



Business Register Survey 2014

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

00001 0 23630 21

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 28 November 2014

Dear Sir or Madam,

Please find the 2014 questionnaire for the Business Register Survey (BRS) attached. 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 you supply is the only information used by the Office for National Statistics (ONS) which updates the Inter Departmental Business Register at workplace level with location, employment and industrial classification details. Your information contributes to local and national employment statistics, which are used in policy making, strategic planning and monitoring of employment trends by government departments and local authorities. They also feed into a number of key measures of the UK economy.

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 for the business/organisation named above. If you do not complete and return this questionnaire by 28 November 2014, 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/organisation 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 815044

For any other queries, please contact the **BRS Survey Team**
or go to www.ons.gov.uk/surveys

0300 1234 922

If you require additional site pages, please refer to Section C Question 8

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

Survey code: 241

Reference number: 8888 8880 001

Period: 201406

- Telephone calls may be recorded for training and quality purposes

241 0004

88888880001 A 00000000 A 241 201406 001

F P G 2 4 1

BRS2 MIX



Business Register Survey

Purpose of this Survey

The purpose of this survey is to collect the data required for updating the Office for National Statistics' (ONS) Inter-Departmental Business Register (IDBR). ONS uses the IDBR to design statistical surveys required to produce UK National Accounts.

Information Required

This questionnaire is divided into three sections:

Section A asks for information about the business structure.

Section B asks you to check and amend the details that we currently hold on your **existing sites**.

Section C asks you to provide details about any **additional sites**.

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
- leave the response box blank if the question is not applicable
- **do not** cross sevens 7 or zeros 0

Section A- Business Structure

Please complete this section for the business named on the previous page.

1. **Which category best describes the operational status of the business named on the previous page?**
If this business is seasonal, please treat as if it is active.

Please X one box only

- | | | | | | | |
|----|--|---|-----|------------------|-----|-----|
| a. | This business is active, with all or part of the activity taking place within Great Britain (GB)
Great Britain consists of England, Scotland and Wales | X
10 | → | Go to question 2 | MRT | |
| b. | This business is active, with all of the activity taking place outside GB . . | X
11 | } | → | MRT | |
| c. | This business is now part of another GB business, due to a takeover or merger | X
12 | | | | MRT |
| d. | This business has not started operating yet | X
13 | | | | MRT |
| e. | This business has ceased but is expected to restart within two years. . . . | X
14 | | | | MRT |
| f. | This business has ceased and is not expected to restart within two years | X
15 | | | | MRT |
| g. | The business has never started operating and is not expected to start . . | X
16 | MRT | | | |
- Go to question **13**
Please complete question 13 in Section A only and then return this questionnaire to ONS.



2. Are the VAT details printed below correct for this business?

If the business is part of a VAT group, any number given will include a three digit subsidiary reference number as part of the overall VAT number.

VAT Registration Number

Subsidiary Reference Number

9 9 9 9 9 9 9 9 9

9 9 9

Yes —▶ Go to question 4 21

No —▶ Go to question 3 22

Exempt —▶ Go to question 4 25

MRP

MRP

MRP

3. If the number printed above is incorrect, please print the correct VAT details for this business in the boxes below.

VAT Registration Number

Subsidiary Reference Number

 20

NVR

4. Is the employer's PAYE reference printed below correct for this business?

This consists of a tax office number followed by a / and an employer reference number, which can be found on the yellow paying-in book and form P35.

Employer's PAYE Reference

9 9 9 / X Z 9 9 9 9 9

Yes —▶ Go to question 6 31

No —▶ Go to question 5 32

MRP

MRP

5. If the reference above is incorrect, please print the correct employer's PAYE reference for this business in the boxes below.

Employer's PAYE Reference

 / 30

NVS

6. If this business currently has any additional VAT or employer PAYE reference numbers, please print them in the box below.

If not applicable, please leave blank.

33

FJK



7. Is this business a holding company, without any significant output of its own?

A holding company is a business with a principal function of controlling and directing a group of subsidiaries.

Yes → Go to question 8 41

No → Go to question 9 42

MRP

MRP

8. If this is a holding company, what is the company registration number of one of the main operating companies within the group of subsidiaries?

130

NRP

9. How many working owners are there in this business who receive drawings or a share of profits but are NOT PAID via PAYE?

Working owners include sole traders, sole proprietors, partners and directors.

Not applicable to registered charities.

51

NCS

10. Is the business committed to spending more than £5 million on capital items in the next 12 months?

For example, new building work, leased assets, land, new and second hand vehicles, plant and machinery.

Include:

- all acquisitions charged to the capital account
- all other amounts treated as capital items for taxation purposes
- amounts received in grants and/or allowances from government sources, statutory bodies or local authorities
- any non-deductible VAT

Exclude:

- any deductible VAT

Yes 43

No 44

MRP

MRP

11. How many GB sites, in total, does this business operate from?

For example, a workshop, factory, warehouse, office, mine, depot or construction site where one or more persons carry out economic activity for a minimum of 20 hours per week **and** the planned activity for your business is for more than one year.

90

NNE

12. What is this business's total number of employees?

An employee is anyone aged 16 years or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all employees paid directly from this business's payroll(s) including Directors paid via PAYE
- those temporarily absent but still being paid, for example on maternity leave
- employees at sites where the planned activity is for less than one year
- employees at sites where staff work for less than 20 hours per week.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary employees
- former employees only receiving a pension
- self-employed employees
- working owners who are not paid via PAYE

150

NNF



241 0004

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Business Register Survey

Section B - Details of Existing Sites in Great Britain

Great Britain consists of England, Scotland and Wales.

The purpose of this section is for you to check and update details that we currently hold about **existing site(s)**.

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Write any changes to the name/address **in this box only.** ²



FPD



If the site located at the address above is staffed for fewer than 20 hours per week, or the planned activity is for less than a year, please leave Section B blank for this site and include it in the figures you report for your main or head site instead.

1. From the list below, select the category that describes the operational status of the site named above:

The site is active and operated by this business.



→ Go to question 2

MRT

The site has ceased but is expected to restart within two years.



MRT

The site has ceased and is not expected to restart within two years.



→ Please go to Section C

MRT

The site has been transferred to another business.



MRT

2. For the site named above, what is the total number of employees?

An employee is anyone aged 16 or over that your organisation directly pays from its payroll(s), in return for carrying out a full-time or part-time job or being on a training scheme.

Include:

- all employees paid directly from this business's payroll(s) including Directors paid via PAYE
- those temporarily absent but still being paid, for example on maternity leave.

Exclude:

- agency workers paid directly from the agency payroll
- voluntary employees
- former employees only receiving a pension
- self-employed employees
- working owners who are not paid via PAYE

Employees working more than 30 hours per week.

155

NEH

Employees working 30 hours or less per week.

156

NEH

Total employees.

150

NFB



