



CBR Editing Instructions

ZIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)

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Item	Check
Identification	
Province	<ul style="list-style-type: none"> • Code should be one digit and between 0 and 9
District	<ul style="list-style-type: none"> • Should be two digits and within the range of the of district codes in the respective provinces
Ward	<ul style="list-style-type: none"> • Should be two digits and within the range of the of ward codes in the respective districts
Sector	<ul style="list-style-type: none"> • Ranges from 1 to 3 digits depending on the sector. Ensure the correct code has been assigned for each sector
ISIC Code	<ul style="list-style-type: none"> • Should be four digits. Check that the code has been assigned correctly in line with the establishment's principal activity
Establishment number	<ul style="list-style-type: none"> • Should be four digits. Check with the register if the correct code has been assigned
Business Particulars	<ul style="list-style-type: none"> • Check if all the required information has been supplied
Period of Operation	<ul style="list-style-type: none"> • This should be with reference to the calendar year 2011/12.
Owners and Share Composition	<ul style="list-style-type: none"> • Totals in this section should tally with the breakdown • If a figure is provided in the totals column, there should be some value entered in any one of the columns in the breakdown
Institutional Sector	<ul style="list-style-type: none"> • Check if one code has been circled
Control	<ul style="list-style-type: none"> • Check if one code has been circled
Type of Ownership	<p><i>Only one code should be circled.</i></p> <ul style="list-style-type: none"> • Ensure there is a response circled for type of ownership of establishment • If the sector code is General Government on 5, the type of ownership should be either Central Government, Local Government or Non- Profit Making Institution • If the sector code is either Financial Corporation or Non- Financial Corporation, the type of ownership should be any one of the following: Private Limited Company, Public Limited Company, Parastatal or Cooperative.

Item	Check
	<ul style="list-style-type: none"> • If sector code is Non- Profit Making Institution Serving Households, type of ownership should be Non- Profit Making Institution • If the sector code is Household, type of ownership should be Sole Proprietorship and Partnership.
Main Industry	Check if an appropriate box has been ticked
Business Activity	<ul style="list-style-type: none"> • If establishment was in operation for some part of the year, ensure the principal lines of services offered have been provided.
Turnover	<ul style="list-style-type: none"> • The totals turnover must be available
Number of Persons Engaged	<ul style="list-style-type: none"> • Row totals in this section should tally with the breakdown
Wages/Salaries/Allowances	<ul style="list-style-type: none"> • Row and Column totals in this section should tally with the breakdown • If a figure is provided in the totals row, there should be some value entered in any one of the columns in the breakdown
Contact Details	<ul style="list-style-type: none"> • These are details of the person to whom queries should be addressed. Ensure this section is completed in full.
Declaration	<ul style="list-style-type: none"> • Ensure the declaration is signed.