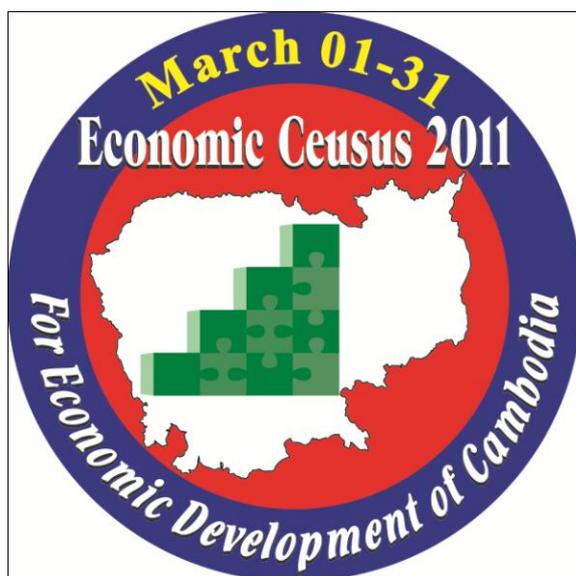




KINGDOM OF CAMBODIA
Nation- Religion- King

Pilot Survey
for the Economic Census of Cambodia 2011



Enumerator's Manual

National Institute of Statistics, Ministry of Planning

Phnom Penh, Cambodia

March 2010

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, and shops, factories, restaurant, hotels, etc. in terms of kind of industry, 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 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 survey activities according to the instructions in the "Manual".

Director General National Statistics Institute

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Chapter 1 Overview of the Pilot Survey of the 2011 General Economic Census of Cambodia

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

It also gives general facts about the implementation of the Pilot Survey.

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 and so on.

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

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

1.4 This is the most important reason why the Cambodia 2011 Economic Census 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.

2.2 The Pilot Survey aims mainly to test drafts of the Census Form , the enumeration method, the Enumerator’s Manual, and other related documents, in order to finalize them.

3. Reference date and enumeration period

The Pilot Survey is taken as of 1 March 2010 (Monday). The enumeration is carried

out within one month beginning on 1 March 2010.

4. Legal basis

The Pilot Survey is taken on the basis of Article 5 of “Sub-decree on Defining Date, Organizing and Proceeding of Cambodia 2011 Economic Census”

5. Units to be surveyed

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 of the Pilot Survey

6.1 The Pilot Survey covers all establishments which exist and run their business at the reference date in selected enumeration areas/blocks in Phnom Penh city except:

- 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.

6.2 The Pilot Survey is carried out in 199 Villages which are selected from those of the Nation-wide Establishment Listing of Cambodia 2009 in all provinces by the random sampling method. Out of the selected Villages, 5 Villages with 100 and more establishments are divided into Enumeration Areas. One of these Enumeration Areas in respective Village is selected and is allocated to one enumerator. The selected Villages or Enumeration Areas are canvassed by an enumerator the Pilot Survey.

6.3 In addition to this survey, all establishments with 100 and more employees, excluding “branch offices”, are surveyed by the ARO.

7. Topics to be investigated

The Pilot Survey investigates the following topics using the Pilot Survey Form :

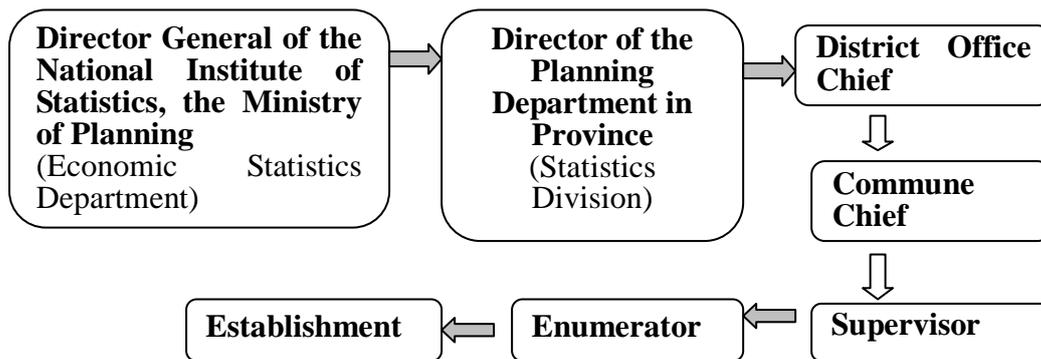
- a. topics on identification of the establishment
- b. topics on characteristics of the establishment and enterprise
- c. topics on financial issues of the establishment and enterprise

