

## **ANNEX 3**

### **RESPONSE CODES FOR SORTING CORRESPONDENCE**

### Response Codes for Sorting Correspondence

Category	Sub-category	Reason	2011
0 General Correspondence	00	Sent to incorrect contact	32
	01	General correspondence etc (Note – includes recodes)	13
	02	Interested this year but wish no further participation	0
	03	Is it compulsory	27
	04	Correspondence – will be returning the survey	7
	05	Request for resend – sent by post	24
	06	Request for resend – sent to internet/email	41
	07	Request for resend – sent by fax	0
1 Declined	08	Attempted contact failed.	0
	11	Declined – no other reason given	1
	12	Declined – interested for future years	1
	13	Resources not available /too busy to complete	16
	14	Declined – of no benefit to company	0
	15	Declined – Company policy not to complete surveys	4
2 No expenditure	16	Declined – because not compulsory/legally binding	2
	21	No expenditure – no other reason given	1
	22	No expenditure, but in correct SIC	0
	23	No expenditure, but in wrong SIC	0
	24	No relevant operations but in correct SIC	2
	25	Company recently started trading (therefore no expenditure in 2011)	0
	26	No UK operations	1
	27	N/A to company – Holding company only	1
3 Data not available	28	Company in development/not yet trading	1
	31	Data not available – no other explanation given	1
	32	Accounting procedures not set up	0
	33	Expenditure made by landlord	0
	34	Company is a subsidiary – data held by parent company	0
	35	Data not available – due to reorganisation of the company	0
4 Survey not relevant	36	Data not available as with accountants	0
	41	Company wrongly SIC classified	0
	42	No manufacturing facilities – never had any	1
	43	No manufacturing facilities – closed/sold in recent times	0
	44	No manufacturing facilities – office facilities only	0
	45	Stated survey not relevant to company (self excluding).	1
5 Ceased trading	46	Company not located in UK	1
	51	Ceased trading	0
	52	Company dormant	1
	53	Site/company due to close	0
	54	Company in liquidation/receivership/administration	4
6 Unknown address	55	Company sold	0
	61	Unknown address (returned to sender)	1
	62	Addressee has left/New contact required	10
7 Unit non response	63	Change in company name	0
8 Illegibility	71	Response sent for whole company – therefore is a unit non response	1
9 Answer to be taken as....	81	Illegible return	0
	82	Defaced	0
	91	All answers N/A	0
	92	All answers zero	0
	93	All answers blank (including classification details)	0
	94	Company stated no/little expenditure (not validated)	0
10 Miscellaneous	95	All answers N/K	0
	99	Contact after closing date, unable to respond	2
	101	Call back required to provide answers	2
	102	Required information about survey	31
	103	Survey returned via email	61
	104	Information gathered over the phone	0
	105	Validation	322
	106	Top company chase up	179
	107	Other company chase up	0