

# CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) - 2014

## *EDITING AND CODING INSTRUCTIONS*

The following instructions are intended to help you in the editing and coding of the 2014 questionnaire. While performing the editing and coding operations any inconsistencies, difficulties or doubtful situations should be reported for clarification. Codes are to be entered in red in the boxes provided.

### **Cover page**

**Quest Version**                      Enter 1 for B1 and 2 for B2 questionnaires

Household identification information on cover page should have been directly entered in the boxes. So the figures should be checked and amended if incorrect.

If two questionnaires have been used for the same household, attach them together and write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Make sure that the household identification information has been entered on both questionnaires.

To verify correct entry in the box for the following:

**Reference Month**                      01, 02, 03, ....., 12

### **Geographical District**

Port Louis	11
Pamplemousses	12
Rivière du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaine Wilhems	17
Moka	18
Black River	19
Rodrigues	01

**PSU-RDI code**                      1 to 4

**Rotation Group**                      A, B, C, ... , X

**PSU Number**

Check that the **first digit of the PSU** code is the same as the **second digit of the district** code in Mauritius.

**Year of listing**

Check that the year of listing is a four-digit figure. Year of listing should be **'2011'**.

**Enumeration Area**

Check that the **first two digits of the EA** code are the same as **the district** code.

**Sample Number** 1, 2, 3,..., 9. In 2013, it is 1.

**Household Number** 01, 02, 03,....., 10

**Interview round** 1, 2, 3, 4. **Note** that for 1 whole batch, interview round should be same except when there has been replacement in either previous or current round.

**Previous interview**

Check the month and year of previous interview as follows:

0114 for January 2014

0214 for February 2014, etc. If no previous interview, leave blank and put "0".

**Household selected** 1 Replacement 2

**Religion**

00 No religion

01 Buddhist

02 Chinese

10 Adventist

11 Assemblée de Dieu

12 Bahai

13 Christian

14 Christian Tamil

15 Church of England

16 Evangelic

17 Mission Salut et Guérison

18 Pentecotiste Church

19 Presbyterian (Church of Scotland)

20 Roman Catholic

21 Témoin de Jehovah

22 Other Christian

30 Ahir	44 Sanatanist
31 Aryan	45 Sanatanist, Hindi speaking
32 Arya Samajist	46 Sanatanist, Marathi speaking
33 Arya Samajist, Hindi speaking	47 Sanatanist, Tamil speaking
34 Arya Samajist, other	48 Sanatanist, Telegu speaking
35 Bengali	49 Sanatanist, Other
36 Baboojee	
37 Hindu	50 Tamil and Tamil Hindu
38 Kabir Panthis	51 Telegu and Telegu Hindu
39 Marathi & Marathi Hindu	52 Vaish
40 Puranic	53 Vedic
41 Rabidass	54 Other Hindu
42 Rajput	
43 Ravived	
60 Admadhya	63 Muslim
61 Islam	64 Other Muslim
62 Mohamedan	
	99 Not Stated
70 Other	

**Response details** Please check:

- Format for date, month and year of each visit
- change in the ref no of household if there has been a replacement
- the status of the final visit should be 1 for ‘completed’

**Duration of interview** Check that the figure is in minutes

**Supervisor/SS** Please check correct entry for date, month and year of each visit

<b>Senior Supervisor</b>	Koonjul	1	Unmar	2	Haulcooree	3
	Geemul	4	Rujub	5	Ram	6

**Edited and coded by** Enter the code assigned to you as a coder. Please use this code throughout the year.

Sheel	1	Sanjana	2	Teejha	3	Neha	4
Yoneeta	5	Drishtee	6	Rinku	7	Fatima	8

### MODULE I

### **Demographic and educational characteristics of household members**

Check that all columns have been correctly filled in for every member of the household.

If there are more than 12 persons in the household, ensure that a second questionnaire has been used. Write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

#### **1.3 Reason for presence of new household member/absence of member formerly present**

New (1 <sup>st</sup> interview)	1	Member missed	6
Same	2	Split household	7
Marriage	3	Deceased	8
Newborn	4	Left/Divorced/Separated	9
Join in	5		

#### **1.4 Identity Card**

Note that the first digit is alphanumeric and that the next 6 digits are the date, month and year of birth of the respondent.

To check the year of birth and age reported at 1.6.

