



# Annual Business Survey

## National Accounts & Balance of Payments Forms

### Form # and Title of National Accounts Form

### Balance of Payments Form #

#### 011- A Crops

- Growing of non perennial crops, i.e. plants that do not last for more than two growing seasons.
- Growing plants for seed production

#### 016-A Agricultural Services

- Agricultural activities on a fee or contract basis, e.g. Pest Control
- Operation of irrigation systems

#### 014-A Livestock

- Raising (farming) and breeding of all animals, except aquatic animals.

#### 031-A Fishing

- Capture fishery i.e hunting, collecting and gathering activities directed at removing or collecting live wild aquatic organism.

#### 081-B Mining & Quarrying

- Extraction from a quarry, but also dredging of alluvial deposits and rock crushing.

#### 10-C Manufacturing

Manufacture of :

- Food Products and beverages
- Bakery products
- Alcoholic Beverages, Wines, Beers, Soft Drinks and Mineral Waters
- Textiles
- Wearing Apparel
- Wood and products of wood
- Publishing, printing and reproduction of recorded media
- Soaps, detergents, cleaning preparations, perfumes and toilet preparations
- Jewellery and related articles

#### 35-D Electricity

- Operation of generation facilities that produce electric energy
- Operation of transmission systems that convey the electricity from the generation facilities

BOP Form 6

#### 36-E Water

- Collection and distribution of water
- Purification of water for water supply purposes
- Desalting of sea water



## 41-F Construction

- General construction and special trade construction for buildings and civil engineering, building installation and building completion. It includes new work, repair, additions and alterations, the erection of prefabricated buildings.
- Renting of construction equipment with an operator such as:
  - \*renting of cranes, with operator
  - \*renting of bulldozers, mortar spreaders, concrete surfacing machinery etc. with operator

## 43-F Specialized Construction Activities

- Included is the installation of all kind of utilities that make the construction function as such. These activities are usually performed at the site of the construction, although parts of the job may be carried out in a special shop. Included are activities such as plumbing, installation of heating and air-conditioning systems, antennas, alarm systems and other electrical work, sprinkler systems, elevators and escalators, etc. Also included are insulation work (water, heat, sound), sheet metal work, commercial refrigerating work, the installation of illumination and signalling systems for roads, railways, airports, harbours, etc. Also included is the repair of the same type as the above-mentioned activities.
- Building completion activities encompass activities that contribute to the completion or finishing of a construction such as glazing, plastering, painting, floor and wall tiling or covering with other materials like parquet, carpets, wallpaper, etc., floor sanding, finish carpentry, acoustical work, cleaning of the exterior, etc. Also included is the repair of the same type as the above-mentioned activities.

## 47-G Distribution of Fuel and Fuel Products

BOP Form 5

- Wholesale and retail of fuel and fuel products such as :
  - \* motor spirit
  - \* gasoline
  - \* petrol
  - \* liquefied petroleum gas
  - \* lubricating products and cooling products

## 46-G Wholesale, Commission, Retail Trade

- resale (sale without transformation) of new and used goods to retailers
- the resale (sale without transformation) of new and used goods mainly to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, hawkers and peddlers, consumer cooperatives etc.

## 95-S Repair of Personal Household Goods

- repair of personal and household goods when not carried out in combination with manufacture, wholesale or retail sale of these goods

## 55-I Accommodation

BOP Form 1

- This section includes:
  - provision of short-stay lodging in:
    - \* hotels and inns
    - \* hotels with conference facilities
    - \* resorts
    - \* villas
    - \* other short-stay lodging facilities such as guest houses



## 56-I Restaurants

- This section includes:
  - sale of meals for consumption generally on the premises, as well as sale of drinks accompanying the meals, possibly accompanied by some form of entertainment, by:
    - \* restaurants
    - \* fast-food outlets such as burger bars
    - \* takeaway restaurants
    - \* ice cream parlours
  - sale of drinks for consumption on the premises, possibly accompanied by some form of entertainment, by:
    - \* pubs, bars, nightclubs etc.
- Catering

## 49-H Road Transport

- This section includes:
  - all freight transport operations by road:
    - \* logging haulage
    - \* stock haulage
    - \* refrigerated haulage
    - \* heavy haulage
    - \* bulk haulage, including haulage in tanker trucks including milk collection at farms
    - \* haulage of automobiles
    - \* transport of waste and waste materials, without collection or disposal

## 49-H Taxi Services and Tour Operators

- This section includes:
  - \*passenger services for charter and excursion

## 50-H Sea Transport

- This section includes:
  - transport of passengers or freight over seas and coastal waters, whether scheduled or not:
    - \* operation of excursion, cruise or sightseeing boats
    - \* operation of ferries, water taxis etc.
    - \* transport by towing or pushing of barges, oil rigs etc.
  - rental of ships and boats with crew for sea and coastal water transport
- This section also includes:
  - \*transport of passengers or freight via great lakes, requiring similar types of vessels
  - \*rental of pleasure boats with crew for sea and coastal water transport

## 51-H Air Transport

- This section includes:
  - transport of passengers or freight by air or via space

**BOP Form 9**

## 52-H Auxiliary Transport Activities & Storage

- This section includes
  - freight forwarders and cargo agents
  - arranging or organizing of transport operations by road, sea or air
  - organization of group and individual consignments (including pickup and delivery of goods and grouping of consignments)
  - issue and procurement of transport documents and waybills
  - bill auditing and freight rate information
  - brokerage for ship and aircraft space
  - goods-handling operations, e.g. temporary crating for the sole purpose of protecting the goods during transit, uncrating, sampling, weighing of goods

