

# Survey of International Trade in Services

## Purpose of this Survey

The purpose of this survey is to collect figures on International Trade in Services (ITIS). The figures will form part of the UK's balance of payments and help calculate Gross Domestic Product (GDP), which is a key economic indicator.

## Information Required

This questionnaire is divided into two sections:

**Section A** asks you for details about your business' international trade in services.

**Section B** provides you with a comments box and asks for your contact details.

## General Instructions

- Report all figures on an annual/quarterly basis.
- Complete this questionnaire on an accruals accounting, rather than a cash accounting, basis.
- Report all figures to the nearest 1,000.
- The United Kingdom (UK) includes England, Scotland, Wales and Northern Ireland but excludes the Channel Islands and the Isle of Man.

## How to Complete the Questionnaire

**This questionnaire will be scanned, therefore please:**

- complete in **black ink**
- ensure letters and numbers are printed and centred within each box
- do not cross sevens  or zeros
- do not use commas  or dashes
- report all figures to the nearest 1,000

For example, 17,105 =

17	000
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## Section A - International Trade in Services

This section asks you for details about your ITIS, including:

- the value of exports and imports for each service.
- a breakdown by country of these services.

### 1. During the reporting period did your business conduct any international trade in services?

By services we mean intangible commodities.

International trade in services is exporting services from or importing services to the UK. This could include international trade to any individual or business entity located outside the UK.

**Include:**

- transactions with branches or subsidiaries of UK businesses that are located outside the UK
- commission (a cut of a fee paid for a service provided)
- for construction services, include international trade in both goods and services.

**Exclude:**

- Value Added Tax (VAT)
- transactions with branches or subsidiaries of foreign businesses that are located within the UK
- interest, dividends, airfares, business travel and subsistence and transportation services

A full list of services can be found in Question 3.

Yes  → Go to question **2**

No  → Go to section **B**

### 2. During the reporting period was the total value of international trade in services conducted by your business less than 1,500?

This figure is based on an appropriate conversion of £1000 to Euros at the time of printing.

Yes  → Go to section **B**

No  → Go to question **3**

The following pages list 52 different service activities.

3. During the reporting period, for each international service that your business conducted, write:

- i) the total export value
- ii) the total import value.

This questionnaire should be completed according to the services your business trades, and not according to the nature of your business.

For example, if your business is a recruitment agency and you buy legal services and public relations services from overseas, then you should enter figures relating to these trades in service activities 11 (legal services) and 9 (public relations services). The figures you report in service activity 10 (recruitment services) should relate to income from, or expenditure on, recruitment services **specifically**.

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Agricultural and Mining Services</b>				
1	Agricultural, forestry and fishing services . . . . .	000	000	1001
2	Mining and oil and gas extraction services . . . . .	000	000	1002
<b>Manufacturing, Maintenance and On-site Processing Services</b>				
3	Waste treatment and depollution services . . . . .	000	000	2001
4	Manufacturing services on goods owned by others For imports: Include the fees charged by foreign businesses for the processing, assembly, labelling and packing of goods overseas that are owned by your business. For exports: Include services such as processing, assembly, labelling and packing of goods that are owned by another foreign business . . . . .	000	000	2002
5	Maintenance and repair services Exclude the value of parts and material supplied by the repairer, if they are invoiced separately from the charge for the maintenance and repair service. For imports: Include the fees charged by foreign businesses for maintenance and repair work on goods owned by your business. For exports: Include maintenance and repair work on goods that are owned by foreign residents . . . . .	000	000	2003
<b>Business and Professional Services</b>				
6	Accountancy, auditing, bookkeeping and tax consulting services	000	000	3004
7	Advertising, market research and public opinion polling services	000	000	3005
8	Business management and management consulting services Include advisory, guidance and operational assistance services provided to businesses for business policy and strategy and overall planning, structuring and control of an organisation . . . . .	000	000	3006
9	Public relations services . . . . .	000	000	3007

