

# CENTRAL BUSINESS REGISTER INQUIRY REPORT 2013

NOVEMBER 2014

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## List of Acronyms

<b>AfDB</b>	African Development Bank
<b>CBR</b>	Central Business Register
<b>CIP</b>	Census of Industrial Production
<b>CPS</b>	Consumer Price Survey
<b>ISIC</b>	International Standard Industrial Classification of All Economic Activities
<b>MASH</b>	Mashonaland
<b>MAT</b>	Matabeleland
<b>NA</b>	National Accounts
<b>QEI</b>	Quarterly Employment Inquiry
<b>SERA</b>	Strategic Economic Research and Analysis
<b>USAID</b>	United States Agency for International Development
<b>ZIMSTAT</b>	Zimbabwe National Statistics Agency



## Foreword

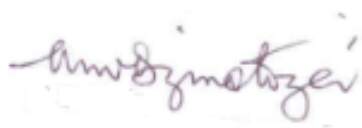
The Zimbabwe National Statistics Agency (ZIMSTAT) conducted a 2013/2014 Central Business Register (CBR) Inquiry. The primary objective of the inquiry was to collect information necessary for the setting up of a functional Central Business Register. The CBR shall be used for statistical purposes only, that is, for use as a sampling frame for business censuses and surveys.

The CBR is a database of all establishments operating in Zimbabwe. It contains such particulars as business names and addresses, main economic activity in which establishments are engaged in; the institutional sector to which they belong, the number of employees and their wages/salaries and turnover among other things.

The CBR inquiry was conducted under the provisions of the Census and Statistics Act Chapter [10:29] of 2007 through which the Agency is mandated to develop and maintain a Central Business Register (CBR) in relation to establishments.

Data collected from individual establishments will be treated with strict confidentiality and in accordance with the Act by ZIMSTAT and its officials. Only aggregated figures will be published.

We would welcome any comments to this Report.



Mutasa Dzinotizei

**Director-General, Zimbabwe National Statistics Agency**

**November 2014**

## Acknowledgements

The Zimbabwe National Statistics Agency would like to express its profound gratitude to the private and public sector, as well as individuals who responded to the Central Business Register (CBR) inquiry. The Agency is also grateful to the Ministry of Local Government, Public Works and National Housing for authorizing municipalities, town boards and rural district councils to assist ZIMSTAT field staff.

Our sincere appreciation also goes to the following organisations for their invaluable cooperation:

- Ministry of Public Service Labour and Social Welfare
- Ministry of Higher and Tertiary Education
- Ministry of Transport and Infrastructural Development
- Registrar of Companies (ROC)
- National Social Security Authority (NSSA)
- Reserve Bank of Zimbabwe (RBZ)
- Health Professions Authority of Zimbabwe
- Zimbabwe Tourism Authority (ZTA)
- Management Training Bureau (MTB)
- Zimbabwe Law Society (LSZ)
- Kenya National Bureau of Statistics
- Statistics South Africa

ZIMSTAT is also indebted to the Government of Zimbabwe (GoZ) and the United States Agency for International Development (USAID) through the Strategic Economic Research and Analysis (SERA) Programme for their technical and financial support towards the project.

## Executive Summary

The Zimbabwe National Statistics Agency (ZIMSTAT) conducted the first Central Business Register (CBR) Inquiry between August 2013 and June 2014. The exercise was carried with technical and financial support from the Government of Zimbabwe (GoZ) and the United States Agency for International Development (USAID) through the Strategic Economic Research and Analysis (SERA) Programme.

The inquiry covered all the establishments operating on a fixed location in Zimbabwe which were either registered or licenced or both by any arm of government excluding government ministries. The exercise was carried out on all business units according to the International Standard Industrial Classification of all economic Activities (ISIC) Revision 4 regardless of their employment or turnover sizes.

The CBR will be updated continually using information from routine business censuses and surveys carried out by the Agency as well as the NSSA register.

In conducting the CBR inquiry, the bottom-up approach was used whereby field staff administered the CBR questionnaire to all establishments that were on the master list. The master list was an amalgamation of registers from ZIMSTAT, local authorities, NSSA and business associations. In addition, establishments that were not on the master list but found on the ground were also covered. The alternative could have been to use the less expensive top-down approach based on ZIMRA tax records. However, the top-down approach could not be used owing to the confidentiality clause in the ZIMRA Act that restricts the Revenue Authority from disclosing individual company tax records.

A total of 69 522 establishments were targeted for the Inquiry. Of these, 56 480 responded giving a national average response rate of 81.2 percent. The highest response rate was in Mashonaland Central Province (98.3%) whilst the lowest was in Harare Province (56.1%) followed by Matabeleland South Province (73.2%). It should be noted that the non-response rate for Harare Province (43.9%) could have been affected by the ZIMRA and City of Harare revenue collection exercises which were carried out within the same period. ZIMSTAT field staff were mistaken as tax collectors. The Agency will ensure that establishments that did not respond to the inquiry are covered in other establishment-based censuses and surveys.

Of the 56 480 establishments that responded, about 59 percent of those in operation, were found in the Wholesale and Retail Trade, Repair of Motor Vehicles

and Motor Cycle section, followed by 11 percent in the Manufacturing industry. The provincial distribution of the establishments showed that Manicaland Province had the highest number (7681) constituting about 15 percent whilst Matabeleland South Province had the lowest number (2842) constituting about 5 percent.

The distribution of establishments by employment size showed that 82 percent of the operating establishments had less than 4 employees per establishment as at 31 December 2012. Of the 304 023 employees, 79 percent were full time employees. It should be noted that this figure excluded civil servants. Despite the high non-response rate of 43.9% for Harare, the distribution of employees by Province revealed that 39 percent of the total employees were engaged in establishments operating in Harare Province.

The information on annual turnover as at 31 December 2012 showed that about 30 percent of the establishments had an annual turnover of less than USD 5 000 whilst about 3 percent had an annual turnover above USD 1 000 000.

Information about the legal ownership of businesses showed that 60 percent of the establishments were sole proprietorships. Establishments that operated as public limited companies and parastatals constituted 1 percent each.

The analysis also revealed that about 62.5 percent of the establishments had the majority of the shares owned by males. Only 17.8 percent of the establishments had the majority shares owned by females. Fourteen percent of the establishments reported that there was equal share ownership between males and females.

Finally, the results of the Inquiry also showed that 21 percent of the establishments had started operating in 2013, whilst only 9 percent (3 895) of the businesses had operated for more than 30 years.



# Chapter 1: Introduction

## 1.1 Introduction

This Report highlights the findings of the Central Business Register (CBR) inquiry conducted by the Zimbabwe National Statistics Agency (ZIMSTAT) between August 2013 and June 2014. The Central Business Register is a database of establishments that contains information such as business names and addresses, main economic activity in which establishments are engaged in; the institutional sector to which they belong, the number of employees and their wages/salaries then, turnover among other variables. The register is an important statistical tool from which sampling frames for economic surveys are drawn.

## 1.2 Survey Objectives

The specific objectives of the CBR Inquiry were to:

- Collect information necessary for the setting up of a Central Business Register of all establishments operating in Zimbabwe. That is, data that will be an input to the Oracle database.
- Provide the structure and objectives of establishments operating in the country cross-classified by:
  - ▶ their main economic activities according to the International Standard Industrial Classification of all economic Activities (ISIC) Revision 4
  - ▶ Employees
  - ▶ Turnover
  - ▶ Other basic economic characteristics

## 1.3 Background

Prior to the establishment of the new register, ZIMSTAT was using a number of registers for its business inquiries. These registers were organised on a sectional basis and were designed to meet the specific needs of the respective sections, each covering one or more major industry groups. These registers were:

- Quarterly Employment Inquiry Register (QEI)
- Census of Industrial Production (CIP) Register
- National Accounts Registers (NA)
- Consumer Price Survey (CPS)

The principal register consisted of an amalgamated QEI and CIP registers. The lists of businesses in these registers sometimes overlapped causing duplication.

A second problem was that these registers were not properly structured databases. The input output functions of these registers were not clearly defined. The demography of companies in these registers could not be properly traced. It was not easy to identify new companies; those dormant, or those that had ceased to exist.

The third problem was that when a non-response occurred in the QEI or CIP inquiries, it was not clear whether it was a genuine non-response or, the registers which were not properly organised and therefore not reflecting the economic reality.

The technical support for establishing a new Central Business Register was provided by the USAID Strategic Economic Research and Analysis (SERA) Programme. Within this project, priority was given to establishing a new unified register. A sound and comprehensive register was considered to be a pre-requisite for the general improvement and development of national accounts statistics and other economic statistics in general.

## Chapter 2: Methodology

### 2.1 Introduction

In conducting the CBR inquiry, the bottom-up approach was used whereby field staff administered the CBR questionnaire to all establishments that were on the master list. The master list was an amalgamation of registers from ZIMSTAT, local authorities NSSA and business associations. In addition, establishments that were not on the master list but found on the ground were also covered. The alternative could have been to use the less expensive top-down approach based on ZIMRA tax records. However, the top-down approach could not be used owing to the confidentiality clause in the ZIMRA Act that restricts the Revenue Authority from disclosing individual company tax records.

In the bottom-up approach, all local authorities were requested to provide information on establishments operating under their jurisdictions. ZIMSTAT provided the local authorities with a template showing how the information was to be provided. The template contained variables such as legal and trading names, physical addresses and economic activity among others.

The advantage of using the bottom-up approach is that it gives a clear picture of the actual number of establishments on the ground. The disadvantages of this approach as stated by the AfDB<sup>1</sup> are that:

- First, it is very expensive.
- Second, the small household businesses located during the course of area enumeration in a census are very volatile in the sense that they may go rapidly in and out of business or change their activities or addresses. There is therefore little point in having a list of them unless it is constantly updated.
- Third, the only effective means of updating such a list is by a full-scale on-going enumeration operation, which is prohibitively expensive.

In the bottom-up approach, the link between enterprises and their establishments is determined after enumeration though the exercise is rigorous.

### 2.2 Project Team

Once ZIMSTAT had identified the Central Business Register (CBR) and Census of Services (COS) as top priorities for USAID-SERA support, Senior Management set up a team to spearhead the setting up of the CBR. The team comprised of:

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<sup>1</sup> Guidelines for Building Statistical Business Registers in Africa (5.5 Pg. 31)

Mr. K. R. N Shoniwa	Director, Production Statistics and Acting Director, Corporate Services
Ms. B. Changa	Deputy Director, Central Services
Mr. P. Makumbe	Manager, Databases
Mrs. M. Phiri	Manager, Services and Informal Sector Statistics
Mr. C. Chingwara	Manager, National Accounts, Satellite Accounts and Social Accounting Matrices
Mr. D. Tafirenyika	Principal Statistical Officer
Mr. C. Mbuwa	Systems Developer

The team undertook study visits to the Kenya National Bureau of Statistics and Statistics South Africa in May 2012. The objective of the study tours were to familiarize with the two countries' Central Business Register operations, database management systems and how these countries use their business registers.

Within the country, the team also visited Goromonzi and Murehwa Rural District Councils to familiarise with the Local Authorities' business registration processes and to establish the kind of information that could be obtained during the listing exercise.

## 2.3 Designing of survey tools

After the study tours, a lot of literature review and visiting some websites, the project team decided on what variables would be required for a functional CBR, and then developed the questionnaire, the training of enumerator manual, the editing and coding manual and the listing form.

The instruments were developed following best practices. The CBR questionnaire is short because it was designed to capture basic information of establishments such as business contact information, number of employees, turnover and main kind of economic activity for the purpose of mainly creating a Central Business Register.

A consultant, Dr. Chapman, was also engaged by the USAID-SERA Project to review the CBR survey instruments.

## 2.4 Survey Activities

### *Training Workshops*

Two training workshops, one for the trainers and one for the enumerators were held in June and October 2012 respectively. The training of trainers was conducted from

17 to 23 June 2012 with the objective of training trainers on concepts and definitions. Four managers, one chief statistician and ten provincial supervisors were trained. Feedback from this workshop was used to modify the survey instruments.

The training of enumerators' workshop was held from 1 to 11 October 2012. A total of seventeen team leaders and one hundred and thirty three enumerators were trained.

The objectives of the enumerators' training workshop were to:

- To understand survey instruments (that is, concepts and definitions, the questionnaire, enumerator manual) and why the questions or variables were selected
- To pre-test the survey instruments
- To practice conducting the survey

The training course consisted of instructions regarding interviewing techniques, field procedures, and a detailed review of items on the questionnaires, mock interviews between participants, class exercises, tests and remedial exercises to ensure understanding of the survey instruments, concepts and procedures.

### *Listing of Establishments*

Publicity and sensitization of Ministry of Local Government, Public Works and National Housing and local authorities was done first. A listing exercise was carried out from December 2012 to February 2013. ZIMSTAT staff collected information from municipalities, town councils, town boards and rural district councils, NSSA and business associations in their respective Provinces.

