



KINGDOM OF CAMBODIA
Nation- Religion- King

2011 Economic Census of Cambodia



Enumerator's Manual

National Institute of Statistics, Ministry of Planning

Phnom Penh, Cambodia

March 2011

Preface

The Statistical Law provides that the Establishment Census shall be conducted at least once every ten years. Based on this provision the Sub-decree on Defining, Organizing and Proceeding of Cambodia 2011 Economic Census was promulgated on the 14th September 2009 to set the date of the Economic Census to the 1st March 2011.

The Economic Census has never been conducted in Cambodia, and this Census is the first in Cambodian history.

It has been recognized well that Cambodia has been enjoying to some extent fruits of the economic development under the nation-wide peace and full territorial unity as Cambodian National Accounts show: GDP and GDP per capita grew by 1.8 times and 1.5 times respectively during the decade from 1995 to 2005. The amount of GDP per capita in 2006 was, however, 448 US\$, indicating that Cambodia remains still in a lower place in the ASEAN countries.

Streets in town are lively with street businesses, home shops and so on, but their Cambodia lives are not always said to be rich due to low daily cash income. Some large-scaled industries such as garment manufacturing and tourism enjoy a huge amount of operating profits, while others are suffering from business difficulties, or are even cornered into closure. Anyhow, the Cambodian economy is supported by various businesses, such as small, medium and large business in terms of business size, shops, factories, restaurant, hotels, etc. in terms of kind of industry, and street businesses, home businesses and businesses in traditional markets in terms of operating type, as well as non-profit-making organizations such as schools, hospitals and so on.

The government comes out with various policies for strengthening the economic activities in these private sectors such as the “National Strategic Development Plan” and in the “Rectangular Strategy”. Enhancement of these economic policies, undoubtedly, leads to further development of the Cambodian economy, reduction in poverty, and finally to improvement of Cambodian people’s life. 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 statistical profiles especially in terms of what establishments operate, how they run their businesses and how much profits they get from their businesses etc.

This is the most predominant reason why the Economic Census is conducted for the first time in our country.

The economic censuses or similar censuses are carried out not only in USA and Japan, but also in leading countries in the ASEAN region such as Indonesia and Thailand. In these countries the census data contribute greatly to their national economic development. It is of no doubt that their better lives of today have been led by the statistical data derived from these censuses.

The Economic Census 2011 of Cambodia is the first step for making nation’s profiles on economic activities of every industry of Cambodia. It is sure that the Cambodian economy will gain a foothold for more steady development by utilizing fully the statistical data which the Census will provide.

This booklet describes in detail the duties of enumerators. The enumerators' duties are the key work for producing accurate statistics in the Census operation since they make direct interviews to establishments and enterprises to collect necessary information on the Census Form which will be utilized to produce very important statistics. Every enumerator is required that he/she is fully aware of the importance of their work and learn completely this "Enumerator's Manual", and then accomplishes their his/her enumeration activities according to the instructions stated in the "Manual".

Director General National Statistics Institute

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 8. Business hour
 9. Year of starting the business
 - 10 Number of persons engaged in this establishment during one week before 1st March 2011
 11. Kind of main business activities which this establishment only is engaged in
 12. Number of branch offices that this head office supervises.
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Chapter 1 Overview of the 2011 Economic Census of Cambodia

This chapter explains the background and purposes of the 2011 Economic Census of Cambodia.

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,
 - street businesses, home businesses and businesses in traditional markets 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 2011 Economic Census of Cambodia is conducted for the first time in Cambodia history.

2. Purposes

- 2.1 The 2011 Economic Census aims mainly:
- a) to provide fundamental statistics on the current status of the business activities of establishments and enterprises including financial aspects, which central and local governments require for profiling the country, policy-making, implementing the System of National Accounts etc., and which academic researchers and other users need for their own study,
 - b) to provide the directories of establishments and enterprises as the sampling frames of various sample surveys on businesses.

3. Reference date and enumeration period

The Census is taken as of 1 March 2010 (Monday). The enumeration is carried out within one month beginning on 1st March 2010.

4. Legal basis

The Census 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 2011
Economic Census

5. Units to be enumerated

5.1 The unit to be surveyed is basically an establishment 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.

5.2 The single establishment enterprises and the head establishments with one or more branch establishment(s) are required to describe the characteristics and activities of the whole enterprise. The enterprise stated here refers to an establishment of which ownership (or legal status) is general partnership, limited partnership, private limited company, public limited company or subsidiary of foreign company.

6. Coverage

The Census 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 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 U, Activities of extraterritorial organizations and bodies” specified in the ISIC, and
- d) 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.

7. Topics to be investigated

The Census investigates the following topics using the Census Form:

- a. topics on identification of the establishment
- b. topics on characteristics of the establishment and enterprise
- c. topics on financial issues of the establishment and enterprise

8. Method of the enumeration

- 1) The Census 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 Census 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 case that the enumeration does not finish due to “Complete or Serious refusal” of establishment until 20th March 2011, “Special Survey Team” carries out the

enumeration.

9. Implementation organization

1) Flow of Organization

[Administrative line]

Director General of the National Institute of Statistics, the Ministry of Planning (Director General of GECC) →Senior Census officer → Province Director (Province Census Officer)→ District Chief(District Census Officer)→ Commune Chief (Commune Census Officer)

[Census Line]

Director General of the National Institute of Statistics, the Ministry of Planning (Director General of GECC) →Senior Census officer →Regional Officer →Assistant Regional Officer→ Supervisors → Enumerators

2) RO and ARO

RO (Regional Officer) and ARO (Assistant Regional Officer), which are appointed among from the staff of the NIS, are allocated to each Province.

3) Main Duties of RO and ARO

- a) coordinating Census 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 census officers regarding implementation of the Census,

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 identification of the area of Village or Enumeration Area in charge, listing of all establishments, interviewing using the Form, filling in the Form, checking the filled-in Forms and so on,
- c. post-field work such as filling in the Summary Sheet of Enumerator and submitting all documents to the supervisor and so on.