Only the ID number should be entered in boxes provided. If date of birth is entered, this should be strike off. Note all boxes are filled.

#### **1.5 Relationship to head of household**

Head of household	1	Father / mother of head	6
Spouse of head	2	Father / mother in law of head	7
Son/daughter of head	3	Other relative of head	8
Son/daughter in law	4	Non-relative	9
Grandchild	5		

#### **1.6 Age**

0 year (babies under 1 year )	00
1 year - 97 years	01,...., 97
98 years and over	98

#### **1.10 Level of education (Pre-primary, Primary and Secondary)**

Leave code box empty if 'Never' or 'CNYS' in column **1.9**

**Preprimary** 01

**Primary**

Standard I	11	Standard V	15
Standard II	12	Standard VI(completed but not passed/now in std VI)	16
Standard III	13	Standard VI passed / CPE / PSLC	17
Standard IV	14		

**Secondary**

Form I Aca	21	Form I Prevoc (Year I)	22
Form II Aca	23	Form II Prevoc (Year II)	24
Form III Aca	25	Form III Prevoc (Year III)	26
Form IV Aca	27	Form IV Prevoc (Year IV)	32
Form V (completed but not passed/now in form V)			28
Form V passed (SC or equivalent)			29
Form VI (completed but not passed/now in form VI)			30
Form VI passed (HSC or equivalent)			31

For handicapped children attending specialised school, enter '99'.

**1.12 Qualification/Course (Other educational qualifications)**

Please refer to "National Standard Classification of Education, NSCED-97" comprising a 4-digit coding scheme, based on ISCED-97.

The first digit represents level of education and the last three digits represent field of education.

**Note: If only the field of study has been inserted and there is no indication of the level of the training received, ask for advice to determine level.**

Leave code box empty if circled 5 for 'Never' in column **1.11**

**MODULE II****Labour Force**

Check that a column has been filled in for each person **aged 12 years or more**, listed on **page 2**.

The serial number of the person (as per page 2) should be inserted at the top of the corresponding column, on each page.

In this part of the questionnaire, provision has been made for 6 persons. In the case of a household with more than 6 members aged 12 years or more, an additional questionnaire has been used. Ensure that the questionnaires are attached together, '*Continued in 2<sup>nd</sup> questionnaire*' written on first questionnaire and *identification information same on both*.

In this section, editing should be performed column-wise, i.e., the information for a person be checked as a whole. Very often, inconsistencies can be corrected after analysing the answers to several questions. Similarly, information not clearly stated, can often be deduced or estimated from answers to other questions. For example, relationships exist between nature of business and occupation, occupation and salary, etc.

If a question does not apply to a person, the answer space for that question should have been struck off. For example, if at question 2.1 '**1**' for '**Yes**' has been circled, questions **2.2 to 2.4** do not apply to that person. If you are not sure whether there should have been an answer to a particular question or a space be struck off, ask for advice.

In addition to the codes listed here, the following coding manuals will also have to be consulted:-

- (1) National Standard Industrial Classification of Economic Activities (NSIC Rev. 2)
- (2) National Standard Classification of occupations (NASCO-08)

**2** Verify if one code has been circled, i.e, either 1 for self and 2 for proxy

### **2.1 Worked or not during reference week**

If '1'-'Yes' is circled, strike out questions 2.2 to 2.4.

### **2.2 Other activities carried out during reference week**

Verify that only one code has been circled. If '1'-'Yes' is circled, strike out questions 2.3 and 2.4.

### **2.3 Whether away from work during reference week**

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.4 to 2.26.

### **2.4 Why away from work during reference week**

Verify that only one code has been circled.

## **Part B - Nature of work**

Questions 2.5 to 2.12 should have been completed for all persons having jobs (Circled '1' at 2.1 or 2.2 or 2.3). Check for missing information before inserting codes and query if necessary. If the person is working, but no details of work available, **enter '0' at question 2.5 and strike out questions 2.6 to 2.48.**

## 2.5 Name of establishment

This question is meant to identify the sector in which the respondent is working. Code as follows:-

Central Government (Ministries and Departments of Ministries)	1
Local Government - Municipal Councils	2
Local Government - District Councils	3
Publicly owned and controlled enterprises	4
Privately owned business - Export Oriented Enterprise (EOE)	5
Privately owned business - Other	6
Private household services	7
EBU	8
Abroad	0

### Consult lists provided to ensure correct sector code

In some cases, the name of the employer has been entered, refer to question 2.7 (kind of activity) to decide whether it is a sugarcane plantation, private enterprise or private household and allocate appropriate code. If a sugar estate name has been entered but activity at question 2.7 is animal farming or crop cultivation, enter crop "7" for private enterprise.