### *Merging of Registers*

ZIMSTAT has been collecting economic statistics using QEI, CIP, CPS and National Accounts registers. For the purpose of the CBR inquiry, the Agency merged these registers as well as the NSSA register in order to come up with a master list. The Agency then carried out the CBR listing exercise. After the listing exercise, records from the master list were cross checked with those from the listing exercise and where appropriate, the master list was updated or had duplicates removed.

### *Verification Exercise*

The master list was used to verify and update existing establishments throughout the country whereby field staff physically checked establishments on the ground against

those on the master list. The establishments that were on the master list but not on the ground were deleted and those on the ground but not on the master list were added. The updated list was used for CBR data collection.

### **Data Collection**

Publicity of the CBR data collection exercise was done at both national level and sub-national in print media. The data collection exercise took 93 days from August 2013 to February 2014 in phases with 133 enumerators and 17 team leaders. CBR questionnaires were administered to listed establishments and also new ones found on the ground.

The target population during the CBR exercise were all establishments registered or licenced by any arm of government, that is, registrar of companies, local authorities and the Zimbabwe Revenue Authority and engaged in economic activities as classified by the International Standard Industrial Classification of all Economic Activities (ISIC) Revision 4 in all the Provinces and districts. All establishments operating from a fixed location were also enumerated irrespective of any form of registration.

## **2.5 Data Processing**

Data entry and processing took 65 days involving 50 personnel. Data were entered using the Census and Survey Processing (CSPPro 5.0) software. All questionnaires were double entered to ensure quality control. Data analysis was conducted using Statistical Analysis Software (SAS) software.

## **2.6 Quality Control**

The Project Team as secondary editors also complemented the efforts of the data entry supervisors on internal consistency checks. Some of the checks done included:

- Ensuring that the main and secondary economic activities described in the CBR questionnaire were assigned the correct ISIC codes at 4 digit level.
- Ensuring establishments clearly described the economic activities which they are engaged in according to the products or service lines they offered, and this made it easy to determine the industrial class of any economic activity given.
- When recovering CBR questionnaires from establishments, ZIMSTAT enumerators would ensure that the economic activities were described in not less than two words.
- The CBR editing/coding team was issued with some editing and coding instructions which included some ISIC Rev. 4 coding manuals. The

International Standard Industrial Classification of all economic activities (ISIC) Revision 4 coding manuals have some mutually exclusive categories at the highest level called sections which are alphabetically coded A to U<sup>2</sup>:

- Where the description of the economic activity was not clear, the CBR editor/coder would make some follow-ups by making phone calls where details were provided.
- Checking for duplicate serial numbers, duplication of establishments, i.e. serial numbers versus unique identification codes.
- Identify the corporate structure of enterprises and their respective establishments, i.e. enterprise profiling. All establishments belonging to an enterprise were determined using the names and physical addresses. Establishments that belong to the same enterprise have been linked using names and addresses, (the bottom up approach) and assigning numbers to them. What is required now is to do further profiling. It is after profiling that we can update the database and the quality of establishment level reporting improved.
- Cross checking establishments in the CBR with other administrative records, such as old ZIMSTAT registers and business associations to establish whether there were any establishments missing. About 246 establishments were found missing and added into the register.
- Checking of typographical errors that might cause noise in the data.
- Checking for missing serial numbers that may result in omissions.

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<sup>2</sup> Section A: Agriculture, forestry and fishing; Section B: Mining and quarrying; Section C: Manufacturing; Section D: Electricity, gas, and air conditioning supply; Section E: Water supply, sewerage, waste management and remediation activities; Section F: Construction; Section G: Wholesale and retail trade; repair of motor vehicles and motorcycles; Section H: Transport and storage; Section I: Accommodation and food service activities; Section J: Information and communication activities; Section K: Financial and insurance activities; Section L: Real estate activities; Section M: Professional, scientific and technical activities; Section N: Administrative and support activities; Section O: Public administration and defence; compulsory social security activities; Section P: Education; Section Q: Human health and social work activities; Section R: Arts, entertainment and recreation activities; Section S: Other service activities; Section T: Activities of households as employers; undifferentiated goods-and-services-producing activities of households; Section U: Activities of extraterritorial bodies. The ISIC Revision 4 manual is further organised into successively detailed mutually exclusive categories numerically coded at two digit level called divisions. Each section comprises of some mutually exclusive divisions. It is again organised into some more detailed mutually exclusive categories at three digit level called groups, and it is finally organised into the most detailed mutually exclusive categories at four digit level called classes. It is that most detailed category at four digit level that determines the class/ISIC code for an economic activity in accordance with its given description.

- Verifying the validity of some establishment data with field visits.
- Making phone calls to verify the validity of the data supplied.

## 2.7 Response Rate

Table 1 shows that a total of 69 522 questionnaires were despatched and of these, 56 480 were recovered, constituting a national response rate of 81.2 percent. The highest response rate was from Mashonaland Central Province (98.3%) whilst the lowest was from Harare Province (56.1%) followed by Matabeleland South Province (73.2%).

Province	Questionnaires Despatched	Questionnaires Recovered	% Recovered
Manicaland	8 704	8 468	97.3
Mashonaland Central	3 449	3 449	98.3
Mashonaland East	7 413	6 510	87.8
Mashonaland West	6 869	6 170	89.8
Matabeleland North	3 161	2 782	88.0
Matabeleland South	4 387	3 210	73.2
Midlands	9 456	8 041	85.0
Masvingo	6 418	5 512	85.9
Harare	14 709	8 249	56.1
Bulawayo	4 896	4 089	83.5
<b>Total</b>	<b>69 522</b>	<b>56 480</b>	<b>81.2</b>

It should be noted that the non-response rate for Harare Province (43.9%) could have been affected by the ZIMRA and City of Harare revenue collection exercises which were carried out within the same period. ZIMSTAT field staff were mistaken as tax collectors.

## 2.8 Inquiry Challenges

While undertaking the exercise, the following were challenges faced:

- high workload on enumerators
- lack of cooperation from respondents especially in Harare Province
- Inability to use the Zimbabwe Revenue Authority register because the Revenue Act does not permit the provision of information to other organisations

## 2.9 Solutions



The following were the solutions to the aforementioned challenges:

- In addition to vehicles allocated to the Provinces, supervisors' vehicles were also used to transport enumerators from one business area to the other
- Persistent and continuous follow ups on establishments which had not responded
- As a response to failure to obtain the tax authority's register, a Local Authorities register was used as a listing frame instead.

## Chapter 3: Central Business Register Inquiry Results

### 3.1 Introduction

This Chapter presents the results of the CBR inquiry which was conducted from 5 August 2013 to 30 June 2014. The results are based on operating establishments that responded to the inquiry. Establishments reported as dormant will be discussed as well. It should be noted that the response rate (56.1%) for Harare Province was very low and the Agency will ensure that establishments which did not respond to the inquiry will be covered in other establishment-based censuses and surveys.

An establishment is an enterprise or part of an enterprise that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added<sup>3</sup>.

### 3.2 Distribution of Establishments

Table 2 shows the number and percent distribution of establishments by Province. There are in total 52 343 operating establishments.

Table 2: Number and Percent Distribution of Establishments by Province as at 30 June 2014		
Province	Number	Percent
Bulawayo	3 678	7
Manicaland	7 681	14.7
Mashonaland Central	3 693	7.1
Mashonaland East	5 581	10.7
Mashonaland West	5 867	11.2
Matabeleland North	3 183	6.1
Matabeleland South	2 842	5.4
Midlands	6 647	12.7
Masvingo	6 236	11.9
Harare	6 935	13.2
<b>National</b>	<b>52 343</b>	<b>100</b>

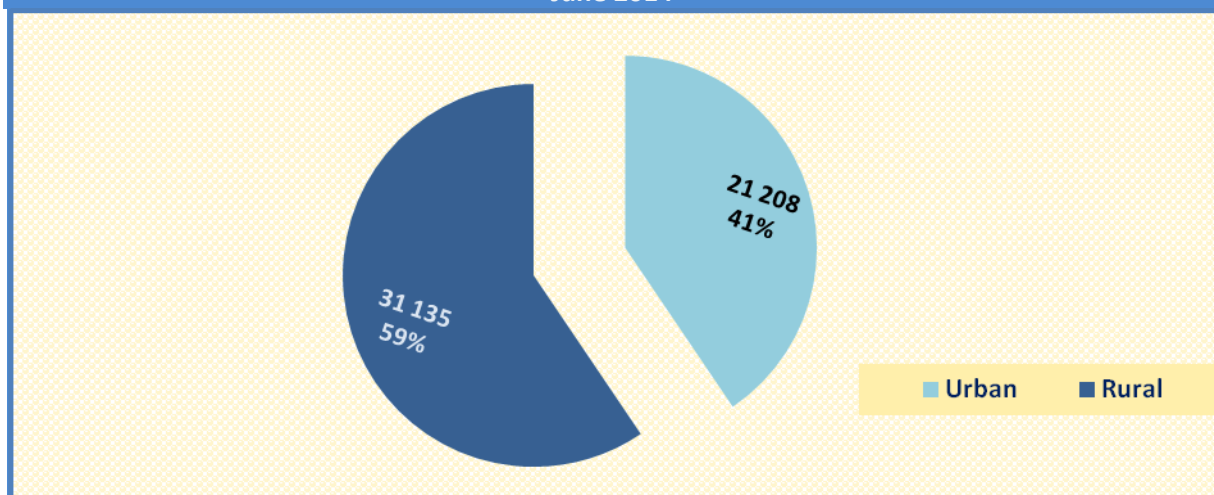
Manicaland Province had the highest number with 14.7 percent, followed by Harare Province with 13.2 percent<sup>4</sup>. The least number of establishments was found in Matabeleland South Province at 5.4 percent.

<sup>3</sup> Systems of National Accounts, 2008 (5.14, pg. 89)

<sup>4</sup>Please note that the recovery rate of questionnaires in Harare Province, 56 percent, affected the number of establishments in the Province.

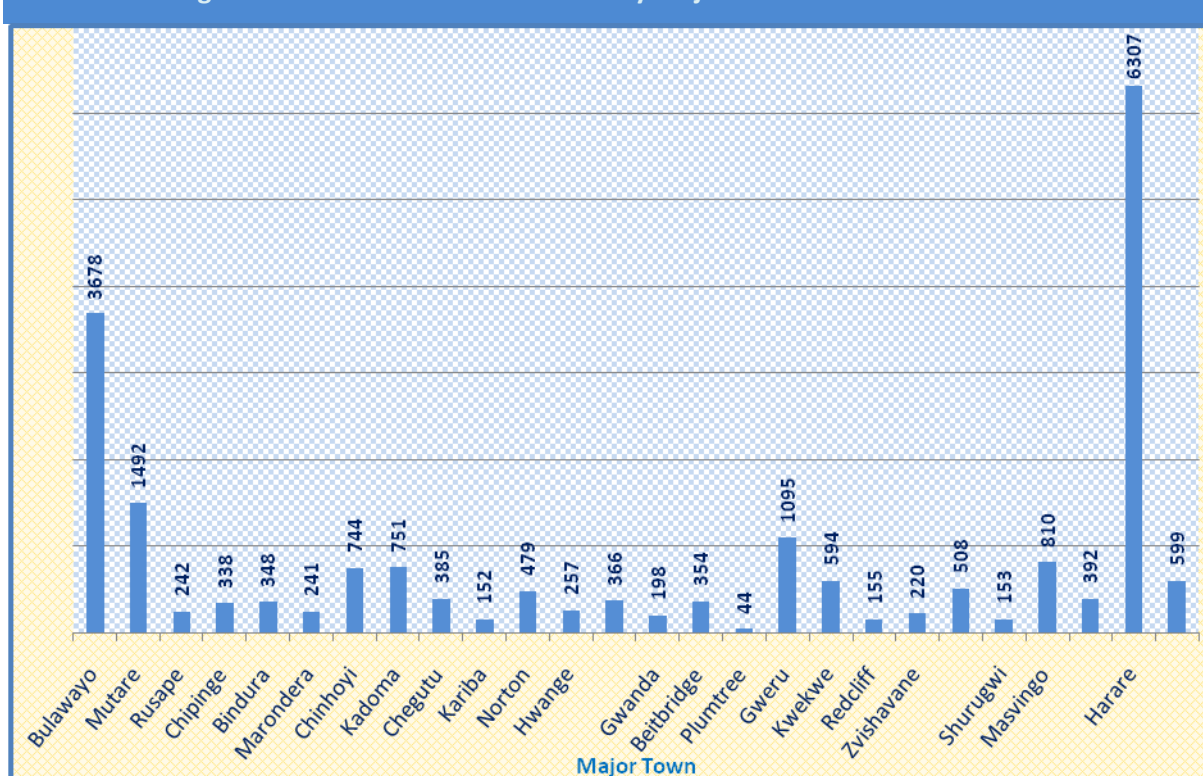
The number and percent distribution of establishments by rural and urban areas is as depicted in Figure 1. Fifty nine percent of the establishments were found in rural areas whilst 41% were in urban areas.

