

Business Activities Guide – SIC 2007 Codes

This guide explains how to find your primary and additional (optional) business activity codes. We call these "SIC codes" as they come from the <u>Standard Industrial Classification</u> of Economic Activities 2007 published by the UK Office for National Statistics. Further information can be found at <u>www.statistics.gov.uk</u>

You need to identify the right codes to describe your firm's business activities so we can compare your business with other similar firms. Many firms will only need a primary SIC code but you can add up to 4 additional SIC codes if your business carries out several different activities, for example a garage may sell new cars, used cars, fuel, motoring accessories and carry out car repairs, all of which have different SIC codes.

You must enter at least one main SIC code to describe the primary activity of your firm and this **cannot be changed** once submitted so it is important ensure it is correct. The additional (optional) SIC codes can be added, changed or deleted after your firm has been submitted into the *Firmrater* system.

The *Performance Report* will always match your primary SIC code to other firms with the same primary SIC code but you can chose whether or not any additional SIC codes are taken into account when filtering your *Performance Report* group.

To help you identify the right business activities for your firm we have provided two SIC code search tools:

- 1. A SIC code search tool on the Firmrater "Add New Firm" website page
- 2. The full SIC 2007 list to download in Microsoft Excel 97-2003 format

There are 729 different SIC codes but the search tools provide over 15,600 activity descriptions to help you find the codes which best match your business. In most cases there will be several, similar text descriptions per SIC code. For example, SIC code 74203 covers photographic activities such as 'film processing', 'photograph developing', 'photograph enlarging', 'photograph printing' and several other services relating to photographic products.

To use the SIC code search tool when adding or editing a firm, either type in the SIC code if you know it or enter a keyword describing the business activity you wish to find. The search tool will display a list of all activities containing the keyword you entered. Scroll down the list and click to select the best description. If none of the descriptions are what you are looking for, delete the keyword and try another one.

To use the SIC 2007 spreadsheet, download and open the file (Excel 97-2003 format) and use the filter button in cell B3 to search for your business activity keywords. You can also use the "Find" function (CTRL F) in Excel to search for keywords in the list. When you find the activity description you need in column B, the SIC code is shown on the same row in column A.

There are some limitations; for example you can distinguish between a licensed restaurant, an unlicensed restaurant and a take-away but not exactly what type of food a restaurant serves. SIC code 56101 covers licensed restaurants, 56102 covers unlicensed restaurants and 56103 covers take-aways. For the purposes of business performance rating this is not an issue as the business operating models grouped under each SIC code are similar.

Many activities distinguish between 'manufacture', 'wholesale' and 'retail' of a product. For example, women's clothing manufacture is SIC code 14132, wholesale is 46420 and retail is 47710.

Your SIC codes should be entered in order of significance to the business, either by largest turnover or greatest contribution to profit, starting with the primary SIC code and working downwards through any additional (optional) SIC codes you wish to include.

Note we use the latest SIC 2007 standard but your business may still be using the older SIC 2003 standard which is slightly different. Please ensure you identify the correct SIC 2007 codes when using the *Firmrater* system.



Examples of businesses carrying out multiple activities	Primary SIC code	Additional SIC 1	Additional SIC 2	Additional SIC 3	Additional SIC 4
Builder, joiner and decorator	Builder and contractor for domestic buildings 41202	Builder and joiner 43320	Builder and decorator 43341		
Garage selling new cars, used cars, accessories, fuel and carrying out repairs	Motor vehicles with a weight not exceeding 3.5 tonnes (new) (retail) 45111	Garage selling used motor vehicles (retail) 45112	Motor vehicle parts and accessories (retail) 45320	Petrol filling station 47300	Repair to bodywork of motor vehicles 45200
Sub post office with newsagent and photocopying services	Sub post office (principally devoted to post office business) 53100	Confectioners, tobacconists and newsagents (retail) 47110	Photocopying 82910		
Supermarket also selling clothes, offering dry cleaning and photo developing	Supermarket (selling mainly foodstuffs) with alcohol licence (retail) 47110	Clothing (retail) 47710	Dry cleaning of clothes 96010	Photograph developing 74203	
Accountancy also offering tax, business and investment advice	Accountancy services 69201	Business consultant 70229	Investment advisory services 66190	Tax consultancy 69203	_
Estate agent also providing mortgage advice and chartered surveyors	Estate agent 68310	Mortgage broker activities 66190	Chartered surveyor 71122		_
Solicitor with Barrister and offering tax advice	Solicitor 69102	Barrister 69101	Tax consultancy 69203	_	
Computer software consultancy with project management and training	Computer consultancy (software) 62020	Project management 71129	Computer training 85590	_	
Garden centre offering tools, landscaping and a cafe	Garden centre (retail) 47760	Garden tools (retail) 47520	Landscape gardening 81300	Cafeteria (unlicensed) 56102	_
Art gallery with coffee and gift shop	Commercial art gallery (retail) 47781	Coffee bar, room or saloon (unlicensed) 56102	Gift shop (retail) 47789		_



Example SIC Codes – please refer to the full list or our online search facility to find your SIC code(s)