Chapter 2 Procedure of Enumerator's Work

This chapter explains the work to be performed by the enumerators. The enumerators are requested to proceed with the work according to the procedure shown below.

► Preparatory work

X to 28 February

1. Attending the training seminar

X February

1.1 Enumerator is given lectures about every procedure for accomplishing the enumerators' duties.

1.2 Enumerator receives the following documents and goods:

Forms, Establishment List, Special Survey List, Summary Sheet of Enumerator, Village boundary Map or Enumeration Area Map, Plastic Bags and their Label, Stickers for Establishment, Enumerator's Manual, Bag and Stationery Kit and so on.

2. Tasks prior to the field work

Before going Field

It is better to start this work in February in order to be sure to accomplish all duties of enumerator several days before the end of March.

2.1 Enumerator reads carefully this manual to comprehend his/her duties and the Census itself.

2.2 Enumerator fills certain information in the following documents:

- a. column of "Area Information" at the first page of every Form,
- b. upper box of establishment List

► Field work

3. Identification of the Village or enumeration area

At beginning of March

Enumerator may start this work before 1st march in order to be sure to accomplish all duties of enumerator several days before the end of March.

3.1 Enumerator confirms the location where he/she is standing on the Village Boundary Map or Enumeration Area Map and then identifies the border of the Village or Enumeration Area seeing the Map.

3.2 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 area or Enumeration Area such as its boundary, establishments' locations etc. so that any omission of target units can be avoided.

Census Date: as of 1th March

4. Listing, Interviewing and filling in the Form

1 ~ 24th March at the latest

This work should be started from 1st March and be accomplished as earlier as possible, for example, within twenty days of 1st to 19th March, **in order that the enumerator can deal with difficulties or task with sufficient margin.**

◆ Visiting the target establishments

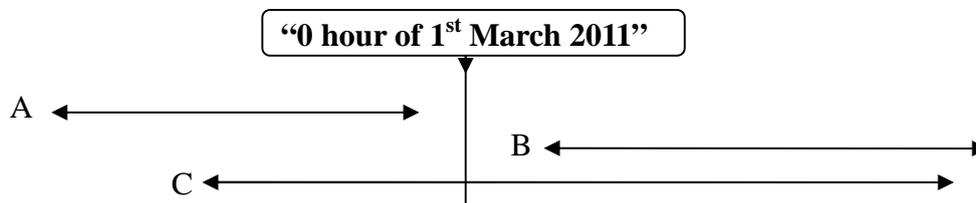
- 4.1 Enumerator calls on each establishment which exists and runs their businesses as of 1st March 2011 in the Village or Enumeration Area one by one in good order without any omissions, using the Village Boundary Map or Enumeration Area Map, The Forms, the Establishments List, the Stickers for Establishment and other documents with him/her.
- 4.2 Enumerator should be sure to call on each street business which run their business on or side the street also.
- 4.3 At the visit to establishments including street business, Enumerator should do carefully the following issues:
- a. to inform that he/she is the enumerator of the 2011 Economic Census of Cambodia showing his/her Identification Card if necessary.
 - b. to request that he/she sees the owner or the representative of this establishment (or his/her proxy such as manager, administrator, superintendent, person in charge who can give answers to the questions of the Form).
 - c. to explain the purposes of his/her visit and the aims of the 2011 Economic Census of Cambodia.
 - d. to try to gain understanding and cooperation to this 2011 Economic Census by quoting that:
 - All the information filled in the Form is used only for statistical purpose and is kept secret to other government offices, especially the police or the tax authority.
 - Statistics produced from the Economic Census are essential for the socio-economic development and well being of the people of Cambodia.
 - e) to express the gratitude always after finishing the enumeration work.
- 4.4 These tasks on each establishment should try to be completed as earlier as possible,

for example, within two weeks from March 1 to 19 at the latest, in order that the enumerator can deal with the following difficulties or task with sufficient margin.

- a. Dealing with difficult establishments such as the owner's absence, rejection to the survey etc,
- b. Making out Summary Sheet of Enumerator,
- c. Checking every document each by each,
- d. Preparation for submitting every document.

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

1. The fundamental way of the Census 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. Talking more specifically, establishments which open their business before 1st March 2011 and continue their business after the date too are surveyed. To the contrary, the following establishments shouldn't be surveyed in this Census:
 - a. Establishments which open before 1st March 2011 but close before the date;
 - b. Establishments which open after 1st March 2011.
4. Strictly speaking, “as of 1st March 2011” refers to “0 hour of 1st March 2011”.
5. These matters are illustrated with the below:



[Note]: Establishment A and B are excluded. Only Establishment C is 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 “Listing, Interviewing” on the establishment which he/she grasps under the rule of “As of 1st March 2011”.

In this Census the Enumeration Period is decided as one month beginning with 1st March 2011.

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 operate their businesses as of 1st March 2011.

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

- a. The establishment has never been surveyed in this Census in any other places;
- b. The establishment is the target unit to be surveyed in this Census.

◆Listing Establishments

4.5 Filling-in 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, according to the order of calling on one by one.

4.6 Sticking of 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 Enumeration Area

In the Box of “EA code” “one line” should be filled in like 

Box 2. Purpose of Sticker for each Establishment

1. Every Establishment is to be grasped in this 2011 Economic Census Cambodia. 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 surveyed in this Census.
3. Therefore, the sticker should be stucked on the most noticeable place such as pillar or pole in the entrance of the establishment.

4.7 Filling-in Village boundary Map or Enumeration Area Map

Enumerator writes the serial codes of the establishments of the Establishment List at the establishment’s place in the Village Boundary Map or Enumeration Area Map.