## 2.6 Number of persons working at place of work

Verify that only one code has been circled.

This question determines the size of the establishment where the respondent works. Please cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been circled. Ensure that '3' is circled if code at Q2.5 is '1' or '2' or '3' or '4' which includes all government departments, sub-offices of municipalities and district councils, irrespective of size reported.

## 2.7 Kind of work/activity

Insert appropriate code by using the new coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).

## 2.8 Occupation

Insert appropriate code by using the new coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).

In some cases, it will be necessary to refer to other questions (e.g. columns 1.10 or 1.12 - Qualifications, question 2.7 - Kind of economic activity, etc.) to be able to assign appropriate occupation code.

## **2.9 Employment Status**

Verify that only one code has been circled.

*If '7' has been circled, check whether the answer entered cannot be allocated to code 1 to 6.*

### **2.10(a) Do you contribute to NPS?**

To check that only those working in the private sector answered 'Yes', i.e. code is from 5 to 7 at Q2.5.

To check that those working in the public sector answered 'No', i.e. code is from 1 to 4 and 8 at Q2.5. Please seek assistance for the non-financial public corporations.

*NOTE: For code 4, in some Parastatal Organisation some officers contribute to NPS only while some contribute to Civil Service family Pension Scheme and PRB 2008.*

### **2.10(b) Contribution of employer to NPS?**

For all those answered 'Yes' at 2.10(a), 2.10(b) should also be 'Yes' if answer to 2.9 is '3'.

For all those answered 'Yes' at 2.10(a), 2.10(b) should be 'Na' if answer to 2.9 is '1'-Employer or '2'- OAW.

For all those answered 'No' at 2.10(a), 2.10(b) should be 'No' for all those working in the public sector - 1 to 4 at 2.5.

## **2.11 Length of service with present employer**

Enter length of service in months. If less than one month, enter '001'.

### **2.12(a) Monthly income**

If answer at 2.12(a) - (d) is in the form of a range, enter the mid-point of the range given. If respondent is a contributing family worker (refer to question 2.9), or has not derived an income for any other reason, enter '0'.

*NOTE: Please verify answer(s) at 2.12 (b) or 2.12 (c) or 2.12(d) should be less than 2.12 (a).*

## **2.13 Secondary job**

Verify that only one code has been circled. If '2'-'No' is circled, strike out questions 2.14 and 2.15.

## **2.14 Activity at second place of work**

Code as per instructions for question 2.7.

**2.15 Employment status in second job**

Code as per instructions for question 2.9.

**Part C - Hours of work**

**2.16(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.12) for the whole week in the code box. It may happen that a person has not worked at his/her main job but has worked at a secondary one, enter '00' here and the number of hours worked for secondary job at 2.17(b).

**2.16(c) Why worked for less than normal hours at main job**

If total number of hours at 2.16 (a) is less than that of 2.16 (b), verify that only 1 code has been circled. Otherwise, ensure that this question has been stroke off.

**2.17(a) Hours of work at other job(s)**

If 'Yes' at question 2.13, that is, the respondent has another job, this question should have been filled in. Enter the total number of hours worked at the secondary job and at any other ones in code box. If respondent has a second job but did not work there during the reference week, enter '00'.

**2.17(b) Why worked for less than normal hours at other job(s)**

Same instructions as 2.16 (c)

**2.18 Total actual hours (at main and other job)**

Verify sum of total hours is 2.16a+2.17a

**2.19 Available for extra hours**

Verify that only one code has been circled.

**2.20 Number of extra hours (at main and other jobs)**

The consistency of the hours given should be checked especially if 2.16(c) and 2.17 (c) have been filled in for that member.

**2.21 Available for additional work**

Verify that one code has been circled for all employed persons who has worked or not worked during reference week.

**Part D - Self-employed**

**2.22 Type of ownership of enterprise**

Refer to questions 2.9 and 2.15, if circle '1' for employer or '2' for own account worker, question 2.22 should have been filled in.

