INSTITUTO NACIONAL DE ESTATÍSTICA
STATISTICS PORTUGAL

QUESTIONNAIRE OF THE NATIONAL STATISTICAL SYSTEM (LAW NO 22/2008 OF MAY 13) CONFIDENTIAL AND MANDATORY REPORT	**IPHH - Survey on Guest Stays in Tourism Accommodation Establishments** (Inquérito à Permanência de Hóspedes na Hotelaria e Outros Alojamentos)

Reference date:

Year: 2025 Month:

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/

I Identification of the statistical unit (fill in the blanks only if there are changes)

Establishment

Name of the Establishment

District/Island   Municipality   Parish

Address

Locality   Postal Code

Phone number   Fax   e-mail

Homepage:

Indicate if the exploring company has changed   Date   /   /   TIN

Enterprise

Fiscal identification number (FIN)   Homepage

Company name

District/Island   Municipality   Parish

Address

Locality   Postal Code

Phone number   Fax   e-mail

II Business activity situation of the statistical unit during the reference period

Business activity situation — BC105	Economic Activity Code (CAE Rev. 4) — BC101
In business	Category of the establishment — BC153
Beginning of the suspension / / — BC110	No. of days open to the public in the reference period — BC107
End of the suspension / / — BC111	Mark if there were no guests flows during the reference period — BC150
No longer in business / /	Do you only operate seasonally? Yes No — BC151
Reason — BC112	If yes, mark the months of seasonal closure: — BC152

Jan   Feb   Mar   Apr   May   Jun
Jul   Aug   Sep   Oct   Nov   Dec

Does the establishment have one or more rooms accessible to people with reduced mobility, including wheelchair users?   Yes   No — BC158

If applicable, indicate the main beach and/or spa nearest to the establishment

Beach — BC156

SPA — BC157

III Observations

Use this space to include suggestions, justifications regarding your response or other observations that you think are relevant.   BC130

IV Responsible for fullfilling

Name

Phone number   Fax   e-mail

Function

Signature   Date   /   /

IF YOU HAD NO GUESTS IN THE MONTH OF REFERENCE (BC150), THE QUESTIONNAIRE ENDS HERE.

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			
Foreigners residing in Portugal	VEP			

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.

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.

Foreign residents by country of residence:

Country	Code	1	2	3
Germany	DE			
Angola	AO			
Argentina	AR			
Australia	AU			
Austria	AT			
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	IT			
Japan	JP			
Latvia	LV			
Liechtenstein	LI			
Lithuania	LT			
Luxemburg	LU			
Malta	MT			
Mexico	MX			
Norway	NO			
New Zealand	NZ			
Netherlands (Holland)	NL			
Poland	PL			
United Kingdom	GB			
Republic of South Africa	ZA			
Czech Republic	CZ			
Romania	RO			
Russia	RU			
Sweden	SE			
Switzerland	CH			
East Timor	TL			
Turkey	TR			
Ukraine	UA			
Uruguay	UY			
Venezuela	VE			

Other countries (state which ones, using one line per country, as the annexed list):

Country	Code	1	2	3
Total	V90			

Other data

2.1 Accommodation Capacity

2.1.1 All establishments except Tourist Apartments and Tourist Villages

Total bedrooms available	V100	☐☐☐☐

Total of bedrooms used during the month — V103 ☐☐☐☐☐☐

Total of single beds available in the rooms

(add the extra beds, only if they were used) — V101 ☐☐☐☐

(Sum of number of days of use each room in the month)

e.g.: An establishment has a total of 10 rooms; 7 were used for 30 days and the other

Total of double beds available in the rooms

(add the extra beds, only if they were used) — V102 ☐☐☐☐

3 for 20 days. The value of variable V103 should be 270 = (7x30)+(3x20).

2.1.2 Only by Tourist Apartments and Tourist Villages

		Apartments / Villages						
		T0 / V0	T1 / V1	T2 / V2	T3 / V3	T4 / 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 by the number of days spent in the apartments/villas)

e.g. The establishment has a total of ten apartments / villas T1 / V1 and five apartments/villas T2/V2;

    Six apartments / villas T1 / V1 were used 30 days and the other four, 15 days.

