

CONFIDENTIAL

CEAS 1

SAMPLE NUMBER

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REPUBLIC OF MAURITIUS

STATISTICS MAURITIUS

Ministry of Finance and Economic Development

2013 CENSUS OF ECONOMIC ACTIVITIES

SMALL ESTABLISHMENTS

MANUFACTURING, TRADE AND SERVICES

REFERENCE MONTH

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GEOGRAPHICAL DISTRICT, MUNICIPAL/VILLAGE COUNCIL AREA

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URBAN/RURAL

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NSIC CODE

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NAME OF INTERVIEWER: DATE SUBMITTED:

NAME OF SUPERVISOR: DATE SUBMITTED:

FOR OFFICE USE

EDITED AND CODED BY: INPUT BY:

CHECKED BY: VERIFIED BY:

PLEASE DO NOT WRITE IN BOXES

1. CHARACTERISTICS OF ESTABLISHMENT

1.1 Name of establishment

1.2 Address of establishment
.....

(Circle appropriate code)

1.3 (i) Is the establishment registered with the Registrar of Businesses?

Yes 1 No 2

If Yes, enter Business Registration Number (BRN)

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(ii) Is the establishment registered with SMEDA?

Yes 1 No 2

1.4 Activities of establishment

1. Main activity

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2. Secondary activities (if any) (i)

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(ii)

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1.5 Date of start of operation: Month Year

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1.6 Location of work place (*circle appropriate code*)

(i) Commercial/industrial building 1 (vi) On the beach 6

(ii) Partly residential building 2 (vii) Along road ((fixed/mobile)... 7

(iii) Within owner/partner's home 3 (viii) Door to door 8

(iv) In the yard 4 (ix) Other (*specify*) 9

(v) Fixed stall in market/fair 5

1.7 Floor area of premises in m² (if applicable)

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1.8 Type of ownership of establishment (*circle appropriate code*)

(i) Individual proprietor 1 (iv) Company 4

(ii) Household members 2 (v) Cooperative 5

(iii) Partnership with members of other households 3 (vi) Other (*specify*) 6} skip
to 1.12

(Circle appropriate code)

1.9 Are the establishment's assets separate from those of the owner's household? Yes 1 No 2

1.10 Is the establishment's expenditure separate from that of the owner's household? Yes 1 No 2

1.11 Do you keep any record of accounts (Receipts & Expenditure) for your establishment? Yes 1 No 2

1.12 Have you had recourse to any support schemes for :

(i) Technical assistance Yes 1 No 2

(ii) Financial assistance Yes 1 No 2

(iii) Market development Yes 1 No 2

(iv) Training

(v) Other, specify Yes 1 No 2

1.13 Applicable if 'No' at 1.12 (i) to (v)

Are you aware of the existence of support schemes for small businesses? Yes 1 No 2

**2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST
FOR THE REPORTING MONTH**

2.1 Employment (including expatriates) and hours of work

Employment status	Number of persons engaged on last Thursday of the month				Total hours worked during the month	
	Full time		Part time ¹		Male	Female
	Male	Female	Male	Female		
1. Employer						
2. Own account worker						
3. Employee including apprentice						
4. Contributing family worker						
5. Other (<i>specify</i>)						
Total						
<i>of whom expatriates</i>						

2.2 Outworkers (i.e. persons working at home on materials provided by the establishment) during the reporting month

1. Number of outworkers

2. Payment to outworkers(Rupees)

2.3 Wages, salaries and other benefits paid for the reporting month (excluding those of outworkers)

	Rupees											
	Male				Female				Total			
1. Wages and Salaries												
2. Overtime payments												
3. Travelling allowance												
4. Payment in kind												
5. Employer's contribution to:												
(i) HRDC												
(ii) N.P.F												
(iii) Other (e.g. NSF, etc)												
6. Training expenses												
7. Other (<i>specify</i>)												
Total												

¹ Persons working less than half of usual working hours of the establishment

**3. CONSUMPTION OF MATERIALS, FUEL AND SERVICES
DURING THE REPORTING MONTH**

3.1 Electricity & water consumed, and waste water charges for reporting month at purchaser's price¹

Description	(Rupees)
1. Electricity	
2. Water	
3. Waste water charges	

3.2 Fuel consumed during reporting month at purchaser's price¹ (Rupees)

Fuel type	Fuel used for			Total
	Plant and machinery	Vehicles	Other purposes	
1. Diesel				
2. Gasoline				
3. LPG (Gas)				
4. Kerosene				
5. Other, specify				
Total				

