

**CONFIDENTIAL**

A compulsory inquiry conducted under the Statistics (Industrial Production) Regulations, 1970

**Census and Statistics Act (Chapter 10:29)**

This form must be completed and handed to Zimbabwe National Statistics Agency (ZIMSTAT) field officers

**Keep the other copy for your records**

**CP(M)1**

**Zimbabwe National Statistics Agency**

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**Census of Industrial Production: 2009**

Dear Contributor

This census is meant to obtain benchmark statistical information on the structure and development of industry in Zimbabwe. The statistics resulting from this enquiry are needed by individuals, Government as well as other organisations concerned with industrial and general economic performance and development. In particular they help in the planning, monitoring, evaluation and decision taking in both the private and the public sectors of the economy. They are critical at this time for planning and executing the economic turn-around through such programmes as the Short Term Emergency Recovery Programme (STERP II) and the Medium Term Plan (MTP).

All information provided by you in this return **is confidential to the Zimbabwe National Statistics Agency (ZIMSTAT) as provided for in the Census and Statistics Act**. To preserve anonymity, your figures will only be published after they have been rendered anonymous by consolidation with those of at least three other businesses or by other statistical means of preserving their confidentiality.

Please provide estimates where figures of accounting accuracy are not available or the precise analysis of aggregates in your accounts would involve considerable extra work. ***Notes to help you complete the return are provided.***

So that this Agency can better serve industry and the Government, I should appreciate your co-operation in the prompt completion of this return. If you have any queries please write to or telephone this Agency. My staff will be pleased to help you at any time.

Yours faithfully

**M. Nyoni**

**Acting Director of Census and Statistics**

Prov.	Distr.	Ward	Sector	EA	Ind.Code	Est.No	Year-End

For official use only

**Confidential**  
**Particulars of Business**

**A.** Give the following details about your Establishment <sup>1</sup> (see notes for Establishment):

- (i) Name:.....
- (ii) Postal Address:.....
- (iii) Physical Address:.....
- (iv) Registration number issued by the Registrar of Companies:.....
- (v) If not issued by the Registrar of Companies, give other Registration No:.....
- (vi) Issuing Authority:.....
- (vii) Telephone No:.....
- (viii) Fax No:.....
- (ix) E-mail address:.....
- (x) Year of commencement of production:.....

**B.** Your accountant/book-keeper to who queries may be addressed:

- (i) Name: ..... (ii) Address:.....
- (iii) Telephone:..... (iv) Fax No:.....
- (v) E-mail address: .....
- (vi) Should the next census form be sent to the accountant/book-keeper's address? State Yes/No:.....

**C.** Give the usual description of your business, e.g. meat canning, clothing manufacturing, paint-manufacturing, vehicle assembly, coal mining, gold mining, etc. ....

**D.** Name of enterprise to which establishment belongs:.....

**E.** If during the year you acquired any other enterprise or establishment, please state:

- (i) Name: .....
- (ii) Postal Address:.....
- (iii) Physical Address:.....
- (iv) Telephone Number:.....
- (v) Fax No:.....
- (vi) E-mail:.....
- (vii) Registration number issued by Registrar of Companies:.....
- (viii) If not issued by the Registrar of Companies, give other Registration No:.....
- (ix) Issuing Authority: .....

**F.** If in the year covered, you disposed of any part of your activities, state:

Name and address of the new owner:.....

*Please ensure that a separate form is completed for each establishment.*

**Declaration**

I, the undersigned, certify that the information contained in this form is substantially correct and complete to the best of my knowledge.

Date: ..... Signature:.....

Signatory's name (Block Capitals):.....

Capacity in which signed (Managing Director, Secretary etc.) .....

## Characteristics of establishments and/or enterprises

### 1. Period covered by the return

Your return should relate to the calendar year 2009.

