



REPUBLIC OF GHANA

**3A**

GHANA STATISTICAL SERVICE  
P. O. BOX 1098  
ACCRA

# **NATIONAL INDUSTRIAL CENSUS 2003 (MANUFACTURING)**

CALENDAR YEAR 2003 (OR FINANCIAL YEAR INCLUDING AT LEAST SIX MONTHS OF 2003)

## **GENERAL INFORMATION**

This questionnaire is for manufacturing establishments engaging ten (10) or more persons. A questionnaire must be completed for each establishment. An enumerator will visit each establishment and will assist in completing the questionnaire if required. A respondent may complete the questionnaire and return it to the enumerator. A copy of the questionnaire may be retained for the establishment's record.

If book figures are not available, carefully prepared estimates will be accepted.

## **INFORMATION SUPPLIED IS CONFIDENTIAL**

All information supplied is confidential under the Statistical Service Law, P.N.D.C. Law 135. The information will be used by the Statistical Service in the preparation of statistics in accordance with the Statistical Service Law. Only Statistical Service staff have access to the information in the questionnaire. The information provided cannot be used for purposes of taxation.

**INSTRUCTION FOR COMPLETING THIS QUESTIONNAIRE**

- a. PLEASE COMPLETE ALL PARTS OF EACH QUESTION INCLUDING TOTALS. DO NOT WRITE IN SPACES MARKED "FOR OFFICE USE". READ INSTRUCTIONS ACCOMPANYING EACH QUESTION BEFORE COMPLETING.
- b. Use a dash (-) where the question is applicable but no data is available.
- c. Where the response to a question is zero, print '0'.
- d. If a question does not apply, write N/A (ie. Not Applicable) in the space provided for the question.
- e. All monetary values should be recorded in MILLION CEDIS except where otherwise indicated in a question.
- f. The accounting period covered by this questionnaire should include at least six (6) months of 2003.

**SECTION 1: IDENTIFICATION AND CLASSIFICATION INFORMATION**

ESTABLISHMENT REFERENCE NUMBER

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ENUMERATION ZONE NUMBER

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1.1: NAME AND PHYSICAL LOCATION OF ESTABLISHMENT

1.1.1 NAME OF ESTABLISHMENT: .....
1.1.2 STREET NAME: .....
1.1.3 SUBURB/AREA: .....
1.1.4 EXACT LOCATION: .....
1.1.5 TOWN NAME: .....
1.1.6 DISTRICT NAME: .....
1.1.7 REGION NAME: .....

FOR OFFICE USE

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1.2: OTHER INFORMATION

1.2.1: POSTAL ADDRESS: .....
1.2.2: TELEPHONE NUMBER: .....
1.2.3: FAX: .....
1.2.4: E-MAIL ADDRESS: .....
1.2.5: FORM OF ORGANISATION: .....
1.2.6: TYPE OF OWNERSHIP: .....
1.2.7: NATIONALITY OF OWNERSHIP: .....
1.2.8: TYPE OF LEGAL ORGANISATION: .....

FOR OFFICE USE

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1.3 PERIOD OF OPERATION DURING 2003

Mark (X) in the box that applies.

- 1 Operated throughout 2003. (GO TO 1.5)
  2 Operated for only part of 2003 (enter number of months) ..... (GO TO 1.4)
- 3 Establishment did not operate during 2003. (GO TO 1.4)

1.4 REASONS FOR NOT OPERATING THROUGHOUT THE YEAR

.....

.....

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1.5 TYPE OF RECORDS OR ACCOUNTS KEPT BY ESTABLISHMENT

Does the establishment keep some form of records or accounts?

- 1 YES
  2 NO

1.6 ACCOUNTING PERIOD

Please state the accounting period covered by this questionnaire.

From ..../..../.20... to ...../...../.20...

1.7 PERIOD OF NORMAL PRODUCTION

For which of these months was the establishment's production average/normal? Shade the appropriate period.

J	F	M	A	M	J	J	A	S	O	N	D

1.8: PRINCIPAL MANUFACTURING ACTIVITY

1.8.1: Describe establishment's principal manufacturing activity during the 2003 financial year. (e.g. manufacture of aluminium buckets, manufacture of household electrical appliances, etc.)

..... FOR OFFICE USE  

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 .....

1.8.2: Other manufacturing activities during the 2003 financial year.

1.8.2.1 ..... FOR OFFICE USE  

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 1.8.2.2 .....  

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 1.8.2.3 .....  

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1.8.3: Non manufacturing activities during the 2003 financial year. (eg. retail, repairs, etc.)

1.8.3.1 ..... FOR OFFICE USE  

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 1.8.3.2 .....  

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 1.8.3.3 .....  

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1.8.4: Is the principal manufacturing activity the same for the 2004 financial year?  
 Mark (X) in the box that applies.

1 YES                       2 NO

If NO, state the principal activity for the 2004 financial year.

