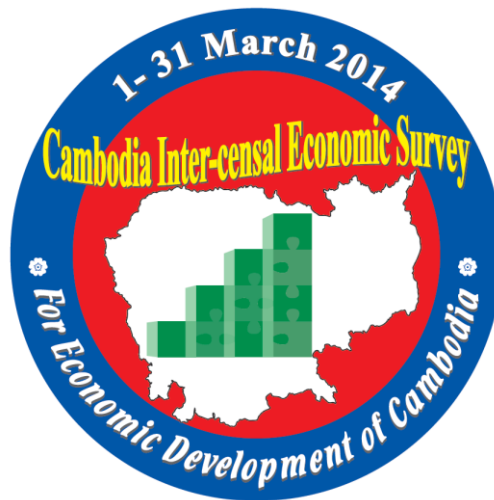


KINGDOM OF CAMBODIA

Nation-Religion-King

Cambodia Inter-censal Economic Survey 2014



Enumerator's Manual

National Institute of Statistics, Ministry of Planning

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Chapter 1 Overview of the Cambodia Inter-censal Economic Survey 2014

This chapter explains the purposes and objective Cambodia Inter-censal Economic Survey 2014.

1. Background

1.1 Various economic units (“establishments”) as mentioned below operate their own businesses and support the Cambodian economy and the peoples’ lives:

- Micro, small, medium and large business in terms of business size,
- Shops, factories, restaurants, hotels, etc. in terms of kind of industry,
- Home businesses, businesses in traditional markets, etc. in terms of operating type,
- Non-profit-making organizations such as schools, hospitals, Pagoda and so on.

1.2 On the other hand, the government comes out with various policies which are drawn in the “National Strategic Development Plan” and in the “Rectangular Strategy”. Enhancement of these economic policies leads to further development of the Cambodian economy, reduction in poverty, and finally improvement of Cambodian people’s life.

1.3 In order to execute these policies actually, the most critical issue is that the current situation of economic activities of establishments and enterprises of the country should be grasped as objective data, that is, statistical profiles especially in terms of what establishments operate, how they run their businesses, and how much profits they get from their businesses etc.

1.4 This is the most important reason why the Cambodia Inter-censal Economic Survey 2014 is conducted for measuring the economic growth rate and updating the information involved in the EC2011.

2. Objective of the Survey

The Cambodia Inter-censal Economic Survey 2014 aims mainly:

- a) To keep and improve the knowledge and skill required to conduct an economic census and survey;
- b) To keep and improve the knowledge and skill required to update and maintain the directory of establishments and enterprises for sampling frame of various sample surveys on business;
- c) To collect information on establishments and enterprises;
- d) To provide basic statistical data on establishment and enterprises for national and local policy planning three years after the 2011 Economic Census.

3. Reference date and enumeration period

The Survey is taken as of March 1, 2014. The enumeration for the sample Villages/EAs will be carried out from February 23 to March 5, 2014.

4. Legal basis

The Survey is taken on the basis of Statistics Law, Article 8 and 9.

5. Area of the Survey

The survey covers all areas throughout the country.

6. Coverage of the Survey

The Survey covers all establishments which exist and run their business at the reference date in the territory of the Kingdom of Cambodia:

The following establishments, however, are excluded:

- a) Establishments classified into “Section A, Agriculture, forestry and fishing” specified in the United Nations International Standard Industrial Classification of All Economic Activities, Revision 4 (hereinafter, quoted as the ISIC),
- b) Establishments classified into “Section O, Public administration and defense; compulsory social security” specified in the ISIC,
- c) Establishments classified into “Section T, Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use” specified in the ISIC,
- d) Establishments classified into “Section U, Activities of extraterritorial organizations and bodies” specified in the ISIC Rev.4.
- e) Establishments operating the business on the street (Street Business).

7. Topics to be surveyed

The following topics are surveyed by using the Survey Form:

- a) On identification of the establishment
- b) On characteristics of the establishment and entity
- c) On financial issues of the establishment and entity

8. Method of the enumeration

- 1) The Survey enumeration is carried out through the method that an enumerator visits each establishment within a certain enumeration area, interviews the owner or manager of the establishment or his/her substitute who is entitled to represent the establishment, and fill in the Survey Form.
- 2) In addition to this, the self-enumeration method can be applied to the establishment, which requests to fill in the Form by themselves.
- 3) In the case where the enumeration does not finish due to “Complete refusal” or “Serious refusal” of establishment until March 6, 2014, “Special Survey Team” carries out the enumeration.

9. Organization

- 1) Flow of Organization

[Administrative line]

Director General of the National Institute of Statistics, the Ministry of Planning → Senior Coordinating Officer (SCO) → Directors of Provincial Departments of Planning (Province Survey Officer) → District Chief (District Survey Officer) → Commune Chief (Commune Survey Officer)

[Survey Line]

Director General of the National Institute of Statistics, the Ministry of Planning →

Senior Coordinating officer → Regional Officer (RO) → Assistant Regional Officer (ARO) → Supervisor → Enumerator

2) RO and ARO

RO and ARO, which are appointed among from the staff of the NIS, are allocated to each Province.

3) Main Duties of RO and ARO

- a) Coordinating survey work with NIS and Provincial government,
- b) Ensuring exact implementation of training sessions held in every stage,
- c) Guiding or assisting Province Directors, District and Commune survey officers regarding implementation of the survey.

10. Main duties of the enumerator

The enumerator carries out the following tasks mainly:

- a) Preparatory work such as attending the training seminar to learn the work procedures etc.
- b) Field work such as updating the Village and EA Boundary Map, listing of all establishments, interviewing using the Form, filling in the Form and so on.
- c) Post-field work such as checking the filled-in Forms, filling in the Establishment List and submitting all documents to the supervisor and so on.

Enumerator's kit

The enumerator will receive the following:

- 1. ID Card;
- 2. Village and EA Boundary Map (Map of EC2011/Map of mapping work and blank form);
- 3. Establishment List
- 4. Sticker for Establishment;
- 5. Form;
- 6. Leaflet (No.1 and No.2);
- 7. Appointment Letter;
- 8. Special Survey List;
- 9. Enumerator's Manual;
- 10. Supplementary Explanations and Questions & Answers;
- 11. Notepad;
- 12. Pencil;
- 13. Eraser;
- 14. Calculator;
- 15. Clipboard;
- 16. Plastic bag;
- 17. Carrying bag.
- 18. T-shirt
- 19. Cap;

Please satisfy yourself that you have all the items mentioned above.

Chapter 2 Procedure of Enumerator's Work

This chapter explains the chain of work to be performed by the enumerator and he/she is requested to proceed with the work according to the procedure shown below.

I. Identification of the Village or Enumeration Area

- 1.1 Enumerator confirms the location where he/she is standing on the Village and EA Boundary Map and then identifies the border of the Village or Enumeration Area (EA) seeing the Map on February 23 to 24, 2014.
- 1.2 Enumerator calls on Village Chief's office in order to inform him/her of the purpose of enumerator's visit and to gain his/her understanding and cooperation on the survey and some information on the Village or EA such as its boundary, establishments' locations etc. so that any omission of target units can be avoided.

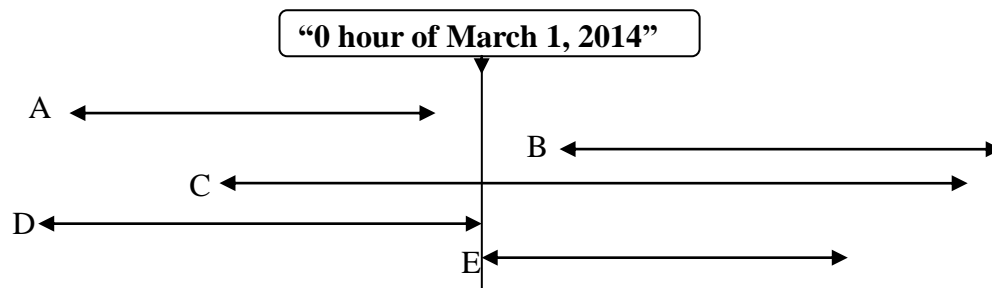
Survey Date: as of March 1, 2014

◆ How to gain the cooperation from the target establishments

- 1 Enumerator calls on each establishment which exists and runs their businesses as of March 1, 2014 in the Village or EA one by one in good order without any omissions, using the Village and EA Boundary Map.
 - a. Enumerator needs to wear his/her Identification Card.
 - b. Enumerator sees the owner or the representative of the establishment (or his/her proxy such as manager, administrator, superintendent, person in charge who can give answers to the questions of the Form).
 - c. Enumerator explains the purposes of his/her visit, and the importance and objectives of the Cambodia Inter-censal Economic Survey 2014.
 - d. Try to gain understanding and cooperation to this Cambodia Inter-censal Economic Survey 2014 by quoting that:
 - All the information filled in the Form is used only for statistical purpose and kept secret to other government offices, especially the police or the tax authority.
 - Statistics produced from the Survey are essential for the socio-economic development and well-being of the people of Cambodia.
 - e. Express the gratitude always after finishing the enumeration work.

Box 1. What does the Survey Date or Reference date “as of March 1” mean?

1. The fundamental way of the Survey is to grasp every target unit namely “establishment” with the method of “a snapshot” just at the reference time.
2. In other words, “establishments” which exist “at the reference date” in Cambodia territory are grasped, on the other hand, “establishments don’t exist at the reference date in Cambodian territory are excluded.
3. Specifically, establishments which open their business before March 1, 2014 and continue their business after the date are surveyed.
To the contrary, the following establishments shouldn’t be surveyed in this Survey:
 - a. Establishments which open before March 1, 2014 but close before the date;
 - b. Establishments which open after March 1, 2014.
4. Strictly speaking, “as of March 1, 2014” refers to “0 hour of March 1, 2014”.
5. These matters are illustrated with the diagram below:



[Note]: Establishment A and B are excluded. Establishment C, D and E are included.

► Related Issues

1. Relationship to “Enumeration Period”

Enumeration Period refers basically the period when enumeration official such as enumerator, supervisor and so on can get contact with target unit, namely establishment. Talking simply, it is period when the enumerator makes “Mapping, Listing and Interviewing” on the establishment which he/she grasps under the rule of “As of March 1, 2014”.

In this Survey the Enumeration Period for the sample Villages/EAs is decided as eleven days beginning with February 23, 2014.

2. Relationship to the place of enumeration

Without having been listed up by any enumerators, some establishments may move after the reference date and then they run at a different place from where they operated their businesses as of March 1, 2014.

