



REPUBLIC OF RWANDA
NATIONAL INSTITUTE OF STATISTICS OF RWANDA



ESTABLISHMENT CENSUS, 2017

Confidentiality Note

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law n° 05/2013 of 16/06/2013, individual data are kept confidential and will not be disclosed for any reason what so ever.

Q1. ADDRESS/ LOCATION

- 1.1. PROVINCE / KIGALI CITY:
- 1.2. DISTRICT:
- 1.3. SECTOR:
- 1.4. CELL:
- 1.5. VILLAGE:
- 1.6. SERIAL NUMBER WITHIN THE VILLAGE:
- 1.7. ESTABLISHMENT NAME:
- 1.8. ESTABLISHMENT NAME IN ABBREVIATION (If any):
- 1.9. ESTABLISHMENT PHONE NUMBER:
- 1.10. EMAIL OF ESTABLISHMENT (If any):

Q2. WORKING PLACE

1. Within market place
2. Outside market place
3. Industrial zone
4. ICPCs-(Udukiro)

Q3. WORKING STATUS

1. Working
2. Closed Temporarily
3. Closed permanently (**End the interview**)
4. Refused **End the interview**

Q4. MANAGER:

- 4.1 NAME:
- 4.2 SEX: 1.Male 2.Female ☐ 4.4 PHONE NUMBER:
- 4.3 AGE: 4.5 EMAIL ADDRESS:

Q5. YEAR OF STARTING OPERATION IN RWANDA

MONTH	YEAR
<input type="text"/>	<input type="text"/>

Q6. MAJOR ECONOMIC ACTIVITY OF THE ESTABLISHMENT

ISIC CODE

Q7. INSTITUTIONAL SECTOR

1. Private sector ☐ → **Go to Q9**
2. Cooperative ☐
3. Public sector ☐ → **Go to Q15.1**
4. Mixed sector(Public Private Partnership)
5. NGO (Rwanda) ☐ → **Go to Q15.1**
6. NGO(International) ☐

Q8. CATEGORIES OF MIXED SECTOR

1. Profit seeking → **Q10**
2. Nonprofit seeking → **Q15.1**

Q9. NATIONALITY OF OWNERS
☐ ☐

- | | |
|--------------------------------------|--|
| 1. Rwandan | 5. Joint (Rwandan + EAC) |
| 2. Foreign (East African Community) | 6. Joint (Rwandan + Other African countries) |
| 3. Foreign (Other African countries) | 7. Joint (Rwandan + Other rest of world) |
| 4. Foreign (Other rest of world) | 8. Joint (more than one nonRwandan) |

Q10. LEGAL STATUS (In the following categories which corresponds to your establishment, Choose one)

- | |
|---------------------------------------|
| 1. Sole proprietorship |
| 2. Limited by shares |
| 3. Limited by guarantee |
| 4. Limited by shares and by guarantee |
| 5. Unlimited |
| 6. None |

☐

Go to Q15.1

Q11. IS THE MANAGEMENT OF ESTABLISHMENT COMPLETELY SEPARATED FROM THE HOUSEHOLD MANAGEMENT? 1. YES 2. NO
☐
Q12. IS THE OWNER OF THE ESTABLISHMENT ITS MANAGER? 1. YES 2. NO
If "YES" → Q15.1
☐
Q13. THE SEX OF OWNER 1. MALE 2. FEMALE
☐
Q14. AGE OF OWNER:
☐ ☐
Q15.1. DOES THE ESTABLISHMENT MAINTAIN REGULAR ACCOUNTS?

1. YES 2. NO → Q16

☐
Q15.2. If "YES" WHICH OF THE FOLLOWING BOOKS IS USED?