**Figure 1: Number and Percent Distribution of Establishments by Rural and Urban Areas as at 30 June 2014**



In Figure 2, the distribution of establishments by major towns showed that Harare urban had the highest number (6307) of establishments followed by Bulawayo urban (3 678). Plumtree urban had the lowest number (44) of establishments.

**Figure 2: Number of Establishments by Major Towns as at 30 June 2014**



The CBR inquiry collected data on the number and percent distribution of establishments by industrial classification (ISIC Rev. 4) as shown in Table 3.

<b>Table 3: Number and Percent Distribution of Establishments by Industry as at 30 June 2014</b>		
<b>Industrial Classification</b>	<b>Number</b>	<b>Percent</b>
Mining and quarrying	105	0.2
Manufacturing	5 978	11.4
Electricity, gas, steam and air conditioning supply	118	0.2
Water supply; sewerage, waste management and remediation activities	128	0.2
Construction	224	0.4
Wholesale and retail trade; repair of motor vehicles and motorcycles	30 973	59.2
Transportation and storage	466	0.9
Accommodation and food service activities	2 474	4.7
Information and communication	392	0.7
Financial and insurance activities	1 147	2.2
Real estate activities	292	0.6
Professional, scientific and technical activities	817	1.6
Administrative and support service activities	688	1.3
Education	4 810	9.2
Human health and social work activities	947	1.8
Arts, entertainment and recreation	128	0.2
Other service activities	2 656	5.1
<b>National</b>	<b>52 343</b>	<b>100.0</b>

The results show that, out of a total of 52 343 establishments, 59.2 percent belonged to the wholesale and retail trade; repair of motor vehicles and motorcycles industry.

Manufacturing was the second highest with 11.4 percent. The least number of establishments was in mining and quarrying; electricity, gas, steam and air conditioning supply; water supply, sewerage, waste management and remediation activities; arts, entertainment and recreation industries with 0.2 percent each.

It should be noted that the section on education includes pre-primary, primary, secondary, technical, vocational and higher education. In the same vein, the section on human health and social work activities includes health care provided by trained medical professionals in hospitals and other facilities, residential care activities that involve a degree of health care activities to social work activities without any involvement of health care professionals. These services are offered by both private and public establishments.

In Table 4, the number and percent distribution of establishments by size of employment shows that about eighty-two percent of the 37 755 business units

employed 4 or less employees whilst only 0.1 percent employed more than 500 employees.

Table 4: Number and Percent Distribution of Establishments by Employment Size as at 31 December 2012		
Employment Size	Number	Percent
0 - 4	31 096	82.4
5 - 9	3 167	8.4
10 - 19	1 587	4.2
20 - 29	620	1.6
30 - 49	480	1.3
50 - 99	435	1.2
100 - 500	316	0.8
>500	54	0.1
<b>Total</b>	<b>37 755</b>	<b>100.0</b>

In Table 5, the wholesale and retail trade; repair of motor vehicles and motorcycles category had the highest number of establishments in all the Provinces. Water supply, sewerage, waste management and remediation activities had the lowest number of establishments except for Harare Province which had 115.

Table 5: Number of Establishments by Province and Industry as at 30 June 2014<sup>5</sup>

Province Industrial Classification	Bulawayo	Manical and	Mash Central	Mash East	Mash West	Mat North	Mat South	Midlands	Masvingo	Harare	National
Mining and quarrying	7	6	7	–	27	2	10	24	4	18	105
Manufacturing	376	811	319	647	460	266	179	644	718	1 558	5978
Electricity, gas, steam and air conditioning supply	15	14	7	7	15	6	8	17	10	19	118
Water supply; sewerage, waste management and remediation activities	4	4	–	*	–	–	*	–	*	115	128
Construction	71	19	*	6	16	*	–	20	13	75	224
Wholesale and retail trade; repair of motor vehicles and motorcycles	1 686	5 003	2 489	3 641	3 631	1 875	1 973	4 106	4 071	2 498	30973
Transportation and storage	79	55	*	11	33	20	70	41	22	133	466
Accommodation and food service activities	294	289	145	197	310	176	168	327	225	343	2474
Information and communication	64	51	16	26	36	17	18	31	28	105	392
Financial and insurance activities	97	143	45	64	110	26	43	102	116	401	1147
Real estate activities	93	37	5	20	10	31	–	13	16	67	292
Professional, scientific and technical activities	173	58	21	25	64	12	10	68	45	341	817
Administrative and support service activities	104	58	23	41	103	36	22	82	64	155	688
Education	182	713	450	544	539	559	221	746	575	281	4810
Human health and social work activities	116	160	71	74	89	61	26	135	80	135	947
Arts, entertainment and recreation	30	13	*	6	8	8	*	10	*	47	128
Other service activities	287	245	89	269	416	87	91	281	243	648	2656
National	3 678	7 679	3 693	5 579	5 867	3 183	2 842	6 647	6 236	6 939	52343

<sup>5</sup> The asterisk (\*) indicates that figures were suppressed for confidentiality

### 3.3 Age of Establishments

The age of an establishment is the duration the establishment has been in operation.

Figure 3 shows the number and percent distribution of establishments by their ages. Out of a total of 52 342 establishments 33 percent had been operating for a year and below. About 23 percent had years in operation ranging from above one year to five years. Establishments that had been operating for more than 30 years totalled 9.1 percent.

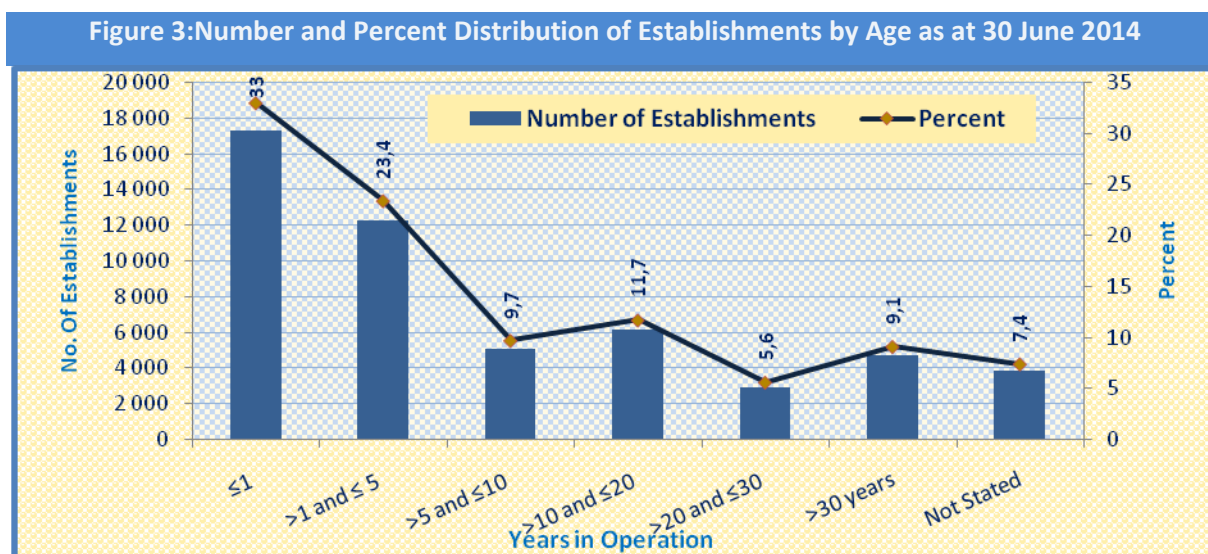


Table 6 shows that Masvingo Province had the highest number (2563) of establishments that had operated for a year or less. In general, Manicaland Province had the highest number of establishments in all the age categories.

<b>Province</b>	<b>≤1</b>	<b>&gt;1 and ≤5</b>	<b>&gt;5 and ≤10</b>	<b>&gt;10 and ≤20</b>	<b>&gt;20 and ≤30</b>	<b>&gt;30</b>	<b>Not Stated</b>	<b>Total</b>
Bulawayo	763	663	559	670	236	358	429	<b>3678</b>
Manicaland	2438	1826	736	873	508	875	425	<b>7681</b>
Mash Central	1402	939	328	431	206	259	128	<b>3693</b>
Mash East	2278	1333	461	527	280	417	285	<b>5581</b>
Mash West	2412	1361	559	581	258	360	336	<b>5867</b>
Mat North	976	769	318	381	206	422	111	<b>3183</b>
Mat South	1072	719	261	319	127	224	120	<b>2842</b>
Midlands	2278	1563	617	803	398	719	269	<b>6647</b>
Masvingo	2563	1452	512	611	341	494	263	<b>6236</b>
Harare	1082	1611	752	939	396	626	1529	<b>6935</b>
<b>National</b>	<b>17264</b>	<b>12236</b>	<b>5103</b>	<b>6135</b>	<b>2956</b>	<b>4754</b>	<b>3895</b>	<b>52343</b>

The distribution of establishments by ISIC (Rev. 4) and age is as shown in Table 7. Establishments in the wholesale and retail trade; repair of motor vehicles and motorcycles industry were the majority in all the age categories. The least in all age categories were found in electricity, gas, steam and air conditioning supply activities.

**Table 7: Number of Establishments by Industry and Age as at 30 June 2014**

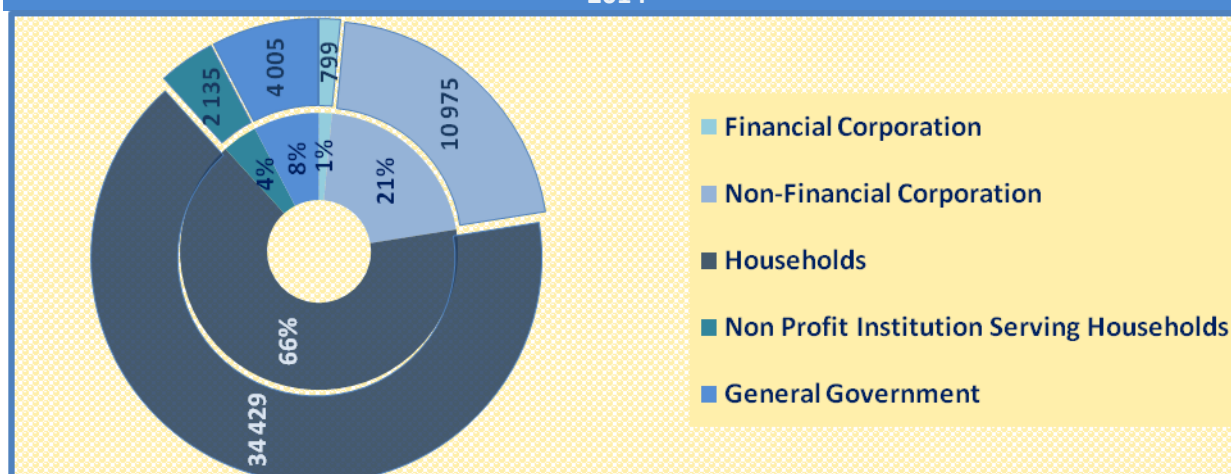
<b>Industrial Classification</b>	<b>≤1</b>	<b>&gt;1 and ≤ 5</b>	<b>&gt;5 and ≤10</b>	<b>&gt;10 and ≤20</b>	<b>&gt;20 and ≤30</b>	<b>&gt;30</b>	<b>Not Stated</b>	<b>National</b>
Mining and quarrying	11	14	26	19	4	22	9	<b>105</b>
Manufacturing	1 566	1 792	853	953	327	302	185	<b>5978</b>
Electricity, gas, steam & air conditioning	8	96	3	2	2	3	4	<b>118</b>
Water supply; sewerage, waste management and remediation activities	4	92	10	10	4	5	3	<b>128</b>
Construction	37	36	31	63	24	21	12	<b>224</b>
Wholesale and retail trade; repair of motor vehicles and motorcycles	13 102	8 314	2 859	3 237	1 186	1 148	1 127	<b>30973</b>
Transportation and storage	52	84	78	78	57	81	36	<b>466</b>
Accommodation and food service activities	790	481	222	255	81	88	557	<b>2474</b>
Information and communication	56	41	31	162	12	13	77	<b>392</b>
Financial and insurance activities	252	105	69	171	92	105	353	<b>1147</b>
Real estate activities	43	36	29	44	37	36	67	<b>292</b>
Professional, scientific & technical activities	123	97	101	110	39	69	278	<b>817</b>
Administrative and support service activities	165	140	81	82	42	130	48	<b>688</b>
Education	279	312	360	518	821	2 393	127	<b>4810</b>
Human health and social work activities	101	83	127	134	104	158	240	<b>947</b>
Arts, entertainment and recreation	11	12	9	10	4	69	13	<b>128</b>
Other service activities	662	491	209	254	108	212	720	<b>2656</b>
<b>National</b>	<b>17 264</b>	<b>12 236</b>	<b>5 103</b>	<b>6 135</b>	<b>2 956</b>	<b>4 754</b>	<b>3 895</b>	<b>52343</b>

### 3.4 Distribution of Establishments by Institutional Sector

Institutional sectors consist of institutional units, grouped together, on the basis of their principal functions, behaviour and objectives. There are basically five institutional sectors namely; financial corporations, non-financial corporations, general government, non-profit making institutions serving households and households. The distribution of establishments by institutional sectors is shown in Figure 4.



