

CENSUS OF ENTERPRISES AND ESTABLISHMENTS 2016 REPORT: PHASE 1





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REPORT: PHASE 1

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PREFACE

The 2016/17 Census of Enterprises and Establishments (CEE) is the second to be conducted in Botswana. The first CEE was carried out in 2006/07. The main objective of the CEE is to collect data on economic activities from businesses operating in Botswana. Information from the CEE has many uses which includes the following;

- Providing comprehensive statistics on the industrial structure and profile of the economy
- Providing information on the distribution of economic units with respect to geographical location as well as employment sizes of different industries
- providing reliable primary data for the compilation of the National Accounts Statistics e.g. Gross Domestic Product (GDP)
- providing information that is used to update the Business Register which is the sampling frame for economic surveys.

The 2016/17 CEE is implemented in two stages. The first stage, known as CEE Phase I was carried out from October to December 2016. The second stage (CEE Phase II) will be carried out from June-September 2017. The main purpose of CEE I was to list all businesses in Botswana that had a structure and collect basic information such as name, main economic activity, telephone & fax numbers, business legal status and other related variables. CEE II will collect information on economic characteristics of businesses such as revenue, expenditure, stock and assets among others.

This report presents the results of the 2016/17 CEE Phase 1. The report is made up of 4 chapters which include (1) Introduction (2) Census Methodology (3) Data Processing and (4) Data Analysis. Tables and figures also form part of the report in the appendices.

Statistics Botswana acknowledges and appreciates contribution of all stakeholders in the production of this report.

For more information and further enquiries, contact the Directorate of Stakeholder Relations at 3671300. All Statistics Botswana outputs/publications are available on the website at www.statsbots.org.bw and at the Statistics Botswana Information Resource Center (Head-Office, Gaborone). Requests to use the census data for further analysis or research studies may be made in writing to the Statistician General, Private Bag 0024, Gaborone or e-mail to info@statsbots.org.bw.

A.N. Majelantle Statistician General

August 2017

KEY FINDINGS

The 2016 Census of Enterprise and Establishment (CEE) phase 1 listed 18,552 Establishments.

An enterprise is an institutional unit in its capacity as a producer of goods and services. An enterprise is an economic transactor or entity with autonomy in respect of financial and investment decision-making, as well as authority and responsibility for allocating resources for the production of goods and services. It may be engaged in one or more productive activities.

Establishment is defined as an enterprise or part of an enterprise that is situated in a single location and in which only a single (non-ancillary) productive activity is carried out.

The CEE phase 1 collected basic data from establishments such as name, address, legal status, business type, number of employees and financial year. The main purpose of CEE 1 was to collect information to be used for updating the Statistical Business Register. The Statistical Business Register is used as a sampling frame for all economic surveys.

The CEE 1 enumerated 18,552 establishments. Most of the establishments (50 percent) were found in cities and towns, with the capital city (Gaborone) accounting for 66 percent of the cities and towns establishments.

The largest industry in terms of number of establishments was Wholesale and Retail trade with 36.6 percent, followed by Other Services industry with 10.7 percent and Accommodation and Food services came third with 9.8 percent.

The census revealed that most companies' (29.1 percent) financial year was July to June. This period is also referred to as the tax year. This was followed by January to December at 26.3 percent.

Private Limited Company was reported to be the most common form of legal status, constituting 48.2 percent. This was followed by Sole proprietor at 21.7 percent.

CHAPTER 1: INTRODUCTION

1.1 Background

The 2016/17 Census of Enterprises and Establishments (CEE) or Economic Census (EC) is the second census to be conducted in Botswana. The first was carried out in 2006/07.

In order to enhance the country's progress, it is imperative for the government to have statistical information to measure and monitor the performance of the development policies and programmes.

On the basis of the above, Statistics Botswana is mandated to provide the government, the public and other stakeholders with statistical information that will guide economic development. One of the most important roles of Statistics Botswana is to ensure the availability, reliability and timeliness of social and economic statistics for policy makers and users.

Amongst the statistical information needed are up to date economic indicators that will assist in monitoring economic diversification and performance of the economy in general.

Against this background, Statistics Botswana saw it fit to undertake a countrywide 2016/17 Economic Census that would cover all the economic players within the boundaries of Botswana. The results of the economic census is considered the main source of updating the Statistical Business Register (SBR). SBR comprises of all operating establishments in the country and it is regarded as an important tool in the implementation of Economic censuses and surveys. Information on SBR includes the name, postal and physical address, economic activity, legal status, turnover and employment size of the establishment, among others.

