

National statistical business register - Slovakia



National Reference Metadata in Euro SDMX

Metadata Structure (ESMS)

Compiling agency: Statistical Office of the

Slovak Republic

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For any question on data and metadata, please contact: Eurostat user support

1. Contact	
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3.1. Data description

The statistical business registers (SBR) are basic infrastructure for the collection and compilation of data for European business statistics. The SBR are used as the main source of information for statistical analysis of the business population and its demography, for the definition of the survey population and for establishing the link to administrative data sources.

European statistical business registers should become an authoritative sources for deriving harmonised frame populations for the production of European business statistics. SBR contribute to the achievement of consistent and comparable business statistics by creating and using coordinated populations of statistical units

The national statistical business registers include information on the active population of:

- all enterprises carrying out economic activities contributing to the gross domestic product (GDP) and their local units;
- the legal units of which those enterprises consist;
- the kind of activity unit for those enterprises which due to their size have a significant influence and whose kind-of-activity units (KAUs) have a significant influence on the aggregated (national) data;
- enterprise groups (association of enterprises bound together by legal and/or financial links) to which those enterprises belong.

Households shall not fall within the scope of the European framework for statistical business registers insofar as the goods and services they produce are destined to their own consumption, or involve letting out of own property.

Local units of foreign enterprises not constituting separate legal entities (branches), and classified as quasi- corporations in accordance with Regulation (EU) No 549/2013, shall be deemed to be enterprises for the purposes of the national statistical business registers and the EuroGroups Register.

Enterprise groups shall be identified through the links of control between their legal units in accordance with Regulation (EU) No 549/2013.

The main variables recorded in the statistical business registers are the following:

- Identification variables: identification number, name, address;
- Demographic events: date of commencement/cessation of the unit;
- Economic variables/stratification parameters: economic activity (NACE), employment, turnover, legal form, legal activity status;
- Information on control and ownership of units: parent/subsidiary legal unit, minority shareholder information, country of global decision centre;
- Stratification characteristics: institutional subsectors according ESA.

3.2. Classification system

Classification systems and code lists used in the national statistical business register are as follows:

- National statistical classification of economic activities in the European Community at 5-digit level of NACE Rev. 2(NACE Rev. 2);
- European System of Accounts (<u>ESA 2010</u>);
- Nomenclature of territorial units for statistics (NUTS);
- National code list of legal forms based on national legislation (<u>Legal FORM</u>);
- List of 2-digit ISO country code (<u>Country Code</u>);
- National code list of employee size classes (<u>EMPL_SIZE</u>);
- National code list of turnover size classes (<u>TURN SIZE</u>).

3.3. Coverage - sector

The coverage of the national statistical business registers is defined in the <u>Regulation (EU)</u> 2019/2152 on European business statistics.

The national statistical business registers comprise all enterprises resident in the national territory that are carrying out activities contributing to GDP.

Households do not fall within the scope of the European framework for statistical business registers insofar as the goods and services they produce are destined to their own consumption, or involve letting out of own property.

The SBR frame covers all units which, wholly or partially, exercise an economic activity and economically inactive legal units, which are part of an enterprise in combination with economically active legal units. For the purposes of the European framework for statistical business registers, the following economic activities are considered:

- any activity comprising the offer of goods and services on a given market;
- non-market services contributing to the GDP;
- direct and indirect holdings of active legal units.

Holding assets and/or liabilities are also considered an economic activity.

The national statistical business register covers the following sectors:

- all NACE activities:
- non-profit organisation and associations;
- all legal forms.

3.4. Statistical concepts and definitions

The main statistical concepts and definitions used for the statistical business registers are as follows:

Annual copy of statistical business register

The annual copy of the statistical business register reflects the state of the register at the end of the year including all units active within the reference year. NSIs have to make a copy annually and keep that copy for at least 30 years for the purpose of analysis.

Active unit

A statistical unit is considered to have been active during the reference period, if in said period it either realized positive net turnover or produced outputs or had employees or performed investments.

A legal unit can be legally or administratively active without any economic activity, when the inactive legal unit is part of an enterprise in combination with economically active legal units. Holding assets and/or liabilities shall also be regarded as an economic activity.