Figure 4: Number and Percent Distribution of Establishments by Institutional Sector as at 30 June 2014<sup>6</sup>

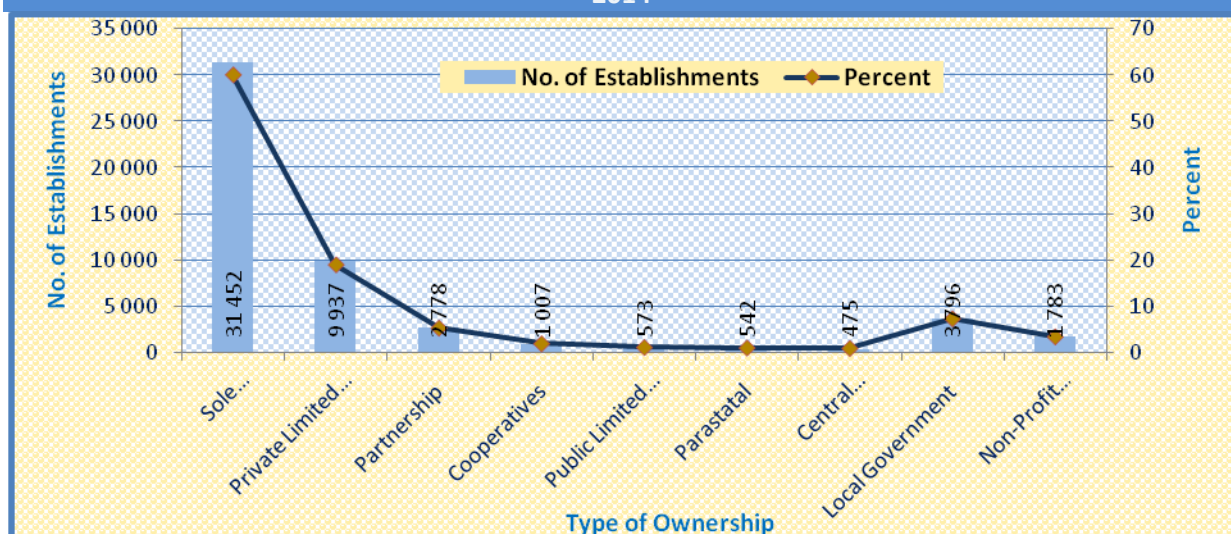


The distribution of establishments according to the institutional sectors shows that 65.8 percent belonged to the households sector with 21 percent to the non-financial corporations. The least number (1.5 percent) of establishments was in the financial corporations sector.

### 3.5 Distribution of Establishments by Ownership Status

In the inquiry, establishments were categorized into the following legal statuses: Sole Proprietorship, Private Limited Company, Partnership, Cooperative, Public Limited Company, Parastatal, Central Government, Local Government and Non-Profit Making Institution.

Figure 5: Number and Percent Distribution of Establishments by Type of Ownership as at 30 June 2014



<sup>6</sup> The outer shell is for number of dormant establishments and the inner shell is for the percentages.

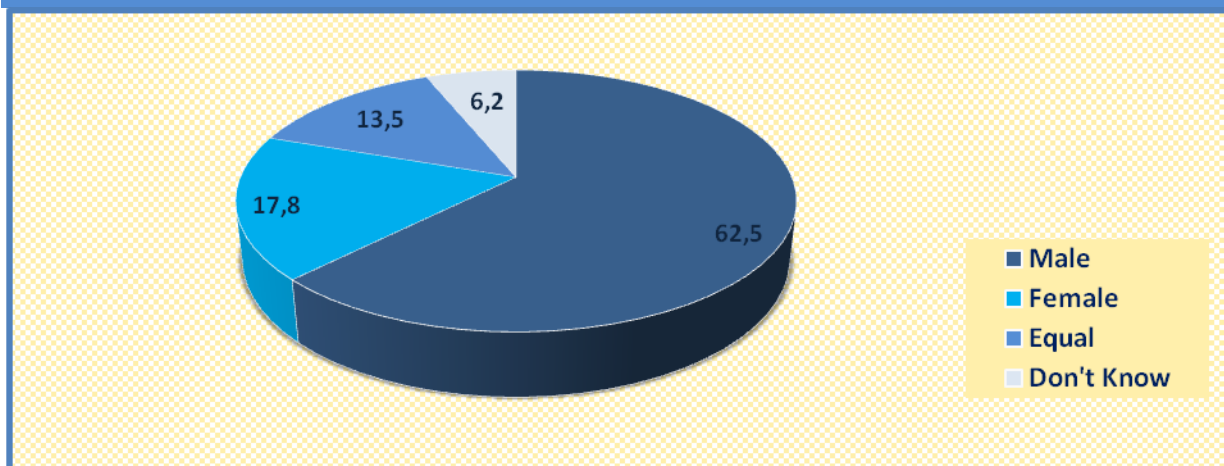
Figure 5 shows that of the 52 343 establishments, 60.1 percent were owned by sole traders followed by 19 percent which belonged to private limited companies. The lowest number of establishments was owned by the central government (0.9 percent).

Soon after independence, the Government of Zimbabwe adopted the decentralization policy where most activities carried out by central government were devolved to local authorities. Most of the establishments once owned by the Central government were now owned by local authorities. This explains why in Figure 5 there are more establishments owned by local authorities than by central government. The other reason is that the CBR inquiry excluded line ministries.

### 3.6 Distribution of Establishments by Ownership of Majority Shares

In addition to assessing the type of legal ownership, the inquiry sought to find out the ownership of majority of shares by owners of establishments. The results are as presented in Figure 6.

**Figure 6: Percent Distribution of Establishments by Ownership of Majority Shares and Sex of Owner as at 30 June 2014**



About 62.5 percent of the establishments had the majority of the shares owned by males. Only 17.8 percent of the establishments had the majority shares owned by females. Fourteen percent of the establishments reported that there was equal share ownership between males and females.

### 3.7 Employment Status

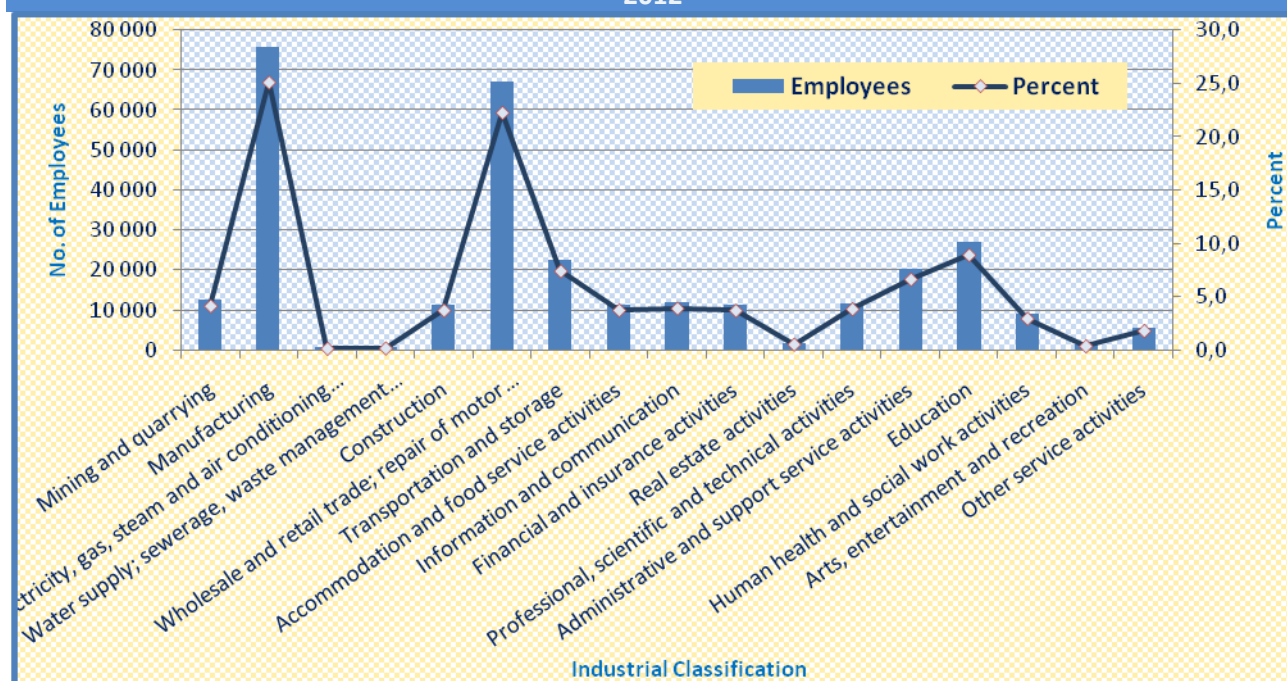
The CBR inquiry also collected information on the employment status in the country as at 31 December 2012 except in the civil service since the information is readily available from government records.

The provincial distribution of employees by their employment statuses is in Table 8. At national level, 304 023 persons were at one time employed during the year 2012. Of these, 240 928 were full time employees. Harare Province had the highest number of full time employees at 39.8 percent whilst Mashonaland Central Province had the least at 2.6 percent.

Employee Category Province	Full Time		Part Time		Casual		Total	
	No.	%	No.	%	No.	%	No.	%
Bulawayo	43 468	18.0	5 107	14.3	4 267	15.6	<b>52 842</b>	<b>17.4</b>
Manicaland	22 649	9.4	5 016	14.0	4 093	15.0	<b>31 758</b>	<b>10.4</b>
Mashonaland Central	6 309	2.6	1 504	4.2	1 116	4.1	<b>8 929</b>	<b>2.9</b>
Mashonaland East	8 251	3.4	1 568	4.4	1 000	3.7	<b>10 819</b>	<b>3.6</b>
Mashonaland West	12 398	5.1	1 224	3.4	1 316	4.8	<b>14 938</b>	<b>4.9</b>
Matabeleland North	7 463	3.1	1 510	4.2	1 584	5.8	<b>10 557</b>	<b>3.5</b>
Matabeleland South	7 143	3.0	639	1.8	495	1.8	<b>8 277</b>	<b>2.7</b>
Midlands	22 262	9.2	2 152	6.0	2 330	8.5	<b>26 744</b>	<b>8.8</b>
Masvingo	15 004	6.2	1 223	3.4	4 015	14.7	<b>20 242</b>	<b>6.7</b>
Harare	95 981	39.8	15 830	44.3	7 106	26.0	<b>118 917</b>	<b>39.1</b>
<b>Total</b>	<b>240 928</b>	<b>100.0</b>	<b>35 773</b>	<b>100</b>	<b>27 322</b>	<b>100.0</b>	<b>304 023</b>	<b>100.0</b>

Of the 35 773 part time employees, 44.3 percent were in Harare Province whilst Matabeleland South Province had the least with 1.8 percent. Twenty seven thousand three hundred and twenty two persons were employed as casual employees of whom 26 percent were in Harare Province.

**Figure 7: Number and Percent Distribution of Employees in Establishments by Industry as at 31 December 2012**



In Figure 7, the distribution of employees by industry shows that of the 75 862 employees constituting 25.1 percent were employed in the manufacturing industry. About 22 percent were employed in the wholesale and retail trade; repair of motor vehicles and motorcycles category. Establishments in electricity, gas, steam and air conditioning supply and water supply; sewerage, waste management and remediation activities employed 0.2 percent each.

Table 9 shows the distribution of salaries/wages and allowances by Province.

