

Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification

A1. Country

A2. Title of the survey

A3. Organisation(s) responsible

A4. Website where additional information can be found:

Bulgaria

Annual Enterprises Survey on Number of employees, Wages and salaries and Other labour costs

National Statistical Institute of Bulgaria

http://www.nsi.bg/index_en.htm

B.	Periodicity	and	coverage

B. Periodicity and coverage								
B1. Periodicity: The survey is carried ou	t							
Once a year, continue to B2								
⊂ Two times a year/half yearly, continue	to B2							
○ Every quarter, continue to B2								
○ Every month, go to B3								
C Every months, continue to B2								
C Every years, go to B3								
\bigcirc Ad hoc survey, continue to B2								
Further comments or explanations (if needed):								
B2. Months of the survey: the survey	is carrie	ed out in t	the following months					
🔀 January 🛛 🔀 February								
🗙 March 🛛 🔀 April								
☐ May ☐ June								
July August								
September October								
November December								
B3. Year the survey started:								
B4. Industry coverage: The survey inclu	ides esta	ablishmen	ts in the following ISIC rev. 4 groups					
A. Agriculture, forestry and fishing	• Yes		L. Real estate activities	• Yes	⊖ No			
B. Mining and quarrying	Yes	⊖ No	M. Professional, scientific and technical					
C. Manufacturing	• Yes	⊖ No	activities	Yes	() No			
D. Electricity, gas, steam and air conditioning supply	Yes	⊖ No	N. Administrative and support support service activities	• Yes	⊖ No			
E. Water supply, sewerage, wast management and remediation act.	Yes	⊖ No	O. Public administration; compulsory social security	• Yes	∩No			
F. Construction	• Yes	∩ No	O. Defense	⊖ Yes	No			
G. Wholesale and retail trade; repair of	⊖ Voc		P. Education	• Yes	∩No			
motor vehicles	Yes		Q. Human health and social work activities	• Yes	∩No			
H. Transportation and storage	• Yes	⊖ No	R. Arts, entertainment and recreation	Yes	∩No			
I. Accomodation and food service	○ Voc		S. Other service activities	• Yes	∩No			
activities	Yes		T. Activities of household as employers	⊖ Yes	No			
J. Information and communication								
K. Financial and insurance activities Yes 			and bodies					

Further comments or explanations (if needed):

B5. Size coverage: The survey covers					
All establishments of any size					
All establishments with at least workers/employees					
○ Other size coverage:					

B6. Geographical coverage: The survey covers the ...

• Whole country

O Whole country, excluding the following remote/marginal areas:	
C Capital city (can include surrounding area	3)
⊂ The following main cities:	
○ Only urban areas	
○ Other geographical coverage:	

B7. Worker coverage: The survey covers the following **status in employment** categories ...

(a) All persons in the payroll	⊖ Yes	No
(b) Only Paid employees	∩Yes	No
(c) Only Manual / blue collar workers/wage earners/ production workers/ operatives, etc.	⊖ Yes	No
(d) Only Non-manual /white collar/administrative workers	⊖ Yes	No
(e) Paid employees and working proprietors (i.e., own account workers or employers)	• Yes	⊖ No
(f) All persons engaged (Paid employees, working proprietors and unpaid family workers)	⊖ Yes	No

The following groups are included:

Pieceworkers	Yes	⊖ No	Apprentices	Yes	∩No
Part time employees	Yes	⊖ No	Trainees	Yes	∩No
Seconded employees	⊖ Yes	No	Employees absent from work the	∩ Yes	
Workers from temporary work agencies	Yes	⊖ No	entire reference period without pay	Ules	
Casual and temporary employees	Yes	⊖ No	Employees on probation	Yes	\bigcirc No
Supervisors	• Yes	⊖ No	Foreign employees	∩ Yes	No
Managers	Yes	⊖ No	Workers paid on commission	Yes	\bigcirc No
Non-adults/workers below a certain age	• Yes	⊖ No	Homeworkers	∩Yes	No
Volunteer workers	⊖ Yes	No	Subcontracted workers	⊖ Yes	No