8. Method of the enumeration

The enumeration is carried out through the method in which the enumerator visits each establishment within assigned Village or Enumeration Area and interviews the owner or manager of the establishment or his/her substitute who is entitled to represent the establishment, and fill in the Pilot Survey Form.

In addition to this, the establishment, which needs to fill in the Form by themselves, is applied the self-enumeration method.

9. Implementation organization



10. Main duties of the enumerator

The enumerator carries out the following tasks:

- 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 in charge 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 submitting all documents to the supervisor, filling in the Recording Sheet, attending the discussion meeting and so on.

11. Time schedule of main events for the 2011 Economic Census

11.1 Pretest was taken as 15 December 2009.

11.2 Pilot survey is to be taken as of March 1st 2010.

11.3 The 2011 Economic Census will be conducted as of March 1st 2011.

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 necessary documents such as Forms, Establishment List, Village or Enumeration Area Map, Form of "Nation-wide Establishment Listing" (photocopy), Enumerator's Manual, and so on.

2. Tasks prior to the field work

X ~ 28 February

- 2.1 Enumerator reads carefully this manual to comprehend his/her duties and the Pilot Survey itself.
- 2.2 Enumerator fills certain information in the column "Area Information" at the first page of every Form.

► Field work

3. Identification of the enumeration area

27, 28 February

- 3.1 Enumerator confirms the location on the Village Boundary Map or Enumeration Area Map where he/she is standing, 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.

Survey Date: 1 March

4. Listing, Interviewing and filling in the Form

1~26 March

◆ Visiting the target establishment

- 4.1 Enumerator calls on each establishment which exists and runs their businesses as of 1st March 2010 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 Establishments List 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 this visit, Enumerator should do carefully the following issues:
- a. to inform that he/she is the enumerator of the Pilot Survey for 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 Economic Census and the Pilot Survey.
 - d. to try to gain understanding and cooperation to this Pilot Survey of the 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 and request the cooperation to the 2011 Economic Census too.
- 4.4 These tasks on each establishment should be completed within the period from March 1 to 19, basically.
- 4.5 The rest of the survey period that is March 20 to 31 should be reserved for dealing with difficult establishments such as the owner's absence, rejection to the survey etc.

◆ Listing Establishments

- 4.4 Enumerator fills each establishment in order of calling on one by one in the Establishment List.
- 4.5 Enumerator writes the serial codes of the establishments of the Establishment List at the establishment's place in the Village Boundary Map or Enumeration Map.

◆ Interviewing the establishment and Filling in the Form

4.6 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 .

4.7 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.

4.8 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.

4.9 When Enumerator finds no more errors in each page of the Form , he/she circles “OK” in the column at the lowest part in each page of the Form .

◆Enumerator repeats the work of “4.1” to “4.9” instructed above for every establishment listed on the Establishment List.

► Post-field work

5. Confirmation about the Forms and other documents and Filling in Summary Sheet

31 December

5.1 Enumerator checks the following issues regarding the Form s and other documents after all the field work finishes.

- a. All the Form s in the Village Area or Enumeration Area are put in order of the line number of the Establishments List.
- b. The Establishments List has no mistakes or entry-omissions.
- c. The first page of the Form is consistent with the Establishments List
- d. Each page of all the Form has no errors such as entry-omission and inconsistency among the survey-items.

5.2 Enumerator counts the number of the filled-in Forms collected and fills exact figures, the name of the village and others in the Summary Sheet.

6. Describing problems, remarks etc. in the Recording Sheet

~31 December

6.1 Enumerator describes any problems which he/she has noticed during the enumeration work, positive remarks for solving these problems, and so on, in the Recording Sheet.