**Continued overleaf**

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Business and Professional Services (Continued)</b>				
10	Recruitment services .....	000	000	3008
11	Legal services .....	000	000	3009
12	Operating leasing services Include the leasing (rental) and charters <b>without</b> crew of ships, aircraft and transport equipment and operating lease payments relating to other types of equipment without an operator, including computers and telecommunications equipment. Exclude rental of ships and aircraft <b>with</b> crew and licence payments for the right to use intangible assets, such as software, leasing of telecommunications lines for capacity .....	000	000	3010
13	Procurement services .....	000	000	3011
14	Property management services .....	000	000	3012
15	Other businesses and professional services Include, for example: Distribution services related to water, steam, gas and petroleum products; security and investigative services; translation and interpretation; photographic services; building cleaning and real estate services.  Detailed description: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	000	000	3013
<b>Research and Development (R&amp;D) Services</b>				
16	Provision of R&D services Include work undertaken on a systematic basis to increase the stock of knowledge, provision of R&D services that are made to order, development of non-customised R&D, commercial research including those relating to electronics, pharmaceuticals, biotechnology and development of operating systems that represent technological advances. Exclude technical studies (include in code 8), consultancy work (include in code 8), testing and other process/product development activities (include in code 17) and sale of intellectual property rights arising from R&D (include in code 20a) .....	000	000	4001
17	Provision of product development and testing activities Include testing and other product and process development activities that may give rise to patents. Also include here any other service trade related to R&D not included in 16 above. Exclude sale of intellectual property rights arising from R&D (include in code 20a) .....	000	000	4002

**Continued overleaf**

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000
<b>Intellectual Property</b> (previously titled Royalties and Licences)			
18	Trade marks, franchises, brands or design rights A trade mark is a sign that distinguishes your services from those of your competitors (you may refer to your trade mark as your 'brand'). It can be, for example, words, logos or a combination of both. A design right protects the overall visual appearance of a product or part of a product.		
a	Outright sales and purchases of the above, resulting in transfer of ownership . . . . .	000	000
b	Charges or payments for the use of the above, but without transfer of ownership (such as franchises and licences to reproduce and/or distribute) . . . . .	000	000
			5002
			5002
19	Copyrighted literary works, sound recordings, films, television programmes and databases Copyright can protect literary works, including novels, instruction manuals, song lyrics and newspaper articles. Dramatic, musical and artistic works might also be copyrighted. Copyrights may apply to technical drawings, architecture, diagrams, maps or logos. Please also include any computer programmes or databases that are copyrighted.		
a	Outright sales and purchases of the above, resulting in transfer of ownership . . . . .	000	000
b	Charges or payments for the use of the above, but without transfer of ownership (also include here charges for licences to reproduce or distribute software) . . . . .	000	000
			5003
			5003
20	Patents and other intellectual property that are the end result of research and development Patents protect the features and the processes that make things work. Include outcomes of research and development that have a value but may not necessarily be patented.		
a	Outright sales and purchases of the above, resulting in transfer of ownership . . . . .	000	000
b	Charges or payments for the use of the above, but without transfer of ownership . . . . .	000	000
			5003
			5003

Continued overleaf

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Telecommunications, Computer and Information Services</b>				
21	Postal and courier services .....	000	000	5001
22	Telecommunication services Include the transmission of sound, images or other information by telephone, telex, facsimile or telegram, satellite, e-mail, radio and television broadcasting, business network services, teleconferencing and support facilities, mobile telecommunication services, internet backbone services, internet access and online access services. Exclude the value of any information transmitted, installation services for telecommunication equipment and database services .....	000	000	5002
23	Computer services Include computer courses designed for a specific user Exclude charges for licences to either reproduce or distribute software (include in code 19b), leasing of computers without an operator (include in code 12) .....	000	000	5003
24	Publishing services .....	000	000	5004
25	News agency services Include provision of news, photographs and feature articles to the media .....	000	000	5005
26	Information services Include data base services, web search portals and subscription to newspapers and periodicals .....	000	000	5006
<b>Construction Services</b>				
Construction covers the creation, renovation, repair, maintenance or extension of fixed assets in the form of buildings, land improvements, and other such engineering constructions as roads, bridges and dams. Exclude construction where an independent subsidiary, branch, or an overseas accounting or banking facility is set-up to run the project.				
27	Construction in the UK For imports: Include the total amount of expenditure by your business to a business outside the UK for construction in the UK. Include any goods and services that are purchased in order to complete construction, regardless of country of origin. For exports: Include (if known) the amount of goods and services that the business located outside the UK purchases whilst in the UK, regardless of origin to aid in the completion of construction. Exclude labour purchased outside the UK .....	000	000	5007

