



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



**ESTABLISHMENT CENSUS, 2014**

**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law n° 05/2013 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: .....

1.8. ESTABLISHMENT PHONE NUMBER: .....

1.9. EMAIL OF ESTABLISHMENT: .....

**Q2. WORKING PLACE**

- 1. Within market place
- 2. Outside market place
- 3. Industrial zone

**Q3. WORKING STATUS**

- 1. Working
- 2. Closed Temporarily
- 3. Closed permanently (**End the interview**)

**Q 4. MANAGER:**

4.1 NAME: .....

4.2 SEX: 1-Male      2- Female     

4.4 PHONE NUMBER: .....

4.3 AGE: 1) 14 – 35     

4.5 EMAIL ADDRESS.....

2) 36 and above

**Q5. YEAR OF STARTING OPERATION IN RWANDA**

<b>MONTH</b>		<b>YEAR</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Q6. MAJOR ECONOMIC ACTIVITY OF THE ESTABLISHMENT**

**ISIC CODE**

.....

.....

**Q7. SECONDARY ECONOMIC ACTIVITY**

**ISIC CODE**

.....

.....

N.B: If no other activity write "nothing" in above place

<p><b>Q8. INSTITUTIONAL SECTOR</b> <input type="checkbox"/></p> <p>1. Private sector          2. Mixed sector → <b>Q10</b>          3. Public sector          4. NGO (Rwanda)          5. NGO(International) } → <b>Go to Q17</b></p>	<p><b>Q9. CATEGORIES OF PRIVATE SECTOR</b> <input type="checkbox"/></p> <p>1. Cooperative          2. Company          3. Association          4. Household sector</p> <p style="text-align: right;">→ <b>Q 11</b></p>
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<p><b>Q10. CATEGORIES OF MIXED SECTOR</b> <input type="checkbox"/></p> <p>1. Commercial Establishment → <b>Q12</b>           2. Non commercial Establishment → <b>Q17</b></p>	<p><b>Q11. NATIONALITY OF OWNERS</b> <input style="width:20px;" type="text"/> <input style="width:20px;" type="text"/></p> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">           01. Rwandan            02. Foreign (East African Community)            03. Foreign (Other African countries)            04. Foreign (Asian countries)            05. Foreign (European countries)            06. Foreign (American countries)            07. Foreign (Oceanian countries)            08. Joint (Rwandan + EAC)         </td> <td style="width:50%; border: none;">           9. Joint (Rwandan + Other African countries)            10. Joint (Rwandan + Asian countries)            11. Joint (Rwandan +European countries)            12. Joint (Rwandan +American countries)            13. Joint (Rwandan + Ocean countries)            14. Joint (more than one continent and Rwandan)            15. Joint (more than one continent Without Rwandan)         </td> </tr> </table>	01. Rwandan 02. Foreign (East African Community) 03. Foreign (Other African countries) 04. Foreign (Asian countries) 05. Foreign (European countries) 06. Foreign (American countries) 07. Foreign (Oceanian countries) 08. Joint (Rwandan + EAC)	9. Joint (Rwandan + Other African countries) 10. Joint (Rwandan + Asian countries) 11. Joint (Rwandan +European countries) 12. Joint (Rwandan +American countries) 13. Joint (Rwandan + Ocean countries) 14. Joint (more than one continent and Rwandan) 15. Joint (more than one continent Without Rwandan)
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**Q12. LEGAL STATUS**

**In the following categories which corresponds to your establishment (Choose one)**

1. Sole proprietorship → <b>Q13</b> 2. Limited by shares 3. Limited by guarantee 4. Limited by shares and by guarantee } <b>Go to Q17</b> 5. Unlimited 6. None	
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**Q13. IS THE MANAGEMENT OF ESTABLISHMENT COMPLETELY SEPARATED FROM THE HOUSEHOLD MANAGEMENT?** 1- YES 2- NO

**Q14. IS THE OWNER OF THE ESTABLISHMENT ITS MANAGER?** 1- YES 2- NO   
 If "YES" → **Q17**

<p><b>Q15. THE SEX OF OWNER</b> 1- MALE 2- FEMALE <input type="checkbox"/></p>	<p><b>Q16. AGE OF OWNER:</b> <input type="checkbox"/>          1) 14 – 35 2) 36 and above</p>
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**Q17. DOES THE ESTABLISHMENT MAINTAIN REGULAR ACCOUNTS?**   
 1- YES 2- NO