◆Interviewing the establishments and Filling in the Form

4.8 After filling in necessary information in the Establishment List and the Village Boundary Map or Enumeration Area Map, Enumerator starts interviewing one by one the owner or representative (or his/her proxy or person in charge) of the establishment for each questions of the Form, and fills the answers in the Form .

4.9 Enumerator may find an establishment which is required to fill in the Question 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. 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.

4.10 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 for correct answers and revises the wrong information in the Form.

4.11 When Enumerator finds no more errors in each page of the Form, he/she circles "Correct" in the column at the lowest part in last page of the Form .

<p>◆ Enumerator repeats the work of "4.1" to "4.9" instructed above for every establishment listed on the Establishment List.</p>
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Box 3**How to Enumerate Refusal Establishments****1. What problems the refusals cause to the Census?**

Refusal is crucial problems for the Economic Census, because one of the most important purposes is to count the total amount of the revenue or expense regarding the economical activities of all the establishments in Cambodian territory. If the data are not gained from many establishments, the results of the Census 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 Census 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 Census itself. No response to any questions on the Form page 2 to 6.

2) Serious Partial Refusal

Refusal to the Financial questions (Question 16-21) 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 20th March. Even so, when the interview cannot be realized, the enumerator/supervisor informs the situation of refusal to the 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 after 20th March also within the certain enumeration period (namely, until 31st March) 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 ARO immediately.

4. How to make enumeration

1) Survey by the Special Survey Team

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

b) The Form filled in by ARO is contained in the exact Bag by ARO.

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

► Post-field work

5. Checking the Forms and Other Documents and Filling in Summary Sheet of Enumerator

27- 29 March

5.1 Enumerator makes the following checks or confirmation regarding the documents which enumerator fills in, after all the field work finishes.

- a. Establishment List----does it have neither mistakes nor entry-omissions or not.
- b. Village Boundary Map or Enumeration Area Map---- are all “Serial Number of the Establishment” of Column 2 of Establishment List written at the appropriate position on the Map.
- a. Forms----
 - 1) All in the Village Area or Enumeration Area are collected and put in order of the “Serial Number of the Establishment” of Column 2 of Establishment List.
 - 2) The first page of the Form is consistent with the Establishments List
 - 3) Each page of all the Form has no errors such as entry-omission and inconsistency among the survey-items (refer to the “Point of Check for Form”).

5.2 Enumerator confirms the number of the filled-in Forms and sheets of Establishment List

5.3 Enumerator fills in the Summary Sheet of Enumerator on the basis of result of calculation of the above “5.2” and information in Establishment List.

6. Submitting Documents such as Forms, Establishments List, Map and so on

By 1st April

6.1 Enumerator puts a set of the documents in the Plastic Bag in exact order and sticks the Stickers which the necessary information is filled in, on each bag.

One bag can contain around 40 Forms and other document.

- a. Case of village or EA with less than around 40 forms;
 - ♦ All the following documents are contained in one plastic bag:
 - ① Summary Sheet of Enumerator
 - ② Village Boundary Map or Enumeration Area Map
 - ③ Establishments List
 - ④ Forms in order of Serial Number of Establishment in the Establishment List
 - ⑤ Others
 - ♦ Total Number of these documents is filled in the “Table 1. Total Number of Bags, sheet of Establishment List, Forms, and Map in this Village or EA” on label of Plastic Bag.
 - ♦ Table 2. Village of EA with two or more Bags is filled in nothing.

a. Case of village or EA with more than around 40 forms;

When the forms are more than around 40, enumerator puts the Forms separately in two or more number of Bags. Therefore, enumerator put the serial number starting with No.1 on each bag.

a) No.1 Bag

♦ Contained are all the below-mentioned documents of ①, ② and ③, and Forms with serial number of 1~40, for example, of ④.

① Summary Sheet of Enumerator

② Village Boundary Map or Enumeration Area Map

③ Establishments List

④ Forms in order of Serial Number of Establishment in the Establishment List

⑤ Others

♦ The Label of Plastic Bag

“Table 1. Total Number of Bags, sheet of Establishment List, Forms, and Map in this Village or EA” on label of Plastic Bag

----Total Numbers of these documents of the Village or EA are filled in/

“Table 2. Village or EA with two or more Bags

----The Serial number of Forms which contain in by No. 1 Bag is filled in like “01~40”.

b) Bag(s) of No. 2 and more

♦ Contained are only Forms.

♦ Table 1-----No need to be filled in anything

♦ Table 2----The Serial number of Forms which contain in by No. of Bag is filled in, for example: ”41~80” in case of No.2 Bag, “81~95 “in case last No. 3 Bag(last one).

6.2 Enumerator submits the bag(s) to the supervisor till 1st April, 2011;

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

The most important point in this Census is to grasp all establishments which exist at the Census 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 Area or Enumeration Area concerned in terms of its boundary, location of establishments and so on.

2. Ask for cooperation of the establishments.

Be sure to explain well the significance and purposes of the Economic Census to each establishment and ask carefully for their cooperation.

In addition, inform the establishments of the following fact in order to request them to answer their real situation as it is: all information to be written in the "Form" is to be used only for the purpose of making statistics, and it is strictly prohibited by the law (Statistics Law) to use any data in the "Form" for other purposes such as taxation reference.

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 betray any information that you get during the survey work to anyone else 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 area or Enumeration Area 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 2011 Economic Census and this Pilot Survey.

[Example]

- a. **(Purpose)** The 2011 Economic Census 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. **(Significance)** The Economic Census has never been conducted in Cambodia, and this Census is the first in Cambodian history. The economic censuses or similar censuses are carried out not only in USA and Japan, but also in leading countries in the ASEAN region such as Indonesia and Thailand. In these countries the census data contribute greatly to their national economic development. It is of no doubt that their better lives of today have been led by the statistical data derived from these censuses.
- c. **(Importance)** The Economic Census 2011 of Cambodia is the first step for making 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 Census 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 2011 Economic Census of Cambodia
The Census 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 2011 Economic Census
- 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 to 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 correspond to this categories 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 enumerated

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

1. What unit should be surveyed?

1.1 In this Census, surveyed are all establishments which exist and run their businesses as of 1st March 2011. Therefore,

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

1.2 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 programmes (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 bike-taxi or Tuk-tuk drivers and so on.

