

Serial No.

CONFIDENTIAL

1						
County		Supervisor				



**KENYA NATIONAL BUREAU OF STATISTICS  
SURVEY OF INDUSTRIAL PRODUCTION (SIP) 2013**

**MINING, QUARRYING, MANUFACTURING, ELECTRICITY, GAS, STEAM, AIR CONDITIONING SUPPLY, WATER SUPPLY, SEWERAGE, WASTE MANAGEMENT AND REMEDIAL ACTIVITIES**

*(please read these notes carefully before completing the questionnaire)*

**AUTHORITY**

These statistics are collected under the authority of the Statistics Act No. 4 of 2006

**CONFIDENTIALITY**

Your return will be treated as confidential and will be used for statistical purpose only. No information contained in it may be published or divulged in a format, which makes it possible for specific information pertaining to a particular responding firm to be identified.

**SCOPE OF THE INQUIRY**

The inquiry is intended to cover all firms/establishments engaged in Mining and Quarrying, Manufacturing and also Electricity, Gas, Steam and Air conditioning Supply, Water Supply, Sewerage, Waste Management and Remediation Activities which were operating at any time during the period 2012.

**REFERENCE PERIOD**

Statistics required are for the period January to December 2012.

**COMPELETION AND RETURN OF FORM**

Please answer all questions and return this form five working days after receipt of the questionnaire. For further clarification please contact the **Director General, Kenya National Bureau of Statistics, P. O. Box 30266-00100 Nairobi, call +25420317583/6/8 or Email [directorgeneral@knbs.or.ke](mailto:directorgeneral@knbs.or.ke)**

**1 GENERAL PARTICULARS OF THE ESTABLISHMENT**

**1.1. IDENTIFICATION**

Name of establishment .....

Name of firm if different from establishment .....

Postal Address.....Postal code.....Town.....

Telephone no: ..... Mobile No: .....

E- mail address: ..... Web-site Http :// .....

County.....   Mobile No: .....

Sub-County (District).....   Building.....

Constituency.....    Street.....

Town..... Contact Person: .....

Area / Zone.....

**Name of KNBS staff:** .....

**Mobile Number:** .....

**1.2. ORGANIZATIONAL STATUS**

1.2.1 Type of legal organization *(please tick)*

	Code
i. Individual proprietorship	111
ii. Partnership	112
iii. Private Limited Company	113
iv. Public Limited Company	114
v. Co-operative society	115
vi. Parastatal	116
vii. Government department	117
viii. Other (specify)	118

1.2.2. Type of ownership *(please tick)*

	Code
i. Privately owned	121
ii. Government owned	122
iii. Government with private local collaboration	123
iv. Foreign controlled	124
v. Private with foreign collaboration	125
vi. Government with foreign collaboration	126
vii. Other (specify)	127

**1.3. CHARACTERISTICS OF ESTABLISHMENT (DATA SHOULD AS FAR AS POSSIBLE RELATE TO ONE ESTABLISHMENT ONLY)**

1.3.1 If the questionnaire covers more than one Establishment, list the establishments covered;-

Name	Activity	Location
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....

**1.3.2 Main Business Activity: (Please tick)**

- 1. Mining and Quarrying.....
- 2. Manufacturing.....
- 3. Electricity, Gas, Steam, air conditioning.....
- 4. Water supply, Waste Management and remediation activities.....

**1.3.3 ECONOMIC ACTIVITY**

The main activity is the one which generates the highest income

Main activity : .....

Secondary activities (a) .....

(b) .....

(c): .....

Percentage share	ISIC CODE

1.3.4 Statistics required are for January to December 2012. If the period covered is different, kindly indicate period covered in the table below:

	Month	Year
From		
To		

## 2 EMPLOYMENT, EARNINGS, HOURS WORKED AND COMPENSATION OF EMPLOYEES

### 2.1 TOTAL NUMBER OF PERSONS ENGAGED AS AT 30TH JUNE 2013

EMPLOYMENT STATUS	CODE	KENYANS		EXPATRIATE		TOTAL	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Employer/working proprietor	211						
Unpaid family worker	212						
Permanent employees	213						
Casual employees	214						
Contract Workers	215						
<b>TOTAL</b>	<b>219</b>						

