



**1 Guest stays (during the reference month)**

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



## 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.

A room is considered accessible 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 **Column 2** 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.

			January		
N.º of guests	Entry to establishment	Departure from establishment	Nº of guests arrived	Nº of guests lodged	Nº of overnight stays
4	14 January	20 January	4	4	24
<b>Total →</b>			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 guests	Entry to establishment	Departure from establishment	Nº of guests arrived	Nº of guests lodged	Nº of overnight stays	Nº of guests arrived	Nº of guests lodged	Nº of overnight stays
A	3	28 January	2	February	3	-	3	3
B	2	25 January	30	January	2	-	-	-
	3	25 January	4	February	3	-	3	9
C	4	3 February	-	5 February	-	4	4	8
<b>Total →</b>			8	8	43	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.

**Guest:** 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.

**Overnight stay:** 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 accommodation, food and beverage and others activities: sport/leisure (SPA, gym, golf, ...), laundry, hairdresser, tobaccoshop, organized tours, etc.

Considering turnover related to the accommodation, 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 similar 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.

**LIST OF COUNTRIES AND IDENTIFICATION CODES**

Country	Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Armenia	AM
Aruba	AW
Azerbaijan	AZ
Bahamas (the)	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
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)	IO
Brunei Darussalam	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)	CC
Colombia	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	DM
Dominican Republic (the)	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	FJ
French Guiana	GF
French Polynesia	PF
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	HM
Holy See (the)	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	XK
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	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
New Caledonia	NC
Nicaragua	NI
Niger (the)	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Northern Mariana Islands (the)	MP
Oman	OM

Country	Code
Pakistan	PK
Palau	PW
Palestine, State of	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines (the)	PH
Pitcairn	PN
Puerto Rico	PR
Qatar	QA
Réunion	RE
Rwanda	RW
Saint Barthélemy	BL
Saint Helena, Ascension and Tristan da Cunha	SH
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Martin (French part)	MF
Saint Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Sint Maarten (dutch part)	SX
Solomon Islands	SB
Somalia	SO
South Georgia and the South Sandwich Islands	GS
South Sudan	SS
Sri Lanka	LK
Sudan (the)	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Syrian Arab Republic (the)	SY
Taiwan (Province of China)	TW
Tajikistan	TJ
Tanzania the United Republic of	TZ
Thailand	TH
Togo	TG
Tokelau	TK
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkmenistan	TM
Turks and Caicos Islands (the)	TC
Tuvalu	TV
Uganda	UG
United Arab Emirates (the)	AE
United States Minor Outlying Islands (the)	UM
Uzbekistan	UZ
Vanuatu	VU
Viet Nam	VN
Virgin Islands (British)	VG
Virgin Islands (U.S.)	VI
Wallis and Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW