete the Questionnaire

This questionnaire will be scanned, therefore please:

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- do not cross sevens or zeros
- do not use commas or dashes
- report all figures to the nearest £1,000

For example, £17,105 =



Section A - International Trade in Services

This section asks you for details about your ITIS, including:

- the value of exports and imports for each service.
- a breakdown by country of these services.

1. During the reporting period did your business conduct any international trade in services?

By services we mean intangible commodities.

International trade in services is exporting services from or importing services to the UK. This could include international trade to any individual or business entity located outside the UK.

Include:

- transactions with branches or subsidiaries of UK businesses that are located outside the UK
- commission (a cut of a fee paid for a service provided)
- for construction services, include international trade in both goods and services.

Exclude:

- Value Added Tax (VAT)
- transactions with branches or subsidiaries of foreign businesses that are located within the UK
- interest, dividends, airfares, business travel and subsistence and transportation services

A full list of services can be found in Question 3.

Yes → Go to question **2**

No → Go to section **B**

2. During the reporting period was the total value of international trade in services conducted by your business less than £1,000?

Yes → Go to section **B**

No → Go to question **3**



The following pages list 52 different service activities.

3. During the reporting period, for each international service that your business conducted, write:

- i) the total export value
- ii) the total import value.

This questionnaire should be completed according to the services your business trades, and not according to the nature of your business.

For example, if your business is a recruitment agency and you buy legal services and public relations services from overseas, then you should enter figures relating to these trades in service activities 11 (legal services) and 9 (public relations services). The figures you report in service activity 10 (recruitment services) should relate to income from, or expenditure on, recruitment services **specifically**.

Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000	
<u>Agricultural and Mining Services</u>				
1	Agricultural, forestry and fishing services	£ <input type="text"/> 000	£ <input type="text"/> 000	1001
2	Mining and oil and gas extraction services	£ <input type="text"/> 000	£ <input type="text"/> 000	1002
<u>Manufacturing, Maintenance and On-site Processing Services</u>				
3	Waste treatment and depollution services	£ <input type="text"/> 000	£ <input type="text"/> 000	2001
4	Manufacturing services on goods owned by others <u>For imports:</u> Include the fees charged by foreign businesses for the processing, assembly, labelling and packing of goods overseas that are owned by your business. <u>For exports:</u> Include services such as processing, assembly, labelling and packing of goods that are owned by another foreign business . . .	£ <input type="text"/> 000	£ <input type="text"/> 000	2002
5	Maintenance and repair services <u>For imports:</u> Include the fees charged by foreign businesses for maintenance and repair work on goods owned by your business. <u>For exports:</u> Include maintenance and repair work on goods that are owned by foreign residents Exclude the value of parts and material supplied by the repairer, if they are invoiced separately from the charge for the maintenance and repair service	£ <input type="text"/> 000	£ <input type="text"/> 000	2003
<u>Business and Professional Services</u>				
6	Accountancy, auditing, bookkeeping and tax consulting services	£ <input type="text"/> 000	£ <input type="text"/> 000	3004
7	Advertising, market research and public opinion polling services	£ <input type="text"/> 000	£ <input type="text"/> 000	3005
8	Business management and management consulting services Include: advisory, guidance and operational assistance services provided to businesses for business policy and strategy and overall planning, structuring and control of an organisation	£ <input type="text"/> 000	£ <input type="text"/> 000	3006

Continued overleaf



Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000			
<u>Business and Professional Services (Continued)</u>						
9	Public relations services	£	000	£	000	3007
10	Recruitment services	£	000	£	000	3008
11	Legal services	£	000	£	000	3009
12	Operating leasing services Include: the leasing (rental) and charters without crew of ships, aircraft and transport equipment and operating lease payments relating to other types of equipment without an operator, including computers and telecommunications equipment. Exclude: rental of ships and aircraft with crew and licence payments for the right to use intangible assets, such as software, leasing of telecommunications lines for capacity	£	000	£	000	3010
13	Procurement services	£	000	£	000	3011
14	Property management services	£	000	£	000	3012
15	Other businesses and professional services Include: for example, distribution services related to water, steam, gas and petroleum products; security and investigative services; translation and interpretation; photographic services; building cleaning and real estate services. Detailed description: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	£	000	£	000	3013
<u>Research and Development (R&D) Services</u>						
16	Provision of R&D services Include: work undertaken on a systematic basis to increase the stock of knowledge, provision of R&D services that are made to order, development of non-customised R&D, commercial research including those relating to electronics, pharmaceuticals, biotechnology and development of operating systems that represent technological advances. Exclude: technical studies (include in code 8), consultancy work (include in code 8), testing and other process/product development activities (include in code 17) and sale of intellectual property rights arising from R&D (include in code 20a)	£	000	£	000	4001
17	Provision of product development and testing activities Include: testing and other product and process development activities that may give rise to patents. Also include here any other service trade related to R&D not included in 16 above. Exclude: sale of intellectual property rights arising from R&D (include in code 20a)	£	000	£	000	4002

