



**REPUBLIC OF RWANDA**  
**NATIONAL INSTITUTE OF STATISTICS OF RWANDA**



**ESTABLISHMENT CENSUS, 2023**

**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law n° 45/2013 of 16/06/2013, individual data are kept confidential and will not be disclosed for any reason what so ever.

**Q1. ADDRESS/ LOCATION**

- 1.1. PROVINCE / KIGALI CITY: .....
- 1.2. DISTRICT: .....
- 1.3. SECTOR: .....
- 1.4. CELL: .....
- 1.5. VILLAGE: .....
- 1.6. SERIAL NUMBER WITHIN THE VILLAGE: .....
- 1.7. ESTABLISHMENT NAME:.....
- 1.8. ESTABLISHMENT NAME IN ABBREVIATION (If any):.....
- 1.9. ESTABLISHMENT PHONE NUMBER:.....
- 1.10. EMAIL OF ESTABLISHMENT (If any):.....
- 1.11. WEBSITE (If any) .....

**Q2. ESTABLISHMENT CATEGORY**

- 1. Schools
- 2. Health facilities
- 3. Faith based organizations
- 4. Hotel/restaurant
- 5. Banks/Sacco
- 6. Other Public administrative institutions
- 7. Other commercial establishments
- 8. Other no-commercial establishments (NGOs,...)

**Q4.2. CAUSES OF CLOSING ESTABLISHMENT TEMPORALLY**

- 1. Closed by local government authorities
- 2. Closed by central government institutions (RRA,RSB,FDA..)
- 3. Rehabilitation or refurbishment
- 4. Work seasonally
- 5. Other (specify).....

—————> **Q5**

**Q3. WORKING PLACE**

- 1. Within market place
- 2. Outside market place
- 3. Industrial zone
- 4. ICPCs-Udukiriro

**Q4.3. CAUSES OF CLOSING ESTABLISHMENT PERMANENTLY**

- 1. COVID-19
  - 2. Bankrupt
  - 3. Liquidation of establishment
  - 4. The establishment completed the time supposed to last
  - 5. Other (specify).....
- (End the interview)*

**Q4.1. WORKING STATUS**

- 1. Working —————> **Q5.1**
- 2. Closed Temporarily —————> **Q4.2**
- 3. Closed permanently —————> **Q4.3**

**Q5. MANAGER:**

5.1 NAME : .....

5.2 SEX: 1. Male 2. Female

5.3.1 AGE:

5.3.2 DATE OF BIRTH

MONTH                      YEAR

    

5.4 PHONE NUMBER: .....

5.5 EMAIL ADDRESS : .....

**Q5.6 WHAT IS THE HIGHEST LEVEL OF EDUCATION ATTAINED?**

- 1.Nursery
- 2.Primary
- 3.INGOBOKA /Vocational training
- 4. Lower secondary
- 5. Upper secondary
- 6. Tertiary
- 7. None

**Q6. YEAR OF STARTING OPERATION IN RWANDA**

MONTH

YEAR

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**Q7. MAJOR ECONOMIC ACTIVITY OF THE ESTABLISHMENT**

ISIC CODE

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**Q8. INSTITUTIONAL SECTOR**

- 1. Private sector → Go to Q11
- 2. Cooperative
- 3. Public sector
- 4. Mixed sector (Public Private Partnership) → Go to Q10
- 5. NGO (Local)
- 6. NGO(International) → Go to Q16

**Q9. NUMBER OF MEMBER OF COOPERATIVE (If Q8 = 2)**

Sex	Number
Female	
Male	
<b>Total</b>	

→ Go to Q11

**Q10. CATEGORIES OF MIXED SECTOR**

- 1. Profit seeking
- 2. Nonprofit seeking → Q16

**Q11. NATIONALITY OF OWNERS**

- 1. Rwandan
- 2. East African Community
- 3. Other African countries
- 4. Europe
- 5. America
- 6. Asia
- 7. Oceania
- 8. Joint (Rwandan + EAC)
- 9. Joint (Rwandan + Other African countries)
- 10. Joint (Rwandan + Other rest of world)
- 11. Joint (more than one non Rwandan)

**Q12. LEGAL STATUS (In the following categories which corresponds to your establishment, Choose one)**

- 1. Sole proprietorship/Individual
- 2. Limited by shares
- 3. Limited by guarantee
- 4. Limited by shares and by guarantee → Go to Q16
- 5. Unlimited
- 6. None

**Q13. IS THE OWNER OF THE ESTABLISHMENT ITS MANAGER? 1. YES 2.NO**

If "YES" → Q15

**Q14. OWNER:**

14.1 SEX: 1. Male 2. Female

14.2.1 AGE:

14.2.2 DATE OF BIRTH

MONTH

YEAR

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**14.3. WHAT IS THE HIGHEST LEVEL OF EDUCATION ATTAINED?**

- 1. Nursery
- 2. Primary
- 3. INGOBOKA /Vocational training
- 4. Lower secondary
- 5. Upper secondary
- 6. Tertiary
- 7. None

**Q15. IS THE MANAGEMENT OF ESTABLISHMENT COMPLETELY SEPARATED FROM THE HOUSEHOLD MANAGEMENT? 1. YES 2. NO If "No" → Q18**

**Q16. DOES THE ESTABLISHMENT MAINTAIN REGULAR ACCOUNTS? 1.YES 2.NO**

If "No" → Q18

1.YES 2.NO

**Q17. If Q16=1 WHICH OF THE FOLOWING BOOKS IS USED?**

1.YES 2.NO

- 1. Ledgers.....→
- 2. Journals.....→
- 3. Balance sheet .....→
- 4. Income statement (Profit and loss account) .....→
- 5. Invoice.....→
- 6. Other.....→