**7. Submitting documents such as
Forms, Establishments List and so on**

5 May 2010

7.1 Enumerator puts a set of the following documents in the Plastic Bag and submits it to the supervisor till 5 may, 2010;

- ① Summary Sheet
- ② Village Boundary Map or Enumeration Area Map
- ③ Establishments List
- ④ Forms
- ⑤ Others

8. Participating Discussion Meeting

x May 2010

8.1 Enumerator attends the Discussion Meeting to be held by NIS with the Recording Sheet to express his/her remarks and others.

8.2 After Meeting, Enumerator submits the Recording Sheet to the staff of NIS.

Box 1

Dos and Don'ts of the Enumerators

1. Grasp all establishments without any omission.

The most important point in this survey is to grasp all establishments which exist at the survey date without omissions or any duplication. To achieve this mission, be sure to comprehend completely what establishments should be surveyed and be familiar with the Village 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 of the Economic Census and purposes of this Pilot Survey 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 Manual.

If you have any questions or difficulties during the survey work, immediately consult with the person concerned in NIS, 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 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 2

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.
- d. **The Pilot Survey aims:**
 - a) to test drafts of the Census Form, the enumeration method, Enumerator's Manual, and other related documents, and then,
 - b) to lead to the properly designed Census Form, elaborated method of enumeration, exact description of the Enumerator's Manual and right contents of other documents.

2. Giving a sense of relief

[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 data for the socio-economic development of Cambodia (show your ID if required).
- b. Legal basis of the 2011 Economic Census and the Pilot Survey
The Census and the Pilot Survey are 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 3

How to cope with difficulties in the field work

1. Interviewing is impossible due to the absence of the owner or representative (or his/her proxy or person in charge).

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, 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)

[Notice]

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

2 Case of a resolute refusal

First of all, enumerator required to consult with the supervisor and gain the instruction from supervisor. After this,

- a. Enumerator tries to ask the reasons of refusal and to request for cooperation in the 2011 Economic Census, and then leaves expressing gratitude.
- b. After leaving, Enumerator tries to fill in the Form as much as possible on the basis of the knowledge from observation or neighbors.
- c. Enumerator records the reasons for refusal in the Recording Sheet.

Chapter 3 Establishment to be Surveyed

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 Pilot Survey, surveyed are all establishments which exist and run their businesses as of 1st March 2010 within the selected Villages or Enumeration Areas. 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 are not self-employed 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.

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.

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 to be surveyed should be identified in terms of both "location" and "management entity" since each establishment must satisfy the requirement that "economic activities are carried out at a specific location (a single lot) under a single management entity according to the definition of "establishment" in this survey.

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

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 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 survey as an establishment.

Example:

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

Refer to “Pictures and Explanation” on the target establishments at the end of this Manual.

Box 4

Questions and answers on specific cases of establishments to be surveyed

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 Pilot Survey (namely should not be surveyed).

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

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

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

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

A. All of them fall in the conditions of the establishment, even though the operating time or period is limited. 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 Establishments List , the Establishment Map and the Form

This chapter explains how Enumerator fills in the Establishments List and the Form

1. Establishments List in the Village or Enumeration

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 areas such as 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 1 are written according to the order of visiting establishments.

1.4 “Name” and “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.

1.5 “Street business or not”

- a. Enumerator fills in this column based on the result of the Listing Work in the field

1.6 Column of “Remarks”

Enumerator uses this column as “notes” for reference information of his/her working: date of revisiting for the Form, reasons for rejection and so on.

2. Establishment Map

2.1 Enumerator is to receive the Village Boundary Map or Enumeration Area Map from the staff of NIS in order to identify the area of Village or Enumeration Area concerned.

2.2 Enumerator writes the “serial number” of the Establishment List at the place where the establishment exists on the map.

2.3 This map, which the location of each establishment is written, is called as Establishment Map”

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.
 - b) writing the actual information which Enumerator gains from the “interview” in the field work.
 - c) Especially, regarding the Question 16 to 21, establishment itself fills 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.

2.2 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” and “2.5 Reference information” may not always be written when the respondents refuse their response.

b. Box of “Section for Enumerator”

This box is used as “Memorandum” on important matters for smooth field work.