**Q18. ESTABLISHMENT TYPE**

1. Head office  
 2. Single unit establishment  
 3. Branch  
 4. Sub branch } **Go to Q24**

**If head office**  
**Q19. TOTAL NUMBER OF BRANCHES IN RWANDA INCLUDING THE HEAD**

**Q20. TOTAL NUMBER OF WORKING PERSONS IN ALL BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE**

**Q21. NUMBER OF WORKING PERSON ACCORDING TO SEX AND NATIONALITY**

Total			Rwandan			Foreigner		
TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE
<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>	<input style="width:20px;" type="text"/>

If it is the head office, only persons work at the head office will be included in the table

**Q22. NUMBER OF WORKING PERSON ACCORDING TO LENGTH OF CONTRACT/ PAYMENT STATUS AND SEX**

LENGTH OF CONTRACT/ PAYMENT STATUS		TOTAL	MALE	FEMALE
Unpaid workers	Working owners			
	Unpaid			
	Apprentice			
Paid workers	< 1 Month			
	1-6 Months			
	Above 6 Months			
	Open contract			
<b>Total</b>				

If it is the head office, only persons work at the head office will be included in the table.

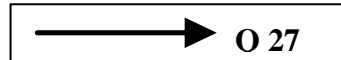
**N.B: Ask the following questions(Q23, Q24) if the answer to the Q 8 is either 1or 2**

**Q23. ANNUAL TOTAL TURNOVER IN 2013**

1. Less than 300.000
2. 300.000-12.000.000
3. 12-20 million
4. More than 20 to 50 million
5. More than 50 million

**Q24. CURRENT EMPLOYED CAPITAL**

1. Less than 500.000
2. 500.000-15.000.000
3. More than 15 to 75 million
4. More than 75 million



**N.B: Ask the following questions (Q25, Q26) if the answer to the Q 8 is either 3,4 or 5**

**Q25. ANNUAL INCOME IN 2013**

1. Less than 300.000
2. 300.000-12.000.000
3. 12-20 million
4. More than 20 to 50 million
5. More than 50 million

**Q26. CONTRIBUTION(STARTING ESTABLISHMENT)**

1. Less than 500.000
2. 500.000-15.000.000
3. More than 15 to 75 million
4. More than 75 million

**Q27. IS THE ESTABLISHMENT REGISTERED IN ANY OF THE FOLLOWING INSTITUTIONS? (ANSWER ALL QUESTIONS)**

- |  | 1. YES                   | 2. No                    |
|--|--------------------------|--------------------------|
| 1. Sector.....                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. District.....                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Rwanda cooperative Agency(RCA) .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Private sector Federation (PSF) ..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Rwanda Governance Board (RGB) .....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Social Security Fund (RSSB).....      | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Rwanda Development Board (RDB) .....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Rwanda Revenue Authority (RRA).....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Other.....                            | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to 27.9 is YES then specify.....

**Q28. DO YOU BUY OR SELL THE GOODS AND/OR SERVICES ABROAD?** 1. YES 2. No

**Q29. WHAT TYPE OF TAXES DO YOU PAY? (Answer all questions)** 1- YES 2-NO

- |                                |                          |  |
|--------------------------------|--------------------------|--|
| 1. Value Added Tax (VAT) ..... | <input type="checkbox"/> |  |
| 2. TPR/PAYE .....              | <input type="checkbox"/> |  |
| 3. Income tax.....             | <input type="checkbox"/> |  |
| 4. Excise duties tax.....      | <input type="checkbox"/> |  |
| 5. Import duties tax.....      | <input type="checkbox"/> |  |
| 6. Trading license tax.....    | <input type="checkbox"/> |  |
| 7. Rental income tax.....      | <input type="checkbox"/> |  |
| 8. Flat tax.....               | <input type="checkbox"/> |  |

**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?**

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(If "Head office" End the interview)

**LIST OF BRANCHES AND SUB BRANCHES IN RWANDA (if head office)**

(CATEGORY => Write "1" if is branch, write "2" if sub branch)

N°	NAME OF BRANCH/SUB BRANCH	LOCALISATION				CATEGORY	TIN NUMBER													
		DISTRICT		SECTOR																
		NAME	Code	NAME	Code															
1																				
2																				
3																				
4																				
5																				
6																				
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Enumerator name \_\_\_\_\_ Tel:.....Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

Team leader name \_\_\_\_\_ Tel: .....Date : \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_

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