Continued overleaf



Service Code

Service Activity

Income from Exports

Report to the nearest £1,000

Expenditure on Imports

Report to the nearest £1,000

Intellectual Property (previously titled Royalties and Licences)

18 Trade marks, franchises, brands or design rights

A trade mark is a sign that distinguishes your services from those of your competitors (you may refer to your trade mark as your 'brand'). It can be, for example, words, logos or a combination of both. A design right protects the overall visual appearance of a product or part of a product.

a	Outright sales and purchases of the above, resulting in transfer of ownership	£	000	£	000	5002
b	Charges or payments for the use of the above, but without transfer of ownership (such as franchises and licences to reproduce and/or distribute)	£	000	£	000	5002

19 Copyrighted literary works, sound recordings, films, television programmes and databases

Copyright can protect literary works, including novels, instruction manuals, song lyrics and newspaper articles. Dramatic, musical and artistic works might also be copyrighted. Copyrights may apply to technical drawings, architecture, diagrams, maps or logos. Please also include any computer programmes or databases that are copyrighted.

a	Outright sales and purchases of the above, resulting in transfer of ownership	£	000	£	000	5003
b	Charges or payments for the use of the above, but without transfer of ownership (also include here charges for licences to reproduce or distribute software)	£	000	£	000	5003

20 Patents and other intellectual property that are the end result of research and development

Patents protect the features and the processes that make things work. Include outcomes of research and development that have a value but may not necessarily be patented.

a	Outright sales and purchases of the above, resulting in transfer of ownership	£	000	£	000	5003
b	Charges or payments for the use of the above, but without transfer of ownership	£	000	£	000	5003

Continued overleaf



Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000	
<u>Telecommunications, Computer and Information Services</u>				
21	Postal and courier services	£ <input type="text"/> 000	£ <input type="text"/> 000	5001
22	Telecommunication services Include: the transmission of sound, images or other information by telephone, telex, facsimile or telegram, satellite, e-mail, radio and television broadcasting, business network services, teleconferencing and support facilities, mobile telecommunication services, internet backbone services, internet access and online access services. Exclude: the value of any information transmitted, installation services for telecommunication equipment and database services ..	£ <input type="text"/> 000	£ <input type="text"/> 000	5002
23	Computer services Include: computer courses designed for a specific user Exclude: charges for licences to either reproduce or distribute software (include in code 19b), leasing of computers without an operator (include in code 12)	£ <input type="text"/> 000	£ <input type="text"/> 000	5003
24	Publishing services	£ <input type="text"/> 000	£ <input type="text"/> 000	5004
25	News agency services Include: provision of news, photographs and feature articles to the media	£ <input type="text"/> 000	£ <input type="text"/> 000	5005
26	Information services Include: data base services, web search portals and subscription to newspapers and periodicals	£ <input type="text"/> 000	£ <input type="text"/> 000	5006
<u>Construction Services</u>				
Construction covers the creation, renovation, repair, maintenance or extension of fixed assets in the form of buildings, land improvements, and other such engineering constructions as roads, bridges and dams. Exclude: construction where an independent subsidiary, branch, or an overseas accounting or banking facility is set-up to run the project.				
27	Construction in the UK <u>For imports:</u> Include: the total amount of expenditure by your business to a business outside the UK for construction in the UK. Include any goods and services that are purchased in order to complete construction, regardless of country of origin. <u>For exports:</u> Include: (if known) the amount of goods and services that the business located outside the UK purchases whilst in the UK, regardless of origin to aid in the completion of construction. Exclude: labour purchased outside the UK	£ <input type="text"/> 000	£ <input type="text"/> 000	5007

Continued overleaf



Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000
Construction Services (Continued)			
28	Construction outside the UK <u>For imports:</u> Include: the value of <u>goods and services</u> , for example, bricks and engineering expertise purchased outside of the UK by your business for construction outside the UK. Exclude: any UK labour purchased. <u>For exports:</u> Include: the total amount of revenue received by your business for construction outside the UK. Include any <u>goods and services</u> that are purchased in order to complete construction, regardless of country of origin	£ 000	£ 000 5008
Financial Services			
29	Financial services Include: services provided by banks, securities dealers, commodity traders, financial advisory services, merger and acquisition services, credit rating, foreign exchange spreads, custody services and explicit and implicit commissions and fees associated with financial transactions, such as: Deposit taking and lending, including mortgage and non-mortgage loan services for business and personal purposes, letters of credit, bankers' acceptances, lines of credit, financial leasing, factoring, financial derivative transactions, underwriting and clearing activities. Exclude: insurance services, shares, dividends earned, non-financial advisory services provided by banks, gains and losses made on purchase and sales of securities and financial derivatives in own account and interest earned on deposits, loans, financial leases and debt securities	£ 000	£ 000 6001
Insurance and Pension Services			
30	Life insurance claims	£ 000	6002
31	Life insurance premiums		£ 000 6003
32	Freight insurance claims	£ 000	6004
33	Freight insurance premiums		£ 000 6005
34	Other direct insurance claims Include: all payments received in respect of casualty, accident, health, transport (including marine and aviation), fire, property damage, liability, travel, loan and credit insurance	£ 000	6006
35	Other direct insurance premiums Include: all payments made in respect of casualty, accident, health, transport (including marine and aviation), fire, property damage, liability, travel, loan and credit insurance		£ 000 6007



Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000	
<u>Insurance and Pension Services (Continued)</u>				
36	Auxiliary services Include: payments made in respect of insurance brokering, agency, insurance, pension consultancy, evaluation and adjustments, actuarial, salvage administration, regulatory and monitoring services on indemnities and recovery services	£ <input type="text"/> 000	£ <input type="text"/> 000	6008
37	Pension service receipts Include: payments received in respect of funds to provide income on retirement for groups of employees by the government or insurance companies	£ <input type="text"/> 000		6009
38	Pension service charges Include: payments made in respect of funds to provide income on retirement for groups of employees by the government or insurance companies		£ <input type="text"/> 000	6010
39	Standardised guarantee service claims Include: payments received in respect of arrangements covering the losses of a lender in the event of a borrower defaulting (for example, guarantor services), export credit guarantees and student loan guarantees	£ <input type="text"/> 000		6011
40	Standardised guarantee service premiums Include: payments made in respect of arrangements covering the losses of a lender in the event of a borrower defaulting (for example, guarantor services), export credit guarantees and student loan guarantees		£ <input type="text"/> 000	6012
<u>Merchandising and Other Trade-related Services</u>				
41	Merchandising Total sales during the reporting period of goods purchased for resale that have remained outside the UK Exclude: derivatives	£ <input type="text"/> 000		6011
	Total goods purchased for resale during the reporting period that have remained outside the UK Exclude: derivatives		£ <input type="text"/> 000	7001
42	Other trade-related services Include: Commissions on goods and service transactions between merchants, commodity brokers, dealers and commission agents located in the UK and those located outside the UK. Exclude: franchising fees, brokerage in financial services and transport related fees	£ <input type="text"/> 000	£ <input type="text"/> 000	7002



Service Code	Service Activity	Income from Exports Report to the nearest £1,000	Expenditure on Imports Report to the nearest £1,000
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Personal, Cultural and Recreational Services

43 Audio-visual and related services
 Audio visual and related services consist of services and fees related to the production of motion pictures, radio and television programmes and musical recordings.
Exclude: charges or licences to reproduce or distribute (or both) radio, television, film and music and mass-produced recordings and manuscripts that are purchased or sold outright or for continuous use, delivered on CD-ROM, disk or paper. (These should be included in the Intellectual Property section)

£	000	£	000	8001
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44 Medical services
 Medical services comprise services provided by doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services, whether delivered remotely or on-site

£	000	£	000	8002
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45 Training and educational services

£	000	£	000	8003
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46 Heritage and recreational services
Include: for example: Services associated with museums and other cultural, sporting, gambling and recreational activities; fees and prizes for athletes.
Exclude: player transfer fees (include in Q18a)

£	000	£	000	8004
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47 Social, domestic and other personal services
 For example, social services, membership fees of business associations and domestic services
 Detailed description:

£	000	£	000	8005
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Technical and Scientific Services

48 Architectural services

£	000	£	000	9006
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49 Engineering services

£	000	£	000	9007
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50 Scientific and other technical services (including surveying)
Include: surveying, cartography, product testing and certification; and technical inspection services

£	000	£	000	9008
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Continued overleaf



Service Code

Service Activity

Income from Exports

Report to the nearest £1,000

Expenditure on Imports

Report to the nearest £1,000

Other Trade in Services

Any trade that cannot be categorised elsewhere should be included here.

Before completing this section, please ensure that you have been as specific as possible when reporting international transactions. For example: If you have imported or exported computer services, report this value in service activity 23 (Computer services); if you have imported or exported management consulting services, report this value in service activity 8 (Business and management consulting services).

51 Transactions between related businesses not included elsewhere

By 'related businesses' we mean other businesses within your group of businesses (e.g. parent companies, branches, associates, subsidiaries or affiliates)

Detailed description:

£	000	£	000	9010
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52 Other trade in services

Include here imports and exports between unrelated businesses that have not been included elsewhere

Detailed description:

£	000	£	000	9009
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