1.2 Definition of Economic Census

Economic Census (EC) is defined as a complete count of all entrepreneurial units of the country or in a well delimited part of the country, which are involved in the production and/ or distribution of goods and/or services not for the sole purpose of own consumption. The country can use its prerogative on how to conduct a census.

According to international standards, it is recommended that economic census should be undertaken at regular intervals of five years. Botswana like other countries, concurs that the implementation of the economic census should be aligned to international recommendations. However, in Botswana, the second economic census could not be undertaken in the specified period of 5 years since the organization was going through a transformation process.

1.4 Scope and Coverage of the Economic Census

Economic census covered all cities and towns, and urban villages with a population of 5,000 and more. All enumeration areas in the aforementioned areas which were engaged in any kind of economic activity during the census period have been enumerated, with the exception of hawkers, street vendors and other small businesses without permanent structure.

The following were excluded from the 2016/17 Census of Enterprises and Establishments

- Public Administration and defense; compulsory social security
- Activities of households as employers; undifferentiated goods- and services- producing activities of households for own use
- Activities of extraterritorial organization and bodies this include International organizations such as United Nations office and its specialized agencies 'offices, SADC Secretariat, Foreign Embassies/ Consulates etc. located within Botswana.

CHAPTER 2: METHODOLOGY

2.1: Organizational Structure

The Project Manager to be responsible for the planning and leading the implementation of the CEE was appointed. Several structures responsible for the implementation of CEE were also formed, this ranged from the Technical Working Groups to fieldwork.

Technical Working Group (TWG): This consisted of Managers of different divisions and was chaired by the Director of Economic Statistics. Its purpose was to oversee the planning and implementation of the census, this included discussion of the work plan and questionnaire before approval by the Executive Committee.

Census Technical Team: the team was responsible for drafting the questionnaire, training of fieldworkers as well as quality checks during data collection.

Census Support Team: The team consisted of members from support divisions such as Human Resource, Procurement and Data Management. The team was generally responsible for recruitment of field workers, procurement of census equipment among other things.

Field Supervisors: Twenty seven supervisors were employed for a period of four months. These were people having Diploma in Statistics, Population Studies or Demography. Each supervisor had a team of five enumerators and two drivers.

Enumerators: One hundred and thirty five enumerators were employed. Their role was to collect data from businesses. These were people with Certificate in Statistics, Population Studies or Demography. Each enumerator was assigned his/her Enumeration Area (EA) and was expected to distribute questionnaires to all businesses in that EA and come for collection after two days.

2.2: Census Questionnaire

The Questionnaire was developed according to the objectives specifications. The CEE1 questionnaire consisted of business identification Variables (name of the business, address, and company registration numbers), Demographic variables (date of registration, date started operating, and accounting period.) and Stratification variables (economic activity, number of employees, turnover, legal status, and type of business.

Pre-testing was carried out to test the feasibility and time requirement in completion of the Questionnaire. Pre-testing which took five days, was carried out in cities, towns and villages (urban and rural).

2.3: Training

Training of both supervisors and enumerators was done by the Technical Team. A two-day training was conducted for supervisors while a three-day training was given to enumerators, coders and data capturers. At the end of training, a written test was administered for selection purposes and selection was based on the grades obtained.

2.4: Data Collection

Data collection started on the 3rd October 2016 and ended on the 9th December 2016. There were approximately 589 enumeration areas to be covered. An enumerator was given his/her EA to cover. They started by identifying the EA boundaries and distributing questionnaires to all business with operating structures within the EA. Business or respondents were given two days to complete the questionnaire. Enumerators were required to report a day's work to their supervisors to check for completeness and consistency.

CHAPTER 3: DATA PROCESSING

3.1: Editing and coding

Temporary coders and data entry operators were engaged after training. They were trained together with enumerators so that they can be familiar with the questionnaire. They were also taken through the Botswana International Standard Industry Classification (BISIC REV 4).

Editing and coding started on the 18th October 2016 running concurrently with fieldwork. The process was slow at the beginning because coders were still familiarizing themselves with the new coding system (BISIC rev 4). Editing and coding took about four months.

Questionnaires were checked before being coded. Errors were corrected in the office where possible, otherwise businesses were contacted for the correct answer where it was difficult to correct the error.

3.2: Data Capture

This was done by five temporary data entry operators. It started a week after editing and coding had commenced. The whole work took six months. The challenge experienced with data capture was readability as it was not easy to read some hand writing.