Verify that only 1 code has been circled.

Verify if '6' has been circled, check whether codes 1 to 5 cannot be allocated according to description given.

**2.23 Whether enterprise's expenditure separate from owner's household's ones**

Verify that only one code has been circled.

**2.24 Whether enterprise's assets separate from owner's household's ones**

Verify that only one code has been circled.

**2.25 What type of accounts do you keep for your enterprise?**

Verify that only one code has been circled.

**2.26 Number of persons who worked during the reference work**

For each of the 10 categories of workers listed, enter number of workers in code box. Where a dash (-) entered for Nil, enter '00' in code box.

**Part E - Unemployment****2.27 Looking for work during the past 4 weeks**

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.28 & 2.29.

**2.28 Steps taken during the past 4 weeks to obtain work**

More than one '1'-'Yes' can be circled here.

Verify that only one code has been circled on each line.

**2.29 Duration of job search**

Enter duration in months. If duration of job search is less than one month, enter '01'. Strike out questions 2.30 & 2.31.

**2.30 Liked to work during the reference week**

Verify that only one code has been circled. If 'No', strike out questions 2.31 - 2.33.

**2.31 Reason for not looking for work**

Verify that only one code has been circled.

**Caution:** for those circled 1-studying, 2-will resume studies, 3-retired, 4- permanent disability, 6-too young to work & 8-household responsibilities : to **probe** if they answered ‘yes’ at **Q2.30**. Reasons - Permanent disability/Too young to work, available for work must be ‘No’.

### **2.32 Availability for work**

Verify that only one code has been circled. If ‘No’, strike out question 2.33.

### **2.33 Willing to accept.....**

These are independent questions.

Verify that only one code has been circled on each line. Strike out question 2.34.

### **2.34 Reason for not liking to work or not being available for work**

Verify that only one code has been circled.

### **2.35 Main source of income or support to meet daily needs**

Verify that only one code has been circled.

Need to verify with figures at 4.7 (B1) or 5.7 (B2).

### **2.36 Whether worked in the past**

Verify that only one code has been circled.

If no, strike out questions 2.37 to 2.41.

### **2.37 When worked for the last time**

Enter duration in months. If less than a month, enter 001.

If number > 120, ensure the number is recorded here and strike out questions 2.38 - 2.41.

### **2.38 Kind of work/activity at last place of work**

Insert appropriate code according to coding manual for economic activities ‘National Standard Industrial Classification of Economic Activities’ (NSIC Rev. 2).

### **2.39 Occupation at last place of work**

Insert appropriate code according to the coding manual for occupations: ‘National Standard Classification of Occupations’ (NASCO-08).

### **2.40 Employment Status**

Verify that only one code has been circled.

If ‘6’ has been circled, check whether the answer entered cannot be allocated to code 1 to 5.

**2.41 Reason for leaving last job**

Verify that only one code has been circled.

### **Part F – Registration at Employment Information centre**

**2.42 Aware of the existence of the Employment Information Centre**

Verify that only one code has been circled by all members in the selected household (worked or not worked or never worked) **between aged 16 and 65 years inclusive**. Ensure that question 2.42 to 2.45 are struck off for all those below 16 years and above 65 years.

**2.43 Aware of the facilities offered by the Employment Information Centre**

Ensure each row listed below should have one answer either Yes or No.

**2.44 Registered at the Employment Information Centre**

Verify that only one code has been circled.

**2.45 Length of registration at the Employment Information Centre**

Record number of months for registration at the Employment Information Centre

### **Part G – Youth Employment Programme**

**2.46 Aware of the Youth Employment Programme**

Verify that only one code has been circled. If coded “ No” not aware – End of module.

**2.47 Registered with the Youth Employment Programme**

Verify that only one code has been circled. If registered, End of Module.

**2.48 Why registered with Youth Employment Programme**

If at Q2.47 not registered , Verify only one code has been circled. For all students code “1” not applicable.

## **Section 1. INFORMATION & COMMUNICATION TECHNOLOGY (ICT)**

### **3.1 Availability of amenities**

For all six items, check that either code 1 or 2 has been circled. If yes has been circled for one item, verify that a number has been stated. (1,2, etc ....). If Smart TV is available and the number has been stated, ensure that Television set ( is available in household.

