

the general statistics office

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ID No:

questionnaire  
collecting information of the enterprise  
in the year .....  
(issued by the statistical law)

1- Name of the enterprise: .....

(By capital letters, not in brief)

Tax code of the enterprise

- Name of enterprise in brief: .....

- Starting year of business:

2- Address of the enterprise (Notes the full address of the enterprise's head office):

- Hamlet (house number, road, street): .....

- Commune/ward/town: .....

- District: .....

- Province: .....

- Telephone number:

Provincial code

Number

- Fax number:

Provincial code

Number

- Email: .....

3- Type of the enterprise (please circle in the suitable number):

- Central State: ..... 01

- Local State: ..... 02

- Central State Ltd. Co ..... 03

- Local State Ltd. Co: ..... 04

- Joint stock Co. having state capital > 50%: 05

Of which:

% of central state capital

% of local

state capital

- Collective: ..... 06

- Private enterprise: ..... 07

- Collective name: ..... 08

- Private Ltd Co: ..... 09

- Joint stock Co. not having state capital: . . 10

- Joint stock Co. having state capital ≤ 50%. . 11

in which: % of state capital

- 100% foreign capital: ..... 12

- Joint venture between State & foreign: ..... 13

- Joint venture between others & foreign: ..... 14

4- Economic activities in the year:

Economic activity code

4.1 Main activity: .....

4.2 Other activities:

- Activity : .....

- Activity : .....

- Activity : .....

4.3 Does the enterprise have direct im-export in the year ? (Please tick (X) in the suitable cell)

Yes:  1 →Go to quest 4.4; No:  2 → Go to quest 5

4.4 **Export:** Goods:  1 Services:  2

**Import:** Goods:  1 Services:  2

5- Labour

Unit: Person

	Code	At the beginning of the year		At the end of the year	
		Total	Of which: Female	Total	Of which: Female
A	B	1	2	3	4
5.1 Total labour	01				
Of which: -number have social security	02				
Total labour by economic activities:	ISIC code (6 digits) ↓				
- Main economic activities:					
- Other economic activities:					
+ Activity :					
+ Activity :					
+ Activity :					

Detail labor enterprise at the and of the year

A

Total labor exist at the end of year 1

A. Labor devide ages

1. under 18 years old2
2. From 18 to 25 years old3
3. From 26 to 35 years old4
4. From 36 to 45 years old5
5. From 46 to 55 years old6
6. From 56 to 60 years old7
7. upper 60 years old8

B. Labor devide professional skill

1. Doctor9
2. MA10
3. University11
4. College12
5. Middle13
6. Vocational training long term14
7. Vocational training short term15
8. No training16

6- Compensation of employees and enterprise employer's contribution to health and Trade-Union in the year	Code	Year....
	B	1
6.1 Compensation of employees (01 = 02+03+04)	01	
- Wages, salaries, bonus, gratuities and the like considered as salaries	02	
- Social security contributed to employees	03	
- Other compensation out of production costs	04	
6.2 Contributions to insurance and pension, health, trade-union	05	

7- Assets and liabilities

Unit: Mill.dongs

	Code	At the beginning of year	At the end of year
A	B	1	2
7.1 Total assets (01=02+08)	01		
A. Assets short term (total)	02		
Of which: - Receivable accounts short term(total)	03		
- Inventories (total)	04		
Of which:			
+ Works in process	05		
+ Finished products	06		
+ Consigned goods for sale	07		
B. Assets long term (total)	08		
Of which:			
I. Receivable accounts short term(total)	9		
II. Fixed assets	10		
1. Avisible fixed assets	11		
+ Original value of fixed assets	12		
+ Accumulated depreciation	13		
2. Financial renting fixed assets	14		
+ Original value of fixed assets	15		
+ Accumulated depreciation	16		
3. Invisible fixes assets	17		
+ Original value of fixed assets	18		
+ Accumulated depreciation	19		
4. Cost of unfinished construction works	20		
7.2 Total capital sources (21 = 22+23)	21		
- Liabilities	22		
- Equity	23		

Note: Total assets = Total capital sources (01 = 21)