CHAPTER 4: ANALYSIS RESULTS

4.1 Basic Characteristics

4.1.1 Operational Status

This chapter gives the results of the Census of Establishments phase 1 results. A total of 18,676 businesses were enumerated, 81.9 percent answered all questions in the questionnaire, 17.4 percent answered some of the questions, 0.3 percent were refusals and another 0.3 percent were found to be dormant. The analysis will be focusing on those businesses that completed all questions and that completed part of the questions in the questionnaire (18552 establishments).

Table 1: Response status of Establishments

	Frequency	Percent
Completed	15293	81.9
Partially Completed	3259	17.5
Dormant	60	0.3
Non-Response	64	0.3
Total	18676	100.0

4.1.2 Geographical Distribution

The Census revealed that 9,289 or 50.1 percent of establishments were found in cities & towns. Gaborone constituted the most, about 66.0 percent of the establishments found in cities & towns followed by Francistown with 18.7 percent. Sowa Town was the least with 0.3 percent. Other districts constituted 49.9 percent of the total establishments.

At district level, Central District was the major contributor at 33.3 percent, followed by Kweneng District at 20.5 percent and Ngamiland District came third at 14.3 percent.

4.1.3 Business Type

Most establishments, 73.0 percent reported as single units. A single unit is an independent business that does not have branches or is not associated with any other business.

Enterprises with branches came second at 19 percent, followed by those reported as head office at 6.0 percent while subsidiaries came last at 1.0 percent.

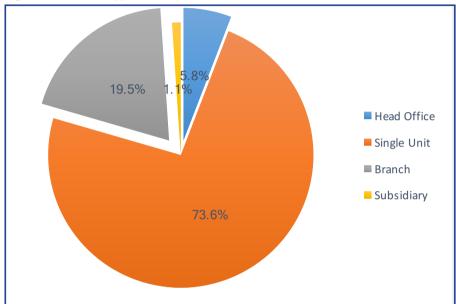


Figure 1: Business Type of Establishments

4.1.4 Legal Status

Table below shows the legal status of businesses. The legal status question applied to all establishments except branches.

Table 2: Legal Status of Establishments

Legal Status	Number	Percentage
Sole Proprietor	4,020	26.9
Partnership	1,281	8.6
Private Limited Company	8,910	59.6
Public Limited Company	182	1.2
Non-Government Organization	393	2.6
Parastatal	66	0.4
Cooperatives	49	0.3
Not Stated	49	0.3
Total	14,950	100.0

Most of the establishments, about 59.6 percent indicated they were Private Limited Companies. Private Limited Company is a privately owned business entity, in which owner liability is limited to their shares, the business is limited to having 50 or fewer shareholders, and shares are prohibited from being publicly traded. This was followed by Sole Proprietor at 26.9 percent, which are companies where an individual holds 100 percent shares and controls all the business operations.

4.1.5: Financial year

This is an accounting period that can start on any month of a calendar year but has twelve consecutive months (52 consecutive weeks) at the end of which account books are closed, profit or loss is computed, and financial reports are prepared for filing. It may or may not match a calendar year. Table 4.3 below shows the number of establishments that indicated their financial year or accounting period. Most of the establishments' financial year is from July to June at 29.1 percent, followed by January to December at 26.1 percent.

Table 3: Financial Year of Establishments

Accounting Period	Number	Percent
Jan - Dec	3,393	26.3
Oct - Sep	669	5.2
Nov - Oct	407	3.2
Dec - Nov	293	2.3
Feb - Jan	213	1.7
Mar - Feb	455	3.5
Apr - Mar	1,174	9.1
May - Apr	448	3.5
Jun - May	978	7.6
Jul - Jun	3,748	29.1
Aug - Jul	537	4.2
Sep - Aug	581	4.5
Total	12,896	100.0

4.1.6: Year Started Operating

The table below shows that most establishments, about 43.6 percent started operating between 2010-2016.

Table 4: Number of Establishments by Year Started Operating

Year	Number	Percentage
before 1990	844	4.5
1990-1999	1,500	8.1
2000-2009	3,732	20.1
2010-2016	8,081	43.6
Not Stated	4,395	23.7
Total	18,552	100.0

4.2 Economic Characteristics

4.2.1: Industry

This section looks at establishments by industry. The main activity question was used to classify establishments to relevant industries. The largest industry in Botswana in terms of the number of establishments was Wholesale and Retail Trade. The census reported a total of 6,787 establishments within this industry, representing 36.6 percent of the total establishments. This was followed by Other Service Activities with 1,994 establishments (10.7 percent), Accommodation and Food Services came third with 1,819 establishments (9.8 percent). Manufacturing came fourth with 1,690 establishments (9.1 percent).

