



**REPUBLIC OF RWANDA**

**NATIONAL INSTITUTE OF STATISTICS OF RWANDA**

**ESTABLISHMENT CENSUS, 2017**

**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law no 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 (If any):……………………………………....

1.9. ESTABLISHMENT PHONE NUMBER:………………………………………………………...........

1.10. EMAIL OF ESTABLISHMENT (If any):……………………………………………..……………

**3. Q3. WORKING STATUS**

1. Working

2. Closed Temporarily

3. Closed permanently (***End the interview****)*

*4. Refused* ***End the interview***

**Q2. WORKING PLACE**

1. Within market place

2. Outside market place

3. Industrial zone

4. ICPCs-(Udukiriro)

**Q4. MANAGER:**

**4.1 NAME:**……………………………………………………………………………………………………....





**4.2 SEX**: 1.Male 2.Female **4.4 PHONE NUMBER**: …………………………………..

**4.3 AGE: 4.5 EMAIL ADDRESS**:…………………………………..









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

**YEAR**

**MONTH**

**Q6. MAJOR ECONOMIC ACTIVITY OF THE ESTABLISHMENT ISIC CODE** …………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………

**Q7. INSTITUTIONAL SECTOR**

1. Private sector
2. Cooperative
3. Public sector
4. Mixed sector(Public Private Partnership)
5. NGO (Rwanda)
6. NGO(International)

**Q8. CATEGORIES OF MIXED SECTOR**

1. Profit seeking **Q10**

2. Nonprofit seeking **Q15.1**

**Go to Q9**

**Go to Q15.1**

**Go to Q15.1**

**Q9. NATIONALITY OF OWNERS**

1. Rwandan 5. Joint (Rwandan + EAC)

2. Foreign (East African Community) 6. Joint (Rwandan + Other African countries)

3. Foreign (Other African countries) 7. Joint (Rwandan + Other rest of world)

4. Foreign (Other rest of world) 8. Joint (more than one nonRwandan)

**Q10. LEGAL STATUS (**In the following categories which corresponds to your establishment, Choose one)

1. Sole proprietorship

2. Limited by shares

**Go to Q15.1**

3. Limited by guarantee

4. Limited by shares and by guarantee

5. Unlimited

6. None

**Q11. IS THE MANAGEMENT OF ESTABLISHMENT COMPLETELY SEPARATED FROM THE HOUSEHOLD MANAGEMENT?** 1. YES 2. NO

**Q12.IS THE OWNER OF THE ESTABLISHMENT ITS MANAGER**? 1. YES 2.NO

If “YES” **Q15.1**

**Q13.THE SEX OF OWNER** 1.MALE 2.FEMALE **Q14.AGE OF OWNER:**

**Q15.1.DOES THE ESTABLISHMENT MAINTAIN REGULAR ACCOUNTS?**

1.YES 2.NO Q16

1.YES 2.NO

**Q15.2. If “YES”WHICH OF THE FOLOWING BOOKS IS USED?**

1. Ledgers……………………………………………………………………..…

2. Journals………………………………………………………………….……

3. Balance sheet …………………………………………………………….…..

4. Income statement (Profit and loss account)……..…..…

5. Invoice………………………………………………………………..…..….

**Q16. ESTABLISHMENT TYPE**

1. Head office

2. Single unit establishment

3. Branch

4. Sub branch

**Go to Q18**

**Q17.HEAD OFFICE**

**Q17.1 MAJOR ECONOMIC ACTIVITY OF THE ENTIRE ENTERPRISE ISIC CODE**

…………………………………………………………………………………………………………………………………………………………….……………

………………………………………………………………………………………………………………………………………………………………………….

**Q17.2.TOTAL NUMBER OF BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE**

**Q17.3. TOTAL NUMBER OF WORKING PERSONS IN ALL BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE**

**Q18. NUMBER OF WORKING PERSONS ACCORDING TO LENGTH OF CONTRACT/PAYMENT STATUS AND SEX**

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

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

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

|  |  |  |
| --- | --- | --- |
| **Total** | **Rwandan** | **Foreigner** |
| **TOTAL** | **MALE** | **FEMALE**  | **TOTAL** | **MALE** | **FEMALE**  | **TOTAL** | **MALE** | **FEMALE**  |
|  |  |   |  |   |   |  |  |  |

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

**N.B: Ask the following questions (Q20, Q21) if the answer to the Q7 is either 1, 2 or Q8 is 1**

**Q21.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

**Q20. ANNUAL TOTAL TURNOVER IN 2016**

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

**Q22. 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 **Q22.10** is **YES**, specify……………………………………………………………………………………………………

**Q23a. 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

**Q23b. 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

**Q24. 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…………………………………………………………..……

**Q25. DO YOU HAVE A TIN NUMBER?**1. YES 2.NO (***If “NO”End the interview****)*

**Q26. WHAT IS THE TIN NUMBER OF YOUR ESTABLISHMENT (**If it is the branch give the tin number of the Head office)?

Enumerator name……………………………………… …………………………Tel:………………………..Date : \_\_\_\_\_/ \_\_\_\_/ \_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_

Team leader name………………………………………………………………… Tel: ………………………Date :\_\_\_\_\_/ \_\_\_\_/ \_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_

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

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