Number of active enterprises

The number of active enterprises is the number of all statistical units which at any time during the reference period were 'enterprises', as defined in <u>Council Regulation (EEC) No 696/93</u>, and also active during the same reference period. A statistical unit is considered to have been active during the reference period, if in said period it either realized positive net turnover or produced outputs or had employees or performed investments.

Number of employees

The number of employees represents the average number of persons who were, at some time during the reference period, employees of the statistical unit.

Number of employees and self-employed persons

The number of employees and self-employed persons is the sum of the Number of employees and Number of self- employed persons. The number of self-employed persons is the average number of persons who were at some time during the reference period the sole owners or joint owners of the statistical unit in which they work. Family workers and outworkers whose income is a function of the value of the outputs of the statistical unit are also included.

Number of local units

A count of the number of local units as defined in Regulation (EEC) No 696/93 registered to the population concerned in the business register corrected for errors, in particular frame errors. Local units must be included even if they have no paid employees. This statistic should include all units active during at least a part of the reference period.

Net turnover

For all activities except for NACE 64, 65 and some activities of NACE 66 net turnover consists of all income arising during the reference period in the course of ordinary activities of the statistical unit, and is presented net of all price reductions, discounts and rebates granted by it.

Income is defined as increases in economic benefits during the reference period in the form of inflows or enhancements of assets or decreases of liabilities that result in increases in equity, other than those relating to contributions from equity participants.

The inflows referred to are arising from contracts with customers and are realized through the satisfaction by the statistical unit of performance obligations as foreseen in said contracts. Usually, a performance obligation is represented by the sale (transfer) of goods or the rendering of services, however, the gross inflows can also contain revenues obtained as a yield on the use by others of the statistical unit's assets.

Excluded from net turnover are:

- all taxes, duties or levies linked directly to revenue;
- any amounts collected on behalf of any principal, if the statistical unit is acting as an agent in its relationship with said principal;
- all income not arising in the course of ordinary activities of the statistical unit. Usually, these types of income are classified as 'Other (operating) income', 'Financial income', 'Extra-ordinary income' or under a similar heading, depending on the respective set of generally accepted accounting standards used to prepare the financial statements.

Infra-annual statistics may not be able to take into account aspects such as annual price reductions, subsidies, rebates and discounts.

For the activities of NACE K6411, K6419 and K649 net turnover is defined as the value of output minus subsidies or government grants.

For the activities of NACE K642 and K643 net turnover can be approximated by the total operating costs, if net turnover is not available in the financial statements.

For the activities of NACE K6511, K6512 and K652 net turnover is defined as Gross premiums earned.

For the activities of NACE K653 the net turnover is defined as total pension contributions. For activities of NACE K66 for which net turnover is not available in the financial statements, net turnover is defined as the value of output minus subsidies or government grants. For activities of NACE K66 for which net turnover is available in the financial statements, the standard definition of net turnover applies.

Principal activity

The principal (or main) activity is the activity that contributes most to the total value added of a unit under consideration. Ideally, the principal activity of the unit should be determined with reference to the value added to the goods and services produced, by applying the top-down method. The top-down method follows a hierarchical principle: the classification of the unit at the lowest level of the classification must be consistent with the classification of the unit at higher levels. The principal activity so identified does not necessarily account for 50 % or more of the unit's total value added.

In the European Union the classification of principal activity is determined by reference to NACE Rev. 2, first at the highest level of classification and then at more detailed levels (top-down method).

Secondary activity

A secondary activity is each separate activity that produces products eventually for third parties and that is not the principal activity. The outputs of secondary activities are secondary products.

More information on statistical concepts and definitions relevant to the statistical business registers could be found in the <u>EBS methodological manual for Statistical Business Registers</u> (2021 edition).

3.5. Statistical unit

The statistical units maintained in the national statistical business register are defined in accordance with <u>Regulation (EEC) No 696/93</u> on the statistical units for the observation and analysis of the production system in the Community, as follows:

- Enterprise the enterprise is the smallest combination of legal units that is an organizational unit producing goods or services, which benefits from a certain degree of autonomy in decision-making, especially for the allocation of its current resources. An enterprise carries out one or more activities at one or more locations. An enterprise may be a sole legal unit.
- Enterprise group an enterprise group is an association of enterprises bound together by legal and/or financial links. A group of enterprises can have more than one decision-making centre, especially for policy on production, sales and profits. It may centralize certain aspects of financial management and taxation. It constitutes an economic entity, which is empowered to make choices, particularly concerning the units, which it comprises.
- Kind of activity unit (KAU) the kind of activity unit groups all the parts of an enterprise contributing to the performance of an activity at class level (four digits) of NACE and corresponds to one or more operational subdivisions of the enterprise. The enterprise's information system must be capable of indicating or calculating for each KAU at least the value of production, intermediate consumption, manpower costs, the operating surplus and employment and gross fixed capital formation.
- Local unit the local unit is an enterprise or part there of (e. g. a workshop, factory, warehouse, office, mine or depot) situated in a geographically identified place. At or from this place economic activity is carried out for which save for certain exceptions one or more persons work (even if only part-time) for one and the same enterprise.

3.6. Statistical population

The national statistical business registers shall be the authoritative source for deriving high quality and harmonised statistical business register populations for the production of European statistics in accordance with Article 8 to the EBS Regulation 2019/2152.

The national statistical business register comprises the following units and applies the following thresholds (if any):

- Legal unit no threshold;
- Local unit no threshold;
- Enterprise no threshold;
- Enterprise group bottom up approach used, Enterprise groups may be underestimated.

3.7. Reference area

The reference area for national statistical business register is the territory of the country. Concerning enterprise groups any country outside the national territory may be relevant.

Country codes for Enterprise groups are specified in ISO 3166 country code classification.

3.8. Coverage - Time

The national statistical business register was established in 1996.

The statistical units are implemented and maintained in the national statistical business register as follows:

- Enterprise group implemented and maintained since 2008.
- Enterprise implemented and maintained since 1996.
- Local unit implemented and maintained since 2004.
- Kind of activity unit implemented and maintained since 2019.

3.9. Base period

Not applicable.

4. Unit of measure

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The economic variables on employment are recorded in absolute figures.

The net turnover is recorded in 1.000 of Euro.

5. Reference Period

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The reference period for the annual copy of the national statistical business register is a calendar year.

An annual copy that reflects the state of the national statistical business registers at the end of the year is taken and kept for at least 30 years for the purpose of analysis.

The latest available copy of the national statistical business register consists of the final annual master frame for 1996 reference year.

In this annual copy, the economic variables (number of employees, turnover and economic activity) refer to the 1995 and 1996 reference years.

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6.1. Institutional Mandate - legal acts and other agreements

Legal acts and other agreements - EU level

- Regulation (EU) 2019/2152 of the European Parliament and of the Council of 27 November 2019 on European business statistics;
- <u>Commission Implementing Regulation (EU) 2020/1197</u> of 30 July 2020 laying down technical specifications and arrangements pursuant to Regulation (EU) 2019/2152 of the European Parliament and of the Council on European business statistics.

Legal acts and other agreements - national level

- Act No 540/2001 Coll. on Stet Statistics;
- <u>Act No 272/2015 Coll.</u> on register and identifier of legal persons, entrepreneurs and public authorities.

6.2. Institutional Mandate - data sharing

The <u>EBS Regulation (EU) 2019/2152</u> lays down provisions on the exchange of and access to confidential data for the purpose of the European framework for statistical business registers.

The <u>Commission implementing regulation (EU) 2020/1197</u> lays down technical specifications and arrangements pursuant to Regulation (EU) 2019/2152, including technical specifications for the exchange of confidential data for the purposes of the European framework for statistical business registers.

At national level, the following agreements or procedures for data sharing and data exchange between national authorities have been established:

- Characteristics on legal units based on agreement NSI (NSBR) to Financial administration monthly: https://www.crz.gov.sk/7574734-sk/dodatok-c-1/
- Characteristics on legal units based on agreement NSI (NSBR) to Ministry of Finance quarterly;
- Characteristics on legal units based on agreement NSI (NSBR) to Ministry of Agriculture and Rural Development monthly: https://www.crz.gov.sk/7489922-sk/dodatok-c-5/
- Characteristics on legal units based on agreement NSI (NSBR) to Ministry of Education, Science, Research and Sport 2x a year: https://www.crz.gov.sk/4005790/
- Characteristics on legal units based on agreement NSI (NSBR) to Ministry of Environment annually: https://www.crz.gov.sk/4169377/
- Characteristics on legal units based on agreement NSI (NSBR) to Ministry of Culture annually: https://www.crz.gov.sk/6081664-sk/dodatok-c-5/
- Characteristics on legal units based on agreement NSI (NSBR) to National Central Bank monthly;
- Characteristics on legal units based on agreement NSI (NSBR) to National Health Information Center monthly: https://www.crz.gov.sk/5081707-sk/dodatok-c-1-k-doh-2-192016-300/
- Characteristics on legal units based on agreement NSI (NSBR) to Slovak Business Agency monthly;
- Characteristics on legal units based on agreement NSI (NSBR) to Social Insurance Agency (SIA) annually: https://www.crz.gov.sk/2779873/
- Characteristics on legal units based on agreement NSI (NSBR) to National Treasury Agency monthly: https://www.crz.gov.sk/index.php?ID=4456125&l=sk;