**Continued overleaf**

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Construction Services (Continued)</b>				
28	<p>Construction outside the UK</p> <p>For imports: Include the value of goods and services, for example, bricks and engineering expertise purchased outside of the UK by your business for construction outside the UK.</p> <p>Exclude any UK labour purchased.</p> <p>For exports: Include the total amount of revenue received by your business for construction outside the UK. Include any goods and services that are purchased in order to complete construction, regardless of country of origin . . . . .</p>	<input type="text"/> 000	<input type="text"/> 000	5008
<b>Financial Services</b>				
29	<p>Financial services</p> <p>Include services provided by banks, securities dealers, commodity traders, financial advisory services, merger and acquisition services, credit rating, foreign exchange spreads, custody services and explicit and implicit commissions and fees associated with financial transactions, such as: Deposit taking and lending, including mortgage and non-mortgage loan services for business and personal purposes, letters of credit, bankers' acceptances, lines of credit, financial leasing, factoring, financial derivative transactions, underwriting and clearing activities.</p> <p>Exclude insurance services, shares, dividends earned, non-financial advisory services provided by banks, gains and losses made on purchase and sales of securities and financial derivatives in own account and interest earned on deposits, loans, financial leases and debt securities . . . . .</p>	<input type="text"/> 000	<input type="text"/> 000	6001
<b>Insurance and Pension Services</b>				
30	Life insurance claims . . . . .	<input type="text"/> 000		6002
31	Life insurance premiums . . . . .		<input type="text"/> 000	6003
32	Freight insurance claims . . . . .	<input type="text"/> 000		6004
33	Freight insurance premiums . . . . .		<input type="text"/> 000	6005
34	<p>Other direct insurance claims</p> <p>Include all payments received in respect of: casualty, accident, health, transport (including marine and aviation), fire, property damage, liability, travel, loan and credit insurance . . . . .</p>	<input type="text"/> 000		6006
35	<p>Other direct insurance premiums</p> <p>Include all payments made in respect of: casualty, accident, health, transport (including marine and aviation), fire, property damage, liability, travel, loan and credit insurance . . . . .</p>		<input type="text"/> 000	6007

Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Insurance and Pension Services (Continued)</b>				
36	Auxiliary services Include payments made in respect of: insurance brokering, agency, insurance, pension consultancy, evaluation and adjustments, actuarial, salvage administration, regulatory and monitoring services on indemnities and recovery services . . . . .	000	000	6008
37	Pension service receipts Include payments received in respect of funds to provide income on retirement for groups of employees by the government or insurance companies . . . . .	000		6009
38	Pension service charges Include payments made in respect of funds to provide income on retirement for groups of employees by the government or insurance companies . . . . .		000	6010
39	Standardised guarantee service claims Include payments received in respect of arrangements covering the losses of a lender in the event of a borrower defaulting (for example, guarantor services), export credit guarantees and student loan guarantees . . . . .	000		6011
40	Standardised guarantee service premiums Include payments made in respect of arrangements covering the losses of a lender in the event of a borrower defaulting (for example, guarantor services), export credit guarantees and student loan guarantees . . . . .		000	6012
<b>Merchandising and Other Trade-related Services</b>				
41	Merchandising Total sales during the reporting period of goods purchased for resale that have remained outside the UK Exclude derivatives . . . . .	000		6011
	Total goods purchased for resale during the reporting period that have remained outside the UK Exclude derivatives . . . . .		000	7001
42	Other trade-related services Include: Commissions on goods and service transactions between merchants, commodity brokers, dealers and commission agents located in the UK and those located outside the UK. Exclude franchising fees, brokerage in financial services and transport related fees . . . . .	000	000	7002



