

For statistical survey purposes only

**Identification data**

C.U.I. / FISCAL code

Unit name .....

County .....  cod SIRUTA

Locality .....  cod SIRUTA

Street ..... No ..... District.....

Phone..... E-mail .....

Legal status<sup>1)</sup>.....Cod

Type of ownership<sup>1)</sup>.....Cod

Main activity.....

.....CAEN Rev. 2

<sup>1),2)</sup> Fill in according to the nomenclatures on the reverse page

**ROMANIA**  
**The National**  
**Institute of**  
**Statistics**



**Statistical Survey**  
**Short term**  
**indicators in**  
**industry**

**IND TS**

Approved by the National Institute of Statistics based on Law no. 226/2009 on the organisation and functioning of official statistics in Romania, with its further amendments, stipulating that:  
 - "The National Institute of Statistics is authorised to require and go obtain, free of charge, statistical data from all the natural and legal persons resident or non-resident in Romania developing their activity on Romania's territory."  
 - The deeds stipulated under Art. 45 letters a), b), c) of the Law no. 226/2009 on the organisation and functioning of official statistics in Romania are contraventions.  
 Statistical survey carried out in compliance with the Regulation (EU) 2019/2152 of the European Parliament and of the Council, Commission implementing regulation (EU)2020/1197.  
 This questionnaire can be completed online using the web portal e-SOP for statistical data collection , according to the notifications received by clicking the link <https://esop.insse.ro/esop-web/> or could be transmitted on paper to the National Institute of Statistics, Regional Statistical Office (Regional Statistical Office Bucharest)/County Statistical Office **fill the date of 15 of the month next to the reference month.**

**CERTIFICATION OF SUPPLIED DATA**

Unit Manager  
 .....  
 (name, surname) ..... (signature )  
 L.S.

Phone ..... No. .... Date ..... 20....  
 When collecting data, the provisions of Regulation (EU) 2016/679 regarding the protection of natural persons about the processing of personal data and free movement of such data are respected.

Before signing the document, kindly tick the way of filling in the chapters:

CHAPTERS WITH DATA						CHAPTERS WITHOUT DATA					
T	NO	PROD	NRSAL	INV	ATS	T	NO	PROD	NR\SAL	INV	ATS

!!! The questionnaire and the methodological note can be downloaded from the INS website: [www.insse.ro](http://www.insse.ro) !!!

Name of contact person from INS (RSO/CSO):

Mr (Mrs) .....

Phone. .... e-mail.....

Month.....2024

Statistical identification number

**Chapter 1. Reporting statistics** (to be filled in by RSO/CSO)

1. The statistical questionnaire was entirely filled in with the requested data? YES  NO

2. Causes of total non-response (kindly tick X):

- refuses to answer .....  2
- unidentified unit .....  3
- no interest for the work .....  4
- not contacted enterprise.....  5
- dormant enterprise.....  6
- dissolved enterprise.....  7
- response given by other unit.....  8
- no data due to events (split, merge, etc).  9 (see chapter 2, item 2)

**Chapter 2. Changes, enterprise restructuring** (to be filled in by the unit)

1. Kindly tick if organisational changes took place during the reference period:

merges  splits

2. Events entailing the enterprise dissolution:

split

Units resulting from splits

C.U.I  Name .....

C.U.I  Name .....

C.U.I  Name .....

merge

Unit resulting from merging

C.U.I  Name .....

Absorbing unit

absorption C.U.I  Name.....

## NORMS FOR FILLING IN

The questionnaire filled in by the enterprise should hold the signature of manager unit, as well as its business stamp. At the same time, we kindly ask the enterprise to tick the appropriate blanks in the box „Certification of supplied data” of chapters with data and those without data, as the case may be.

**Chapter: Identification data** – comprises information related to the identification of the enterprise, taken over from the Statistical register of economic and social operators (REGIS) which represents the sampling basis for business statistical surveys.

We ask the enterprise to indicate eventual changes/corrections related to: fiscal code (Single identification code), name, address, form of ownership, legal status, e-mail address and the main activity carried out (CANE Rev. 2 class).

The changes are to be filled in the appropriate headings by overwriting.

**Chapter 1: Reporting statistics** comprises information on the enterprise situation in case of non-response. The representative of the County Statistical Office shall fill this in.