    Three apartments / villas T2 / V2 were used 30 days and the other two, 20 days.

    The variable V120 should present the value of 240 T1/V1 = (6 x 30) + (4 x 15) and 130 T2/V2 = (3 x 30) + (2 x 20).

Total single beds available *(add the extra beds, only if they were used)* — V118 ☐☐☐☐☐

Total of double beds available *(add the extra beds, only if they were used)* — V119 ☐☐☐☐☐

2.2 Turnover (during the month of reference) (SNC accounts 71 + 72)

Total (without VAT and without municipal tourist tax)	V150	☐☐☐☐☐☐☐	€
of which: from accommodation (without VAT and without municipal tourist tax)	V151	☐☐☐☐☐☐☐	€
from food and beverage (without VAT)	V152	☐☐☐☐☐☐☐	€

Only for establishments in the Autonomous Regions of the Açores and Madeira:

2.3 Employed personnel and costs

2.3.1 Total of persons employed (in the last week of the reference month) — V130 ☐☐☐☐☐

2.3.2 Total personnel costs — V160 ☐☐☐☐☐☐☐ €

Wages and salaries (SNC accounts 631+632)	V161	☐☐☐☐☐☐☐	€
Labour and insurance costs (SNC accounts 635+ 636)	V162	☐☐☐☐☐☐☐	€
Other personnel costs (SNC accounts 633+634+637+638)	V163	☐☐☐☐☐☐☐	€

Other data (alternative version for micro establishments of local accommodation)

2.1 Accommodation Capacity

Total bedrooms available   V100 | | | | |

Total of single beds available in the rooms   *(add the extra beds, only if they were used)*   V101 | | | | |

Total of double beds available in the rooms   *(add the extra beds, only if they were used)*   V102 | | | | |

2.3.1 Employed personnel (in the last week of reference month)

Total of persons employed   V130 | | | | |

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

Fullfilling 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

			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
		Total →	4	4	24

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

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.

	N.º of guests	Entry to establishment	Departure from establishment	January Nº of guests arrived	January Nº of guests lodged	January Nº of overnight stays	February Nº of guests arrived	February Nº of guests lodged	February Nº of overnight stays
A	3	28 January	2 February	3	3	12	-	3	3
B	2	25 January	30 January	2	2	10	-	-	-
B	3	25 January	4 February	3	3	21	-	3	9
C	4	3 February	5 February	-	-	-	4	4	8
			Total →	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.

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.

