

**Identification data**

C.U.I. / FISCAL code

Unit name.....  
.....

County .....  SIRUTA code

Locality .....  SIRUTA code

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

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

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

Ownership type<sup>2)</sup>.....Code ..

Main activity.....  
..... CANE Rev. 2 .

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

**ROMÂNIA**  
**National Institute of**  
**Statistics**



**Statistical Survey**

**Short term indicators**  
**in services**

**SERV 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 considered to be 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 **until the date of 15 of the month next to the reference month.**

**CERTIFICATION OF SUPPLIED DATA**

Unit Manager

.....  
(name, surname)

.....  
(signature )  
P.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, please tick the way of filling in the chapters:

CHAPTERS WITH DATA				CHAPTERS WITHOUT DATA			
T	NRSAL	INV	ATS	T	NRSAL	INV	ATS

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

Mr (Mrs.) .....  
Phone..... e-mail.....

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

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  1  
NO

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

- refuses to answer.....  2
- unidentified unit.....  3
- not interested in this work .....  4
- not contacted enterprise.....  5
- dormant enterprise.....  6
- dissolved enterprise.....  7
- response given by another 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. Please 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 unit's manager, as well as its business stamp. At the same time, we are kindly asking 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.

The enterprise is asked to indicate eventual changes/corrections related to: fiscal code (Unique identification code), name, address, ownership type, 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 enterprise's situation in case of non-response. This should be filled in by the representative of the County Statistical Office.

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

**The organisational changes** are indicated in case the enterprise still exists, but major diminutions or increases of assets took 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 grouping of legal units representing an organisational unit producing goods or services, enjoying decisional independence, preponderantly in view to ensure its current resources. An enterprise is carrying out one or several economic activities in one or several locations.

**The Classification of Activities of National Economy (CANE Rev. 2)**, approved by Government Decision no. 656 of October 1997, with its further amendments 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** took place when the combination of resources – equipment, labour force, production techniques, information or products' flows – results in goods or services. In practice, most of units are carrying out several economic activities, therefore asking for the identification of main activity in view to frame it within a class of activity (four digits) according to CANE Rev. 2.

**The main activity** is the activity with the highest contribution to total value added of the concerned unit. The main activity identified as such necessarily ensures at least 50% of total value added of the unit. **In case of doubts related to codification, please contact the experts from the County Statistical Office.**

**The secondary activities** are the activities which, besides the main activity, produce goods and services meant to be traded by 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 types nomenclature

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

### Legal status nomenclature

Description	Code
Autonomous company (RA)	1
Partnership company (SNC)	2
Limited partnership company (SCS)	3
Joint stock company (SCA)	4
Corporation (SA)	5
Limited liability company (SRL)	6
Handicraft (cooperative) company (OC1)	7
Consumer (cooperative) company (OC2)	8
Credit (cooperative) company (OC3)	9
Foreign company affiliates (with legal status)	15
Other legal types	29

C.U.I. / FISCAL code <input style="width:100%;" type="text"/>  Unit name..... .....  Statistical identification number <input style="width:100%;" type="text"/>	<b>SERV TS</b>	<b>Partial non-response (to be filed in by the unit) –please tick</b>
		1. Refusal <input type="checkbox"/>
		2. Dormant <input type="checkbox"/>
		3. Other causes (please specify)..... <input type="checkbox"/>
		Person responsible for filling in the chapter data: Mr.(Mrs.)..... phone.....e-mail.....

**Chapter T: Total turnover in month ..... 2024**

**Data given in integers (without decimals)**  
- lei current prices (less of VAT)-

No. row		Current month	Previous month <sup>2)</sup>
A	B	1	2
1	Turnover, less of VAT <sup>1)</sup> (accounts 701-708)		

- 1) **Enterprises charging a commission for intermediation services, for example travel agencies, are filling in only the value of commission, excluding the value of intermediated services (accommodation, meals etc.).**  
**Commercial wholesale companies charging a commission for intermediation activities, include in the turnover only the value of commission, excluding the value of intermediated commodities and services.**


For the rendered services to be paid in foreign currency, the assessment in lei is done based on the exchange rate established by the National Bank of Romania for the respective foreign currency at the date of finalising the rendered services.

- 2) **To be filled in with data for previous month only in case of misreporting, of accounting revisions made after the reporting date, as well as in case of missing data.**

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

**NOTE:** The cause is to be ticked in the appropriate box

- |   |   |  |
|---|---|--|
| Low demand for commodities..... <b>1</b> <input type="checkbox"/>   | Organisational changes:   | Change in main activity..... <b>8</b> <input type="checkbox"/> |
| High demand for commodities..... <b>2</b> <input type="checkbox"/>  | - merges, splits..... <b>5</b> <input type="checkbox"/>                     | Other causes of differences (please specify).....              |
| Supply disorders..... <b>3</b> <input type="checkbox"/>             | - opening of new branches, shops etc..... <b>6</b> <input type="checkbox"/> | .....  |
| Lack of orders and contracts..... <b>4</b> <input type="checkbox"/> | - closing of branches, shops etc..... <b>7</b> <input type="checkbox"/>     | ..... <b>9</b> <input type="checkbox"/>                        |

FISCAL code <input style="width:100%;" type="text"/> Unit name ..... ..... Statistical identification number <input style="width:100%;" type="text"/>	 <b>SERV TS</b>	<b>Partial non-response (the units fills in) – tick</b> 1. Refusal <input type="checkbox"/> 2. Dormant <input type="checkbox"/> 3. Other causes (specify which)..... <input type="checkbox"/> Person responsible for filling in the chapter data Mr(Mrs)..... Phone..... e-mail.....
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### Chapter NRSAL. Average number of employees and earnings in month .....2024

Fill in data in integers (no decimals)

No. row.		Total unit <sup>1)</sup>	Main activity	Secondary activities (col.3 - col.15)				
				Activity .....	Activity .....	Activity .....	Activity .....	Activity .....
	CANE CODE <sup>2)</sup>	0000	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>	<input style="width:50px;" type="text"/>
	B	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 excluded) - 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 excluded) - 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 excluded) - 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.

No. row.		Secondary activities (col.3 ÷ col.15)							
		Activity ..... CANE CODE 2)	Activity .....	Activity .....	Activity .....	Activity .....	Activity .....	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>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 (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>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.

### 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"/>	<b>SERV TS</b>	<i>partial non-response (to be filed in by the unit) –please tick</i>
Unit name.....		1. Refusal <input type="checkbox"/>
.....		2. Dormant <input type="checkbox"/>
.....		3. Other causes (please specify)..... <input type="checkbox"/>
Statistical identification number <input type="text"/>	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**

**Data given in integers (without decimals)**  
- lei current prices (less of VAT) -

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

Correlation: col. 1= col. 2+ col. 4+ col. 5+ col. 6+ col. 7 ; col. 2>=col. 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>SERV TS</b>	<i>partial non-response (to be filed in by the unit) –please tick</i>
		1. Refusal <input type="checkbox"/>
		2. Dormant <input type="checkbox"/>
		3. Other causes (please specify)..... <input type="checkbox"/>
Person responsible for filling in the chapter data: Mr.(Mrs.)..... phone.....e-mail.....		

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

**Data given in integers (without decimals)**  
- lei current prices (less of 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> Stock of commodities is to be filled in by units with trading activity  
Correlation: row 1= row 2+ row 3+ row 4+ row 5;