Other workers not mentioned above:

Further comments or explanations (if needed):

B8. Institutional sector coverage: The survey covers		
Establishments in the the private sector	• Yes	∩No
Establishments in the the public sector	• Yes	∩ No
Unincorporated establishments	• Yes	∩No
Non-profit institutions	• Yes	∩No
Foreign establishments located within the country	• Yes	∩No
Establishments which did not operate part of the reference period	• Yes	∩No
National establishments located abroad	∩ Yes	No

B9. Other coverage: The survey includes or excludes other types of establishments not already mentioned above

C. Concepts and operational definitions

C1. EMPLOYMENT

C1a. The survey measures EMPLOYMENT • Yes, continue to C1b • No, go to C2

C1b. Operational definition: EMPLOYME	INT relates to
○ The total number of workers, on:	○ A specific day:
	○ The month of the survey
	○ The quarter of the survey
	\bigcirc The whole year
	O Other:
• The average number of workers during:	C A specific pay period
	○ The month of the survey
	○ The quarter of the survey
	• The whole year
	O Other:
Other:	
C1c. The worker coverage is	
○ The same as the survey coverage (c.f. B7	.)
A different coverage: Employees under label	our contract
C1d. Further comments or explanations (if needed):	

C2. Earnings

C2a. The survey measures EARNINGS • Yes, continue to C2b

🔿 No, go to C3a

C2b. EARNINGS relates to:

GROSS earnings (before any deductions are made by the employer in respect of taxes, contributions of employees to social security and pension schemes, union dues, life insurance premiums, etc.)

○ NET earnings -> Deductions are made for:

Workers' contributions to compulsory social security schemes \bigcirc Yes		
- Health related	Yes	∩No
- Pension	Yes	∩No
- Unemployment	Yes	∩No
Union dues (Yes	∩No
Advanced contributions to income tax (Yes	∩No

Other:

C2c. The worker coverage is ...

- The same as the survey coverage
- A different coverage:

Employees under labour contract

C2d. and the reference period is ...

- The same reference period as employment
- A specific week
- \bigcirc A specific month
- \bigcirc Another reference period:

C2e. Earnings includes:

(a) Payments in kind	d	⊖ Yes	No	Further comments or explanations (if needed):
(b) Cost of living all	owances	\bigcirc Yes	No	
(c) Family allowanc	e allowances	⊖ Yes	No	
(d) Other allowance	es in cash	⊖ Yes	No	
(e) Payments for tin	ne not worked	• Yes	⊖No	
(f) Overtime payme	nts	• Yes	∩No	
(g) End of year bond	ises	• Yes	∩No	
(h) Profit sharing bo	onuses	⊖ Yes	No	
(i) Other regular bo	nuses paid every pay period	• Yes	⊖ No	
(j) Bonuses paid irre	egularly	• Yes	⊖ No	
(k) Payments for pe	riods outside the reference period	⊖ Yes	No	
(I) Payments for iter	ms required by the job	⊖ Yes	No	
(m) Tips and gratuit	ties distributed by the employer	⊖ Yes	No	
(n) Severance and t	ermination pay	⊖ Yes	No	
security schemes	ributions to workers' social	⊖Yes	● No	
(p) Other components not				
mentioned above				

C3. Wage rates

C3a. The survey measures WAGE RATES

• Yes, continue to C3b

 \bigcirc No, go to C4

 \bigcirc Minimum or standard wage rates, fixed by or in

○Yes ○No

○Yes ○No

○Yes ○No

⊖Yes ⊖No

C3c. Concept:

pursuance of ...

... laws

... regulations

• Wage rates actually paid

... arbitral awards

... collective agreements

C3b. ⁻	Time	unit:	WAGE	RATES	are	requested	
-------------------	------	-------	------	-------	-----	-----------	--

○ per hour

○ per day

⊖ per week

○ per month

• other time unit:

annual average wages and salaries and wages and salaries per hour worked

C3d. The worker coverage is ...