..... FOR OFFICE USE  

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 .....  
 .....  
 .....



3. NUMBER OF EMPLOYEES AT THE END OF EACH QUARTER IN 2003

State the number of operatives, (direct production employees) and other employees at the dates specified below.

*EXCLUDE* all unpaid workers, i.e. working proprietors and active business partners, unpaid family workers and learners.

PAY PERIOD NEAREST TO:	NUMBER OF OPERATIVES (DIRECT PRODUCTION WORKERS) 1			NUMBER OF OTHER EMPLOYEES 2			TOTAL (column 1 + column 2) 3		
	a	b	c	a	b	c	a	b	c
	TOTAL	MALE	FEMALE	TOTAL	MALE	FE- MALE	TOTAL	MALE	FEMALE
3.1 31st March									
3.2 30th June									
3.3 30th September									
3.4 31st December									
<b>FOR OFFICE USE</b>									

Ensure that the entries in 3.2 column 1 and those in 2.1.1 column 1 are the same. Similarly, the entries in 3.2 column 2 and those in 2.1.2 column 1 should be the same.

**4. WAGES AND SALARIES (CASH AND IN KIND) PAID TO EMPLOYEES DURING THE 2003 FINANCIAL YEAR**

State all payments, whether in cash or in kind, to employees for work done during the 2003 financial year. In kind refers to the estimated net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost.

ALL CASH PAYMENTS (Column 1)

**INCLUDE** wages and salaries, other cash payments, e.g. bonuses and cost of living allowances.

**INCLUDE** wages paid during vacation and sick leave.

**INCLUDE** contributions payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust (SSNIT) contributions, taxes, group insurance premium and the like.

GOODS AND SERVICES FURNISHED (Column 2)

**INCLUDE** estimated cost of subsidized housing, transport, medical care, free uniforms, goods and the like.

CATEGORY OF EMPLOYEES	WAGES AND SALARIES	
	ALL CASH PAYMENTS (MILLION CEDIS) 1	GOODS AND SERVICES FURNISHED IN KIND (MILLION CEDIS) 2
4.1 Operatives (Direct Production Workers)		
4.2 Other employees		
4.3 TOTAL (sum of 4.1 and 4.2)		

**5. SUPPLEMENTS TO WAGES AND SALARIES DURING THE 2003 FINANCIAL YEAR**

(These items are not included in Question 4).

**INCLUDE** employer's contribution on behalf of employees to the Social Security and National Insurance Trust (SSNIT), private pension plans, workmen's accident compensation plans and insurance premiums on hospital and medical schemes and the like.

(MILLION CEDIS)

5.1 SSNIT	
5.2 Others	
5.3 TOTAL	

**6. NUMBER OF MAN DAYS WORKED BY OPERATIVES DURING THE 2003 FINANCIAL YEAR**

**INCLUDE** the total number of days spent by operatives (direct production workers) working for the establishment and not the number of days paid for.

**INCLUDE** all days worked as overtime by operatives. If overtime data is in hours, convert to days by dividing the number of overtime hours by the number of working hours per day.

**EXCLUDE** days spent on vacation, holiday, casual or sick leave by operatives.

**EXAMPLE** The number of days worked in a year may not be the same for all operatives. In this case operatives who work the same number of days should be grouped. The calculation required can be made for each group, e.g.

Group 1: 5 operatives x 205 working days = 1025 man days  
Group 2: 10 operatives x 230 working days = 2300 man days

TOTAL = 3325 man days

TOTAL NUMBER OF MAN DAYS WORKED BY OPERATIVES	
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**SECTION 3: STOCKS**

**7. STOCKS OF THIS ESTABLISHMENT DURING THE 2003 FINANCIAL YEAR**

*INCLUDE* the value of all stocks held at the establishment itself or in ancillary locations such as warehouses.

*INCLUDE* materials owned by this establishment but held by others for processing.

*EXCLUDE* materials owned by others but held by this establishment for processing.

*VALUATION* should be at prices specified in the questions, on comparable basis for both beginning and end of year. Alternatively, book values may be given.

DEFINITIONS

PURCHASERS' PRICES

The delivered cost at the establishment including the purchase price, charges for transport, the cost of insurance, the value of packaging materials charged for and all taxes and duties on the goods. Discounts or rebates allowed to the purchaser and the value of packaging materials returned to suppliers should be deducted.

EX-FACTORY PRICES (Producers' prices)

The establishment price charged to the consumer.

*INCLUDE* duties and taxes put on products when they leave the establishment.

*EXCLUDE* any subsidies.