### 2.2 TOTAL EARNINGS AT 30TH JUNE 2013 (For the month of June only) in KSh

EMPLOYMENT STATUS	CODE	KENYANS		EXPATRIATE		TOTAL	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Employer/working proprietor	221						
Unpaid family worker	222						
Permanent employees	213						
Casual employees	214						
Contract Workers	215						
<b>TOTAL</b>	<b>219</b>						

### 2.3 HOURS OF WORK

	CODE	Average Number of hours worked per week
Employer/working proprietor	231	
Unpaid family worker	232	
Permanent employees	233	
Casual employees	234	
Contract workers	235	
<b>TOTAL</b>	<b>239</b>	

### 2.4 COMPENSATION OF EMPLOYEES

AMOUNT IN KSH

Description	CODE	Total 2012 (January-December)	As at June 2013 (Month of June only)
Wages and salaries including productivity end of year bonuses etc	241		
Overtime payments	242		
Refund of travelling	243		
Payment in kind (food accommodation car and other fringe benefit)	244		
Severance / termination allowance and retirement pension	245		
Work permits	246		
Employer's contribution to:-			
(i) N.S.S.F	247		
(ii) N.H.I.F	248		
(iii) Other private pension funds /Insurance schemes	249		
Employer's contribution to welfare funds	250		
Staff training expenses			
(i) Overseas	251		
(ii) Local	252		
Director's Remuneration, attendance fees and allowances	253		
Other (specify)	254		
<b>TOTAL</b>	<b>260</b>		

### 3. INCOME

Item	Code	Value(KSH)
Value of sales from own production ( finished products and by- products).....	301	
Value of sales of semi-finished goods.....	302	
Value of sale of services (e.g. transport services ).....	303	
Receipts for contract work done (on goods not owned by the company).....	304	
Value of own produced new construction, improvement or renovation made on fixed assets for own use.....	305	
Value of sales of goods bought and resold in the same condition as purchased.....	306	
Income from rental or lease of machinery and equipment.....	307	
Income from patenting, royalties, copyrights etc.....	308	
Value of sales of fixed assets.....	309	
Commissions received	310	
Rental of buildings	311	
Insurance claims	312	
Interests received	313	
Dividends	314	
Other investment earnings	315	
Other (Specify)	316	
	317	
	318	
<b>Total Income ( sum of items number 301 to 318)</b>	<b>399</b>	

### 4. VALUE OF STOCKS AND INVENTORIES IN KSH

Stocks of:	Code	(-)Opening Stock (a)	(+) Closing stock (b)	Change in Stock (c)
Raw Materials	401			
Chemicals and dyes	402			
Packing material	403			
Spare parts	404			
Fuels and Lubricants	405			
Work in progress	406			
Finished Goods	407			
Goods purchased for Resale	408			
Any other stocks and inventories	409			
<b>Total</b>	<b>499</b>			

**5. NON LABOUR EXPENDITURE**

<b>Item</b>	<b>Code</b>	<b>Value(KSH)</b>
Raw materials, chemicals, packing materials and spare parts.....	501	
Other firms and individuals for work performed on sub-contract.....	502	
Repair and maintenance work.....	503	
Fuel purchased (not for household use).....	504	
Electricity purchased ( not for household use).....	505	
Water purchased (not for household use).....	506	
Purchase of goods for resale (traded goods).....	507	
Commissions Paid.....	508	
Rental of warehouses, industrial space, etc.....	509	
Rental of office, shops & other premises.....	510	
Rental or operational Lease of Machinery and Equipment.....	511	
Installation Charges.....	512	
Transportation charges paid.....	513	
Telephone.....	514	
Internet access.....	515	
Postage, couriers, etc.....	516	
Printing and stationery.....	517	
Purchases of Books and Journals.....	518	
Travelling costs for business purposes.....	519	
Insurance Premiums.....	520	
Bank Charges ( excluding bank interest charges).....	521	
Advertising and promotion (excluding printing).....	522	
Management Fees.....	523	
Legal Expenses.....	524	
Auditing and Accountants' Fees.....	525	
Consultancy fees paid.....	526	
Other Professional Services.....	527	
Licence/registration fees.....	528	
Royalties, copyrights , patents, etc.....	529	
Cost of Treatment and Disposal of Waste Products.....	530	
Depreciation charges for the year on fixed assets.....	531	
Interest Paid.....	532	
Rent of Land.....	533	
Taxes on production (e.g.VAT, Excise Tax, Mineral Duty, Timber Levy etc.).....	534	
Provision for Bad or Doubtful Debts.....	535	
Loss from sales of fixed assets.....	536	
Loss from investments and stocks.....	537	
Foreign exchange losses.....	538	
Cash donations, grants & gifts.....	539	
Other items ( please specify), (This should include all items in the annual accounts not specified above).....	540	
	541	
	542	
<b>Total non labour expenditure</b>	<b>599</b>	

