



REPUBLIC OF RWANDA
NATIONAL INSTITUTE OF STATISTICS OF RWANDA



ESTABLISHMENT CENSUS, 2020

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 (If any):.....

1.9. ESTABLISHMENT PHONE NUMBER:.....

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

Q2. WORKING PLACE

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

Q3.1. WORKING STATUS

- 1. Working → **Q4**
- 2. Closed Temporarily
- 3. Closed permanently → **Q3.3**

Q3.2. CAUSES OF CLOSING ESTABLISHMENT TEMPORALLY

- 1. COVID-19
 - 2. Closed by local gvt authorities
 - 3. Closed by RRA
 - 4. Rehabilitation or refurbishment
 - 5. Work seasonally
 - 6. Other (specify).....
- **Q4**

Q3.3. 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. MANAGER:

4.1 NAME:.....

4.2 SEX: 1.Male 2.Female

4.3 AGE:

4.4 PHONE NUMBER:

4.5 EMAIL ADDRESS:.....

Q5. YEAR OF STARTING OPERATION IN RWANDA

MONTH **YEAR**

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)
- **Go to Q9**
- **Go to Q15.1**

Q8. CATEGORIES OF MIXED SECTOR

- 1. Profit seeking → **Q10**
- 2. Nonprofit seeking → **Q15.1**

Q9. NATIONALITY OF OWNERS

- 1. Rwandan
- 2. Foreign (East African Community)
- 3. Foreign (Other African countries)
- 4. Foreign (Other rest of world)
- 5. Joint (Rwandan + EAC)
- 6. Joint (Rwandan + Other African countries)
- 7. Joint (Rwandan + Other rest of world)
- 8. Joint (more than one non Rwandan)

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

- 1. Sole proprietorship
- 2. Limited by shares
- 3. Limited by guarantee
- 4. Limited by shares and by guarantee
- 5. Unlimited
- 6. None

→ **Go to Q15.1**

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

Q15.2. If "YES" 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 15.2.6 is **YES** then specify.....

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 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

Q19. 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	Professional internship			
	< 1 Month			
	1-6 Months			
	Fixed contract above 6 Months			
	Open contract-Permanent			
Total				

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

N.B: Ask the following questions (Q20, Q21) if is head office or Single unit establishment and the answer to the Q7 is either 1, 2 or Q8 is 1

Q20. ANNUAL TOTAL TURNOVER IN 2019

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

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

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)?

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Q27. 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.

Enumerator name.....Tel:.....Date : ___/___/___ Signature _____

Team leader name.....Tel:Date : ___/___/___ Signature _____

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