

STRICTLY CONFIDENTIAL



Government of Nepal
National Planning Commission



Central Bureau of Statistics
National Economic Census 2018
Form B

The information collected with this questionnaire will be kept confidential according to Statistical Act, 1958 of Nepal. No any information of individual business establishment will be published as not to disclose individual identification. The information collected in this census will not be used for taxation purpose. These collected individual data will only be used as statistical aggregates. That is, economic statistics required for formulating of plans and policies are produced by collecting basic information on the current status of the establishment.

Please fill in the following questions as of Baishakh 1, 2075 (14 April 2018 in Western calendar) if no other individual instruction. The questions should be asked to establishment owner, manager, or concerned person of the establishment.

If a response is not applicable, please fill in a bar "-" in the appropriate box.

1- Area Information			AI
Area	Name	Code	
AI1. District			
AI2. Municipality/ Rural Municipality			
AI3. Ward			
AI4. Village/ Settlement Name			
AI5. Enumeration Area (EA)			
AI6. Sub Enumeration Area (SEA)			

2- Establishment Information			
EI1. Establishment Number (Please transcribe from column 2 of Form A: Establishment List.)			
EI2. Name of Establishment or Business			
EI3. Type of Business			
EI4. Address of Establishment	EI4A. Name of Road/ Street:		EI4B. House Number:
	EI4C. Name of the Business Complex/ Mall/ Building:		
	EI4D. Flat Number/ Floor Number:		EI4E. Shop Number:
EI5. Information for Contact	EI5A. Phone Number of Establishment:	EI5B. E-mail Address:	EI5C. Website Address:
	EI5D. Name of Contact Person:	EI5E. Designation of Contact Person:	EI5F. Phone Number of Contact Person:

3- Registration at Government Agencies			
RI1. Is this establishment registered at any Government Agencies? (if not go to OW1)	1- Registered	2- Not registered (Go to OW1)	<input type="checkbox"/>

Registered or not at the following Government Agencies			
RI2. Inland Revenue Office	1- Registered	2- Not registered (Go to RI3)	<input type="checkbox"/>
RI2.1 Permanent Account Number (PAN) , VAT No., or TPIN			
RI3. District Office/ Development Committee of Cottage and Small Industries	1- Registered	2- Not registered	<input type="checkbox"/>
RI4. Office of Company Registrar	1- Registered	2- Not registered	<input type="checkbox"/>
RI5. Department of Industry	1- Registered	2- Not registered	<input type="checkbox"/>
RI6. Office of Commerce and Supplies	1- Registered	2- Not registered	<input type="checkbox"/>
RI7. District Administrative Office	1- Registered	2- Not registered	<input type="checkbox"/>
RI8. Ministry of Health	1- Registered	2- Not registered	<input type="checkbox"/>
RI9. Ministry of Education	1- Registered	2- Not registered	<input type="checkbox"/>
RI10. Office of Cooperative Registrar	1- Registered	2- Not registered	<input type="checkbox"/>
RI11. District Development Committee/ District Coordinating Committee	1- Registered	2- Not registered	<input type="checkbox"/>
RI12. Municipality/ VDC/ Rural Municipality	1- Registered	2- Not registered	<input type="checkbox"/>
RI13A. Other (specify):			<i>CBS and SOs use only</i> <input type="checkbox"/>
RI13B. Other (specify):			<input type="checkbox"/>

4- Legal Status of Registered Establishment or Business		
LS1. Legal Status of Registered Establishment or Business		
1- Individual proprietor 2- Partnership 3- Private limited company 4- Public limited company 5- Cooperative	6- Government agency 7- State-owned organization (including quasi government and autonomy-owned organization) 8- NGO (Non-Governmental Organization) 9- Users' Group / Consumer Group 10- Others (specify):	<input type="checkbox"/>
LS2. Is this Establishment or Business Multinational Company ?		
	1- Yes	<input type="checkbox"/> (Go to MO1)
	2- No	

5- Ownership Status of "Not Registered" Establishment or Business	
OW1. Ownership of "Not Registered" Establishment or Business	
1- Individual proprietor	<input type="text"/>
2- Partnership	
3- Others (specify)	

6- Characteristics of Manager and Owner <i>(If there are any owners, the most investing owner should be filled in.)</i>			
MO1. Sex of Manager	1- Male 2- Female	<input type="text"/>	Age in completed years
MO2. Sex of Owner	1- Male 2- Female 8- Not applicable (Go to BO1)	<input type="text"/>	Age in completed years
MO3. Country of Owner	1- Nepal 2- India 3- China 4- Pakistan 5- Bangladesh 6- Sri Lanka 7- Malaysia 8- Thailand	9- Singapore 10- Other ASEAN countries 11- Japan 12- Gulf countries 13- United State of America 14- United Kingdom 15- EU countries 16- Others (specify country)	<input type="text"/>

