

# URBAN DISTRIBUTIVE AND SERVICE TRADE ESTABLISHMENTS SURVEY - 2003

## Section I. Identification Particulars of the Distributive/Service Trade Establishment

1	2	3	4	5	6
Establishment Name	Region	zone	Wereda	Town	Higher

7	8	9	10	11
kebele/Locality	Enumeration area Code	House No.	Serial No. of the Establishment	Selection Serial No.

## Section II. Basic Information of the Establishment

Ser No.	General Questions	Code
1	2	3
1	<p>What is the major trade type/sector of the establishment?</p> <p>Wholesale Trade _____ =1</p> <p>Retail trade _____ =2</p> <p>Service trade _____ =3</p> <p style="background-color: #cccccc;">If the answer is 2-3 skip to Q3</p>	<p>9</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
2	<p>If the answer to Q1, is wholesale trade, what type of wholesale?</p> <p>Domestic _____ =1</p> <p>Exporter _____ =2</p> <p>Importer _____ =3</p> <p>Exporter/Importer _____ =4</p> <p>Trade agent _____ =5</p> <p>Other (specify) _____ =6</p>	<p>10</p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
3	<p>3.1 What are the major items sold/services provided by the establishment? (Write in detail )</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Ser No.	General Questions	code																								
1	2	3																								
	3.2 If more than one item sold/services provided, which one is the major one? _____	11 <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>																								
4	What is the form of ownership?  Privately owned _____ =1 Partnership _____ =2 Share company _____ =3 Private limited Company _____ =4 Cooperative _____ =5 State owned _____ =6 Other (specify) _____ =7  If the answer to Q4 is 6 - 7, skip to Q6	12 <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>																								
5	Number of owners by sex (if answered 1 - 5 in Q4.) Male _____ Female _____	13 <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th colspan="4">Male</th> <th colspan="4">Female</th> <th colspan="4">Total</th> </tr> </thead> <tbody> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </tbody> </table>	Male				Female				Total															
Male				Female				Total																		
6	Does the establishment keep book of accounts?  Yes, full accounts _____ =1 Yes, but not full accounts _____ =2 No, no accounts kept _____ =3  If the answer to Q6 is 2 - 3 skip to Q8	14 <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>																								
7	If the establishment keeps a complete book of accounts, which calendar year does it follow?  Eth. calendar (Sept. 11-Sept. 10) _____ =1 Eth. fiscal year (July 8-July 7) _____ =2 Gregorian calendar (Jan. 1 - Dec. 31) _____ =3 Other (Specify) _____ =4	15 <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>																								
8	How long ago did the establishment start Business?  _____Year(s)_____ Month(s)	16 <table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="4">month(s)</th> <th colspan="4">year(s)</th> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>	month(s)				year(s)																			
month(s)				year(s)																						
9	How many days did the establishment operate during the year?  _____	17 <div style="border: 1px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>																								

Ser No.	General Questions	code								
1	2	3								
10	<p>If the establishment was not operational during the year, what were the reasons? Give three major reasons in order of importance.</p> <p>Business Established during the year _____ =1</p> <p>Shortage of goods/ commodities _____ =2</p> <p>Lack of market _____ =3</p> <p>Shortage of working capital _____ =4</p> <p>Gov't regulation _____ =5</p> <p>Seasonal nature of the business _____ =6</p> <p>Family problems/sickness...etc _____ =7</p> <p>Other (specify) _____ =8</p>	<p>18</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p>19</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div> <p>20</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>								
11	<p>What is the amount of the initial Capital ?</p> <p>_____</p>	<p>21</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
12	<p>Ownership of capital of the establishment by nationality</p> <p>Fully Ethiopian _____ =1</p> <p>51% and above Ethiopian _____ =2</p> <p>51% and above foreign _____ =3</p> <p>Fully foreign owned _____ =4</p> <p>Other (specify) _____ =5</p>	<p>22</p> <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>								

**Section III. Number of Persons Engaged, Salary and Wage  
in the Establishment During the Year**

**3.1 Number of Persons Engaged During the Year**

Number of Persons Engaged at the End of Each Quarter																Man/month	wage (in Birr)
Ser No.	Employment Status	1st quarter			2nd Quarter			3rd Quarter			4th Quarter						
		Ethiopian		fore ign.	Ethiopian		fore ign.	Ethiopian		fore ign.	Ethiopian		fore ign.				
		Male	Female		Male	Female		Male	Female		Male	Female					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
1	Unpaid working proprietors active partners and family members																
2	Unpaid Apprentices																
3	Administrative, Technical, Clerical and office workers																
4	Sales and other related workers																
5	Paid apprentices																
6	Seasonal and Temporary workers																
7	Total																

Note:- Serial No. 3 and 4 Should include only permanent employees.

