



KINGDOM OF CAMBODIA  
NATION RELIGION KING

ESTABLISHMENT SURVEY 2006

MANUAL FOR FIELD STAFF

ROYAL GOVERNMENT OF CAMBODIA  
MINISTRY OF PLANNING  
NATIONAL INSTITUTE OF STATISTICS

Sponsor by  
Japanese International Cooperation Agency (JICA)

## **Section I**

### **Introduction**

This section will describe the purpose and objective of the Establishment Survey in Phnom Penh 2006 (ES06). This section also explains the scope and coverage of the survey.

#### **1.1 General description of Establishment Survey**

The Establishment Survey in Phnom Penh 2006 (ES06) will be conducted on the basis of the Establishment Listing in Phnom Penh that was completed in 2006. Taking advantage of this establishment listing, the National Institute of Statistics has decided to conduct a small- scale of establishment survey in Phnom Penh, with a support of JICA, in order to obtain urgently needed economic data in Cambodia. A series of survey of Industrial Establishments (SIE) has been conducted in Cambodia three times in the past, namely in 1993, 1995 and 2000. Since then, it has been suspended due to the lack of resources, resulting in a serious gap in the supply of economics statistics in this country.

The main purpose of ES06 is to collect data related to the kind of economics activities, employment status, annual revenue and compensation in the industrial establishments in Phnom Penh Municipality. The ES06 has a similar concept as the Survey of Industrial Establishment 2000 (SIE2000) but some questions have been simplified or deleted in order to make it easier to collect information and avoid gross non-responses. The statistical information collected in this survey will be used to monitor the economic trends of Cambodia and also to compute Consumer Price Index (CPI). They will also be used by many other users in the public and private sectors such as policymakers, government officials, researchers, NGOs, the private organizations and the donor community.

The survey is aimed at generating the following specific information.

1. Name of establishment
2. Address (district, commune, village, street number and establishment number)
3. Main activities of establishment
4. Secondary/ Other activities of establishment
5. Period of operation
6. Ownership of organizations
7. Relationships with other establishments
8. Percentage of foreign participation
9. Number of persons engaged
10. The amount of annual compensation to paid worker in 2006

11. Value of fixed assets in 2006
12. Operating cost (other than workers' compensation) in 2006
13. Indirect tax and subsidies in 2006
14. Value of inventory in 2006
15. Proceeds/ Income in 2006
16. Certification of Respondent

## **1.2 . Collection Authority**

This survey is conducted under the authority of the Statistics Law (Article 11). Article 25 of the Statistics Law, which requires that your organization provide accurate, complete and timely information to the designated statistics officer of the National Institute of Statistics (NIS), Ministry of Planning (MOP). The NIS would appreciate your cooperation. However, refusal to provide the information requested on this form by any manager, director or responsible employee of your organization can result in penalties being applied under Article 28 (b) of the Statistics Law.

## **1.3 . Confidentiality**

According to the Statistical Law of Kingdom of Cambodia, all the financial information collected in this survey will be strictly confidential and shall be published only as consolidated statistics.

The confidentiality of the data you provide is guaranteed under Article 22 of the Statistics Law. The individual information reported on this form will be combined with information provided by other survey respondents in order to produce aggregated data for statistical purposes only. Article 26 of the Statistics Law imposes severe penalties for any NIS or MOP officer that breaches this confidentiality guarantee.

## Section 2

### **Duties of Enumerator and Supervisor**

The quality of collected data depends largely on the dedicated work of every individual enumerator. As you have accepted to be the one, you must implement the work properly following the instructions given in this Manual and also additional instructions that will be given in the training course for the enumerators and supervisors.

As the enumerator, you are expected to play a very important role in the operations of the survey. This job requires your smart, good communication with the entrepreneurs and the owners of establishments who keep the confidential data of establishment. The confidence you gain from the entrepreneurs and owners will be most important for the success of the survey.

This section will describe in details the duties and responsibilities the enumerators and the supervisors of Survey of Industrial Establishments.

#### **2.1 Training Course and Identification Card**

The enumerators and the supervisors must attend the training course fully from the start to the end. You have to keep your identification card with you, which is issued by National Institute of Statistics, during the implementation of the work and show it to the staff or guard of establishment for get a permission to meet with the manager or the owner of establishment for an interview.