**Chapter 2: Changes, restructuring of the enterprise** shall be filled in with information in accordance with the causes entailing significant breaks in the activity results, as compared to the previous period.

**The organisational changes** are marked in case the enterprise still exists, but major decreases or increases of assets have taken place.

**The events** are marked in case the restructuring practically leads to the enterprise dissolution, generally associated to the setting up of new enterprises.

### ◆ DEFINITIONS , CLASSIFICATIONS AND NOMENCLATURES IN USE

The **enterprise** is the smallest group of legal units representing an organisational unit producing goods or services, enjoying decisional independence, mainly for ensuring its current resources. An enterprise carries out one or several economic activities in one or several locations.

**The Classification of the Activities of the National Economy (CANE Rev. 2)**, approved by Government Decision no. 656 of October 1997, further amended and the Orders of INS President no. 601/2002 and no. 337/2007, is in force since 01.01.2008. According to art. 3, “CANE Rev. 2 is to be applied in all fields of economic and social activity and is compulsory for all central and local government bodies, budgetary units, economic operators irrespective of ownership type, trade unions, professional and political unions, non-profit organisations, associations and other natural and legal persons, when filling in official documents whenever activity specification is required”.

An **activity** takes place when, by resources combination – equipments, labour force, production techniques, product or information flows – services and goods are obtained. In practice, most of the production units carry out several economic activities, being necessary to identify the main activity in order to place the unit in an activity class (four digits) in accordance with the CANE Rev. 2 classification.

**Main activity** is that activity that mostly contributes to the total value added of the unit taken into consideration. The main activity, thus indentified, necessarily ensures 50% or more of the total value added of the unit. **In case of doubts as to the encoding, kindly contact the experts of the County Statistical Office. In case of doubts related to codification, kindly contact the experts from the County Statistical Office.**

The **secondary activities** are those activities that, together with the main activity, produce goods and services to be sold to third parties.

In case an enterprise develops, besides its main activity, several secondary activities subject to distinct bookkeeping (i.e. is able to provide information on production value, intermediate consumption, manpower costs and operational surplus, labour force and gross fixed capital formation), the enterprise should supply data both on the main and on the secondary activities in chapter NRSAL.

**By convention, the enterprises with the average number of employees under 50 can fill in the chapter ”NRSAL” only with the data corresponding to “Total unit”, without breakdowns by secondary activities.**

### Ownership type nomenclature

Description	Code	Description	Code
Entirely state ownership	10	Private ownership (private Romanian or Romanian and foreign social capital)	
		• Entirely Romanian	31
		• Romanian and foreign	32
Majority state ownership (state social capital over 50%)		Cooperative ownership	40
		Community ownership	50
• State + private Romanian	21		
• State+ foreign	22		
• State+ private Rom. + foreign	23		
Majority private ownership (private social capital over 50%)		Entirely foreign ownership	60
		Public ownership of national and local interest (public interest institutions and units)	70
• State + private Romanian	26		
• State + foreign	27		
• State + private Rom. + foreign	28		

### Legal status nomenclature

Description	Cod
Public Corporation (RA)	1
General partnership (SNC)	2
Limited partnership (SCS)	3
Limited partnership with share capital (SCA)	4
Public limited company (SA)	5
Private limited company (SRL)	6
Handicraft cooperative (OC1)	7
Consumer cooperative (OC2)	8
Credit union (OC3)	9
Branches of foreign companies (with legal status)	15
Other legal forms	29

C.U.I. / FISCAL code <input type="text"/>	<b>IND TS</b>	<b>Partial non-response (the units fills in) – kindly tick</b>
Unit name.....		1. Refusal <input type="checkbox"/>
.....		2. Dormant <input type="checkbox"/>
Statistical identification number <input type="text"/>		3. Other causes (kindly specify)..... <input type="checkbox"/>
		Person responsible for filling in the chapter data:: Mr (Mrs)..... Phone.....e-mail.....