2.3 The page 2 ~ 4

- 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.

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. Sex and nationality of representative of this establishment

This topic aims to measure how many women or foreigners participate in the economic world as enterprisers.

4. Registration to administrative agencies

4.1 Commercial Registration to the Ministry of Commerce

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

“2 Not registered”: The others

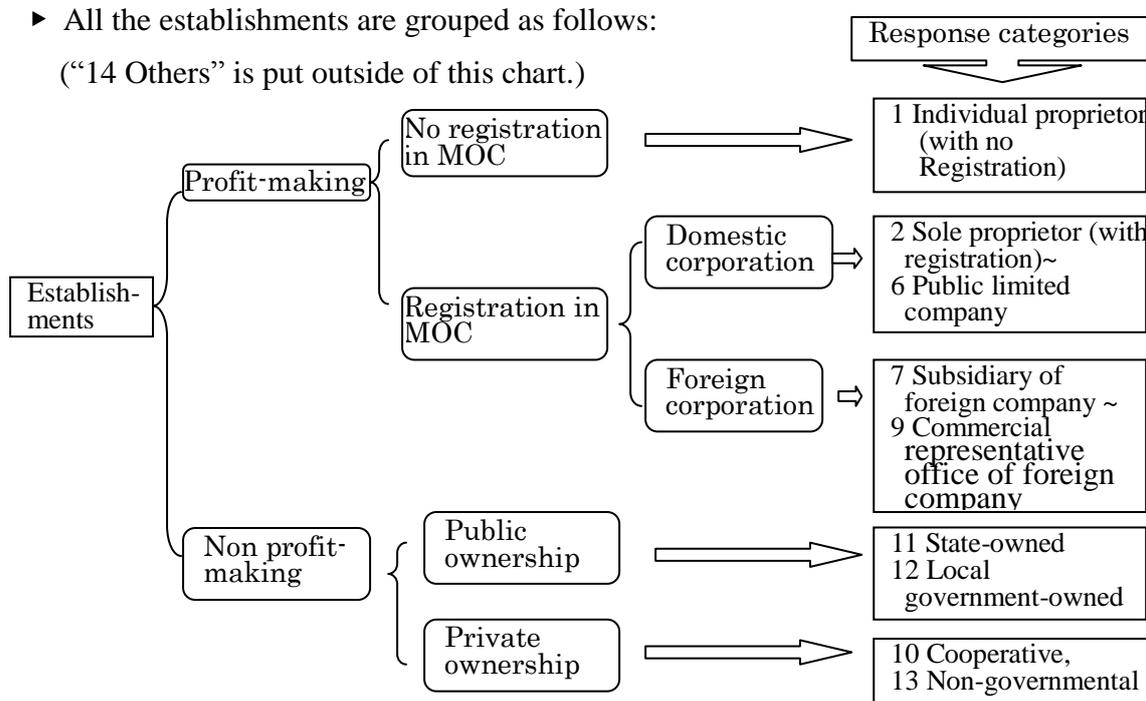
4-2 Public license or Approval from Ministries or Agencies

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

5. Ownership of establishment (Legal status)

► All the establishments are grouped as follows:

(“14 Others” is put outside of 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 to combine 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, and 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 that 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 and its name must be the principal’s name above or in front of which the word "Branch" shall be placed.
- 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 be its principal’s name above or in front of which the word "Commercial Representative Office” or “Commercial Relations Office" shall be placed.
- 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. These are 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 at 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 house, State utilities, State courier and mail enterprises, national hospitals, national schools and so on.

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

12. Local government-owned organization

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

13. Non-governmental organization

This is a non-profit making business organization other than the “10 Cooperative”, “11 State-owned organization”, and “12 Local government-owned organization”.

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, political parties, charities, pagodas and other religious institutions, and aid organizations financed by voluntary transfers.

14. Other organization

This category includes an establishment which does not belong to any of the above-mentioned categories.

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

- a. Street vendor: small area surrounding the stall and 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 whole premises

7-1 Tenure of business place

Select an appropriate response category in accordance that this establishment owns, rent or use under other Form s.