#### **2.2 Duties and responsibility of Enumerator**

##### **General:**

The enumerator is responsible for data collection from those establishments that are specified in the directory (the name list of establishments) provided by NIS. The enumerator must endeavor to complete the assignment with good quality and highest responsibility by following the instructions in this manual.

You can collect data in two ways.

1. Interview directly the owner or manager of establishment.
2. Explain and drop the questionnaire to establishment administrator asking to fill it in due course of time

##### **Duties:**

###### **Before the fieldworks**

- Attend the training course conducted at the NIS, Phnom Penh Office
- Deliver the appointment letter to entrepreneurs to get an interview, if needed.

### **During the field works**

- Find and interview a responsible person of the establishment, collect the necessary information and fill the questionnaire by yourself.
- If answers cannot be obtained through an interview, explain the contents and leave the questionnaire with the responsible person to fill it in later. Before leaving the site, fix and inform the date when the enumerator will come back to collect completed questionnaire.
- Write down the name of person who receive the questionnaire, and the date of the delivery and the anticipated date of recovery of questionnaire.
- When you receive a completed questionnaire, be sure that questionnaires have correct names and addresses of the specified (sample) establishments.
- Upon receipt of the questionnaire and before leaving the establishment, check it for completeness, consistency and reasonableness of entries, according to the instructions given in the Manual.

### **After the fieldworks**

- Ensure that all reports and survey materials (the completed and the excess) are properly accounted for before final submission to the supervisor.
- Report weekly to supervisor the number of questionnaires that have been, and will be collected together with the collected questionnaires.

## **2.3. Identification of Questionnaires**

The following information, relating to " Identification Particulars" on the cover page of the questionnaire must be filled up by the enumerators:

- Name of Establishment
- Address is included as Province / Municipality, District, Commune, Village/ Street, house number, telephone number and name of contact person.
- Date delivered/ received, received by, date due, date collected, enumerator's name and signature of enumerator.

## **2.4. Duties and responsibility of Supervisors**

Each supervisor is assigned to supervise several enumerators during the Establishment Survey (SE06) operation.

The supervisor shall assume the following specific duties and responsibilities:

### **Before the field work**

- Assist in the conduct and ensure the smooth flow of training (i.e., Taking charge of daily attendance, and ensuring that training facilities are ready and there are enough training materials for participants).
- Supervisor must keep a good relationship with Survey Coordinator of ES 06 and the enumerators working under your supervision.

### **During the field work**

- Monitor the progress of work of the enumerators.

- Coordinate with enumerators and help to communicate with the owner of establishment when an enumerator should meet any difficulty in the field survey.
- Receive a weekly report from the enumerators and report the progress of work to the Survey Coordinator of ES 06 on regular basis.

#### **After the field work**

- Upon receipt of questionnaires from enumerators, check the entries for completeness, consistency and reasonableness according to the instructions lay down in the Manual.
- Submit the completed documents to the Survey Coordinator of ES 06

## **2.5. Supply of Survey Materials**

After the training course is completed successfully and before fieldwork operation begins, the supervisor will be provided by NIS with the following survey materials:

1. Questionnaires
2. Directory (sample list) of establishment
3. Administration letter
4. Manual for Field staff
5. Identification Card
6. Bag, pencils, pens, eraser, pencil sharpener.
7. Report form of establishment completely interview and number of questionnaires are sent to entrepreneurs.

## **2.6. Field Supervision by supervisors**

1. Ensure that questionnaires are properly allocated and distributed.
2. Promptly attend to problems that may arise during the survey operations, for example, by assisting the enumerator in case of non-cooperation from an establishment.
3. Monitor continuously the progress of survey operations. For this a daily report should be transmitted to the Field Coordinator (Mr. Mich Kanthul & Mr. Khin Sovorlak) at the NIS headquarters.
4. Monitor the submission of filled-in questionnaires from the enumerators. When received them, edit the contents according to the procedures laid down in this manual.

## **2.7. Transmition of Completed Questionnaires**

- Before the transmition of filled-in questionnaire to the NIS, Phnom Penh Office, ensure that every questionnaire has been reviewed and edited according to the editing instructions set in the Manual.
- The Supervisor should submit all collected/verified questionnaires to the NIS, Phnom Penh Office.

## **Section 3**

### **General Rules for Interview**

#### **3.1 Who must be interviewed?**

The enumerators have to interview the owner, manager, administrator, and accountant of establishment or any person responsible for establishment.

