

QUESTIONNAIRE OF THE NATIONAL STATISTICAL SYSTEM (LAW NO 22/2008 OF MAY 13) CONFIDENTIAL AND MANDATORY REPORT	IPHH - Survey on guest stays in hotel establishments and other accommodations (Inquérito à Permanência de Hóspedes na Hotelaria e Outros Alojamentos)
Reference date:	
Year: 2024 Month:	I
Contacts to answer and clarify doubts: INE - DATA COLLECTION AND MANAGEMENT Administrative and Business Data Entreprise Data Unit 1 Edifício Scala, Rua do Vilar, 235 - 9º 4050-626 PORTO Telf: 226 072 026 (call to a national fixed network) email: nrp.turismo@ine.pt	Electronic reply: https://webinq.ine.pt/
Identification of the statistical unit (fill in the blanks only if there	are changes)
Establishment Name of the Establishment District/Island Address Locality	Parish
Phone number Fax Homepage:	
Indicate if the exploring company has changed	Date / / TIN
Enterprise Fiscal identification number (FIN)	Homepage
District/Island Municipality	Parish
Address	
Locality	
Phone number Fax	e-mail
In business Beginning of the suspension / / BC End of the suspension / / BC No longer in business / / BC Reason BC Does the establishment have one or more rooms accessible to people with reduced mobility. Yes	105       Economic Activity Code (NACE Rev. 2)       BC101         Category of the establishment       BC153         110       No. of days open to the public in the reference period       BC107         111       Mark if there were no guests flows during the reference period       BC150         112       Do you only operate seasonally?       Yes       No       BC151         112       Do you only operate seasonal closure:       BC152       Jan       Feb       Mar       Apr       May       Jun       Jul       Jul       Aug       Sep       Oct       Nov       Dec       If applicable, indicate the main beach and/or spa nearest to the establishment       BC156       BC157         158       Each       BC156       BC157       BC157
IV Responsible for fullfilling         Name         Phone number       Fax         Function	e-mail
Signature	Date / /
IF YOU HAD NO GUESTS IN THE MONTI	H OF REFERENCE (BC150), THE QUESTIONNAIRE ENDS HERE.

Guest stays (during the reference month)				
Country of usual		No. of guests arrived in the	No. of guests lodged in the	No. of everyight stave
residence		reference month	reference month a)	No. of overnight stays
		1	2	3
Portuguese residing in Portugal	VPP			
Foreigners residing in Portugal	VEP			
Important note: In the previous line, all guests with	foreign nationa	ality residing in Portugal should b	be registered. Guests residing abro	ad, whether Portuguese or
foreigner, should be registered in the following line				
a) Number of guests lodged = number of guests the	at arrived in ref	erence month plus the guests the	at arrived in the previous month(s)	and that still remained lodged
in the establishment.				
Foreign residents by country of residence:				
Germany	DE			
Angola	AO			
Argentina	AR			
Australia	AU			
Austria	AT			i i i i i i
Belgium	BE			
Brazil	BR			
Bulgaria	BG			
Cabo Verde				
	CV			
Canada	CA			
Czechia	CZ			
Cyprus	CY			
China	CN			
South Korea	KR			
Croatia	HR			
Denmark	DK			
Slovakia	SK			
Slovenia	SI			
Spain	ES			
Estonia	EE			
United States of America	US			
Finland	FI			
France	FR			
Greece	GR			
Guinea-Bissau	GW			
Hungary	HU			
India	IN			
Ireland	IE			
Iceland	IS			
Israel	IL			
Italy	п			
Japan	JP			
Latvia	LV			
Liechtenstein	LI			
Lithuania	LT			
	LU			
Luxemburg Malta	MT			
Mexico	MX			
Norway	NO			
New Zealand	NZ			
Netherlands (Holland)	NL			
Poland	PL			
United Kingdom	GB			
Republic of South Africa	ZA			
Romania	RO			
Russia	RU			
Sweden	SE			
Switzerland	СН			
East Timor	TL			
Turkey	TR			
Ukraine	UA			
Uruguay	UY			
Venezuela	VE			
Other countries	(sta	te which ones, using one line pe	er country, as the annexed list):	
Total	V90			

