

2018 Annual Retail Trade Survey

CONFIDENTIAL once completed.

Selon nos dossiers votre langue de préférence est l'anglais, si vous préférez recevoir ce document en français, veuillez nous appeler au numéro sans frais suivant : 1-800-858-7921 ou ATS 1-800-363-7629

This information is collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S-19.
COMPLETION OF THIS QUESTIONNAIRE IS A LEGAL REQUIREMENT UNDER THIS ACT.

Introduction

Survey purpose

This survey collects the financial and operating data needed to develop national and regional economic policies and programs. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access www.statcan.gc.ca/survey-enquete/index-eng.htm for more information on this survey.

Security of emails and faxes

Statistics Canada advises you that there could be a risk of disclosure during facsimile or email. However upon receipt, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Note: Our online questionnaires are secure, there is no risk of data interception when responding to Statistics Canada online surveys.

Confidentiality

The *Statistics Act* protects the confidentiality of information collected by Statistics Canada.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes.

Information on confidentiality, data-sharing agreements and record linkages can be found on the last page of this questionnaire.

Please return the questionnaire within 21 days.

Please mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

If you are unable to complete within 21 days **OR** if you need help, call us at **1-800-858-7921** or **TTY 1-800-363-7629**.

Statistics Canada
Operations and Integration Division
150 Tunney's Pasture Driveway
Ottawa, Ontario K1A 0T6

Visit our website, www.statcan.gc.ca

Reporting instructions

- Please print in ink.
- Report dollar amounts **in thousands of Canadian dollars**.
- **Exclude** sales tax.
- Percentages should be rounded to whole numbers.
- When precise figures are not available, provide your best estimates.
- Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.

Business or organization and contact information

1. **Verify or provide** the business or organization's **legal and operating name** and correct where needed.

Note: Legal name modifications should only be done to correct a spelling error or typo.

Legal name

Operating name (if applicable)

2. **Verify or provide the contact information** of the designated business or organization **contact person** for this questionnaire and correct where needed.

Note: The designated contact person is the person who should receive this questionnaire. The designated contact person may not always be the one who actually completes the questionnaire.

First name

Last name

Title

Preferred language of communication

English

French

Mailing address (number and street)

City

Province, territory or state

Postal code or ZIP code

Example: A9A 9A9 or 12345-1234

Country

Email address

Example: user@example.gov.ca

Telephone number (including area code)

Example: 123-123-1234

Extension number

(if applicable)

Fax number (including area code)

Example: 123-123-1234

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3. **Verify or provide the current operational status** of the business or organization identified by the legal and operating name above.

B00323

1 Operational → **Go to question 4**

2 Not currently operational

e.g., temporarily or permanently closed, change of ownership

Why is this business or organization not currently operational?

B00309

2 Seasonal operations → **Go to question 3a**

3 Ceased operations → **Go to question 3b**

4 Sold operations → **Go to question 3c**

5 Amalgamated with other businesses or organizations → **Go to question 3d**

6 Temporarily inactive but will re-open → **Go to question 3e**

7 No longer operating due to other reasons → **Go to question 3f**

3a. Seasonal operations

When did this business or organization close for the season?

Date B00217 YYYY MM DD

When does this business or organization expect to resume operations?

Date B00218 YYYY MM DD → **Go to question 4**

3b. Ceased operations

When did this business or organization cease operations?

Date B00211 YYYY MM DD

Why did this business or organization cease operations?

B00311

1 Bankruptcy

2 Liquidation

3 Dissolution

4 Other
Specify the other reasons why the operations ceased

B00312

} → **Go to question 4**

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3c. Sold operations

When was this business or organization sold?

YYYY MM DD
B00212

What is the legal name of the buyer?

B00406

→ Go to question 4

3d. Amalgamated with other businesses or organizations

When did this business or organization amalgamate?

YYYY MM DD
B00213

What is the legal name of the resulting or continuing business or organization?

B00407

What are the legal names of the other amalgamated businesses or organizations?

B00408

→ Go to question 4

3e. Temporarily inactive but will re-open

When did this business or organization become temporarily inactive?

YYYY MM DD
B00214

When does this business or organization expect to resume operations?

YYYY MM DD
B00215

Why is this business or organization temporarily inactive?

B00313

→ Go to question 4

3f. No longer operating due to other reasons

When did this business or organization cease operations?

YYYY MM DD
B00216

Why did this business or organization cease operations?

B00314

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4. **Verify or provide the current main activity** of the business or organization identified by the legal and operating name.

