

## ANNEX I. List of Data Items for Use in Distributive Trade Statistics

### A. Demography

#### 1. (a) Characteristics of Statistical units

Code	Data items
1.1	Identification code
1.2	Location
1.3	Period of operation
1.4	Type of economic organization
1.4.1	Single-establishment enterprise
1.4.2	Multi-establishment enterprise
1.4.2.1	Number of establishments
1.5	Type of legal organization and ownership
1.5.1	Incorporated enterprises except limited liability partnerships and cooperatives
1.5.1.1	Public ownership
1.5.1.1.1	By central government
1.5.1.1.2	By state government
1.5.1.1.3	By local government
1.5.1.2	National private
1.5.1.3	Foreign controlled
1.5.2	Co-operatives and limited liability partnerships
1.5.2.1	Public ownership
1.5.2.1.1	By central government
1.5.2.1.2	By state government
1.5.2.1.3	By local government
1.5.2.2	National private
1.5.2.3	Foreign controlled
1.5.3	Non-profit institutions
1.5.3.1	Public ownership
1.5.3.1.1	By central government
1.5.3.1.2	By state government
1.5.3.1.3	By local government
1.5.3.2	National private
1.5.3.3	Foreign controlled
1.5.4	Unincorporated enterprises Of which:
1.5.4.1	Informal sector enterprises
1.6	* Size
1.7	Kind of activity
1.8	Type of unit
1.8.1	Principal producing unit
1.8.2	Ancillary unit
1.9	Type of operation
1.9.1	Wholesale trade
1.9.1.1	Wholesale trade on own account
1.9.1.1.1	Specialised wholesale trade
1.9.1.1.2	Non-specialised wholesale trade
1.9.1.2	Commission trade

Code		Data items
1.9.2		Retail trade
1.9.2.1		Retail trade in stores
1.9.2.1.1		Specialised stores
1.9.2.1.2		Non-specialised stores
1.9.2.2		Retail trade not-in stores
1.9.2.2.1		Retail trade via stall or markets
1.9.2.2.2		Others

### 1. (b) Number of Statistical units

Code		Data items
1.10	*	Number of enterprises
1.10.1	*	Multi-establishment enterprises
1.10.1.1		Number of establishments
1.10.2	*	Single establishment enterprises

## B. Employment

### 2. (a) Number of persons employed

Code		Data items
2.1	*	Total number of persons employed Of which:
2.1.1		Working proprietors
2.1.2		Unpaid family workers
2.1.3		Employees Of which:
2.1.3.1.1		Employees engaged in research and development
2.1.3.1.3		Employees engaged in software and databases development
2.1.3.1.5		Employees engaged in own account fixed asset formation and major repair
2.1.3.3		Outworkers on the pay-roll
2.2		Number of leased employees
2.3	*	Total number of persons employed in informal sector
2.3.1		Employees in the informal sector
2.3.2		Other persons employed in informal sector

### 2. (b) Average number of persons employed

Code		Data items
2.4		Average number of persons employed Of which:
2.4.1		Employees

### 2. (c) Hours worked

Code		Data items
2.5		Hours worked by employees Of which:
2.5.1.3		Employees engaged in research and development
2.5.1.3		Employees engaged in software & database development
2.5.1.5		Employees engaged in own account fixed asset formation and major repair
2.5.3		Hours worked by outworkers on the pay-roll
2.6		Hours worked by leased employees

## C. Compensation of employees

### 3. Compensation of employees

Code	Data items
3.1	Wages and salaries in cash and in kind of employees Of which:
3.1.1.1	Employees engaged in research and development
3.1.1.3	Employees engaged in development of software and databases
3.1.1.5	Employees engaged in own account fixed asset formation and major construction
3.1.3	Remuneration of outworkers on the pay-roll
3.2	Payments to directors of incorporated enterprises for their attending meetings
3.3	Social insurance contributions payable by employers