If the answer to 17.6 is YES then specify

**Q18. ESTABLISHMENT TYPE**

- 1. Head office
  - 2. Single unit establishment
  - 3. Branch
  - 4. Sub branch
- Go to Q20

**Q19.HEAD OFFICE****Q19a. MAJOR ECONOMIC ACTIVITY OF THE ENTIRE ENTERPRISE****ISIC CODE**

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**Q19b. TOTAL NUMBER OF BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE**

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**Q19c. TOTAL NUMBER OF WORKING PERSONS IN ALL BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE**

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**Q20. NUMBER OF WORKING PERSONS ACCORDING TO SEX AND NATIONALITY**

TOTAL			RWANDA			FOREIGNER		
TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE

For the head office, record only persons working at the head office

**Q21. NUMBER OF WORKING PERSONS ACCORDING TO LENGTH OF CONTRACT/PAYMENT STATUS AND SEX**

LENGTH OF CONTRACT/ PAYMENT STATUS		TOTAL	MALE	FEMALE
<b>Unpaid workers</b>	Working owners			
	Unpaid family workers			
	Industrial attachment			
	Apprentice			
<b>Paid workers</b>	Professional internship			
	< 1 Month			
	1-6 Months			
	Fixed contract above 6 Months			
	Open contract-Permanent			
<b>Total</b>				

For the head office, record only persons working at the head office

**Q22. MAIN PAYMENT METHOD** (If Q21 answer is "paid") 

1. Financial institutions (Banks, Sacco...)
2. Mobile money
3. Cash in hand
4. Other (specify...)

**N.B: Ask the following questions (Q23, Q24) if is head office or Single unit establishment and the answer to the Q8 is either 1, 2 or Q10 is 1****Q23. ANNUAL TOTAL TURNOVER IN 2022** 

1. Less than 300.000
2. 300.000 - <12.000.000
3. 12 million - <20 million
4. 20 million - < 50 million
5. 50 million - < 400 million
6. 400 million - < 1billion
7. Above 1 billion

**Q24.CURRENT EMPLOYED CAPITAL** 

1. Less than 300.000
2. 300.000 - <12.000.000
3. 12 million - <20 million
4. 20 million - < 50 million
5. 50 million - < 400 million
6. 400 million - < 1billion
7. Above 1 billion

**Q25. IS THE ESTABLISHMENT REGISTERED IN ANY OF THE FOLLOWING INSTITUTIONS?**

**(ANSWER ALL QUESTIONS)** 1. YES 2. No

- 1. Sector.....▶
- 2. District.....▶
- 3. Rwanda cooperative Agency (RCA) only Cooperative .....▶
- 4. Private sector Federation (PSF) .....▶
- 5. Rwanda Governance Board (RGB) only NGO.....▶
- 6. Social Security Board (RSSB).....▶
- 7. Rwanda Development Board (RDB) .....▶
- 8. Rwanda Revenue Authority (RRA).....▶
- 9. Directorate of Immigration and Emigration.....▶
- 10. Other.....▶

If the answer to **Q25.10** is **YES**, specify.....

**Q26a. DID YOU HAVE ANY TRANSACTION OF GOODS WITH A FOREIGN COUNTRY DURING THE LAST 12 MONTHS (Buy or sell the goods)?**

- 1. Yes, Export
- 2. Yes, Import
- 3. Yes, Export and Import
- 4. No

**Q26b. DID YOU HAVE ANY TRANSACTION OF SERVICES WITH A FOREIGN COUNTRY DURING THE LAST 12 MONTHS (Buy or sell services)?**

- 1. Yes, Export
- 2. Yes, Import
- 3. Yes, Export and Import
- 4. No

**Q27. WHAT TYPE OF TAXES DO YOU PAY? (Answer all questions)** 1. YES 2. NO

- 1. Value Added Tax (VAT).....▶
- 2. TPR/PAYE .....▶
- 3. Income tax.....▶
- 4. Excise duties tax.....▶
- 5. Import duties tax.....▶
- 6. Trading license tax.....▶
- 7. Rental income tax.....▶
- 8. Flat tax.....▶

**Q28. DO YOU USE DIGITAL TOOLS OR TECHNOLOGIES IN YOUR BUSINESS?**

- 1. Yes
- 2. No → Go to Q30

**Q29. WHICH OF THE FOLLOWING DIGITAL TOOLS OR TECHNOLOGIES HAS YOUR BUSINESS IMPLEMENTED? (Select all that apply)**

- 1. Customer Relationship Management (CRM) software
- 2. Enterprise Resource Planning (ERP) software
- 3. E-commerce platform
- 4. Mobile applications
- 5. Data analytics and business intelligence tools
- 6. Artificial Intelligence (AI) and machine learning applications
- 7. Others (please specify): \_\_\_\_\_

**Q30. DO YOU HAVE A TIN NUMBER?** 1. YES 2.NO (*If "NO "End the interview*)

**Q31. WHAT IS THE TIN NUMBER OF YOUR ESTABLISHMENT** (If it is the branch give the tin number of the Head office)?

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**Q32. HAS THIS ESTABLISHMENT BEEN INCLUDED IN 2020 ESTABLISHMENT CENSUS?** 1. YES 2.NO  
(*If "NO " skip to Q34*)

**Q33. WRITE THE EC2020 ID IN THE FOLLOWING BOXES** (This ID is made of 16 characters please write them carefully)?

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**Q34. BUILDING NUMBER**

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**Note:** Before taking GPS coordinates, check the number of building on map of establishments location and fill it in the appropriate box.

The National Institute of Statistics of Rwanda thanks you for your cooperation

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