○ The same as the survey coverage

• A different coverage:

Employees under labour contract

C3e. and the reference period is ...

• The same reference period as employment

○ A specific week

○ A specific month

 \bigcirc Another reference period:

C3f. Wage rates includes:

(a) Payments in kind	🔿 Yes	No
(b) Cost of living allowances	⊖ Yes	No
(c) Family allowances	⊖ Yes	No
(d) Other allowances in cash	⊖ Yes	\bigcirc No
(e) Payments for time not worked	Yes	\bigcirc No
(f) Overtime payments	Yes	∩No

(g) Other components not mentioned above

Further comments or explanations (if needed):

C4. Compensation of employees or Labour Cost

C4a. The survey measures COMPENSATION OF EMPLOYEES or LABOUR COST

C4b. The worker coverage is ...

○ The same as the survey coverage

• A different coverage:

Employees under labour contract

● Yes, continue to C4b ○ No, go to C5

C4c. and the reference period is ...

- The same reference period as employment
- \bigcirc A specific week
- A specific month

○ A different reference period:

C4d. Compensation of employees or Labour cost includes:

(a) Payments in kind	• Yes	∩No	Further comments or explanations (if
(b) Cost of living allowances	⊖ Yes	No	needed):
(c) Family allowance allowances	⊖ Yes	No	
(d) Other allowances in cash	• Yes	∩No	
(e) Payments for time not worked	• Yes	∩No	
(f) Overtime payments	• Yes	⊖ No	
(g) End of year bonuses	• Yes	∩No	
(h) Profit sharing bonuses	⊖ Yes	No	
(i) Other regular bonuses paid every year	• Yes	∩No	
(j) Bonuses paid irregularly	• Yes	∩No	
(k) Payments for periods outside the reference period	⊖ Yes	No	
(l) Payments for items required by the job	⊖ Yes	No	
(m) Tips and gratuities distributed by the employer	⊖ Yes	No	
(n) Severance and termination pay	• Yes	⊖ No	
(o) Employers' contributions to workers' social security schemes	• Yes	⊖ No	
(p) Workers' social benefits provided by the employer	• Yes	∩No	
(q) Employers' cost of training	∩Yes	No	
(r) Employers' expenses for welfare services	∩Yes	No	
(s) Taxes paid by the employer on employment payrolls,etc.	• Yes	∩No	
(t) Employment related subsidies received by the employer	• Yes	⊖ No	
(u) Other			
components not mentioned above			

C5. Contractual/Normal hours of work

C5a. The survey measures CONTRACT	UAL/NORMAL HOURS	OF WORK OYes, cor	ntinue to C5b
C5b. CONTRACTUAL/NORMAL HOUR	S OF WORK relates to	hours fixed by:	
Laws or regulations Collective agreements Establishments' internal regulations Other	 Yes Yes No Yes No 	C5c. Information) per day) per week) per pay perion) per month) other:	on is requested about normal hours od
C5d. Information is requested in	C5e. The reference p	period is	C5f. And the worker coverage is
○ Days	○ The same referen	ce period as for wages	○ The same as for wages
○ Half days	○ Another reference	e period:	○ Another coverage:
⊖ Hours			
○ Minutes			
○ Other time unit:			

C6a.	The survey	measures HOUF	RS PAID FOR	∩Yes,	continue to C6b	ο No,	go to C
cou.	THE SUIVE	y measures noor		<u> </u>	continue to cob		50 10 1

C6b. Information is requested in

.

○ Days

 \bigcirc Half days

 \bigcirc Hours

○ Minutes

○ Other time unit:

C6c. The reference period is ...

○ The same reference period as for wages○ Another reference period:

C6d. And the worker coverage is ...