## D. Other expenditures

### 4. (a) Purchases of goods and services

Code	Data items
4.1	Cost of raw materials and supplies except gas, fuels and electricity Of which:
4.1.1	Purchases or receipts of raw materials and supplies from other enterprises
4.1.2	Value of raw materials and supplies delivered by other establishments of the same enterprise
4.1.3	Cost of materials for own-account capital formation Of which:
4.1.3.1	for research and development
4.1.3.3	for software & database development
4.1.3.5	for own account fixed asset formation and major repair
4.2	Cost of gas, fuel and electricity purchased
4.2.1	Cost of individual fuels and gas purchased
4.2.2	Cost of electricity purchased
4.3	Cost of water and sewerage services
4.3.1	Cost of water purchased
4.3.3	Cost of sewerage services purchased
4.4	Purchases of services except rental
4.4.1	Cost of industrial services purchased and also delivered by other establishments of the same enterprise Of which:
4.4.1.1	Repair and maintenance work
4.4.1.2	Contract and commission work
4.4.1.2.1	Fees paid for leased employment
4.4.2	Cost of non-industrial services purchased and also delivered by other establishments of the same enterprise
4.4.2.1	Communication services
4.4.2.2	Transport services
4.4.2.3	Advertising and marketing services
4.4.2.4	Financial services (excluding interest payments)
4.4.2.9	Other non-industrial services
4.5	Purchases of goods and services for resale in the same conditions as received
4.5.1	Fuels bought for resale without further processing
4.5.2	Purchases of motor vehicle and motor cycle parts used solely in repair and servicing

Code	Data items
	activities
4.5.3	All other goods bought for resale without further processing
4.5.4	Services purchased for resale without further processing
4.6	Rental payments
4.6.1	Rental payments for machinery and equipments
4.6.2	Rental payments for dwellings and structures
4.7	Non-life insurance premiums payable on establishment property

## E. Turnover, sales, shipments, receipts for services and other revenues (excluding property income)

### 5. (a) Turnover, sales, shipments, receipts for services and other revenues

Code	Data items
5.1	Sale/Turnover/Value of shipments, including transfers to other establishments of the same enterprise
5.1.1	Sale/Turnover/Value of shipments of goods produced by the establishment
5.1.2	Sale/Turnover/Value of shipments of all goods and services purchased for resale in the same condition as received
5.1.2.1	Gift cards sales
5.1.3	Commissions and fees from selling goods and services on account of others
5.1.4	Receipts for industrial work done or industrial services rendered to others
5.1.4.1	Contract and commission work
5.1.4.2	Repair, maintenance and construction work
5.1.4.3	Installation work
5.2	Other revenues
5.2.1	Revenue from the rental or lease of machinery and equipment
5.2.2	Revenue from the rental or lease of buildings
5.2.3	Other revenues n.e.c.
5.3	* Value of own-account fixed assets

### 5. (b) E-commerce

Code	Data items
5.4	E-commerce sale/turnover/value of shipments/receipts for services or other revenues

### 5. (c) Data items on quantity

Code	Data items
Q5.1	Value of Turnover by product categories

## F. Inventories

### 6. Inventories

Code	Data items
6.1	* Total inventories
6.1.1	At the beginning of the period
6.1.2	At the end of the period
6.1.3	* Change (plus or minus)
6.2	Inventories of materials and supplies
6.2.1	At the beginning of the period

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6.2.2		At the end of the period
6.2.3	*	Change (plus or minus)
6.3		Work-in-progress
6.3.1		At the beginning of the period
6.3.2		At the end of the period
6.3.3	*	Change (plus or minus)
6.4		Inventories of finished goods
6.4.1		At the beginning of the period
6.4.2		At the end of the period
6.4.3	*	Change (plus or minus)
6.5		Inventories of goods purchased for resale in the same condition as received
6.5.1		At the beginning of the period
6.5.2		At the end of the period
6.5.3	*	Change (plus or minus)

**G. Taxes and subsidies**

**7. Other taxes and subsidies on production**

<b>Code</b>		<b>Data items</b>
7.1		Taxes
7.1.1		Other taxes on production
7.2		Subsidies received
7.2.1		Subsidies on products
7.2.2		Other subsidies on production

