



National Statistics Service of Georgia

Geostat

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STATISTICAL SURVEY OF ENTERPRISES ENGAGED IN FINANCIAL ACTIVITIES



Questionnaire N 05.4.2.1 (Annual)
National Statistics of Georgia is approved
Service Board of 19.02.2019 N4

► The company is engaged in financial activities, irrespective of ownership, organizational-legal form and enterprise size (except commercial banks, insurance and microfinance organizations) no later than May 20 of the current year in the relevant structural subdivision of the territorial body of the National Statistics Office of Georgia.





► In accordance with Article 25 of the Law of Georgia on Official Statistics, entrepreneurial and legal persons are obliged to submit their information in case of Geostat's request, including Confidential. Responsibility for not submitting information is envisaged by Article 17712 of the Code of Administrative Offenses of Georgia.

► Individual data is confidential and is protected by the General Administrative Code of Georgia and Article 28 of the Law of Georgia on Official Statistics. ► Gray color trays are filled in the National Statistics Office of Georgia.

The advertiser will be filled on the basis of the results of 2017, according to the accrual method.

Name, Surname and Signature of Interviewer (Name, surname and signature of an interviewer or a Geostat representative who has received the questionnaire directly from the respondent)												
Full name of the enterprise.....		Statistical registry Identification number <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
CATU Code  		Taxpayer Identification number <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>										
Head (name, surname)												
..... (signature)												

Part I. Identification Data

I Legal address (According to the registration document) (Municipality)	Post Index  <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					
..... ((City, Borough, Community)) * Please emphasize one (village) (Street and other address)	CATU Code  <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					
Factual Address 1 (Municipality)	Post Index  <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					
..... ((City, Borough, Community)) * Please emphasize one (village) (Street and other address)	CATU Code  <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td> </tr> </table>					

1- 1- The actual address of the organization is defined by the area where the organization is located.

If the organization has two or several local units (branches, etc.), the actual address will be the address of the local unit that is distinguished by the greatest volume of revenue.

The head office is located in one of the municipalities of the country and the enterprise has one of the local municipalities in one of the local units:

a) If management only takes out of the head office - the actual address is the local unit address

B) In case if the head office is the economic activity - the actual address is the head office address.

Enterprise (head) requisites

v	The main activity	1	NACE CODE ↓				
			<table border="1" style="width: 100px; height: 30px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>				

Do you have other economic activity?

yes no

If you indicate the type of economic activity and the appropriate turnover volume line 100-102, go to line.400-460

	100				Sales will be sold, i.e. the accrued income from the sale of goods and services (including barter) without VAT and excise. No assets are sold, as well as subsidies
	101				
	102				
Supplies of goods intended for resale	320		360		In these lines, the quantity of stockpiles (sacked goods, which are to be sold for irreconcilable shape and properties) will be reflected in the opening of the reporting week (line .320) and end (line 360)
Raw materials and materials	330		370		The volume of supplies is the beginning of the reporting period (line 330) and the end (line 370) of the raw materials and materials (purchased semi-finished products and compact products, fuels, tar and tar materials, spare parts, building materials and details at current prices).

Part III. Average number of employees

Name of the indicator	Code	Total	Code	From here, the woman	Comment
Average Annual Number of Employees ¹ Total	400		410		The average number of persons employed in the enterprise (employed, employed founders and family members employed in the family enterprise)
From which:					
Average number of employees	420		430		Employees employed in the enterprise whose labor relations are regulated by the contract concluded with the enterprise, or by contracting and / or awarded
The number of hired workers at the beginning of the year	440		450		Number of hired workers in the first year of the reporting year
The number of hired persons for the end of the year	460		470		The number of hired workers at the end of the reporting year
Number of Hours of Work (Thousand Man-Hour, Tone of Accuracy Mark)	480		490		Actually, the number of hours worked as a regular day-to-day work, as well as overlapping. If it is impossible to determine the exact number of hours of work, use the assessment approach.

For example, 30 people were working in the enterprise (from 12 days to 31 days) from 1 to 12 months (31 days) and from 13 to 31 (i.e. in the next 19 days) - 50 persons. Accordingly, the average number of people employed in the month will be: $(12 \times 30 + 19 \times 50) / 31 / 42.3$ Similarly, the average number of people employed in the remaining months is calculated. The average number of persons employed during the reporting period is the mean arithmetic of the indicators obtained by 12 months, ie the sum of the average monthly employee calculated for each month during the reporting period should be divided into 12. Incomplete working days or incomplete working weeks, unless otherwise provided by the legislation, the number of employees will be proportional to the fact that they are actually worked out (firstly a month-long man-hours are divided into normal duration of the working day and then the number of working days). For instance, in a company where the normal working day is 8 hours, and the working day of the month - 23 (in a five-day workday), if a person works 92 hours a month, it will be counted as the average monthly average of 0.5 $(92/8/23) = 0.5$. The number of employees employed on the previous working days will be counted on vacation and holidays. For example, if the enterprise's working week is 5 days and 40 people work on Friday, then 40 people will be counted on Saturday and Sunday. If the enterprise is not functioning during the entire reporting period (seasonal enterprise and other), then the average annual number of employed employees is required to judge the average monthly employee of the monthly workforce and earn the sum of 12. If the worker has other work (including working in his own business or in his own estate), this work will be considered as the main work where he spends more time (despite the size of the income).

