



PLEASE PRINT IN BLOCK LETTERS ONLY
WITHIN THE BOX. SEE EXAMPLE ON THE RIGHT →
PLEASE USE BALL PEN ONLY

A	B	C	D	E
5	4	7	9	8



2

	Reg. Code		District Code		Sub-Metro Code		EZ Code		Est. Code		
Reference Number			—			—			—		

A1: Establishment Name

[illegible][illegible][illegible][illegible]

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[illegible]

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[illegible][illegible][illegible]

11

2. Non-Movable

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[illegible][illegible][illegible][illegible][illegible][illegible]

11

GO TO C11 IF RESPONSE IS 1 OR 2

3. Subsidiary (Owned and controlled by another estab.)

2. Single Estab. (Neither controls nor is controlled by another establishment)

[illegible]

2

Reference Number Reg. Code District Code Sub-Metro Code EZ Code Est. Code

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Indicate Sub-Sector of Principal Activity (WRITE APPROPRIATE CODE IN THE BOX)

D7: Sub-Sectors in Industry	D8: Sub-Sectors in Services	D9: Sub-Sectors in Agriculture
1. Manufacturing	6. Wholesale & Retail Trade	21. Crops
2. Mining & Quarrying	7. Transportation & Storage	22. Livestock & Poultry
3. Electricity & Gas	8. Accommodation & Food	23. Forestry & Logging
4. Water Supply, Sewerage, Waste Management	9. Information & Communication	24. Fishing & Aquaculture
5. Construction	10. Financial & Insurance	
	11. Real Estate	
	12. Professional, Scientific & Technical	
	13. Administrative & Support Service Activities	
	14. Public Administration & Defence	
	15. Education	
	16. Human Health & Social Work	
	17. Arts, Entertainment & Recreation	
	18. Other Services	
	19. Household Employers	
	20. Extraterritorial Organizations	

EMPLOYMENT DATA

REPORT EMPLOYMENT ONLY FOR YOUR ESTABLISHMENT (LOCATION). IF IN A HEAD OFFICE, REPORT EMPLOYMENT ONLY FOR THE HEAD OFFICE.

NUMBER OF PERSONS ENGAGED INCLUDES WORKING PROPRIETORS, UNPAID FAMILY WORKERS, PERMANENT, CASUAL AND TEMPORARY STAFF AND PART-TIME WORKERS. EXCLUDE WORKERS PAID BY EXTERNAL CONTRACTORS EVEN THOUGH THEIR WORK TAKE PLACE IN YOUR ESTABLISHMENT. FOR EXAMPLE, EMPLOYEES OF A CONTRACTED SECURITY AGENCY.

SECTION E: PERSONS ENGAGED

E1: How many persons were engaged in the activities of the Establishment as at 31st August, 2014

TOTAL

PERMANENT

TEMPORARY

CLASSIFY THE NUMBER OF PERSONS ENGAGED AS FOLLOWS:

PERMANENT

TEMPORARY

MALE

FEMALE

MALE

FEMALE

E2: Total

E3: Ghanaian

E4: Non-Ghanaian

SECTION F: SKILL LEVELS OF PERSONS ENGAGED

STATE FOR EACH SKILL LEVEL, THE NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THE ESTABLISHMENT DURING THE LAST PAY PERIOD NEAREST TO 31ST AUGUST, 2014

WORKERS DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F1: Skilled Workers

F2: Unskilled Workers

F3: Apprentices (Learners)

WORKERS NOT DIRECTLY INVOLVED IN PRODUCTION OF GOODS AND SERVICES

F4: Managerial, Professional and Administrative

F5: Other Workers

Reference Number

Reg. Code	District Code	Sub-Metro Code	EZ Code	Est. Code
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

SECTION G: NUMBER OF PERSONS ENGAGED OVER THE LAST 12 MONTHS (EXCLUDE APPRENTICES)

	TOTAL	SKILLED	UNSKILLED
G1: Number of persons engaged as at 30th November, 2013	<div></div>	<div></div>	<div></div>
G2: Number of persons engaged as at 28th February, 2014	<div></div>	<div></div>	<div></div>
G3: Number of persons engaged as at 31st May, 2014	<div></div>	<div></div>	<div></div>
G4: Number of persons engaged as at 31st August, 2014	<div></div>	<div></div>	<div></div>

SECTION H: ESTABLISHMENT RECORDS

H1: In what year did the establishment commence?

H2: What type of accounting records are kept? (WRITE CODE)

1. Formal 2. Informal 3. No Accounts

(IF OPTION 3, SKIP TO H5)

H3: Where are the accounting records kept / managed? (WRITE CODE)

1. This Establishment 2. Head Office 3. Another Establishment

H4: When does the establishment's accounting year end?

 /

Day Month

H5: Number of months of operation during the last 12 months

H6: Is this establishment operating for Profit or Not for Profit (WRITE CODE)

1. Profit

2. Not for Profit

SECTION I: CONTACT PERSON'S DETAILS

I1: Name

I2: Designation

I3: Contact Number

I4: Email

SECTION J: IDENTIFICATION OF FIELD PERSONNEL

J1: Name of Enumerator

Signature

J2: Enumerator ID

J3: Interview Date

 / /

Day Month Year

J4: Enumerator's Contact Number

J5: Name of Supervisor

Signature

J6: Supervisor ID

J7: Date Checked

 / /

Day Month Year

J8: Supervisor's Contact Number