TYPE OF STOCK	VALUE OF STOCKS (MILLION CEDIS)	
	AT BEGINNING OF FINANCIAL YEAR 1	AT END OF FINANCIAL YEAR 2
7.1 Materials and supplies (at current replacement cost in purchasers' prices)		
7.2 Work in progress (in purchasers' prices)		
7.3 Fuel (in purchasers' prices)		
7.4 Finished goods (at ex-factory prices)		
7.5 Goods and materials expressly bought to be sold in the same condition as purchased (at ex-factory prices).		
7.6 TOTAL (sum of 7.1 to 7.5)		

**SECTION 4: FIXED CAPITAL FORMATION**

**8. VALUE OF FIXED ASSETS AND DEPRECIATION ALLOWED DURING THE 2003 FINANCIAL YEAR**

Enter the book value of fixed assets at the beginning of the financial year and depreciation allowed at current replacement cost of assets used up during the year through normal wear and tear, foreseen obsolescence and the normal rate of accidental damage.

ASSETS	BOOK VALUE AT THE BEGINNING OF YEAR (MILLION CEDIS) 1	DEPRECIATION (MILLION CEDIS) 2
8.1 Land (undeveloped land)		////////////////////
8.2 Buildings, other construction and land improvements		
8.3 Machinery and other equipment (except transport)		
8.4 Transport equipment		
8.5 TOTAL (sum of 8.1 to 8.4)		

9. ADDITIONS TO AND SALES OF FIXED ASSETS DURING THE 2003 FINANCIAL YEAR

NEW FIXED ASSETS (Column 1)

*INCLUDE* the cost of new fixed assets acquired by the establishment during the 2003 financial year. That is the cost of fixed assets acquired that have not previously been used in Ghana. All assets imported into Ghana are to be entered as new fixed assets, regardless of whether they have been used previously.

SECONDHAND FIXED ASSETS (Column 2)

*INCLUDE* the cost of secondhand fixed assets acquired by the establishment during the 2003 financial year. That is the cost of fixed assets acquired that have previously been used in Ghana.

ALTERATIONS, RENOVATIONS, etc. (Column 3)

*INCLUDE* the cost of alterations, renovations and improvements to existing fixed assets purchased from others during the 2003 financial year.

WORK DONE ON OWN ACCOUNT (Column 4)

*INCLUDES* the cost of work done by own labour force on additions and improvements to existing fixed assets during the 2003 financial year.

SALES OF FIXED ASSETS (Column 5)

*INCLUDE* the value of sales of fixed assets during the 2003 financial year.

FOR OFFICE USE (Column 6)

Do not complete. Leave for office use.

*VALUATION* Value at full cost incurred, that is at delivered cost plus the cost of installation including any fees and taxes but excluding financial costs.

	COST OF ADDITIONS TO FIXED ASSETS (MILLION CEDIS)				VALUE OF SALES OF FIXED ASSETS  (MILLION CEDIS)	<b>FOR OFFICE USE</b>  NET ASSETS  <b>(1+2+3+4)-5</b> 6
	NEW FIXED ASSETS PURCHASED	SECONDHAND FIXED ASSETS PURCHASED	ALTERATIONS, RE- NOVATIONS AND IMPROVEMENTS OF FIXED ASSETS PURCHASED FROM OTHERS	WORK DONE ON OWN ACCOUNT		
	1	2	3	4	5	
9.1 Land	///////// /////////		///////// /////////	///////// /////////		
9.2 Buildings, other construc- tion and land improve- ments						
9.3 Machinery & equip- ment (except transport)						
9.4 Transport equipment						
9.5 TOTAL (sum of 9.1 to 9.4)						

**SECTION 5: INPUT COSTS**

**10. QUANTITY AND COST OF PRINCIPAL MATERIALS PURCHASED DURING THE 2003 FINANCIAL YEAR**

Complete a separate line for each principal material purchased. Enter balances of purchases in line 10.10 columns 6, 7 and 8 and total values in line 10.11 columns 6, 7 and 8.

*INCLUDE* all raw materials, fabricated parts and components, etc. received during the 2003 financial year.

*INCLUDE* materials and components used in own account production of fixed assets or used by other establishments in making products for this establishment under contract.

*INCLUDE* fuels that enter the products directly or are used to generate electricity.

*EXCLUDE* deductible Value Added Tax (VAT)

*VALUATION* should be in purchasers' prices (defined in question 7)

Materials of DOMESTIC ORIGIN include all materials produced in Ghana. Materials of FOREIGN ORIGIN include all materials imported into Ghana (i.e. produced in a foreign country) irrespective of whether they were purchased in Ghana or not.

DESCRIPTION OF PRINCIPAL MATERIALS	FOR OFFICE USE		UNIT OF MEASURE	MATERIALS PURCHASED DURING THE 2003 FINANCIAL YEAR				
	MATERIAL CODE	UNIT CODE		TOTAL QUANTITY	AVERAGE UNIT PRICE (CEDIS)	TOTAL DELIVERED COST (MILLION CEDIS)	ORIGIN OF MATERIALS	
							DOMESTIC	FOREIGN
							(MILLION CEDIS)	(MILLION CEDIS)
1	2	3	4	5	6	7	8	
10.1								
10.2								
10.3								
10.4								
10.5								
10.6								
10.7								
10.8								
10.9								
10.10 All other materials purchased not listed individually above & auxillary materials purchased for the production process, such as lubricants, water, polishes, office supplies, ready-made containers and packing materials	////	////	////	////	////			
10.11 TOTAL (sum of 10.1 to 10.10)	////	////	////	////	////			

**11. FUELS PURCHASED DURING THE 2003 FINANCIAL YEAR**

State in delivered cost (purchasers' price).