If question 3.1(5) has been coded '2', verify that Q3.2 and Q3.3 have been answered. If coded '1', skip to 3.4(a).

### **3.2 Why aren't there computer facilities in your household?**

To verify if one answer is circle

### **3.3 If intend to buy a computer?**

To verify if one answer is circle

### **3.4(a) Access to internet**

Check:

If 3.4(a) is coded '1' check that at least one code is used for 3.4 (b)

If 3.4(a) is coded '2', skip to question 3.4 (e).

## **Questions 3.4( c) & 3.4 (d) are applicable to household with children aged 5-11 years**

### **3.4(c) Children 5-11 years doing the following internet related activities**

For all the nine items, check that either 1 or 2 or 3 has been circled. Regarding code "9" make sure other has been specified.

### **3.4(d) Taking preventive measures**

If at question 3.4 (c) code 1 has been circle, check that either code 1 or 2 or 3 has been circled at Q3.4(d). Go to Q 3.5.

### **3.4(e) Do not have internet access**

Check that each row has one answer.

### **3.4(f) Intend to get internet access at home.**

Verify only one answer is coded.

**Questions 3.5 to 3.14 is applicable for household members aged 5 years and over.**

Check that a column has been filled in for each person **aged 5 or more**, listed on **page 2 & 3**. The serial number of the person (as per page 2&3) should be inserted at the top of the corresponding column on each page.

Insert **1** for Present of member and **2** for absent of member.

**3.5 Make use of a mobile phone**

Verify that one code has been circled

**3.6 Use a computer**

Yes 1                      No 2

If circled 2, strike off questions 3.7 - 3.8.

**3.7 Frequency of using computer.**

Verify if only one code has been circled. Be careful for members who are of school age and have access to computer at school, and those who are working and have access at work.

**3.8 Where use a computer**

Verify that on each line only one code has been circled. Also here be careful for members who are of school age and members who are working.

**3.9 Use of Internet**

Verify that one code has been circled.

**3.10 Often in using Internet**

Verify that only one code has been circled. If coded 1, check that questions 3.11 and 3.12 have not been coded.

**3.11 - 3.12 Where use internet and for which purpose use internet**

Verify that only one code has been circled on each line.

**3.13 - 3.14 IT qualification and followed computer courses**

All members who have filled in this section should complete these two questions. Verify that only one code has been circled for each question. Note that qualification at 3.13 can be cross checked with 1.10 if the highest qualification is in ICT.

**Questions 3.15 & 3.16 is applicable for household members aged 12 years and over.**

Check that a column has been filled in for each person **aged 12 or more**, listed on **page 2&3**. The serial number of the person (as per page 2&3) should be inserted at the top of the corresponding column on each page.

Insert **1** for Present of member and **2**

**3.15 Own smartphone**

Verify that one code has been circled. If answer is NO skip to Q3.17.

**3.16 Purpose of using smartphone**

Verify that on each line only one code has been circled

Check if Q3.15 is coded yes and Q3.16 (coded yes ) for at least 1 purpose, then Q3.1(2) mobile should be available, Q3.4(a) should be YES, Q3.4(b) should have at least one answer and Q3.11 (7) should be coded YES,

**Questions 3.17 & 3.20 is applicable for household members aged 18 years and over.**

**Question 3.17 to 3.20 refers to January to June 2014**

**3.17 Aware of services available on Government Portal**

Verify if one code is circle. If code is 2 strike Q3.18 – Q3.19.

**3.18 User of Government e-services**

If not a user, strike Q3.19

**3.19 User of e-services during the last twelve months**

More than one answer possible.

**3.20 Is the information available on the Government websites useful to you?**

Verify if one code is circle .

**Question 3.17 to 3.23 refers to July to December 2014**

**3.17 Aware of services available on Government Portal**

Verify if one code is circle. If code is 2 strike Q3.18 – Q3.20.

**3.18 User of Government e-services**

If not a user, strike Q3.19 –Q3.20

- 3.19 User of e-services during the last twelve months**  
More than one answer possible.
- 3.20 Is the information available on the Government websites useful to you?**  
Verify if one code is circle .
- 3.21 Replaced old ID Card with new smart ID card**  
Verify if one code is circle. If code is NO strike Q3.22-Q3.23
- 3.22 Use new smart ID card**  
Verify if one code is circle. If code is NO strike Q3.23
- 3.23 Use new smart ID card in a card reader**  
Verify if one code is circle.