**Chapter T: Total turnover for the units with main activity comprised in CANE Rev. 2, divisions: 05 ÷ 33 in month ..... 2024**

**Fill in data in integers (no decimals)**

- Lei, current prices (less VAT) –

No. row		Current month				Previous month <sup>1)</sup>			
		Total	out of which : by destination			Total	out of which : by destination		
			Domestic market	Non domestic market			Domestic market	Non domestic market	
				Total	out of which: EURO zone			Total	out of which: EURO zone
A	B	1	2	3	4	5	6	7	8
1	<b>Turnover</b>								

Correlation: column 1= column 2 + column 3; column 3 >= column 4; column 5= column 6 + column 7; column 7 >= column 8;

<sup>1)</sup> **Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**The Euro Zone** includes the following states: Austria, Belgium, Croatia, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Lithuania, Malta, the Netherlands, Portugal, Slovakia, Slovenia and Spain.

**Chapter C: Main causes that have determined important changes at the turnover level in the reported month compared to the previous months – kindly tick (decreases below 50% or increases over 50%)**

No	Causes	No.	Causes
1	Lack of sale.....	5	Products with manufacturing long cycle.....
2	Low/high orders.....	6	Processing production or Lohn.....
3	Lack of raw material.....	7	Other causes (specify which).....
4	Seasonal production.....		.....

C.U.I. / FISCAL code <input type="text"/>  Unit name.....  Statistical identification number <input type="text"/>	<b>IND TS</b>	<b>Partial non-response causes (the unit fills in) – kindly tick</b>
		1. Refusal <input type="checkbox"/>
		2. Dormant <input type="checkbox"/>
		3. Does not operate on orders <input type="checkbox"/>
		4. Other causes (kindly specify) <input type="checkbox"/> .....
Person responsible for filling in the chapter data:: Mr (Mrs)..... Phone.....e-mail.....		

**Chapter NO: The value of orders (contracts) for the units with main activity in manufacturing that operates on orders <sup>2)</sup> in month ..... 2024**

**Fill in data in integers (no decimals)**  
- Lei current prices (less VAT) –

No. row	Destinations	Current month		Previous month <sup>1)</sup>	
		New orders (contracts) received over the month	Orders (contracts) taken up over the month	New orders (contracts) received over the month	Orders (contracts) taken up over the month
A	B	1	2	3	4
1	<b>Domestic market</b>				
2	<b>External market</b>				
3	out of which: <b>EURO Zone</b>				

Correlation: row 2>=row 3; row 5>=row 6

<sup>1)</sup> **Data for the previous month are filled in only in case of reporting errors, of accounting adjustments done after the reporting date, as well as due to lack of data supply.**

**The Euro Zone** includes the following states: Austria, Belgium, Croatia, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Lithuania, Malta, the Netherlands, Portugal, Slovakia, Slovenia and Spain.

<sup>2)</sup> **The manufacturing industry that operates on orders includes the following CANE Rev. 2 divisions: 13, 14, 17, 20, 21 and 24 ÷ 30.**

**Chapter MCN: Main causes that have determined important changes at the new orders level in the reported month compared to the previous months**  
– kindly tick (decreases below 50% or increases over 50%)

No	Causes	No	Causes
1	Lack of sale.....	5	Products with manufacturing long cycle.....
2	Low/high orders.....	6	Processing production or Lohn.....
3	Lack of raw material.....	7	Other causes (specify which).....
4	Seasonal production.....		.....





FISCAL code <input type="text"/>	<b>IND TS</b>	<b>Partial non-response (the units fills in) – tick</b>
Unit name .....		1. Refusal <input type="checkbox"/>
.....		2. Dormant <input type="checkbox"/>
Statistical identification number <input type="text"/>		3. Other causes (specify which)..... <input type="checkbox"/>
		Person responsible for filling in the chapter data Mr (Mrs)..... Phone..... e-mail.....