Period covered by the return: from 

Day	Month	Year
<div></div>	<div></div>	<div></div> <div></div> <div></div>

 to 

Day	Month	Year
<div></div>	<div></div>	<div></div> <div></div> <div></div>

### 2. Type of economic organisation

2.1 Single-establishment enterprise 

1	
---	--

2.2 Multi-establishment enterprise 

2	
---	--

2.2.1 If you are a multi-establishment enterprise, provide the number of establishments 

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*(Please attach a list of the establishments' names, their physical addresses and other contact details)*

### 3. Type of legal organisation and ownership *(Please tick only one box)*

3.1 Incorporated enterprise: Corporations

3.1.1 Public ownership by:

3.1.1.1 Central government

3.1.1.2 Local government

3.1.2 National private

3.1.3 Foreign controlled

3.2.1.1 Central government

3.2.1.2 Local government

3.2.2 National private

3.2.3 Foreign controlled

3.3 Non-profit institution

3.3.1 Public ownership by:

3.3.1.1 Central government

3.3.1.2 Local government

3.3.2 National private

3.3.3 Foreign controlled

3.4 Unincorporated enterprise

#### 4. Type of unit:

4.1 Principal producing unit 

1	
---	--

4.2 Ancillary unit 

2	
---	--

#### 5. Number of persons working for the establishment and their remuneration

		Males			Females		
		Number	Wages and salaries in cash and in kind US\$	Social insurance contributions payable by employers US\$	Number	Wages and salaries in cash and in kind US\$	Social insurance contributions payable by employers US\$
		A	B	C	D	E	F
5.1	Working proprietors and active business partners						
5.2	Unpaid family workers						
5.3	Production employees engaged in:						
5.3.1	<i>Production work</i>						
5.3.2	<i>Research &amp; development</i>						
5.3.3	<i>Mineral exploration &amp; evaluation</i>						
5.3.4	<i>Software &amp; database development</i>						
5.3.5	<i>Production of artistic originals</i>						
5.3.6	<i>Own account fixed asset formation &amp; major repair</i>						
5.4	Other employees						
5.5	Leased employees						
	<b>Total</b>						

*Note: Social insurance contribution payable by employers are: - payments by the employer to social security eg. NSSA, medical aid societies, private pension funds etc.*

## 6. Cost of material inputs and industrial services

Value US\$

<b>6.1</b>	<b>Cost of raw materials and supplies except gas, fuels and electricity of which:</b>	
6.1.1	Purchases or receipts of raw materials and supplies from other enterprises	
6.1.2	Cost of raw materials and supplies delivered by other establishments of the same enterprise	
6.1.3	Cost of materials for own-account capital formation of which for: <i>(6.1.3=6.1.3.1+6.1.3.2+6.1.3.3+6.1.3.4+6.1.3.5)</i>	
6.1.3.1	Research and development	
6.1.3.2	Mineral exploration and evaluation	
6.1.3.3	Software and database development	
6.1.3.4	Production of artistic originals	
6.1.3.5	Own-account fixed asset formation and major repair	
<b>6.2</b>	<b>Cost of gas, fuel and electricity purchased</b> <i>(6.2=6.2.1+6.2.2+6.2.3+6.2.4+6.2.5+6.2.6+6.2.7+6.2.8+6.2.9)</i>	
6.2.1	Cost of coke purchased	
6.2.2	Cost of coal purchased	
6.2.3	Cost of charcoal purchased	
6.2.4	Cost of petrol purchased	
6.2.5	Cost of diesel purchased	
6.2.6	Cost of lubricants and oils purchased	
6.2.7	Cost of gas purchased	
6.2.8	Cost of other liquid fuels purchased	
6.2.9	Cost of electricity purchased	
<b>6.3</b>	<b>Cost of water and sewerage services</b> <i>(6.3=6.3.1+6.3.2+6.3.3)</i>	
6.3.1	Cost of water purchased	
6.3.2	Cost of wastewater services provided	
6.3.3	Cost sewerage services purchased	
<b>6.4</b>	<b>Purchases of services except rental</b> <i>(6.4=6.4.1+6.4.2)</i>	
6.4.1	Cost of industrial services purchased and also delivered by other establishments of the same enterprise of which: <i>(6.4.1=6.4.1.1+6.4.1.2)</i>	
6.4.1.1	Maintenance, repair and installation (except construction) services	
6.4.1.2	Contract and commission work	
6.4.1.2.1	Fees paid for leased employment	