Service Code	Service Activity	Income from Exports Report to the nearest 1,000	Expenditure on Imports Report to the nearest 1,000	
<b>Personal, Cultural and Recreational Services</b>				
43	<b>Audio-visual and related services</b> Audio visual and related services consist of services and fees related to the production of motion pictures, radio and television programmes and musical recordings. Exclude charges or licences to reproduce or distribute (or both) radio, television, film and music and mass-produced recordings and manuscripts that are purchased or sold outright or for continuous use, delivered on CD-ROM, disk or paper. (These should be included in the Intellectual Property section) . . . . .	<input type="text"/> 000	<input type="text"/> 000	8001
44	<b>Medical services</b> Medical services comprise services provided by doctors, nurses and paramedical and similar personnel, as well as laboratory and similar services, whether delivered remotely or on-site . . . . .	<input type="text"/> 000	<input type="text"/> 000	8002
45	<b>Training and educational services</b> . . . . .	<input type="text"/> 000	<input type="text"/> 000	8003
46	<b>Heritage and recreational services</b> Include, for example: Services associated with museums and other cultural, sporting, gambling and recreational activities; fees and prizes for athletes. Exclude player transfer fees (include in Q18a) . . . . .	<input type="text"/> 000	<input type="text"/> 000	8004
47	<b>Social, domestic and other personal services</b> For example, social services, membership fees of business associations and domestic services  Detailed description: <input data-bbox="151 1272 858 1391" type="text"/>	<input type="text"/> 000	<input type="text"/> 000	8005
<b>Technical and Scientific Services</b>				
48	<b>Architectural services</b> . . . . .	<input type="text"/> 000	<input type="text"/> 000	9006
49	<b>Engineering services</b> . . . . .	<input type="text"/> 000	<input type="text"/> 000	9007
50	<b>Scientific and other technical services (including surveying)</b> Include surveying, cartography, product testing and certification; and technical inspection services . . . . .	<input type="text"/> 000	<input type="text"/> 000	9008

Continued overleaf

**Service Code**

**Service Activity**

**Income from Exports**

Report to the nearest 1,000

**Expenditure on Imports**

Report to the nearest 1,000

**Other Trade in Services**

Any trade that cannot be categorised elsewhere should be included here.

Before completing this section, please ensure that you have been as specific as possible when reporting international transactions. For example: If you have imported or exported computer services, report this value in service activity 23 (Computer services); if you have imported or exported management consulting services, report this value in service activity 8 (Business and management consulting services).

51 Transactions between related businesses not included elsewhere  
By 'related businesses' we mean other businesses within your group of businesses (e.g. parent companies, branches, associates, subsidiaries or affiliates) . . . . .

Detailed description:

	000
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xxxx

52 Other trade in services  
Include here imports and exports between unrelated businesses that have not been included elsewhere . . . . .

Detailed description:

	000
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	000
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9009

We require a breakdown by country of the total value of each service exported from or imported to the UK by your business.

- 4** During the reporting period for each international service that your business conducted, write:
- i) the service code (reported in question 3)
  - ii) the country or countries that your business has exported from or imported to the UK
  - iii) the value exported from the UK by country
  - iv) the value imported to the UK by country.

**5** In the last row, write the total value of all your international trade in services.

Exclude tax both inside the UK and outside the UK.

You may prefer to provide this information as a spreadsheet or computer printout using the format below.

**Breakdown by Country of International Trade in Services**

Service Code	Country	Income from Exports		Expenditure on Imports	
		Report to the nearest 1,000		Report to the nearest 1,000	
			000		000
			000		000
			000		000
			000		000
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			000		000
			000		000
			000		000
			000		000
			000		000
			000		000
	<b>Total value of international trade in services</b>		000		000