But note that street business are to be enumerated.

2. What is the establishment?

2.1 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**.

2.2 In other words, an establishment can be regarded as **a specific and fixed location where some economic activities are carried out under a single management**.

2.3 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, and merchandises there.
- b. each shop or restaurant which merchandises at a certain place on a street or roadside. Even though their facilities for merchandise such as parasols, stalls or tables are removed every evening, they have to be surveyed as target establishments because the locations of their businesses are fixed.
- c. 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.

2.4 Typical examples are:

Shops (merchandising any kind of goods such as food, electric equipments, 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.

2.5 Mobile establishments such as hawkers, self-employed bike-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.

3. How to distinguish individual establishments actually

3.1 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 Census.

This distinction is quite important for the enumerator's field work, because one copy of the Form is filled in for each such unit.

3.2 Each 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

3.3 Each management entity

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 surveyed separately as an establishment.

Example:

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

Refer to “Examples of establishments to be surveyed and not 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 Census (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 Census.

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 vendors 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. Therefore, they 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

---Establishments List, Map, Form, Summary Sheet of
Enumerator and Label of Plastic Bag---

This chapter explains how Enumerator fills in Establishments List, Village Boundary Map or Enumeration Area Map, Form, Summary Sheet of Enumerator and Label of Plastic Bag

1. Establishments List

1.1 General Issues

This Establishments List is completed by Enumerator by writing in the actual information which Enumerator gains in the field work.

1.2 Box of “Name and Code of Province, District, etc.”

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

1.3 Column of “Serial Number of establishment.”

The number beginning with 001 is written according to the order of visiting establishments.

1.4 “Name” of establishment

- a. Enumerator writes the actual information which Enumerator gains in the field work.

1.5 “Business Type”

- a. Enumerator fills in this column based on the result of the Listing Work in the field
Filled-in is the main activity of the establishment or business type such as: Chinese restaurant, Grocery shop, School, Garment factory, Pagoda etc.

1.6 “Address” of Establishment

- a. Enumerator writes the actual information which Enumerator gains in the field work.
- b. In the case that establishments have no specific address as the case of street vendors, roadside booths etc., Enumerator should write the address of the nearest house.

1.7 “Number of Persons engaged”

- a. Enumerator fills a suitable “Code” of the four categories in this column based on the result of the Listing work or interviewing work in the field.

1.8 Interview Situation

This Column aims that enumerator control his/her enumeration activities.

1) Date of Listing

Enumerator fills the date when he/she makes listing work actually.

2) Date of Form survey

Enumerator fills the date when he/she makes interviewing on the Form actually.

3) Type of Survey Result

3-1) Type of Survey Result

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

1 (Finished)

This is Establishments which interviewing by enumerator is completed at time of 20th March.

2 (C. Refusal)

This is “Complete Refusal Establishment” which continue still “refusal” regarding all the Items of Form or to the Census itself at time of 20th March.

Regarding this establishment, enumerator fills certain information in “Special Survey List” and hand over this List and the Form to ARO through supervisor.

3 (S. Refusal)

This is “Serious Refusal Establishment” which continue still “refusal” regarding on the financial Questions of Q.16-21 at time of 20th March.

Regarding this establishment, enumerator fills certain information in “Special Survey List” and hand over this List and the Form to ARO through supervisor.

4 (M. Refusal)

This is “Minor partial Refusal Establishment” which continue still “refusal” regarding other items than the financial Questions of Q.16-21 at time of 20th March.

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

3-2) Date of handing “Special Survey List” to ARO

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

3-3) Date of Finish of Survey

This column is filled in by ARO later.

[Note] Regarding the establishments which try to fill in the Form by establishment itself, enumerator is required to write date of revisiting in right space of the row of establishment concerned in the Establishment List concerned.

2. Village Boundary Map or Enumeration Area

2.1 Enumerator writes the “serial number” of each establishment in the Establishment

List like ①,②,③,... into the place where the establishment exists on the map at the time of Listing work.

3. Form

3.1 General Issues

- a. This Form is completed by Enumerator basically through the following three ways:
 - a) copying the necessary information from the Establishments List which Enumerator completes at the Listing stage (Page 1).
 - b) writing the actual information which Enumerator gains from the “interview” in the field work(Page 2-4).
 - c) Especially, regarding the Question 16 to 21, establishment itself may fill in the form. In this case enumerator is required to check the contents of answers carefully.
- 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.

3.2 The first page

a. Box of “Area Information” and “Establishment Information”

- a) Enumerator copies the information of the Establishment List” or writes the results of the interview at the listing stage.
- b) Column of “2.4 Information for contact” may not always be written when the respondents refuse their response.

b. Box of “Interviewing Situation”

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

[Type of Survey Result]

This is the same as “(3) Type of Survey Result” of Establishment List”.

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

[Date of handing “Special Survey List” to ARO

This is the same as that of “(3) Type of Survey Result” of Establishment List”.

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

1) Box filled-in by ARO

ARO fills in “Date when ARO as a member of “Special Survey Team” finish the survey.

3.3 The page 2 ~ 6

- a. Enumerator fills in each column of topics with an answer from the respondent by interviewing.
- b. Regarding Topics 17 to 21 in page 4 to 6, 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 Tax Agency.
 - 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.

4. Summary Sheet of Enumerator

4.1 General Issues

- a. Enumerator fills certain information in the Summary Sheet of Enumerator” after finishing the interview to all establishments (excluding the establishments of “Complete Refusal” and “Serious Refusal”) before submitting the documents to supervisor.
- b. When enumerator is responsible for two or more Villages or Enumeration Areas, he/she must fill in one sheet of the Summary Sheet of Enumerator for the village or Enumeration area.

