

# **2003 NATIONAL INDUSTRIAL CENSUS**

## **ENUMERATOR'S MANUAL**

### **B.1 FORM OF ORGANIZATION**

The establishment you will enumerate will fall under one of the following categories,

- i. Subsidiary:- may be owned and controlled by another establishment
- ii. Head Office:- owns and controls other establishments
- iii. Single establishment:- Does not control and is not controlled by another establishment

Write in the box provided the code corresponding to the establishment's form of organization and follow the instructions pertaining to the code you have selected. Mark only one box.

### **B.2 NAME AND ADDRESS OF HEAD OFFICE**

Question B.2 is to be asked if the establishment is owned and controlled by another establishment. (Subsidiary). The lay out of this part of the questionnaire is like Question.....Fill in this section in the same manner as in .....above.

### **B.3 TYPE OF OWNERSHIP**

- |                            |                          |
|----------------------------|--------------------------|
| 1. STATE OWNED             | 6. PARTNERSHIP           |
| 2. JOINT STATE/PRIVATE     | 7. SOLE PROPRIETORSHIP   |
| 3. CO-OPERATIVE            | 8. ASSOCIATION OR GROUP  |
| 4. PUBLIC LIMITED COMPANY  | 9. N. G. O.              |
| 5. PRIVATE LIMITED COMPANY | 10. OTHER, SPECIFY ..... |
|                            | .....                    |

One box has been provided in this question. Enter one code only for the appropriate ownership of this establishment.

To the "State owned" sector belong all the establishments which are owned and run by Government of Ghana:- Central Government, Local Government (District Assemblies), Public Boards and Cooperations.

The "Joint State/Private" sector includes all the estab.....investors.

The "Co-operative" sector .....

Sole Proprietor....

Association

NGO

Other (Specify .....)

**B.4 NATIONALITY OF OWNERSHIP**

The question is intended to determine the number of nationally-owned and foreign owned establishments.

Enter in the box the number for the appropriate nationality of the owner of the establishment. Most “Limited Companies” and “Partnership” establishments may be “Ghanaian”, “Non-Ghanaian” or “mixed”.

**C. INDUSTRIAL ACTIVITY**

**C.1 PRINCIPAL INDUSTRIAL ACTIVITY**

In many instances you will find that an establishment engaged in several different activities to produce goods and service. Principal activities are those activities from which the establishment receives the greatest proportion of its income. In C.1.1 – C.1.5, record fully and clearly in order of value of gross output, the principal activities which the establishment engages in such as production of shoes or plastic gags, aluminum sheets, gari making, soap making and so on.

**C.2 SUBSIDIARY ACTIVITY**

Subsidiary activities are activities of the establishment other than the principal ones. For example, an establishment may be engaged primarily in the manufacture of tie dye and also engages in retail of prints purchased from others as well as the tie dye which it makes. All these subsidiary activities must be specified in order of value in the space provided in C.2.1 – C.2.5.

**D. ACCOUNTING RECORDS**

**D.1 ARE RECORDS KEPT FOR THE ESTABLISHMENT?**

Enter the appropriate number in the box provided and follow the instruction pertaining to the number you have chosen.

**D.2 WHAT TYPE OF ACCOUNTING RECORDS ARE KEPT?**

Enter the appropriate number in the box provided. Formal Accounts are intended for those establishments which have established procedures for keeping records, and have their accounts audited. Informal Accounts refer to establishments which keep both their private

and business accounts together. It is also intended for those establishments which do not keep any formal accounts even though they might keep some sort of records.

**D.3 WHERE ARE THE ACCOUNTS OF THE ESTABLISHMENT KEPT**

Enter the appropriate number in the box provided and follow the instruction pertaining to the number you have chosen.

**D.4 NAME AND ADDRESS OF THE ESTABLISHMENT KEEPING ACCOUNTS**

Question D.4 is to be asked of establishments that have formal accounts but do not have these accounts kept in the establishment.

Write in the boxes provided the name, the postal address, town and the exact description of the location of the establishment that keeps the accounts of the responding establishment. Under no circumstances must you leave section blank.

**D.5 WHEN DOES THE ESTABLISHMENTS ACCOUNTING YEAR END?**

Record the day and month for the end of accounting year in the boxes provided. Enter both the days and months in two digits. For example, if the accounting year ends on the first day

0	1	0	3
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March, enter "01" for Day and "03" for Month.