3.3 Materials consumed during reporting month at purchaser's price¹ (excluding electricity, water and fuel)

Description of main materials	(Rupees)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Total	

¹ Excluding deductible VAT

3.4 Expenses on services at purchaser's price¹

Description of services	(Rupees)	Office use only					
1. Printing and stationery							
2. Courier services							
3. Telephone							
4. Internet services							
5. Warehousing and storage							
6. Hire of land transport (truck,van)							
7.Freight transport services (air/sea)							
8.Security services							
9. Cleaning services							
10. Consultancy and management services							
11. Rental of machinery and equipment							
12. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)							
13.Payment for works subcontracted							
14. Rental of premises							
15. Minor repairs and maintenance:							
(i) Machinery and equipment							
(ii) Vehicles							
(iii) Building							
(iv) Other (<i>specify</i>).....							
16. Accounting/ Auditing services							
17.Advertising							
18.Air tickets							
19.Hotel accomodation							
20.Restaurant services							
21. Other services (<i>specify</i>):							
(i)							
(ii)							
(iii).....							
Total							

¹ Excluding deductible VAT

4. OTHER EXPENDITURE

4.1 Other expenses on Information and Communication Technology (ICT)

Description	Expenses during last twelve months (Rs)
1. Purchase of hardware (<i>including upgrades</i>)	
2. Purchase of software (<i>including upgrades</i>)	
3. Software development for own use	

4.2 Other payments

Description	Imputed monthly amount(Rs)
1. Rates and licenses:	
(i) Trade fee	
(ii) Road tax	
(iii) Other (<i>specify</i>)	
2. Value added tax (<i>net amount paid</i>)	
3. Interest (<i>on loan, overdraft etc.</i>)	
4. Insurance premium	
5. Expenses under Corporate Social Responsibility Fund (CSR)	
6. Income tax	
7. Other (<i>specify</i>) (i).....	
(ii).....	
(iii).....	
Total	

5. OUTPUT

5.1 Value of goods produced during reporting month at basic price¹

Description	Unit	Local sales										Exports											
		Quantity					Value (Rs)					Quantity					Value (Rs)						
1.																							
2.																							
3.																							
4.																							
Total																							

5.2 Receipts for services² provided during reporting month at basic price¹

Description of services provided	Local sales - (Rs)	Exports - (Rs)
1.		
2.		
3.		
Total		

5.3 Contract work during reporting month (Work done for others on their own materials)

Value (Rs)

Total receipts					
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5.4 Trading activity during reporting month (Gross margin)

Value (Rs)

1. Total purchases during the month					
2. Total sales during the month					
3. Cost of goods sold <i>(Imputed from information in diaries)</i>					
4. Gross margin (2) - (3)					

5.5 Output sold to tourists

Total output sold to tourists					
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¹Excluding deductible VAT

²Including all services except trading activity at 5.4

6. OTHER RECEIPTS

Other receipts during reporting month	Rupees
1. Interests (<i>on deposits, advances, etc.</i>)	
2. Insurance claims	
3. Dividends	
4. Refund from HRDC	
5. Current transfers from abroad	
6. Other (<i>specify</i>)	
Total	

7. CAPITAL ASSETS

Additions/improvements to and sales of, assets during last twelve months (excluding ICT related items reported at 4.1)

Description	Sales	Rs(000)	
		Additions/improvements Total value	of which NEW ¹
1. Building and structure			
2. Land acquisition			
3. Land improvement			
4. Machinery and transport equipment:			
(i) Production equipment			
(ii) Transport equipment			
(iii) Other (<i>specify</i>)			
5. Furniture and fittings			
6. Other (<i>specify</i>)			
Total			

¹ including second hand imported (for items 4-6)

8. MISCELLANEOUS

8.1 Energy, Water and Environment

(Circle appropriate code)

(a) Is your electricity supply system equipped with a Residual- Current Device(RCD)? **Yes** 1 **No** 2 **N/A** 3

(b) Do you take any measures to reduce electrical energy consumption at your establishment? **Yes** 1 **No** 2 **N/A** 3

If yes, which measure(s) do you take to reduce electricity consumption at your establishment?

