## Monthly 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 : 1-800-972-9692
Please verify the business or organization name, contact person and address for this questionnaire and correct where needed.
Legal name
Operating name


## Business or organization and contact information

Email address

Preferred language of communication

English
French

Extension number Telephone number (including area code) $\square$

Fax number (including area code)


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.

## Please read carefully before completing the questionnaire

## Why we conduct this survey

This survey provides information to measure the health and economic performance of the retail sector and the Canadian economy. The business community uses the data to analyze market performance and developments. Your information may also be used by Statistics Canada for other statistical and research purposes. Please access www.statcan.gc.ca 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 to 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 datasharing 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 mail the completed questionnaire in the enclosed envelope or fax it to Statistics Canada at 1-888-883-7999.

Operations and Integration Division
150 Tunney's Pasture Driveway Ottawa, Ontario K1A OT6
Visit our website, www.statcan.gc.ca

If you need help, please call the nearest Statistics Canada Regional Office:

| Local |  |  | Toll free |
| :--- | :---: | :---: | :---: |
| If you are within <br> Quebec call | $819-564-5500$ | $1-877-992-3999$ | $1-866-753-7083$ |
| If outside of <br> Quebec call | $705-753-3161$ | $1-800-316-5354$ | $1-866-753-7083$ |

## Business status

1. Is this business or organization currently in operation?

вооз99
Yes $\downarrow$ Go to next sectionNo, seasonal operations Go to question 2No, ceased all operations Go to question 4No, sold all operations Go to question 6No, amalgamated with (an) other business(es) Go to question 8No, temporarily inactive but will re-open $\rightarrow$ Go to question 11No, no longer operating due to other reason(s) Go to question 14
2. When did this business or organization close for the season?

Date

3. When does this business or organization expect to resume operations?

Date


Go to next section
4. When did this business or organization cease all operations?

5. Why did this business or organization cease all operations?

7. What is the legal name of the buyer?

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$\qquad$
8. When did this business or organization amalgamate?
$\square$
9. What is the legal name of the resulting or continuing business or organization?

B00407

$\square$

10. What is (are) the legal name(s) of the other amalgamated business(es) or organization(s)?

-Go to next section
11. When did this business or organization become temporarily inactive?

Date

12. When does this business or organization expect to resume operations?

Date

13. Why is this business or organization temporarily inactive?

14. When did this business or organization cease operations?

15. Why did this business or organization cease operations?

B00314


## Reporting instructions

1. Please print in ink.
2. Do not include sales tax.
3. Do not report dollars in decimal. Round all values to the nearest whole number.
4. Consult the reporting guide at www.statcan.gc.ca/guides-e for further information.
5. When precise figures are not available, please provide your best estimates.

## Business activity

1. Statistics Canada uses the North American Industrial Classification System to classify the activities of each business or organization. According to our records, this business or organization's main activity is classified as:

Is this the main activity of this business or organization? ${ }^{105002}$
Yes, this is the main activity of this business or organization. Go to question 1c
No, this is not the main activity of this business or organization. Go to question 1a
a. Was this business or organization's main activity, which typically generates the most revenue, ever classified as described above?

B05111


b. Please provide a brief but precise description of this business or organization's main activity (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

B05003

c. Approximately what percentage of this business or organization's revenue is generated by this main activity?
Estimates are acceptable.
Are there any other activities that contribute significantly (at least 10\%) to this business or organization's revenue? ${ }^{805024}$
Yes Go to question 1d
No Go to next page
d. Please provide a brief but precise description of this business or organization's secondary activity. (e.g., "breakfast cereal manufacturing" or "shoe store" or "software development").

e. Approximately what percentage of this business or organization's revenue is generated by this secondary activity?
Estimates are acceptable.

## Reporting period of retail sales

1. Please enter this business' reporting period.


## Total retail sales

3. Please report the total retail sales for this business for the current reference period. Report all dollar amounts in Canadian dollars (CAN\$).
When precise figures are not available, please provide your best estimates.

## Include revenue from:

- Internet sales.
- Sales of any goods including value of trade-ins (net of returns and discounts).
- Repair and maintenance (including parts and labour).
- Rental or leasing of goods and equipment.
- Services (including food services).
- Goods manufactured as a secondary activity.
- Fees earned from commissions (e.g., lottery or bus tickets, phone cards). Do not report sales values
- Orders made by mail, telephone, catalogue and facsimile.


