



INFORMATION SHEET: INFORMATION FOR THE COMPLETION OF THE QUESTIONNAIRE

1. LEGAL OBLIGATION AND SECRECY

- 1.1 The completion of this questionnaire in full in respect of each individual is **REQUIRED BY LAW**, except for questions 1 and 10 of Part B, of which the completion is optional.
- 1.2 It is the **RESPONSIBILITY** of the person in charge of any premises **TO ENSURE** that every person present on the premises on census night (i.e. at midnight between 7 and 8 March 1991) is enumerated. This also applies to persons in charge of farms, compounds, hotels and hostels.
- 1.3 The information provided on individuals will be treated as **STRICTLY CONFIDENTIAL** and personal information will under no circumstances be made public. **EVEN** other Government departments will not be able to obtain personal information contained in any individual return. Only employees of the Central Statistical Service (which includes census officers) who have sworn an oath of secrecy, will have access to it.

2. HOUSEHOLDS

Each household must be enumerated on a separate questionnaire. **A household consists of** a person or a group of persons (whether related or not) who usually occupy a dwelling or a part thereof and who provide themselves with food and other essentials for living, or have made arrangements for such provision.

Notes:

- Visitors and resident employees of the household should be enumerated as part of the household but should be marked clearly as such against question 2 (RELATIONSHIP).
- Lodgers who do not share meals with the household, are regarded as separate households and must each complete a separate questionnaire. In such cases "Other" should be marked against question 1.1 (TYPE OF DWELLING).
- Any member of a household who prefers to be enumerated separately, may complete a separate questionnaire, but is still regarded as part of the household.

3. GENERAL REMARKS

- 3.1 **PERSONS TO BE ENUMERATED** — Each individual present on the premises at midnight between 7 and 8 March 1991, must be enumerated. This includes visitors and persons employed by the household, as well as their visitors, whether adults, children or babies.

NOTE: ONLY ONE PERSON'S INFORMATION MUST BE FURNISHED PER COLUMN.

- 3.2 IF A HOUSEHOLD CONSISTS OF MORE THAN SIX PERSONS, a second questionnaire must be obtained from the census officer (the reverse side of the questionnaire must not be used for this).

THE FOLLOWING SHOULD, HOWEVER, SPECIFICALLY BE BORNE IN MIND:

3.3 FOREIGN CITIZENS/VISITORS

- 3.3.1 **PERSONS EMPLOYED BY FOREIGN GOVERNMENTS** must complete only Part A of the questionnaire and endorse the questionnaire "Foreign citizen employed by a foreign government".
- 3.3.2 **PERSONS LESS THAN 3 MONTHS IN THE RSA** — Tourists, businessmen/women and students who are present in the Republic on census night and will remain in the Republic for a total period of less than 3 months, must complete only questions 1 to 8 and mark the questionnaire "Foreign visitor".
- 3.3.3 **PERSONS MORE THAN 3 MONTHS IN THE RSA** — Tourists, businessmen/women and students who are present in the Republic on census night and will remain in the Republic for a total period of more than 3 months, must complete the entire questionnaire.

3.4 PERSONS AT WORK AT MIDNIGHT

Shift workers and other persons working at midnight between 7 and 8 March 1991, must be enumerated as though they spent the night at their dwellings.

3.5 PERSONS AWAY FROM HOME ON CENSUS NIGHT

It is the responsibility of persons absent from home on the night of the census to ensure that they are enumerated at their temporary residence, in Part B of the questionnaire.

- If travelling at midnight, they must be enumerated at their destination.
- If such persons are, however, abroad (including Transkei, Bophuthatswana, Venda, Ciskei and Namibia), they must either be enumerated before departure or on return.

Note: In the case where all members of the household are absent from the home address on census night but are not visitors of another household, particulars in respect of the dwelling at the home address should be furnished in Part A of the questionnaire.

4. PART A — TYPE OF DWELLING

- A flat is a self-contained dwelling which consists of at least one living-room together with a kitchen and bathroom and which is conjoined to similar dwellings in one building, or is a detached dwelling on the same erf as a house.

- Town housing/cluster housing/semi-detached housing consists of simplex, duplex and similar dwellings (such as semi-detached houses), with their own private gardens and with one level of each dwelling on groundlevel (blocks of flats are therefore excluded).

5. COMPLETION OF PART B OF THE QUESTIONNAIRE

5.1 **Question 1 — FIRST NAME:** This space is provided only to facilitate the completion of the questionnaire and need not be completed.