1. Use low consumption electric bulbs **Yes** 1 **No** 2 **N/A** 3

2. Use energy efficient electric appliances/ equipment **Yes** 1 **No** 2 **N/A** 3

3. Use of solar water heater **Yes** 1 **No** 2 **N/A** 3

4. Other, specify..... **Yes** 1 **No** 2 **N/A** 3

(c) Do you use photovoltaic (PV) cells to generate electricity at your establishment? **Yes** 1 **No** 2 **N/A** 3

If yes, state (i) area of panels (m²).....

(ii) total electricity generated during reference month (KWh).....

(iii) electricity sold to CEB during month, if any (KWh).....

(d) Is your establishment equipped with a potable water storage tank? **Yes** 1 **No** 2 **N/A** 3

(e) Do you take any measures to reduce potable water consumption at your establishment? **Yes** 1 **No** 2 **N/A** 3

If yes, which measure(s) do you take to reduce potable water consumption at your establishment?

1. Use of special (water saving) taps **Yes** 1 **No** 2 **N/A** 3

2. Use of dual flush toilets **Yes** 1 **No** 2 **N/A** 3

3. Use of rain water **Yes** 1 **No** 2 **N/A** 3

4. Clean vehicles at river/canal **Yes** 1 **No** 2 **N/A** 3

5. Other, specify..... **Yes** 1 **No** 2 **N/A** 3

(f) Which types of waste are generated at your establishment?

Organic (that come from plants and animals)

Plastic

Paper

Used oil

Other, specify.....

Quantity of waste generated during reference month (kg /lt)

Office use only		

(g) Do you take any measures to reduce/reuse/recycle waste? **Yes** 1 **No** 2 **N/A** 3

If yes, which measure(s) do you take to reduce/reuse/recycle waste?

1. Reuse empty containers/bags **Yes** 1 **No** 2 **N/A** 3

2. Compost waste **Yes** 1 **No** 2 **N/A** 3

3. Keep waste separately for recycling **Yes** 1 **No** 2 **N/A** 3

4. Other, specify..... **Yes** 1 **No** 2 **N/A** 3

8.2 Imports of services

(Circle appropriate code)

Do you import any services? (courier, IT, business professional service etc)

Yes 1 No 2

Rupees

8.3 Outstanding debt/ facilities

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(i) Commercial Banks

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(ii) Development Bank of Mauritius (DBM)

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(iii) Leasing

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(iv) Factoring

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(v) Other, specify

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8.4 Monthly debt repayment

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8.5 Foreign assets and liabilities

(Circle appropriate code)

Does your establishment have any foreign asset or liability/(loans/deposits)?

Yes 1 No 2

Contact person(Mr/Miss/Mrs)
Status in business
Telephone No
E-mail address 1. <i>Contact person</i>
2. <i>Establishment (if available)</i>

CLARIFICATIONS ON ITEMS REPORTED (by Interviewer)

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SUMMARY DATA (To be filled by Supervisor)

	Rs(000)
A. GROSS OUTPUT	<input type="text"/>
5.1 Value of goods produced
5.2 Receipts from services provided
5.3 Contract work
5.4.4 Gross margin
B. INTERMEDIATE CONSUMPTION	<input type="text"/>
2.2.2 Payments to outworkers
2.3.6 Training expenses
3.1 Electricity, water and waste water charges
3.2 Fuel consumed
3.3 Materials consumed
3.4 Expenditure on services
C. VALUE ADDED (A-B)	<input type="text"/>
D. COMPENSATION OF EMPLOYEES (2.3 - 2.3.5(i)- 2.3.6)	<input type="text"/>
E. OTHER TAXES ON PRODUCTION (2.3.5(i) + 4.2.1 - 6.4)	<input type="text"/>
F. GROSS OPERATING SURPLUS (C - D -E)	<input type="text"/>
G. TOTAL VALUE OF ADDITIONS TO ASSETS (4.1 + 7 - 7.2)	<input type="text"/>
<i>of which new (4.1+7)</i>	<input type="text"/>

**Collected under the provisions of the Statistics Act and in accordance with the
Data Protection Act**