8- Business results

Unit: Mill.dongs		
	Code	Year ...
A	B	1
8.1 Turnover		
1. Turnover of goods, services activities	01	
1.1 Reductions	02	
Of which: Tax (excise tax, Export duties or fees, VAT paid directly)	03	
1.2 Net turnover of goods, services (04 = 01 - 02)	04	
By economic activities:	ISIC code (6 digits) ↓	
+ Activity:		
+ Activity:		
+ Activity:		
+ Activity:		
2. Turnover of financial activities	05	
3. Other revenue	06	
8.2 Total profit before taxes (07= 08+09+10)	07	
Of which: - Profit from business	08	
- Profit from financial activities	09	
- Profit from other activities	10	

9- Performance of obligations to the State

Unit: Mill.dongs				
	Code	Outstanding of previous years	Payables in the year	Paid in the year
A	B	1	2	3
9.1 Taxes (total)	01			
Of which: - VAT tax of domestic goods	02			
- VAT tax of import goods	03			
- Excise tax	04			
- Export duties or fees	05			
- Import goods tax	06			
- Income tax	07			
9.2 Other contributions to the State	08			
Of which: - Additional levied	09			
- Fees and charges	10			

10. Implementation of legal capital share (For joint venture enterprises)

Unit: 1000 USD							
	Code	Capital by license up to	Cumulative capital		Code	Capital by license up	Cumulative capital
A	B	1	2	A	B	1	2
Legal capital total (01=02+03+04+05)	01			2. Foreign partner	06		
1. Viet Nam partner (02=03+04+05)	02			Of which:	Country code		
Of which:				- Country .....	↓		
+ State own enterprises	03			- Country .....			
+ Non-State own enterprises	04			- Country .....			
+ Other partners	05			- Country .....			

11- Investment capital of the year

Unit: Mill.dongs							
				Code	Year ...		
A				B	1		
Total (01=03+06+09+10 = 11+14+16+17+18)				01			
Of which : Capital for leasing and purchasing the land using right				02			
A. By investment sources							
1. State budget				03			
- Central state budget				04			
- Local state budget				05			
2. Loans for construction and purchasing equipments				06			
- Developing investment preferential credit of the State				07			
- Other sources				08			
3. Own outlays				09			
4. Others				10			
B. By investment types							
1. Investment capital for construction				11			
Of which: - Construction assembly works				12			
- Machinery and equipment				13			
2. Purchasing fixed assets not included in construction				14			
3. Investment for capital repairing of fixed assets				15			
4. Investment for current capital supplement				16			
5. Other development investment capital				17			
C. By economic activities				ISIC code			
- Activity:							
- Activity:							
- Activity:							

12. Scientific personnel and investments for research and development of technology science

12.1 Number of scientific researchers at the end of the year

Unit: Person

	Code	Total	By professional level				
			College	Bachelor	Master	Doctor	Scientific Doctor
A	B	1=2+...+6	2	3	4	5	6
A. Whole enterprise	01						
In which: Female	02						

12.2 Costs of scientific technological investment, research and development in the year

Unit: Mill.dongs

	Code	Total	By resources			
			State budget	Self capital of the enterprise	Oversea capital	Others
A	B	1=2+...+5	2	3	4	5
- Total costs for scientific technological research during the year	01					
In which:						
+ For development research	02					
+ For technological renovation	03					

12.3 Technological research and development activities in the year

	Code	Total	By level		
			State	Ministry	Enterprise
A	B	1=2+3+4	2	3	4
- Number of programs, subjects, projects have been developed during the year	01				
- Number of initiatives and technical solutions have been applied during the year	02				

13. Professional training of the enterprise

	Code	Unit	Year ...	
			Total	which: Female
A	B	C	1	2
13.1 Number of vocational schools/establishments at 31/12	01	Estab.		
- Vocational training schools	02	School		
- Vocational training centers	03	Estab.		
- Vocational short-term training establishments	04	Estab.		
13.2 Number of vocational training teachers at 31/12	05	Person		
<i>In which:</i> number of teacher in charge	06			
13.3 Number of enrollment students during the year	07	"		
<i>Of which:</i> Number of long term training students	08	"		
13.4 Number of students at 31/12	09	"		
<i>Of which:</i> Number of long term training students	10	"		
13.5 Number of students graduated from the long term training courses in the year	11	"		
13.6 Number of students graduated from the short term training courses in the year	12	"		
<i>Of which:</i> Number of students provided with certificate	13	"		
13.7 Total training budget during the year	14	Mill.dongs		
<i>Of which:</i> Budget for short term training	15	Mill.dongs		