LIST OF COUNTRIES AND IDENTIFICATION CODES

Country	Code	Country	Code	Country	Code
Afghanistan	AF	Ghana	GH	Pakistan	PK
Åland Islands	AX	Gibraltar	GI	Palau	PW
Albania	AL	Greenland	GL	Palestine, State of	PS
Algeria	DZ	Grenada	GD	Panama	PA
American Samoa	AS	Guadeloupe	GP	Papua New Guinea	PG
Andorra	AD	Guam	GU	Paraguay	PY
Anguilla	AI	Guatemala	GT	Peru	PE
Antarctica	AQ	Guernsey	GG	Philippines (the)	PH
Antigua and Barbuda	AG	Guinea	GN	Pitcairn	PN
Armenia	AM	Guyana	GY	Puerto Rico	PR
Aruba	AW	Haiti	HT	Qatar	QA
Azerbaijan	AZ	Heard Island and McDonald Islands	HM	Réunion	RE
Bahamas (the)	BS	Holy See (the)	VA	Rwanda	RW
Bahrain	BH	Honduras	HN	Saint Barthélemy	BL
Bangladesh	BD	Hong Kong	HK	Saint Helena, Ascension and Tristan da Cunha	SH
Barbados	BB	Indonesia	ID	Saint Kitts and Nevis	KN
Belarus	BY	Iran (Islamic Republic of)	IR	Saint Lucia	LC
Belize	BZ	Iraq	IQ	Saint Martin (French part)	MF
Benin	BJ	Isle of Man	IM	Saint Pierre and Miquelon	PM
Bermuda	BM	Jamaica	JM	Saint Vincent and the Grenadines	VC
Bhutan	BT	Jersey	JE	Samoa	WS
Bolivia (Plurinational State of)	BO	Jordan	JO	San Marino	SM
Bonaire, Sint Eustatius and Saba	BQ	Kazakhstan	KZ	Sao Tome and Principe	ST
Bosnia and Herzegovina	BA	Kenya	KE	Saudi Arabia	SA
Botswana	BW	Kiribati	KI	Senegal	SN
Bouvet Island	BV	Korea (the Democratic People's Republic of)	KP	Serbia	RS
British Indian Ocean Territory (the)	IO	Kosovo	XK	Seychelles	SC
Brunei Darussalam	BN	Kuwait	KW	Sierra Leone	SL
Burkina Faso	BF	Kyrgyzstan	KG	Singapore	SG
Burundi	BI	Lao People's Democratic Republic (the)	LA	Sint Maarten (dutch part)	SX
Cambodia	KH	Lebanon	LB	Solomon Islands	SB
Cameroon	CM	Lesotho	LS	Somalia	SO
Cayman Islands (the)	KY	Liberia	LR	South Georgia and the South Sandwich Islands	GS
Central African Republic (the)	CF	Libya	LY	South Sudan	SS
Chad	TD	Macao	MO	Sri Lanka	LK
Chile	CL	Macedonia (the former Yugoslav Republic of)	MK	Sudan (the)	SD
Christmas Island	CX	Madagascar	MG	Suriname	SR
Cocos (Keeling) Islands (the)	CC	Malawi	MW	Svalbard and Jan Mayen	SJ
Colombia	CO	Malaysia	MY	Syrian Arab Republic	SY
Comoros (the)	KM	Maldives	MV	Taiwan (Province of China)	TW
Congo (the Democratic Republic of the)	CD	Mali	ML	Tajikistan	TJ
Congo (the)	CG	Marshall Islands (the)	MH	Tanzania, United Republic of	TZ
Cook Islands (the)	CK	Martinique	MQ	Thailand	TH
Costa Rica	CR	Mauritania	MR	Togo	TG
Côte d'Ivoire	CI	Mauritius	MU	Tokelau	TK
Cuba	CU	Mayotte	YT	Tonga	TO
Curaçao	CW	Micronesia (Federated States of)	FM	Trinidad and Tobago	TT
Djibouti	DJ	Moldova (the Republic of)	MD	Tunisia	TN
Dominica	DM	Monaco	MC	Turkmenistan	TM
Dominican Republic (the)	DO	Mongolia	MN	Turks and Caicos Islands (the)	TC
Ecuador	EC	Montenegro	ME	Tuvalu	TV
Egypt	EG	Montserrat	MS	Uganda	UG
El Salvador	SV	Morocco	MA	United Arab Emirates (the)	AE
Equatorial Guinea	GQ	Mozambique	MZ	United States Minor Outlying Islands (the)	UM
Eritrea	ER	Myanmar	MM	Uzbekistan	UZ
Eswatini	SZ	Namibia	NA	Vanuatu	VU
Ethiopia	ET	Nauru	NR	Viet Nam	VN
Falkland Islands (the) [Malvinas]	FK	Nepal	NP	Virgin Islands (British)	VG
Faroe Islands (the)	FO	New Caledonia	NC	Virgin Islands (U.S.)	VI
Fiji	FJ	Nicaragua	NI	Wallis and Futuna	WF
French Guiana	GF	Niger (the)	NE	Western Sahara	EH
French Polynesia	PF	Nigeria	NG	Yemen	YE
French Southern Territories (the)	TF	Niue	NU	Zambia	ZM
Gabon	GA	Norfolk Island	NF	Zimbabwe	ZW
Gambia (the)	GM	Northern Mariana Islands (the)	MP		
Georgia	GE	Oman	OM		