4.2 “Table 1. Total number of Documents and Establishments for all villages or all EAs which enumerator takes charge of.”

- a. Enumerator fills total number of documents etc. in the Village or EA in the respective column.
- b. In Column 2-5, number of sheets of documents which are counted actually are filled in. On the other hand, in Column 6-8 the number of establishments which are recorded in the Establishment List are filled in.

c. Column 5 and Column 7 must be the same number.

4.3 “Table 2 Numbers of Establishment Lists, Forms, and Establishments for each of Village or EA”

a. Enumerator fills number of documents etc. for each Village or EA in the respective row.

b. In Column 5 and 6, numbers of sheets of documents which are counted actually are filled in. On the other hand, in Column 7-9 the numbers of establishments which are recorded in the Establishment List are filled in.

c. Column 6 and Column 8 must be the same number.

5. Label of Plastic Bag

5.1 General Issues

a. The Label of Bag is filled in for each Village or EA of all Villages or EAs which enumerator takes in charge.

b. One bag can contain around 40 Forms. Therefore, regarding Village or EA with more than around 40 Forms, two or more bags are to be used.

c. Regarding Village or EA of only one Bag, “Table 1” only of the Label is to be filled in. “Table 2” needn’t to be filled in.

d. Regarding Village or EA with two or more Bags, “Table 1” and Table 2 must be filled for Bag No. 1. In Bag No. 2 and others, Table 1 needn’t to be filled in.

5.2 Table 1. Total number of Bags, Sheet of E. List, Forms and Maps in this Village or EA

Enumerator fills in total number of Bags, Sheet of Establishment List, Forms and Maps in this Village or EA which are contained in the bag(s).

5.3 Table 2. Village or EA with two or more Bags

a. Enumerator puts numbers beginning with No.1 to each Bag.

b. In Bag No.1, the following documents are contained:

Establishment List,

Maps and

around 40 Forms whose the serial number of establishments in the Establishment List begins with 01.

c. In the other bags, around 40 Forms which are contained in order of the serial number of establishments in the Establishment List.

Chapter 5 Definition of the Topics and Response Categories

This chapter explains the definition of each topic in page 2~6 of the Form.

3. Characteristics of Representative or Owner of the Establishment

3.1 Sex of the Representative

Representative of establishment is not always owner of the establishment. For example representative of branch office is frequently director of the 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 Nationality of the Owner

Here, Owner refers to owner in the above example.

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

In case of “2. Foreigner”, the name of individual nation should be filled in the box at the below of this category.

4. Registration to administrative agencies and Name of ministries or agencies regarding license or approval of operating

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

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

“2 Not registered”: The others

4-2 Name of ministries or agencies regarding official license or approval for business operating of this establishment

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

In case that this establishment does not get any license or approval from any ministries or agencies, Enumerator writes “None” in the Frame No.1.

[Note]

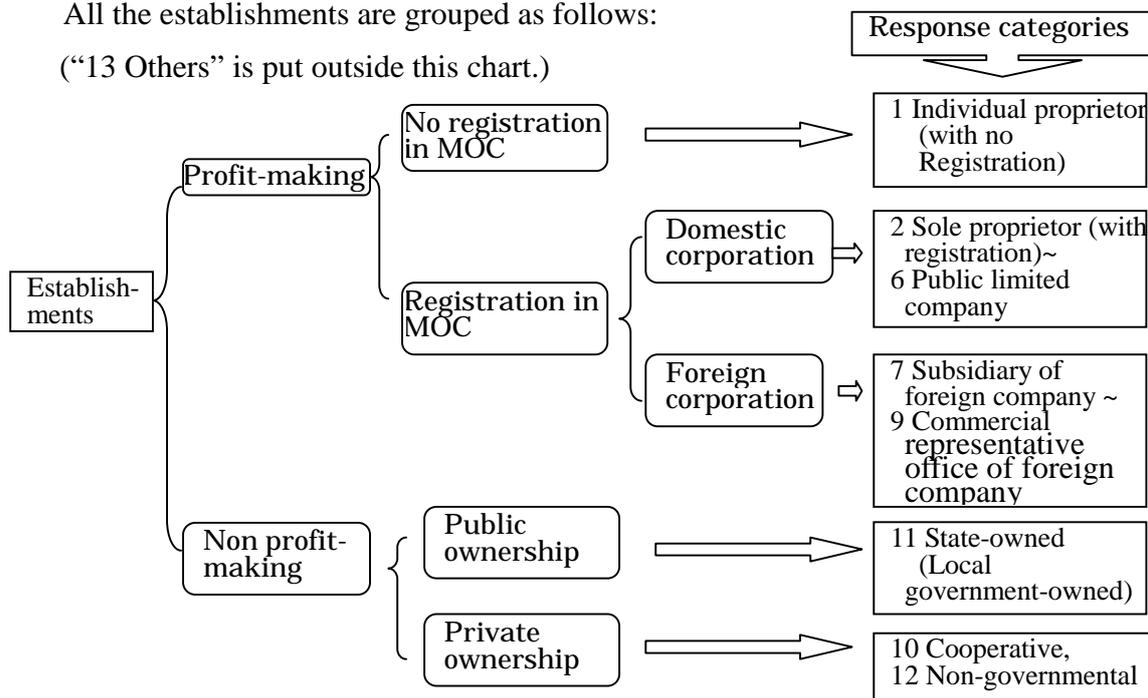
Regarding the following two Survey Items:

- 4. Registration to administrative agencies and Name of Ministries or agencies regarding license or approval of operating,**
- 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.

5. Ownership of establishment (Legal status)

All the establishments are grouped as follows:
("13 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 of the Ministry 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, Art.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, Art.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, Art.84:

- a. The company has 2 to 30 shareholders. However, one person may form a company called a 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, Art.87.