*INCLUDE* fuel for transport and machines.

*EXCLUDE* (a) fuels produced and consumed in the same establishment.

(b) fuels purchased as raw material to enter into the products of the establishment as well as fuels used to generate electricity. (These are entered in question 10).

TYPE OF FUEL	FOR OFFICE USE UNIT CODE 1	UNIT OF MEASURE 2	QUANTITY 3	DELIVERED COST (MILLION CEDIS) 4
11.1 Diesel oil				
11.2 Petrol				
11.3 Wood	////////////////	////////////////	////////////////	
11.4 Gas (L.P.G)				
11.5 Charcoal				
11.6 Others (specify) .....	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	//////////////// //////////////// ////////////////	
11.7 TOTAL (sum of 11.1 to 11.6)	//////////////// ////////////////	//////////////// ////////////////	//////////////// ////////////////	

**12. COST OF MATERIALS, SUPPLIES, FUELS, ELECTRICITY, CONTRACT WORK etc. DURING THE 2003 FINANCIAL YEAR.**

*VALUATION* should be in purchasers' prices (defined in question 7).

TYPE OF COST	DELIVERED COST (MILLION CEDIS)
12.1 Materials, supplies, etc. purchased (same as 10.11 col. 6).	
12.2 Purchased fuels. (same as 11.7 col. 4)	
12.3 Purchased electricity.	
12.4 Cost of contract and commission work done by others on your materials.	
12.5 Cost of current repair and maintenance work done for you by others.	
12.6 Cost of goods sold in the same condition as purchased.	
12.7 TOTAL (sum of 12.1 to 12.6)	

**13. OTHER OPERATING COSTS AND COST OF NON-INDUSTRIAL SERVICES DURING THE 2003 FINANCIAL YEAR**

Enter the following types of individual costs and under 13.10, include:

Labour costs not included in compensation of employees, purchases of provisions and supplies for sale in employee facilities. Amount paid for storage or warehousing.

**INCLUDE** Cost of legal, accountancy, consulting, planning, patent and license fees, printing costs, newspaper and periodical subscriptions, cost of representation, entertainment, traveling and subsistence, meetings of governing bodies, shareholders, clearing costs, waste disposal and indirect outlays for purposes of financing the acquisition of fixed assets, e.g. flotation costs and service charges in respect of loans.

**EXCLUDE** Purchase of land and other capital goods.

**EXCLUDE** Dividends paid, donations, bad debts, depreciations and outright purchase of patents and licenses.

DESCRIPTION OF SERVICE	COST (MILLION CEDIS)
13.1 Communication costs (postal, telephone, fax, etc.).	
13.2 Rental payments for buildings and machinery	
13.3 Advertising costs	
13.4 Bank charges (excluding interest payments)	
13.5 Interest payments	
13.6 Customs duties	
13.7 Export Levy	
13.8 Value Added Tax (VAT)	
13.9 Research and Development Services	
13.10 All other items not listed individually above. Specify: (a) .....	
(b) .....	
(c) .....	
13.11 TOTAL (sum of 13.1 to 13.10)	

**SECTION 6: SALES AND OTHER RECEIPTS OF THIS ESTABLISHMENT**

**14. VALUE OF PRODUCTION AND SALE OF PRINCIPAL PRODUCTS DURING THE 2003 FINANCIAL YEAR**

Complete a separate line for each principal product. Enter balance of sales in line 14.10 and total values in line 14.11  
*INCLUDE* all duties and taxes on products when they leave the establishment.  
*INCLUDE* products made elsewhere for this establishment on a contract basis from materials supplied by this establishment.  
*EXCLUDE* transport charges to the purchaser or user and any subsidies received by the establishment.  
*VALUATION* should be at ex-factory prices (defined in question 7).

**FULL PRODUCTION CAPACITY** (Column 4).

\*Establishments using different production lines for individual products should complete column 4 (full production capacity with existing plant and machinery).

Establishments using the same plant for a number of products should mark column 4 N/A (not applicable) and complete question 16: Industrial Capacity Utilization.