- Characteristics on legal units based on agreement NSI (NSBR) to Health Care Surveillance Authority monthly;
- Characteristics on legal units based on agreement NSI (NSBR) to Office for Public Procurement 2x a year: https://www.crz.gov.sk/2402214/
- Characteristics on legal units based on agreement NSI (NSBR) to Central Office of Labour Social Affairs and Family quarterly;
- Characteristics on legal units based on agreement NSI (NSBR) to Health Insurance Agency annually;
- Characteristics on legal units based on agreement **Social Insurance Agency** to NSI monthly: https://www.crz.gov.sk/index.php?ID=2779873&l=sk;
- Characteristics on legal units based on agreement **Health Care Surveillance Authority** to NSI -monthly;
- Characteristics on legal units based on agreement Financial Administration to NSI
- annually https://www.crz.gov.sk/index.php?ID=4474246&l=sk.

7. Confidentiality

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7.1. Confidentiality - policy

Regulation (EC) No 223/2009 (recital 24 and Article 20(4)) of 11 March 2009 (OJ L 87, p. 164) on European statistics stipulates the need to establish common principles and guidelines ensuring the confidentiality of data used for the production of European statistics and the access to those confidential data with due account for technical developments and the requirements of users in a democratic society.

The following policy rules are applied at national level:

- Act No 540/2001 Coll. on State Statistics;
- Internal regulation Directive on Statistical Confidentiality SME-1/2015.

7.2. Confidentiality - data treatment

According to policy rules (see section 7.1).

8. Release policy

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8.1. Release calendar

The preliminary frames of the national statistical business register are released according to the statistical user needs, as follows:

- T+1 months to STS domain;
- T+11 months to SBS domain;
- T+1 months to FATS;
- T+1 months to ITGS;
- T+1 months to ITSS;
- T+1 months to CIS (Community Innovation Survey);
- T+1 months to ICT survey;
- T+1 months to R&D;
- T+11 months to EGR.

The final frame of the national statistical business register is released in T+13 months for Legal Units and Local Units, T+17 months for Enterprises and Enterprise groups.

8.2. Release calendar access

Not applicable.

8.3. Release policy - user access

The statistical users get access to the SBR frames or receive required data in the following way:

- Preliminary frame EGR on request via eDamis; SBR internal users via Integrated Statistical Information System or via internal common storage.
- Final frame EGR on request via eDamis; SBR internal users via internal common storage.

9. Frequency of dissemination

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The SBR preliminary frames are provided to statistical users with the following frequency:

- monthly;
- quarterly;
- yearly.

The final frame for a reference year T is available on annual bases in T+17months. The annual copy is kept for 30 years for the purpose of analysis.

10. Accessibility and clarity

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10.1. Dissemination format - News release

• not applicable.

10.2. Dissemination format - Publications

- Slovak republic in figures;
- Statistical YearBook.

10.3. Dissemination format - online database

• <u>DATAcube</u> - multidimensional tables for indicators of economic and socio-economic development

10.4. Dissemination format - microdata access

The NSI exchange microdata with the Commission (Eurostat) for the purposes of the European framework for statistical business registers.

The data and metadata are exchanged in electronic form and transmitted using the ESS data and metadata standards as specified by the Commission (Eurostat).

The SBR microdata are provided to the authorized statistical users, as follows:

• Identification characteristics (ID number, name, address, legal form, main activity, institutional sector) of <u>legal units</u> for all users.

NSI exchange microdata with NCB for the purposes of the European framework for statistical business registers in order to ensure the quality of multinational enterprise group information in the European Union.