#### **3.2 How to interview**

The accurate information is the goal of data collection. As an enumerator you have to do it properly in all the time but at the same time you should try to make the respondent believe in and feel confidential with you. The instruction for interviewing is as following:

##### **1. Proper manners**

- Dress properly
- Introduce yourself
- Please do not make argument and complaint with the respondent
- Try to make the respondent understand our objective
- Thank you to the respondent after the interview

##### **2. After finishing interview**

You must check all in information given in the questionnaire to find and correct, if any, any missing or inconsistent information. If you know that information recorded is not correct or inconsistent, please ask the question again to correct it.

#### **3.3. Collection of questionnaires**

1. In case of the respondent tend to delay the schedule or break the promise for returning the questionnaires. Please send to the establishment a notice/ reminder of the due date for collection of the questionnaire, at least 5 days before you go to collect back. (This part is only use in drop-off questionnaire method).
2. Send to the establishment a notice/ appointment letter for asking an interview after the meet on the first day.
3. Upon collection, review the questionnaires for completeness and consistency of entries to avoid revisits or callbacks (see section on field editing instructions in the manual). You may make corrections on the spot or wait to receive the needed information from the respondent before leaving the establishment.

4. In cases where any inconsistencies or missing answers cannot be corrected or resolved immediately, collect the questionnaire anyway but leave a blank questionnaire with a problem slip to the establishment. The problem slip should state the data item (s), which needs to be verified, and the problem associated with it. Set a date when the problem slip will be collected. Report the problem to your supervisor immediately.
5. Write down the date of questionnaires collection, enumerator's name and put your signature on the questionnaires.
6. Make sure that the Identification portion is completely filled up such as name of establishment, address, province, district, commune, village, house number, telephone, fax and name of contact person.

Please, do not leave the establishment until you have verified that all inquiries have been answered and entries are consistent.

### **3.4. Field editing**

Field editing of accomplished questionnaire is the responsibility of the enumerators and supervisors.

#### **General Instructions**

1. Use pencil for editing.
2. Review the questionnaire for completeness and consistency of entries before leaving the establishment to avoid revisits.
3. Line out entry or entries written in words representing numerals and enter the corresponding numeric figures.
4. Do not erase or obliterate any entry or entries supplied by the respondent establishment. Changes or correction on the original entry must be lined out before writing the corrections above the lined out figure or on any space nearest the corrected entry.

## Section 4

### Common Instruction for filling up the Questionnaires

#### A. Identification

In this section, enumerator must fill out the name of establishment, address, telephone, fax, code of district, commune, village and name of contact person and put the date of delivery questionnaires and the promised date for collecting questionnaires back. Enumerator have to ask respondent to fill up information for two questionnaires, and tell them that one will be kept by the establishment and one will be collected by enumerator.

#### B. General Questions

##### B. 1: Main economic activities in 2006

Main activities refer to the activities that contributed to the most or the major revenue source for the establishment. The main activity of an establishment is asked and recorded in words in B1, but later in NIS headquarters office, they are converted to the four-digit code of International Standard Industry classification (ISIC). To accomplish the conversion, it is important to make clear the following:

- Nature of activity: Produce products, repair products, provide a service or sell product.
- Good/ material/ service they provide or ship: What kind of goods or materials they are producing, or repairing, or what kind of services they provide.

It is usual to operate different kind of activities in an establishment. And different establishments within the same enterprise may operate different activities. To obtain the main economic activity of the establishment, you need to find the activity that contributes the biggest or the major portion of the gross income or revenue of the establishment.

If the establishment has secondary/ other activities, please write them down in B2. (Please make sure that the main economic activities must be the same as establishment listing in Phnom Penh, 2006).

1. Please do not accept "blank" or N.A (not applicable) or none as entries. If such entries are encountered, obtain by further questioning the information about the economic activities of the establishment.
2. See it that the main economic activity of the establishment is sufficiently described to allow coding at 4 digits ISIC level. It should contain a clear and adequate description of the main product or the main economic activity of the establishment, which is the source of the largest revenue or income.

## **B. 2: Secondary/ other activities**

Please leave this part blank, if the establishment has only one major economic activity.

## **B. 3: Period of operation**

Write down the year of commencement of operation and the number of months of operation in 2006.

Example: Apple Garment Factory started business in 2000 but it temporarily suspended its business operation for 5 months in the year 2006. So we write down 2000 as the year of commencement of operation and 7 months as the months of operation in 2006.

## **B. 4: Ownership of organization**

Please write (√) to an appropriate box

Only one box should be marked. If more than one box is marked, verify from the establishment.