If enumerator finds these establishments in his/her Village or EA during Enumeration Period, he/she has to list them in the Establishment List after confirming the following issues:

- a. The establishment has never been enumerated in any other places;
- b. The establishment is the target unit in this Survey.

II. Listing Work and Sticking of Sticker

1. Listing Establishments

This work should be started from February 25, 2014 and be accomplished on February 28, 2014.

Filling-in the Establishment List, Enumerator fills the Name, Business type, Address, Number of Persons engaged in and Serial Number of establishment in respective column of the Establishment List.

2. Sticking of the Sticker for Establishment

At every time when the listing of one establishment finishes, enumerator fills the following information in the Sticker for Establishment, and then sticks the Sticker on the most noticeable place of an entrance or a business place of the establishment concerned, after filling-in the necessary information:

- ♦ Information to be filled-in: Village Code, EA Code, Serial No. of establishment in the “Establishment List”.

Note: Case of Village without EA treated as one EA

In the Box of “EA Code” “001” should be filled in like

001

Box 2. Purpose of Sticker for each Establishment

1. Every Establishment is to be grasped in the Cambodia Inter-censal Economic Survey 2014. Enumerator should confirm that every establishment is listed on the Establishment List or not at any time.
2. The Sticker is a sign for this confirmation. When enumerator visits again for confirmation, and if he/she cannot find the sticker, he/she would list it on the Establishment List newly, after he/she make clear confirm that this establishment has never been listed in this Survey.
3. Therefore, the sticker should be posted on the most noticeable place such as pillar or pole in the entrance of the establishment.

3. Filling-in the Village and EA Boundary Map

Enumerator writes the serial number of the establishments in the Establishment List and points the establishment’s place in the Village and EA Boundary Map.

4. Submitting Establishment List to Supervisor

Enumerator submits the filled-in Establishment List to Supervisor. Supervisor writes the establishment number, number of surviving establishments, etc. and selects the establishments to be surveyed with mark on the Establishment List. Then, supervisor returns the Establishment List to Enumerator.

III. Interviewing and filling in the Form

1. After receiving the Establishment List from Supervisor, Enumerator starts interviewing one by one the owner or representative (or his/her proxy or person in charge) of the selected establishment for each question, and fills the answers in the

Form .

2. Enumerator may find an establishment which is required to fill in the Questions from 16 to 21 but cannot response at the moment due to no documents at hand, or no owner's approval. In this case enumerator can ask to the establishment to fill in the Form by the establishment itself. And, enumerator can hand over the Form after filling in the first page of the Form. After this work, Enumerator informs the establishment on what day he/she come again to collect the filled-in Form with the Appointment Letter. Enumerator visits this establishment again on the appointed day to collect the Form. Enumerator has to write down the date of handing over and collecting the Form in the right space of Establishment List or in the Memo Pad so that he/she can be sure to visit again on the appointed day.
3. After filling in the Form or collecting the Form, Enumerator examines each column of the Form for any mistakes or omissions of information to be filled in on the spot. If Enumerator finds out errors, he/she asks the establishment the correct answers and changes the entries in the Form.
4. When Enumerator finds no more errors in each page of the Form, he/she circles "Correct" in the column of the lowest part on page 7 of the Form.

IV. Checking the Forms and Other Documents

1. Enumerator checks or confirm the documents which enumerator fills in, after the field work finished.
 - a. Establishment List: does it have neither mistakes nor entry-omissions or not.
 - b. Village and EA Boundary Map: all "Serial Number of all establishments" of Column 1 of the Establishment List written at the appropriate position on the Map.
 - c. Forms:
 - In the Village or EA are collected and put in order of the "Serial Number of all establishments" of Column 1 of the Establishment List.
 - The first page of the Form is consistent with the Establishment List.
 - Each page of the Form has no errors such as entry-omission and inconsistency among the survey items (refer to the "Chapter 6 Points of checking of the Documents by Enumerator").
2. Enumerator confirms the number of the filled-in Forms and verify with selected establishments in the Establishment List.
3. Plastic Bag and Label of Plastic Bag
 - a. The Label of the Bag is filled in for the Village or EA which enumerator takes in charge.
 - b. One plastic bag contain 30 Forms, Establishment List, Village and EA Boundary Map

V. Submitting Documents to Supervisor

After the enumerator has carefully checked the documents as mentioned in this manual, the filled-in Forms, Establishment List, Village and EA Boundary Map, etc. placed in the plastic bag and unused documents must be submitted to supervisor by March 6, 2014.

Box 3 How to Enumerate Refusal Establishments

1. What problems the refusals cause to the Survey?

Refusal is crucial problems for the Economic Survey, because one of the most important purposes is to count the total amount of the revenues or expenses regarding the economic activities of all the establishments in Cambodian territory. If the data are not gained from many establishments, the results of the Survey may have low reliability/accuracy and big bias. Even if these missing data can be imputed by using statistical imputation method, the imputed data, undoubtedly, must have less quality than information gained in the process of field survey.

Then enumerators are requested to do their best for trying to eliminate any refusals to the Survey to collect the certain information from every establishment.

2. What kind of refusals occurs at enumerator's interviewing?

According to the past experiences, enumerators may have the following refusals:

1) Complete refusal

Refusal to the Survey itself. No response to any questions on the Form page 2 to 7.

2) Serious Partial Refusal

Refusal to the Financial questions (Questions from 16 to 21) only.

3) Minor Partial Refusal

Refusal to other questions than the financial ones. In this case the financial data are gained.

3. How enumerators should deal with the refusal?

1) Carrying-out of usual enumeration

Enumerator is obliged to persuade any refusal establishments at any rate. In spite of this persuasion, when enumerator is not able to interview, he/she should request supports of supervisors.

This persuasion should be continued until around March 5, 2014. Even so, when the interview cannot be realized, the enumerator/supervisor informs the situation of refusal to the RO/ARO. The enumerator fills the necessary matters in the "Establishment List".

In this case, the following measures are taken according to the category of the refusal:

2) Case of "Minor Partial Refusal"

Enumerator has to continue to persuade with cooperation of supervisor until March 5 at any cost.

The enumerator fills the necessary matters in the "Establishment List".

3) Case of "Complete Refusal" and "Serious Partial Refusal"

a. Tasks of enumerator and supervisor

The enumerator fills the necessary matters in the "Establishment List".

And then, enumerator/supervisor has to make out "Special Survey List" on the Refusal Establishments and submit it with the Form of which is filled in the First page and other items to RO/ARO immediately.

4. How to make enumeration

1) Survey by the Special Survey Team

On basis of the discussion in the team, some members with RO/ARO go to the field to persuade the refusal establishments, make enumeration and fill in the form.

2) Survey by the other method which DPDP/ RO/ ARO regards the most appropriate one.

Box 4**Dos and Don'ts for Enumerators****1. Grasp all establishments without any omission.**

The most important point in this Survey is to grasp all establishments which exist at the Survey date without omissions or any duplication. To achieve this mission, be sure to comprehend completely what establishments should be surveyed and be familiar with the Village or EA concerned in terms of its boundary, location of establishments and so on.

2. Ask for cooperation of the establishments.**(1) Be presentable.**

Make a good impression by dressing appropriately and neatly. Wear a T-shirt provided for the field work of the CIES2014.

(2) Be polite and patient.

Always remain cordial and polite. Always try to smile.

(3) Introduce yourself and the CIES2014.**(4) Explain the importance and objectives of CIES2014.****(5) Be prepared for all types of questions and give honest answers.****(6) Assure the respondent of the confidentiality of information he/she will give.**

Inform the establishments of the following fact in order to request them to answer their real situation as it is: all information obtained from the survey respondents is to be used only for the purpose of making statistics, and it is strictly prohibited by the law (Statistics Law) to use the information for other purposes such as taxation, investigation, etc.

3. Carry out the survey work according to the instructions in this Manual.

Be sure to carefully study this manual in which Enumerator's work is explained in detail, and carry out the survey work as an enumerator in accordance with the instructions in the Enumerator's Manual.

If you have any questions or difficulties during the survey work, immediately consult with the supervisor, then deal with them exactly.

4. Carry your Enumerator ID Card with you.

Be sure to carry your Enumerator ID Card with you whenever visiting the establishments so that you can show it anytime.

5. Keep confidentiality.

Pay special attention not to divulge any information that you get during the survey work to any person including your family members, since it is strictly confidential.

Leakage of this information is strictly prohibited by the law (Statistics Law).

6. Keep securely the filled-in Forms.

Be sure to keep securely the filled-in Forms not only during the round of visits in the Village or EA concerned but also at your home so that these Forms cannot be seen by anyone else including your family members.

7 Take special care for Enumerator's own safety.

Take special care for Enumerator's own safety during the survey work so as not to encounter any accident or be involved in a crime.

Box 5

How to gain cooperation from the respondents who hesitate to respond

1. Explaining the purpose, the importance and the significance of the Cambodia Inter-censal Economic Survey 2014.

[Example]

- a. **(Purpose)** The Cambodia Inter-censal Economic Survey 2014 aims to provide the fundamental statistics on the current status of the business activities of the establishments and enterprises including financial aspects, which central and local governments require for socio-economic development of Cambodia.
- b. **(Importance)** The Cambodia Inter-censal Economic Survey 2014 is a key step for updating nation's profiles on economic activities of every industry of Cambodia. It is sure that Cambodian economy will gain a foothold for more steady development by utilizing fully the statistical data which the Survey will provide.

2. Giving a sense of safety and Security

[Example]

- a. Identification as an enumerator
I am from Department of Planning in the Province or the National Institute of Statistics (NIS), a responsible organization in Royal Government of Cambodia for providing useful statistical data for the socio-economic development of Cambodia (show your ID if required).
- b. Legal basis of the Cambodia Inter-censal Economic Survey 2014 is taken on the basis of the following legislation:
 - a) Statistics Law, Article 6 and 7
 - b) Sub-decree on Defining Date, Organizing and Proceeding of Cambodia Inter-censal Economic Survey 2014
- c. Confidentiality
All the information filled in the Form is used only for statistical purposes and is kept secret to other government offices, especially the police or the tax authority.

Box 6**Urgent way for difficulties of interviewing**

When Enumerator cannot interview the owner or representative (or his/her proxy or person in charge) at all, even after a second or third visiting, he/she tries to fill in the Form as much as possible through the following way.

- a. Ask the questions to the workers and then fill in the Form.
- b. Fill in the Form on the basis of the results of eye-observation or eye-estimation, if the workers are unable to answer, or nobody is there, even though apparently, the establishment runs its business usually.
- c. If possible, ask the neighbor.