14. On-the job accident in the year

	Code	Unit	Year ...
A	B	C	1
14.1 Number of accidents happened in the year	01	Case	
<i>Of which:</i> Number of cases leading to dead	02	Case	
14.2 Number of person with injury or dead from the acc	03	Person	
<i>Of which:</i> Number of dead	04	Person	
14.3 Total direct expenses for the accidents	05	Mill.dongs	

15. Some indicators of information technology application

15.1 Number of using computers up to 31/12:

Piece

15.2 Does the enterprise use the local area network (LAN)?

No 2 ; Yes 1 → Number of computers

Piece

15.3 Does the enterprise connect internet?

No 2 ; Yes 1 → Number of computers

Piece

15.4 Does the enterprise have WEB SITE?

No 2 ; Yes 1 → Website address: .....

15.5 Does the enterprise have transaction by electronic

No 2 ; Yes 1 → Transaction address: .....

Mill dongs

Total value of transaction in the year of 2004

Mill dongs

16. Some indicators about environmental protection of the enterprise

16.1 Investment of the enterprise for environmental treatment

- Total value of current waste treatment equipment of the enterprise up to 31/12:

Mill dongs

Of which: Value of current waste

Mill dongs

- Total costs of the enterprise for environmental protection in the year:

Mill dongs

Of which: Costs for construction assembly works and equipment in the year:

Mill dongs

Cost usual for protec environment

Mill dongs

16.2 Waste treatment of the enterprise in the year

Type of waste	Volume of waste in the year			Type of treatment						
	Unit	Volume of untreated waste of the enterprise	Volume of treated waste of the enterprise	Use filter equipment	Use deposition pool	Use chemical	Use Hide	Use Burn	Others	Not treated
A	B	1	2	3	4	5	6	7	8	9
- Liquid waste	m³									
Of which: Harmful waste										
- Atmospheric waste	m³									
Of which: Harmful waste										
- Solid waste	ton									
Of which: Harmful waste										

16.3 Organization, part special protect enviroment

a. Do the enterprise have Organization, part special protect enviroment

If have: Number of person protect environment

b. Do the enterprise have system protect environment? 1. Yes 2. No

c. Do the enterprise have certificate ISO 14001? 1. Yes 2. No

d. Do the enterprise have certificate standard environment? 1. Yes 2. No

e. Do the enterprise use or carry out proces clean production ? 1. Yes 2. No

17. Industry activity

17.1 Production prудuce in the year

Name production	Code	Unit	Volume			Value
			Producer	Cosome	Stock at the end of year	Value of production outport to cosume in year (not VAT, Export duties or fees, export tax)

18 Activity collect and treatment waste

	Code	Unit	Perform
A	B	C	1
1. Volume real waste eliminated on the place where enterprise activity	1		
Of which: Waste life	2		
Harmful Waste health	3		
Harmful waste industrial	4		
2. Volume of waste that enterprise colleced	5		
Of which: Waste life	6		
Harmful Waste health	7		
Harmful waste industrial	8		
3. Volume of waste that enterprise treated	9		
Product manure	10		
Hide	11		
Burn	12		
Treatment others	13		
4. Means collect waste of enterprise			
Tipper truck take waste	14		
Means use to force waste	15		
Means that use to by hand to take off waste	16		
Means others	17		
5. The basic where enterprise treated waste			
The garbage			
+ Number of garbage	18		
+ Total area	19		
The basic where treated waste			
+ Number basic	20		
+ Power design	21		
+ Volume waste that treated in the year	22		
Basic where treated liquid garbage waste			
+ Number basic	23		
+ Power design	24		
+ Volume waste that treated in the year	25		

19. Gross output of construction activities in the years

(For enterprises having industrial and construction activities )

19.1 Value production construction

Unit: Mill. dongs

	Code	Year ...		Code	Year ...
A	B	1	A	B	1
Construction gross output (at current price)	01		- Value of infrastructure construction works	06	
assembly	02		- Value of other construction and assembly works	07	
Of which:			(2) Value of construction investigation, design and planning counted in construction activities	09	
- Value of housing construction works	03				
- Value of storehouse and factory const. works	04				
- Value of other housing construction works	05				