○ The same workers as for wages

Cbe. Hours paid for includes time paid due to								
(a) Overtime		⊖Yes	∩No	(h) Down time (including stand by time)	⊖Yes	∩No		
- Paid at special	rates	⊖Yes	∩No	(i) Time not worked (absence from work)	⊂ Yes	∩No		
- Paid at normal	rates	⊖Yes	∩No	- Vacation time	⊖Yes	∩No		
- Compensated	with time off	⊖Yes	∩No	- Sick leave	⊖ Yes	∩No		
(b) Work at home		⊖ Yes	∩No	- Occupational injuries	⊖Yes	∩No		
(c) Travelling time re	equired by the job	⊖Yes	∩No	- Labour disputes	⊖ Yes	∩No		
(d) Meal breaks		⊂ Yes	∩No	- Other time not worked	⊂ Yes	∩No		
(e) Commuting time	2	⊖Yes	∩No	(j) Other:				
(f) Time for preparat	ion	⊖ Yes	\bigcirc No					
(g) Training time		⊖Yes	\bigcirc No					
Further comments or explanations (if needed):								
C6f. The survey m	neasures ABSENCE	FROM WO	RK sepa	rately 🔿 Yes 🔿 No				
C6g. The survey n	neasures OVERTIM	E separate	ly	○Yes ○No				

C7. Hours actually worked

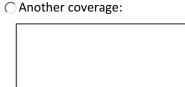
 C7a. The survey measures HOURS ACTUALLY WORKED (•) Yes, continue to C7b
 No, go to C8

 C7b. Information is requested in
 C7c. The reference period is ...
 C7d. And the worker coverage is ...

 Days
 • The same reference period as for wages
 • The same workers as for wages

 Half days
 • Another reference period:
 • Another coverage:

 Minutes
 • Other time unit:
 • Information is requested in



C7e. Hours actually worked includes time paid due to

(a) Overtime	• Yes	∩ No	No (h) Down time (including stand by time)		
- Paid at special rates	Yes		(i) Time not worked (absence from work) Yes		
- Paid at normal rates	Yes		- Vacation time OYes		
- Compensated with time off	• Yes		- Sick leave		
- Unpaid and not compensated with time off	⊖ Yes				
(b) Work at home	⊖ Yes				
(c) Travelling time required by the job	• Yes				
(d) Meal breaks	⊖ Yes	No	(j) Other:		
(e) Commuting time	∩Yes	No			
(f) Time for preparation	• Yes	⊖ No			
(g) Training time	• Yes	⊖ No			
Further comments or explanations (if needed): C7f. The survey measures ABSENCE FROM WORK C7g. The survey measures OVERTIME separately	-	tely	Yes ● NoYes ● No		
	~ ~ ~				
	C8. 0	ther to	pics		
C8a. The survey measures LABOUR TURNOVER	Yes,	continu	e to C8b ONo, go to C9a		
C8b. LABOUR TURNOVER includes the following	; compon	nents			
Workers who were hired	○ No				
Workers who were fired	○ No				
Workers who resigned O Yes	No				
Workers who retired O Yes	No				
Other					
C8c. The reference period is			C8d. and the worker coverage is		
• The same reference period as hours paid/hour worked	rs actuall	У	 The same workers as hours paid/h worked 	iours actua	lly
○ Another reference period:			○ Another coverage:		
]				
C9a. The survey measures VACANCIES O Yes,	, continu	e to C11	b • No, go to C10		
C9b. VACANCIES are defined as:					
C10. Other topics: The survey measures other t	onics no	t monti	and above namely		

D. Classifications

D1. Establishment size: The establishment size categories used to group establishments are ...

D2a. Industry (branch of economic activity): The classification used to code industry is (based on) ...

🔿 ISIC rev 2	
🔿 ISIC rev 3, 3.1	
◯ ISIC rev 4	
NACE, NAICS	
O National classification	on:
Other:	
D2b. Number of grou	os distinguished at the most detailed level when coding industry 597 groups
D2c. Computer assiste	ed/automatic coding is used <a>Yes <a>No
D2d. If not using ISIC	it is convertible to ISIC:
Yes, to	
🔿 ISIC, rev. 2	D2e. The most important deviations between the classification used and the international classification (at the Section - one digit - level) are:
🔿 ISIC, rev. 3	classification (at the section - one digit - level) are.
ISIC, rev. 4	
○ No	
D3a. Occupation: If i	nformation by occupation is collected, the classification used to code occupation is (based on):
- () ISCO-68	
O ISCO-88	
 ISCO-08 	
O National classification	on:
○ Other:	
D3b. Number of grou	ps distinguished at the most detailed level when coding occupation 9 groups
D3c. Computer assiste	ed/automatic coding is used OYes No
D3d. If not using ISCO	, it is convertible to ISCO
Yes, to	,
○ ISCO-68	
○ ISCO-88	D3e. The most important deviatio ns between the classification used and the international classification (at the Major Group - one digit - level) are:
O ISCO-08	
○ No	