Other data						
2.1 Accommodation Capacity						
2.1.1 All establishments except Tourist Apartmer	ts and Touris	t Villages				
Total bedrooms available			Total of bedrooms	used during the mon	h V103	1
Total of single beds available in the rooms				ys of use each room in the	-	
(add the extra beds, only if they were used)	V	101		t has a total of 10 rooms; 7	,	va and the other
	V		-		-	-
Total of double beds available in the rooms			3 TOF 20 days. The	value of variable V103 sh	5010  De  270 = (7x30) +	·(3X20).
(add the extra beds, only if they were used)	V	102				
2.1.2 Only by Tourist Apartments and Tourist Vill	ages					
			Α	partments / Villages		
		T0 / V0 T1	/ V1 T2 / V2	T3 / V3	Γ4 / V4 T5	/ V5 T6 / V6
Total apartments / villas available	V110					
Total apartments / villas used in the month	V120					
(No. of apartments/villas used in the month multiplied b	y the number of	days spent in the apartments	s/villas)			
e.g. The establishment has a total of ten apartments / v Six apartments / villas T1 / V1 were used 30 days a Three apartments / villas T2 / V2 were used 30 day The variable V120 should present the value of 240	nd the other four and the other tw	, 15 days. wo, 20 days.				
Total single beds available (add the extra beds	s, only if they w	vere used)			V118	
Total of double beds available (add the extra bed	s, only if they w	vere used)			V119	
2.2 Turnover (during the month of reference) (SNC a	ccounts 71 +	72)				
	Total (with	hout VAT)			V150	
	of which:	from accommodation (	(without VAT)		V151	€
		from food and beverage	ge (without VAT)		V152	€
(	only for establis	shments in the Autonomo	us Regions of the Açore	s and Madeira:		
2.3 Employed personnel and costs						
2.3.1 Total of persons employed (in the last week	of the referer	nce month)			V130	
2.3.2 Total personnel costs					V160	€
	Wages an	d salaries (SNC accounts	631+632)		V161	€
	· ·	d insurance costs (SNC a	,		V162	€
		sonnel costs (SNC accou	,		V163	€
	•	•	,			····

# INSTRUCTIONS

# Grey boxes are not to be filled in

Scope – All hotels, apartment hotels, "Pousadas" and "Quintas da Madeira", tourist apartments, tourist villages and others, including local accommodation establishments, tourism in rural areas and lodging tourism.

Deadline for reply - Pursuant to Law no. 22/08, of 13 May, on the National Statistical System, establishments within the scope of this survey, which are in operation, are required to respond monthly to Statistics Portugal. The deadline for response is until the 10th of each month.

Even if there were no guests along the month, this establishment is nevertheless required to respond to Statistics Portugal.

# Status of the statistical unit in the reference month

In this table, fields on "Seasonality", "Beach" and "Spa" should only be filled in in case the latest information supplied by the establishment has changed.

The fields on "Classification of economic activity", "Category of establishment" are pre-filled, and any changes must be reported to INE.

A establishment is considered to have guests if it had at least one guest during one day in the reference month. The establishment is considered not to have had guest flows when, despite having been open to the public, no person stayed there not even for one night during the reference month. If the second option is chosen (BC150), table 1 on guest stays will not be filled.

<u>A room is considered accessible</u> when its size, arrangement of furniture, adapted toilet facilities and provision of products and/or support equipment, allows the use by guests with reduced mobility (including wheelchair users) or with some other type of special needs, making possible for the client to enjoy the accommodation and services, with the greatest possible autonomy.

### Table 1 - Guest stays

Fulfilling table 1 on guest stays takes into consideration the country of residence of guests. Hence, in the first two lines, reference should be made to values on guests usually residing in Portugal, be them Portuguese (first line) or foreigners (second line).

In Column 1 of table 1, guests who arrived at the establishment during the reference month are registered.

In <u>Column 2</u> of table 1, the sum of the number of guests who arrived at the establishment during the reference month is registered (column 1 guests), and so is the number of guests carried forward from the previous month.

In Column 3 of table 1, the total number of overnight stays during the reference month of guests counted in column 2 is indicated.

#### Examples:

1 - Considering an establishment that, in January, only received guests with entry and exit that same month

A household composed of two adults and two child entered the establishment on 14 January 2019 and left on 20 January.

				••••••	
N.º of guests	Entry to establishment	Departure from establishment	Nº of guests arrived	Nº of guests lodged	№ of overnight stays
4	14 January	20 January	4	4	24
		Total →	4	4	24

2 - Considering an establishment with this movement of guests in the months of January and February:

A - A household composed of two adults and one child entered the establishment on 28 January and left on 2 February.

B - On 25 January a group of five people entered the establishment. Two left on 30 January and three left on 4 February.

C - A household composed of two adults and two child entered the establishment on 3 February and left on 5 February.

			January			February			
	N.º of Entry to Departure from guests establishment establishment	N⁰ of guests arrived	Nº of guests lodged	№ of overnight stays	N° of guests arrived	N⁰ of guests lodged	№ of overnight stays		
A	3	28 January	2 February	3	3	12	-	3	3
	2	25 January	30 January	2	2	10	-	-	-
в —	3	25 January	4 February	3	3	21	-	3	9
C	4	3 February	5 February	-	-	-	4	4	8
			Total ->	8	8	13	4	10	20

### Important notes (table 1):

The number of guests arrived in the reference month (column 1) can never exceed the number of guests lodged in reference month (column 2) and none may exceed the number of overnight stays (column 3). The values in column 2 can only be equal to those in column 3 if all guests sleep only one night.