Examples of eye-observation:

- From the signboard or address plate of the establishment, Name and Address, and Kind of business activity can be estimated.
- From the size or the situation of business place or premises, rough Total Number of persons engaged, Kind of business activity can be estimated.
As for the total number of persons engaged, it is very useful to apply the following classification categories in the Form also, because they are used in the SMEs of the Ministry of Industry, Mines, and Energy:
 - a) 1 - 10 persons (Micro establishment)
 - b) 11 - 50 (Small establishment)
 - c) 51 - 100 (Medium establishment)
 - d) 101 and over (Large establishment)
- Then, any number which corresponds to this category may be filled in.

[Notice]

Enumerator is required to write down the fact of such “eye-observation” on the Form or the Establishment List”.

Chapter 3 Establishment to be surveyed

This chapter explains what unit should be surveyed, what the establishment is, and how to distinguish individual establishment.

I. What is the establishment?

1. The unit to be surveyed is basically an establishment (United Nation definition) which is defined as:

An economic unit that engages, under a single ownership or control - that is, under a single legal entity - in one or predominantly one kind of economic activity at a single physical location. Therefore, the establishment can be any size, any type, and any kind of economic unit.

2. An establishment can be defined basically as:

An economic unit that engages in

- a) one or predominantly one kind of economic activity;
- b) under a single ownership or control;
- c) at a single physical location.

3. Therefore, each location of the following cases is regarded as an establishment.

- a. each shop or restaurant which occupies one block, one lot or one corner in or around a market.
- b. each shop or restaurant which runs their business in a corner or a block of the building of large-scaled hotel or in the premises of a big factory etc. if they are controlled under their own management. Of course, in this case, the hotel or factory is also an establishment respectively.

4. Typical examples are:

Shops (merchandising any kind of goods such as food, electric equipment, clothing etc.), restaurants, factories, repair shops, tailors, barbers, schools (public and private), pagodas, electric companies, offices, sales offices, banks, hospitals, hotels, guest houses and so on. Movable stalls selling food or newspaper/books etc. also are surveyed.

5. Street business or Mobile establishments such as hawkers, self-employed Motorbike-taxi or Tuk-tuk drivers and so on are not regarded as survey target because they are moving around on streets in search of customers to sell food or provide services, then they don't trade at a fixed location.

II. What unit should be surveyed?

1. In this Survey, surveyed all establishments which existed and run their businesses as of March 1, 2014. Therefore,

No matter how micro or huge in terms of size, No matter what operating type, No matter what business activity, No matter whether registered or not to agencies the establishments are. Therefore all establishments have to be surveyed.

2. The following establishments, however, are excluded:

- a) Establishments which run mainly agriculture, forestry and fishing,

- b) Organizations executing public administration, defense and compulsory social security;
Examples: general administration (e.g. executive, legislative, financial administration etc. at all levels of government), foreign affairs, military defense affairs, regular and auxiliary police forces supported by public authorities, border, coastguards and other special police forces, firefighting and fire prevention, prison administration and provision of correctional services including rehabilitation services, government-provided social security programs (sickness, work-accident and unemployment insurance, retirement pensions etc.)
- c) Extraterritorial organizations and bodies, such as the United Nations and the specialized agencies regional bodies etc. of the United Nations system, Embassies, and consulates.
- d) Households which do not produce goods or services to others or sell but just employ servants, guards etc. or produce goods or services exclusively for their own use.
- e) Mobile establishments which are moving always around on streets in search of customers to sell food or provide services, such as hawkers, self-employed Motorbike-taxi or Tuk-tuk drivers_and so on.
- f) Street businesses which are selling their goods and services to others on the street are also be excluded.

III. How to distinguish individual establishments actually

1. Basic rules for distinguishing individual establishments

Establishments should be identified in terms of both “location” and “management entity” since each establishment must satisfy the requirement that “economic activities are carried out at a specific location (a single lot) under a single management entity according to the definition of “establishment” in this Survey. This distinction is quite important for the enumerator’s field work, because one copy of the Form is filled in for each such unit.

A. Location: Each location, where a certain business is operated, is identified as an establishment. Therefore, if the same management entity operates businesses in different locations, each location should be surveyed separately as an establishment.

Examples: Head office, branch factories, branch wholesale shop etc. which are located at different places.

B.Management: Each management entity is identified as an establishment, in the case that the different management entities operate businesses in the same locations such as buildings, markets, and large plant premises. Therefore, each of these management entities should be survey separately as an establishment.

Example: Various shops, offices, restaurants, etc. which run their own businesses in a building, market or premises.

Refer to “Appendix 1 Examples of establishments to be surveyed” and “Appendix 2 Examples of establishments not to be surveyed” in at the end of this Manual.

Box 7 Questions and answers on specific cases of establishments

Q.1. A husband and his wife operate separate businesses in the same location. For instance, the husband produces wooden furniture in a shed attached to the backside of their house and sells the products to the wholesaler, and his wife operates a food shop in a corner of the first floor of their house.

Is this case treated as one establishment or two separate establishments?

A. The key point for distinguishing, in this case, is **who manages their business including control of the business location, payment of Tax or utility fee, as well as control of their sales amount.**

If either of the husband or his wife controls these general matters this location should be regarded as one establishment.

If it is not clear who controls these general matters and the husband and his wife control respective sales separately, each business should be regarded one establishment (namely, two establishments).

Q.2. A farmer produces some handicrafts with his family members when his farm work is slack.

In this case, is the business of producing handicrafts regarded as an establishment?

A. The key point for distinguishing, in this case, is **which place the handicrafts are produced in.**

If this production work is done in places where their farm works are done, such as the main farm house, shed where farming tools are kept, etc., this business should not be treated as a target unit of this Survey (namely should not be surveyed).

On the other hand, if this production work is done in other places than their farm workshops, such as special workshop for the handicraft work, a shed converted to the handicraft factory etc. even in the same premises, this business should be treated as an establishment to be covered in this Survey.

Q.3. The following establishments operate their businesses only in a specific time of the day or a specific season, and at a fixed location:

- Temporarily-opened pubs which run their businesses only at night,
- Small street stalls selling fruits, kralan cake, on roads or roadsides of main roads. Most of them open in the morning and disappear when the goods are sold out.
- Small street venders which open only on festival days, for example, in front of a pagoda.

It is quite difficult for the enumerator to grasp them on the reference date. Are they also surveyed as establishments?

A. All of them fall in the conditions of the establishment, even though the operating time or period is limited. However, street business should not be surveyed in the CIES2014. In these cases, the temporarily-opened pub should be surveyed as establishments as far as they exist on the survey date.

These small businesses may be found during the survey period, even if it may be difficult for enumerator to grasp them on the reference date.

Chapter 4 How to fill in the Documents

This chapter explains how Enumerator fills in the Establishment List, Village and EA Boundary Map, Form and Label of Plastic Bag.

I. Establishment List

1. General Issues

The Establishment List is completed by Enumerator by writing in the actual information which Enumerator gains in the field work.

2. Box of “Name and Code of Province, District, Commune and Village, and EA Code”

Enumerator copies the information which the NIS staff provides immediately after the Training Seminar.

3. Box of “Number of Establishments”

Enumerator counts all establishments listed in the Establishment List and writes the total number of establishments in column “Total”.

Other shaded portion of columns such as “Surviving” must be filled in by Supervisor.

4. Box of “Page Number and Total Number of Pages”

- Page Number: Enumerator puts the serial number of page on every sheet of page used. Ex: 1, 2, 3,12.

- Total Number of Pages: Enumerator counts the number of pages and writes it on the every sheet of page used.

5. Column 1 “Serial Number for all establishment”

Enumerator writes the serial number beginning with 001 according to the order of establishments listed.

6. Column 2 “Name of Establishment”

Enumerator writes the actual information which Enumerator gains in the field work. Enumerator fills in the name of establishment, trade name, common name, or name of proprietor.

7. Column 3 “Business Type”

Enumerator fills in the main activity of the establishment such as Chinese restaurant, Grocery shop, School, Garment factory, Pagoda, Hospital, etc.

8. Column 4 “Address of Establishment”

Enumerator writes the actual information which Enumerator gains in the field work. In the case that establishment has no specific address, enumerator should write the address of the nearest building/structure.

9. Column 5 “Number of Persons Engaged”

Enumerator fills the exact number of persons engaged based on the result of the Listing work or interviewing work in the field.

10. Column 6 “Establishment No.”

This establishment number is written by Supervisor.

Enumerator transcribes this establishment number to the Form of establishments to be surveyed.

11. Column 7 “Serial Number for establishments except establishments with 50 persons engaged or more”

This serial number is written by Supervisor.

Enumerator surveys the establishments whose serial number has been circled.

12. Column 8 “Type of Survey Result”

Enumerator fills a code of the four categories on the result of situation of his/her interviewing at time of March 20.

- 1- (Finished):** This is Establishments which interviewing by enumerator is completed at time of March 20.
- 2- (C. Refusal):** This is “Complete Refusal Establishment” which continue still “refusal” regarding all the Items of Form or to the Survey itself at time of March 20.
- 3- (S. Refusal):** This is “Serious Refusal Establishment” which continue still “refusal” regarding on the financial Questions from 16 to 21 at time of March 20.
- 4- (M. Refusal):** This is “Minor partial Refusal Establishment” which continue still “refusal” regarding other items than the financial Questions from 16 to 21 at time of March 20.

Regarding this establishment, enumerator continues to survey with cooperation or support of supervisor.

II. Village and EA Boundary Map

Mapping and canvassing means exploring or investigating the assigned EA before the actual enumeration takes place. Mapping and canvassing activities are necessary to ensure complete coverage of listing of establishments in the area selected.

1. How to Canvass an EA

An EA is an area bounded on all sides by visible features such as streets, roads, rivers, and others, or by invisible features such as district, municipality or province boundaries. If the assigned EA is composed of blocks, apply the following canvassing procedures:

- A- Canvassing the area block by block, starting at the lower numbered block. Then completely enumerate all establishments one block at a time, in order of the block numbers, that is, Block 1, Block 2, Block 3, and so on, up to the last block. For each block, start canvassing and enumerating establishment from a corner and go around the block preferably in a clockwise direction (KEEP

RIGHT), along the inner side of the bounding streets until the starting point has been reached. In enumerating establishment along the street or road, never go from one side of the street or road to the other side.

- B- If your EA does not have blocks, canvass/explore first the area as systematically as possible. If a street or road cuts through the middle of the EA, canvass on one side of the street or road first, and later on the other side.
- C- If your EA is a multi-storied building, enumerator must do it a story by story. In the case of two or more stories, many establishments will be located in each story of the building. In a multi-storied building, starting with the ground floor.
- D- In a traditional market, canvass and enumerate establishment done block by block, starting with the corner block where it is easy to identify.

