

Central Statistical Agency

Distributive Trade Survey, 2008/09

Part I – Identification Particulars

[illegible]

Part II – Basic Information about the Enterprise

1	2	3				
Serial No.	Questions	Code				
1	Type of enterprise Wholesale trade = 1 Retail trade = 2 Motor vehicles, motor cycles sales & maintenance = 3 <i>If the answer for this question is 2 or 3 skip to question 3</i>	<input type="text"/>				
2	If the trade enterprise is wholesale, type of wholesale trade enterprise Domestic wholesale = 1 Export = 2 Import = 3 Export & Import = 4 Others (specify) = 5	<input type="text"/>				
3	3.1 List 3 major commodities (in terms of value) that are sold by the enterprise 1. _____ 2. _____ 3. _____ 3.2 If the enterprise sells more than one commodity, write the name of the first major commodity. →	<input type="text"/>				
4	Form of proprietorship Individual ownership = 1 Government owned = 5 Partnership = 2 Cooperative ownership = 6 Share company = 3 Others (specify) = 7 Private limited company = 4	<input type="text"/>				
5	If enterprise is individually owned, sex of owner Male = 1 Female = 2	<input type="text"/>				
6	Does the enterprise keep book of accounts? Complete book of accounts = 1 Incomplete book of accounts = 2 No book of accounts = 3	<input type="text"/>				
7	How long has the enterprise been operational?	<table border="1"> <tr> <th>Years</th><th>Months</th></tr> <tr> <td><input type="text"/></td><td><input type="text"/></td></tr> </table>	Years	Months	<input type="text"/>	<input type="text"/>
Years	Months					
<input type="text"/>	<input type="text"/>					
8	How many days has the enterprise been operational for?	<input type="text"/>				
9	If enterprise was not operational for a certain period during the survey year, one major reason for operation Failure is Delay in operation = 1 Seasonality of the business = 6 Shortage of commodities = 2 Family problems = 7 No market = 3 Others (specify) = 8 Shortage of capital = 4 Restrictions of government rules and regulations = 5	<input type="text"/>				
10	What was the Initial capital (in Birr) of the enterprise?	<input type="text"/>				
11	Ownership of capital of the enterprise by nationality All Ethiopians = 1 All foreigners = 4 51% and above Ethiopians = 2 Others (specify) = 5 51% and above foreigners = 3	<input type="text"/>				

Part III Employment in the Enterprise

1	2	3	4	5		6
Serial No.	Job Classification	Ethiopians		Foreigners		Person / month
		Male	Female	Male	Female	
1	Unpaid family members, proprietors, and partners working in the enterprise					
2	Unpaid apprentices					
3	Administrative, technical, clerical personnel and other permanent office workers					
4	Permanent employees directly involved in distributive trade					
5	Paid apprentices					
6	Temporary workers					
	Total					

Part IV Expenditure of the Enterprise

4.1 Salaries, wages, and other benefits paid to the enterprise's employees

1	2	3	4	5	6	7	8	9	10
Serial No.	Job classification	Total gross salaries and wages paid during the survey year	Other employment benefits		Pension and insurance	Number of shifts	Hours worked/day	months	Number of workers in a shift
			Commissions bonuses allowances excluding per diem and fuel allowance	Food & house, Allowances, education, medical, and other fees paid to workers					
1	Paid apprentices								
2	Administrative, technical, clerical personnel, and other permanent office workers								
3	Permanent employees directly involved in distributive trade								
4	Temporary workers (wages)								
	Total								

2002/3

Form Distrade

4.2 – Expenditure on Commodities Purchased for Sale

1	2	3	4	5	6	7	8
Serial No.	Names of major commodities	Code	Expenditure by Supplier				Period of Expenditure in months
			Exporter, Importer & Wholesaler	Manufacture r	Others	Total	
1							
2							
3							
4							
5							
6	Others						
	Total						

4.3 – Miscellaneous Expenses

1	2	3	4
Serial No.	Expenditure Type	Expenditure in Birr	Period of expenditure
1	Electricity bill		
2	Energy bill (wood, charcoal, etc.)		
3	Water		
4	Minor repair and maintenance		
5	House rent		
6	Machinery & other durable property rent		
7	Advertisement		
8	Stationery and packaging material		
9	Telephone, post, telex, etc.		
10	Accounting, auditing, and legal service		
11	Transportation		
12	Insurance / premium		
13	Commission paid		
14	Bank service charge		
15	Miscellaneous expenses		
16	Total expenditure / 1 – 15/		
17	Interest paid		
18	Own consumption not paid for		
19	Money paid in fines		
20	Other expenditure / licenses, etc.		
21	Total / 17-20/		
22	Grand Total /16-21/		
23	Income tax on profit		
24	Dividends paid to share holders		
25	Indirect taxes		