6.4.2	Cost of non-industrial services purchased and also delivered by other establishments of the same enterprise of which: (6.4.2=6.4.2.1+6.4.2.2+6.4.2.3+6.4.2.4+6.4.2.5+6.4.2.9)	
6.4.2.1	Maintenance and repair of buildings and structures	
6.4.2.2	Communication services <i>(This includes postal and telecommunication services, including mobile phone services, faxes, internet.)</i>	
6.4.2.3	Transport services	
6.4.2.4	Advertising and promotional services <i>(This includes all expenses payable by the establishment for advertising through television, newspapers and other media as well as promotional payments and payments for market research activities and public relation activities carried out by a third party)</i>	
6.4.2.5	Financial services, excluding interest services. <i>(Examples: floating costs in respect of security issues such as underwriter's commissions and registration charges, service charges in respect of loans.)</i>	
6.4.2.9	Other non-industrial services. <i>(Examples: legal services, accounting and bookkeeping services, managing and consulting services, entertainment, travelling and subsistence, contributions to business and professional associations, newspaper and periodical subscriptions)</i>	
<b>6.5</b>	<b>Purchases or receipt of goods and services for resale in the same condition as received</b>	
<b>6.6</b>	<b>Rental payments (6.6=6.6.1+6.6.2)</b>	
6.6.1	Rental payments for machinery and equipment	
6.6.2	Rental payments for dwellings and structures	
<b>6.7</b>	<b>Non-life insurance premiums payable on establishment property (e.g. against damages due to fire, natural calamities, losses etc.)</b>	
<b>6.8</b>	<b>Environmental protection expenditures (Expenditure for prevention, reduction &amp; elimination of pollution)</b>	

## 7. Details of materials and supplies purchased

( Value in US\$ )

	Product	Code	Unit	Local market		Imported		Total	
				Quantity	Value	Quantity	Value	Quantity	Value
A	B	C	D	1	2	3	4	5	6
7.1									
7.2									
7.3									
7.4									
7.5									
7.6									
7.7									
7.8									
7.9									
7.10									
7.11									
7.12									
7.13									
7.14									
7.15									
7.16									
700	Total								

*Please note: Under the “Unit” column, specify whether the quantity purchased is in litres, kilogrammes, tonnes, cartons, etc*

### 8.1 Quantities of fuels, lubricants and gas

8.1	Quantity of:	Unit (eg tons, litres, cubic metres, etc)	Quantity
8.1.1	Coke purchased		
8.1.2	Coal purchased		
8.1.3	Charcoal purchased		
8.1.4	Petrol purchased		
8.1.5	Diesel purchased		
8.1.6	Lubricants purchased		
8.1.7	Gas purchased		
8.1.8	Other liquid fuels purchased		

## 8.2 Quantities of electricity

8.2	Quantity of electricity (in kilowatt-hours):	Quantity
8.2.1	Purchased	
8.2.2	Generated	
8.2.3	Sold	

## 8.3 Quantities of water

8.3	Quantity of water in cubic metres (m <sup>3</sup> ):	Quantity
8.3.1	Purchased	
8.3.2	Abstracted for own use	
8.3.3	Sold	

## 8.4 Quantities of wastewater

8.4	Quantity of wastewater in cubic metres (m <sup>3</sup> ):	Quantity
8.4.1	Treated on site prior to discharge	
8.4.2	Discharged without treatment	

## 9. Value of shipments, receipts for services and other revenues

Value US\$

9.1	Value of shipments/sales/turnover, including transfer to other establishments of the same enterprise.	
9.1.1	Value of shipments/sales/turnover, produced by the establishment(9.1.1=9.1.1.1+9.1.1.2+9.1.1.3)	
9.1.1.1	Value of shipments/sales/turnover, produced to other enterprises	
9.1.1.2	Transfer of goods produced to other establishments of the same enterprise	
9.1.1.3	Value of goods exported to customers and affiliated foreign branches	
9.1.2	Value of shipments/sales/turnover of all goods and services purchased for resale without further processing	
9.1.3	Receipts for industrial work done on industrial services rendered to others of which:(9.1.3=9.1.3.1+9.1.3.2+9.1.3.3+9.1.3.4+9.1.3.5)	
9.1.3.1	Contract and commission work	
9.1.3.1.1	From units not resident in the country (Revenue from contract work done outside Zimbabwe)	
9.1.3.2	Maintenance, repair and installation (except construction) services of which:	
9.1.3.2.1	Installation work	
9.1.3.3	Research and development work of an industrial nature	
9.1.3.4	Industrial services rendered to other enterprises	
9.1.3.5	Industrial services rendered to other establishments of the same enterprise	