Note: The described activity was assigned using the North American Industry Classification System (NAICS).

[Empty text box for current main activity]

B05002

1 This is the current main activity → **Go to question 7**

2 This is **not** the current main activity
Provide a **brief but precise description** of this business or organization's **main activity**
e.g., breakfast cereal manufacturing, shoe store, software development

B05003



[Empty text box for main activity description]

5. Was this business or organization's main activity ever classified as:

[Empty text box for previous classification]

B05111

1 Yes

2 No → **Go to question 7**

6. When did the main activity change?

Date
YYYY MM DD

7. Are there any **other activities that contribute significantly (at least 10%) to this business or organization's revenue?**

B05024

1 **Yes**, there are other activities

2 **No**, that is the only significant activity → **Go to next section**

8. Provide a **brief but precise description** of this business or organization's **secondary activity**.

e.g., breakfast cereal manufacturing, shoe store, software development

B05005

[Empty text box for secondary activity description]

9. Approximately what **percentage of this business or organization's revenue** is generated by each of the following activities?

When precise figures are not available, provide your best estimates.

Percentage of revenue

a. Main activity

B05004

%

b. Secondary activity

B05006

%

c. All other activities

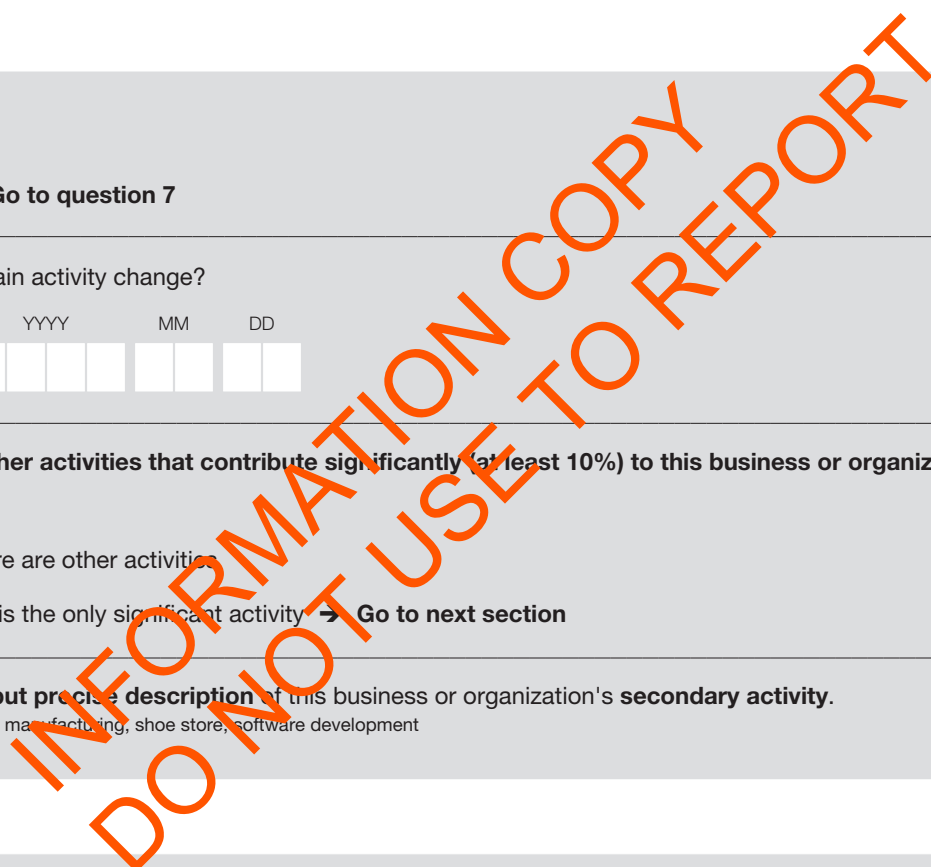
B05008

%

Total percentage

B05000

%



Reporting period information

1. For this survey, please report information for this business or organization most recent **12 month fiscal period**.

Note: For this survey, the **End date** should fall between April 1, 2018 and March 31, 2019.

	YYYY	MM	DD		YYYY	MM	DD
Start date	<input type="text"/>	<input type="text"/>	<input type="text"/>	End date	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. If the reporting period **does not cover a full year**, please check the reason(s) below (mark all that apply):

B00301_r1

seasonal operations

B00301_r2

new business

B00301_r3

change of ownership

B00301_r4

change of fiscal year

B00301_r5

ceased operations

B00301_r6

temporarily inactive

B00301_r7

other reason — please specify

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Revenue

- Notes:**
- A detailed breakdown may be requested in other sections.
 - These questions are asked of many different industries. Some questions may not apply to this business.
 - Refer to the reporting guide for detailed instructions.
 - Please report all amounts **in thousands of Canadian dollars**.