**H. Output**

**8. Output**

<b>Code</b>		<b>Data items</b>
8.1	*	Gross output at basic prices
8.1.1	*	Gross margin

**I. Intermediate consumption and census input**

**9. Intermediate consumption and census input**

<b>Code</b>		<b>Data items</b>
9.1	*	Intermediate consumption at purchasers' prices

**J. Value added**

**10. Total value added and census value added**

<b>Code</b>		<b>Data items</b>
10.1	*	Total value added at basic prices

## K. Gross Fixed Capital formation

### 11. Assets, capital expenditures, retirements and depreciation

Code	Data items
11.1	Gross value of fixed assets (at acquisition costs) at the beginning of the period
11.1.1	Dwellings
11.1.2	Other buildings and structures
11.1.3	Machinery and equipment
11.1.3.1	Transport equipment
11.1.3.2	ICT equipment
11.1.3.3	Other machinery and equipment
11.1.4	Intellectual property products
11.1.4.1	Research and development
11.1.4.2	Mineral exploration and evaluation
11.1.4.3	Computer software and databases
11.1.4.4	Entertainment, literary and artistic originals
11.1.4.5	Other
11.2	Capital expenditure on new and used fixed assets (acquisitions) during the period
11.2.1	Dwellings
11.2.2	Other buildings and structures
11.2.3	Machinery and equipment
11.2.3.1	Transport equipment
11.2.3.2	ICT equipment
11.2.3.3	Other machinery and equipment
11.2.4	Intellectual property products
11.2.4.1	Research and development
11.2.4.2	Mineral exploration and evaluation
11.2.4.3	Computer software and databases
11.2.4.4	Entertainment, literary and artistic originals
11.2.4.5	Other
11.3	Gross value of fixed assets sold, retired and scrapped (disposal) during the period
11.3.1	Dwellings
11.3.2	Other buildings and structures
11.3.3	Machinery and equipment
11.3.3.1	Transport equipment
11.3.3.2	ICT equipment
11.3.3.3	Other machinery and equipment
11.3.4	Intellectual property products
11.3.4.1	Research and development
11.3.4.2	Mineral exploration and evaluation
11.3.4.3	Computer software and databases
11.3.4.4	Entertainment, literary and artistic originals
11.3.4.5	Other
11.4	Depreciation
11.4.1	Dwellings
11.4.2	Other buildings and structures
11.4.3	Machinery and equipment
11.4.3.1	Transport equipment
11.4.3.2	ICT equipment
11.4.3.3	Other machinery and equipment
11.4.4	Intellectual property products
11.4.4.1	Research and development
11.4.4.2	Mineral exploration and evaluation

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Code		Data items
11.1.4.3		Computer software and databases
11.4.4.4		Entertainment, literary and artistic originals
11.4.4.5		Other
11.5	*	Gross value of fixed stock at the end of the period
11.5.1	*	Dwellings
11.5.2	*	Other buildings and structures
11.5.3	*	Machinery and equipment
11.5.3.1		Transport equipment
11.5.3.2		ICT equipment
11.5.3.3		Other machinery and equipment
11.5.4	*	Intellectual property products
11.1.4.1		Research and development
11.1.4.2		Mineral exploration and evaluation
11.1.4.3		Computer software and databases
11.5.4.4		Entertainment, literary and artistic originals
11.5.4.5		Other

## References

\* This item will often be derived by the statistical office from other items of collected data. In some cases countries may prefer to include the item on the questionnaire, for example, to verify the accuracy of other figures supplied.

\*\* Measurements of ‘census output’, ‘census intermediate consumption’ and ‘census value added’ are not part of the present recommendations. If countries wish to maintain time series on these aggregates, they may opt for continuing their measurements.

\*\*\* The indicated data items are believed to be of limited significance for distributive trade units; therefore, they are not recommended to be part of the IRDTS list. 3.