1. Box 1: Single proprietorship
2. Box 2: Partnership
3. Box 3: Cooperative
4. Box 4: Private company/ corporation
5. Box 5: State-owned
6. Box 6: Non-governmental organization
7. Box 7: Other (specify)

## **B. 5: Relationship with other establishments (Enter (√) to an appropriate box)**

Only one box should be marked. If more than one box is marked, verify from the establishment.

1. Box 1 is marked for Independent establishment /single establishment or one with no head or branch establishment in any place in the Cambodia.
2. Box 2 is marked for Head establishment with branch (es) located elsewhere in the country. If marked code 2, enumerators have to ask how many branches does the establishment have?
3. Box 3 is marked for a branch establishment under the control of the main establishment within Cambodia. Write down the name of the head establishment and its location.

An establishment refers as an economic unit at a single location, such as a factory, mine, or store which produces goods or services. It is usually engaged in one predominant type of economic activity. If an enterprise has other branches, factories and warehouses in different locations, each of locations is regarded as "an establishment".

Example: XYZ Tobacco Manufacturing Company has headquarter located in Chamkarmon districts and two factory, two branches (XXX branch), (YYY branch) and two warehouse, (Warehouse A and Warehouse B) Warehouse A located in Russey Keo, warehouse B located in Sihanoukville, factory A located in Kien Svay district and factory B located in Kandal stueng districts, XXX branch located in Dangkor district and YYY branch located in Battambang provinces.

In this above case, if the headquarter of XYZ Tobacco Manufacturing Company is selected for survey in 2007, this kind of establishment will be regarded as head establishment with branch (es) (Box 2 of B5) and write down the number of branches. On the other hand, if XXX branch was selected for survey you have to tick in box 3 of item B5 and write down XYZ Tobacco Manufacturing Company, which is the name of head establishment and its address.

Definition of Branch:

Branch is an economic unit which is controlled by its main office located elsewhere.

## **B. 6: Percentage of foreign participation/ equity**

This item is important to determine the extent of foreign involvement in the national economy. Please write down the percentage of foreign investments in the box, if there is any. If this establishment is entirely owned by Cambodians, enter zero (0). If this establishment is entirely owned by foreign investor, enter 100%.

## **C. Number of persons engaged in July 2006**

### **C.1. Number of persons engaged in the establishment as of 1<sup>st</sup> July 2006**

The employment status of those engaged in an establishment as of 1<sup>st</sup> July 2006 is needed not only to see the employment situation in 2006 but also to relate the employment with the compensation and the revenue for the same year. Data is required for males and females separately.

- Self-employed proprietor: Write down the number of proprietor who owns and works in the establishment with, or without, employees and/or unpaid family workers.
- Unpaid family workers: Write down the number of family workers participating in the establishment without salary and wage.
- Paid workers: Write down the number of all paid workers who receive wage and salaries.
  - Paid worker are divided into three categories as follow:
    1. Managers, executives, supervisors, administrators, technical & engineering workers.

2. Production workers, including laborers, drivers, other non-technical production workers.
  3. Sales, service and other workers, including cooks, clerks, housekeepers, cleaning persons.
- **Total number of persons engaged:** Write down the sum of the above worker, including self-employed persons, unpaid family worker, if any. and also sum of persons in all three categories.

#### **D. Amount of annual compensation to paid worker in 2006**

Tick (✓) in the box US Dollar, or Riels to indicate the currency used in the answers.

- Compensation refers to all payment such as salaries and wages both in cash or in kind made by the employer to employees. Then write down the amount of salaries and wages separately by work status of workers in the provided column (Line 1, 2, 3,).
- **In Line 1:** Write down the amount of compensation to paid worker in both sexes with work status in categories 1 (Managers, executives, supervisors, administrators, technical & engineering workers).
- **In Line 2:** Write down the amount of compensation to paid worker in both sexes with work status in categories 2 (Production worker, including laborers, drivers and other non- technical production workers).
- **In Line 3:** Write down the amount of compensation paid worker in both sexes with work status in categories 3 (Sales, service and other workers, including cooks, clerks, housekeepers, cleaning persons).
- **In Line 4:** Total amount of compensation in line 4 is the sum of amount of compensation to paid worker from Line1 to line 3.

#### **E. Value of Fixed Assets in 2006**

There are Form A and Form B in this question, from which you can choose for answers depending on the availability of account books. Form A may be used by the establishments, which keep the account books, and Form B may be used by those which do not keep the account books.