**BOP Form 3A**  
**BOP Form 4**



<b>53-H</b>	<b>Postal and Courier Services</b>	<b>BOP Form 3B</b>
	<ul style="list-style-type: none"> <li>- Pickup, transport and delivery of letters and mail-type parcels and packages by firms other than national post.</li> </ul>	
<b>61-J</b>	<b>Telecommunications</b>	<b>BOP Form 14A</b>
	<ul style="list-style-type: none"> <li>- Transmission of sound, images, data or other information via cables, broadcasting, relay or satellite:</li> <li>- maintenance of the network</li> <li>- Internet access provision</li> <li>- public pay-telephone services</li> </ul>	
<b>64-K</b>	<b>Banks and Auxiliary Financial Intermediation</b>	<b>BOP Form 12</b>
	<ul style="list-style-type: none"> <li>- Banks</li> <li>- Central Bank</li> <li>- Financial holding Companies</li> <li>- Securities dealers</li> </ul>	
<b>64-K</b>	<b>Financial Intermediation and Auxillary Services</b>	
	<ul style="list-style-type: none"> <li>- This section includes:</li> <li>- Financial services activities other than those conducted by monetary institutions, except insurance and pension activities.</li> </ul>	
<b>65-K</b>	<b>Insurance</b>	<b>BOP Form 2A BOP Form 2B</b>
	<ul style="list-style-type: none"> <li>- setting up and managing insurance funds for all kinds of insurance types (life and non-life)</li> <li>- provision of retirement incomes.</li> </ul>	
<b>68-L</b>	<b>Real Estate</b>	<b>BOP Form 1</b>
	<ul style="list-style-type: none"> <li>- buying, selling, renting and operating of self-owned or leased real estate: <ul style="list-style-type: none"> <li>* apartment buildings and dwellings</li> <li>* non-residential buildings, including halls</li> <li>* short- stay residences</li> <li>* land</li> </ul> </li> </ul>	
<b>77-N</b>	<b>Renting of Transport, Machinery &amp; Equipment</b>	
	<ul style="list-style-type: none"> <li>- renting and operational leasing of land-transport equipment without drivers: <ul style="list-style-type: none"> <li>* automobiles</li> <li>* trucks, haulage tractors, trailers and semi-trailers</li> <li>* motorcycles, caravans and campers etc.</li> </ul> </li> <li>- renting and operational leasing of machinery and equipment</li> </ul>	
<b>62-J</b>	<b>Computer Related Services</b>	
	<ul style="list-style-type: none"> <li>- This section includes <ul style="list-style-type: none"> <li>- the following activities of providing expertise in the field of information technologies: writing, modifying, testing and supporting software; planning,</li> <li>- designing computer systems that integrate computer hardware, software and communication technologies; on-site management and operation of clients' computer systems and/or data processing facilities; and other professional and technical computer-related activities.</li> </ul> </li> </ul>	



## 69–75 M Business Services

- Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion polling; business
- Architectural, engineering and other technical activities
- Advertising
- Investigation and security activities
- Stenographic and mailing activities such as typing, other secretarial activities such as transcribing from tapes or discs, copying, blueprinting, multigraphing and similar activities, envelope addressing, stuffing, sealing and mailing, mailing list compilation etc., including for advertising material
- Translation and interpretation
- Business brokerage activities, i.e. arranging for the purchase and sale of small and medium-sized businesses, including professional practices
- Appraisal activities other than for real estate and insurance
- Fashion design related to textiles, wearing apparel, shoes, jewellery, furniture and other interior decoration and other fashion goods as well as other personal or household goods
- Design, set-up, operation and maintenance of computer systems and networks, as well as custom software development and software publishing.
- Data-processing activities of various kinds and the storage and online distribution of electronic content,
- Maintenance and repair of other office, accounting and computing machinery.

## 69 – 75M Company Managers

- Trust
- Management consultancy
- Consultancy Services

## 84-O Public Administration & Defence; Compulsory Social Security

BOP Form 6  
BOP Form 7

- This section includes:
- activities of a governmental nature normally carried out by public administration, such as enactment and judicial interpretation of laws and their pursuant regulation, as well as the administration of programmes based on them, legislative activities, taxation, national defence, public order and safety, immigration services, foreign affairs and the administration of government programmes. This section also includes compulsory social security activities.

## 85-P Education

- Pre-primary education
- Primary education
- Secondary education
- Higher education
- Adult education
- Driving schools
- Art schools
- Cooking schools etc.

## 86 - 88Q Health & Social Work

- Hospital activities
- Medical and dental practice activities
- Veterinary activities
- Social work activities



**90R-96S Other Community, Social & Personal Services**

**Excl. 94 &  
95 - S**

- Hairdressing and other beauty treatment
- Recreational, cultural and sporting activities
- Washing and (dry-)cleaning of textile and fur products
- Sewage and refuse disposal, sanitation and similar activities
- Funeral and related activities

**94S Charitable and Non- Profit Organisations**

**BOP Form 17**

- Activities of membership organizations

If you receive the National Accounts (NA) forms via the post, the colour of the form is that of the colour of the lettering for the industry as shown above. (NB. those industries whose lettering is black, the forms received in the mail will be on white paper)

All Balance of Payments (BOP) forms are white.

**Classification: ISIC Rev 4**

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