### 3.2 Wage, Salary and Other Employee Benefits Paid (In Birr)

3.2 Wage, Salary and Other Employee Benefits Paid (in Birr)

Ser No.	General occupation	Gross Wage and Salary Paid (Annual)				Employee Benefits		Pension and Insurance expenses to employees
		To Ethiopians		To Foreigners	Total	Commission, Bonus, hardship and miscellaneous allowances (Exclud. fuel allowance and per diem)	Food , house, medical expenses, etc (free or subsidized in cash or in kind)	
		Male	Female					
1	2	3	4	5	6=(3+4+5)	7	8	9
1	Paid Apprentices							
2	Administrative, Technical Clerical and Office Workers							
3	Sales and Other Related Workers							
4	TOTAL							

### 3.3 Number of Permanent Employees at the End of the Year by Salary Group

Ser. No.	Sex	under 75	75 and under 100	100 and under 150	150 and under 200	200 and under 250	250 and under 300	300 and under 400	400 and under 500	500 and under 700	700 and under 1000	1000 and under 1500	1500 and under 2000	2000 and above	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Male														
2	Female														
3	Total														

\* Number of permanent employees by salary group could be compiled from the payroll of end of June.

#### Section IV. Sales/Income of the Establishment\*

#### **4.1 Income from Commodity Sales/Trade in Services During the Year**

[illegible]

**\*Total income from commodity sales/trade in services must include income tax**

### Remarks

**Note :-** This table covers those in Table 4.3, i.e., pensions, recreational and other service giving establishments.

#### 4.2 Miscellaneous Income During the Year

Ser. No.	Miscellaneous Income by source	Income (In birr)								Month(s) Covered
1	2	3								4
1	Interest									
2	Commission									
3	Rent income from machinery and other fixed assets									
4	Share dividend									
5	Insurance (if received in cash)									
6	Other (specify)									
7	Total									
8	Donation (Gov't , NGO, ... etc.)									
9	Grand Total									

Remarks:-

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### 4.3 Income from Bedrooms and Other Recreational Services (in Birr)

Ser. No.	Service Type	Number	Days Operated	Number of Customers	Income (in birr)	Month(s) covered
1	2	3	4	5	6	7
1	Rooms and beds					
2	Bedrooms					
3	Beds					
4	Sauna bath and the like					
5	Cinema/Theatre					
6	Seats					
7	Attendance					
8	Sport facilities					
9	Night Club*					
10	Other (specify)					
11	Total					

\* Includes night clubs in big hotels



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## 5.2 Miscellaneous Expenses During the Year

Ser. No.	Type of expense	Amount (in Birr)	Month(s) Covered
1	2	3	
1	Electric bill		
2	Energy expenses (wood, charcoal,...etc.)		
3	Water bill		
4	Minor repair and maintenance		
5	House rent		
6	Machinery and other fixed assets rent		
7	Advertisement		
8	Stationary and packing materials		
9	Telephone, postal, telex and other similar expenses		
10	Accounting, audit and legal services		
11	Transport expenses		
12	Insurance premium		
13	Commission		
14	Banking service		
15	Other expenses		
16	<b>Total (1 - 15)</b>		
17	Interest paid		
18	Personal consumption (from goods for sale)		
19	Fine (tax evasion,...,etc)		
20	Other expenses (license fee,...,etc.)		
21	<b>Total (17- 20)</b>		
22	<b>Grand Total (16+21)</b>		
23	Profit tax		
24	Dividend paid		
25	Sales Tax* (all indirect taxes)		

\* for services from other establishments

Remarks:-

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\_\_\_\_\_

**Section VI. Commodity Stock, Payable and Receivable  
Money at the End of Year**

**6.1 Commodity Stock Value**

Ser. No.	Type of Stock	Beginning of year								End of year								Difference							
	1	3								4								5=4-3							
1	Goods for sale																								
2	Other stock (fuel, packing material, etc)																								
3	Total Stock																								

**6.2 Payable and Receivable Money**

Ser No.	Type	Amount (in Birr)															
		Beginning of year								End of year							
1	2	3								4							
1	Payable (debt)																
2	Receivable																

Remarks:- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section VII. Value of Fixed Assets and Investment  
During the Year**

**7.1 Fixed Assets**

Ser. No.	Type of fixed asset	Value of fixed assets beginning of the year	Investment during the year	Sold or disposed fixed assets during the year	Depreciation	Net value of fixed assets during the year
1	2	3	4	5	6	7=(3+4)-(5+6)
1	Building/House					
2	Other construction works					
3	Vehicles					
4	Machinery and other equipment					
5	Other (office equipment and the like)					
6	Grand Total					