DESCRIPTION OF PRINCIPAL PRODUCTS	FOR OFFICE USE		UNIT OF MEASURE	FULL PRODUCTION CAPACITY (QUANTITY)	TOTAL PRODUCED DURING 2003 FINANCIAL YEAR			VALUE OF SALES DURING THE 2003 FINANCIAL YEAR		
	PRODUCT CODE	UNIT CODE			QUANTITY	AVERAGE UNIT PRICE (CEDIS)	VALUE (MILLION CEDIS)	TOTAL (MILLION CEDIS)	DOMESTIC (MILLION CEDIS)	EXPORTS (MILLION CEDIS)
	1	2	3	4	5	6	7	8	9	10
14.1										
14.2										
14.3										
14.4										
14.5										
14.6										
14.7										
14.8										
14.9										
14.10 All other products not listed above	////	////	////	////	////	////	////			
14.11 TOTAL (sum of 14.1 to 14.10)	////	////	////	////	////	////	////			

**REVENUE FROM CONTRACT WORK IN 2003**

For establishments whose value of contract work has to be estimated (e.g. establishments not keeping formal accounts), complete this table and transfer total (14.18 col. 6) to Question 15.2.

NAME OF PRODUCTS FOR WHICH RAW MATERIALS WERE SUPPLIED OR PAID FOR BY CUSTOMERS IN 2003?	FOR OFFICE USE	UNIT OF MEASURE	FOR OFFICE USE	QUANTITY	CHARGE PER UNIT	TOTAL REVENUE
	PRODUCT CODE	In what units did your establishment charge for each of these products in 2003?	UNIT CODE	For how many of these products did your establishment receive income in 2003?	How much did your establishment charge for one unit of each product in 2003?  (CEDIS)	State the Total Revenue from each product in 2003?  (MILLION CEDIS)
	1	2	3	4	5	6
14.12						
14.13						
14.14						
14.15						
14.16						
14.17 All other products not listed above	////////////////	////////////////	////////////////	////////////////	////////////////	
14.18 TOTAL (sum 14.12 to 14.17)	////////////////	////////////////	////////////////	////////////////	////////////////	



15. **VALUE OF SALES AND RECEIPTS FOR INDUSTRIAL SERVICES DURING THE 2003 FINANCIAL YEAR**

VALUATION should be at ex-factory prices, (defined in question 7).

DESCRIPTION OF ITEM	VALUE (MILLION CEDIS)
15.1 Value of sales and any transfer of goods (same as 14.11 column 8)	
15.2 Receipts for contract work done for others on their materials (same as 14.18 col 6)	
15.3 Receipts for repair and installation work done for others	
15.4 Other receipts for industrial services	
15.5 Sales of goods sold in the same condition as purchased.	
15.6 Value of capital goods produced for the establishment's own use (same as 9.5 column 4)	
15.7 TOTAL (sum of 15.1 to 15.6)	

16. **INDUSTRIAL CAPACITY UTILIZATION** (Complete if N/A is entered in 14 Col. 4).

Give an estimate of percentage UTILIZATION of optimum or full production capacity (with existing plant and machinery).

PERCENT

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17. **RECEIPTS FOR NON-INDUSTRIAL SERVICES TO OTHERS DURING THE 2003 FINANCIAL YEAR**

Enter receipts from non-industrial services.

EXCLUDE the following: dividends, interest or subsidies received from the sale of used capital goods (included in capital formation).

DESCRIPTION OF SERVICES	VALUE (MILLION CEDIS)
17.1 Receipts for rental or lease of building and machinery.	
17.2 Commissions received	
17.3 Revenue from the operation of employee facilities	
17.4 Receipts for storage of goods, warehousing, cold storage for others.	
17.5 Receipts for transport services rendered to others, (other than delivery of own products)	
17.6 All other similar items	
17.7 TOTAL (sum of 17.1 to 17.6)	

**SECTION 7: ENUMERATOR'S REVIEW**

The enumerator will review the form for completeness and accuracy in the following section before you complete the certification.

a. **COMPLETENESS CHECKS**

Mark (X) in the box that applies.  
Have the following questions been completed?

QUESTION	YES	NO*	QUESTION	YES	NO*
1.3			9.5		
1.6			10.11		
1.8			11.7 col 4		
2.1			12.7		
2.3			13.11		
4.3			14.11		
5.3			15.7		
6			14 col 4 or 16		
7.6			17.7		
8.5					

\* If NO explain in "REMARKS"

REMARKS .....

.....

.....

Calculate and enter figures for checks (b, c and d).

CHECK	CALCULATIONS REQUIRED	FIGURES FOR CENSUS (MILLION CEDIS)
b. Average annual wage per employee	Question 4.3 col (1 + 2) / question 2.1 col. 1a	

c. \*Sales, other receipts, input costs, wages and salaries\*

SALES AND OTHER RECEIPTS  
A

Question 15.7
.....

INPUT COSTS, WAGES AND SALARIES  
B

Question 4.3 col 1	.....
Question 4.3 col 2	.....
Question 12.7	.....
Total	.....

Is the answer in box A greater than the total in box B?

Mark (X) in the box that applies.

