



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: 2026 Month:

Contacts to answer and clarify doubts:
INE - DATA COLLECTION AND MANAGEMENT
Administrative and Business Data
Enterprise Data Unit 1
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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 <input type="checkbox"/> BC105	Economic Activity Code (CAE Rev. 4) _____ BC101
In business <input type="checkbox"/>	Category of the establishment _____ BC153
Beginning of the suspension ____/____/____ <input type="checkbox"/> BC110	No. of days open to the public in the reference period ____ BC107
End of the suspension ____/____/____ <input type="checkbox"/> BC111	Mark if there were no guests flows during the reference period <input type="checkbox"/> BC150
No longer in business ____/____/____ <input type="checkbox"/>	Do you only operate seasonally? Yes <input type="checkbox"/> No <input type="checkbox"/> BC151
Reason _____ <input type="checkbox"/> BC112	If yes, mark the months of seasonal closure:
Does the establishment have one or more rooms accessible to people with reduced mobility, including wheelchair users? Yes <input type="checkbox"/> No <input type="checkbox"/> BC158	Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/>
	Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec <input type="checkbox"/> BC152

III Observations

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

BC130

IV Responsible for fulfilling

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 habitual residence		No. of guests arrived in the reference month	No. of guests lodged in the reference month a)	No. of overnight stays b)
		1	2	3
Residents in Portugal	VPP			
<p>Note: Foreign guests residing in Portugal should be registered on the previous line. Guests residing abroad, whether Portuguese or foreign, should be registered on the following lines, by country of habitual residence.</p> <p>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.</p> <p>b) The number of overnight stays corresponds to the sum of the nights of all guests who stayed overnight during the month.</p>				
Foreign residents by country of residence:				
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):		
Total	V90			

Other data															
2.1 Accommodation Capacity															
2.1.1 Response only for hotels, apartment hotels, guesthouses, Madeira farms, rural hotels, rural tourism and local accommodation establishments in the form of lodging establishments, hostels and rooms.															
Total bedrooms available		V100		<input type="text"/>		Total of bedrooms used during the month		V103		<input type="text"/>					
Total of single beds available in the rooms		V101		<input type="text"/>		(Sum of number of days of use each room in the month)									
(add the extra beds, only if they were used)						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		V102		<input type="text"/>		3 for 20 days. The value of variable V103 should be 270 = (7x30)+(3x20).									
(add the extra beds, only if they were used)															
2.1.2 Response only for tourist apartments, tourist villages, rural tourism and local accommodation establishments in the form of apartments and houses.															
		Apartments / Villages													
		T0 / V0		T1 / V1		T2 / V2		T3 / V3		T4 / V4		T5 / V5		T6 / V6	
Total apartments / villas available		V110		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Total apartments / villas used in the month		V120		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
(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		<input type="text"/>							
Total of double beds available		(add the extra beds, only if they were used)				V119		<input type="text"/>							
2.2 Turnover (during the month of reference) (SNC accounts 71 + 72)															
Total (without VAT and without municipal tourist tax)		V150		<input type="text"/>						€					
of which: from accommodation (without VAT and without municipal tourist tax)		V151		<input type="text"/>						€					
from food and beverage (without VAT)		V152		<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

Table 1, on Guest Stay, should be completed taking into account the country of usual residence of the guests. Thus, the first line should include figures for guests who usually reside in Portugal, whether they are Portuguese or foreign nationals. The figures for guests who usually reside abroad, whether Portuguese or foreign nationals, should be recorded in the lines for residents abroad, using one line for each country of usual residence.

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
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 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	3	3	12	-	3	3
B	2	25 January	2	2	10	-	-	-
	3	25 January	3	3	21	-	3	9
C	4	3 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.

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.

LIST OF COUNTRIES AND IDENTIFICATION CODES

Country	Code
Afghanistan	AF
Aland 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
Macedonia (the former Yugoslav Republic of)	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	SY
Taiwan (Province of China)	TW
Tajikistan	TJ
Tanzania, 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