**7.2 Investment During the Year by Source and Purpose**

Ser No.	Source of the money	For fixed Assets	Additional/new working capital	Total
1	2	3	4	5
1	Domestic (2+3+4)			
2	Private			
3	Bank loan			
4	Other			
5	External (foreign)			
6	Total (1+5)			

Remarks:-

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## Section VIII. Problems and Future Plans of the Establishment

Ser No.	General Questions	Code
1	2	3
1	<p>What were the three most difficult problems faced by the establishment when established? (in order of importance)</p> <p>No problem -----=01</p> <p>Lack of premises/space -----=02</p> <p>Lack of commodities nearby -----=03</p> <p>Lack of information/consulting services -----=04</p> <p>Hefty price of goods/commodities -----=05</p> <p>Pressure from gov't regulations -----=06</p> <p>Inadequate skill -----=07</p> <p>Lack of sufficient own capital -----=08</p> <p>Unable to secure credit from banks due to collateral -----=09</p> <p>Lack of banks or other credit facilities -----=10</p> <p>Others (specify) -----=11</p>	<div style="margin-bottom: 20px;"> <p>23</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div> <div style="margin-bottom: 20px;"> <p>24</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div> <div> <p>25</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div>
2	<p>What are the three most difficult problems currently affecting the operation of the establishment?</p> <p>No problem -----=01</p> <p>Inadequate skill -----=02</p> <p>Problems with workers -----=03</p> <p>Lack of information/consulting services -----=04</p> <p>Harassment from gov't bodies -----=05</p> <p>Shortage of working capital -----=06</p> <p>Lack of clarity of regulations -----=07</p> <p>Lack of profit -----=08</p> <p>Lack of / limited market -----=09</p> <p>Lack/inconvenience of working place -----=10</p> <p>Barriers on free movement -----=11</p> <p>Bureaucratic problems to obtain license -----=12</p> <p>Cultural Influence -----=13</p> <p>Limited capacity to trade or give service -----=14</p> <p>Shortage of goods (commodities) -----=15</p> <p>Health Problems -----=16</p> <p>Other (specify) -----=17</p>	<div style="margin-bottom: 20px;"> <p>26</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div> <div style="margin-bottom: 20px;"> <p>27</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div> <div> <p>28</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto;"></div> </div>

Ser No.	General Questions	Code
1	2	3
3	<p>Does the establishment intend to change/close the type of trade/service?</p> <p>Yes ----- =1</p> <p>No ----- =2</p> <p>Not known ----- =3</p> <p style="text-align: center;">If the answer is 2 or 3 skip to Q5</p>	<p>29</p> <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
4	<p>If the answer to Q3 is yes, what is the main reasons?</p> <p>To shift to a better sector/kind of activity ----- =1</p> <p>Not a profitable business ----- =2</p> <p>Lack of market ----- =3</p> <p>Working place is not suitable to this type of business ----- =4</p> <p>Other (specify) ----- =5</p>	<p>30</p> <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>
5	<p>What is the most difficult problem to enlarge the establishment?</p> <p>No problem ----- =01</p> <p>High government tax ----- =02</p> <p>Government rules and regulations ----- =03</p> <p>Unfair competition from larger enterprises ----- =04</p> <p>Competition from smaller enterprises ----- =05</p> <p>Lack or inadequate supply of commodities ----- =06</p> <p>Lack of working place/structure ----- =07</p> <p>Lack of production machinery /equipment ----- =08</p> <p>Lack of working of working capital ----- =09</p> <p>Lack of credit facilities ----- =10</p> <p>Shortage of market ----- =11</p> <p>Lack of up-to-date business information ----- =12</p> <p>Other (specify) ----- =13</p>	<p>31</p> <div style="border: 1px solid black; width: 80px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-right: 1px solid black; width: 40px; height: 20px;"></div> <div style="width: 40px; height: 20px;"></div> </div>

Ser No.	General questions	Code						
1	2	3						
6	<p>What are the three most useful forms of assistance needed by the establishment from the government?</p> <p>Access to working place ----- =01</p> <p>Access to rented building/structure ----- =02</p> <p>Assistance with marketing ----- =03</p> <p>Better access to bank loans ----- =04</p> <p>Favorable government rules and regulations ----- =05</p> <p>Guarantee on property and work rights ----- =06</p> <p>Improved availability of goods/service ----- =07</p> <p>Technical training for manager ----- =08</p> <p>Technical training for worker ----- =09</p> <p>Training in accounting and business methods ----- =10</p> <p>Other (specify) ----- =11</p>	<p>32</p> <table border="1"> <tr> <td></td> <td></td> </tr> </table> <p>33</p> <table border="1"> <tr> <td></td> <td></td> </tr> </table> <p>34</p> <table border="1"> <tr> <td></td> <td></td> </tr> </table>						