7- Business Operation Information				
	o'clock	minutes	working hours	Circle either of them
BO1. Opening Time			/	1- AM 2- PM
BO2. Closing Time			/	1- AM 2- PM
BO3. Working Hours	/	/	/	/

BO4. Business Period Is this establishment regularly operating through the year? Circle Yes or No.	1- Yes	<input type="text"/>	
	2- No (seasonal business) (Go to BO6)		
BO5. How many working days did this establishment have for the last one year?	<input type="text"/>	working days (Go to BO8)	
BO6. When is the season? Choose the opening month and the closing month.	Opening month	Closing month	Opening month
	1 Baishakh	1 Baishakh	<input type="text"/>
	2 Jestha	2 Jestha	
	3 Ashadh	3 Ashadh	
	4 Shrawan	4 Shrawan	
	5 Bhadra	5 Bhadra	Closing month
	6 Ashwin	6 Ashwin	<input type="text"/>
	7 Kartik	7 Kartik	
	8 Mangsir	8 Mangsir	
	9 Poush	9 Poush	
	10 Magh	10 Magh	
	11 Phalgun	11 Phalgun	
	12 Chaitra	12 Chaitra	

BO7. How many working days did this establishment have in the season?	<input type="text"/>	working days
BO8 Year of Starting the Business (Baishakh 1, 2075 in Nepali calendar is April 14, 2018 in western calendar.) ► Fill in the month and year of starting the business in Nepali calendar.	yyyy	mm
	<input type="text"/>	<input type="text"/>

8- Tenure, Kind, and Area (square feet: ft ²) of Business Place (If using land directly, respond not only building but also land.)		
BP1. Tenure of Business Place (Building)	1- Owned 2- Rented 3- Lease or contract out 4- Others (Specify:) 5- Not applicable	<input style="width: 50px; height: 30px;" type="text"/>
BP2. Tenure of Business Place (Land)	1- Owned 2- Rented 3- Lease or contract out 4- Others (Specify:) 5- Not applicable	<input style="width: 50px; height: 30px;" type="text"/>
BP3. Kind of Business Place	1- Street business 2- Home business (Business place and owner's residence are united into one) 3- Business in a building with sturdy construction for shop, office, apartment, etc. (Business place and owner's residence are separate.) 4- Business in traditional market with flat building or simple construction 5- Business in modern shopping mall with signboard and sturdy construction (building with more than two stories where a number of establishments are operating) 6- Business occupying exclusively one block or one building with signboard and sturdy construction (Ex: Factory, Bank, Hospital, School, Hotel, etc.) 7- Others	<input style="width: 50px; height: 30px;" type="text"/>
BP4. Total Area of Business Place (square feet: ft²)		
BP4.1 Building / Room occupied area using for Business (square feet: ft²)	1- Yes 2- Not applicable (Go to BP4.2)	Specify the total area ft ²
BP4.2 Land occupied area using for Business (square feet: ft²)	1- Yes 2- Not applicable (Go to Part 9)	Specify the total area ft ²

9- Number of Persons Engaged in this establishment as of the reference date						
(In the case of "Head office" (OF1=2), all persons engaged in its branch office(s) and subbranch office(s) are excluded.)						
(1)	(2)	Persons engaged				
		1- Total	Nepali		Foreigner	
			2- Male	3- Female	4- Male	5- Female
(3)	(4)	(5)	(6)	(7)		
PE1.1	Working proprietors/ partners					
PE1.2	Unpaid family workers					
PE1.3	Working directors (Managers) (excluding unpaid directors)					
PE1.4	Regular employees (those who are employed on a continuous basis with six month period or longer)					
PE1.5	Temporary employees (other employees than "regular employees")					
PE1.	Total number of persons engaged (Total of "PE1.1" to "PE1.5")					

(1)	(2)	Persons engaged or Workers				
		1- Total	Nepali		Foreigner	
			2- Male	3- Female	4- Male	5- Female
(3)	(4)	(5)	(6)	(7)		
PE2.1	Aged 15 and under					
PE2.2	Technical staff					
PE2.3	Disabled staff					
PE2.4	Accepted workers from other institutions (Other than the employees cited in PE1, persons dispatched from separately operated establishments to work at the establishment)					

10- Main Economic Activity						
<p>► Describe a main economic activity that is done in this establishment. For example, selling (to wholesalers or consumers), manufacturing or repairing goods, or providing services.</p> <p>► Describe about these goods or services also.</p> <p>► In the case of "Head office" (OF1), all activities of its branch office(s) are excluded.</p>						
EA1. Main Economic Activity	<p>.....</p> <p>.....</p> <p>.....</p>	<p><i>CBS and SOs use only</i></p> <table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>				

11- Single Unit, Head Office or Branch Office											
OF1. Single Unit, Head Office, or Branch Office	1- Single unit (Go to AR1) 2- Head office (Go to HO1) 3- Branch office 4- Subbranch office	<input style="width: 50px; height: 20px;" type="text"/>									
OF2. Name, Address and PAN of Head Office											
▶ In case of "Branch office" or "Subbranch office". ▶ In case of "Subbranch office", fill in the name and address of its upper-level office.											
OF2.1 Name:		(Go to CS1 Part 18)									
OF2.2 Address:											
OF2.3 Permanent Account Number (PAN):	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; height: 20px;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										