19.2 Housing area finished in the years

Unit: m<sup>2</sup>

	Code	Complete
A	B	1
Total housing area finished in the years	01	
Of which:		
+ Solid house	02	
in which: + apartment	03	
+ Villa	04	
- Half solid house	05	
-Durable wood-framed houses	06	
- House others	07	

**20. Commerce activity** *(for enterprises having activities of commerce, agency, repair of motor vehicles, motorcycles, motorbikes, personnel and household tools)*

	Code	Unit	Total	By type of commerce		
				Wholesale	Retail	
					Total	Of which : supermar ket
A	B	C	1	2	3	4
21.1. Number of establishment	01	Estab.				
21.2. Business area up to the end of the year	02	m²				
21.3. Net turnover	03	Mill. dongs				
21.4. Cost of sale goods	04	"				
21.5. Tax (VAT, export duty)	05	"				

**20.6. Commerce turnover by commodity groups**

*Unit: Mill. dongs*

	Code	Total net turnover	Of which	
			Wholesale	Retail
A	B	1	2	3
<b>Total</b>	01			
- Food, foodstuff	02			
- Textile and garment products	03			
- Household equipments and appliances	04			
- Cultural and educational products	05			
- Timber and construction material	06			
- Fertilizer, insecticide	07			
- Means of transport (include parts)	08			
- Petrol, petroleum	09			
- Other fuel <i>(exclude petrol, petroleum)</i>	10			
- Others	11			
- Repairing motor cycles,	12			

21. Hotel activity

(For enterprises having activities of hotel, camping, and other related services)

	Code	Unit	Year ...
A	B	C	1
21.1 Number of establishments at the end of year	01	Estab.	
21.2. Guests			
-- Guest night	02	Guest times	
Of which: International guest	03	"	
-- Guest day	04	"	
Of which: International guest	05	"	
21.3. Guest night			
(For only guest having all day and night)	06	Guest night	
Of which: International guest	07	"	
21.4. Net turnover	08	Mill. dongs	
Of which: Net turnover from rooms and beds	09	"	
+ Of which: Net turnover from international guest	10	"	
21.5. Tax (VAT, export duty)	11	"	

21.6. Classification of establishments in detail

	Code	No. of estab. up to the end of year (estab.)	No. of room up to the end (room)	No. of bed up to the end (bed)	No. of guest night during the year (for only guests having all day and night) - (Guest night)		No. of using day during the year (day)	
					Total	Of which Inter. Guests	Day*Rooms	Day*Beds
A	B	1	2	3	4	5	6	7
Total	01							
Restaurant	02							
- Five stars	03							
- Four stars	04							
- Three stars	05							
- Two stars	06							
- One star	07							
- Under the star standard	08							
Guest-house	09							
Villa for tourism business	10							
Tourism village	11							
House for tourism business	12							
Others	13							

22. Transport activity, yard in the year

Use for the enterprises that have business activity transport and yard

A. Transprot means exist at 31/12/2007

	Code	Unit	Number exist		Code	Unit	Number exist
A	B	C	1	A	B	C	1
1. Land Transport means				2. Sea route transportation means			
1.1 Truck freight transport: - number	1	Chiếc		2.1 Freight ship number	7	Chiếc	
Load	2	Ton		Load	8	Tấn	
1.2 Car passenger transport (upper 5 number	3	Chiếc		2.2 Oil ship number	9	Chiếc	
seat	4	Chair		Load	10	Tấn	
1.3 Small car (under 5 seats) number	5	Chiếc		2.3 Ship passenger tran. number	11	Chiếc	
seat	6	Chair		seat	12	Ghế	
				3. Inland waterway transport means			
				3.1 Freight ship Number	13	Chiếc	
				Load	14	Tấn	
				3.2 Passenger ship number	15		
				seat	16		

B. Produce of transport branch in the year

Produce name	code	unit	Total	Of which	
				Land	Sea
A	B	C	1	2	3
1. Domestic Passenger transport	1	Person			
2. Foreign passenger transport	2	Person			
3. Domestic Passenger rotate	3	Person/km			
4. Foreign passenger rotate	4	Person/km			
5. Domestic goods transport	5	Ton			
6. Foreign goods transport	6	Ton			
7. Domestic goods rotate	7	Ton/Km			
8. Foreign goods rotate	8	Ton/Km			
9. Goods pick up by sea port	9	Ton			
Devide: Pick up export goods	10	Ton			
Pick up import goods	11	Ton			
Pick up domestic goods	12	Ton			
In total: Pick up container goods	13	Ton			
10. Pick up goods by river port	14	Ton			

