



# REPUBLIC OF LIBERIA



## LIBERIA INSTITUTE FOR STATISTICS AND GEO-INFORMATION SERVICES (LISGIS)

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### NATIONAL ESTABLISHMENT CENSUS 2007

The Statistics Act approved July 22, 2004 requests that a Census of Establishments be conducted every five years to serve as a Master Sample Frame for coordination of the National Statistical and Geo-Information System.

This Establishment Census, the first since the end of the crisis, will be conducted by LISGIS in 2007. This Census is requested to provide a frame for National Accounts and comprehensive information on economic activities for government policies and the private sector. In order to keep the burden for the respondent as low as possible, the inquiry is limited to a few variables.

The Establishment Census is compulsory. All data will be kept confidential according to the statistical law.

#### REGIONAL CODE

AREA IDENTIFICATION			
	Name	Code	
County			
District			
Clan/Zone			
EA			
Loc/Town/Village			
Structure No			
Serial No			

#### 1. ADDRESS/LOCATION of Establishment

Name of Business	
Town / Village	
Address	
P.O.Box	
Person providing information	
Position in establishment	
Phone	
E-Mail	

2. Establishment is currently (circle one number):

- |                    |   |   |                 |
|--------------------|---|---|-----------------|
| Operating          | 1 | → | CONTINUE        |
| Temporarily closed | 2 | } | SKIP TO OUTCOME |
| Permanently closed | 3 |   |                 |
| Under construction | 4 |   |                 |

**For all establishments – Circle one letter and describe activity**

**3. MAJOR ACTIVITY**

- A Agriculture, Forestry and Fishing
- B Mining/Quarrying
- C Manufacturing
- D Electricity, gas, air conditioning supply
- E Water supply, sewerage, waste management
- F Construction
- G Trade, repair of vehicles
- H Transportation and storage
- I Accommodation and Food service activities
- J Information and communication
- K Financial and insurance activities
- L Real estate activities
- M Professional, scientific and technical activities
- N Administrative and support service activities
- O Public administration; compulsory social security
- P Education (public as well as private education)
- Q Human health and social work activities (e.g. Hospital/ laboratory testing, nursing care, social work, orphanages)
- R Arts, entertainment and recreation
- S Other service activities (e.g. Membership organizations, Repair of computers and personal and household goods, laundry, hairdressing)

Major Activity (describe in detail)

ISIC code (filled in by LISGIS)

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**If government agency, skip to Outcome**

**All others - Indicate Type of Statistical Unit (circle one number)**

4. STATISTICAL UNIT: Is this establishment:

- 1 Single Unit Enterprise (*only one location*)
- 2 Head Office, having other branches
- 3 Branch, with a head office elsewhere

**For all establishments except government agencies****5. EMPLOYMENT (End of October 2007)**

- (a) How many persons are working in this establishment including owners, working partners and unpaid family workers, permanent and temporary staff?

<b>Employment Status/ Sex</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Working Proprietors/Partners/ Unpaid (family) workers <i>(including self-employed)</i>			
Paid employees/workers			
<b>Total</b>			

- (b) Of the **total**, how many are...?

<b>Nationality</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
Liberian			
Other African			
Non-African			

**If the establishment is a Head Office what is?:**

6. a) The name of the Company

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- b) Total Employment in all branches.  
*(including Head-Office)*

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- c) Main Activity of the Enterprise

ISIC CODE <i>(filled in by LISGIS)</i>				

**If the establishment is a Branch**

7. Give details of head office below, then skip to Outcome

Name and address of head office	
P.O.Box	
Name and position of person to contact	
Phone	
E-Mail	

**If establishment is a Single Unit Enterprise or a Head Office:***(Head Office reports for the whole enterprise/ corporation)***8. NATIONAL ACCOUNTS SECTOR (circle one number)**

- 1 Unincorporated enterprise (*Household Sector, family business*)
- 2 Private Corporation
- 3 Public Corporation
- 4 Non-Profit Institutions (*NGO, churches, associations, political parties,...*)

**9. OWNERSHIP:** Establishment is owned by (circle one number):

- 1 Liberian
- 2 Foreigner
- 3 Both

**10. YEAR OF STARTING OPERATION**

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**11. TYPE OF BUSINESS (legal status) – circle one**

Individual/ sole proprietorship	Partnership	Corporation	Joint Venture
Male 1 Female 2	3	4	5

*Circle one number below (either LD or USD)***Initial Investment: (How much money did you use to start business?)**

Liberian Dollars		OR	US Dollars	
1	Less than 50,000		1	Less than 1,000
2	50,000, less than 100,000		2	1,000, less than 10,000
3	100,000, less than 500,000		3	10,000, less than 100,000
4	500,000, less than 1,000,000		4	100,000, less than 1,000,000
5	1,000,000, less than 5,000,000		5	1,000,000, less than 5,000,000
6	5,000,000 and above		6	5,000,000 and above

**12. How much money did the enterprise earn in the last 12 months?****(use gross margin = Value of sales minus intermediate consumption)**

<i>Circle one number on the right (either LD or USD)</i>	Liberian Dollars		OR	US Dollars	
	1	Less than 50,000		1	Less than 1,000
	2	50,000, less than 100,000		2	1,000, less than 10,000
	3	100,000, less than 500,000		3	10,000, less than 100,000
	4	500,000, less than 1,000,000		4	100,000, less than 1,000,000
	5	1,000,000, less than 5,000,000		5	1,000,000, less than 5,000,000
	6	5,000,000 and above		6	5,000,000 and above

**13. Are you willing to be included in a Directory of all Businesses in Liberia?***(Note: The directory will not include any financial information)*

- 1 Yes
- 2 No

**14. If your Business is registered with the Ministry of Commerce, what is the registration number?**

**OUTCOME**

	VISIT 1	VISIT 2	VISIT 3
DATE			
INTERVIEWER NAME			
RESULT			

**Result Code:**     **1** Fully Completed, **2** Partially completed, **3** Refused  
**(Enter above)**    **4** Respondent not available, **5** Other reasons (specify)

**PROGRESS**

DESIGNATION	NAME	SIGNATURE	DATE
INTERVIEWER			
SUPERVISOR			
COORDINATOR			
CODER			
DATA ENTRY			