### Chapter NRSAL. Average number of employees and earnings in month .....2024

Fill in data in integers (no decimals)

No. row.	CANE CODE <sup>2)</sup>	Total unit <sup>1)</sup>	Main activity	Secondary activities (col.3 ÷ col.15)				
				Activity .....	Activity .....	Activity .....	Activity .....	Activity .....
	B	0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		1	2	3	4	5	6	7
1.	• Gross amounts paid from <b>the salary fund and/or other funds</b> for hours worked and not worked ( <b>including</b> bonuses and payments in kind <sup>3)</sup> , <b>excluding</b> severance payments and for previous periods), out of which: - lei -							
2.	- payments in kind and other allowances <sup>3)</sup> ( <b>including</b> value tickets) - lei -							
3.	- awards, bonuses and other paid benefits, out of which: - lei -							
4.	- <b>occasional</b> awards, bonuses and other benefits - lei -							
5.	• Gross amounts paid from the net profit - lei -							
6.	• Gross amounts paid from other funds ( <b>are excluded</b> payments in kind and other benefits, amounts from FNUASS/FAAMBP) - lei -							
7.	<b>TOTAL GROSS AMOUNTS PAID</b> (row 1 + row 5 + row 6) - lei -							
8.	• Employment insurance contributions paid by the <b>employers</b> to the general consolidated budget - lei -							
9.	• Social security contribution paid by the <b>employees</b> (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -							
10.	• Social health insurance contribution paid by the <b>employees</b> (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -							
11.	• Tax on gross amounts paid (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -							
12.	<b>NUMBER OF EMPLOYEES AT THE END OF THE MONTH</b> (employees with suspended labour contract/agreement are <b>excluded</b> ) - persons -							
13.	<b>NUMBER OF EMPLOYEES WITH SUSPENDED LABOUR CONTRACT/AGREEMENT AT THE END OF THE MONTH</b> - persons -							
14.	<b>AVERAGE NUMBER OF EMPLOYEES</b> (employees with suspended labour contract/agreement <b>excluded</b> ) - persons -							
15.	<b>AVERAGE GROSS EARNINGS</b> (row.7 / row. 14) - lei /persons -			X	X	X	X	X
16.	<b>HOURS WORKED</b> (row. 17 + row.18) - man-hours -							
17.	• Normal working time (the total sum of hours worked by the unit employees) - man-hours -							
18.	• Overtime (the total sum of hours worked by the unit employees) - man-hours -							
19.	<b>AVERAGE NUMBER OF OTHER EMPLOYED PERSONS</b> (employees are <b>excluded</b> ) - persons -							

<sup>3)</sup>!!!Warning: Are included the amounts related to equivalent value of payments in kind and paid benefits (irrespective if the amounts are paid from the salary fund and/or other funds), including food/norm allowance, the value tickets equivalent (meal tickets, gift tickets, nursery tickets, cultural tickets, holiday vouchers/tickets) granted to employees in accordance with the legal provisional in force and/or stipulated in the labour contract/agreement.

(continued)

No. row.		Secondary activities (col.3 ÷ col.15)							
		Activity ..... CANE CODE 2)	Activity .....						
A	B	8	9	10	11	12	13	14	15
1.	• Gross amounts paid from <b>the salary fund and/or other funds</b> for hours worked and not worked ( <b>including</b> bonuses and payments in kind <sup>1)</sup> , <b>excluding</b> severance payments and for previous periods), out of which: - lei -								
2.	- payments in kind and other allowances <sup>2)</sup> ( <b>including</b> value tickets) - lei -								
3.	- awards, bonuses and other paid benefits, out of which: - lei -								
4.	- <b>occasional</b> awards, bonuses and other benefits - lei -								
5.	• Gross amounts paid from the net profit - lei -								
6.	• Gross amounts paid from other funds ( <b>are excluded</b> payments in kind and other benefits, amounts from FNUASS/FAAMBP) - lei -								
7.	<b>TOTAL GROSS AMOUNTS PAID</b> (row 1 + row 5 + row 6) - lei -								
8.	• Employment insurance contributions paid by the <b>employers</b> to the general consolidated budget - lei -								
9.	• Social security contribution paid by the <b>employees</b> (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -								
10.	• Social health insurance contribution paid by the <b>employees</b> (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -								
11.	• Tax on gross amounts paid (amounts for FNUASS/FAAMBP are <b>excluded</b> ) - lei -								
12.	<b>NUMBER OF EMPLOYEES AT THE END OF THE MONTH (employees with suspended labour contract/agreement are excluded)</b> - persons -								
13.	<b>NUMBER OF EMPLOYEES WITH SUSPENDED LABOUR CONTRACT/ AGREEMENT AT THE END OF THE MONTH</b> - persons -								
14.	<b>AVERAGE NUMBER OF EMPLOYEES (employees with suspended labour contract/agreement are excluded)</b> - persons -								
15.	<b>AVERAGE GROSS EARNINGS</b> (rd.7 / rd. 14) - lei /persons -	X	X	X	X	X	X	X	X
16.	<b>HOURS WORKED</b> (row. 17 + row.18) - man-hours -								
17.	• Normal working time (the total sum of hours worked by the unit employees) - man-hours -								
18.	• Overtime (the total sum of hours worked by the unit employees) - man-hours -								
19.	<b>AVERAGE NUMBER OF OTHER EMPLOYED PERSONS (employees are excluded)</b> - persons -								