What was this business's revenue from each of the following sources?

	CAN\$ '000
1. Sales of goods and services Exclude: GST/HST, PST and QST	F43008 \$ <input type="text"/> ,000
2. Rental and leasing	F45801 \$ <input type="text"/> ,000
3. Commissions	F45701 \$ <input type="text"/> ,000
4. Subsidies Include: grants, donations and fundraising	F47101 \$ <input type="text"/> ,000
5. Royalties, rights, licensing and franchise fees	F47201 \$ <input type="text"/> ,000
6. Dividends	F51101 \$ <input type="text"/> ,000
7. Interest	F51201 \$ <input type="text"/> ,000
8. Other revenue — please specify: Include: intracompany transfers	
<small>F51302</small> <input type="text"/>	<small>F51301</small> \$ <input type="text"/> ,000
9. Total revenue (sum of questions 1 to 8)	<small>F40000</small> \$ <input type="text"/> ,000

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Expenses

- Notes:**
- A detailed breakdown may be requested in other sections.
 - These questions are asked of many different industries. Some questions may not apply to this business.
 - Refer to the reporting guide for detailed instructions.
 - Please report all amounts **in thousands of Canadian dollars**.

What were this business's expenses for the following items?

1. Cost of goods sold

CAN\$ '000

	F61206	
a. opening inventories	\$,000
b. purchases Include: raw materials, goods purchased for resale and non-returnable containers Exclude: change in inventories	F61306 \$,000
c. closing inventories	F61406 \$,000
d. cost of goods sold (opening inventories plus purchases minus closing inventories)	F61101 \$,000

CAN\$ '000

2. Employment costs and expenses

Include: all employees who were issued a T4

Exclude: commissions paid to non-employees (report at question 3)

a. salaries, wages and commissions	F61501 \$,000
b. employee benefits (please refer to the reporting guide for the list of inclusions and exclusions)	F61502 \$,000

3. Subcontracts

Include: commissions paid to non-employees

Exclude: research and development

.....	F62503 \$,000
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4. Research and development fees

Exclude: in-house research and development

.....	F62504 \$,000
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5. Professional and business fees

(e.g., legal, accounting, consulting, scientific fees)

.....	F62601 \$,000
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6. Utilities

(e.g., electricity, water and gas)

.....	F61801 \$,000
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7. Office and computer related expenses

(e.g., office supplies, postage, computer upgrades)

.....	F62505 \$,000
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8. Telephone, Internet and other telecommunication

.....	F61802 \$,000
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9. Business taxes, licenses and permits

(e.g., beverage tax, business tax, license fees, property taxes)

.....	F61901 \$,000
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10. Royalties, franchise fees and memberships

Exclude: Crown royalties

.....	F62001 \$,000
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CAN\$ '000

11. Crown charges (for logging, mining and energy industries only)	F62506 \$ [] ,000
12. Rental and leasing Include: land, buildings, equipment and vehicles	F62101 \$ [] ,000
13. Repair and maintenance Include: buildings, equipment and vehicles	F62201 \$ [] ,000
14. Amortization and depreciation	F61601 \$ [] ,000
15. Insurance	F62301 \$ [] ,000
16. Advertising, marketing, promotion, meals and entertainment	F62507 \$ [] ,000
17. Travel, meetings and conventions	F62508 \$ [] ,000
18. Financial services (e.g., bank charges and transaction fees)	F62401 \$ [] ,000
19. Interest expense	F69101 \$ [] ,000
20. Other non-production-related costs and expenses Include: bad debt, loan losses, donations, political contributions and inventory write-down	F62509 \$ [] ,000
21. All other cost and expenses — please specify: Include: intracompany expenses F62512 []	F62511 \$ [] ,000
22. Total expenses (sum of questions 1 to 21)	F60000 \$ [] ,000

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Industry characteristics

Selected sales information

Please provide the sales for each of the following goods and services.
Please report all amounts in **thousands of Canadian dollars**.