<b>Employee Category Province</b>	<b>Full Time</b>		<b>Part Time</b>		<b>Casual</b>		<b>Total</b>	
	<b>Value (US\$)</b>	<b>%</b>	<b>Value (US\$)</b>	<b>%</b>	<b>Value (US\$)</b>	<b>%</b>	<b>Value (US\$)</b>	<b>%</b>
<b>Bulawayo</b>	615 162 801	23.5	290 293 823	76.2	16 782 438	23.0	<b>922 239 062</b>	<b>30.0</b>
<b>Manicaland</b>	170 908 135	6.5	6 457 912	1.7	5 022 090	6.9	<b>182 388 137</b>	<b>5.9</b>
<b>Mashonaland Central</b>	56 750 524	2.2	1 265 106	0.3	3 638 683	5.0	<b>61 654 313</b>	<b>2.0</b>
<b>Mashonaland East</b>	49 761 815	1.9	1 861 145	0.5	8 013 212	11.0	<b>59 636 172</b>	<b>1.9</b>
<b>Mashonaland West</b>	81 779 776	3.1	2 570 509	0.7	4 395 127	6.0	<b>88 745 412</b>	<b>2.9</b>
<b>Matabeleland North</b>	68 518 568	2.6	3 849 535	1.0	3 684 968	5.1	<b>76 053 071</b>	<b>2.5</b>
<b>Matabeleland South</b>	51 656 609	2.0	1 633 174	0.4	2 415 531	3.3	<b>55 705 314</b>	<b>1.8</b>
<b>Midlands</b>	230 470 412	8.8	5 163 550	1.4	6 166 087	8.5	<b>241 800 049</b>	<b>7.9</b>
<b>Masvingo</b>	139 293 315	5.3	8 586 952	2.3	4 585 963	6.3	<b>152 466 230</b>	<b>5.0</b>
<b>Harare</b>	11 52 461 723	44.0	59 054 741	15.5	18 183 806	24.9	<b>1 229 700 270</b>	<b>40.1</b>
<b>Total</b>	<b>2 616 763 678</b>	<b>100</b>	<b>380 736 447</b>	<b>100</b>	<b>72 887 905</b>	<b>100</b>	<b>3 070 388 030</b>	<b>100</b>

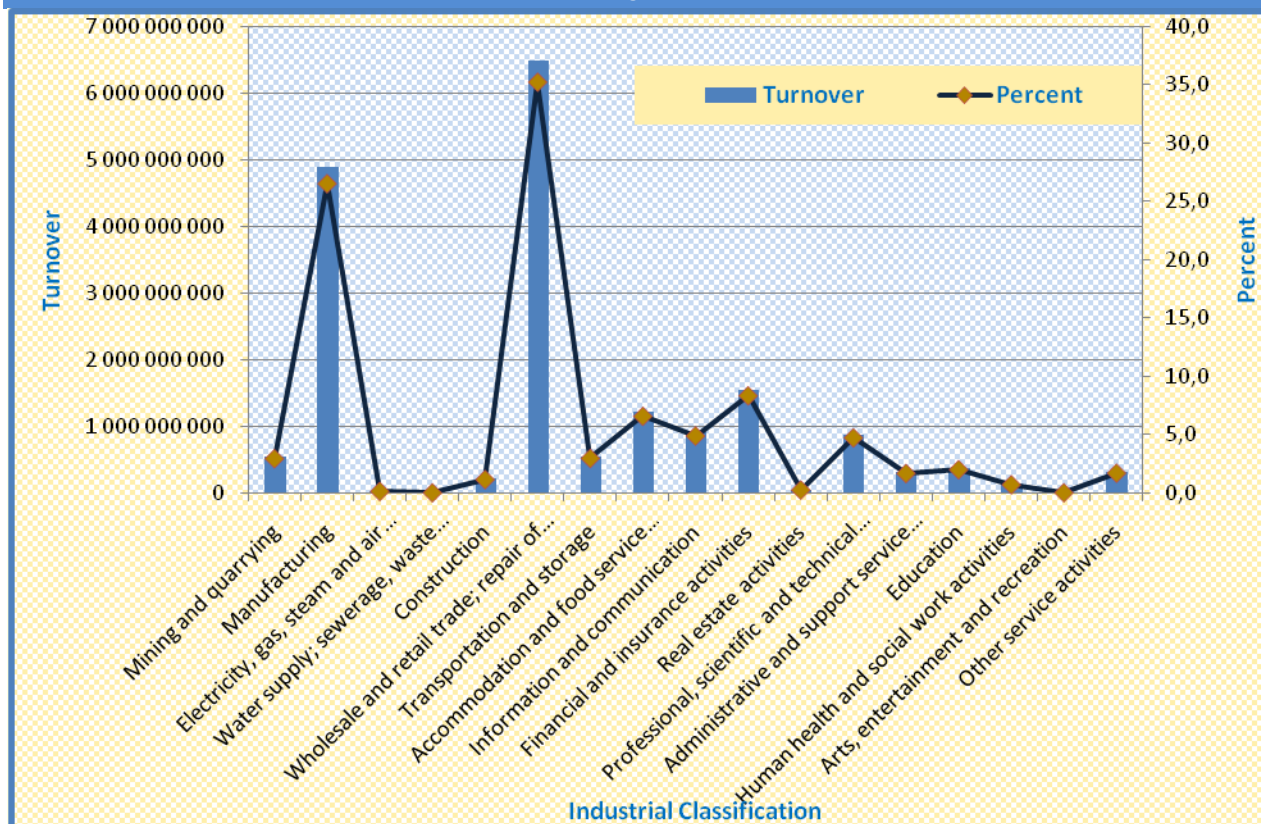
The distribution in Table 9 shows that a total of US\$2 616 763 678 was paid to full time employees with establishments in Harare Province paying the highest amount (44 percent) followed by those in Bulawayo Province (23.5 percent). Part time employees were paid US\$380 736 447 with establishments in Bulawayo Province paying the highest amount (76.2) percent. Of the US\$ 3 070 388 030 paid in total, the least amount was paid by establishments in Matabeleland South Province

### 3.8 Distribution of Turnover

In the CBR inquiry, turnover was referred to as the annual volume of sales of goods and services for the year 2012.

At the establishment level, it can be seen in Figure 8 that 35.2 percent of the turnover was realized in the wholesale and retail trade; repair of motor vehicles and motorcycles industry while 26.5 percent was realized from manufacturing industries.

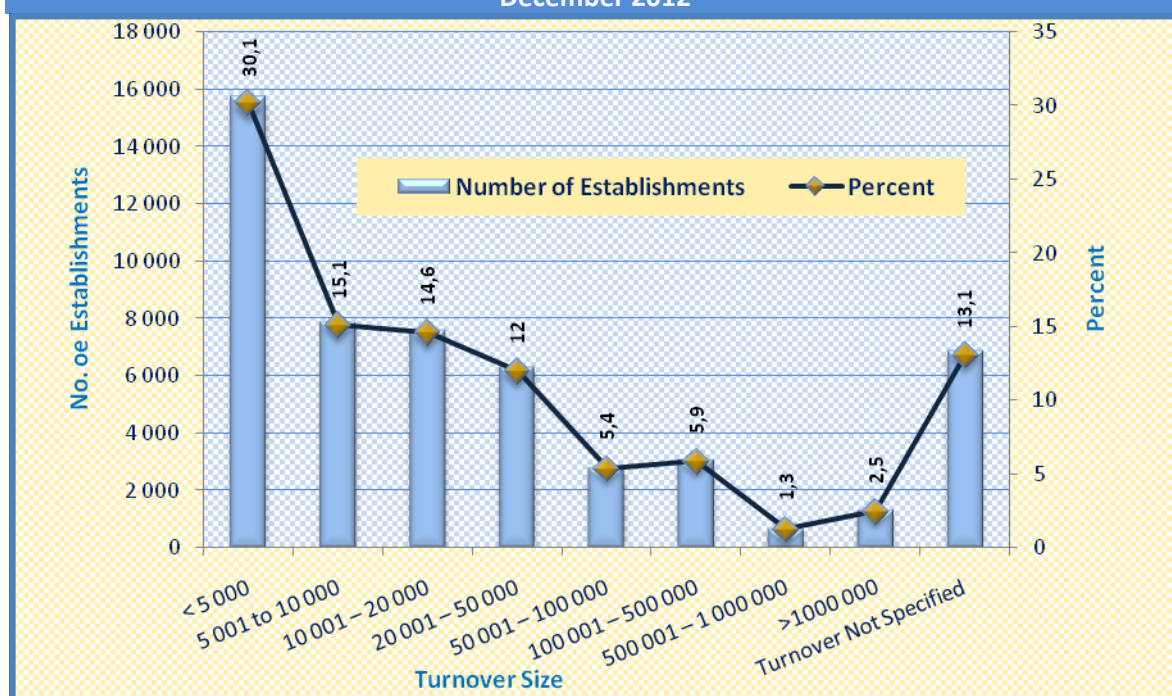
**Figure 8: Value and Percent Distribution of Annual Turnover by Industry (ISIC REV.4) as at 31 December 2012**



The least turnovers were realized in the following service categories: electricity, gas steam and air conditioning (US\$27634894); water supply sewerage, waste management and remediation activities (US\$5824 986); arts, entertainment and recreation activities (US\$7 118243).

Figure 9 presents the distribution of establishments by their turnover sizes. The data collected on the turnover for each establishment showed that about 30 percent of the establishments had an annual turnover of less than US\$5 000 while only 2.5 percent had an annual turnover of more than one million. About 13 percent of the establishments did not specify their annual turnover.

**Figure 9: Number and Percent Distribution of Establishments by Turnover Size as at 31 December 2012**



The distribution of establishments by size of employment and annual turnovers is shown in Table 10.

**Table 10: Number of Establishments by Employment size and Annual Turnover (US\$) as at 31 December 2012**

Employment Size Turnover Size	0-4	5-9	10-19	20-29	30-49	50-99	100-500	>500	National
< 5 000	10 086	177	32	6	2	4	3	–	10 310
5 001 – 10 000	6031	205	54	5	2	2	1	–	6 300
10 001 – 20 000	6163	306	80	13	5	1	1	–	6 569
20 001 – 50 000	4698	625	132	42	19	5	1	–	5 522
50 001 – 100 000	1712	548	194	47	19	6	3	–	2529
100 001 – 500 000	913	837	607	220	125	76	21	–	2799
500 001 – 1 000 000	66	117	174	81	85	67	24	–	614
>1000 000	82	143	180	133	167	220	227	44	1 196
Not Specified	1345	209	134	73	56	54	35	10	1916
National	31 096	3 167	1 587	620	480	435	316	54	37 755

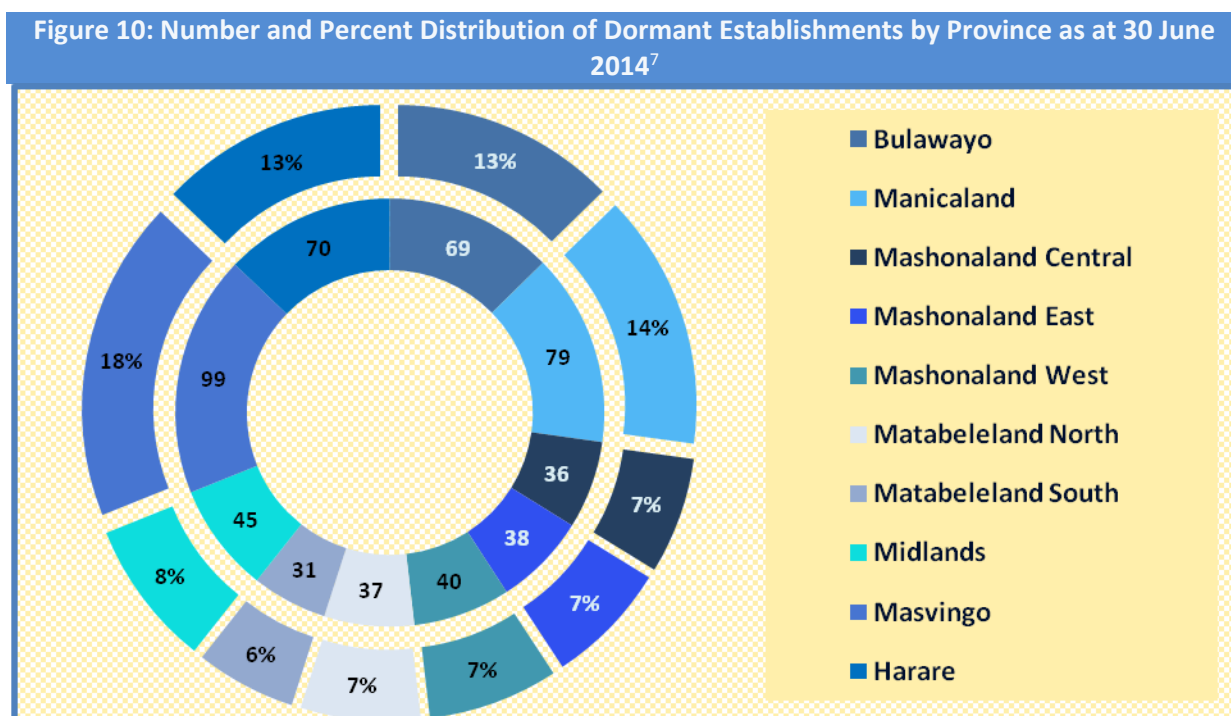
Out of the establishments with an annual turnover of less than US\$5 000, about 10 000 establishments had four or less employees. Forty four establishments had an annual turnover of more than US\$1 000 000 and more than 500 employees. Six establishments had less than US\$50 000 as annual turnovers and employed between 100 and 500 employees.



### 3.9 Dormant Establishments

During the CBR inquiry information was also collected on the number of establishments that were reported to be dormant. Dormant establishments are those whose daily transactions were limited to, for example, the payment of shares or fees to the registrar of companies, with no production taking place.

Figure 10 shows the distribution of dormant establishments by Province as at 30 June 2014.