7. Subsidiary of 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 foreign company may be incorporated in the form of partnership or limited company.
- c. These are prescribed in the Law on Commercial Enterprise, Art.283 and 285.

8. Branch of 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, Art.278 and 285.

9 Representative Office of 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, Art.274 and 281.

10 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.

11. 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, Electricity du Combodge, 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.

12. 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.

13. 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.

6. 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 offices under the same management in other places.

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.

7. 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. Street vendor: small area surrounding the stall, Parasol or chair for business;
- b. 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.
- c. Shop in a market: corner or spot where the shop occupies for his/her business.
- d. 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.
- e. Factory, school or pagoda etc. in its premises: area of the whole premises

7-1 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 or the nearest organization etc..

7-2 Kind of business place

1 . Street business

This refers to the business such as stall, booth etc. that runs at the fixed location on the sidewalk or the roadside.

2 . 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.

3. 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.

4. 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.

Business that runs on the street around the market area is regarded as "1 Street business".

5. Business in modern shopping mall

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

6. Business that are occupying exclusively one block or one building

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

7. Others

This refers to other business than the above categories from "1 Street business" to "6. Business that 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

7-3 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.

8. Business hour

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

9. Year of starting the business

Write the year when this business started for the first time. In case that the respondent does not have a clear memory on the starting year, write it like "around xxxx" or between xxxx and xxxx.

10 Number of persons engaged in this establishment during one week before 1st March 2011

Here, only persons engaged in this establishment should be counted. For example, in 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.

10-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 1st March 2011. If the number changes daily, put the average number.

► In case of “head office” (Question 6.), all persons engaged in its branch offices 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.

10-A1 Individual proprietors or sole proprietors

The individual proprietor or sole proprietor 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.

10-A2 Unpaid family workers

This refers to a person who is a family member of the owner and helps the business of the establishment under no payment contract.

10-A3 Regular employees

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

10-A4 Temporarily-employed workers

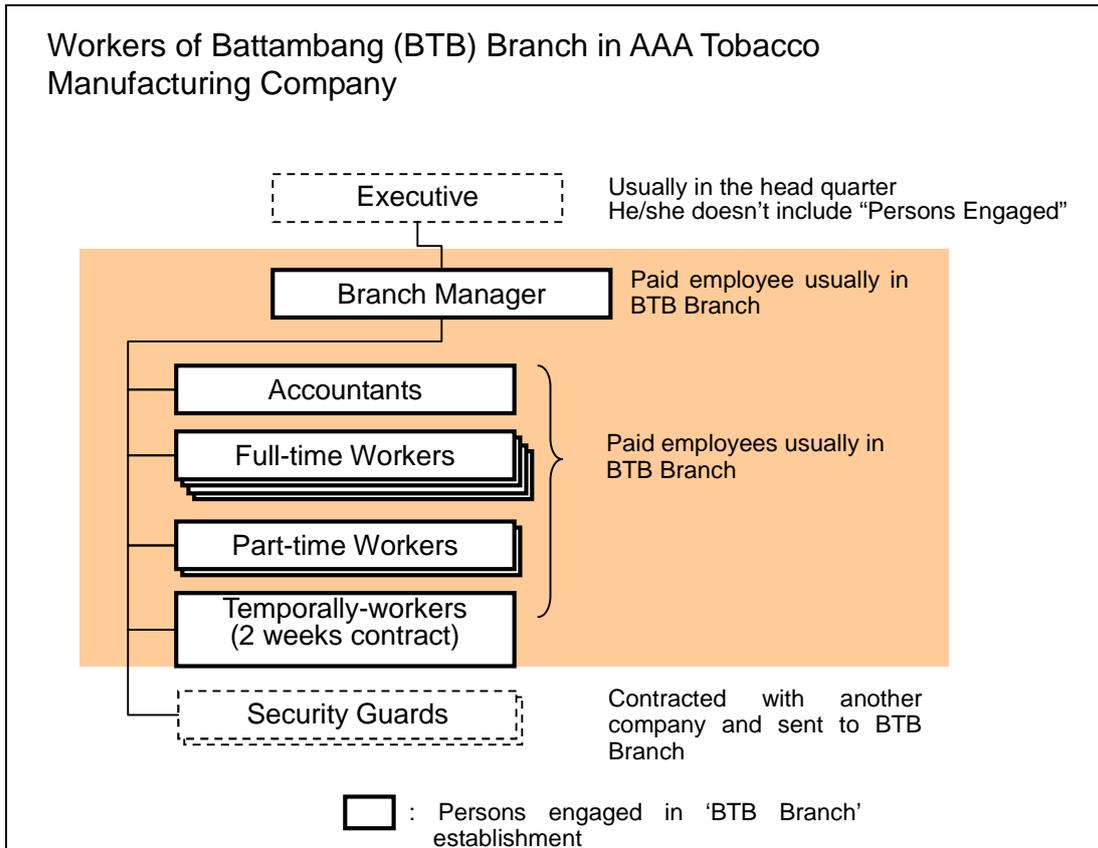
Employees other than “regular employees” are included here.

10-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 “10-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



11. Kind of main business activities which this establishment only is engaged in.

- 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 and so on.
- If main activity is not clear, select the main one in terms of the largest value added or the largest manpower inputted.
- In case of "2 Head office" (Question 6.), all activities of its branch offices are excluded.

Questions 12 to 14 relate to the following establishments or enterprises only.

1) Response to the **Question 5** is:

3. General Partnership,

4. Limited Partnership,

5. Private Limited Company,

6. Public Limited Company or

7. Subsidiary of Foreign Company.

2) Response to the **Question 6** is **Head office.**

12. Number of branch offices that this head office supervises.

Warehouses or dormitories where this corporation's employees are stationed are included.

13. Total number of the entire regular employees at the end of December of 2010

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 2010.

Definition of "regular employee is the same as the Question 10.