Section IV. Investments; Movement of fixed assets and non-derivative assets

Name of the indicator	code	Capitalized or Purchased (including financial leasing) during the year, previously unpopulated (gel)	code	Costs on capital repair and land improvement (including VAT), GEL
Investments in fixed assets, in full	492		494	

Name of the indicator	code	Capitalized and / or Purchased (including financial leasing) over the country, previously exploited (GEL)	code	Including expenses on reimbursement (including VAT), GEL
Investments in fixed assets, in full	496		498	

The value of fixed and non-derivative assets (in)	500			It is understood that the fixed (buildings, constructions, machinery and equipment, cultivated assets) and other non-derivative assets (purchase and sale of land, patents, licenses, inventions, etc.) received in the form of newly created or procured during the reporting period. The cost of capital repairs will be included here
The value of fixed and non-derivative assets (out)	510			It is understood that the value (land, purchase, sale of land, patents, licenses, inventions, etc.) fixed or sold, as well as other (such as buildings, buildings, machinery and equipment, cultivated assets, etc.) and non-derivative assets (s) are sold at the time of the reporting period. Amortization expenses are included here (depreciation).
Residual (balance sheet) value of fixed and non-derivative assets at the beginning of the year	520			It is understood that the residual (balance sheet) value at the beginning of the year (including buildings, buildings, machinery and equipment, cultivated assets and other) and non-derivative assets (land purchase and sale costs, patents, licenses, inventions and other)
Residual (balance sheet) value of fixed and non-derivative assets at the end of the year	530			It is understood that the residual (balance sheet) cost at the end of the year (including buildings, buildings, machinery and equipment, cultivated assets and other) and non-derivative assets (land acquisition costs, patents, licenses, inventions)

Part V. Research and development

Costs for purchasing services on research and development	620			The purchase service on research and development should be mentioned.
Expenditure on research and development made by own resources	630			Expenditure on research and development made by own resources should be mentioned (ST 630 = STR 631+ STR 632)
of which:				
Salary of persons engaged in research and development	631			Any salaries (of which bonus, allowance, compensation and etc) of persons engaged in research and development should be mentioned (including income taxes).
Expenditures on other activities in line of Research and development	632			Expenditures (of which wages of consultants, expenditures on equipment and etc) on other activities in line of Research and development
Total fixed expenditure on research and development	640			It means land acquisition: purchase / construction of buildings; Purchase of machinery; Purchase / create computer programs; Patents, licenses and other intellectual property products for more than one year. Total capital expenditure on research and

"* Research and development is a creative and systematic work aimed at enhancing existing, including human, cultural and public knowledge, and seeking new uses. The research and development covers three types of activities: fundamental research, applied research and experimental development.

- Fundamental research is an experimental or theoretical work, primarily for the purpose of obtaining new knowledge based on events and observation facts without concrete use.
- Applied research is the primary research in order to achieve new knowledge in order to achieve a particular practical goal or objective.
- Experimental processes are systematic works, based on the research obtained through research or practical experience, aimed at producing new materials, products and equipment, new processes, systems and services, and improved already and improved performance.

Studies and processes should include elements of the following criteria:

News - introducing new knowledge; Creativity; The uncertainty - the final outcome of the survey is unclear;

Systematicity - Works are written in time and systematic; Transmission - the use of results should be available for other researchers.

Studies and disadvantages are not included (if these activities are as part of research and development, they should be included in research and development):

1. Staff training, retraining, qualification raising (including education sector).
2. Routine computer programming or software;
3. Research related policies, management or effectiveness;
4. Users, advertising or market research;
5. Studies of the possibility of the introduction of theory in practice;
6. Quality Routine Control and Testing;
7. Routine medical and pathological services;
8. Scientific and technical services (coding, classification, translation, dissemination, analysis, etc.).
9. Works for compatibility with standards;
10. Exploration and drilling works carried out for mineral, oil, gas and other natural resources;
11. Literary, historical and art projects (films, music, books and other publications);
12. Routine collection of data (geological, hydrological, meteorological, etc.).