III. Mapping

For the purposes of this survey, you will be provided with a Village and EA Boundary map(s). Hence, mapping in this survey generally refers to making updates on the given Village and EA Boundary map in terms of its current features and landmark existed in the Village and putting serial number of establishment by using the building symbols on the exact location in the given map(s). Mapping job should be done almost simultaneously with listing activities in the selected EA.

To effectively carry out your mapping job during the survey, you should be familiar with the basic symbols and their definitions used in the survey-takings, as well as the basic procedures on how to update a Village and EA Boundary map.

In general, maps are oriented to the North by an arrow pointing upwards, as indicated on the Village and EA Boundary map provided to you. In the absences of this arrow, it is presumed that the North is towards the top of the map sheet. However, the Village and EA Boundary map given to you may have the wrong orientation. Thus, you shall check the maps orientation and, if incorrect, indicate the proper orientation by drawing on the Village and EA Boundary map an arrow that points to the North.

Another important feature to know the boundary line of Village or EA, generally location of the village and the proper EA boundaries. On the Village and EA Boundary Map, a village boundary is represented by

• ————— • ————— • ————— • ————— •

While an EA boundary is represented by

·· ————— ·· ————— ·· ————— ·· ————— ··

The standard geographic and cartographic symbols are presented in Illustration on the below page. Use these symbols as guides in reading/updating the map.

How to update the Village and EA Boundary Map

Prior to enumeration, study the Village and EA Boundary Map(s) provided to you by your supervisor. This map should have been updated as to the boundaries, roads, streets, and other landmarks. However, there might be cases where in the Village and EA Boundary Map provided to you is not correct as to its orientation, or it needs further updating when it comes to boundaries, roads, streets and other landmarks. Hence, you shall update your Village and EA Boundary Map using the following procedures:

1. Check if the Village and EA Boundary Map is oriented to the North. If one faces the East where the sun rises and extends his/her left hand sidewise, the left hand is approximately pointing to the North. Then, orient your Village and EA Boundary Map in such a way that the location of the features existing on the ground. It is advised that you do your mapping orientation activity in the morning and then draw in your Village and EA Boundary Map an arrow pointing to the North.
2. Verify the natural and man-made features on the ground and draw correctly on your Village and EA Map the proper symbols for these features. Cross out any feature appealing on the map that no longer exists on the ground. Plot new prominent/important features in the area. Use pencil when making corrections on the Village and EA Boundary Map.
3. Make sure that the names of the streets, roads, rivers, and other landmarks are correctly spelled out in the Village and EA Boundary Map. If not, line out the wrong name and write the correct one above it.
4. Print and sign your name at the lower corner of the map (Village and EA Boundary Maps) and write your designation and the date when you have completely updated the map.

How to Indicate the Establishment on the Map

In the course of mapping the Village or EA, indicate on the map the approximate location of **Establishment**. Use the proper symbols when posting these Establishment on the Village and EA Boundary Map or mapping form, as shown in the illustrations below.

Use this symbol: → for building wherein one or more establishments are actually operating the business.

How to Indicate Establishments Serial Numbers on the Map

During the listing and enumeration, each establishment listed shall be assigned a unique establishment serial number. Write 3-digit establishment serial number below the building symbol and as shown in the following examples.

→
S
 → Indicating one establishment
001
 → Indicating two establishments within one building
002-003

Enumerator writes the “serial number” of each establishment in the Establishment List like 001, 002, 003, etc., and place it where the establishment exists actually on the map at the time of the Listing work.

IV. Sticker for Establishment

At every time when the listing of one establishment finishes, enumerator fills the following information in the Sticker for establishment, and then sticks the Sticker on the most noticeable place of an entrance or a business place of the establishment concerned, after filling-in the necessary information:

- ♦ Information to be filled-in: Village Code, EA Code, Serial No. of establishment in the “Establishment List”.

Note: Case of Village without EA treated as one EA

In the Box of “EA Code” “001” should be filled in like

001

V. Special Survey List

If the interview to the selected establishments cannot be realized within the prescribed period, Enumerator has to transcribe the necessary information from the Establishment List to the “Special Survey List”. (Refer to “Box 3 How to Enumerate Refusal Establishments”)

The establishment number to be copied to the list is that in column 6 of the Establishment List.

Chapter 5 How to fill in the Form

I. General Issues

A- The Form is completed by Enumerator basically through the following ways:

- Copying the necessary information from the Establishment List which Enumerator completes at the Listing Stage and Supervisor selects and indicates the establishments to be surveyed. (Page 1)
- Writing the actual information which Enumerator gains from the “interview” in the field work.
- Especially, regarding the Questions from 16 to 21, establishment itself may fill in the form. In this case enumerator is required to check the contents of answers carefully.
- Regarding the questions from 17 to 21, Enumerator writes the answers through either of the following three ways because these topics are required to be filled in based on the “Balance Sheet” and “Income Statement” of “Annual Profit Tax Returns” submitted to the General Department of Taxation.
 - a) Firstly, Enumerator tries to get answers by interviewing. In this case Enumerator is to write down the data which Respondent reads out the “Annual Profit Tax Returns”.
 - b) Secondly, Enumerator copies directly necessary data of the “Annual Profit Tax Returns”, after he/she get permission from Respondent.
 - c) Finally, when Enumerator cannot adopt the above two ways due to disagreement of Respondent, he/she asks to the respondent to fill in the form and leave the form at the respondent and then make appointment of revisiting for collecting the filled-in Form.
 - d) Possibility, Enumerator requested the respondent to attach the “Annual Profit Tax Returns” with the complete-Form of this Establishment.
- B. In the question with “Response Categories”, Enumerator circles an appropriate code, and then fills in its code in the box of the right-hand side.
- C. Light gray boxes at the right-hand side column are used by the NIS, so Enumerator fills in nothing.
- D. Enumerator should check whether any mistakes or omissions in each column of the Form are found or not whenever he/she finishes interviewing to one establishment.

II. How to fill in the Form

Question 1: Area Information

Enumerator copies the Area information such as Names and Codes of Province, District, Commune, Village and EA from the Establishment List to Question 1 of the Form.

Question 2:

A) Establishment Information

1) 2-1 Establishment number

Enumerator copies the Establishment numbers of the selected establishments from column 6 and 7 of the Establishment List to the Form.

2) 2-2A Name of establishment or representative

Enumerator copies the Name of establishment or representative of the selected establishments from the Establishment List to the Form.

3) 2-2B Business type

Enumerator copies the Business type of the selected establishments from the Establishment List to the Form.

4) 2-3 Address of establishment

Enumerator copies the Address of establishment to appropriate fields of the Form from the Establishment List.

5) 2-4 Information for contact

Enumerator writes the Office phone number, Name of contact person and Phone number of contact person to appropriate fields of the Form. "Information for contact" may not always be written when the respondents refuse to answer.

B) Box of "Interviewing Situation"

There are two kinds of boxes: one is for enumerator; the other is for RO/ARO.

1) Box filled-in by enumerator

[Final Date of Form Survey]: Filled-in is the final date when enumerator make interview to this establishment.

[2-5 Type of Survey Result]: This is the same as "Type of Survey Result" of the Establishment List.

Enumerator fills a code of the four categories on the result of situation of his/her interviewing result.

[Date of handing "Special Survey List" to RO/ARO]:

This is the date when enumerator submits the Special Survey List to RO/ARO.

Regarding the establishments of 2 (C. Refusal) and 3 (S. Refusal), Enumerator fills in the date when he/she hands over the Special Survey List and the Form to RO/ARO through supervisor.

2) Box filled-in by RO/ARO

RO/ARO writes the date when RO/ARO as a member of "Special Survey Team" finishes the survey in the field of "Date of finishing survey".

Question 3: Characteristics of Representative and of Owner of Establishment

3.1 Sex of Representative

Representative of establishment is not always owner of the establishment. For example representative of branch office is frequently director of the branch office. Owner of enterprise including main office and branch offices is different from the representative of the branch office.

Here, the representative refers to the director of branch office in this example.

3.2 Sex of Owner

Sex of owner refers to the person who owned the establishment in official way.

In the case of “Joint Venture”, Sex of Owner with share 51% will be treated as the owner of establishment.

3.3 Nationality of Owner

Here, Owner refers to owner in the above example.

In the case of “Joint Venture”, Nationality of Owner with more share than other(s) is filled in. In the case of “Half-and-half between Cambodian shareholder and Foreigner shareholder, here, Cambodian is regarded as owner, for temporary measure.

<Notes>

- Hong Kong and Macao will be classified into “2 Chinese”.
 - Australia, New Zealand, India, Pakistan, North Korea, etc. will be classified into “11 Other Asian Countries”.
 - Israel, Turkey, etc. will be classified into “12 Middle East Countries”.
 - Canada, United Mexican States, Brazil, Russia, Sweden, Norway, Swiss, Egypt, Tanzania, South Africa, etc. will be classified into “14 Others”.
- In the case of “14 Others”, write the name of country.

Question 4: Registration at Administrative Agencies and Names of Ministries or Agencies regarding License or Approval for the Business Operation

4.1 Registration at the Ministry of Commerce or Provincial Department of Commerce

“1 Registered”: Case that establishment made the Commercial Registration at the Ministry of Commerce or Provincial Department of Commerce only based on the Law of Commercial Rules and Register.

“2 Not registered”: The establishment did not register at the Ministry of Commerce or Provincial Department of Commerce.

4-2 Names of Ministries or Agencies regarding official license or approval for the business operation of this establishment

Write name(s) of ministry (ies) or agency (ies) from which this establishment gets license(s) or approval(s) to operate the business (es).