C. Activity yard

	code	unit	total	Of which		
				customs yard	cold-east	others yard
A	B	C	1 = 2+3+4	2	3	4
1. Number yard exist at 31/12/2007	1	Chiếc				
2. Sum of total yard use to business exist 31/12/20	2	m2				
3. Net revenue from service yard	3	Mill. Dongs				
4. VAT, export tax arise must pay	4	Mill. Dongs				

23. Restaurant activities

(For enterprises having activities of restaurant, bar and canteen )

	Code	Unit	Year ...
A	B	C	1
23.1. Number of establishments up the end of the year	01	Estab.	
Of which: - Restaurant	02	"	
- Bar	03	"	
- Canteen	04	"	
23.2. Net turnover	05	Mill. dongs	
Of which: -- Net turnover from food	06	"	
Of which: Net turnover from transferred sale goods	07	"	
23.3. Cost of sale goods	08	"	
23.4. VAT tax	09		

24. Tourism by tour and activities supporting for tourist

(For enterprises having tourism activities by tour and activities supporting for tourist )

	Code	Unit	Year ...
A	B	1	2
24.1. Number of establishments up to the en of the year	01	Estab.	
Of which: tourism by tour	02	"	
24.2. Tour guests	03	Guest times	
Of which: - International guests	04	"	
- National guests	05	"	
- Vietnamese guests going to abroad	06	"	
24.3. Guest night of tour	07	Guest night	
Of which: - International guests	08	"	
- National guests	09	"	
- Vietnamese guests going to abroad	10	"	
24.4. Net turnover	11	Mill. dongs	
Of which: - From international guests	12	"	
- From National guests	13	"	
- From Vietnamese guests going to abroad	14	"	
Of which: terms of spending for guests	15	"	
24.5. Tax (VAT, export duty)	16	"	

25. Other service activities

	Code	No. of estab. up to the end of the year	Business area up to the end of the year (m <sup>2</sup> )	Net turnover (Mill. dongs)	Tax (VAT, export duty) (Mill. dongs)
A	B	1	2	3	4
Total (01=02+...+07)	01				
- Scientific and technological services	02				
- Services related to property business and consultant services	03				
- Education and training services	04				
- Health services	05				
- Cultural and sport services	06				
- Personnel and commune services	07				

26. Ex-import of services in the year

Unit: 1000 USD

	Code	Export (revenue)	Import (expenses)
A	B	1	2
<b>Total</b> (01=02+06+09+13+14+17+18+19+26+29)	<b>01</b>		
<b>1. Maritime transport</b> (02=03+04+05)	<b>02</b>		
1.1. Passenger transport	03		
1.2. Freight transport	04		
1.3. Other maritime services	05		
<b>2. Road transport</b> (06=07+08)	<b>06</b>		
2.1. Passenger transport	07		
2.2. Freight transport	08		
<b>3. Post and telecommunications</b> (09=10+11+12)	<b>09</b>		
3.1. Postal services	10		
3.2. Telecommunication	11		
3.3. Express mail and other services	12		
<b>4. Construction</b>	<b>13</b>		
<b>5. Insurance</b> (14=15+16)	<b>14</b>		
5.1. Import goods insurance	15		
5.2. Other insurances	16		
<b>6. Finance</b>	<b>17</b>		
<b>7. Computer and information</b>	<b>18</b>		
<b>8. Business services</b> (19=20+...+25)	<b>19</b>		
8.1. Goods in merchanting transactions and other business service	20		
8.2. Rent or lease service	21		
8.3. Legal, accounting, auditorial and consultative service	22		
8.4. Advertisement and market research service	23		
8.5. Architectural and technical service	24		
8.6. Other business services	25		
<b>9. Individual, cultural and entertainment service</b> (26=27+28)	<b>26</b>		
9.1. Educational service	27		
9.2. Others	28		
<b>10. Others</b>	<b>29</b>		