## Exclude:

- GST, HST, PST and QST.
- Non-operating revenue such as interest or dividends.
- Revenue from rental of real estate, placement fees, operating subsidies, grants, royalties or franchise fees.

CAN\$

Total retail sales

## Internet sales

4. Did this business make any Internet sales?

Internet sales are those where the customer places the order and makes the commitment to purchase online. Payment may be made by other means.
Include: orders made in web page, extranet or electronic data interchange (EDI).
Exclude: orders made by mail, telephone, catalogue or facsimile.

## No Go to question 6

5. How much of total retail sales that you reported in question 3 was from Internet sales?

- Enter in Canadian dollars.
- If precise figures are not available, provide your best estimate.
- Enter ' 0 ' if there were no Internet sales.

Include: orders made in web page, extranet or electronic data interchange (EDI).
Exclude: orders made by mail, telephone, catalogue or facsimile.
CAN\$

|  |  |  |
| :---: | :---: | :---: |
| Internet sales | \$ | . 00 |

## Total retail sales by province and territory

6. Referring to the value reported in Question 3, please provide a breakdown of your total retail sales and the number of retail locations by Province and Territory.
Report all brick and mortar retail locations reporting any sales during this period.

## Include revenue from:

- Rental or leasing of goods and equipment.
- Sales of any goods including value of trade-ins (net of returns and discounts).
- Repair and maintenance (including parts and labour).
- Services (including food services).
- Goods manufactured as a secondary activity.
- Fees earned from commissions (e.g., lottery or bus tickets, phone cards). Do not report sales values.
- Orders made by mail, telephone, catalogue and facsimile.
- Internet sales.


## Exclude:

- GST, HST, PST and QST.
- Non-operating revenue such as interest or dividends.
- Revenue from rental of real estate, placement fees, operating subsidies, grants, royalties or franchise fees.
a. Newfoundland and Labrador
b. Prince Edward Island
c. Nova Scotia
d. New Brunswick
e. Quebec
f. Ontario
g. Manitoba
h. Saskatchewan

Alberta
j. British Columbia

I. Northwest Territories
m. Nunavut

$\square$
S1561L


## Total retail sales by selected metropolitan area

7. Of the total retail sales that you reported in question 6 please report, for the following selected metropolitan area(s), the number of retail locations and the total retail sales for the reference period.


## Retail sales

8. List any changes or events that may have affected the reported values for this business compared to the previous reporting periods.
E.g., expansion, acquired or sold business units, closures, organizational changes, method of sales changes (Internet, catalogue, mail, telephone).
Please indicate the approximate date when these changes or events occurred.
If none, leave blank.


## Inventories

9. Report the total book value of inventories owned and intended for resale.

Enter ' 0 ' if there were no inventories.
Include: inventories at retail stores, in warehouses, in transit, or on consignment to others.
Exclude: inventories held on consignment from others (inventories not owned). Store and office supplies and any other supplies not for resale.

CAN\$
$\square$
10. Indicate the date for which the inventory value above was reported (if different from the end of the calendar month).

Date


## Reporting period of commodity sales

12. Please enter the reporting period for your commodities (products and services) sold at the locations reported at question 6 for this month.

| Start date |  |  |  | End date |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | yryy | MM | $D D$ |  | rryy | MM | DD |
| ${ }^{\text {c3100 }}$ |  |  |  | C301 |  |  |  |

## Commodity sales

15. Please report sales, commissions and other receipts for each commodity sold during the reporting period, either in dollars (\$) or as a percentage (\%) of your total sales.
If you carry a commodity:

- With a known sales value/percentage, indicate this figure and check the "Yes" box.
- Without a known sales value/percentage, leave the sales figure blank, and check the "Yes" box.

If you do NOT carry a commodity:

- Which you have previously carried, the sales value/percent should be left blank and the "No" box checked.
- Which you have NOT previously carried, the sales value/percentage boxes and Yes/No boxes, should all be left blank.


## Include:

- Sales of any goods including value of trade-ins (net of returns and discounts)
- Revenue from repair and maintenance (including parts and labour).
- Revenue from services, including food services.
- Goods manufactured as a secondary activity.
- Fees earned from commissions (e.g., lottery or bus tickets, phone cards). Do not report sales values.


