



UGANDA BUREAU OF STATISTICS



UGANDA NATIONAL HOUSEHOLD SURVEY 2009/2010

## INFORMAL SECTOR SURVEY QUESTIONNAIRE

### TRADING & SERVICES

#### SECTION 1A: IDENTIFICATION PARTICULARS

1. STRATUM:			
2. DISTRICT:			
3. SUB-STRATUM: (Urban = 1, Other Urban= 2, Rural = 3)			
4. COUNTY:			
5. SUB-COUNTY:			
6. PARISH:			
7. EA:			
8. HOUSEHOLD/ESTABLISHMENT SER. NO.:			
9. SAMPLE NO.:			
10. NAME OF HEAD:			
11. TYPE OF BUSINESS ENTERPRISE			
<i>Household based</i> ..... 1			
<i>Non-household based</i> ..... 2			

THIS SURVEY IS BEING CONDUCTED BY THE UGANDA BUREAU OF STATISTICS  
UNDER THE AUTHORITY OF THE UGANDA BUREAU OF STATISTICS ACT, 1998.

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**STRICTLY CONFIDENTIAL**

**SECTION 1B: STAFF DETAILS AND SURVEY TIME**

1. NAME OF INTERVIEWER\_\_\_\_\_

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2. DATE OF INTERVIEW

DD		MM		YYYY			

3. NAME OF SUPERVISOR\_\_\_\_\_

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4. DATE OF CHECKING

DD		MM		YYYY			

5. NAME OF EDITOR\_\_\_\_\_

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6. DATE OF INSPECTION

DD		MM		YYYY			

7. STARTING TIME

HRS			

8. RESPONSE CODE

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**Codes for Item 8:**

Completed.....1

Partially Done.....2 *(Reasons for partial response should be explained in the remarks)*

9. REMARKS BY INTERVIEWER:

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10. REMARKS BY SUPERVISOR:

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**SECTION 2A: ACTIVITIES AND PRODUCTS OF THE BUSINESS ESTABLISHMENT**

Household Members ID

(copied from column 5 Section 14 of the main questionnaire)

**ISIC CODE**

1. What is the main Activity (describe in detail)

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.....

.....

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2. Please list your main products and/or services in order of importance: (up to 4 if so many)

**(CPC Code)**

1					
2					
3					
4					

**SECTION 2B: GENERAL INFORMATION**

In which year and month did the business start operating	In which Type of Premises do you conduct your Business activity		What is the ownership type of this business?											
	At home with no special working space .....	01	Sole Proprietorship...	01										
	At home with space inside/attached to the home.....	02	Partnership.....	02										
	Business Premises with a fixed location independent from home.....	03	Religious.....	03										
	Home or workplace of Client.....	04	NGO.....	04										
	Market/Trade fair.....	05	Community Based Organization (CBO)	05										
	Street/pavement with a fixed post (Kiosk).....	06	Others Specify.....	06										
	Hawking.....	07												
	Transport Vehicle.....	08												
	Others specify.....	09												
(1)	(2)		(3)											
Year      Month														
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### SECTION 3: CREDIT AND MARKET INFORMATION

What was the <b>Main</b> reason you chose this Business Activity?	What were the <b>Three</b> most important problems in setting up the business? ( <b>Rank in order of importance &amp; Select from the codes below</b> )			What are the <b>Three</b> main problems in running/expanding this enterprise? ( <b>Rank the problems in order of magnitude</b> )			How did you <b>Mainly</b> Finance the Start-up and Running of this Business Activity? ( <i>Select from the codes below</i> )				
Existing capital (e.g. land, Cash, Buildings, equipment)..... 1	Obtaining start-up capital ... 01			Insecurity/theft..... 01			Own savings/ retained profits 01				
Family Tradition/culture..... 2	Obtaining technical know-how and skills..... 02			Supply of Inputs/raw materials 02			Loan from friends/relatives/ neighbour ... 02				
Low Start-up Costs.... 3	Accessing raw materials 03			Demand for Output/market.... 03			Loan from Money Lender 03				
Demand .... 4	Finding Clients/Market 04			Economic factors (profitability)..... 04			Micro Finance 04				
It is the profession/ skill I know ..... 5	Government rules/regulations..... 05			Technical (machine breakdown)..... 05			Commercial Bank 05				
Conditioned by the money lender/Benefactor..... 6	Obtaining:	Water	06	Labour related..... 06			SACCOS. 06				
Others (Specify)..... 7		Electricity	07	Government Regulations..... 07			NGO... 07				
		Space/Premises	08	Competition 08			Circles (cash round)..... 08				
		Transport	09	Obtaining	Water	09	Borrowing from the supplier.... 09				
		Other	10		Electricity	10	Other (specify)... 10				
		Insecurity/theft..... 11		Space/Premises	11						
		Others specify).... 12		Transport	12						
		No problem ..... 13		Other	13						
				Finance	14						
				Late Payment	15						
		Other Specify	16								
(1)	(2a)	(2b)	(2c)	(3a) Running			(3b) Expanding			(4a) Start-up	(4b) Running
<div></div>	<div></div>	<div></div>	<div></div>	<div>1</div>	<div>2</div>	<div>3</div>	<div>1</div>	<div>2</div>	<div>3</div>	<div></div>	<div></div>

