

## Questionnaire manual: Foreign trade in services

Questionnaire code: 14822024

Submitted in: Quarter 1 – 18.04.2024; Quarter 2 – 18.07.2024; Quarter 3 – 18.10.2024; Quarter 4 – 18.01.2025

Periodicity: Quarterly

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eSTAT (<https://estat.stat.ee/>) is for data submission.

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 prefilled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at [klienditugi@stat.ee](mailto:klienditugi@stat.ee).

### DATA COLLECTED WITH THE QUESTIONNAIRE

#### Table 1. Foreign trade in services (To enter the data, click Add table row)

In economic activities **K65110-K65301**, **K66210-K66291** you need not fill in the table.

Mode 1 – both the service provider (supplier) and the consumer remain on the territory of their own country (service is provided by e-mail, internet, phone aso).

Mode 2 – where the customer (consumer) consumes the service outside the territory of his or her country (e.g. tourists who consume travel services, customer sends materials for production, customer comes to service providers office aso).

Mode 4 – where persons (either employees of economic entities providing the service or self-employed persons) are sent abroad for providing the service (e.g. if a software developer travels to the customer (service buyer) to supervise a software development project). Filling in fields 5 (The main mode of supply) and 6 (Share of the main mode of supply) is voluntary.

To enter the data, click Add table row. If the data has been entered in the window, click Add row to the table; to close the page, click Close. To change an already entered and saved row, click on the corresponding row number in the first column – a data correction window opens.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
1 / 1	Transaction in service *	ITSS_TE HING	Sale of service to a non-resident or purchase of service from a non-resident.	Tehing teenusega_2L	
1 / 2	Code of service and other transaction *	ITSS_KO OD_TEE NUS	Code of service according to expanded CPA 2.1 classification.	Teenuste väliskaubandus 2023 (tavaettevõtte) var1	
1 / 3	Code of non-resident's country *	ITSS_RII K_MR	Country of registration of the non-resident according to a two-digit code from the International Standard Codes for the Representation of the Names of Countries.	GEONOM 2021_ilmaEU	
1 / 4	Total cost of service *	ITSS_SU MMA	Total purchase or sale of service (in euros)	Positive real number (0,2)	
1 / 5	Main mode of service supply	ITSS_M ODE	Main mode of service delivery: mode 1 – both the service provider (supplier) and the consumer remain on the territory of their own country (service is provided by e-mail, internet, phone aso); mode 2 – where the customer (consumer) consumes the service outside the territory of his or her country (e.g. tourists who consume travel services, customer sends materials for production, customer comes to service providers office aso); mode 4 – where persons (either	Teenuse osutamise viis_3L	

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			employees of economic entities providing the service or self-employed persons) are sent abroad for providing the service (e.g. if a software developer travels to the customer (service buyer) to supervise a software development project).		
1 / 6	Teenuse osutamise peamise viisi osatähtsus	ITSS_M ODE_PR	Share of the cost of the main mode of supply of service in this item.	Protsent_6L	
1 / 7	Remark	INTRA_R1_17	Remark – filling in the cell is voluntary; if desired, additional comments can be added to the item.	Text	

**Table 2. FOREIGN TRADE IN SERVICES OF INSURANCE ENTERPRISES (To enter the data, click Add table row )**

In economic activities **A01100-J63991, K64110-K64991, K66110-K66199, K66301-K66301, L68100-U99001** you need not fill in the table.

Mode 1 – both the service provider (supplier) and the consumer remain on the territory of their own country (service is provided by e-mail, internet, phone aso).

Mode 2 – where the customer (consumer) consumes the service outside the territory of his or her country (e.g. tourists who consume travel services, customer sends materials for production, customer comes to service providers office aso).

Mode 4 – where persons (either employees of economic entities providing the service or self-employed persons) are sent abroad for providing the service (e.g. if a software developer travels to the customer (service buyer) to supervise a software development project). Filling in fields 5 (The main mode of supply) and 6 (Share of the main mode of supply) is voluntary.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
1 / 1	Transaction in service – insurance company *	ITSS_TE HING_K	Sale of service to a non-resident or purchase of service from a non-resident.	Tehing teenusega_2L	
1 / 2	Code of service and other transaction – insurance company *	ITSS_KO OD_TEE NUS_K	Code of service according to expanded CPA 2.1 classification.	Teenuste väliskaubandus 2023 (kindlustus) var1	
1 / 3	Code of non-resident's country – insurance company *	ITSS_RII K_MR_K	Country of registration of the non-resident according to a two-digit code from the International Standard Codes for the Representation of the Names of Countries.	GEONOM 2021_ilmaEU	
1 / 4	Total cost of service – insurance company *	ITSS_SU MMA_K	Total purchase or sale of service (in euros).	Positive real number (0,2)	
1 / 5	Main mode of service supply – insurance company	ITSS_M ODE_K	Main mode of service delivery.	Teenuse osutamise viis_3L	
1 / 6	Share of the main mode of supply of service – insurance company	ITSS_M ODE_PR_K	Share of the cost of the main mode of supply of service in this item.	Protsent_6L	
1 / 7	Remark – insurance company	INTRA_R1_17_K	Remark – filling in the cell is voluntary; if desired, additional comments can be added to the item.	Text	

**Table TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data; only for 3 Q)**

The table need not be filled in period(s) **2024-I, 2024-II, 2024-IV**.

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.

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Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
1 / 1	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
1 / 2	Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0–59.	Positive integer	

### Table Y2. Overall assessment on the questionnaire

The table need not be filled in period(s) **2024-I, 2024-III, 2024-IV**.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Overall assessment on the ease of completing the questionnaire	TAGASI SY_1		rahulolu_vaga_lihtne_vaga_keeruline_5L	

### Table Y3. Suggestions and comments

The table need not be filled in period(s) **2024-I, 2024-III, 2024-IV**.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Suggestions and comments	TAGASI S_TESS T		Text	

### LISTS / CLASSIFICATIONS

Name of the list/classification: **Protsent\_6L**

Item code	Item name	Unit of measurement	Clarification
100	100%		
50	50%		
60	60%		
70	70%		
80	80%		
90	90%		

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Name of the list/classification: **Teenuse osutamise viis\_3L**

Item code	Item name	Unit of measurement	Clarification
1	Cross border transactions		
2	Consumption abroad		
4	Presence of natural persons		

Name of the list/classification: **Tehing teenusega\_2L**

Item code	Item name	Unit of measurement	Clarification
M	Sale of service		
O	Purchase of service		