In every month, all guests who have slept at least one night in the establishment must be counted, but each guest will only be counted once, regardless of the number of overnight stays.

In a family / group, all members are counted as guests. For example: a couple and two children (regardless of the age) will be counted as four guests.

When distributing guests and overnight stays by country of residence, terms such as "other countries" or "various countries" should be avoided: countries should always be identified.

<u>Guest</u>: an individual staying at least one night in an establishment. The individual is counted as many times as his/her registrations in the establishment in the reference month. <u>Overnight stay</u>: the stay of an individual in an accommodation establishment for a period ranging from 12 a.m. one day to 12 a.m. the next day.

# **INSTRUCTIONS FOR COMPLETION (cont.)**

# Quadro 2 - Other data

2.1 Accommodation capacity

Field 2.1.1 must be filled by all establishments except Tourist Apartments and Tourist Villages

Total bedrooms available - indicate the number of bedrooms that the establishment usually has on offer to accommodate guests, with the exception of rooms used by the owners or employees.

Total bedrooms used over the month - indicate the number of bedrooms used in the month, adding up the number of days each room was used during the month.

Field 2.1.2 must be filled by Tourist Apartments and Tourist Villages

Total Apartments / Villages available - indicate the number of apartments/villages that the establishment usually offers to accommodate guests.

Total Apartments / Villages used over the month - indicate the number of apartments/villages used in the month, adding up the number of days each room was used during the month.

Extra beds - please indicate, in addition to bed places available, beds brought on customer request (including couches, sofas, cradles, etc), which may give rise to supplementary payments.

# 2.2 Turnover (during the month)

Total turnover - SNC 71 (Sales) and 72 (Services Rendered) - shall include all the turnover of the establishment, including, in addition to that resulting from accomodation, food and beverage and others activities: sport/leisure (SPA, gym, golf, ...), laundry, hairdresser, tobaccoshop, organized tours, etc.

Considering turnover related to the accomodation, there should be included the amounts charged for overnight stays of all guests.

Food and beverage includes the values from the operation of restaurants, bars, cafes, discos and simlar in the establishment.

The turnover values recorded with different frequency should be distributed monthly. Whenever there is an advance payment for stays, the values must be recorded in the respective months of stay.

# Important notes (table 2):

The values in table 2.2 should be in euro, without decimals (cents), and rounded up when decimals are equal to or higher than 5 and down when they are lower than 5. Example: €6,370.45 = €6,370.

The values regarding the municipal tourist tax should not be considered.

# Fields in 2.3 should only be answered by establishments in the Autonomous Regions of the Açores and Madeira.

Employed personnel - those persons who, in the reference month, participated in the enterprise's activity, regardless of the length of the participation and of their work link. It includes persons temporarily absent for a period equal to or lower than one month for holidays, labour dispute, training, as well as occupational disease or accident. It also includes persons linked to other enterprises working in the establishment and being paid directly by the latter. Independent workers (e.g. service providers) should be included.

In the Total personnel costs sub-group account should be taken of the following staff costs:

. Wages and salaries: gross (before deductions), in cash or in kind (wages, basic salaries, subsidies, housing, accommodation, etc.).

. Labour and insurance costs: contributions paid on behalf of the employer for social security systems and private employee schemes and similar systems.

. Other personnel costs: optional payment of pensions, sickness, maternity, accident and family allowances, expenditure on clinical and nursing services, medicines supplied free of charge to staff, subsidies granted during military service, unemployment benefits and dismissal pay.

Country	Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria American Samoa	DZ AS
Andorra	AD
Anguilla	AL
Antarctica	AQ
Antigua and Barbuda	AG
Armenia	AM
Aruba	AW
Azerbaijan	AZ
Bahamas (the)	BS
Bahrain	BH
Bangladesh Barbados	BD BB
Belarus	BB
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia (Plurinational State of)	BO
Bonaire, Sint Eustatius and Saba	BQ
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
British Indian Ocean Territory (the) Brunei Darussalam	IO BN
Burkina Faso	BF
Burundi	BI
Cambodia	KH
Cameroon	CM
Cayman Islands (the)	KY
Central African Republic (the)	CF
Chad	TD
Chile	CL
Christmas Island	CX
Cocos (Keeling) Islands (the) Colombia	CC CO
Comoros (the)	KM
Congo (the Democratic Republic of the)	CD
Congo (the)	CG
Cook Islands (the)	CK
Costa Rica	CR
Côte d'Ivoire	CI
Cuba	CU
Curaçao	CW
Djibouti	DJ
Dominica Dominican Republic (the)	DM DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Eswatini	SZ
Ethiopia	ET
Falkland Islands (the) [Malvinas]	FK
Faroe Islands (the)	FO
Fiji Franch Culono	FJ
French Guiana French Polynesia	GF PF
French Polynesia French Southern Territories (the)	TF
Gabon	GA
Gambia (the)	GM
Georgia	GE