## **MODULE III – Questionnaire B2**

### **Section 1. TRANSPORT**

**3.1 Own any vehicle listed below**

For all six items, check that either code 1 or 2 has been circled. If yes has been circled for one item, verify that a number has been stated. (1,2, etc ....). Bicycle is not considered as a vehicle.

**3.2 Number of persons using the following mode of transport**

Verify if code circle has the number stated. Check the total number of Serial no of household.

**3.3 All those travelling by own transport willing to use new mode of public transport**

Verify if all those S/N of household coded in Q3.2 as 4 and 5 are specified in Q3.3

**Question 3.4 – 3.7 applicable to household with school children, else go to section 2**

**3.4 Recourse the services of school vans**

Verify in demographic details page 2&3(Q1.9) if there are children attending Preprimary, primary and Secondary school. There should be only one code circled, either 1 or 2. If code 1 is circled, the serial number of children should be stated. If answer is NO , go to section 2.

**3.5 Why have recourse to school vans?**

More than one answer possible

**3.6 Opinion of school vans**

For each row, ensure one code is circle.

**3.7 Amount spend on school vans last month**

Verify amount is filled in the box. If more than one child travelling by school van , verify amount.

## **Section 2. ENERGY**

**4.1 Take any measures to reduce energy consumption at home**

Verify one code is circle. If NO strike 4.1(b)

**4.1(b) Take the following measures to reduce energy consumption.**

For all six items, check that either code 1 or 2 has been circled. If yes has been circled for one item, verify that a number has been stated.

**4.2(a) Is household equipped with an air conditioner**

Verify one code has been circle

**4.2(b) Which measures taken to reduce energy consumption while using air conditioner**

Verify one code has circle at each row.

**4.3(a) Aware of alternatives to air conditioning**

Verify one code has been circle

**4.3(b) Which alternatives to air conditioning you favour**

Verify one code has circle at each row

**4.4(a) Energy efficiency label**

Verify one code has been circle

**4.4(b) Willing to buy an energy efficiency electric appliance which is more expensive but uses less energy**

Verify one code has been circle

**B1 & B2**  
**Household Income and Expenditure**  
**(Refer to questions 4 in B1 or questions 5 in B2)**

### **5.1 Total household expenditure**

Add item-wise expenditure at question 4.2 (5.2). This total should not exceed amount entered at question 4.1(5.1).

Second code box is for consumption expenditure, obtained by subtracting items 17 and 18 at question 4.2(5.2) from total at question 4.1(5.1).

### **5.2 Item-wise household expenditure**

If no expenditure incurred for a listed item, put dash. Particular attention should be paid to recurrent expenditure items (food, travelling and payment of bills). If no amount entered for such items and no explanation provided, verification needed. Similarly, if expenditure on education is Nil, check if there are no students in the household (Module I).

B1 & B2 - check item 17(i) with 2.10 (a) (page 6)

### **5.3 Tax**

If no expenditure incurred for a listed item, put dash.

### **5.4 Rent payable**

Verify the amount given and check for its consistency. Crosscheck with item 5.2(3), 4.2(3)-Rent (if any) at page 19(20).

### **5.5 Income from employment**

Refer to questions 2.9 and 2.12 on page 6.

For a respondent reported as 'EPE' at question 2.9, his/her income from work should have been entered at question 2.12 and at least that amount entered again at question 4.5(5.5), line 1. If the person has more than one paid job, amount entered at 4.5(5.5), line 1 should include income from all the paid jobs

For persons reported as 'EPR' or 'OAW' at question 2.9, income should be entered at question 2.12 and on second line of question 4.5(5.5).

Verify the total - line 4 of question 4.5(6.5).

### **5.6 Income from property**

Make sure that the correct serial number of the person has been entered. Leave code boxes empty for nil entries. Total should be entered if at least one item of property income has been reported.

### **5.7 Transfer Income**

Make sure that the correct serial number of the person has been entered. Refer to **page 2, age, sex and marital status** columns. Most persons aged 60 years or more and widows (female) receive pension.

Leave code boxes empty for 'nil' entries. Enter total if there is at least one item of transfer income reported.

SUM total of 4.5(5.5), 4.6(5.6) and 4.7(5.7). If that sum is less than 4.1(5.1), query if there is no explanation given.