The largest sub-industry in the manufacturing in terms of the number of establishments was Manufacture of Food products at 21.8 percent. Included in this group are activities such as Processing and Preserving of Meat, Manufacture of Bakery Products, Manufacture of Dairy Products, etc.

Other Service Activities include Activities of Membership Organisations (e.g. religious, political organisations, etc.), Repair of Computers and Personal and Household Goods and Other Personal Service Activities (hairdressing, funeral activities, dry cleaning, etc.)

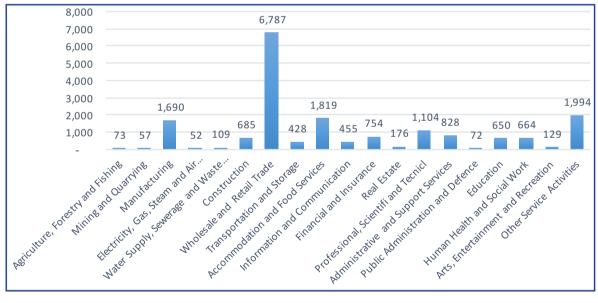


Figure 2: Number of Establishments by Industry

4.2.2: Turnover

Turnover question was the least answered question by establishments, about 54.6 percent reported their annual turnover. Table 5 below shows that about 84 percent of the establishment reported annual turnover of about five million or less.

Table 5: Number of Establishments by Turnover

	Number	Percentage
10000 and below	394	3.9
10001-100000	2,193	21.7
100001-500000	2,613	25.8
500001-1000000	1,214	12
1000001-5000000	2,125	21
5000001-10000000	534	5.3
10000001-50000000	726	7.2
50000001-100000000	143	1.4
100000001 and above	180	1.8
Total	10,122	100.0

4.2.3: Employment

This section gives number of employees by establishments that reported business type as head office, single unit or subsidiary. This was to avoid duplication because some head offices included employees at branches in their head office number. About 92 percent of establishments reported 29 or less employees, of which 50.5 percent had four or less employees.

Appendix 1: Tables

Table 6: Number of Establishments by District

Districts	Number	Percentage
Gaborone	6,128	33.0
F/Town	1,733	9.3
Lobatse	441	2.4
S/Phikwe	602	3.2
Orapa	102	0.5
Jwaneng	252	1.4
Sowa Town	31	0.2
Southren	721	3.9
Barolong	88	0.5
South East	583	3.1
Kweneng	1,896	10.2
Kgatleng	330	1.8
Central	3,081	16.6
North East	194	1.0
Ngamiland	1,322	7.1
Chobe	354	1.9
Ghanzi	264	1.4
Kgalagadi	274	1.5
Not Stated	156	0.8
Total	18,552	100.0

Table 7: Number of Establishments by Business type

Business Type	Number	Percentage
Head Office	1,083	5.8
Single Unit	13,628	73.5
Branch	3,602	19.4
Subsidiary	197	1.1
Not Stated	42	0.2
Total	18,552	100.0

Table 8: Number of Establishments by District and Business Type

	Business Type					
District	Head Office	Single Unit	Branch	Subsidiary	Not Stated	Total
Gaborone	608	4,670	736	99	15	6,128
F/Town	103	1,225	400	5	0	1,733
Lobatse	16	318	104	3	0	441
S/Phikwe	29	469	101	4	0	603
Orapa	2	52	45	3	0	102
Jwaneng	15	165	71	1	0	252
Sowa Town	0	23	8	0	0	31
Southren	21	530	161	9	0	721
Barolong	3	51	34	0	0	88
South East	29	460	84	8	2	583
Kweneng	71	1,517	281	23	4	1,896
Kgatleng	4	254	70	1	1	330
Central	99	2,285	667	22	8	3,081
North East	7	131	54	1	1	194
Ngamiland	55	916	338	10	4	1,323
Chobe	8	231	111	4	0	354
Ghanzi	8	172	74	3	7	264
Kgalagadi	5	158	111	1	0	275
Not Stated	0	1	152	0	0	153
Total	1,083	13,628	3,602	197	42	18,552

Table 9: Number of Establishments by Industry

Industry	Number	Percentage
Agriculture, Forestry and Fishing	73	0.4
Mining and Quarrying	57	0.3
Manufacturing	1,690	9.1
Electricity, Gas, Steam and Air Conditioning	52	0.3
Water Supply, Sewerage and Waste Management	109	0.6
Construction	685	3.7
Wholesale and Retail Trade	6,787	36.6
Transportation and Storage	428	2.3
Accommodation and Food Services	1,819	9.8
Information and Communication	455	2.5
Financial and Insurance	754	4.1
Real Estate	176	0.9
Professional, Scientifi and Tecnicl	1,104	6.0
Administrative and Support Services	828	4.5
Public Administration and Defence	72	0.4
Education	650	3.5
Human Health and Social Work	664	3.6
Arts, Entertainment and Recreation	129	0.7
Other Service Activities	1,994	10.7
Not Stated	26	0.1
Total	18,552	100.0