<b>9.2</b>	<b>Other revenues</b> (9.2=9.2.1+9.2.2+9.2.9)	
9.2.1	Revenue from the rental or lease of machinery and equipment	
9.2.2	Revenue from the rental or lease of buildings	
9.2.9	Other revenues not elsewhere classified ( <i>This includes revenue from: operation of cafeteria; hostels, camps and other employee facilities; transport services rendered to others; sale of scrap; storage of goods, warehousing including cold storage; the right to use patents, trademark and copyrights; manufacturing and quarrying rights, technical "know-how"</i> )	
<b>9.3</b>	<b>Value of own-account fixed assets</b>	
<b>9.4</b>	<b>E-commerce sale/turnover/value of shipment/receipts for services or other revenues</b> ( <i>Revenue from sales via internet</i> )	

#### 10. Detail, by product classes of sales of goods of your own production.

( Value in US\$ )

	Product	Code	Unit	Local market		Export		Total	
				Quantity	Value	Quantity	Value	Quantity	Value
A	B	C	D	1	2	3	4	5	6
10.1									
10.2									
10.3									
10.4									
10.5									
10.6									
10.7									
10.8									
10.9									
1000	Total								

*Please note: Under the "Unit" column, specify whether the quantity produced and sold is in litres, kilogrammes, tonnes, cartons, etc.*

**11. Value of stocks**

( Value in US\$ )

	Particulars	At the beginning of year	At the end of year
11.1	Materials and supplies		
11.2	Work in progress		
11.3	Finished products		
11.4	Goods purchased for resale in the same condition as received		
11.5	Coke		
11.6	Coal		
11.7	Charcoal		
11.8	Petrol		
11.9	Diesel		
11.10	Lubricants and oils		
11.11	Gas		
11.12	Other liquid fuels		

**12. Production and production capacity**

	Product	Code	Unit	Production capacity per annum (Quantity)	Actual production per annum (Quantity)
12.1					
12.2					
12.3					
12.4					
12.5					
12.6					
12.7					
12.8					
12.9					

Please note: 1. Under the "Unit" column, specify whether the quantity produced is in litres, kilogrammes, tonnes, cartons, etc.  
2. Products listed here should be the same with those listed on Question 10

**13. Taxes on production**

( Value in US\$ )

13.1	Value Added Tax (VAT)	
13.2	Excise duty	
13.3	Other taxes on production	
13.4	Subsidies received	
13.5	Rebate and import discounts	
13.6	Rebates on inputs for goods and services imported for current use	
13.7	Rebates on inputs in production excluding rebates on capital goods	

**14.1 Fixed capital formation: Fixed assets**

( Value in US\$ )

	Item	Dwellings	Other buildings and structures	Machinery and equipment		
				Vehicles and other transport equipment	ICT equipment	Other machinery and equipment
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
14.1.1	Gross value of fixed assets (at acquisition cost) at the beginning of year					
14.1.2	Capital expenditure on new and used fixed assets (acquisitions) during the period					
14.1.3	Gross value of fixed assets sold, retired and scrapped (disposal) during the period					
14.1.4	Depreciation					
14.1.5	Gross value of fixed stock at the end of the period					

**14.2 Fixed capital formation: Intellectual property products**

( Value in US\$ )

	Item	Research & development	Mineral exploration and evaluation	Computer software and databases	Entertainment, literary and artistic originals	Other
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
14.2.1	Gross value of fixed assets (at acquisition cost) at the beginning of year					
14.2.2	Capital expenditure on new and used fixed assets (acquisitions) during the period					
14.2.3	Gross value of fixed assets sold, retired and scrapped (disposal) during the period					
14.2.4	Depreciation					
14.2.5	Gross value of fixed stock at the end of the period					

### For Official Use Only

<b>1. Data collection</b>		
<b>Enumerator</b>	<b>Team Leader</b>	<b>Supervisor</b>
Name.....	Name.....	Name.....
Section.....	Section.....	Section.....
Date of despatch.....	Date of despatch.....	Date of despatch.....
Date of collection.....	Date of collection.....	Date of collection.....
Signature.....	Signature.....	Signature.....
Date.....	Date.....	Date.....
<b>2. Coding and data entry</b>		
<b>Coded by</b>	<b>Data entry by</b>	<b>Data entry verification by</b>
Name.....	Name.....	Name.....
Section.....	Section.....	Section.....
Signature.....	Signature.....	Signature.....
Date.....	Date.....	Date.....