14. Kind of business activities of the entire enterprise that include not only those of this head office but also those of branch offices (namely, "head office + branch office")

14.1 kind of the main business activities

a. Describe the main one in the business activities of the entire enterprise 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, in case that this enterprise has two or more kinds of activities,.

14.2 Kind of the second main activity in case that this enterprise 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 15~21 are asked to only "1 Single unit" and "2 Head office" in Question 6.

15 Does this establishment or this enterprise keep documents of the Balance Sheet and the Income Statements?

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

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

The Questions 16 refers to all establishments of only “1 Single unit” and “2 Head office” in Question 6, and the response of Question 15 is “2 No”.

16 Amount of sales and operating expenses and the number of working days in February 2011. If the amount of the February is unclear, those of past one month must be filled in.

In case of Head office, total amount of sales and operating expenses including Branch offices must be filled in.

[Important issues on Question 16-1 and 16-2]

Amounts should be filled in with US dollars.

If answer from respondent is in Riel, enumerator must convert the amount into US Dollars with the exchange rate of _____

16-1 Total amount of sales of one month in February 2011 or past one month. If the amount of one month is not clear, that of per day must be filled in.

- 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 in the frame.

16-2 Total amount of operating expenses of one month in February 2011 or past one month. If the amount of one month is not clear, that of per day must be filled in.

- 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 in the column.

16-2-1 Among those described above, total amount of employees’ salaries and wages of one month in February 2011 or past one month. If the amount of one month is not clear, that of per day must be filled in.

16-3 Number of working days in February 2011 or past one month.

Ask how many days this establishment opens for its business in February 2011 or past one month, and then write the number of days in the frame.

Questions 17 to 21 refer only to establishments whose response to Question 15 is “Yes”.

Besides this, the establishments below are only referred to these questions.

1) Response to the **Question 5** is:

3. General Partnership,

4. Limited Partnership,

5. Private Limited Company,

6. Public Limited Company or

7. Subsidiary of Foreign Company.

2) Response to the **Question 6** is **Head office.**

Questions 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” which the enterprise must keep.
- b. The amount of each item should be the one at the end of December 2010 or of one year of 2010.
- c. Amounts should be filled in with US dollars.
If answer from respondent is in Riel, enumerator must convert the amount into US Dollars with the exchange rate of _____
- d. Code such as “A0, A1, A41, B0, B43” 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]

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 building, 4) Freehold building on leasehold land, 5) Non-current assets in progress, 6) Plants and equipments, 7) Goodwill 8) Preliminary formation expenses, 9) Leasehold assets and lease premiums, 10) Investment in other enterprises, 11) Other fixed assets.

17-2 Current Assets (A13)

a) This amount is not sum of 17-2-1 ~17-2-4

b) This amount is the total of the sum of 17-2-1 ~17-2-4 and the following items:

- 1) Account receivable/trade debtors, 2) Other account receivable, 3) Prepaid expenses, 4) Cash on hand and at bank, 5) Prepayment of profit tax credit, 6) Value added tax credit, 7) Other taxes credit, 8) Other current assets, 9) Differences arising from exchanging currency

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.

17-2-2 Stocks of goods (A15)

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

17-2-3 Stock of finished goods (A16)

The stock of finished goods manufactured at the end of period

17-2-4 Products in progress (A17)

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

18- Total amount of equity held at the end of December 2010 (A28)

Total amounts of the following items:

- 1) Capital/share capital, 2) Share premium, 3)Legal capital reserved,
- 4)Reserves revaluation surplus of assets, 5) Other reserved capital, 6) Profit and loss brought forward, 7) Profit and loss for the period

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

The value of share or capital which has been shared

19- Non-current liabilities at the end December 2010 (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 long-term liabilities:

20- Current liabilities at the end December 2010 (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 revenue, accrual and other current liabilities, 6) Provision for charges and contingencies, 7) Profit tax payable, 8) Other taxes payable, 9) Differences arising from currency exchange in liabilities:

21- Amount of revenue and expense in a year 2010 under “Accrual basis accounting”, which records revenues and related expenses in the same period.

21-1-1 Sale of manufactured products (B1)

The revenue from selling of finished manufacturing products.

21-1-2 Sale of goods (B2)

The revenue from selling of goods

21-1-3 Supply/sale of services (B3)

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

21-2 Total of Operating costs

Sum of 21-1-1 to 10 21-2-3

21-3 Other Revenues (Sum of 21-3-1 ~ 21-3-11) (B7)**21-3-1 Subsidy/grant (B8)**

The revenue received from other enterprise or government.

21-3-2 Dividend received or receivable (B9)

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

21-3-3 Interest received or receivable (B10)

The interest income received or receivable.

21-3-4 Royalty 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.

21-3-5 Rental received or receivable (B12)

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

21-3-6 Gain from disposal of fixed assets (capital gained) (B13)

The revenue received from sale of non-current assets

21-3-7 Gain from 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.

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

The profit gained from business activities of jointly controlled entities.

21-3-9 B16-Realized exchange gain (B16)

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

21-3-10 Unrealized exchange gain (B17)

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

21-3-11 Other revenues (B18)

The other revenues received by the enterprise in the period.

21-4 Operating expenses (B19)**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 staffs.

21-4-2 Electricity and water expenses (B21)

Including the expenses on electricity, other powers, and water

21-4-3 Travelling and accommodation expenses (B22)

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

21-4-4 Transportation expenses (B23)

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

21-4-5 Rental expense (B24)

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

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.

21-4-7 Entertainment expenses (B26)

The expenses on entertainment which occurred in the period.

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

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

21-4-9 Other taxes expenses (B28)

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

21-4-10 Donation expenses (B29)

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

21-4-11 Management, consultant, other technical, and other similar services expenses (B30):

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

21-4-12 Royalty expenses (B31)

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

21-4-13 Bad debts written off expenses (B32)

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

21-4-14 Amortization/depletion and depreciation expenses (B33)

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

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

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

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.