If “**3 Others**” is selected, write a specific form such as licensed, permission from an authority, 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 is referred 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 is referred 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 multiple 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 “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 of the record on the area of the business place which the owner keep.

If no record, 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 business

Write the year when this business started for the first time. In case that 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 2010

10-0 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 2010. 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:** all the persons who are hired by this establishment and earn the salary even if dispatched to other establishments controlled by other managements.
- **Excluded are:** 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

10-1 Individual proprietors or sole proprietors

The individual proprietor or sole proprietor who actually manages and owns this establishment is included.

10-2 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.

10-3 Regular employees

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

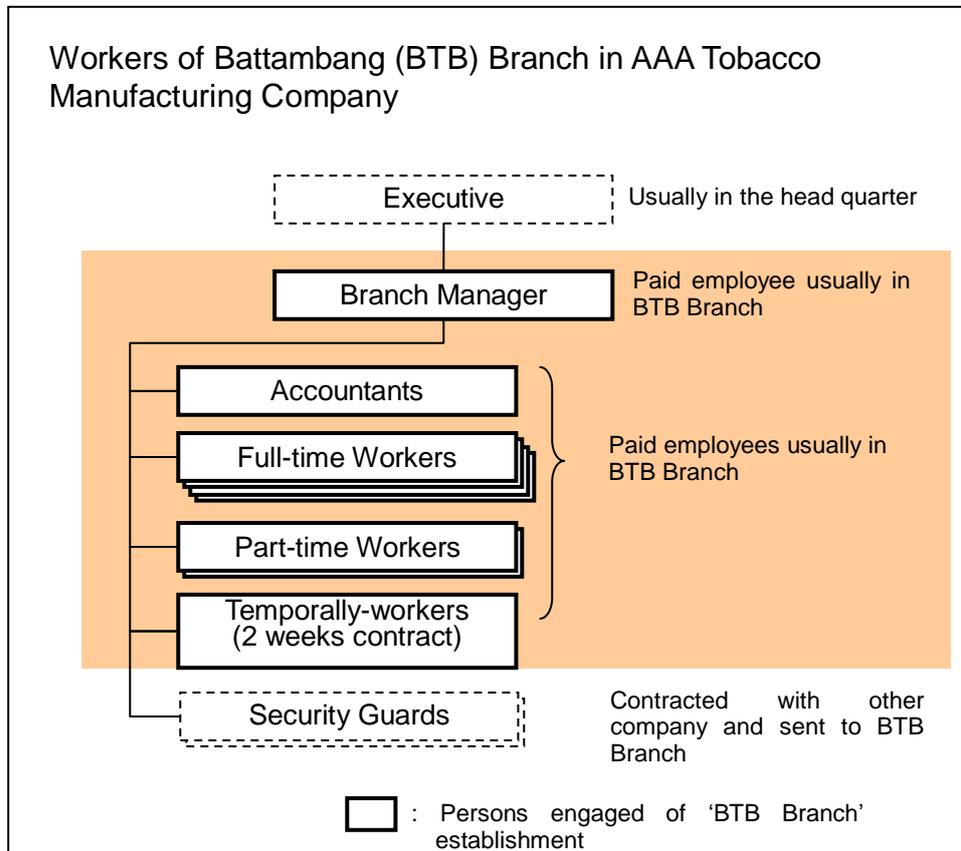
Regular employees are classified into the following four categories in accordance with kind of job which performed mainly during one week before 15th December

2009.

10-4 Temporarily-employed workers

The other employees than “regular employees” are included.

An example: Employment structure of a branch factory



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

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

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

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

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

c. In case of “head office” (Question 6.), all activities of its branch offices are excluded.

Questions 12 to 14 relate to the following enterprises only.

- 1) Response to the Question 5 is **General Partnership, Limited Partnership, Private Limited Company, Public Limited Company or 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 of this corporation at the end of December of 2008

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 2009.

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

14. Kind of business activities of the entire enterprise

14.1 kind of the main business activities

- a. Describe the main one in the business activities of the entire enterprise that are 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

Questions 15~21 are asked to only Single unit and Head office in Question 6.

15 Does this establishment or this Enterprise keep documents of the Capital Contributions, 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.