Country	Code
Ghana	GH
Gibraltar	GI
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guyana	GY
Haiti	HT
Heard Island and McDonald Islands Holy See (the)	HM VA
Honduras	HN
Hong Kong	HK
Indonesia	ID
Iran (Islamic Republic of)	IR
Iraq	IQ
Isle of Man	IM
Jamaica	JM
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Korea (the Democratic People's Republic of)	KP
Kosovo	ХК
Kuwait	KW
Kyrgyzstan	KG
Lao People's Democratic Republic (the)	LA
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Macao	MO
North Macedonia	MK
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Marshall Islands (the)	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Micronesia (Federated States of)	FM
Moldova (the Republic of)	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco Mozombique	MA
Mozambique	MZ
Myanmar Namibia	MM
Namibia	
Nauru	NR
Nepal New Caledonia	NP
	NC NI
Nicaragua	
Niger (the)	NE
Nigeria	NG
Niue Norfolk Island	NU NF
Norfolk Island Northern Mariana Islands (the)	MP
Oman	OM
Unian	UIVI

LIST OF COUNTRIES AND IDENTIFICAT			
Country	Code	Country	Co
Ghana	GH	Pakistan	Pł
Gibraltar	GI	Palau	P۱
Greenland	GL	Palestine, State of	PS
Grenada	GD	Panama	PA
Guadeloupe	GP	Papua New Guinea	P
Guam	GU	Paraguay	P'
Guatemala	GT	Peru	P
Guernsey	GG	Philippines (the)	P
Guinea	GN	Pitcairn	P
	GY		P
Guyana		Puerto Rico	-
Haiti	HT	Qatar	Q
Heard Island and McDonald Islands	HM	Réunion	R
Holy See (the)	VA	Rwanda	R
Honduras	HN	Saint Barthélemy	В
Hong Kong	HK	Saint Helena, Ascension and Tristan da Cunha	S
ndonesia	ID	Saint Kitts and Nevis	K
ran (Islamic Republic of)	IR	Saint Lucia	LC
raq	IQ	Saint Martin (French part)	M
sle of Man	IM	Saint Pierre and Miquelon	Р
Jamaica	JM	Saint Vincent and the Grenadines	V
lersey	JE	Samoa	W
Jordan	JO	San Marino	S
Kazakhstan	KZ	Sao Tome and Principe	S
Kenya	KE	Saudi Arabia	S
Kiribati	KL		S
Korea (the Democratic People's Republic of)	KP	Senegal Southing	R
· · · · /		Serbia	-
Kosovo	XK	Seychelles	S
Kuwait	KW	Sierra Leone	S
Kyrgyzstan	KG	Singapore	S
ao People's Democratic Republic (the)	LA	Sint Maarten (dutch part)	S
₋ebanon	LB	Solomon Islands	S
_esotho	LS	Somalia	S
Liberia	LR	South Georgia and the South Sandwich Islands	G
_ibya	LY	South Sudan	S
Macao	MO	Sri Lanka	LI
North Macedonia	MK	Sudan (the)	S
Madagascar	MG	Suriname	S
Malawi	MW	Svalbard and Jan Mayen	S
Malaysia	MY	Syrian Arab Republic (the)	S
Maldives	MV	Taiwan (Province of China)	T
Mali	ML	Tajikistan	T.
Marshall Islands (the)	MH	Tanzania the United Republic of	T
Marshall Islands (the)	MQ	Thailand	
			-
Mauritania	MR	Togo	T
Mauritius	MU	Tokelau	T
Mayotte	YT	Tonga	T
Micronesia (Federated States of)	FM	Trinidad and Tobago	Т
Moldova (the Republic of)	MD	Tunisia	Т
Monaco	MC	Turkmenistan	Т
Mongolia	MN	Turks and Caicos Islands (the)	T
Aontenegro	ME	Tuvalu	T
Nontserrat	MS	Uganda	U
Логоссо	MA	United Arab Emirates (the)	A
<i>I</i> ozambique	MZ	United States Minor Outlying Islands (the)	U
Ayanmar	MM	Uzbekistan	U
Jamibia	NA	Vanuatu	V
Jauru	NR	Viet Nam	V
Vepal	NP	Virgin Islands (British)	V
			V
New Caledonia	NC	Virgin Islands (U.S.)	
Nicaragua	NI	Wallis and Futuna	N
Niger (the)	NE	Western Sahara	E
Nigeria	NG	Yemen	Y
Niue	NU	Zambia	ZI
Norfolk Island	NF	Zimbabwe	Z١
Northern Mariana Islands (the)	MP		