YES  NO (Explain the "No" in "Remarks")

REMARKS .....

.....

.....

d. Stocks, production and sale of finished goods

A	B
Question 7.4 col 1 .....	Question 7.4 col 2 .....
Question 14.11 col 7 .....	Question 14.11 col 8 .....
Total .....	Total .....

Are the totals in Box A and Box B equal?

Mark (X) in the box that applies.

YES	NO	(Explain the No in "Remarks")
<input type="checkbox"/>	<input type="checkbox"/>	

REMARKS

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e. Are the answers to the following questions the same?

Mark (X) in the box that applies

	YES	NO	(Explain a "No" in "Remarks")
Question 9.5 col 4 and question 15.6	<input type="checkbox"/>	<input type="checkbox"/>	
Question 10.11 col 6 and question 12.1	<input type="checkbox"/>	<input type="checkbox"/>	
Question 11.7 col 4 and question 12.2	<input type="checkbox"/>	<input type="checkbox"/>	
Question 14.11 col 8 and question 15.1	<input type="checkbox"/>	<input type="checkbox"/>	
Question 14.18 col 6 and question 15.2	<input type="checkbox"/>	<input type="checkbox"/>	

REMARKS

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f. Source of Data

Mark (X) in the box/boxes that applies/apply

<input type="checkbox"/> 1 Data derived from financial statements	<input type="checkbox"/> 3 Careful estimates
<input type="checkbox"/> 2 Other documentary sources	<input type="checkbox"/> 4 Estimates

If more than one box is marked, indicate in space for remarks the number(s) from each source.

REMARKS

.....

.....

g. This questionnaire was completed by [Mark (X) in the box that applies].

<input type="checkbox"/> 1 Respondent	<input type="checkbox"/> 2 Enumerator
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**SECTION 8: CERTIFICATION OF THIS QUESTIONNAIRE**

A. Thank you for completing this questionnaire. Please enter any comments which would assist in the interpretation of the information given.

COMMENTS: .....  
.....  
.....  
.....  
.....  
.....

B. NAME OF PERSON SUPPLYING THE INFORMATION TELEPHONE NUMBER  
.....

SIGNATURE: .....  
STAMP

DESIGNATION ..... DATE .....

C. ENUMERATOR'S NAME ..... ENUMERATOR'S NUMBER .....

DATE OF INTERVIEW .....

SUPERVISOR'S NAME ..... SUPERVISOR'S NUMBER .....

DATE CHECKED ..... DATE CHECKED BY REGIONAL CO-ORDINATOR .....

D. CLERICAL PROCESSING (FOR OFFICE USE)

EDITOR'S NUMBER ..... SIGNATURE AND DATE .....

CODER'S NUMBER ..... SIGNATURE AND DATE .....

VERIFIER'S NUMBER ..... SIGNATURE AND DATE .....

DATE PASSED FOR DATA ENTRY ..... SIGNATURE .....



REPUBLIC OF GHANA

**3B**

GHANA STATISTICAL SERVICE  
P. O. BOX 1098  
ACCRA

# **NATIONAL INDUSTRIAL CENSUS 2003 (MANUFACTURING)**

CALENDAR YEAR 2003

## **GENERAL INFORMATION**

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ESTABLISHMENT REFERENCE NUMBER

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ENUMERATION ZONE NUMBER

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1.1: NAME AND PHYSICAL LOCATION OF ESTABLISHMENT

1.1.1 NAME OF ESTAB: .....
1.1.2 STREET NAME: .....
1.1.3 SUBURB/AREA: .....
1.1.4 EXACT LOCATION: .....
1.1.5 TOWN NAME: .....
1.1.6 DISTRICT NAME: .....
1.1.7 REGION NAME: .....

FOR OFFICE USE

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1.2: OTHER INFORMATION

1.2.1: POSTAL ADDRESS: .....
1.2.2: TELEPHONE NUMBER: .....
1.2.3: FORM OF ORGANISATION: .....
1.2.4: TYPE OF OWNERSHIP: .....
1.2.5: NATIONALITY OF OWNERSHIP: .....
1.2.6: TYPE OF LEGAL ORGANISATION: .....

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1.2.7: Is the Establishment located on household premises?

Yes  Go to 1.2.8

No  Go to 1.3

1.2.8: Do(es) the owner(s) of the Establishment belong to this household (referred to in 1.2.7)?

Yes

No

1.3 OPERATION AND REPORTING PERIODS

1.3.1 PERIOD OF OPERATING DURING 2003

Mark (X) in the box that applies.

1 Operated throughout 2003.  
(Go to 1.3.3)

2 Operated for only part of 2003  
(enter number of months) .....  
and shade the period of operation and  
(GO TO 1.3.2)

J	F	M	A	M	J	J	A	S	O	N	D

3 Establishment was idle during 2003. (Go to 1.3.2)

1.3.2 REASONS FOR NOT OPERATING THROUGHOUT THE YEAR

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1.3.3 PERIOD OF NORMAL PRODUCTION

For which of these months in 2003, was the establishment's production average/normal? Shade the appropriate period.