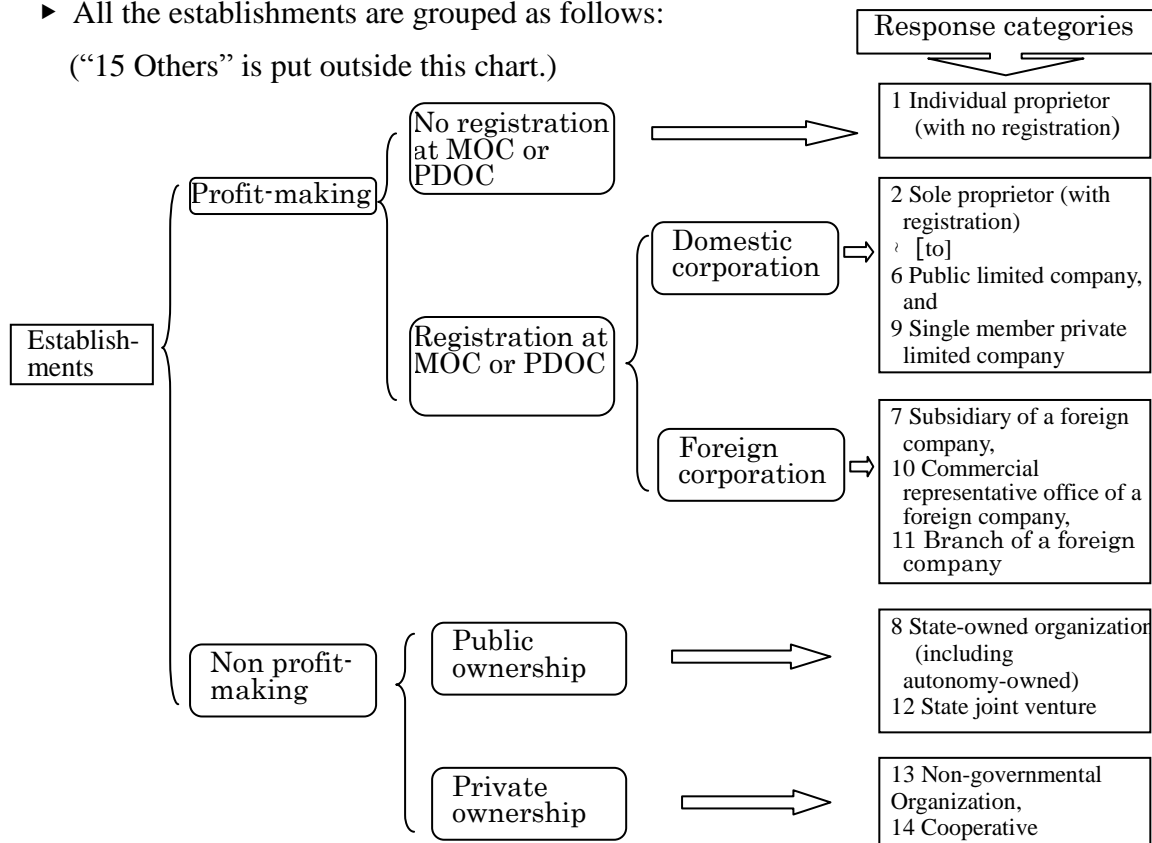
If this establishment does not have any license or approval from any ministries or agencies, Enumerator writes “None” in the first field (4-2A)

[Note] Regarding the following two Survey Items:
4. Registration at Administrative Agencies and Names of Ministries or Agencies regarding License or Approval for the Business Operation
5. Ownership of Establishment (Legal Status)

Regarding these Registration, License and Approval, the establishments must have Certification from Ministries or Agencies concerned. Then enumerator is required to request that the establishment present these certifications for confirmation.

Question 5: Ownership of Establishment (Legal Status)

- ▶ All the establishments are grouped as follows:
 (“15 Others” is put outside this chart.)



- Each response category is defined as follows:

1. Individual proprietor (with no registration)

This refers to individual proprietors other than the “Sole proprietor” shown below.

2. Sole proprietor (with the registration):

This refers to an individual proprietor who gained the business registration at the

Ministry of Commerce or Provincial Department of Commerce in accordance with the Law on Taxation (or the Law on Commercial Rules and register).

3. General partnership

This refers to an economic organization which is operated under a contract between two or more persons by combining their property, knowledge or activities to carry out business in common with a view to profit as prescribed in the Law on Commercial Enterprise, Article 8.

4. Limited partnership

This refers to an economic organization which is operated under a contract between one or more general partners who are the sole persons authorized to administer and bind the partnership, or one or more limited partners who are bound to contribute to the capital of the partnership, as prescribed in the Law on Commercial Enterprise, Article 64.

5. Private limited company

This is a Form of a limited company that meets basically the following requirements as prescribed in the Law on Commercial Enterprise, Article 85:

- a. The company has 2 to 30 shareholders. A company which has been formed by one person and is called a single member private limited company should be classified into “9. Single member private limited company”.
- b. The company may not offer its shares or other securities to the public generally, but may offer them to shareholders, family members and managers.

6. Public limited company

This is a form of a limited company that is authorized to issue securities to the public by the Law on Commercial Enterprise as prescribed in the same Law, Article 87.

7. Subsidiary of a foreign company

- a. This is a company that is incorporated by a foreign company in the Kingdom of Cambodia with at least fifty-one (51) percent of its capital held by the foreign company.
- b. In addition, a subsidiary of a foreign company may be incorporated in the form of partnership or limited company.
- c. These are prescribed in the Law on Commercial Enterprise, Article 283 and 286.

8. State-owned organization

This is a public corporation owned and operated by the central government. This includes financial institutions like the National Bank of Cambodia and all other State-controlled institutions such as CAMINTEL, Cambodian Pharmaceutical Company, State rubber plantations, State construction enterprises, State fishery enterprises, State printing houses, State utilities, State courier and mail enterprises, national hospitals, national schools and so on.

The organization whose fund the state shares the fund is included in this category.

This category includes the following “Autonomy-owned organizations” or “Local government-owned organizations”:

A public corporation owned and operated by local governments, such as provincial hospitals, district schools and so on.

9. Single member private limited company

The characteristic of Single member private limited company is similar to the Form of Private limited company. The difference is in term of capital investment, i.e. Establishment has operated their business activities only single owner.

10. Representative office of a foreign company

- a. This category includes “Commercial Relations Offices” of foreign companies.
- b. The name of this office must have the principal’s name, and shall be placed with "Commercial Representative Office” or “Commercial Relations Office” above or in front of it.
- c. This office performs the following acts in the Kingdom of Cambodia, but may not regularly buy or sell goods, provide services, or engage in manufacturing, processing or construction:
 - a) Contact customers for the purpose of introducing customers to its principal.
 - b) Research commercial information and provide the information to its principal.
 - c) Conduct market research.
 - d) Market goods at trade fairs, and exhibit samples and goods in its office or at trade fairs etc.
- d. This is prescribed in the Law on Commercial Enterprise, Article 274 and 277.

11. Branch of a foreign company

- a. This is a branch office of a foreign company. Its name must have the principal’s name, and shall be placed together with “Branch” above or in front of it.
- b. This branch may perform not only the following acts but also regularly buy and sell goods and services and engage in manufacturing, processing and construction in the same way as the local companies except for any acts that are prohibited for natural or legal foreign persons.
 - a) Contact customers for the purpose of introducing customers to its principal.
 - b) Research commercial information and provide the information to its principal.
 - c) Conduct market research.
 - d) Market goods at trade fairs, and exhibit samples and goods in its office or at trade fairs, etc.
- c. This is prescribed in the Law on Commercial Enterprise, Article 278 and 282.

12. State joint venture

Any company or enterprises which have operated the business activities with state own (private & government).

For example, Water Supply Authority of Cambodia, Electricity De Cambodge, Autonomous Sea Port, etc.

13. Non-governmental organization

This is a non-profit making business organization other than the “10 Cooperative” or “11 State-owned organizations”.

Then, this includes all Cambodian and foreign NGOs providing goods and services free or for a nominal fee that are not controlled and financed by government. Also included are trade unions, professional associations, charities, religious institutions other than pagoda, and aid organizations financed by voluntary transfers.

14. Cooperative

This is a non-profit making business organization owned and operated by a group

of individuals for their mutual benefit. It may also be defined as a business owned and controlled equally by the people who use its services or who work for it.

15. Other organization

This category includes an establishment which does not belong to any of the above-mentioned categories, for example, pagodas, political parties and so on.

Question 6: Business Hour

This refers to the time when the business is opened and closed daily. The break time does not matter.

6.1 Opening Time

This refers to the time when the business open their daily work regardless morning, afternoon or evening ...etc.

6.2 Closing Time

This refers to the time when the business is closed the door for their daily work regardless morning, afternoon or evening ...etc.

Question 7: Year of Starting the Business

Write the year when this business started at the present location. If the respondent does not have a clear memory on the starting year, write it like “around xxxx” or between xxxx and xxxx.

7.1 Month of Starting the Business

Write the month when the business started.

Question 8: Tenure, Kind and Area (square meters: m²) of Business Place

Business place is referred to as an area where the business is taken actually.

Therefore, in the below examples, every area presented for each case is applicable to this business place.

- a. Home shop: area where the shop business is operating actually, excluding the residential area. If this shop opens a booth on the roadside in front of his/her shop, area of the booth and its round is included.
- b. Shop in a market: corner or spot where the shop occupies for his/her business.
- c. Shop in a shopping mall in a high-rise building: corner or spot where the shop occupies for his/her business. Common area such as stairs, passages, etc. is excluded.
- d. Factory, school or pagoda etc. in its premises: area of the whole premises.

8-1 Tenure of Business Place

Select an appropriate response category in accordance with situation that this establishment owns, rent the business place or use it with approval from an authority,

etc.

8-2 Kind of Business Place

1. Home business

This refers to the business that runs at a part of the residence where the business's owner resides actually. Business place and its owner's residence are united into one.

2. Business in apartment building

This refers to the business that runs at a part of the apartment house but business place and its owner's residence are separate.

3. Business in traditional market

This refers to the business that runs at a corner or a block in a so-called market. Even though the business does not get approval or license from the superintendent of the market, the one that runs in the market area is included in this category.

4. Business in modern shopping mall

This is referred to the business that runs in the shopping mall of high-rise building where a number of establishments are operating.

5. Business occupying exclusively one block or one building

For instance, Factory, Bank, Hospital, School, Pagoda etc. are included in this category.

6. Others

This refers to other business than the above categories from "1 Home business" to "5 Business occupying exclusively one block or one building".

For instance, business that is operating shops, restaurant, massage room etc. in premises or building of hotel, factory or university etc. under the separate management from the hotel, factory or university etc.

8-3 Area (square meters: m²) of Business Place

Select the exact a response category in accordance with the record on the area of the business place which the owner keeps.

Measure the length and the width of the place using a measure or eye-measurement; calculate the area, when the owner does not keep any records.

- If establishments such as school, Hospital, factory or Health center...etc., the all area inside the premise of those establishments must be covered (excluding the area of stories).
- If establishments such as the shop, store in the market or shopping mall or at home ...etc., the land area or floor area of establishment covered only the place where this establishment occupied to run the business activities obviously.

Question 9: Number of Persons Engaged Actually in this Establishment one week before March 1, 2014

Here, only persons engaged in this establishment should be counted. For example, in the case of head office of a company, persons engaged only in this main office should be counted, and persons engaged in the branch office(s) belonging to the same company should be excluded.

