



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-(Udukiriro)

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

4.3 AGE:

4.4 PHONE NUMBER:

4.5 EMAIL ADDRESS:.....

Q5. YEAR OF STARTING OPERATION IN RWANDA

MONTH YEAR

Q6. MAJOR ECONOMIC ACTIVITY OF THE ESTABLISHMENT

ISIC CODE

.....

.....

Q7. INSTITUTIONAL SECTOR

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

Q8. CATEGORIES OF MIXED SECTOR

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

Q9. NATIONALITY OF OWNERS

- 1. Rwandan
- 2. Foreign (East African Community)
- 3. Foreign (Other African countries)
- 4. Foreign (Other rest of world)
- 5. Joint (Rwandan + EAC)
- 6. Joint (Rwandan + Other African countries)
- 7. Joint (Rwandan + 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 FOLOWING BOOKS IS USED? 1. YES 2. NO

- 1. Ledgers.....▶
- 2. Journals.....▶
- 3. Balance sheet▶
- 4. Income statement (Profit and loss account).....▶
- 5. Invoice.....▶

Q16. ESTABLISHMENT TYPE

- 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

.....

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

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

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)?

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).....▶
- 2. TPR/PAYE▶
- 3. Income tax.....▶
- 4. Excise duties tax.....▶
- 5. Import duties tax.....▶
- 6. Trading license tax.....▶
- 7. Rental income tax.....▶
- 8. Flat tax.....▶

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

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

--	--	--	--	--	--	--	--	--	--

Enumerator name.....Tel:.....Date : ___/___/___ Signature _____

Team leader name.....Tel:.....Date : ___/___/___ Signature _____

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