Form Distrade

4.4 – Investment by Source of Fund

1	2	3	4	5
Serial No.	Source of fund	Fixed assets	Working capital	Total
1	Domestic (2+3+4)			
2	Own			
3	Bank loan			
4	Others			
5	Foreign			
6	Total			

4.5 – Payable and Receivable Money

1	2	3	4
Serial No.	Items	Amount of Money in Birr	
		Beginning of year	End of year
1	Payable debt		
2	Receivable		

Part 5 – Fixed Assets of the Enterprise

1	2	3	4	5	6	7
Serial No.	Type of fixed assets	Value in the beginning of year	Investment in fixed assets	Sold and disposed fixed assets	Depreciation	Net value of fixed assets 7 = (3+4) – (5+6)
1	Housing/buildings					
2	Other construction works					
3	Vehicles					
4	Machines/implements etc.					
5	Office furniture and the likes					
6	Total					

Part VI – Value of Stock

1	2	3	4	5
Serial No.	Item	Value in the Beginning of year	Value in the end of year	difference 5 = 4 - 3
1	Commodities purchased for sale			
2	Other stocks (fuel, packaging material, etc.)			
3	Total			

Form Distrade 2002/3

Part VII –Revenue of the Enterprise

7.1 – Sales Revenue

1	2	3	4	5
Serial No.	Type of commodities sold	code	Revenue in Birr	Period of revenue in months
1				
2				
3				
4				
5				
6	Other commodities sold			
	Total			

7.2 – Miscellaneous Revenue

1	2	3	4
Serial No.	Type of Revenue	Revenue in Birr	Period of revenue in months
1	Interest		
2	Commission		
3	Income from renting		
4	Share income		
5	Revenue obtained from insurance		
6	Others (specify)		
7	Total		
8	Aid from donors		
9	Total		

Part 8 – Supplementary Information

1	2	3
Serial No.	General questions	code
1	What was the major problem encountered while launching the business? Lack of working space/housing problem = 1 Unavailability of commodities = 2 Lack of information / advisory service = 3 Increasing prices of commodities = 4 Restriction of government rules and regulations = 5 Lack of skill = 6 Shortage of capital = 7 Absence of loan services = 8 No problems encountered = 9 Others (specify) = 10	<input type="text"/>
2	What was the major problem encountered while running the business during the survey period? Lack of skill = 1 Labour union problems = 2 Lack of information / advisory service = 3 Problems posed by government functionaries = 4 Shortage of working capital = 5 Ambiguity of rules and regulations = 6 Not profitable = 7 Limited marketability = 8 Lack of working space/housing problem = 9 Limitation on mobility = 10 Problems with obtaining work permit = 11 Cultural influence = 12 Limited capacity of running the business = 13 Shortage of commodities = 14 Others (specify) = 15 No problems = 16	<input type="text"/>
3	Does the enterprise have any plan of changing the current business? Yes = 1 No = 2 I don't know = 3 If the answer is 2 or 3 skip to question number 5.	<input type="text"/>
4	If the answer to question number 3 is 1, What is the major reason for changing? To change to a better sphere of activity = 1 The current business is not profitable = 2 Shortage of customers = 3 Inconvenient location of the business = 4 Others (specify) = 5	<input type="text"/>

Part 8 – Supplementary Information

1	2	3
Serial No.	General questions	code
5	What is the major problem encountered by the enterprise to expand its business? No problems = 1 Excessive tax = 2 Restrictions of government rules and regulations = 3 Unfair competition among big enterprises = 4 Competition among small enterprises = 5 Shortage of commodity supplies = 6 Lack of working space/housing problem = 7 Lack of working machines/instruments = 8 Shortage of working capital = 9 Unavailability of loans = 10 Shortage of markets = 11 Others (specify) = 12	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
6	How can the government offer help in running the business? Provision of working space = 1 Provision of house to rent = 2 Facilitating the availability of markets = 3 Facilitating the availability of loans = 4 Issuing rules and regulations that encourage businesses = 5 Facilitating the availability of commodities and services = 6 Provision of technical training = 7 Provision of training in accounting and trade businesses = 8 Others (specify)	<div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>

Enumerator's name signature date/...../.....

Supervisor's name signature date/...../.....