9-A Total number of persons engaged

The number of persons engaged in this establishment refers to those who worked for this establishment during one week before March 1, 2014. If the number changes daily, put the average number.

► In the case of “Head office” (Q.11), all persons engaged in its branch office(s) are excluded.

Special cases

• Included are:

- a. all the persons who are hired by this establishment and earn the salary even persons who are dispatched to other establishments controlled by other managements.
- b. manager who is employed for his/her management work by the company and earns the salary.

• Excluded are:

- a. the persons who are dispatched from other establishments controlled by other managements to work in this establishment, and mainly work within the premises of this establishment.
- b. chairman or executive who is in position of employing the workers for the company.

9-A1 Individual proprietors or sole proprietors (Self-employed proprietors)

The individual proprietor or sole proprietor (self-employed proprietors) who actually manages and owns this establishment is included. The reason why these persons are treated as same as the employees is that most of them work for their profit like workers.

9-A2 Unpaid family workers

This refers to persons who are family members of an individual/sole proprietor and work for the establishment without pay.

9-A3 Paid Directors

This refers to persons other than an individual/sole proprietor who receive remuneration from the establishment.

9-A4 Regular employees

This refers to those who are employed on a continuous basis with more than one month period.

9-A5 Temporarily-employed workers

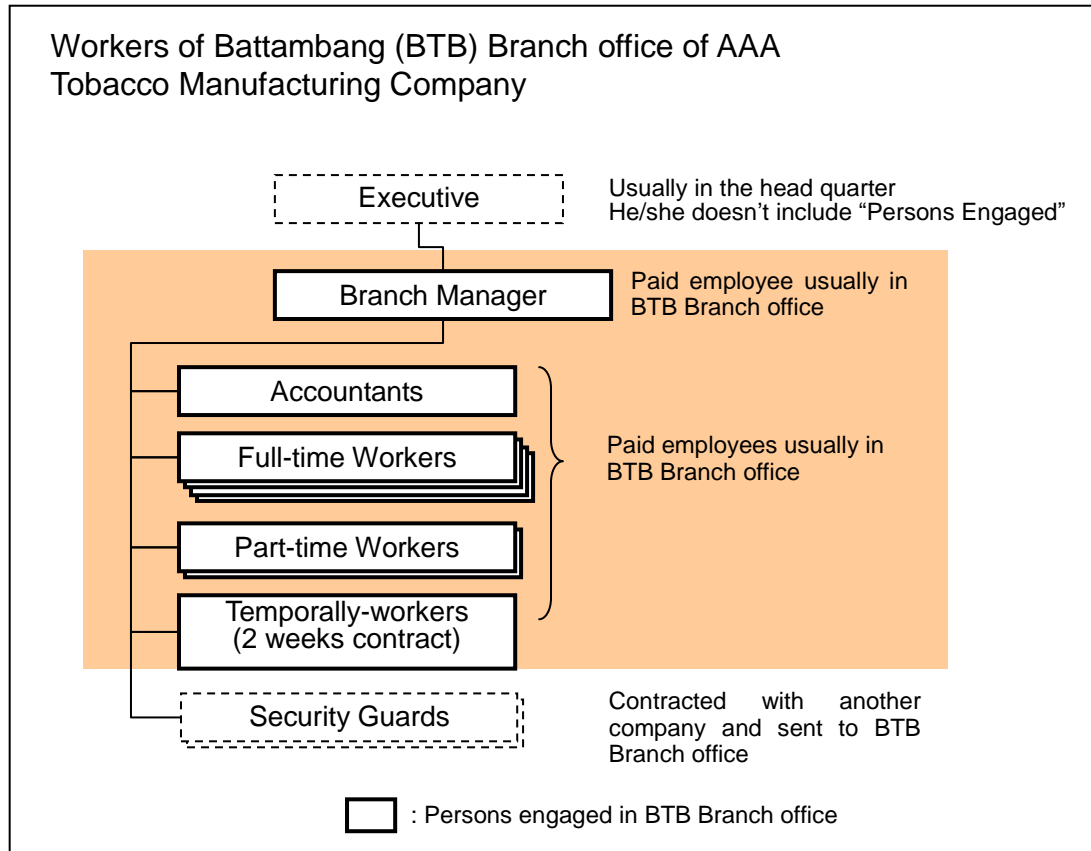
Employees other than “regular employees” are included here.

9-B Voluntarily-engaged persons

This refers to persons engaged voluntarily in this establishment without any employment contract, without any reward for the work such as wage or salary like monks, clergyman, nun, sister and so on. They may get some honorarium or offer.

Chief, director etc. who controls the establishment or organization are excluded from this category. The chief or director is included to “9-A1 Individual Proprietor or Sole Proprietor” by the same reason why the individual proprietor or sole proprietor are treated here.

An example: Employment structure of a branch factory



Question 10: Kind of Main Business Activities which this Establishment only is engaged in

a. Describe what kind of main business activity is done in this establishment, for example, selling (to wholesalers or consumers), manufacturing or repairing of goods, or providing services.

Beside this, describe kinds or natures of these goods or services.

Example: manufacture of cigarette, selling newspaper to consumers, hair dressing, etc.

b. If main activity is not clear, select the main one in terms of the largest value added or the largest manpower inputted.

c. In the case of "Head office" (Q.11), all activities of its branch office(s) are excluded.

Question 11: Single Unit, Head or Branch Office

1. Single unit

This refers to a single establishment which has no head office or branch office under the same management in another place.

2. Head office

This refers to an establishment which controls all branch office(s) under the same management in other place(s).

3. Branch office

This refers to an establishment under supervision of the head office located in a different place.

Note: A parent company and its subsidiary companies are establishments independent of each other and have no relationship of head and branch offices.

Question 11-1: Where is the Head office located?

In the case of “Branch office”: it refers to the name of the province or country where the Head office of this branch office located, and select an appropriate code and write the name of province or country if required.

Questions from 12 to 14 refer to the establishments of “Head office” only.

Question 12: Number of Branch offices that establishment supervises

Warehouses or dormitories where a corporation’s or an organization’s employees are stationed are included.

Question 13: Total number of the entire regular employees at the end of December of 2013

Write the total number of regular employees who are engaged both in the head office and in the branch office(s) at the end of December of 2013.

Definition of “regular employee is the same as the Question 9.

Question 14: Kind of business activities of the entire entity that include not only those of this head office but also those of branch office(s) (namely, “Head office + Branch office(s)”)

14.1 kind of main business activities

- a. Describe the main one in the business activities of the entire entity that is performed both in the head office and in the branch office(s).
- b. Select the main one in terms of the largest value added or the largest manpower input, if this entity has two or more kinds of activities.

14.2 Kind of the second biggest business activity if this entity has two or more kinds of activities

The second main activity is selected in terms of the second largest value added or the second largest manpower inputted.

The Below Questions from 15 to 21 are asked to only “Single unit” and “Head office” in Question 11.

Question 15: Does this establishment or this entity keep Balance Sheet or Income Statement?

If the response is “Yes”, move to Question 17.

If the response is “No”, move to Question 16.

Question 16: Amounts of revenues/sales and of operating expenses, and number of working days in February 2014

This refers to all establishments of “Single unit” and “Head office” whose response to Question 15 is “2 No”.

Write total amounts of revenues/sales and of operating expenses, and number of working days in February 2014. If the total amounts for February 2014 are unclear, those of past one month must be filled in.

☺ ☺ ☺ ► **In the case of “Head office”, total amounts of revenues/sales and of operating expenses including Branch office(s) must be filled in.**

► Important issues on Questions 16-1 and 16-2

Select currency Riel or US Dollars for answers to Question 16, and circle the code and write its code.

► If Riel is selected, enumerator must fill in the questions 16-1 and 16-2 with amount in Riel only.

Question 16-1: Total amount of sales of one month in February 2014 or past one month. If the amount of one month is not clear, that of per day must be filled in.

► **Select amount “per month” or “per day” and circle the code.**

- a. This amount includes every income gained from operating activities such as selling of good, providing services etc.
- b. If Respondent does not have a clear memory on the amount, asks rough amount by estimation, and then write it.

Question 16-2: Total amount of operating expenses of one month in February 2014 or past one month. If the amount of one month is not clear, that of per day must be filled in.

► **Select amount “per month” or “per day” and circle the code.**

- a. Total amount of operating expenses includes every expenses being paid for operating activities such as:
 - a) Operating cost such as costs of products sold in production establishment, costs of

goods sold in non-production establishment and costs.

b) Other operating costs such as salaries and wages for employees, fuel, gas, electricity, and water expenses, transportation expenses, rental expenses, commissions, tax expenses and so on.

b. If Respondent does not have a clear memory on the amount, ask a rough amount by estimation, and then write it.

Question 16-2-1: Among those described above, total amount of salaries and wages of one month in February 2014 or past one month. If the amount of one month is not clear, that of per day must be filled in.

► Select amount “per month” or “per day” and circle the code.

a. Total amount of salaries and wages will be equal to or less than the total amount of operating expenses. If the total amount of salaries and wages is per month and the total amount of operating expenses is per day or vice versa, either of those amounts should be converted into the same unit of the other for the checking.

Question 16-2-2: Electricity cost (purchased only) of one month in February 2014 or past one month

Purchased electricity means that electricity power received from the EDC or private companies and the end of the month establishment pays the bill. If the establishment filled in their own generator with the fuel to make electricity power for utilising in the establishment, this electricity power will not be treated as purchased electricity. Write down the amount of purchased electricity of only one month in February 2014 or past one month.

a. Sum of Electricity cost (purchased only) of one month and total amount of salaries and wages per month will be equal to or less than the total amount of operating expenses per month. If the total amount of salaries and wages and the total amount of operating expenses are the amounts per day, they should be converted into the amounts per month for the checking.

Question 16-3: Number of working days in February 2014

Ask how many days this establishment operates its business in February 2014, and then write the number of days.

Questions from 17 to 21 refer only to establishments of “Single unit” and “Head office” whose response to Question 15 is “Yes”.

► **Important issues on Questions from 17 to 20, and 21**

Select currency Riel or US Dollars for answers to Questions from 17 to 20, and 21, and circle the code and write its code.

► If Riel is selected, enumerator must fill in the questions from 17 to 20, and 21 with amount in Riel only.

Questions from 17 to 21

[General Issues]

- a. Write the amount for each item in accordance with the “Balance Sheet” and “Income Statement” in the “Annual Profit Tax Return”.
- b. The amount of each item should be the one at the end of December 2013 or of one year of 2013.
- c. Amounts should be filled in in Riel or in US dollars.
- d. Code such as “A0”, “A1”, “A41”, “B0”, “B43”, “C6”, etc. which are written at right side of each item are the same as the “Balance Sheet” and “Income Statement” in the “Annual Profit Tax Return”.