J	F	M	A	M	J	J	A	S	O	N	D

1.4 REPORTING PERIOD IN 2003 (TIME PERIOD)

For the period of Normal production in 2003, (stated in question 1.3.3), what is the easiest **time period** for you to use in reporting the cost of inputs and the value of your establishment's outputs.

1 1 yr     2 6 mths     3 1 mth     4 2 wks     5 1 wk     6 Other (specify)  
.....



1.5: PRINCIPAL MANUFACTURING ACTIVITY

1.5.1: Describe establishment's principal manufacturing activity during 2003.  
(e.g. manufacture of aluminium buckets, manufacture of household electrical  
appliances, etc.)

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1.5.2: Other manufacturing activities during 2003.

1.5.2.1 .....  
1.5.2.2 .....  
1.5.2.3 .....

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1.5.3: Non manufacturing activities during 2003.  
(eg. retail, repairs, etc.)

1.5.3.1 .....  
1.5.3.2 .....  
1.5.3.3 .....

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1.5.4: Is the principal manufacturing activity the same for 2004?  
*Mark (X) in the box that applies.*

YES                       NO

If NO, state the principal activity for 2004.

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.....

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**3. WAGES AND SALARIES (CASH AND IN KIND) PAID TO EMPLOYEES DURING THE 2003 FINANCIAL YEAR**

State all payments, whether in cash or in kind, to employees for work done during the time period in 2003. In kind refers to the estimated net cost to the employer of those goods and services furnished to employees free of charge or at markedly reduced cost.

ALL CASH PAYMENTS (3.1)

*INCLUDE* wages and salaries, other cash payments, e.g. bonuses and cost of living allowances.

*INCLUDE* wages paid during vacation and sick leave.

*INCLUDE* contributions payable by the employees and deducted by the employer such as the Social Security and National Insurance Trust (SSNIT) contributions, taxes, group insurance premium and the like.

GOODS AND SERVICES FURNISHED (3.2)

*INCLUDE* estimated cost of subsidized housing transport, medical care, free uniforms, goods and the like.

WAGES AND SALARIES	C E D I S
3.1 All Cash Payments	
3.2 Goods and Services Furnished in Kind.	
3.3 TOTAL	

**4. SUPPLEMENTS TO WAGES AND SALARIES DURING THE TIME PERIOD IN 2003**

*INCLUDE* employer's contribution on behalf of employees to the Social Security and National Insurance Trust (SSNIT), private pension plans, workmen's accident compensation plans and insurance premiums on hospital and medical schemes and the like.

(CEDIS)

4.1 SSNIT	
4.2 Others	
4.3 TOTAL	

**5. VALUE OF OUTPUT AND SALES**

5.1 What was your total revenue from sales of your establishment's production and contract work in the time period in 2003? (If estimation is required, Question 6 should be answered before answering this question and Calculate the response from the sum of entries in question 6. "column g").

CEDIS	

5.2 Did your establishment sell/receive income for all its output that was produced in this time period in 2003?

Yes  1  
(Go to 5.4)

No  2  
(Go to 5.3)

	C E D I S
5.3 What was the value of products that were unsold or not paid for in this period in 2003? (Value at Normal Period Prices)	
5.4 What was the total value of your establishment's production in this time period in 2003? (5.4 = 5.1 + 5.3)	
5.5 What was the value of any additional income your establishment made from selling goods that it did not produce or from supplying services in this time period in 2003?	

6. REVENUE FROM SALE OF PRODUCTS AND CONTRACT WORK

Time Period: .....  
 (Enter fully response to question 1.4)

NAME OF INDIVIDUAL PRODUCTS FROM WHICH ESTABLISHMENT RECEIVED INCOME	FOR OFFICE USE		UNIT OF MEASURE	CHARGE PER UNIT	QUANTITY	TOTAL REVENUE
	b PRODUCT CODE	c UNIT CODE				
a What were your establishment's products that were sold in the time period in 2003?			d In what units did your establishment sell/charge each of these products in the time period in 2003?	e How much did your establishment charge for one unit of each product in this time (period) 2003?	f For how many of these products did your establishment receive income in this time (period) in 2003?	g State the Total Revenue from each product in the time (period) in 2003.
PRODUCTS SOLD			UNITS	C E D I S	NUMBER OF UNITS	(e x f) CEDIS
6.1						
6.2						
6.3						
6.4 Other Products	////	////	////	////	////	////
6.5 Sub Total (6.1 to 6.4)	////	////	////	////	////	////
Name Products for which raw materials were supplied by customers in the time period. (CONTRACT WORK)	////	////	////	////	////	////
6.6						
6.7						
6.8						
6.9 Other Products	////	////	////	////	////	////
6.10 Sub Total (sum of 6.6 to 6.9)	////	////	////	////	////	////
6.11 Grand Total (sum of 6.5 to 6.10)	////	////	////	////	////	////