D4a.	Labour cost components:	If measuring labou	r cost, the clas	sification of la	abour cost com	ponents is the I	nternational
Stan	dard Classification of Labour (Cost					

⊖Yes (Yes No D4b. If no, the most important differences between the national classification and the international classification are:						
		Payments in kind (gr welfare services (gro		e Cost of workers' housing borne by employers (group V) and Cost of			
	Direct wages and salaries (group I) and Remuneration for time not worked (group II) are merged						
		X Other differences:	Vocational train	ing costs and other labour costs are not covered.			
D5. The s	survey	uses other classification	s, as follows:				
🗙 Geogr	raphica	al regions					
🗙 Legal	status	of the establishment (i.e	., institutional	sector, type of ownership, etc.).			
Coo	perativ	ves are separetely identif	ied CYes	No			
Other	s:						
D6. Furtl	her cor	mments or					
explanati	ions (if	needed):					
			5.0				
			E. Qu	estionnaire design			
E1. Numl	ber of	questionnaires: the surve	ey uses				
🔿 One q	Juestio	nnaire					
Difference types of	ent typ of ecor	es of questionnaires for o nomic units:	different	Small enterprises (Unincorporated establishments) fill in simplified questionnaire without the breakdown by ISCO and gender.			
⊖ One q	uestior	nnaire for the economic u	init as a whole	, one for workers individually			
○ Other:							

E2. The unit(s) of observation: Information is obtained ...

For the establishment as a whole (go to E3)	Yes	\bigcirc No
For (groups of) occupations within the establishment (go to E3)	CYes	No
For each individual worker in the establishment (go to E4)	CYes	No
For a sample of workers in the establishment (go to E4)	CYes	No

E3. The survey collects information separately by

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time concepts
Sex	X	X	
Age group			
Education level categories			
Occupation	X	X	
Manual/non-manual			
Full-time/part-time	X	X	X
Skilled/semi-skilled/unskilled			
Casual/permanent worker			
Apprentices			
Adults/young workers			
Other disaggregation:	<u> </u>		

go to E5

E4. When information is obtained for individual workers, the survey collects information about their:

- 🗌 Sex
- Age (adults/young)
- Education level
- Occupation
- □ Full time/part time schedule
- Casual/permanent status
- Apprentices
- Other information:

E5. Wage components: the survey obtains information separately for ...

	Wage rates	Earnings	Compensation of employees or labour cost
Payments in kind			X
Cost of living allowances			
Family allowances			
Overtime payment		\mathbf{X}	
Employers' social security contributions			\mathbf{X}
Workers' social security contributions			
Other deductions of workers (e.g., for income tax)			
Other:			

	F. Sample design
F1. The sampling un	it(s) is/are (all relevant options are indicated)
Enterprise	
Establishment	
Employee	
Other: The surv	ey is census type.
F2. The sample fram	ne is (all relevant options are indicated)
Business register	
Employee or pop	ulation register
Area frame	
F3. The sources of in	nformation used to construct the register are (all relevant options are indicated)
	rial, Establishment census
Agricultural censu	IS
Registers kept by	the government
Industrial/bus	ssines directories
Licence recor	ds
Sales tax reco	rds
Income tax re	ecords
Unemployme	nt insurance records
Pension cove	rage records
Other, namel	y:
Records of worke	rs or employers' associations
Field operations	
Other, namely:	
F4. Frame coverage	: The percentage of all paid employees and/or economic units covered by the sample frame
% of all e	employees, and/or % of all economic units
F5. Updating freque	ency: The sample frame is updated
○ Every	months
○ Every	years
⊂ Continually	T
○ Not updated with	a specific frequency

 \bigcirc Never updated

F6. Type of sample

○ Complete enumeration, go to F10

 \bigcirc Random sample, go to F7

 \bigcirc Purposive sample, <u>go</u> to F10

 \bigcirc Other, go to F10:

.... .