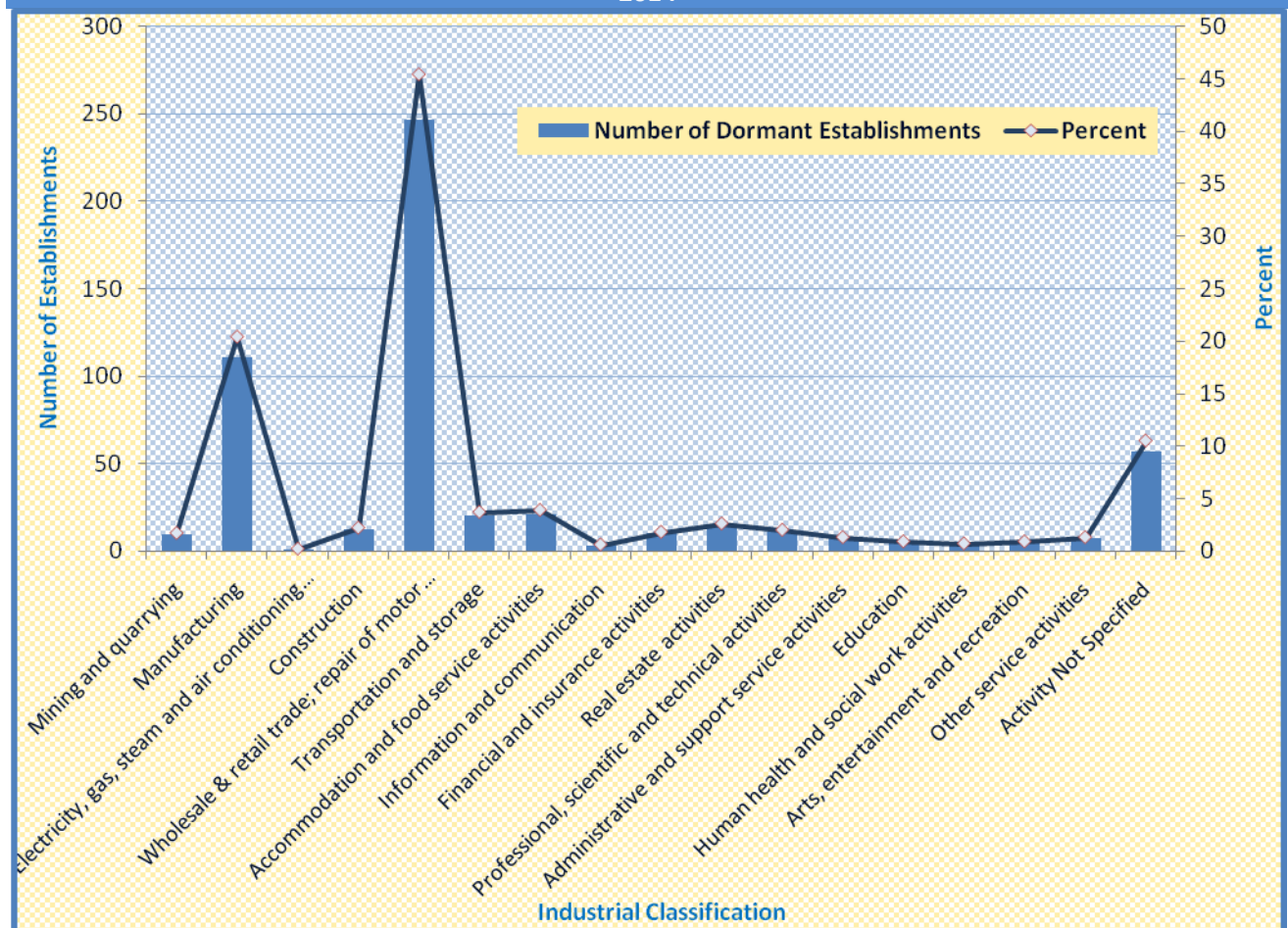


Masvingo Province had the highest number of dormant establishments reported with 18.2 percent followed by Harare and Bulawayo Provinces which had 12.9 percent and 12.7 percent respectively. Matabeleland South Province had the lowest number of dormant establishment at 5.7 percent.

The distribution of dormant establishments by ISIC Revision 4 sections is as shown in Figure 11.

<sup>7</sup> The inner shell is for number of dormant establishments and the outer shell is for the percentages.

**Figure 11: Number and Percent Distribution of Establishments Reported Dormant by Industry as at 30 June 2014**



About 45 % of the dormant establishments were found in the wholesale and retail trade; repair of motor vehicles and motorcycles category. This was followed by the manufacturing industry with 20.4% percent. The least number of dormant establishments was in electricity, gas, steam and air conditioning supply with 0.2 percent.



## Chapter 4: Women and Men in Business Summary

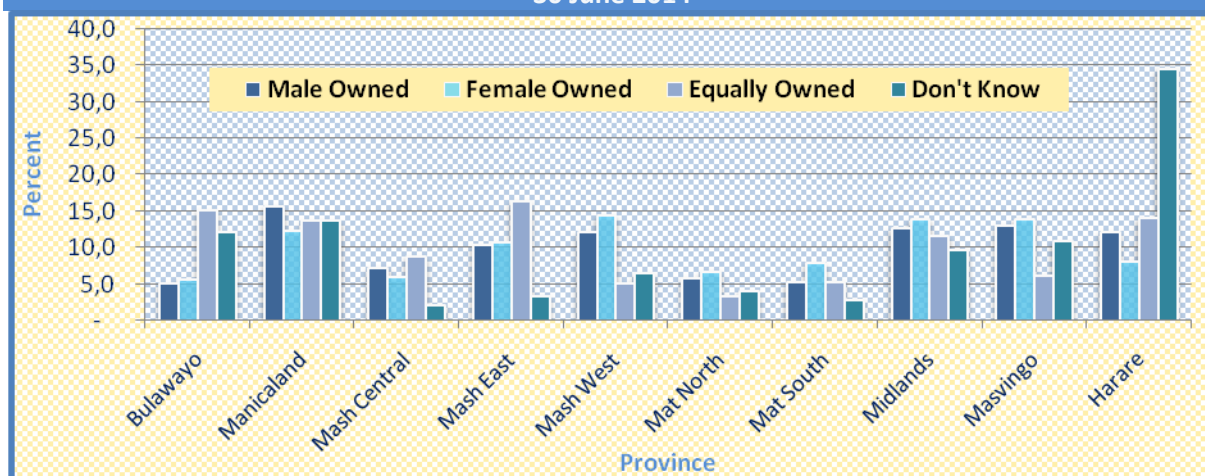
### 4.1 Introduction

This section presents findings of the CBR inquiry on distribution of ownership of shares in establishments by sex. The findings are based on establishments that responded to the inquiry as at 30 June 2014.

### 4.2 Distribution of Establishments by Majority Share Ownership

Figure 12 shows the number of operating establishments by ownership of majority shares and Province. Of the 8 056 operating establishments where women owned the majority of shares, 14.4 percent were in Mashonaland West Province, whilst Bulawayo Province had the least with 5.7 percent. Establishments where males owned the majority of shares amounted to 28 215. Manicaland Province had the highest number constituting 15.7 percent whilst Bulawayo Province had the least with 5.1 percent.

**Figure 12: Percent Distribution of Establishments by Majority Share Ownership and Province as at 30 June 2014**



### 4.3 Distribution of Establishments by Legal Status

The inquiry also sought to find the majority ownership of shares by type of ownership in establishments that belonged to sole traders, partnerships, cooperatives and private limited companies. Table 11 shows that of the 8 056 establishments where women owned the majority of shares, 85.4 percent of the establishments were sole traders followed by private limited companies with 10.4 percent.

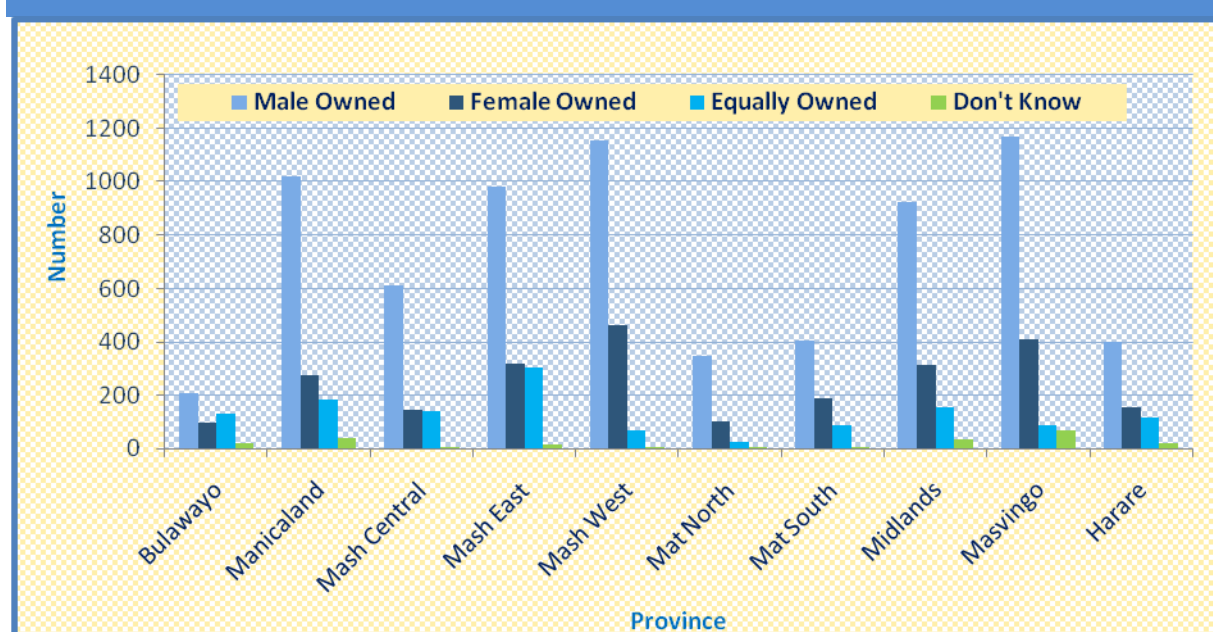
**Table 11: Number and Percent Distribution of Establishments by Majority Share Ownership and Type of Ownership as at 30 June 2014**

Type of Ownership	Male-owned		Female-owned		Equally Owned		Don't Know		Total	
	No.	%	No.	%	No.	%	No.	%	No.	%
Sole Proprietorship	22 408	79.4	6 878	85.4	1 647	27.1	519	18.4	31 452	69.6
Private Limited Company	4 510	16.0	840	10.4	2 524	41.5	2 063	73.2	9 937	22.0
Partnership	608	2.2	170	2.1	1 790	29.4	210	7.4	2 778	6.1
Cooperatives	689	2.4	168	2.1	123	2.0	27	1.0	1 007	2.2
National	28 215	100.0	8 056	100.0	6 084	100.0	2 819	100.0	45 174	100.0

Of the 28 215 establishments that had the majority of shares owned by males, sole proprietors had the highest (79.4 percent) whilst partnerships had the least with 2.2 percent. Six thousand and eighty four establishments indicated that there was equal share ownership between males and females.

#### 4.4 Distribution of New Establishments

Figure 13 shows that of the 11 188 new establishments, Mashonaland West Province had the highest number (460) that were female-owned whilst Masvingo Province had the highest number that were male-owned (1170). Bulawayo Province had the least number of both male-owned and female-owned new establishments with 205 and 95 respectively.

**Figure 13: Number of New Establishments by Province as at 30 June 2014**

In Table 12, the Wholesale and retail trade; repair of motor vehicles and motorcycles activities of ISIC had the highest number of new establishments in both the male and female-owned categories (5 647 and 1 834 respectively). The manufacturing industry was second on the male-owned new establishments (723) whilst the accommodation and food service category was second in the female-owned (213).

**Table 12: Number of New Establishments by Industry as at 30 June 2014**

Industry	Male-owned	Female-owned	Equally Owned	Don't Know	Total
Mining and quarrying	5	–	2	1	8
Manufacturing	723	100	97	5	925
Electricity, gas, steam and air conditioning supply	5	–	1	–	6
Construction	14	1	6	2	23
Wholesale and retail trade; repair of motor vehicles and motorcycles	5 647	1 834	1 002	170	8 653
Transportation and storage	21	5	4	1	31
Accommodation and food service activities	230	213	58	8	509
Information and communication	24	2	9	1	36
Financial and insurance activities	140	39	18	5	202
Real estate activities	10	6	6	2	24
Professional, scientific and technical activities	43	12	15	2	72
Administrative and support service activities	68	15	13	4	100
Education	52	39	28	6	125
Human health and social work activities	27	11	6	1	45
Arts, entertainment and recreation	6	1	1	–	8
Other service activities	193	187	36	4	420
National	7 208	2 465	1 302	212	11 187

#### 4.5 Distribution of Establishments by Age

Table 13 shows that 11 009 of the 28 215 male-owned establishments had been in operation for one year or less and 1021 had operated for more than thirty years. Female-owned establishments that had operated for one year or less were 3 598 whilst 226 had operated for more than thirty years.