6.11g SHOULD BE THE SAME AS 5.1

7. VALUE OF INPUTS PURCHASED

Time Period: .....  
 (Enter fully response to question 1.4)

7.1 COST OF RAW MATERIALS  
 (Exclude Household Consumption)

NAME OF INDIVIDUAL RAW MATERIALS	FOR OFFICE USE		UNIT OF MEASURE	UNIT COST	QUANTITY	TOTAL COST
	b PRODUCT CODE	c UNIT CODE				
a Name of Raw Materials purchased in the time period in 2003?	b PRODUCT CODE	c UNIT CODE	d What units of each of these raw materials did your establishment purchase?	e State the cost of one unit of each raw material purchased in this time period in 2003?	f How many of these products did your establishment purchase in this time period in 2003?	g State the Total Value of each raw material purchased in the time period in 2003.  (e x f)
			UNITS	CEDIS	NUMBER OF UNITS	CEDIS
7.1.1						
7.1.2						
7.1.3						
7.1.4						
7.1.5						
7.1.6						
7.1.7						
7.1.8						
7.1.9 All other raw materials not listed above. (Exclude all fuels except fuels used for the generation of electricity or power).	//////	//////	//////	//////	//////	//////
7.1.10 Total	//////	//////	//////	//////	//////	//////

7.2 INDIRECT COSTS

**Time Period:** .....  
 (Enter fully response to Q1.14)

What was the cost to your establishment of each of the following items during the time period in 2003?

	C E D I S
7.2.1 Rent.	
7.2.2 Electricity.	
7.2.3 Water (Exclude water that enters the product).	
7.2.4 Telephone.	
7.2.5 Fuel, (Kerosene, Gas, Petrol, Charcoal, Firewood, etc).	
7.2.6 Stationery and Office Supplies.	
7.2.7 Transportation costs (excluding fuel).	
7.2.8 Security Services if not included in wage bill.	
7.2.9 Insurance and other business services.	
7.2.10 Promotion and Advertising.	
7.2.11 Maintenance of plant, equipment and buildings.	
7.2.12 All other costs (excluding labour costs and interest payment).	
7.2.13 TOTAL (sum 7.2.1 to 7.2.12).	

7.3 Cost of goods sold in the same condition as purchased.

C E D I S	
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8. VALUE ADDED

**Time Period:** .....  
 (Enter fully response to Q.1.4)

8.1 What is the calculated value added in this time period in 2003?

C E D I S	
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TO CALCULATE VALUE ADDED FOR THE TIME PERIOD, TAKE THE TOTAL VALUE OF OUTPUT (answer to question 5.4) and SUBTRACT THE TOTAL VALUE OF RAW MATERIALS (question 7.1.10 col. g) and TOTAL INDIRECT COSTS (answer to question 7.2.13).  
 [8.1 = 5.4 - 7.1.10g - 7.2.13].

IF VALUE ADDED IS NEGATIVE, CHECK THE NUMBERS WITH THE RESPONDENT AGAIN.

9. PROFITS AND INTEREST PAYMENTS

9.1 What is your establishment's profit (before depreciation and interest charges) in this time period in 2003?

C E D I S	
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TO CALCULATE GROSS PROFITS, TAKE THE CALCULATED VALUE ADDED (answer to question 8.1) and SUBTRACT THE TOTAL COST OF LABOUR (answer to questions 3.3 and 4.3)  
 i.e. 9.1 = 8.1 - (3.3 + 4.3)

9.2 How much was your establishment's total interest payments for loans contracted for your business in 2003?

C E D I S	
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10. CERTIFICATION OF THIS QUESTIONNAIRE

10.1 Thank you for your assistance in completing this questionnaire. Please enter any comments which would assist in the interpretation of the information given.

COMMENTS: .....  
.....  
.....  
.....  
.....  
.....

10.2 NAME OF PERSON SUPPLYING THE INFORMATION TELEPHONE NUMBER  
.....

SIGNATURE: .....  
STAMP

DESIGNATION ..... DATE .....

10.3 ENUMERATOR'S NAME..... ENUMERATOR'S NUMBER .....

DATE OF INTERVIEW .....

SUPERVISOR'S NAME ..... SUPERVISOR'S NUMBER .....

DATE CHECKED ..... DATE CHECKED BY REGIONAL CO-ORDINATOR .....

10.4 CLERICAL PROCESSING (FOR OFFICE USE)

EDITOR'S NUMBER ..... SIGNATURE AND DATE .....

CODER'S NUMBER ..... SIGNATURE AND DATE .....

VERIFIER'S NUMBER ..... SIGNATURE AND DATE .....

DATE PASSED FOR DATA ENTRY ..... SIGNATURE .....

