

Questionnaire instructions: Newly registered enterprise questionnaire

After filling in the questionnaire, click on Check. If there are no mistakes, you can submit the questionnaire by clicking on Confirm.

Code of the questionnaire: 10832019 Is submitted: By the date specified in the notification letter

Periodicity: Single

Comment on the questionnaire: Statistics Estonia guarantees the full protection of data submitted.

Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

To submit the questionnaire, click the button „Check“, which applies inter-table checks. Once you have corrected the possible errors, click the button „Confirm“.

When filling the questionnaire, you can refer to instructions on variables

Clarifications of the tables

No	Name of table	Type of table	Subsidiary text	Clarifications of the table	Inactive periods	Inactive EMTAKs
1	1. INFORMATION OF ENTERPRISE	Fikseeritud pikkusega tabel	Newly registered enterprise questionnaire			
2	2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE	Fikseeritud pikkusega tabel		Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.		

Clarifications of the row

No	Row code	Row name	Clarification of the row	Inactive periods
1	1. INFORMATION OF ENTERPRISE - x1	1. ESTABLISHMENT OF THE ENTERPRISE		
2	1. INFORMATION OF ENTERPRISE - 1	Way of establishing the enterprise	Specifying the way the enterprise was established is necessary in order to distinguish completely new enterprises from the ones where activities have been taken over from another enterprise. A new enterprise is created from nothing, i.e., it is a newly born enterprise. An enterprise birth occurs when an enterprise starts from scratch and begins operations, amounting to the creation of a combination of production factors (labour force, land, capital) with the restriction that no other enterprises are involved in the event. The creation of an enterprise as a result of a merger, break-up, spin-off/split-off or restructuring is not considered enterprise birth. Please choose one option.	
3	1. INFORMATION OF ENTERPRISE - x2	2. STARTING OF BUSINESS ACTIVITIES		
4	1. INFORMATION OF ENTERPRISE - 21	Starting of business activities	Business activity is a permanent activity for remuneration. Starting of business activities means commencement of offering goods and	

Questionnaire instructions: Newly registered enterprise questionnaire

Code of the questionnaire: 10832019 Is submitted: By the date specified in the notification letter

p. 2/3

			services on the market. Financing the offering of goods and services, holding negotiations, concluding agreements, making investments, issuing invoices, accrual of payments, etc. is also regarded as starting of business activity.	
5	1. INFORMATION OF ENTERPRISE - 22	Start date of business activities (dd.mm.yyyy)		
6	1. INFORMATION OF ENTERPRISE - x3	3. PRINCIPAL AND SECONDARY ECONOMIC ACTIVITIES OF THE ENTERPRISE		
7	1. INFORMATION OF ENTERPRISE - 31	Description of principal economic activity	The principal economic activity must be determined, so that the data of your enterprise could be used as the basis for producing reliable statistics. The principal economic activity is an activity which gives the largest share of the total production, services, sales revenue of the enterprise or which takes up the largest number of working hours. Describe the principal economic activity as elaborately as possible. If business activities are not started, describe the planned principal economic activity.	
8	1. INFORMATION OF ENTERPRISE - 32	Description of secondary activity 1	An activity different from the principal economic activity, which takes up over 10% of the total activities of the enterprise.	
9	1. INFORMATION OF ENTERPRISE - 33	Description of secondary activity 2		
10	1. INFORMATION OF ENTERPRISE - x4	4. MAIN PRODUCTS, GOODS OR SERVICES OF THE ENTERPRISE		
11	1. INFORMATION OF ENTERPRISE - 41	Name of product, good or service 1	Main product, good or service offered by the enterprise	
12	1. INFORMATION OF ENTERPRISE - 42	Name of product, good or service 2	Main product, good or service offered by the enterprise	
13	1. INFORMATION OF ENTERPRISE - 43	Name of product, good or service 3	Main product, good or service offered by the enterprise	
14	2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE - 1	Hours		
15	2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE - 2	Minutes		

Clarifications of the column

No	Column code	Column name	Column ID	Clarification of the column	Inactive periods
1	1. INFORMATION OF ENTERPRISE - 1	Options			
2	2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE - 1	Time spent			

Clarifications of disabled fields / autoSums

No	Name of table	Column name	Row name	Formula / comment	Clarification
1	1. INFORMATION OF ENTERPRISE	Options	3. PRINCIPAL AND SECONDARY ECONOMIC ACTIVITIES OF THE ENTERPRISE	Activity	
2	1. INFORMATION OF ENTERPRISE	Options	4. MAIN PRODUCTS, GOODS OR SERVICES OF THE ENTERPRISE	Description	

COMMENT

Contact person: Help desk (contact centre), Phone: 6259 100, E-mail: klienditugi@stat.ee, Postal address: Vabaduse plats 2, 71020 Viljandi

Questionnaire instructions: Newly registered enterprise questionnaire

Code of the questionnaire: 10832019 Is submitted: By the date specified in the notification letter