**Table 13: Number of Establishments by Age as at 30 June 2014**

Age	Male-owned	Female-owned	Equally Owned	Don't Know	Total
≤1	11009	3598	2123	359	17089
>1 and ≤ 5	7844	2109	1595	271	11819
>5 and ≤10	2863	776	904	139	4682
>10 and ≤20	3361	825	818	268	5272
>20 and ≤30	1179	294	281	197	1951
>30	1021	226	189	386	1822
Not Stated	938	228	174	1199	2539
Total	28215	8056	6084	2819	45174

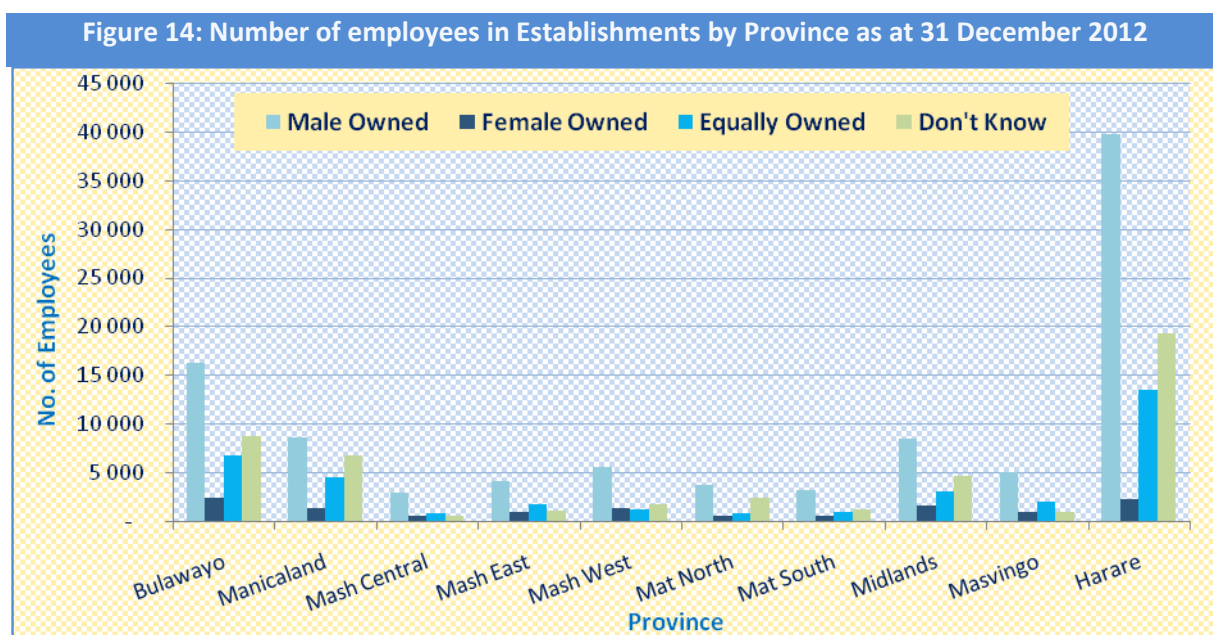
## 4.6 Employment Status

The inquiry also determined the distribution of employees by Province as at 31 December 2012 by employment status.

Table 14 shows that 17 800 male-owned establishments employed four or less persons whilst female-owned establishments who employed the same number were 5 038. Five-female-owned establishments had employees between 100 and 500. The table also shows that the establishments that employed more than 500 persons were male-owned.

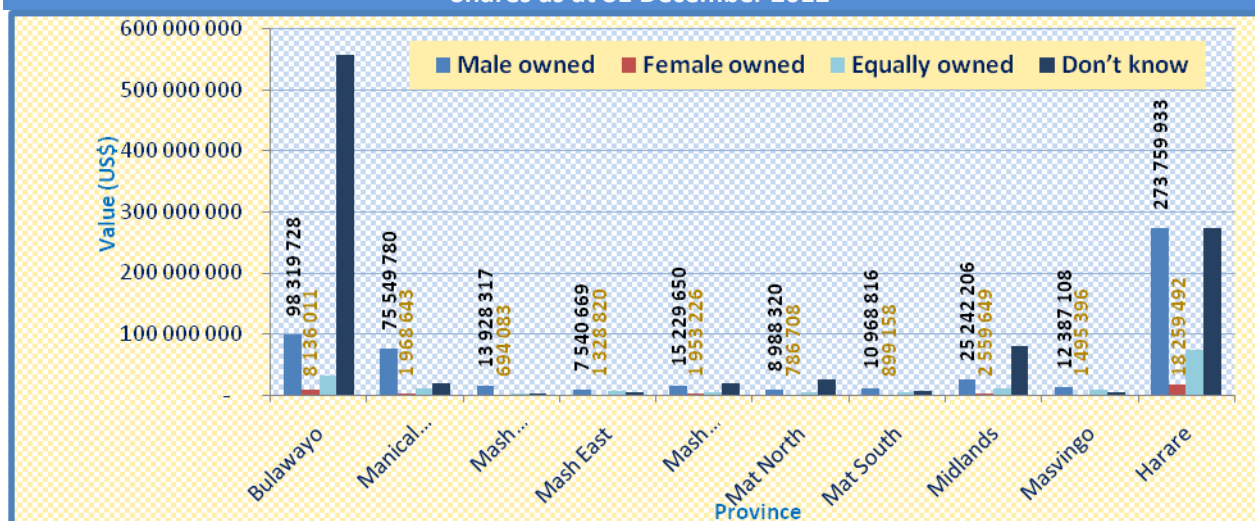
Employment Size	Male-owned	Female-owned	Equally Owned	Don't Know	Total
0-4	17800	5038	3434	805	27077
5 - 9	1278	307	666	193	2444
10 - 19	665	90	315	132	1202
20-29	248	25	84	65	422
30-49	198	14	68	66	346
50-99	172	8	58	61	299
100-500	96	5	42	75	218
>500	12	—	4	14	30
<b>Total</b>	<b>20469</b>	<b>5487</b>	<b>4671</b>	<b>1411</b>	<b>32038</b>

Figure 14 shows male-owned establishments in Harare Province employed 39 705 persons whilst female-owned establishments in the same Province employed only 2 261 persons. In Bulawayo Province, male-owned establishments had 16 231 employees against 2 359 for the female-owned establishments.



In Figure 15, male-owned establishments in Harare Province paid out the highest (US\$ 273 759 933) wages, salaries and allowances across all the provinces. Female-owned establishments in the same province also paid the highest (US\$18 259 492) wages, salaries and allowances across all the provinces. In all the provinces, female-owned establishments in Mashonaland Central Province paid out the least (US\$694 083) wages, salaries and allowances.

**Figure 15: Distribution of Salaries, Wages and Allowances by Province and Ownership of Majority Shares as at 31 December 2012**



#### 4.7 Distribution of Establishments by Turnover Size

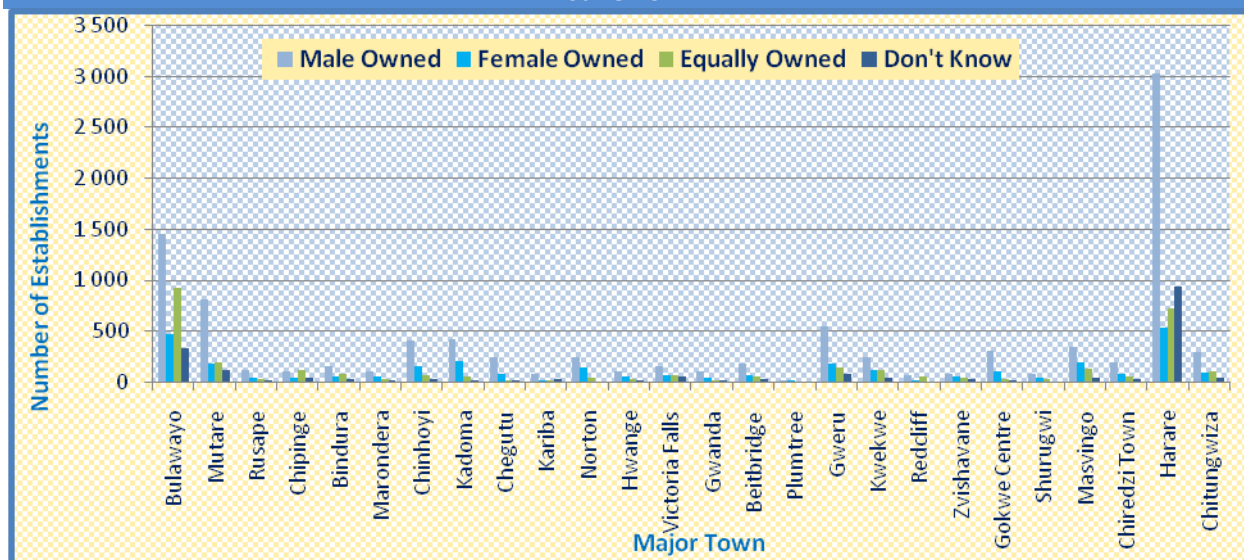
Table 15 presents the turnover sizes by sex of owners. Of the 14 608 establishments that had an annual turnover less than US\$5 000, male-owned were 9 605 whilst female-owned were 3 281. Five hundred and twenty six male-owned establishments had turnover above US\$ 1 000 000 compared to thirty four female-owned establishments.

**Table 15: Number of Establishments by Turnover Size as at 30 June 2014**

Turnover Size	Male-Owned	Female-Owned	Equally Owned	Don't Know	Total
< 5 000	9605	3281	1483	239	14608
5 001 – 10 000	4542	1408	808	112	6870
10 001 – 20 000	4247	1186	857	137	6427
20 001 – 50 000	3583	856	875	139	5453
50 001 – 100 000	1495	320	527	92	2434
100 001 – 500 000	1468	230	621	208	2527
500 001 – 1 000 000	301	30	132	93	556
>1000 000	526	34	190	236	986
Not Specified	2448	711	591	1563	5313
<b>Total</b>	<b>28215</b>	<b>8056</b>	<b>6084</b>	<b>2819</b>	<b>45174</b>

Figure 16 shows that 2 879 male-owned establishments were in Harare Province whilst 502 female-owned establishments were located in the same area. A total of 28 148 establishments were located in other areas with 18 364 being male-owned and 5 283 female-owned.

**Figure 16: Number of Establishments by Major Towns and Majority Share Ownership Status as at 30 June 2014**



The majority of establishments (3376) in the equally owned category were located in other areas.

#### 4.8 Conclusion

The preceding results show that the CBR inquiry collected information necessary for the setting up of a Central Business Register of all establishments operating in Zimbabwe.

The CBR will contain all the establishments operating in the country cross-classified by:

- Their main economic activities according to the International Standard Industrial Classification of all economic Activities (ISIC) Revision 4
- Employees
- Turnover
- Other basic economic characteristics

The analysis shows that more establishments are owned by males. Males owned more new establishment than females who lagged behind all industries and were completely absent in mining and quarrying and electricity and gas. Female-owned establishments had fewer employees in all categories and no female-owned establishments employed more than five hundred employees.

## Appendix 1: Definition of Terms

Term	Definition
Central Business Register	A database on establishments operating in the economy covering all registered/licensed businesses or economic units/entities operating in Zimbabwe.
Corporation	A <i>legal entity</i> created for the purpose of producing goods or services for the market that may be a source of profit or gain to its owner; it is collectively owned by the shareholders who have the authority to appoint directors responsible for its general management.
Economic production	The subset of <i>general economic production</i> obtained by excluding all household activities that produce domestic or personal services for final consumption within the same household, except housing services provided by owner-occupiers to themselves and services produced by paid domestic staff.
Enterprise	An <i>institutional unit</i> engaged in economic production (SNA 2008).
Establishment	An <i>enterprise</i> or part of an <i>enterprise</i> at a single location, engaged in essentially a single activity, and capable, in principle, of providing the data required for the production and generation of income accounts (SNA 2008).
Institutional unit	An economic unit that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transaction with other entities.
Non-profit institution	Legal or social entity created for the purpose of producing goods and services whose status does not permit it to be a source of income, profit or other financial gain for the units that establish control or finance it.
Unincorporated enterprise	An <i>enterprise</i> that is not a <i>corporation</i> , <i>quasi corporations</i> or <i>not for profit institution</i> . It may be conducted by a government or a household.
Co-operative	Cooperatives are set up by producers for purposes of marketing their collective output. The profits of such cooperatives are distributed in accordance with their agreed rules and not necessarily in proportion to shares held, but effectively they operate like corporations.
Financial Corporations Sector	The sector includes all resident corporations, that is, corporations based within the borders of Zimbabwe whose principal activity is providing financial services including financial intermediation, insurance and pension fund services; units that provide activities that facilitate financial intermediation and, Non Profit-making Institutions (NPIs) engaged in market production of a financial nature.