1. YES 2. NO

- | | | |
|--|---|--------------------------|
| 1. Ledgers..... | ▶ | <input type="checkbox"/> |
| 2. Journals..... | ▶ | <input type="checkbox"/> |
| 3. Balance sheet | ▶ | <input type="checkbox"/> |
| 4. Income statement (Profit and loss account)..... | ▶ | <input type="checkbox"/> |
| 5. Invoice..... | ▶ | <input type="checkbox"/> |

Q16. ESTABLISHMENT TYPE
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- | |
|------------------------------|
| 1. Head office |
| 2. Single unit establishment |
| 3. Branch |
| 4. Sub branch |

Go to Q18

Q17. HEAD OFFICE**Q17.1 MAJOR ECONOMIC ACTIVITY OF THE ENTIRE ENTERPRISE**

ISIC CODE

.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Q17.2. TOTAL NUMBER OF BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE
☐ ☐ ☐
Q17.3. TOTAL NUMBER OF WORKING PERSONS IN ALL BRANCHES IN RWANDA INCLUDING THE HEAD OFFICE
☐ ☐ ☐ ☐ ☐

Q18. NUMBER OF WORKING PERSONS ACCORDING TO LENGTH OF CONTRACT/PAYMENT STATUS AND SEX

LENGTH OF CONTRACT/ PAYMENT STATUS		TOTAL				MALE			FEMALE		
Unpaid workers	Working owners										
	Unpaid family workers										
	Industrial attachment										
	Apprentice										
Paid workers	Open contract-Permanent										
	Fixed contract above 6 Months										
	1-6 Months										
	< 1 Month										
	Professional internship										
Total											

For the head office, record only persons working at the head office

19.NUMBER OF WORKING PERSONS ACCORDING TO SEX AND NATIONALITY

Total			Rwandan			Foreigner		
TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE	TOTAL	MALE	FEMALE

For the head office, record only persons working at the head office

N.B: Ask the following questions (Q20, Q21) if the answer to the Q7 is either 1, 2 or Q8 is 1

Q20. ANNUAL TOTAL TURNOVER IN 2016

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1. Less than 300.000
2. 300.000-<12.000.000
3. 12-<20 million
4. 20 to 50 million
5. More than 50 million

Q21.CURRENT EMPLOYED CAPITAL

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- 1.Less than 500.000
2. 500.000-15.000.000
3. More than 15 to 75 million
4. More than 75 million

Q22. IS THE ESTABLISHMENT REGISTERED IN ANY OF THE FOLLOWING INSTITUTIONS? (ANSWER ALL QUESTIONS) 1. YES 2. NO

1. Sector.....
2. District.....
- 3.Rwanda cooperative Agency (RCA) only Cooperative
4. Private sector Federation (PSF)
- 5.Rwanda Governance Board (RGB) only NGO.....
6. Social Security Board (RSSB).....
7. Rwanda Development Board (RDB)
8. Rwanda Revenue Authority (RRA).....
9. Directorate of Immigration and Emigration.....
10. Other.....

If the answer to **Q22.10** is **YES**, specify.....

Q23a. DID YOU HAVE ANY TRANSACTION OF GOODS WITH A FOREIGN COUNTRY DURING THE LAST 12 MONTHS (Buy or sell the goods)?

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1. Yes, Export
2. Yes, Import
3. Yes, Export and Import
4. No

Q23b. DID YOU HAVE ANY TRANSACTION OF SERVICES WITH A FOREIGN COUNTRY DURING THE LAST 12 MONTHS (Buy or sell services)?

☐

1. Yes, Export
2. Yes, Import
3. Yes, Export and Import
4. No

Q24. WHAT TYPE OF TAXES DO YOU PAY? (Answer all questions) 1. YES 2. NO

- | | | |
|-------------------------------|---|--------------------------|
| 1. Value Added Tax (VAT)..... | ▶ | <input type="checkbox"/> |
| 2. TPR/PAYE | ▶ | <input type="checkbox"/> |
| 3. Income tax..... | ▶ | <input type="checkbox"/> |
| 4. Excise duties tax..... | ▶ | <input type="checkbox"/> |
| 5. Import duties tax..... | ▶ | <input type="checkbox"/> |
| 6. Trading license tax..... | ▶ | <input type="checkbox"/> |
| 7. Rental income tax..... | ▶ | <input type="checkbox"/> |
| 8. Flat tax..... | ▶ | <input type="checkbox"/> |

Q25. DO YOU HAVE A TIN NUMBER? 1. YES 2. NO (*If "NO" End the interview*)

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Q26. WHAT IS THE TIN NUMBER OF YOUR ESTABLISHMENT (If it is the branch give the tin number of the Head office)?

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Enumerator name.....Tel:.....Date : ____/____/____ Signature

Team leader name.....Tel:Date : ____/____/____ Signature

The National Institute of Statistics of Rwanda thanks you for your cooperation