Anonymised micro-data are provided to researchers via secured environment according to the procedure for dissemination of confidential data for scientific purposes.

• According to policy rules (see section 7.1).

10.5. Dissemination format - other

The aggregated data on national statistical business register are provided annually to Eurostat in electronic form and transmitted via EDAMIS.

Tailor-made data sets available on request for external users:

• via Information and Consulting Services

National statistical business register is the main source for the Business demography statistics that provide information for active enterprises in the business economy, the births, deaths and survival rates of enterprises, as well as information on related employment data. In the business demography domain, the business economy covers sections B to N, excluding activities of holding companies – K64.2 (NACE Rev.2).

10.6. Documentation on methodology

<u>European business statistics methodological manual for statistical business registers – edition</u> 2021 outlines the methodology to be used for the national statistical institutes.

Directive for Register Administration - available only via Intranet.

10.7. Quality management - documentation

ESS Data Quality Programme for statistical business registers is available on **CIRCABC**.

11. Quality management

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11.1. Quality assurance

The quality is assured by applying the following quality management and assurance procedures:

- Legislation concerning quality assurance, Task Forces or Working Groups, etc.
- Basic documents: Code of Practice, ISO 9001:2015,
- State of commissioner of the quality of the Statistical Office of the Slovak Republic
- Quality declaration.
 - Methodological standards and guidelines assuring the quality of the production process and the output
- Directive The value creating process for statistical production
- Methodology for data collection and processing.
 - Data validation procedures in place
- Directive for Register Administration;
 - Quality assessment activities undertaken
- Report on the quality evaluation.

All documents are accessible via Intranet.

11.2. Quality management - assessment

The quality of statistical business register is monitored according the quality assurance procedure described in concept 11.1.

The overall assessment results could be summarised as follows:

- Degree of EU harmonisation and standardisation is on high level;
- Expanding access to administrative sources approved in Act No 540/2001 Coll. on State Statistics;
- Since 2010 all information is accessible via Intranet in annual periodicity;
- Strengthen NSI position in obtaining data from administrative sources via amendment of Act No 540/2001 Coll. on State Statistics;
- Development of new IT functions in order to link SBR to administrative sources.

12. Relevance

12.1. Relevance - User Needs

SBR are important for the compilation of consistent and comparable European business statistics, establishing efficient statistical survey frames, providing identification numbers of all the units and for linking to many different sources, increasing statistical information and reducing the reporting burden on enterprises.

SBR are referred to as the 'backbone' in the production of economic statistics because they provide the core infrastructure to ensure data consistency between various statistical outputs.

- FATS;
- SBS:
- BD:
- EGR.

12.2. Relevance - User Satisfaction

Since 2017, Eurostat together with the EU Member States conducts SBR user survey addressing users and potential users of the national statistical business registers (NSBR) and the EuroGroups Register (EGR).

The latest SBR User Survey 2020 show that the NSBR are widely used at national level and users consider that its quality had been significantly improved in the recent years. Most of the NSBR users (97%) had either no issue or manageable issue regarding business registers coverage, units, variables, timeliness and frequency of frames.

The results of the SBR User Survey 2020 are available on CIRCABC.

12.3. Completeness

The completeness of national statistical business registers is annually assessed by Eurostat. The SBR assessment results are provided to EU Member States and EFTA countries and presented at the Statistical Business Registers Working Group (SBR WG).

Data completeness rate and missing variables or data in the national statistical business register are as follows:

- Number of missing mandatory characteristics in the NSBR = 0;
- Number of missing optional characteristics in the NSBR = 3.

13. Accuracy <u>Top</u>

13.1. Accuracy - overall

The main issues regarding accuracy of the data are as follows:

- Undercoverage relationships between legal units where main source is CDP;
- Overcoverage Possible overcoverage of Enterprise Groups due to missing relationships between legal units;
- Misclassification possible misclassification regarding main economic activity in newly created legal units.

The actions taken to reduce bias (if any) and to improve accuracy of the data are as follows:

- close cooperation with NSA from another Member States regarding cross-border relationships;
- sending information about the assigned code of main economic activity to electronic mailboxes of legal units.

13.2. Sampling error

Not applicable.

13.3. Non-sampling error

Not applicable.

14. Timeliness and punctuality

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14.1. Timeliness

Preliminary frames are available 1 months after the reference year T.