[Definition of main items]

Question 17: Total amount of Assets at the end of December 2013 (A0) (Sum of 17-1 and 17-2)

Question 17-1: Non-current Assets / Fixed Assets) (A1)

Total amount of the following items:

- 1) Freehold land, 2) Improvement and preparation of land, 3) Freehold buildings, 4) Freehold buildings on leasehold land, 5) Non-current assets in progress, 6) Plant and equipment, 7) Goodwill, 8) Preliminary and formation expenses, 9) Leasehold assets and lease premiums, 10) Investment in other enterprises, 11) Other non-current assets.

Question 17-2: Current Assets (A13)

- a) This amount is not the sum of 17-2-1 to 17-2-4
- b) This amount includes the total of the sum of 17-2-1 to 17-2-4 and amount of the following items:
 - 1) Accounts receivable / trade debtors, 2) Other accounts receivable, 3) Prepaid expenses, 4) Cash on hand and in banks, 5) Prepayment of profit tax credit, 6) Value added tax credit, 7) Other taxes credit, 8) Other current assets, 9) Gain / (loss) on currency translation of assets.

Question 17-2-1: Stocks of raw materials and supplies (A14)

All the other materials and supplies than those used in production and stock at the end of the period.

Question 17-2-2: Stocks of goods (A15)

The stock or storage of goods for sale which a merchandise company keeps at the end of the period.

Question 17-2-3: Stocks of finished products (A16)

The stock of finished products manufactured at the end of period.

Question 17-2-4: Products in progress (A17)

The value of products in progress of production or unfinished at the end of the period.

Question 18: Equity held at the end of December 2013 (A28)

Total amounts of the following items:

1) Capital / Share capital, 2) Share premium, 3) Legal reserve capital, 4) Gain on revaluation of assets, 5) Other reserve capital, 6) Profit / (loss) brought forward, 7) Profit / (loss) for the period.

Question 18-1: (of which) Capital / Share capital (A29)

The value of share or capital which has been shared.

Question 19: Non-current Liabilities at the end of December 2013 (A36)

Total amounts of the following items:

1) Loan from related parties, 2) Loan from banks and other external parties, 3) Provision for charges and contingencies, 4) Other non-current liabilities.

Question 19-1: Loan from related parties (A37)

The long term liabilities borrowed from share owner or other organization who is related with share owners.

Question 19-2: Loan from bank and other external parties (A38)

The liabilities from bank, financial institution and non-related parties.

Question 20: Current Liabilities at the end of December 2013 (A41)

Total amounts of the following items:

1) Bank overdraft, 2) Short-term borrowing-current portion of interest bearing borrowing, 3) Account payable to related parties, 4) Other accounts payable, 5) Unearned revenues, accrual expenses and other current liabilities, 6) Provision for charges and contingencies, 7) Profit tax payable, 8) Other taxes payable, 9) Gain / (loss) on currency translation of liabilities.

Question 20-1: Bank overdraft (A42)

The current account of enterprise in bank having minus balance.

Question 20-2: Short-term borrowing-current portion of interest bearing borrowing (A43)

The interest loan not more than 12 months.

Question 20-3: Account payable to related parties (A44)

The amount of liabilities owe the share owner or other individual for supplying the goods and service or deposit.

Question 20-4: Other accounts payable (A45)

The amount owe the suppliers or third parties (third person) for purchasing by credits and borrowing from non-related parties.

Question 21: Amount of Revenues and Expenses in one year of Year 2013 under “Accrual basis accounting”, which records revenues and related expenses in the same period.

Question 21-1: Operating Revenues (Sum of 21-1-1 to 21-2-3)

Q. 21-1-1 Sales of products (B1)

The revenue from selling of finished manufacturing products.

Q. 21-1-2 Sales of goods (B2)

The revenue from selling of goods.

Q. 21-1-3 Supplies of services (B3)

The total value of supplying/selling services in the year.

Question 21-2: Total of Operating Costs (Sum of 21-2-1 to 21-2-3)

Q. 21-2-1 Cost of products sold of production enterprises (B4)

The cost of finished goods sold.

Q. 21-2-2 Cost of goods sold of non-production enterprises (B5)

The cost of goods/services sold.

Q. 21-2-3 Cost of services supplied (B5.1)

Question 21-3: Other Revenues (B7) (Sum of 21-3-1 to 21-3-11)

Q. 21-3-1 Grants / subsidies (B8)

The revenue received from other enterprise or government.

Q. 21-3-2 Dividends received or receivable (B9)

The dividend received or receivable from the investment in other enterprises.

Q. 21-3-3 Interests received or receivable (B10)

The interest income received or receivable.

Q. 21-3-4 Royalties received or receivable (B11)

The received or receivable revenues from intangible assets of the enterprise such as patent, copy right, sample title, business right, product brand, know-how, etc.

Q. 21-3-5 Rental fees received or receivable (B12)

The revenue received from rent or leasehold of long-term assets.

Q. 21-3-6 Gain/surplus on disposal of fixed assets (capital gain) (B13)

The revenue received from sale of non-current assets.

Q. 21-3-7 Gain on disposal of securities (B14)

The profit received from sale of securities which the firm has in other enterprises and calculation of profit by sale value minuses cost (acquisition) of securities.

Q. 21-3-8 Share of profit from joint venture (B15)

The profit gained from business activities of jointly controlled entities.

Q. 21-3-9 Gain on realized currency translation (B16)

The financial profit received from exchange rate between operating and recording currency in financial statement of enterprise.

Q. 21-3-10 Gain on unrealized currency translation (B17)

The profit from unrealized exchange gain for the assets controlled by the enterprise or liabilities to be paid by the enterprise.

Q. 21-3-11 Other revenues (B18)

The other revenues received by the enterprise in the period.

Question 21-4: Operating Expenses (Sum of 21-4-1, 21-4-2 and 21-4-3 to 21-4-19) (B19)

Q. 21-4-1 Salaries expenses (B20)

The total salaries expenses paid and payable to employees who are working for the enterprise, including expenses on fringe benefit for managerial and non-managerial staff.

Q. 21-4-2 Fuel, gas, electricity and water expenses (B21)

Including the expenses on electricity, other power, and water.

Q. 21-4-2-1 Electricity expense (purchase only)

Purchased electricity means that electricity power received from the EDC or private companies and the establishment pays the bill. If the establishment filled in the generator with the fuel to make electricity power for their own used in the establishment, this electricity power will not be treated as purchased electricity.

Q. 21-4-3 Traveling and accommodation expenses (B22)

The expenditures on traveling and accommodation spent by enterprise for activities beneficial to the enterprise.

Q. 21-4-4 Transportation expenses (B23)

All the transportation expenses except for the transportation included already in cost of goods/services or products sold.

Q. 21-4-5 Rental expenses (B24)

All the expenses on rental of long-term assets in the period.

Q. 21-4-6 Repair and maintenance expenses (B25)

All the expenses on repair and maintenance which occurred in the period. This expense includes the spare parts and other services.

Q. 21-4-7 Entertainment expenses (B26)

The expenses on entertainment which occurred in the period.

Q. 21-4-8 Commission, advertising, and selling expenses (B27)

Any expense targeted for increasing the sale amount of goods/products and services.

Q. 21-4-9 Other taxes expense (B28)

These expenses include the tax, public lighting tax, special tax, postal tax, stamp tax, etc.

Q. 21-4-10 Donation expense (B29)

Expenses on donation include the any donation provided to other individual or organization in the year.

Q. 21-4-11 Management, consulting, technical, and other similar services expense (B30)

Including any expense provided to consultant, technical, management, and other similar services.

Q. 21-4-12 Royalty expense (B31)

Included are the royalty expenses paid to resident and non-resident.

Q. 21-4-13 Written-off bad debts expense (B32)

The actual bad debts written off which was omitted from accounting document.

Q. 21-4-14 Amortization, depletion, and/or depreciation expense (B33)

Long-term amortization including the depreciation if long-term intangible assets and natural resources assets.

Q. 21-4-15 Increase/decrease in provisions (B34)

The amount of increased provisions (increasing expenses) or decreased provisions (reduction of expenses).

Q. 21-4-16 Loss on disposal of fixed assets (B35)

The amount of loss from disposing fixed assets owned by the enterprise resulted from the sold value of fixed assets minus book value.

Q. 21-4-17 Loss on realized currency translation (B36)

The amount of loss which occurred from operating currency exchange and recorded currency in the financial statement.

Q. 21-4-18 Loss on unrealized currency translation (B37)

The amount of loss which occurred from unrealized currency exchange of assets owned by the enterprise or liabilities being paid by the enterprise.

Q. 21-4-19 Other expenses (B38)

Including other expenses in the income statement stated above.

Question 21-5 Interest expense paid to residents (B40)

The interest expenses paid to residents.

Question 21-6 Interest expense paid to non-residents (B41)

The interest expenses paid to non-residents.

Question 21-7 Profit tax (B43)

This is the amount calculated for accounting purpose.

Question 21-8 Costs of Products Sold (Production Enterprise)

Q. 21-8-1 Expenses on raw materials and supplies used (C6)

The raw materials or supplies used for production during the period.

Q. 21-8-2 Other Production Costs (C7)

This is the sum of C8 to C14. This doesn't include operation expenses.

Q. 21-8-3 Salaries for managers and workers in the production (C8)

The direct labour in all productions includes all employees and managers during the period.

Q. 21-8-4 Amortization of intangible assets such as goodwill, license... (C9)

The amortization during the period of long-term intangible properties used for production such as production formula, goodwill, trademark, license...

Q. 21-8-5 Fuel, water and power (C10)

Fuel, water and power expenses used for production and in production place.

Q. 21-8-5-1 Electricity expense (purchase only)

Electricity expenses used for production and in production place. Purchased electricity means that electricity power received from the EDC or private companies and the establishment pays the bill. If the establishment filled in the generator with the fuel to make electricity power for their own used in the establishment, this electricity power will not be treated as purchased electricity.

Q. 21-8-6 Packaging (C11)

All package expenses occur in production line.

Q. 21-8-7 Depreciation of plants and equipment (C12)

Only depreciation of plants, machines and equipment which used in production only.

Q. 21-8-8 Sub-contract and production services costs by other enterprises (C13)

The cost paid to individual and other enterprises for making sub-contract or supplies, other services for additional completion for the enterprises' product.

Q. 21-8-9 Other manufacturing costs (C14)

Other manufacturing costs except C8 to C13. These costs include repair and maintenance machine, insurance, machine rental, plant rental, quality controlling service...