**6. GOODS & MATERIALS CONSUMED (not bought for resale)**

Description of raw materials used ( Refer to part 5 code 501)	CPC (for official use only)	Unit of measurement	Total Goods / materials used in 2012		Of which imported directly in 2012	
			Quantity	Value (Ksh)	Quantity	Value (Ksh)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
All other goods used						
<b>Total value of material used</b>						

### 7.1 Three Main Goods Produced in 2009, 2010 and 2011

Description of the main goods produced ( <i>The main products are the ones which generated most income in 2009</i> )	CPC (for official use only)	Unit of measurement	Production in 2009		Production in 2010		Production in 2011	
			Quantity	Value in Ksh	Quantity	Value in Ksh	Quantity	Value in Ksh
1								
2								
3								
All other goods produced								
<b>Total Production</b>								

### 7.2 GOODS PRODUCED in 2012 (not sold in the same condition as purchased)

Description of all goods produced in 2012	CPC (for official use only)	Unit of measurement	Maximum Production Capacity	Actual Production 2012		Items of which exported directly in 2012	
				Quantity	Value in Ksh	Quantity	Value in Ksh
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
All other goods produced in 2012							
<b>Total value of Production</b>							

**7.3** If your establishment production capacity was not fully utilized, rank the most important reasons for underutilization using the following scale of 1 to 4

Reason	Rank
High cost of electricity	
High cost of fuels	
High cost of raw materials	
High cost and/or shortage of credit	
Poor transport facilities / high transport cost	
Competition from imports	
Counterfeits	
Other reasons (Specify)	
1	
2	
3	

**Scale:**

- 1= High
- 2= Moderate
- 3= Low
- 4= Not Applicable

**8. FIXED ASSETS IN KSH**

Item	Code	(+)	(+)	(-)
		Purchase of fixed assets in 2012 (a)	Own account capital formation in 2012 (b)	Sales of fixed assets in 2012 (c)
Land	801			
Land Improvement*	802			
Residential Buildings*	803			
Other Buildings*	804			
Other structures, e.g. roads, bridges, mine shafts, etc.*	805			
Transport equipment @	806			
Computers and related equipment @	807			
Other Plant and Machinery @	808			
Capital work in progress	809			
Other e.g Livestock for breeding, plantations, etc (specify) .....	810			
Intellectual property products				
Mineral exploration	811			
Patent, royalties and copyrights	812			
Computer software and databases	813			
Entertainment, literary or artistic originals	814			
Other intangible fixed assets (Specify)	815			
.....	816			
<b>Total</b>	<b>899</b>			

@ Include machinery acquired through financial lease, i.e. where lease payments over the contract life will equal its value

\* Include work in progress payments and instalments

**9. GENERAL BUSINESS ENVIRONMENT**

Using the following scale of 1 to 5, rank the business environments stated in the table below  
 Scale: 1 =very serious problem, 2= serious problem, 3= Minor problem, 4 =No problem, and 5= Not applicable

Business Environment	Code	Scale
Availability of affordable finance / bank loans	901	
Availability of tools and machinery	902	
Availability of working space	903	
Availability of skilled/technical labour	904	
Availability of unskilled labour	905	
Availability of electricity	906	
Availability of water	907	
Availability of input materials	908	
Availability of transport facilities	909	
Government/regulatory environment	910	
Marketing problems	911	
Other problems ( <i>please specify</i> ):	912	
	913	
	914	
	<b>999</b>	

Remarks / Comments: .....

.....

.....

.....

.....

**Declaration**

I hereby declare that the information provided in this questionnaire is complete and correct to the best of my knowledge.

Name..... Designation.....

Telephone ..... Date .....

Signature & Stamp .....

**THANK YOU**