## Exclude:

- GST, HST, PST and QST.
- Non-operating revenue such as interest or dividends.
- Revenue from rental of real estate, placement fees, operating subsidies, grants, royalties or franchise fees.

What were the total retail sales for the following commodities?

Do you still carry the commodity?

## Food

## Fresh food

Fresh meat and poultry
(5611111)

Fresh fish and other seafood
(5611112)

Fresh fruit and vegetables
(5611113)

Eggs and dairy products (except frozen desserts) (5611114)

Baked goods (except frozen products, cookies and crackers) (5611115)

Perishable prepared foods (including fresh sliced deli meats, prepared entrees and fresh pasta) (5611116)

Subtotal Fresh food (561111)
 \%
 $\%$ $\%$



C3205N/C3205PN
 YesNo

## CAN\$

 .00
or

## Percentage

Do you still carry the commodity?

## Frozen food

Frozen food (5611121)

\%
C3207NC3207PN

## Cookies and packaged foods

Cookies, confectionery, and snack foods (5611131)

Packaged food dry goods, not elsewhere classified (5611132)

## Subtotal -

 Frozen foods (5611121), cookies (5611131) and packaged foods (5611132)
## Subtotal -

## Foods (56111)

## Prepared meals and beverages

Prepared meals and beverages (841)

.00

Note: Prepared meals and beverages (841)
to be summed with Subtotal -
Commissions, automotive and
miscellaneous services.

## Beverages and ice

## Soft drink and non-alcoholic beverages

Soft drinks (except bottled water) (5611211)

Non-alcoholic beverages (except soft drinks, milk, hot beverages and frozen drinks) (5611212)

Hot prepared beverages (including hot coffee) (5611213)

Subtotal
Soft drinks and non-alcoholic beverages (561121)

.00
00

.00
 .00
 \%
 \%
 \%

## Alcoholic beverages and ice



## Clothing, footwear and accessories

## Men's clothing and accessories

Men's outerwear coats and jackets (5612111)

Men's suits, sport jackets and blazers (5612112)
Men's pants, shirts, sweaters and other bottoms and tops (5612113)

Men's sleepwear, underwear and hosiery (5612114)

Men's hats, gloves, belts, and other accessories (5612115)

Men's clothing, not elsewhere classified (5612116)

## Subtotal -

Men's clothing and accessories
(561211)


C3219N/C3219PN


## C322 $\square$




## Women's clothing and accessories

Women's outerwear coats and jackets (5612121)

Women's dresses and suits (5612122)

Women's skirts, pants, blouses, sweaters and other bottoms and tops (5612123)

Women's lingerie, sleepwear and underwear (5612124)

