



Notice is given under Section 1 of the Statistics of Trade Act 1947

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Reference Number: 49900682630K  
Survey ID: 058  
Period: 202312

## Annual Survey of International Trade in Services (AITIS)

Dear respondent

Your business has been selected to complete the AITIS Survey.

The information you provide helps in understanding how the UK economy is performing and how businesses interact with the rest of the world. The data contributes to a range of statistics including Gross Domestic Product and the UK's balance of payments.

The statistics that we produce from your data are more important than ever before. They are being used by decision-makers to inform the UK's response to economic issues currently affecting businesses and wider society.

You are required by law to complete this survey. Please complete the survey and submit the 2023 questionnaire by **25 March 2024**.

You may have completed this survey by another method, however you are now required to complete it online on our **ONS business surveys website**. We appreciate this is a very challenging time for certain sectors of the economy. To minimise the likelihood of the ONS contacting you, please use the comments box on your online questionnaire to provide us with information and reasons for changes to your business or its trading pattern.

### What you need to do next

You will need the following information to complete the survey:

- Details of your business's international trade in services including the value of exports and imports for each service
- A breakdown by country of these services
- Reasons for any changes to these figures

To complete the survey, all you need to do is visit our website by typing in **[surveys.ons.gov.uk](https://surveys.ons.gov.uk)** into your internet address bar, then complete either of the steps below. Please do not use a search engine as the website will not be listed.

#### New users

Go to **[surveys.ons.gov.uk](https://surveys.ons.gov.uk)**  
Create an account using your enrolment code:  
**W7B9NJPRZJ6H**

OR

#### Existing users

Go to **[surveys.ons.gov.uk](https://surveys.ons.gov.uk)**  
Sign in and add a survey using your enrolment code:  
**W7B9NJPRZJ6H**

We want to work with you so that returning data is as easy as possible. If the business has temporarily or permanently ceased trading, you are having difficulty returning data, or you need any other help then:

- please email us at **[Annual.International.Trade.In.Services@ons.gov.uk](mailto:Annual.International.Trade.In.Services@ons.gov.uk)**
- or call 0300 1234 931

We value your contribution and thank you in advance for your co-operation.

Yours faithfully

**L. Morris** Louise Morris  
Deputy Director, Business Data Operations Division

**We will treat your data securely and confidentially**

\*Telephone calls may be recorded for training and monitoring purposes

ENROLMENT



# Annual Survey of International Trade in Services (AITIS)

## Supplementary information



### What do we mean by International Trade in Services?

This survey collects information on the income and expenditure of services by country of origin and destination. International trade in services refers to services exchanged with any individual or business entity outside the UK.

For UK businesses this will be providing services to, or receiving services from, non-UK businesses. By services we mean intangible commodities.

Service codes 1-52 on the survey cover the services required.



### Do I have to complete this survey?

Yes. Your business is legally required to complete this survey.

If you do not submit your data by the required date, your business could be subject to our enforcement process and may be fined up to £2,500.



### What if my business did not conduct any international trade in 2023?

All returns are important to us, **including a nil figure**, as it helps us produce better statistics. In Questionnaire Part 1, enter your contact details and select 'No' in the drop-down box for Question 1.

**This also includes businesses with International Trade in Services of £1000 or less.**

Alternatively, you can report **No international trade** via our Telephone Data Entry system, details found on the back of this flyer.



### What do I need to do now?

You can complete this survey online by following the instructions on the separate enclosed enrolment letter. An outline of what to do is given below.

1. Go to **surveys.ons.gov.uk**
2. Login into your account and add a survey using your **enrolment code**.
3. New users will need to **create an account** first.
4. Download and complete your AITIS spreadsheet. Then save and **upload** when complete.