5.2 **Question 5 — MARITAL STATUS:** A man and woman living together as married persons without being lawfully married, must circle code 3 (Living together) on the questionnaire. Persons who are married by custom and regard themselves as being married, must circle code 2 (Married) on the questionnaire.

5.3 **Question 10 — RELIGION/DENOMINATION:** The furnishing of information against this question is optional.

5.4 **Question 11.2 — HOME LANGUAGE:** In respect of Blacks, distinguish between the following languages: North Ndebele, North Sotho (Sesotho sa Lebowa or Sepedi), South Ndebele, South Sotho (Sesotho sa Borwa), Swazi, Tsonga, Tswana, Venda, Xhosa, Zulu and other. If the home language is stated as "Ndebele", distinguish between "North Ndebele" and "South Ndebele" based on whether the persons "sumaela siNdebele" or "khuluma isikethu".

5.5 **Question 13 — OCCUPATION:** The NATURE of work done is required, e.g. bricklayer, typist, scholar, housewife (home-maker), domestic worker, pensioner, etc. In the case of public servants (security services included), the rank/occupational class must be given, e.g. deputy director, brigadier, etc. In the case of seasonal farm workers who are not employed on census day (7 March 1991), write "Farm worker S".

5.6 **Question 14 — PRESENT WORK STATUS:** "Employer/Self employed" includes workers for own account and family workers; "Not working" includes housewives (home-makers), pre-school children, scholars, full-time students and pensioners. The present work status of housewives (home-makers) remains "Not working" even though persons employed by the household may be in their service.

5.7 **Question 16 — ECONOMIC SECTOR:** The economic sector of each person's employer must be furnished for example: Agriculture (farming); forestry; fishing; mining or quarrying (state type of mine, e.g. gold mine, etc.); abattoir; printer; factory/manufacturing (state type of factory, e.g. glass factory, shoe factory, manufacturing of stoves, furniture factory (wood), furniture factory (steel), etc.); construction (indicate the major type of construction work undertaken by the employer, e.g. building of dwellings, painting, plumbing, electrical contracting, tiling, excavation work, road construction, building of bridges, subways or any other work of a civil engineering character, swimming pools, erection of fences or steel structures, etc.); trade (e.g. wholesale/

retail, motor trade, motor repair, control boards, etc.); catering and accommodation (state e.g. hotel, restaurant, camping site, holiday resort, etc.); transport or storage; communication (post and telecommunication); financial services (state e.g. bank, building society, stock exchange, stockbrokers, etc.); insurance services; business services (state e.g. estate agent, attorney's practice, data processing service, advertising service, bookkeeping service, consulting engineer, etc.); social services (state e.g. education, health, welfare, etc.); recreational/cultural services (state e.g. bioscope, radio station, art gallery, theatre, zoo, amusement park, etc.); personal services (state e.g. laundry, hairdressing salon, undertaker, beauty parlour, etc.).

Note: Employees of the State, Transnet, provincial administrations or municipalities must state their division and/or branch, e.g. electricity division, roads department, etc.

5.8 **Question 17 — ANNUAL INCOME:** State each person's total estimated income for the 12 months ended 28/2/1991 by circling the applicable code. Persons not working but nevertheless receiving an income from some source, must indicate such income.

NB — THE INCOME PARTICULARS WILL UNDER NO CIRCUMSTANCES BE MADE KNOWN TO THE RECEIVER OF REVENUE. FURTHERMORE THE CENSUS OFFICER IS BOUND TO SECRECY IN TERMS OF THE STATISTICS ACT, 1976. SEE PARAGRAPH 1.3 ABOVE.

INCLUDE:

- Gross salary, wage, overtime remuneration and commission (before deductions for pension, tax, etc.);
- net income from business, farming (remember profit from the sale of cattle, crops, etc.) or professional practice;
- allowances and other financial support received from organisations or from relatives and other persons living away from home (by definition, a person living away from home is a person who sleeps at home less than four nights a week);
- estimated cash value of fringe benefits, such as a company car and housing subsidy (before deduction of tax), as well as food, clothing and accommodation provided by employers; and
- any other regular income, e.g. PENSION, interest on investments, dividends, NET income (after deduction of costs) from the letting of fixed property, NET boarding/lodging fees (after deduction of costs) received from boarders/lodgers not forming part of the household.

EXCLUDE:

- Irregular or incidental income, such as inheritances, matured insurance policies and gratuities.

NOTE: Ignore pocket-money and other monies which change hands among the members of the household.