### SECTION 3: CREDIT AND MARKET INFORMATION CONTINUED

5. If a Loan was acquired, what was the total amount received?

Loan for:	5a Start-up	5b Running
Amount in Shillings		

If a Loan was received what was the security required?  Business Itself..... 1 Land..... 2 Cattle..... 3 House..... 4 Other Properties..... 5 ..... Salary ..... 6 None..... 7 Others (Specify)..... 8		What is the Repayment Arrangement / period and rate?  Monthly ..... 1 Quarterly..... 2 Weekly..... 3 Annual..... 4 Unspecified..... 5 Other (specify)..... 6		Do you have Concrete plans to expand the Business?  Yes..... 1 No..... 2 >> <b>Sec.4</b>		If YES, please state the main Plan  Acquire a Loan .... 1 Buy land/Asset ..... 2 Employ more people ..... 3 Market..... 4 Relocation from Household ..... 5 Make it Formal..... 6 ..... 7	
(6a) Start-up	(6b) Running	Start-up		Running		(8)	(9)
		(7a) Repayment period	(7b) rate in Shillings	(7c) Repayment period	(7d) rate in Shillings		
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## SECTION 4: CAPITAL EXPENDITURE

1 Which Assets have you used in the last 12 months mainly for your business activity?

SR No	Type of asset		In Uganda Shillings			Ownership of Asset						How is the asset used?			
			What is the Current value of the Asset?	What is Value of Additions if any?	Value of Disposals if any	1 Personal Property	4 Rent	2 Share Property	5 Borrowed	3 Lease	6 Don't know	1. Exclusively for business	2. Shared with Household	3. Shared with another business	4. Other (Specify)
(1)			(2)	(3)	(4)	(5)						(6)			
1	Land and Buildings	Land				1	2	3	4	5	6	1	2	3	4
2		Buildings				1	2	3	4	5	6	1	2	3	4
3		Other Structures (Kiosks, Kitchen house, pen, etc)				1	2	3	4	5	6	1	2	3	4
4	Other Machinery, Equipment & Small Tools					1	2	3	4	5	6	1	2	3	4
5	Transport Equipment	Bicycle				1	2	3	4	5	6	1	2	3	4
6		Motorcycle				1	2	3	4	5	6	1	2	3	4
7		Motor vehicle				1	2	3	4	5	6	1	2	3	4
8		Other Transport				1	2	3	4	5	6	1	2	3	4
9	All Other (Furniture and Office Equipment etc)					1	2	3	4	5	6	1	2	3	4

## SECTION 5: EMPLOYMENT

Who are the persons engaged in this Business during the last 30 days/month?

Sr No	ID No For hh members (For only hh based businesses).	Employment Status Working Proprietor=1 Paid regular employee=2 Paid Casual worker=3 Unpaid helpers/Family Workers =4	Sex Male=1 Female=2	Age bracket Adult (18+)=1 Child (<18)=2	Value of Payments (For Working Proprietor, Paid Regular & Paid Casual employees)		Periodicity of Payment Daily=1 Weekly=2 Monthly=3 Other (specify) =4	How many days did the employee work
					Wages & Salaries	Payments in Kind (value)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 3 4	
		1 2 3 4	1 2	1 2			1 2 3 4	
		1 2 3 4	1 2	1 2			1 2 3 4	

**10. How many employees did you have a month ago? (Indicate the number of..)**

Category of Employees	Working proprietors	Paid Regular	Paid Casual	Unpaid family workers/helpers
Number				

**SECTION 6: EXPENDITURE AND INCOME**

**1. What Was The Expenditure On Other Inputs Other Than Labour During The Last 30 Days?**

Item No	Description of Items	Value of Purchases/Expenses (‘ in Shillings)
(1)		(2)
1	Cost of Goods bought for resale	
2	Electricity	
3	Bank charges (not interest)	
4	Motor vehicle running costs	
5	Fuel and Lubricants	
6	Other Transport costs (i) Bicycle	
7	(ii) motorcycle	
8	(iii) Vehicle	
9	(iv) Other, specify	
10	Postage and Telecommunications	
11	Rent for Land Buildings	
12	Rent for Equipment Hire	
13	Travel allowances paid to staff	
14	Water & Sewerage Charges	
15	Repair & Maintenance of Equipment (Spare parts etc)	
16	Security	
17	Tools and equipment	
18	Packaging materials (bags, containers etc)	
19	Brokerage, Commissions	
20	Legal Expenses	
21	Taxes including Trading fees & Licenses	
22	Interest paid on a loan	
23	Bad debts, donations, less recoveries	
24	Advertising e.g. dry cells	
25	Others Expenses, Specify	
<b>26</b>	<b>Total Expenditure (1-24)</b>	

**2. What was the total Income received in the last 30 days from the following ;**

Item no.	Description of Item (1)	Value in Shillings (2)
1	Income from sale of Goods	
2	Sale of Passenger Transport	Boda Boda
3		Taxi
4		Other Specify
5	Sale of freight Transport	
6	Agency Fees Commissions received	
7	Rent from Land	
8	Rent from Buildings	
9	Receipts from services rendered to others (salon, phone kiosks, shoeshine etc)	
10	Interest Receivable (e.g. from village circles)	
11	Dividends Receivable	
12	Income received as a gift, donation, gain in the sale of assets, remittances etc	
13	Other Income	
<b>14</b>	<b>Total Other Income</b>	

3. Does your business have a Trading License? Yes=1 No=2	4. Do You Pay any Taxes (circle as appropriate)? VAT=A                      Other =D Pay As You Earn =B      None =Z Income Tax =C	5. Do you keep records of Business Transactions? Yes =1 No =2
1                      2	A              B              C              D              Z	1                      2

FINISHING TIME

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THANK YOU FOR YOUR COOPERATION