F7. The sample is	s stratified
⊖Yes:	\bigcirc No
By region,	/location
🗌 By industi	ſŶ
By public	and private sectors
By size (o	r number of workers) the strata are the same as those indicated in D1 above: OYes: ONO
Establish	ments above this size are included with certainty in the sample
Other stra	ita:
F8. Sample error	r - relative standard error for each concept (may be percentages or ranges of percentages)
F9. Sample size:	The number of economic untis and/or workers in the final sample (or an estimate of the relative size)
econ	nomic units (establishments/enterprises) % of economic units
work	xers % of all workers
explanations (if r	G. Data collection
G1 Mathad(s) a	f data collection: Data are collected through (more than one ention may be collected)
	of data collection: Data are collected through (more than one option may be selected)
Personal inter	OYes ONo
Telephone int	
—	ased questionnaire
Other, namely	
G3. Substitution	o of units
○ Yes, in case of	
○ Yes, in other o	:ases:
No	
G4. Non respons	se rate: Percentage of all units in the final sample that are not inteviewed
	% of all units
G5. Timeliness:	Number of days or months between the reference period and the release of the results
G5. Timeliness: days	Number of days or months between the reference period and the release of the results or 11 months

comments or explanations (if needed):

H. Estimates					
H1. Estimation procedures (more than one option may be	selected)			
Take into account estimates	from a previous reference per	riod			
Use benchmark data					
For employment					
For wages					
For working time					
Adjust for seasonality					
Other adjustments, please sp	pecify				
H2. If benchmark data are used the type of benchmark data us is:					
H3. Types of indicators produc	ed (more than one option c	can be selected)			
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)		
🗙 per year	🗌 per year	🗌 per year	🗙 per year		
🔀 per month	🗌 per month	🗌 per month	🗙 per month		
🗌 per week	🗌 per week	🗌 per week	🗌 per week		
🗌 per day	🗌 per day	🗌 per day	🗌 per day		
🔀 per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	🔀 per hour (actual or paid)		
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)		
🗙 per year	🗌 per year	🔲 per year	🗌 per year		
🗌 per month	🗌 per month	🗌 per month	🗌 per month		
🗌 per week	🗌 per week	🗌 per week	🗌 per week		
🔀 per day	🗌 per day	🗌 per day	🗌 per day		
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(l) Workers by levels of hours (paid or actual)		
Number of workers	Deciles	Average earnings	Number of workers		
Percentage of workers	Quartiles	Median earnings	Percentage workers		
(m) Wage indexes		(n) Other indicators pr	oduced:		
Simple unweighted index of	growth				
Laspeyres index with fixed o	occupational employment weig	ghts			
Laspeyres index with indust	rial employment weights				
Other wage index:					
H4. The above indicators are ca	alculated for all workers cover	ed			

	Ves
(•)	res

 \bigcirc No, to a subset:

H5. Links to Laborsta series: Statistics from this survey are presented in the following LABORSTA series ...

- 2E Paid employment by economic activity
- 2F Paid employment in manufacturing
- 4A Hours of work by economic activity
- 4B Hours of work in manufacturing
- 5A Wages by economic activity
- 5B Wages in manufacturing
- 6A Labour cost in manufacturing
- OI Hours of work and wages in detailed occupations (October Inquiry)

H6. The statistics published in LABORSTA have the same coverage and follow the same definitions		
described above	Yes	∩No

If no , the main differences	25
are as follows:	

I. Historical information

11. Main changes in this survey since 1990 that have led to breaks in the series

I2. Additional comments on the survey

Additional comments regarding the questionnaire

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Submit by Email