28. Results of financial intermediate and financial assistance activities		
(Applied for enterprises having activities: Banks, financial company, credit funds, ...)		
Unit: Mill dong		
Items	Code	Year ...
A	B	1
<b>A. Revenue</b> (01=02+08+18+19)	01	
<b>1. Revenue of credit activities</b> (02=03+...+07)	02	
- Receipts from loan interest	03	
- Receipts from deposits interest	04	
- Receipts from capital contribution and dividend interest	05	
- Receipts from financial lease	06	
- Other receipts from credit activities	07	
<b>2. Revenue from other activities</b> (08=09+...+17)	08	
- Receipts from payment service	09	
- Receipts from banking guarantee	10	
- Receipts from treasury service	11	
- Receipts from transference interest of internal capital transfer	12	
- Receipts from trust business agent activities	13	
- Receipts from consultancy service	14	
- Receipts from foreign exchange business	15	
- Receipts from securities business	16	
- Others	17	
<b>3. Unusual revenue</b>	18	
<b>4. Others</b>	19	
<b>B. expenses</b> (20=21+27+32+36+39+46+ 55+58+61+62)	20	
<b>1. Expenses of capital mobilization</b> (21=22+...+26)	21	
- Expenses of deposits interest	22	
- Expenses of borrowing interest	23	
- Expenses of valuable paper interest	24	
- Expenses of transference interest of internal capital	25	
- Others	26	
<b>2. Expenses of service activities</b> (27=28+...+31)	27	
- Expenses of payment service	28	
- Cost of post and telecommunication service	29	
- Expenses of treasure service	30	
- Expenses of other services	31	
<b>3. Expenses of other activities</b> (32=33+34+35)	32	
- Expenses of foreign exchange business	33	
- Expenses of securities business	34	
- Expenses of other business activities	35	
<b>4. Expenses of taxes fees and charges</b> (36=37+38) (not including income tax of the enterprise)	36	
- VAT	37	
- Other taxes, fees and charges	38	

Unit: Mill dong		
Items	Code	Year ...
A	B	1
5. Expenses of employees (39=40+41+42+44+45)	39	
- Salaries and allowances	40	
- Expenses of working uniform and safety working instruments	41	
- Social contributions paid by employer	42	
In which: Expenses of social security, health and Trade-Union	43	
- Expenses of pension	44	
- Expenses of social activities	45	
6. Expenses of administrative activities (46=47+...+54)	46	
- Expenses of materials and printing papers	47	
- Expenses	48	
- Expenses of vocational training	49	
- Expenses of postal and telephone services	50	
- Expenses of publications, propaganda, advertisement, marketing, promotion	51	
- Expenses of newspapers, training documents	52	
- Expenses of union activities	53	
- Other administrative expenses	54	
7. Expenses of assets	55	
In which: - Depreciation of fixed assets	56	
- Expenses of assets premium	57	
8. Expenses of provision,maintenance and insurance for customer's deposits (58=59+60)	58	
- Expenses of provision	59	
- Expenses of maintenance and insurance for customer's deposits	60	
9. Unusual expenses	61	
10. Other expenses	62	
C. Difference between revenue and expenses (63=01-20)	63	

29. results of insurance activity and insurance broker  
(Applied for insurance enterprises and brockers)

Unit: Mill dong

Items	Code	Year ...
A	B	1
1. Net Premium from insurance and brocker	01	
2. Payment claim for direct insurance	02	
3. Payment claim for reinsurance-inward	03	
4. Decreases	04	
5. Payment claim from contingent reserve	05	
6. Increase (orr decrease) from Claim reserve	06	
7. Extract for Contingent reserve	07	
8. Other spending on Insurance activity	08	
9. Total spending on direct insurance or brocker activity	09	
10. Selling expenses for insurance or brocker	10	
11. Business management expenses for insurance or brocker	11	
12. Net Profit from insurance or brocker	12	
13. Income from Financial Activity	13	
14. Expenses on Financial Activity	14	
In which: For reserve	15	
15. Profit from Financial Activity	16	
16. Total accounting profit of insurance or brocker	17	
17. VAT payable	18	

31. List of the enterprise's branches

Name of branches	Tax code	Address of the main office of the branch	Provincial code	Main business activity	Activity code	No. of employees up to 31/12 (person)	Net turnover (mill. dongs)
A	B	C	D	E	G	1	2

**Interviewer**  
(Signature, Full name)

**Person who filled in this questionnaire**  
(Signature, Full name)

Day   month   year  
**Director of the Enterprise**  
(Signature, Stamp)