$\qquad$
$\qquad$00

```00
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## CAN\$


.00 or Percentage Do you still carry the commodity?

## Outdoor home furniture

Outdoor home furniture (5613121)

$\%$

## Home furnishings



## Home electronics

Computers, peripherals, and networking equipment (5613161)

Computer software (except games)
(5613162)

Telephones and related products (5613163)

Televisions and home audiovisual equipment (5613164)
Cameras (except video cameras) and photographic equipment (5613165)

## Subtotal -

Home electronics (561316)



\%


C3274N/C3274PN



C3273N/C3273PN00


Subtotal -
Home furniture, furnishings, housewares, appliances and electronics (56131)

Sporting and leisure products

## Sporting equipment

Bicycles and biking equipment and accessories (5614111)

Exercise equipment
(5614112)

Golf equipment (5614113)

Skiing and snowboarding equipment (5614114)

Hunting, fishing and camping equipment (5614115)

Team sporting equipment (5614116)

Sporting equipment, not elsewhere classified (5614117)



00


\%

\%
 $\%$
\%
C3284N/C3284PN


Subtotal -

## Sporting equipment

 (including bicycles) (561411)
## Toys and games

|  |  | ${ }^{\text {c3887 }}$ |  | ${ }^{\text {c3287 }}$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| Electronic game consoles and game software (5614121) | \$ |  | . 00 |  | \% |
|  |  | ${ }^{\text {c3288 }}$ | ${ }^{\text {C3288P }}$ |  |  |
| Toys and games (except game consoles and software) (5614122) | \$ |  | . 00 |  | \% |
|  |  | ${ }^{\text {C329 }}$ |  | C3299 |  |
| Subtotal - |  |  |  |  |  |
| Toys and games (561412) | \$ |  | . 00 |  |  |

## Publications

Books (5614131)

Newspapers, magazines and periodicals (5614132)


Publications,
not elsewhere classified (including posters, art prints, maps, and greeting cards) (5614133)

## Motor vehicles, recreational vehicles, motor vehicles parts and accessories

## New motor vehicles

New passenger automobiles (5615111)

New minivans, sport utility vehicles and light trucks (5615112)

New medium and heavy trucks (5615113)

Subtotal -
New motor vehicles (561511)

## Used motor vehicles

Used passenger automobiles (5615121)

Used minivans, sport utility vehicles and light trucks (5615122)

Used medium and heavy trucks (5615123)

Subtotal -
Used motor vehicles (561512)

## Subtotal -

Motor vehicles (56151)

.00
00
 .00
 .00

.00
 .00

## New recreational vehicles

New motorcycles and scooters (5615211)

New motor homes, travel trailers and truck campers (5615212)
New snowmobiles and other personal off-road vehicles (5615213)

New recreational boats and other recreational vehicles, not elsewhere classified (5615214)

## Subtotal -

New recreational vehicles
(561521)00
00
00
$\qquad$ .00
$\square$ .00
 \%


Health, personal and household products

## Pharmaceuticals



Infant care, personal and beauty products

Infant care products

Disposable diapers (5617211)
Infants' and children's car seats
(5617212)

Strollers and infant care products,
not elsewhere classified (5617213)

## Subtotal -

Infant care products (561721)

.00
.00
C3338

.00




## Home, lawn and garden equipment and supplies

Lawnmowers, snowblowers and gardening tools (5618131)

.00



Live plants, seeds and other home and garden supplies (except agricultural fertilizers and pesticides) (5618132)

## Subtotal -

Home lawn and garden equipment and supplies (561813)

## Subtotal -

Hardware, tools, renovation and lawn and garden products (56181)

## Miscellaneous products

## Tobacco products and accessories

Tobacco products and accessories (5619121)

Pets, pet food and pet supplies

Pets (5619111)
Pet food, supplies, and accessories (5619112)

## Subtotal -

Pets, pet food supplies and accessories (561911)


C3364P



Home office equipment and supplies not elsewhere classified

Home office equipment, not elsewhere classified (5619131)

Home office supplies, not elsewhere classified (5619132)

## Subtotal -

## Home office equipment and supplies, not elsewhere classified (561913)


.00



Farm equipment and supplies

Farm equipment (5619141)

Farm supplies (5619142)

## Subtotal -

## Farm equipment and supplies (561914)

00
.00
$\square$





## Equipment and supplies for activities not elsewhere classified



.00
.00

\%

Artwork (5619161)

Collectors' items (5619162)
Antiques, and used or second-hand merchandise (except motor vehicles and mobile homes) (5619163)

Subtotal -
Artwork, collectibles, antiques and used or second-hand merchandise (except motor vehicles and mobile homes)(561916)
 .00
 \%

## Subtotal -

## Miscellaneous products (56191)

 Includes subtotals for (5619121), (561911), (561913), (561914), (561915) and (561916)
.00


17. If you reported by percentage in the previous question, what were the total retail sales in dollars for the commodities you have reported for?

## Total retail sales

$\square$

## Commodity sales

18. List any changes or events that may have affected the reported values for this business compared to the previous reporting periods. E.g., expansion, acquired or sold business units, closures, organizational changes, method of sales changes (Internet, catalogue, mail, telephone). Please indicate the approximate date when these changes or events occurred. If none, leave blank. B00002
$\qquad$

## Contact person

Name of person to contact about this questionnaire:


We invite your comments below.
If necessary, please attach a separate sheet.
Please be assured that we review all comments with the intent of improving the survey.


## Confidentiality

## Your answers are confidential.

Statistics Canada is prohibited by law from releasing any information it collects which 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 information from this survey for statistical purposes.

## 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.

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 minimize the reporting burden, Statistics Canada may combine it with information from other surveys or from administrative sources.