Term	Definition
<b>General Government Sector</b>	The general government sector consists mainly of central and local government units together with social security funds imposed and controlled by those units. It also includes NPIs engaged in non-market production and are controlled by government units or social security funds.
<b>Household Sector</b>	Households are institutional units consisting of one individual or a group of individuals. Hence a household business is an establishment that is directly owned and controlled by members of the household either individually or in partnership with others..
<b>Non-Financial Corporations Sector</b>	Non-financial corporations are institutional units that are principally engaged in the production of market goods and non-financial services.
<b>Non-profit institution (NPI)</b>	A non-profit institution (NPI) is a legal or social entity created for the purpose of producing goods and services whose status does not permit it to be a source of income, profit or other financial gain for the units that establish, control or finance them.
<b>Partnership</b>	This refers to a group of individuals who agree to contract and carry on a business with the objective of making a profit.
<b>Principal kind of activity</b>	The principal activity of an establishment is the activity whose value added exceeds that of any other activity carried out within the same unit.
<b>Private Limited Company</b>	This is a private corporation established to undertake a business with the objective of making a profit.
<b>Public Limited Company</b>	A Public Limited Company is also a private corporation established with limited liability by a minimum of two persons to operate the business with the objective of making a profit. The shares in a Public Limited Company are openly held and, in the case of a company listed on the Stock Exchange, the shares are freely transferable.
<b>Sole Proprietorship</b>	This refers to a business owned and operated by one person for his own profit. The owner has the exclusive right to control the operations of the establishment.
<b>Full Time Employees</b>	Employees working for 30 hours or more per week (120 hours or more per month)
<b>Part Time Employees</b>	Employees working less than 30 hours per week (less than 120 hours a month)
<b>Casual Employees</b>	Employees employed not a continuous basis and their terms of employment are such that they can be terminated any time without notice.



## Appendix 2: Central Business Register Questionnaire

*Physical Address of establishment*



P.O. Box CY 342, Causeway  
Harare

+263-4-703971-7

Fax: +263-4-762494

Email: [despatch@zimstat.co.zw](mailto:despatch@zimstat.co.zw)

Website: [www.zimstat.co.zw](http://www.zimstat.co.zw)

### Central Business Register Inquiry

Dear Sir/Madam,

The Zimbabwe National Statistics Agency (ZIMSTAT) is in the process of updating its Central Business Register (CBR). The CBR is a database on enterprises/establishments operating in the economy covering all registered companies.

The primary objective of establishing a CBR is to provide an up-to-date and reliable frame for economic censuses and surveys conducted by the Agency. In addition, basic statistics such as employment by sex, turnover by industry and sector can be derived from the register.

You are required in terms of the Census and Statistics Act [**CHAPTER 10:29**] of 2007, to provide accurate information concerning your enterprise/establishment for ZIMSTAT to maintain an up-to-date CBR.

All information you provide in this inquiry is confidential to the Agency as provided for in the Census and Statistics Act. A duplicate copy of this return is enclosed for your records.

I would appreciate your co-operation in promptly completing this return. If you have any queries do not hesitate to contact the Agency on the above contact details or our Provincial Offices as provided at the back of the questionnaire.

Yours faithfully,

M. Dzinotizei  
**DIRECTOR-GENERAL, ZIMSTAT**

SERIAL NO.  
FOR OFFICIAL USE

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PROVINCE	DISTRICT		WARD		SECTOR		EA		

FOR OFFICIAL USE ONLY							
ENTERPRISE NUMBER				ESTABLISHMENT NUMBER			

1. Business Details	a	Legal Name of enterprise/establishment (Registered Name)						
	b	Trading Name if different from question (a)						
	c	Date of Registration	Day	Month	Year			
	d	Registration Number						
	e	Licence Number						
	f	Issuing Authority						
	g	Business Partner Number						
	h	Business Partner Name						
	i	Physical Address from which the enterprise/establishment operates	Street Number					
			Street Name					
			Location					
			Town					
	j	Postal Address						
	k	Fixed Telephone Number						
l	Cell Numbers							
m	Fax Numbers							
n	E-mail Address							
o	Website Address							

2. What is the operating status of this enterprise/establishment?  (Circle the appropriate code)	<b>Status</b>	<b>Code</b>
	Operating.....	1
	Not yet Operating (new).....	2
	Dormant (temporarily inactive).....	3

3. Year of Commencement of business	Day		Month		Year		

4. Does this enterprise/establishment operate on a calendar year or financial year basis? (Circle the appropriate code)	Calendar Year.....	1
	Financial Year.....	2

5. (a) Is this enterprise/establishment owned by another enterprise? (please circle answer)	Yes.....	1
	No.....	2
	Unknown.....	3

(b) If yes, What is the name and mailing address of the enterprise?

6. What is the institutional sector of this enterprise/establishment (Circle the appropriate code)	Institutional Sector	Code
	Financial Corporation.....	1
	Non Profit Institution Serving Households.....	2
	Non Financial Corporation.....	3
	Households.....	4
	General Government.....	5
	Other (Specify).....	6

7. What is the type of ownership of this enterprise/establishment?  (Circle the appropriate code)  <b>For Codes 1-4, go to Question 8; For codes 5-10, go to Question 9</b>	<b>Type of Ownership</b>	<b>Code</b>
	Sole Proprietorship.....	1
	Private Limited Company.....	2
	Partnership .....	3
	Cooperatives .....	4
	Public Limited Company .....	5
	Parastatal.....	6
	Central Government.....	7
	Local Government.....	8
	Non- Profit Making Institution.....	9
	Other (please specify).....	10

8. Who owns the majority shares of this enterprise/establishment (Please circle answer)	Male.....	1
	Female.....	2
	Equal.....	3

	Unknown.....	4
--	--------------	---

9. What is the <b>main</b> type of economic activity in which the enterprise/establishment operates?		Code:	Official Use Only
--	--	-------	-------------------

10. What are the products or service lines offered by this enterprise/establishment?	Product/Service Lines	Percent	Official Use Only
<b>Main Activity</b> →	a		
	b		
	c		
	d		
<b>Secondary Activities</b> →	e		
	f		
	g		
	h		
	Total	1 0 0%	

11. What was the total turnover for the year ending 31 December 2012 or the Financial Year of this enterprise/establishment?	Amount in Words USD .....
--	------------------------------

12 (a). What was the total number of employees as at 31 December 2012 for this enterprise/establishment?								
	Full Time		Part Time		Casual		Total	
Number of Employees	M	F	M	F	M	F	M	F
12 (b). What were the total salaries, wages, and allowances for the year ending 31 December 2012 for this enterprise/establishment?								
	Full Time		Part Time		Casual		Total	
Salaries, Wages and Allowances	USD		USD		USD		USD	

13 (a). Does this enterprise operate at more than one location  (Circle the appropriate code)	Yes.....	1
	No.....	2
	Unknown.....	3
(b) If yes, How many separate locations or establishments does it operate? (enter the number of separate establishments and provide the name and address of the establishments on the next page)		



**LIST OF ESTABLISHMENTS**

<b>Establishment</b>	<b>Name of Establishment</b>	<b>Physical Address of Establishment</b>	<b>E-Mail Address</b>	<b>Phone/Cell Numbers</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				
<b>6.</b>				
<b>7.</b>				
<b>8.</b>				
<b>9.</b>				
<b>10.</b>				
<b>11.</b>				
<b>12.</b>				
<b>13.</b>				
<b>14.</b>				
<b>15.</b>				
<b>16.</b>				

### CONTACT DETAILS

Name and address of person we should contact if any queries arise regarding this form

Name: Dr./Mr./Mrs./Ms..... Signature.....

Position:.....

Postal Address:..... Fixed Telephone

Numbers:..... Mobile Phone Numbers.....

**For future correspondence, indicate the means by which you prefer this return be delivered to you: (Please tick)**

E-Mail	
Fax	
Hand delivery	
Postal	
Courier Services	

### DECLARATION

I certify that the information contained in this form is correct and complete to the best of my knowledge.

Name of Signatory.....

Capacity in which signed (Managing Director, Secretary, etc.).....

Signed.....Date.....

### For Official Use

1. Data Collection		
Enumerator	Team Leader	Supervisor
Name.....		
Date of dispatch.....	Name.....	Name.....
Date of collection.....		
Signature.....	Signature.....	Signature.....
	Date.....	Date.....
2. Coding and Data Entry		
Coded by	Data Entry by	Data Entry Verification by
Name.....	Name.....	Name.....
Section.....	Section.....	Section.....
Signature.....	Signature.....	Signature.....
Date.....	Date.....	Date.....

## ZIMSTAT Provincial Contact Details

<p>MANICALAND</p> <p>Postal Address: ZIMSTAT, Box 606, Mutare Phone number 020-62645 or 62526</p> <p><b>Physical Address</b> Government Offices, 1<sup>st</sup> Floor Robert Mugabe St. MUTARE</p> <p>E-mail: <a href="mailto:tchitsamba@zimstat.co.zw">tchitsamba@zimstat.co.zw</a> <a href="mailto:wmanicaland@zimstat.co.zw">wmanicaland@zimstat.co.zw</a></p>	<p>MASHONALAND CENTRAL</p> <p>Postal Address: ZIMSTAT, Box 322, Bindura Phone number 0271-6749 or 7551</p> <p><b>Physical Address</b> Mutungagore Government Offices, Ground Floor Thurlow Avenue, BINDURA</p> <p>E-mail: <a href="mailto:ttaongai@zimstat.co.zw">ttaongai@zimstat.co.zw</a> <a href="mailto:mashcentral@zimstat.co.zw">mashcentral@zimstat.co.zw</a></p>	<p>MASHONALAND EAST</p> <p>Postal Address: ZIMSTAT, Box 680 Marondera Phone number 0279-23125 or 23032</p> <p><b>Physical Address</b> Government Offices, 1<sup>st</sup> Floor 2<sup>nd</sup> Street MARONDERA,</p> <p>E-mail: <a href="mailto:btambaoga@zimstat.co.zw">btambaoga@zimstat.co.zw</a> <a href="mailto:masheast@zimstat.co.zw">masheast@zimstat.co.zw</a></p>	<p>MASHONALAND WEST</p> <p>Postal Address: ZIMSTAT, Box 652, Chinhoyi, Phone number 067-22732 or 22432</p> <p><b>Physical Address</b> Room 22, Ground Floor Seven Heroes Building, CHINHOYI, E-mail: <a href="mailto:jmujuru@zimstat.co.zw">jmujuru@zimstat.co.zw</a> <a href="mailto:mashwest@zimstat.co.zw">mashwest@zimstat.co.zw</a></p>	<p>MATABELELAND NORTH</p> <p>Postal Address: ZIMSTAT, Box 267, Hwange Phone number 0281-23038 or 0281-23143</p> <p><b>Physical Address</b> C/O DA's Offices Coronation Drive, HWANGE</p> <p>E-mail: <a href="mailto:tmhlanga@zimstat.co.zw">tmhlanga@zimstat.co.zw</a> <a href="mailto:matnorth@zimstat.co.zw">matnorth@zimstat.co.zw</a></p>
<p>MATABELELAND SOUTH</p> <p>Postal Address: ZIMSTAT, Box 230, Gwanda Phone number 0284-22565/7</p> <p><b>Physical Address</b> 1<sup>st</sup> Floor, New Government Complex 4<sup>th</sup> Avenue and Queen Street, GWANDA, E-mail: <a href="mailto:tngwenya@zimstat.co.zw">tngwenya@zimstat.co.zw</a> <a href="mailto:matsouth@zimstat.co.zw">matsouth@zimstat.co.zw</a></p>	<p>MIDLANDS</p> <p>Postal Address: ZIMSTAT, Box 269, Gweru Phone number 054-224215/223384</p> <p><b>Physical Address</b> DA,s Offices, 42 Lobengula Avenue, GWERU</p> <p>E-mail: <a href="mailto:azinhumwe@zimstat.co.zw">azinhumwe@zimstat.co.zw</a> <a href="mailto:midlands@zimstat.co.zw">midlands@zimstat.co.zw</a></p>	<p>MASVINGO</p> <p>Postal Address: ZIMSTAT, Box 870, Masvingo Phone number 039-262827 or 262256</p> <p><b>Physical Address</b> Public Construction Building Room 111/112 Chrome Rd, MASVINGO. E-mail: <a href="mailto:dmanjengwa@zimstat.co.zw">dmanjengwa@zimstat.co.zw</a> <a href="mailto:masvingo@zimstat.co.zw">masvingo@zimstat.co.zw</a></p>	<p>HARARE</p> <p>Postal Address: ZIMSTAT, Box CY342, Harare Phone number 04-703727</p> <p><b>Physical Address</b> Makombe Complex Harare St/ Herbert Chitepo Ave, HARARE</p> <p>E-mail: <a href="mailto:tdeve@zimstat.co.zw">tdeve@zimstat.co.zw</a> <a href="mailto:harare@zimstat.co.zw">harare@zimstat.co.zw</a></p>	<p>BULAWAYO</p> <p>Postal Address: ZIMSTAT, Box 2111, Bulawayo Phone number 09-71245</p> <p><b>Physical Address</b> 2<sup>nd</sup> Floor, Magnet House Main St/ 10<sup>th</sup> Avenue, BULAWAYO</p> <p>E-mail: <a href="mailto:hngwenya@zimstat.co.zw">hngwenya@zimstat.co.zw</a> <a href="mailto:bulawayo@zimstat.co.zw">bulawayo@zimstat.co.zw</a></p>



