

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.

Please write any changes to your name / address below:

BUSINESS NAME AND ADDRESS



To be completed for:

BUSINESS TRADING AS NAME

From:

NISRA Department of Finance
Economic and Labour Market Statistics
PO Box 4971
LANCING, BN99 8SL

Business Register and Employment Survey - 2020

Reference Number: **49999999999**

Return Due By: **5 October 2020**



If you would prefer to complete this survey electronically, please register online:

www.surveys.finance-ni.gov.uk

Survey: **Business Register and Employment Survey**

eform Registration Code: **2149999**

The purpose of this survey is to collect the data required for updating the Inter-Departmental Business Register (IDBR) and the data required for producing annual employment statistics.

Please note carefully the definitions for employees provided in the guidance notes overleaf.

This is a **compulsory government inquiry under Article 5** of the **Statistics of Trade and Employment (Northern Ireland) Order 1988**, which creates a legal obligation on your business / organisation to make a return. A prompt response will ensure we do not trouble you with reminder forms. **Please note that failure to make a return can incur penalties under Article 8 of the Order.**

The information you provide is kept secure via a range of data security arrangements and disclosure control methods. It is illegal for us to reveal your business data to unauthorised persons. Further information and the Privacy Notice is available at: <https://www.nisra.gov.uk/statistics/nisra-economic-and-labour-market-statistics-elms/statistical-protocols-and-compliance>

If the guidance notes do not answer your question(s) or if you require further guidance or advice, please contact us on telephone 028 9052 9656 or 028 9052 9213 or e-mail BRES@finance-ni.gov.uk quoting the above Reference Number.

Thank you for your co-operation.

G COLGAN
Senior Principal Statistician



Section A — Business Structure

This section asks for information about the business structure.
Please complete this section for the business named on the previous page.
Please answer all questions as at: **7 September 2020**

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 one box only

- A. This business is active, with all or part of the activity taking place within Northern Ireland (NI)... --> Go to Q3
- B. This business is active, with all of the activity taking place outside NI..... Please complete Q2 below only and then return this questionnaire
- C. This business is now part of another business, due to a takeover or merger.....
- D. This business has not started operating yet.....
- E. This business has ceased operating.....

Provide date of closure

Day: Month: Year:

2. In the box below, please write any additional comments that you would like to make.

If this business has been taken over or merged with another business, please provide us with the contact details of the business that should now complete this questionnaire.

3. The VAT and/or PAYE information we are holding for your business is shown below. If the information is incorrect or incomplete please correct it clearly in the space provided. Provide amended details below

VAT Registration Number

Employer's PAYE Reference

4. Please give contact details should we have any queries regarding information provided in this questionnaire.

Telephone Number

E-mail address

5. How many NI locations/workplaces, in total, did this business operate from on: 7 September 2020 ?

6. How many working owners are there in total in this business, as at 7 September 2020, who receive drawings or a share of profits but are NOT PAID via PAYE? Working owners include sole traders/proprietors, partners and directors (not applicable to limited companies, charities, churches, voluntary or public bodies)

Guidance Notes for completion of following employee questions

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 in Northern Ireland.

Please include:

- All workers paid directly from this business's payroll(s), who are based in Northern Ireland.
- Those temporarily absent but still being paid, e.g. maternity leave.
- Seconded / Agency staff paid directly by you.

Please exclude:

- All employees based outside Northern Ireland.
- Agency workers paid directly from the agency payroll.
- Voluntary Workers.
- Former Employees only receiving a pension.
- Self-employed workers.
- Working owners who are not paid via PAYE.



Section B—Details of Existing Workplaces/Locations in Northern Ireland

The purpose of this section is to check and update details that we currently hold about existing workplaces/locations.



Write any changes to the name/address in this box:

LOCAL UNIT NAME

LOCAL UNIT TRADING AS NAME

LOCAL UNIT ADDRESS

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

This workplace/location is active and operated by this business

-->Go to Q2 below

This workplace/location has been transferred to another business

-->Provide details of new owner in Q3 below

This workplace/location has ceased operating



Provide date of closure

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. What was this workplace/location's total number of employees on: 7 September 2020

Full-Time Males

Part-Time Males

Full-Time Females

Part-Time Females

Total Employees

[NOTE: Part-time means those who normally work 30 hours a week or less. See Guidance Notes, Section A for more details]

2a. How many of the total employees, at this location, are citizens of:

If nil, please enter zero.

i. Rest of EU (excluding UK and Ireland)

ii. Rest of the world (excluding UK, Ireland and Rest of EU)

[Guidance Notes for this question are given in Section C]

3. In the box below, include details of significant changes to employee numbers over the last year or provide new owner details for the workplace/location.

4. The business activity we currently hold for this workplace/location is printed below:

Business description

If the description above is incorrect, please describe the business activity of this workplace/location in the box below

5. How many job vacancies were you actively trying to fill from outside your business, for this location, on 7 September 2020 [Guidance Notes for this question are given in Section C] If nil, please enter zero.



Section C-Details of Additional Workplaces/Locations in Northern Ireland

The purpose of this section is to collect information about additional workplaces/locations that were not included in Section B.

Please add any additional workplaces/locations along with the date the unit opened. Photocopy this sheet and append to the questionnaire if necessary.

1. **Business Name**

Address

Date workplace/location began trading

Day

Month

Year

2. **What was this workplace/location's total number of employees on: 7 September 2020**

Full-Time Males

Part-Time Males

Full-Time Females

Part-Time Females

Total Employees

[NOTE: Part-time means those who normally work **30 hours a week or less**. See Guidance Notes, Section A for more details]

2a. **How many of the total employees, at this location, are citizens of:**

If nil, please enter zero.

i. **Rest of EU (excluding UK and Ireland)**

ii. **Rest of the world (excluding UK, Ireland and Rest of EU)**

[Guidance Notes for this question are given below]

Comments: If this workplace has been transferred from another business, please provide contact details of previous owner.

3. **What is the business activity for this workplace/location?**

For example: MANUFACTURE OF UPVC WINDOWS

4. **How many job vacancies were you actively trying to fill from outside your business, for this location, on 7 September 2020** [Guidance Notes for this question are given below]

If nil, please enter zero.

Guidance Notes

EU/non-EU: A list of EU countries (excluding UK and Ireland) are provided below. If you do not have any employees from other EU/non-EU countries please respond by putting a zero in the box.

Other EU countries (excluding the UK and Ireland)

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

Vacancy: A vacancy is an unoccupied post, or newly created post open to people from outside your business that you are actively trying to fill.

Further guidance is available here: <https://www.nisra.gov.uk/publications/background-ni-bres>