Form A (Book value methods)

1. Book values as of 1st January 2006 may not be zero only if the establishment started operation after 1<sup>st</sup> January 2006 as stated in the Certification portion and the number of months in operation in 2006 less than 12.
2. If there are non-zero entries in book value as of 1<sup>st</sup> January 2006 except for land, there should be corresponding non-zero entries for Depreciation. The value of depreciation should be less than or equal to Book Value as of 1<sup>st</sup> January 2006. Plus capital Expenditures.
3. If value for land and building are zero, there must be rental expenses.
4. Zero is acceptable for capital expenditures. This meaning that the establishment did not acquire any fixed assets during the year.

**Tick (✓) in the box US Dollar, or Riels**

- Write down the value of Land in line 1
- Write down the value of Building and Structure in line 2
- Write down the value of Machinery and equipment in line 3
- Write down the value of Transport equipment in line 4
- Write down the value of Furniture and others in line 5
- Write down the Total amount of fixed assets from line 1 to line 5 in line 6

Form B (Current value methods)

For each item of fixed assets, write down the amount of fixed assets at the end of 2006 and also the additions and the reductions of fixed assets during the year 2006, namely from 1 January to 31 December 2006.

**Tick (✓) in the box US Dollar, or Riels**

- Write down the value of land in line 1
- Write down the value of building and structure in line 2
- Write down the value of machinery and equipment in line 3
- Write down the value of transport equipment in line 4
- Write down the value of furniture and others in line 5
- Write down the total amount of fixed assets from line 1 to 5 in line 6

**F. Operating Cost (other than worker's compensation) in 2006.**

Operating Cost is the expenditure spent in the business operations for various items, including cost of material, supplies purchased, fuel, electricity and other services received.

**F. 1: Amount of annual Operating Cost in 2006**

**Tick (✓) in the box US Dollar, or Riels used in answers.**

- Write down the cost of materials & supplies purchased
- Write down the cost of fuels and electricity purchased

- Write down the cost of electricity purchased or generated for own consumption.
- Write down the payment for industrial and other services received
- Write down the payment for rent, leasing and hiring from others, and sum total amount of operating cost from Line 1 to Line 5 in line 6.

## **G. Indirect Tax and Subsidies in 2006**

**Indirect Taxes** refers to sales tax, excise and indirect taxes, other than income tax, incidental to the production or sale of goods and services chargeable as expenses such as business tax, stamps, real-estate tax, franchise tax and other local taxes.

**Subsidies** are special grants in the form of financial assistance or tax exemption or tax privilege received from the government to aid and develop the industry.

**Tick (✓) in the box US Dollar, or Riels used in answers.**

- Write down the amount of sale tax, excise and other indirect taxes in line 1
- Write down the amount of subsidies received from the government in line 2
- Write down the amount of rebate and import discount in line 3

## **H. Value of Inventory in 2006**

In this part, please ask their major inventory items in each inventory category and ask the unit value and the quantity. Then calculate those entire inventories into value of US dollars or Riel based on the book value methods.

1. If the establishment started operation later than 1<sup>st</sup> January 2006, the stock at the beginning of the year must be zero (0).
2. If the establishment has stopped operation before 31 December 2006, stock at the end of the year must be zero (0).
3. Verify the period of operation from the Certification portion.

**Tick (✓) in the box US Dollar, or Riels used in answers.**

- a. Write down the amount of finished products in line 1
- b. Write down the amount of semi-finished products in line 2
- c. Write down the amount of raw materials and supplies in line 3
- d. Write down the amount of fuel to run the transport and machines in line 4
- e. Write down the amount of goods for resale in line 5
- f. Write down the total value of inventory from line 1 to line 5 in line 6

## **I. Proceeds/ Income in 2006**

Proceeds/ Income is the amount of value, which the establishment received from their business transactions in year 2006.

**I. 1: Amount of annual proceeds/income in 2006**

**Tick (√) in the box US Dollar, or Riels used in answer.**

- Write down the amount of proceeds/income from business operations in line 1
- Write down the amount of income from rent, leasing and hiring in line 2
- Write down the amount of interest and dividend received in line 3
- Write down the total amount of Proceeds/Income from line 1 to line 3

**J. Certification of respondent**

After completely filled up on the question, you have to ask respondent write down their name with signature, title/designation and dated.