

*Please note***For this survey:**

- **The questionnaire must cover a period of one calendar month** from the first to the last day of the relevant month. Particulars must be submitted for the relevant month and should therefore **not contain cumulative monthly figures**.
- Please report all monetary values in **Rand**. Do not show cents.
- The data are collected on the basis of **individual enterprises**, i.e. an enterprise, which consists of two or more branches, must submit a combined questionnaire for **all branches involved in the motor trade sector**.
- Only the South African based activities of the enterprise should be included on the questionnaire.

General information:Reference Number (as stated on first page on address label): Questionnaire for the month of: Number of trading days: Number of branches:

- **Trading days:** Saturdays/Sundays on which trading took place must be regarded as full trading days.

Notes on items to be completed

Item	Notes
1.	The wholesale, retail and auctioning of new passenger vehicles, specialised vehicles (ambulances, caravans, minibuses, etc.), vehicles to negotiate difficult terrain (jeeps, land rovers, 4 x 4's etc), lorries, trailers, semitrailers and motorcycles, should be reported in this item.
2.	The wholesale, retail and auctioning of previously owned (used) passenger vehicles, specialised vehicles (ambulances, caravans, minibuses, etc.), vehicles to negotiate difficult terrain (jeeps, land rovers, 4 x 4's etc), lorries, trailers, semitrailers and motorcycles, should be reported in this item.
3.	Income from general service and repairs, panel beating, spray painting, electrical repairs, exhaust replacement and fitting, wheel alignment, wheel balancing, radiator repairs, window repairs, etc. and should include labour charges and spares and accessories used.
4.	Direct retail sales of petrol, diesel, liquefied petroleum gas, lubrication products (oils), brake system fluids, additives, cooling products, cleaning products, etc, not sold as part of service department or workshop
5.	Direct wholesale and/or retail sale of new and/or used spares and accessories for motor vehicles, excluding those that are combined with the vehicles themselves, and those that are used by the service or workshop department.
6.	Sales from a convenience store selling non vehicle related articles like food, drinks, cigarettes, etc.
7.	Sales of tools and garage equipment, towing services, commission, car wash and valet services etc.
8.	It is the total of all sales and income from items 1 to 7

Item	Number of Vehicles sold	Rand value, excl VAT (do not show cents)	% of trading income ^{1/}
1. New motor vehicle sales:	#	R	%
2. Used motor vehicle sales:	#	R	%
3. Income from service department or workshop		R	%
4. Direct sales of automotive fuel, oils, and additives.		R	%
5. Direct sales of spares and accessories		R	%
6. Convenience store income		R	%
7. Other direct sales and other trading income		R	%
8. Total trading income (total of items 1 to 7)		R	100%

1/ If only total trading income can be supplied, complete this field with the estimated percentage contribution of each separate item (1 to 7) to the total income.

- **Please retain a copy for your records.**
- **Please ensure front of questionnaire is completed.**
- **Thank you for completing this questionnaire**