12- Questions HO1 to HO4 below refer only to establishments of "Head office".	
HO1. Number of Branch Offices and Subbranch Offices that establishment supervises	<input style="width: 50px; height: 20px;" type="text"/>
HO2. Total number of entire regular employees ▶ The "entire regular employees" include regular employees of head office, branch office(s), and subbranch office(s) (namely, "Head office + Branch office(s) + Subbranch office(s)")	<input style="width: 50px; height: 20px;" type="text"/>

Economic activities of the entire entity that include not only those of this head office but also those of branch office(s) and subbranch office(s) (namely, "Head office + Branch office(s) + Subbranch office(s)")		
HO3. Main economic activity		<i>CBS and SOs use only</i>
▶ State a main economic activity in terms of the largest value added or the largest manpower input.	<input style="width: 50px; height: 20px;" type="text"/>
HO4. Secondary economic activity if this entity has two or more kinds of economic activities.	<input style="width: 50px; height: 20px;" type="text"/>

Part 13 to 17 are asked only to establishments of "Single unit" and "Head office".																
13- Accounting Record																
AR1. Does this establishment or this enterprise prepare its accounting record? ▶ An accounting record includes an account book, an income statement, etc. ▶ An enterprise consists of a head office and its branches.	1- Yes 2- No	<input style="width: 80px; height: 30px; border: 1px solid black;" type="text"/>														
14- Average monthly revenues/ sales and operating expenses in the fiscal year of 2073/2074 or in 2074																
▶ If the average monthly figures are unclear, that of past one month should be filled in. ▶ In the case of "Head office", average amount of revenues/ sales and operating expenses including its branch office(s) and subbranch offices should be filled in. ▶ These amounts should be filled in with left alignment and a thousand separator, ending with a bar "-".																
IE1. Average monthly revenues/sales in fiscal year of 2073/2074 or in 2074 ▶ Include all income gained from operating activities such as selling of goods, providing services, etc. (Sales and non-operating revenues)	Rs. _____															
IE2. Average monthly expenses in fiscal year of 2073/2074 or in 2074 ▶ Include all expenses for operating activities such as purchase of products for sales, costs for providing services, rent for shops, salaries and wages for managers and workers, tax, etc. (Cost of goods sold, operating expenses, non-operating expenses, and tax)	Rs. _____															
IE2.1 Average monthly compensation (salaries and wages) for managers and workers in fiscal year of 2073/2074 or in 2074	Rs. _____															
15- Capital and Ratio of Foreign Capital																
C11. Capital ▶ Fill in the amount of capital, investment, and funds. (both fixed and current capital) ▶ This amount should be filled in with left alignment and a thousand separator, ending with a bar.	Rs. _____															
C11.1 Ratio of Foreign Capital (Please round off it to the one decimal place.)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-right: 1px dotted black; height: 30px;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; border-right: 1px dotted black;"></td> <td style="width: 10%; text-align: center;">.</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: right;">%</td> </tr> </table>													.		%
											.		%			
C11.2 Fixed Capital Land, building, plant, equipment, machineries, etc.	Rs. _____															

16- Access for Credit					
AC1. Has this establishment or this enterprise borrowed or paid back financial loan for business purpose within the last three years? ▶ Circle the code.	1- Yes				<input style="width: 50px; height: 20px;" type="text"/>
	2- No (Go to AC4)				
AC2. From where has this establishment or this enterprise borrowed the financial loan?	1- Bank				<input style="width: 50px; height: 20px;" type="text"/>
	2- Finance				
	3- Micro Finance				
	4- Cooperative				
	5- Personal				
	6- Other Institutions				
AC3. How much is its average interest rate per year? (Please round off it to the one decimal place.)			.		%
					Go to PC1
AC4. Has this establishment or this enterprise had experience that it couldn't borrow institutional financial loan although it tried to do? ▶ Circle the code.	1- Yes				
	2- No				

17- Parent Company					
PC1. Does this establishment have a parent company? Parent company holds a majority of all shares in this company.	1- Yes				<input style="width: 50px; height: 20px;" type="text"/>
	2- No (Go to CS1)				
PC2. Name, Address and PAN of Parent Company					
PC2.1 Name:					
PC2.2 Address:					
PC2.3 Permanent Account Number (PAN):					

18- Census Status (To be filled in by enumerator)

CS1. Status of Survey ▶ Circle the code.	1- Completely enumerated				<input style="width: 50px; height: 20px;" type="text"/>
	2- Partially completed				
	3- Unable to complete				

19- Respondent's Information

Respondent's Name :
Designation :
Date of Interview :
Stamp of Establishment :

	Name	Signature	Date
Enumerator			
Supervisor			