21-4-17 Realized exchange loss (B36)

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

21-4-18 Unrealized exchange loss (B37)

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

21-4-19 Other expenses (B38)

Including other expenses in the income statement stated above.

21-5 Interest expenses paid to residents (B40)

The interest expenses paid to residents.

21-6 Interest expenses paid to non-residents(B41)

The interest expenses paid to non-residents.

21-7 Profit tax (B43)

This is the amount calculated for accounting purpose.

Appendix 7

Points of checking of the documents by Enumerators

1. General issues

1.1 The enumerators are requested to check all documents before submitting to the supervisors.

When the enumerators find any errors or doubts on the information written in the documents, they are obliged to fulfill the followings:

- a) to confirm the respondents of the establishments regarding what are correct facts by revisiting or telephoning etc.
- b) to correct the entries in the documents based on the results of re-surveying.

1.2 Timing of checking work

The checking work should be done immediately after interviewing especially regarding the Form and at any time before submitting the documents to the supervisors.

2. Confirmation on whether all of the necessary documents are submitted or not

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

♦The documents are 1) Summary sheet, 2) Establishment List, 3) Filled-in Forms 4) Village Boundary Map or Enumeration Area Map and 5) others.

2.2 Are actual quantities of each document consistent with numbers written on the Summary sheet and Label of Bag?

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

2.3 Is the total number of the establishments written on the Summary sheet consistent with the total number of the Village Boundary Map or Enumeration Area Map and the Establishment List?

3. Coherence check between the Establishment Map and the Establishment List

3.1 Are the serial numbers of all the establishments of the Establishment List written on the Village Boundary Map or Enumeration Area Map?

3.2 Aren't any establishments omitted?

♦Especially regarding street businesses in the narrow cart road may be omitted possibly.

♦The enumerators examine making the best use of experiences or knowledge obtained through the field observations and other opportunities.

4. Coherence Check between the Establishment List and the Form

4.1 Are the descriptions (Column 2~ 6) of each line of the Establishment List consistent with those 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?

♦Every item but those mentioned in the "5.2" below must be filled-in.

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

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

► **Questions 12 to 14**

The other establishments than the followings don't need to be filled-in:

- 1) Response to Question 5 is General partnership, Limited partnership, Private limited company, Public limited company or Subsidiary of foreign company;
- 2) Response to Question 6 is Head office.

► **Questions 15**

“Branch offices” in Question 6 don't need to be filled-in.

► **Question 16**

The other establishments than the followings don't need to be filled-in:

- 1) Single unit or Head office in Question 6
- 2) Establishments whose response to Question 15 is “No”.

► **Questions 17 to 21**

The other establishments than the followings don't need to be filled-in:

- 1) Single unit or Head office in Question 6
- 2) Establishments whose response to Question 15 is “Yes”.
- 3) Response to Question 5 is General partnership, Limited partnership, Private limited company, Public limited company or Subsidiary of foreign company;

[Coherence Check between 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 “10 Number of persons engaged actually in this establishment” and Question “7.3 Area of Business Place”

In case that “number of persons engaged” is quite small such as one or two person(s) and the “Area of business Place” is quite large such as more than 100m², either of two answers must be wrong.

- b. Relationship between Question “10 Number of persons engaged actually in this establishment”, and Question “16. Amount of sales and operating expenses---” and “Amount of revenues or expenses in Question 21-1 and question 21-2.

In case that “number of persons engaged” is quite small such as one or two person(s) and the Amount of sales and operating expenses is quite large such as more than 10,000 us dollars, either of two answers must be wrong.

[Check of each question]

5.3 Main points of checking are as follows:

► **Question “5 Ownership of establishment (Legal status)” and Question “6 Single unit, Head or Branch office”**

“8 Branch of foreign company” in Question “5 Ownership of establishment (Legal status)” must be “3 Branch office” in Question “6 Single unit, Head or Branch office”

► **Question “7 Tenure, kind and area (square meters: m²) of business place”**

“1-Street business” in “7-2 Kind of business place” correspond rarely to “5 50 m² and more” in “7-3 Area (square meters: m²) of business place”.

► **Question “10 Number of persons engaged actually in this establishment only during one week before 1st March 2011”**

- a) Are the total number of persons engaged consistent with the sums of Nationality, Sex and Employment Status respectively?

b) In case of “head office” (Question 6.), aren’t the persons engaged in its branch offices included?

♦ Comparison check with the responses to **Questions 12 to 14** should be done

c) Isn’t there extremely huge number of engaged persons from viewpoint of common sense?

♦ The pupils or students must not be included in case of school.

► **Question “11. Kind of main business activities which this establishment is engaged in”**

In case of “head office” (Question 6.), aren’t activities of its branch offices included?

♦ Comparison check with the responses to **Questions 12 to 14** should be done

► **Question “12. Number of branch office” to “14 Kind of main business of the entire enterprise”**

Aren’t information of the branch office(s) excluded?

♦ Comparison check with responses to **Questions 10 and 11** should be done.

(Note) These questions refer to “the entire enterprise” including both the head office and its branch office(s).

► **Question “16 Amount of sales and operating expenses and number of working days in February 2011 or past one month.”**

a) Isn’t the amount written with “Riel” not with US Dollars?

b) Aren’t there extreme differences among the items such as “sales”, “operating expense and employees’ salaries and wages there?”

► **Questions 17 to 21**

Are the amount of the following items consistent with the sum of details respectively?

a) “17 Total amounts of assets at the end of December 2010” and Sum of 17-1 and 17-2.

b) “21-1 Operating revenue” and Sum of 21-1-1 ~ 21-1-3.

c) “21-2 Operating cost” and Sum of 21-2-1 ~ 21-2-3

d) “21-3 Other revenue” and Sum of 21-3-1 ~ 21-3-10

e) “21-4 Operating expenses” and Sum of 21-4-1 ~ 21-4-19