Q. 21-8-10 Work in progress or stock in progress at the beginning of the period (C15)

The cost of work in process or stock in progress at the beginning of the period.

Q. 21-8-11 Less: Work in progress or stock in progress at the end of the period (C16)

The cost of work in process or stock in progress at the end of the period.

Q. 21-8-12 Total Production Costs (C17) (C17 = C6+C7+C15 - C16)

The total of all production costs during the period.

Q. 21-8-13 Stock of finished products at the beginning of the period (C18)

The cost of stock for finished goods at the beginning of the period.

Q. 21-8-14 Less: Stock of finished products at the end of the period (C19)

The cost of stock for finished goods at the end of the period.

Chapter 6 Points of checking the Documents by Enumerator

1. General issues

1.1 Enumerator checks all documents before submitting to supervisor. When the Enumerator finds any errors or doubts on the information written in the documents, he/she is obliged to fulfill the followings:

- a) To confirm the number of Forms due to the correction and revisiting, or re-interviewing the establishment through telephone.
- b) To correct the wrong entries based on re-surveying basically.

1.2 Timing of checking work

The checking work should be done at the same time as finish interviewing one establishment and specially check all documents before sending to supervisor.

2. Making sure that all documents are submitted

2.1 Are there all documents which should be contained in the Bag?

♦The documents are 1) Establishment List, 2) Filled-in Forms, 3) Village and EA Boundary Map and, 4) others.

2.2 Are actual quantities of each document consistent with numbers written on the Establishment List and plastic bag?

♦Especially, the number of pages of the Establishment List and the number of the filled-in Forms should be counted actually.

2.3 Is the total number of the establishments written on the Establishment List consistent with the total number of the establishments on the Village and EA Boundary Map?

3. Consistency Check between the Village and EA Boundary Map and the Establishment List

3.1 Are the serial numbers for all establishments of the Establishment List (in column 1) written on the Village and EA Boundary Map?

3.2 Aren't any establishments omitted?

4. Consistency Check between the Establishment List and the Form

4.1 Are the establishment numbers (in column 6 and 7) of each selected establishment of the Establishment List consistent with those (Q2-1) of the corresponding Form?

4.2 Are the descriptions (in column 2 to 4) of each selected establishment of the Establishment List consistent with those (Q2-2A to Q2-3C) of the corresponding Form?

5. Content check of the Forms

[Checks to be done on all questions]

5.1 Aren't there entry omissions in the items to be filled in?

- ♦ Questions 3 to Question 11 are the questions for all establishments.
- ♦ Question 11-1 must be filled in when an answer to Question 11 is "Branch office".
- ♦ Questions 12 to 14 must be filled in when an answer to Question 11 is "Head office".
- ♦ Question 15 must be filled in when an answer to Question 11 is "Single unit" or "Head office".
- ♦ Question 16 must be filled in when an answer to Question 15 is "No".
- ♦ Questions 17 to 21 must be filled in when an answer to Question 15 is "Yes".

5.2 Are there unnecessary entries in the items not to be filled in?

- ♦ The following questions don't need to be filled in, if the establishments do not meet the following conditions:

▶ **Questions from 12 to 14**

"Single unit" and "Branch office" in Question 11 don't need to be filled in.

▶ **Question 15**

"Branch office" in Question 11 doesn't need to be filled in.

▶ **Question 16**

The following establishments don't need to be filled in:

- 1) "Branch office" in Question 11
- 2) Establishments whose response to Question 15 is "Yes".

▶ **Questions from 17 to 21**

The following establishments don't need to be filled in:

- 1) "Branch office" in Question 11
- 2) Establishments whose response to Question 15 is "No".

[Consistency Check among questions]

5.3 The following cases should be made clear by asking to the establishments, be revised if either of the answers is wrong.

a. Relationship between Question "9 Number of persons engaged actually in this establishment" and Question "8.3 Area of Business Place"

-. In case that "9-A1 Number of persons engaged" is quite small such as one or two person(s) and the "8-3 Area of Business Place" is quite large such as more than 100m², either of two answers may be wrong.

-. In case that "9-A1 Number of persons engaged" is quite big such as 100 persons or more and the "8-3 Area of Business Place" is quite small such as less than 50m², either of two answers may be wrong.

b. Relationship between Question "9 Number of persons engaged actually in this establishment" and Question "16 Amounts of revenues/sales and of operating expenses---"/Question "21 Amount of revenues and expenses".

-. In case that "9-A1 Number of persons engaged" is quite small such as one or two person(s) and the "16 Amounts of revenues/sales and of operating expenses" is quite large such as more than 10,000 US dollars per day, either of two answers may be wrong.

[Checks to be done by question]

5.4 Main points of checking are as follows:

▶ **Question “5 Ownership of Establishment (Legal status)” and Question “11 Single unit, Head office or Branch office”**

If an answer to Question “5 Ownership of Establishment (Legal status)” is “11 Branch of a foreign company”, an answer to Question “11 Single unit, Head office or Branch office” must be “3 Branch office”.

▶ **Question “8 Tenure, Kind and Area (square meters: m²) of Business Place”**

If an answer to Question “8-2 Kind of Business Place” is “5 Occupying exclusively one block or one building” and an answer to Question “8-3 Area of Business Place” is “1 Under 5m²” or “2 5m²- under 10m²”, either of two answers may be wrong.

▶ **Question “9 Number of Persons Engaged actually in this Establishment only during one week before 1st March 2014”**

- a) Isn't the total number of persons engaged consistent with the sums of Nationality, Sex and Employment Status respectively?
- b) In the case of “Head office”, aren't the persons engaged in its branch office(s) included?
 - ♦ Comparison check with the responses to **Questions from 12 to 14** should be done.
- c) Isn't there an extremely huge number of persons engaged from viewpoint of common sense?
 - ♦ The pupils or students may be included in the case of school.

▶ **Question “10 Kind of Main Business Activities which this establishment only is engaged in”**

In the case of “Head office”, aren't activities of its branch office(s) included?

- ♦ Comparison check with the responses to “**Questions from 12 to 14**” should be done.

▶ **Question “12 Number of branch offices” to “14 Kind of business activities of the entire entity”**

Isn't information of the branch office(s) excluded?

- ♦ Comparison check with responses to “**Questions 9 and 10**” should be done.
(Note) These questions refer to “the entire entity” including both the head office and its branch office(s).

▶ **Question “16 Amounts of revenues/sales and of operating expenses, and number of working days in February 2014”**

- a) Has either “in Riel” or “in USD” been selected?
- b) Has either “Per month” or “Per day” been circled in Question 16-1, 16-2 and 16-2-1 respectively?

- c) Aren't there extreme differences among the items such as "revenues/sales", "operating expenses", "salaries and wages" and "electricity cost" there?

► **Questions from 17 to 21**

- a) Has either "in Riel" or "in USD" been selected?
- b) Is the amount of the following items consistent with the sum of details respectively?
- "17 Total amount of Assets at the end of December 2013" and sum of 17-1 and 17-2
 - "21-1 Operating revenues" and sum of 21-1-1 to 21-1-3
 - "21-2 Operating Costs" and sum of 21-2-1 to 21-2-3
 - "21-3 Other revenues" and sum of 21-3-1 to 21-3-11
 - "21-4 Operating expenses" and sum of 21-4-1 to 21-4-19

Appendix 1 Examples of establishments to be surveyed

Common establishments

1. Shop of drinks



2. Private school



3. Public high school



4. Pagoda



5. Hotel



This hotel building contains office of hotel and a Chinese restaurant at the ground floor, and the relaxation hall at the 8th floor. Their owners are independent respectively. Then there are three establishments in this building.

6. Repair service shop



Examples of establishments to be surveyed (continued)

7. Shops at the first floor of a apartment



Each shop is run by each owner. The shops are independent from the residence at the upper stairs of the building.

8. Gas station and Restaurant in the same premises



They are located in the same premises but their owners are different.

9. Two establishments sharing the earth floor



A sweet shop at this side and a stall for snack stall at the other side share the earth floor of this house. They are the establishment because of being controlled by the different owner.

Examples of establishments to be surveyed (continued)

Establishments in the markets

10. Various shop in the market



Each block, which is run by each owner, is an establishment.

11. Sewing service shop in the market



Each booth, which is run by the respective owner, is the establishment.

12. Fresh juice cafe in the market



Each block at the left side is run by each owner. A girl's small stall at right side, which sells vegetables at the same place every day, is the establishment.

13. Office of the market



Office, which manages the market at its central place, is an establishment.

14. Souvenir shop in the market



Many shops sell similar souvenir goods in the respective block under the respective owner. Each block is the establishment.

15. Parking lot attached to the market



This parking lot is operated by another owner.

Examples of establishments to be surveyed (continued)

Difficult establishments for distinguishing as an establishment

16. Shop (for Prepaid Telephone Card)



This looks like a house but sells prepaid telephone cards according to the sign board on the handrail of the veranda.

17. Wholesaler's shop



This looks like just the place for building materials. But, according to the owner of this place, he sells the window frames to construction companies.

Stalls just in front of the house

18. A part of a restaurant



A cooker under the yellow parasol is the owner of the restaurant at the back side. Then this parasol stall and the restaurant are regarded as an establishment.

19. A kind of home business



The owner and attendant of the Parasol shop are living in the residence at the left side of the picture. The parasol shop and residence are combined with wooden passage. This parasol shop is regarded as one the home business establishment.

20. Independent shop



The fruit stall is operated by the different owner from the general store at the left side of the picture. Then this stall is regarded as an establishment in the market.

Appendix 2 Examples of establishments not to be surveyed

Public Establishments

21. Commune office



22. Provincial Office



Moving Establishments

23. Fruit stallholder moving around at all times



24. Hawkers of bread which merchandise at different places from day to day



Examples of establishments not to be surveyed (continued)

Establishments on the Street

25. Garment shops



Shops under the parasol lines closely. Each shop is operated by a owner at the same location everyday.

26. Agent stalls for printing



Each location under the parasol is regarded as the establishment.

27. Orange shop



She opens her shop in the morning. She closes it and goes away to her home immediately after the goods sell out. She, however, opens in this place every day.

28. Fresh sugar cane juice shop



She opens her shop in the morning. She closes it and goes away to her home immediately after the goods sell out. She, however, opens in this place every day.

29. Stall of live fishes



She seems a hawker. But she sells the live river fishes under this tree almost every day.

30. Petrol shop



The shop owner and attendant are not there and operate business on the pavement of the street. But, according to the neighbor, the owner will come back from lunch soon.