	CAN\$ '000
1. Sales of all goods purchased for resale, net of returns and discounts Include: parts used in generating repair and maintenance revenue (report the labour portion of repair and maintenance at question 3 below) Exclude: sales and revenue from concessions	F43003 \$ <input type="text"/> ,000
2. Sales of goods manufactured as a secondary activity by this retailing business unit	F43002 \$ <input type="text"/> ,000
3. Labour revenue from repair and maintenance (report parts at question 1 above)	F45802 \$ <input type="text"/> ,000
4. Revenue from rental and leasing of goods and equipment	F45802 \$ <input type="text"/> ,000
5. Revenue from rental of real estate	F45804 \$ <input type="text"/> ,000

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Sales by type of client

What was this business's breakdown of sales by the following types of client?

1. Clients in Canada

Percentage

a. individuals and households %

F43008_c1

b. businesses %

F43008_c2

c. governments, not-for-profit organizations and public institutions
(e.g., hospitals and schools) %

F43008_c3

2. Clients outside of Canada %

F43008_c4

100%

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Distribution of operating revenue by method of sale

Please provide a percentage breakdown of the operating revenue by method of sale.

Percentage

1. In-store sales	<small>F43166</small> <input type="text"/> <input type="text"/> <input type="text"/> %
2. E-commerce Include: all revenue where the order is received and the commitment to purchase is made via the Internet, although payment can be made by other means; include orders made in web pages, extranet, mobile devices or Electronic Data Interchange (EDI). Exclude: orders made by telephone calls, facsimile or e-mail.	<small>F43167</small> <input type="text"/> <input type="text"/> <input type="text"/> %
3. Catalogue and mail-order or telephone	<small>F43168</small> <input type="text"/> <input type="text"/> <input type="text"/> %
4. All other methods – please specify: <small>F43169</small> <input type="text"/>	<small>F43171</small> <input type="text"/> <input type="text"/> <input type="text"/> %

100%

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E-Commerce

1. For this reporting period, what was this business's total revenue?

Please report all amounts in thousands of Canadian dollars.

Include: sales of goods and services; rental, leasing and property management; commissions; subsidies, grants, donations, fundraising and sponsorships; royalties; rights; licensing and franchise fees; dividends, interest and other revenue.

CAN\$ '000

F4000PF1

€ \$,000

2. Did this business have any e-commerce revenue in this reporting period?

E-commerce revenue: sale of goods and services conducted over the Internet with or without online payment.

Include: all revenue for which an order is received and the commitment to purchase is made via the Internet, although payment can be made by other means, such as orders made on Web pages, an extranet, mobile devices or Electronic Data Interchange (EDI).

Exclude: orders made by telephone, facsimile or email.

B05163

1 Yes → Go to question 3

3 No → Go to question 6

CAN\$ '000

F43459

3. What was the total e-commerce revenue in this reporting period?

If precise figures are not available, please provide your best estimate.

€ \$,000

4. During this reporting period, did this business make sales over the Internet through any of the following methods?

Select all that apply.

- a. Via a mobile app B05164_m1
- b. Via your company website B05164_m2
- c. Via a third-party website B05164_m3
- d. Via Electronic Data Interchange (EDI) B05164_m4
- e. Other methods — please specify: B05164_m5

B05164_m6

5. Does this business have any full-time staff dedicated solely to activities related to e-commerce?

B20052

1 Yes

3 No

6. If you answered No to question 2, please identify the reasons why this business did not make sales over the Internet:

Select all that apply.

- a. Goods and services do not lend themselves to online sales B05165_r1
- b. Prefer to maintain current business model B05165_r2
- c. Lack of skilled workers to implement and maintain e-commerce infrastructure B05165_r3
- d. Cost of development is too high B05165_r4
- e. Security concerns B05165_r5
- f. Other reasons — please specify: B05165_r6

B05165_r7

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Details on this business's locations

1. Complete for all business locations operating during this reporting period.
2. If necessary, add all locations not listed on this questionnaire on the page "details on additional locations".

Please verify the location address and correct where needed.

Store ID / Outlet number

B00401_I

Operating name

B00102_I

Address (number and street)

B00119_I

Province or territory

B00122_I

City

B00121_I

Postal code

B00123_I

Total operating revenue

F47001_I

\$,000

Was this business location operational for the full year?

B00305_b_I

Yes → **Go to next location**

No

What was the reason(s) for part-year operation (mark all that apply)?

B00301_r1_I1

seasonal operation

B00301_r2_I1

new store

B00301_r3_I1

change of fiscal year

B00301_r4_I1

change of ownership

B00301_r5_I1

ceased operations

B00301_r6_I1

temporarily closed

B00301_r7_I1

moved

B00301_r8_I1

other reason — please specify:

B00301_r9_I1

What were this location's operational start and end dates?