Final frame (regarding legal units and local units) is available 13 months after the reference year T.

Final frame (regarding Enterprises and Enterprise groups) is available 17 months after the reference year T.

14.2. Punctuality

Aggregated data for the SBR final frame are provided annually to Eurostat according the deadline agreed by the Statistical Business Registers Working Group.

The SBR frames are provided on time to statistical users with regard to their needs and the agreed time frame, as follows:

- SBS;
- BD;
- FATS.

15. Coherence and comparability

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15.1. Comparability - geographical

The geographical comparability of national statistical business registers is ensured by the application of common definitions of the statistical units laid down in the Council Regulation (EEC) No 696/93.

The SBR variables are harmonised and set up in accordance with the Annex VIII to the Commission Implementing Regulation (EU) 2020/1197 laying down technical specifications and arrangements pursuant to Regulation (EU) 2019/2152 on European business statistics. Further guidelines on the variables implementation in the national statistical business registers are given in the EBS methodological manual for Statistical Business Registers (2021 edition).

15.2. Comparability - over time

The comparability over time of the frames results from the information provided in concept 3.8. NSBR frames are not comparable for reference years as follows:

- Local unit first reference year 2004; reference year 2008 not comparable with previous years (change of classification NACE);
- Enterprise first reference year 1996:
- Reference year 2008 not comparable with previous years (change of classification NACE);
- Reference year 2014 not comparable with previous years (enterprise profiling; change of classification ESA);
 - Enterprise groups first reference year 2008; reference year 2014 not comparable with previous years (new data source);
 - Kind of activity unit (KAU) first reference year 2019.

15.3. Coherence - cross domain

The NSBR frame provides information on the active population of enterprises carrying out economic activities which contribute to the gross domestic product (GDP), the legal units of which those enterprises consist of, local units, kind of activity units and enterprise groups, incl. all-resident and multinational enterprise groups.

The national statistical business register is used by statistical users as a coordinated frame population in order to derive consistent statistical output.

15.4. Coherence - internal

The SBR data included in the final frame are internally consistent.

16. Cost and Burden

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Not available.

17. Data revision

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17.1. Data revision - policy

Not available.

17.2. Data revision - practice

Not available.

18. Statistical processing

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18.1. Source data

The national statistical business registers is set up in accordance with EBS Regulation (EU) 2019/2152 using any relevant data sources while avoiding excessive burden on respondents and taking due account of the cost effectiveness of the NSAs.

NSI uses the following data sources, including a combination thereof for the national statistical business register:

- Register and identifier of legal persons, entrepreneurs and public authorities (RPO Public single administrative register) on daily basis;
- Financial administration annually;
- Statistical surveys monthly, quarterly, annually;
- Social Insurance Agency monthly;
- Commercial data provider annually;
- EGR annually;
- Internet, annual reports when accessible;

18.2. Frequency of data collection

The national statistical business registers shall be updated by means of entries and removals at least annually. The frequency of updating shall depend on the kind of unit, the variable considered, the size of the unit and the source generally used for the update.

The frequency of updating the units and variables in the national statistical business register is as follows:

- Legal units daily (identification and demographic characteristics), quarterly (economic characteristics), annually (monetary variables, relationships, activity status);
- Enterprises annually;
- Local units annually;
- Kind of activity units annually;
- Enterprise groups annually.

18.3. Data collection

Statistical business registers use data from administrative and statistical data sources, and from any other relevant sources that are comparable and compliant with the applicable specific quality requirements. For more details please see 18.1.

18.4. Data validation

Statistical analysis of the national statistical business register is carried out to ensure the quality of data and frame populations provided to users.

Data validation procedures include:

- Statistical Information System (SIS) includes clerical checks;
- Data from main source RPO public single administrative register are loaded to SIS semiautomatic, and only after clerical checks the SBR is updated;
- Comparing the SBR with previous cycles;
- SBR is connected with MetaData System, which includes all codelists. Only valid values in codelists could be in SBR.

18.5. Data compilation

The procedures used to combine data from different sources:

- primary source
- other sources

The frame populations and annual copy of national statistical business register are produced as follows: • frame from Statistical Information system. 18.6. Adjustment Not applicable. 19. Comment <u>Top</u> Related metadata <u>Top</u> **Annexes** <u>Top</u>