



Llywodraeth Cymru  
Welsh Government

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



Office for  
National Statistics  
Swyddfa  
Ystadegau Gwladol

## Quarterly Welsh Business Survey

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

00001 47520  
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 8 January 2015**

Dear Sir or Madam,

Please find the Quarter 4 2014 questionnaire for the Quarterly Welsh Business Survey attached. Please complete for the period 5 October 2014 to 3 January 2015. 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 compile indicators of short-term changes in economic output for Wales, similar to the Index of Services and Gross Domestic Product. These are important measures of the Welsh economy which are used by the Welsh Government to inform regional economic policy and monitor the performance of key industries in Wales.

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 8 January 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 01633 456818

For any other queries, please contact **Elizabeth Jefferies** **01633 456818**  
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:** 350      **Reference number:** 4990 0000 000B      **Period:** 201412

- Telephone calls may be recorded for training and quality purposes

350 0001 47520

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F P G 3 5 0

**WQDSS SO**





**4. Please use the box below to write any comments regarding your total turnover figure.**

For example outlets opened or closed, extreme weather, temporary closure of outlet etc.

Please include details of any significant impacts upon your data resulting from changes in the accounting approaches you have taken.

(If insufficient space please continue on a separate sheet).

**5. Please provide details of the person we should contact if we have any queries regarding the information returned on this questionnaire.**

PLEASE USE BLOCK CAPITALS

Name of person to be contacted if necessary

E-mail address

Position in business

Telephone no.  Ext.

Fax no.

Signature ..... Date .....