16 Amount of sales and operating expenses per day in the recent month and the number of working days.

16-1 Total amount of sales per day in the recent month

- a. Write the total amount of sales of manufactured goods, sales of goods and sales or supply of services per day in the recent moth.
- b. If Respondent does not have a clear memory on the amount, ask amount per day by rough estimation, and then write in the column.

16-2 Number of working days in the recent month

Ask how many days this establishment open for its business in the recent month, and then write in the column.

16-3 Total amount of operating expenses per day in the recent month

- a. Total amount of operating expenses includes:
 - 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 amount per day by rough estimation, and then write in the column.

16-3-1 (of which) Total amount of employees' salaries and wages per day in the recent month

Write the total amount of salaries and wages per day paid for the employee(s) in the recent month.

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

Regarding Questions 17 to 21;

- 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.

†Examples of establishments to be surveyed

A. Common establishments

1. Shop of drinks



2. Private school



3. Public high school



4. Pagoda



5. Hotel



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

6. Repair service shop



†Examples of establishments to be surveyed (continued)

A. Common establishments (Continued)

7. Shops at the first floor of a apartment



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

8. Gas station and Restaurant in the same premises



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

9. Two establishments sharing the earth floor.



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

†Examples of establishments to be surveyed (continued)

B. Establishments in the markets

10. Various shop in the market



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

11. Sewing service shop in the market



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

12. Fresh juice cafe in the market



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

13. Office of the market



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

14. Souvenir shop in the market



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

15. Parking lot attached to the market



This is operated by another owner.

†Examples of establishments to be surveyed (continued)

C. Establishments on the Street

Facilities such as tents, parasols, stables, chairs, etc. are moved away in the evening. These are set up at the same place with the merchandise in the morning. Each business is as the establishment because they operate one economic activity under the single management at the fixed location.

16. Lunch cafe



17. Barber shop



18. Snack shop



She is self-employed person who operate at this place every day.

19 Petrol shop



She, the owner of this stall, opens in this place every day.

†Examples of establishments to be surveyed (continued)

C. Establishments on the Street (continued)

20 Garment shops



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

21. Agent stalls for printing



Each location under the parasol is regarded as the establishment.

22. Orange shop



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

23 Fresh sugar cane juice shop



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

†Examples of establishments to be surveyed (continued)

D. Stalls just in front of the house

24. A part of a restaurant



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

25. A kind of home business



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

26. Independent shop



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

†Examples of establishments to be surveyed (continued)

E. Difficult establishments for distinguishing as an establishment.

27. Shop (for Prepaid Telephone Card)



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

28. Wholesaler's shop



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

29. Stall of live fishes



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

30. Petrol shop



The shop owner and attendant is not there. But, according to the neighbor, the owner will come back from lunch soon.

‡ Examples of establishments not to be surveyed

31. Fruit stallholder moving around at all times



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



33. Commune office



34. Provincial Office



Royal Government of Cambodia
Pilot Survey of the Economic Census 2011

Summary Sheet

for Village/Enumeration Area or Enumeration of Large-scaled Establishment

	Province	District	Commune	Village	EA Code
Name					
Code					

(Note) in case of “Enumeration of Large-scaled Establishment”, Province or District only is filled-in.

1. Number of Establishments

Total number of establishments listed in this Pilot Survey		
Number of establishments which refused interviewing		
Number of Establishments which Question 17~20 should be filled in ▶(all establishments of Single Unit and Head office, which answer of Q.15 is “YES”)		
(of which) Number of establishments which refused answer to all questions from 17 to 20		

2. List of Documents Contained in this Plastic Bag

Documents	Number
Forms	
Establishments Lists	
Establishment Map	
Others	

Enumerator (or ARO)

Name..... Signature.....

Checked by Supervisor(or RO)

Name..... Signature.....