YYYY

MM

DD

B00201_I

Start date

YYYY

MM

DD

B00202_I

End date

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00001_I

Details on this business's additional location

1. Complete for all business locations operating during this reporting period.
2. Add all locations not listed.

Please provide the business location address.

Store ID / Outlet number

B00405_I

Operating name

B00129_I

Address (number and street)

B00125_I

Province or territory

B00127_I

City

B00126_I

Postal code

B00128_I

Total operating revenue

F47004_I

\$,000

Was this business location operational for the full year?

B00306_b_I

Yes → **Go to next location**

No

What was the reason(s) for part-year operation (mark all that apply)?

B00307_r1_I1

seasonal operation

B00307_r2_I1

new store

B00307_r3_I1

change of fiscal year

B00307_r4_I1

change of ownership

B00307_r5_I1

ceased operations

B00307_r6_I1

temporarily closed

B00307_r7_I1

moved

B00307_r8_I1

other reason — please specify:

B00307_r9_I1

What were this location's operational start and end dates?

YYYY

MM

DD

B00208_I

Start date

YYYY

MM

DD

B00209_I

End date

Statistics Canada reviews all feedback.

We invite your comments pertaining to this business location.

B00015_I

Changes or events

1. Indicate any changes or events that affected the reported values for this business or organization compared with the last reporting period.

Mark all that apply.

B00302_t1

Strike or lock-out

B00302_t2

Exchange rate impact

B00302_t3

Price changes in goods or services sold

B00302_t4

Contracting out

B00302_t5

Organizational change

B00302_t6

Price changes in labour or raw materials

B00302_t7

Natural disaster

B00302_t8

Recession

B00302_t9

Change in product line

B00302_t10

Sold business or business units

B00302_t11

Expansion

B00302_t12

New or lost contract

B00302_t13

Plant closures

B00302_t14

Acquisition of business or business units

B00302_t15

Other changes or events — specify

B00302_t16

OR

B00302_t17

No changes or events

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Contact person

1. Statistics Canada may need to contact the person who completed this questionnaire for further information.

If the contact person is the same as on cover page, please check → **Go to "Feedback"**

Otherwise, who is the **best person to contact** about this questionnaire?

First name

Last name

Title

Email address (Example: user@example.gov.ca)

Telephone number (including area code)
Example: 123-123-1234

Extension number
(if applicable)

Fax number (including area code)
Example: 123-123-1234

Feedback

2. How long did it take to complete this questionnaire?

Include the time spent gathering the necessary information.....

Hours

Minutes

3. We invite your comments about this questionnaire.

B00002

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General information

Confidentiality

Your answers are confidential.

By law, Statistics Canada is prohibited from releasing any information it collects that could identify any person, business, or organization, unless consent has been given by the respondent, or as permitted by the *Statistics Act*. Statistics Canada will use the information from this survey for statistical purposes only.

Data-sharing agreements

To reduce respondent burden, Statistics Canada has entered into data-sharing agreements with provincial and territorial statistical agencies and other government organizations, which have agreed to keep the data confidential and use them only for statistical purposes. Statistics Canada will only share data from this survey with those organizations that have demonstrated a requirement to use the data.

Section 11 of the *Statistics Act* provides for the sharing of information with provincial and territorial statistical agencies that meet certain conditions. These agencies must have the legislative authority to collect the same information, on a mandatory basis, and the legislation must provide substantially the same provisions for confidentiality and penalties for disclosure of confidential information as the *Statistics Act*. Because these agencies have the legal authority to compel businesses to provide the same information, consent is not requested and businesses may not object to the sharing of the data.

For this survey, there are **Section 11** agreements with the provincial and territorial statistical agencies of Newfoundland and Labrador, Nova Scotia, New Brunswick, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, British Columbia and the Yukon. The shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Section 12 of the *Statistics Act* provides for the sharing of information with federal, provincial or territorial government organizations. Under **Section 12**, you may refuse to share your information with any of these organizations by writing a letter of objection to the Chief Statistician and returning it with the completed questionnaire. Please specify the organizations with which you do not want to share your data.

For this survey, there are **Section 12** agreements with the statistical agencies of Prince Edward Island, the Northwest Territories and Nunavut.

For agreements with provincial and territorial government organizations, the shared data will be limited to information pertaining to business establishments located within the jurisdiction of the respective province or territory.

Record linkages

To enhance the data from this survey and to reduce the reporting burden, Statistics Canada may combine the acquired data with information from other surveys or from administrative sources.

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Thank you for completing this questionnaire.

Please retain a copy for your records.

Visit our website, www.statcan.gc.ca