Retail	SIC code	Services	SIC code	Manufacturing	SIC code	Wholesale, Import, Export	SIC code
Antiques shop	47791	Accountant	69201	Ale or beer brewing	11050	Alcoholic beverages	46342
Bakers shop	47240	Advertising agency	73110	Athletic equipment	32300	Antiques	46470
Bicycle shop	47640	Beauty treatments	96020	Audio amplifiers	26400	Bicycles	46499
Bookshop	47610	Builder (domestic)	41202	Auto spare parts	29320	Bread	46360
Butchers shop	47220	Commercial cleaners	81210	Bath salts	20420	Carpets	46470
Chemist shop	47730	Courier services	53202	Bedroom furniture	31090	Cleaning materials	46440
Clothes shop	47710	Doctor (family practice)	86210	Bicycles	30920	Clothing export / import	46420
Coffee shop	56102	Electrical contractor	43210	Candles	32990	Corn	46210
Computers	47410	Estate agent	68310	Candlesticks	27400	Fertilisers	46750
DIY store	47520	Financial adviser	66190	Clock maker	26520	Food (non-specialised)	46390
Electrical appliances	47540	Garage – car maintenance	45200	Double glazing (metal)	25120	Fruit and vegetable import	46310
Flower shop	47760	Gardener	81300	Double glazing (plastic)	22230	Fuels (excluding petrol)	46719
Food take-away	56103	Hairdresser	96020	Food supplements	10890	Furniture	46470
Furniture retailer	47599	Haulage by road	49410	Games and toys	32409	Games and toys	46499
Garage – new car sales	45111	IT consultant	70229	Greeting card printing	18129	General wholesale dealer	46900
Garage – petrol station	47300	Leisure centre / gym	93110	Industrial clothing	14120	Grain	46210
Garage – used car sales	45112	Management consultant	70229	Kitchen cabinets	31020	Hand tools	46740
Hardware store	47520	Market research	73200	Lawn mowers	28302	Jewellery	46480
Jeweller	47770	Nursing home	87100	Leather bags	15120	Meat wholesale	46320
Mobile phones	47421	Optician	47782	Metal gates	25120	Metals wholesale	46720
Newsagent	47110	Painter and decorator	43341	Binoculars	26701	Milk wholesale	46330
Photography shop	47789	Photo processing	74203	Potato crisps	10310	Paper merchant	46760
Post office	53100	Plumber	43220	Precision tools	25730	Plumbing supplies	46740
Pub	56302	Security guard services	80100	Shoes	15200	Radios and televisions	46439
Restaurant – licensed	56101	Software development	62012	Soft furnishings	13921	Soap wholesale	46450
Restaurant – unlicensed	56102	Solicitor	69102	Sports equipment	32300	Soft drinks	46341
Shoe shop	47721	Taxi / chauffeur service	49320	Toys	32409	Tea merchant, wholesale	46370
Supermarket	47110	Training services	85590	Wine production	11020	Waste wholesaler	46770
Toy shop	47650	Travel agent	79110	Wood flooring	16100	Wood wholesaler	46730
Watch shop	47770	Veterinary surgery	75000	Wrapping paper	17120	Wool merchant	46760



SIC Code Groups

It is important to note that each SIC code describes a general type of business activity and will often include several descriptions of similar businesses grouped under one code. In this example SIC code 56103 covers prepared food take-away outlets but it is not possible to distinguish between a fish and chip shop or a burger bar. This is helpful in cases where a take-away sells several different products as they are all covered by one SIC code.

SIC Code 56103: Take-away food shop

Burger bar (take-away)

Burger stand

Eel pie shop

Fish and chip shop

Fish and chip stand

Food preparation in market stalls

Fried fish shop

Hot dog vendor

Ice cream parlour

Ice cream retailer (take away)

Ice cream vans

Jellied eel shop

Meat pie shop

Milk bar

Mobile food carts

Pea and pie vendor

Sandwich bar

Snack bar

Take away food shop

Take-out eating places

Tea bar

The next example, SIC code 47520, covers retail sale of DIY materials and equipment. Again it is not possible to distinguish between specialists such as a lawn mower shop and a paint shop, but the grouping is very useful in cases where multiple products are sold by one firm. A DIY general store is likely to sell many items from the list below so the grouping assists by providing one code to describe the range of products.

SIC Code 47520: DIY materials and tools

Building materials such as bricks, wood, sanitary equipment (retail)

Construction materials (retail)

DIY equipment (retail)

DIY materials (retail)

Doors (retail)

Double glazing (retail)

Flat glass (retail)

Gardening tools (retail)

Glass (retail)

Hardware (retail)

Ironmonger (retail)

Lacquers (retail)

Lawn mowers (retail)

Paint and varnish (retail)

Sanitary equipment (retail)

Saunas (retail)

Tiles for wall or floor made of ceramic (retail)

Tools (not machine tools) (retail)

Varnishes (retail)

Firms in the system are compared to other firms with the same primary SIC code and up to 4 additional SIC codes, but this does not mean each firm in a comparison group will offer identical products or services. To ensure the best match between your firm and others in your comparison group you must select the primary and up to 4 additional SIC codes which best describe your firm.