For staff use

Royal Government of Cambodia
Pilot survey of the Economic Census 2011

Recording Sheet
for persons involved in the Pilot Survey

Name	Position					
Mr./Ms.	Enumerator	Supervisor	Staff of Provincial Office	RO <hr/> ARO	NIS Staff	Others

Selected Village /Enumeration Area	<u>Code</u>	<u>Characteristics</u>
Large-scaled Establishments		

1. Training Seminar

Describe concretely any points that you think to be improved in terms of week or date, duration of training, way of explanation etc. if any.

a. <u>Week or Date, Duration of training</u>
b. <u>Explanation:</u>
c. <u>Others:</u> :

2. Documents and Supplies

Describe concretely any points that you think to be improved in terms of size, layout, order of topics, wording, degree of detail in explanations, necessary or unnecessary issues, contents and so on, if any.

<u>a. Form</u>
<u>b. Establishments List</u>
<u>c. Village/Enumeration Area</u>
<u>d. Enumerator's Manual</u>
<u>e. Supplies</u>

3. Field Work

Describe concretely any problems, difficulties, obstacles, etc. which you have suffered or have encountered during the field work, and how to settle them.

3.1 Identification of Enumeration Area/Block (EA/B)

<u>a. Boundary of Village/EA</u>
<u>b. Information or questions from Village Chief</u>
<u>c. Village Boundary Map /EA map</u>
<u>d. Others</u>

3.2 Listing of Establishments

<u>a. Difficulties on identifying establishments</u>
<u>b. Questions or requests from respondents</u>
<u>c. Hesitations or refusals to the Pilot Survey itself and their reasons</u>
<u>d. Others</u>

3.3 Interviewing

<u>a. Difficult topics in the Form for interviewing and reasons of difficulties</u>
<u>b. Topics on which questions or requests were raised by respondents and their content</u>
<u>c. Topics to which respondents show hesitations or refusals and their reasons</u>
<u>d. Others</u>

3.4 Filling-in Form

<u>a. Any problems at filling in the form</u>
<u>b. What mistakes were made?</u>

<u>c. Others</u>

4. Specific Issues

Describe concretely your any remarks on the following issues based on your experience or observations through the Pretest survey.

4.1 Establishment to be surveyed in the Economic Census

<u>a. Definition</u>
<u>b. Scope and coverage</u>
<u>c. Descriptions in the Enumerator's Manual</u>
<u>d. Others</u>

4.2 Enumeration methods for the Economic Census

<u>a. Enumeration methods in an Entertainment Area with night time-businesses</u>
<u>b. Enumeration methods in a huge traditional market with many small shops</u>
<u>c. Enumeration methods in a huge traditional market with many small shops</u>
<u>d. Others</u>

4.3 Village Boundary Maps or Enumeration Area Map

<u>a. Any problems for identifying the area</u>
<u>b. Boundary of EA Maps in the huge traditional markets with so many small shops</u>
<u>b. Any others</u>

5. Other Issues

Describe concretely your remarks on any other issues related to this Pilot survey or the Economic Census 2011.

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Appendix5

Points of checking the documents for 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 contain in the Bag?

- ◆The documents are 1) Summary sheet, 2) Establishment List, 3) Filled-in Forms 4) Establishment Map and 5) others.

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

◆Especially, number of sheets of the Establishment List and the filled-in Forms are counted actually.

2.3 Are the total number of the establishments written on the Summary sheet consistent with the total number of the Establishment Map and the Establishment List?

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

3.1 Are the serial number of all the establishments of the Establishment List written on the Establishment 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 respective Form?

5. Content Check of the Forms

[Regarding all questions]

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

- ♦ Every items but those mentioned in the below "5.2" 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 in case of the respective establishments.

▶ **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 office" 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".

[Regarding 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 "4 10 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 2010"**

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) Aren't there extremely huge number of engaged persons from viewpoint of common sense?

- ♦ The pupils of students may 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 "entire enterprise" involved in both the head office and its branch office(s).
- ▶ **Question "16 Amount of sales and operating expenses per day in the recent month and Number of working days."**
 - a) Aren't the amount written with "Riel" not with US Dollars?
 - b) Aren't extreme differences among the items such as "sales", "operating expense and employees' salaries and wages there?"
- ▶ **Questions 17 to 21**
 - Are the amounts of the following items consistent with sum of details respectively?
 - a) "17 Total amounts of assets at the end of December 2009" 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