<sup>1)</sup>!!!Warning: Are included the amounts related to equivalent value of payments in kind and paid benefits (irrespective if the amounts are paid from the salary fund and/or other funds), including food/norm allowance, the value tickets equivalent (meal tickets, gift tickets, nursery tickets, cultural tickets, holiday vouchers/tickets) granted to employees in accordance with the legal provision in force and/or stipulated in the labour contract/agreement.

### Chapter DIFF: Causes of differences (±) compared to the previous month

NOTE: Tick the cause with X in the appropriate box the reported cases

- Organisational changes (merges, splits etc.).....1  Indexations, wage negotiations .....4  Financial difficulties .....7   
Bonuses and incentives in current month .....2  Staff layoffs .....5  Reporting errors .....8   
Payments by production achievements/orders/contracts .....3  Personnel hiring.....6  Other causes, namely:.....9

<sup>1)</sup> Will be fill in at class level (4 digits) according to the National Classification of Economic Activities (CANE Rev. 2) approved by the INS President order no. 337/2007, published in Romania Official Gazette, no. 293/03.05.2007.

<sup>2)</sup> Total unit = col.2 + .... + col.15

C.U.I. / FISCAL code <input type="text"/> Unit name..... ..... Statistical identification number <input type="text"/>	<b>IND TS</b>	<b><i>Partial non-response causes (the unit fills in) –kindly tick</i></b>
		1. Refusal <input type="checkbox"/>
		2. No investments <input type="checkbox"/>
		3. Other causes (kindly specify) <input type="checkbox"/> .....
		Person responsible for filling in the chapter data: Mr (Mrs)..... Phone..... e-mail.....

**Chapter INV: Net investments (new) by structural elements during 1.01. - ..... 2024**

*Fill in data in integers (no decimals)*  
-Lei, current prices (less VAT) -

No. row	INVESTMENTS						
	Total	Construction works		Equipment with and without assembling	Means of transport	Geological and drilling works	Other expenditure
		total	out of which : dwellings				
A	1	2	3	4	5	6	7
1							

Correlation: column 1= column 2+ column 4+ column 5+ column 6+ column 7 ; column 2>=column 3

**Chapter DIFINV: Main causes that have determined important changes at the investments level in the reported period compared to the previous period – kindly tick (decreases below 50% or increases over 50%)**

No.	Causes	No.	Causes
1	Increasing production capacity.....	4	No investment in the reporting period.....
2	Modernization of machinery, plant and equipment.....	5	Misreporting previous month .....
3	Introduction of new technology.....	6	Other causes (specify which ).....

C.U.I. / FISCAL code <input type="text"/> Unit name..... ..... Statistical identification number <input type="text"/>	<b>IND TS</b>	<b><i>Partial non-response causes (the unit fills in) –kindly tick</i></b>
		1. Refusal <input type="checkbox"/>
		2. Dormant <input type="checkbox"/>
		3. Other causes (kindly specify) <input type="checkbox"/> .....
Person responsible for filling in the chapter data: Mr (Mrs)..... Phone..... e-mail.....		

**Chapter ATS: Stocks value in quarter ..... 2024**

*Fill in data in integers (no decimals)*  
- Lei, current prices (less VAT) -

No. row	Specification	At the beginning of the quarter	At the end of the quarter
A	B	1	2
1	Total		
2	Stock of raw materials, consumables, inventory, hutments		
3	Stock of finished products		
4	Stock of commodities <sup>1)</sup>		
5	Stock of unfinished production and semi-finished products		

<sup>1)</sup> Units with trading activity will fill in the stock of commodities  
Correlation: row 1= row 2+ row 3+ row 4+ row 5;