Table 10: Number of Establishments by Industry and Year Started Operating

		Year Started Operating				
Industry	Before 1990	1990-1999	2000-2009	2010-2016	Not stated	Total
Agriculture, Forestry and Fishing	3	7	22	24	17	73
Mining and Quarrying	7	6	12	25	7	57
Manufacturing	89	192	425	799	185	1,690
Electricity, Gas, Steam and Air Conditioning	2	5	9	22	14	52
Water Supply, Sewerage and Waste Management	8	4	22	45	30	109
Construction	51	99	235	185	115	685
Wholesale and Retail Trade	283	600	1,386	3,090	1,428	6,787
Transportation and Storage	17	35	73	87	216	428
Accommodation and Food Services	48	80	268	1,119	304	1,819
Information and Communication	12	23	101	243	76	455
Financial and Insurance	18	58	150	193	335	754
Real Estate	19	18	42	54	43	176
Professional, Scientifi and Tecnicl	57	124	285	516	122	1,104
Administrative and Support Services	41	45	169	316	257	828
Public Administration and Defence	-	-	3	5	64	72
Education	45	70	135	292	108	650
Human Health and Social Work	36	47	151	199	231	664
Arts, Entertainment and Recreation	11	8	24	62	24	129
Other Service Activities	96	79	220	805	794	1,994
Not Stated	1	-	-	-	25	26
Total	844	1,500	3,732	8,081	4,395	18,552

Table 11: Number of Establishments by District and Year Started Operating

	Year Started Operating					
Industry	Before 1990	1990-1999	2000-2009	2010-2016	Not stated	Total
Gaborone	396	714	1,580	2562	876	6,128
F/Town	96	139	361	701	436	1,733
Lobatse	29	38	87	147	140	441
S/Phikwe	31	59	117	262	134	603
Orapa	3	8	26	15	50	102
Jwaneng	5	18	50	102	77	252
Sowa Town	0	2	6	15	8	31
Southren	22	40	89	330	240	721
Barolong	2	0	12	33	41	88
South East	33	43	122	275	110	583
Kweneng	52	127	362	977	378	1896
Kgatleng	11	14	52	171	82	330
Central	91	170	483	1509	828	3081
North East	6	6	17	93	72	194
Ngamiland	45	91	222	537	428	1323
Chobe	10	9	68	139	128	354
Ghanzi	9	14	41	100	100	264
Kgalagadi	3	8	37	112	115	275
Not Stated	0	0	-	1	152	153
Total	844	1,500	3,732	8,081	4,395	18,552

Table 12: Number of Establishments by Employment Size (head office, single and subsidiary units only)

Employment Group	Number	Percentage
1-4	7,376	49.3
5-29	6,077	40.6
30-49	438	2.9
50 and above	726	4.9
Not Stated	333	2.2
Total	14,950	100.0

Table 13: Number of Establishments by Industry and Employment Size

	Employment Group							
Industry	1-4	5-29	30-49	50 and above	Not Stated	Total		
Agriculture, Forestry and Fishing	23	30	2	4	4	63		
Mining and Quarrying	15	32	4	3	2	56		
Manufacturing	721	644	60	118	18	1,561		
Electricity, Gas, Steam and Air Conditioning	24	19	1	1	-	45		
Water Supply, Sewerage and Waste Management	23	41	3	6	1	74		
Construction	150	321	28	86	13	598		
Wholesale and Retail Trade	2,935	2,258	157	187	63	5,600		
Transportation and Storage	59	131	17	14	11	232		
Accommodation and Food Services	975	550	51	48	18	1,642		
Information and Communication	219	147	6	15	7	394		
Financial and Insurance	228	187	11	29	17	472		
Real Estate	54	78	1	4	6	143		
Professional, Scientific and Technical	526	423	18	31	19	1,017		
Administrative and Support Services	238	208	29	116	16	607		
Public Administration and Defense	1	4	-	2	-	7		
Education	174	335	21	38	9	577		
Human Health and Social Work	258	173	7	9	7	454		
Arts, Entertainment and Recreation	56	39	10	6	4	115		
Other Service Activities	696	456	12	9	95	1,268		
Not Stated	1	1	-	-	23	25		
Total	7,376	6,077	438	726	333	14,950		

Table 14: Number of Establishments by District and Employment Size

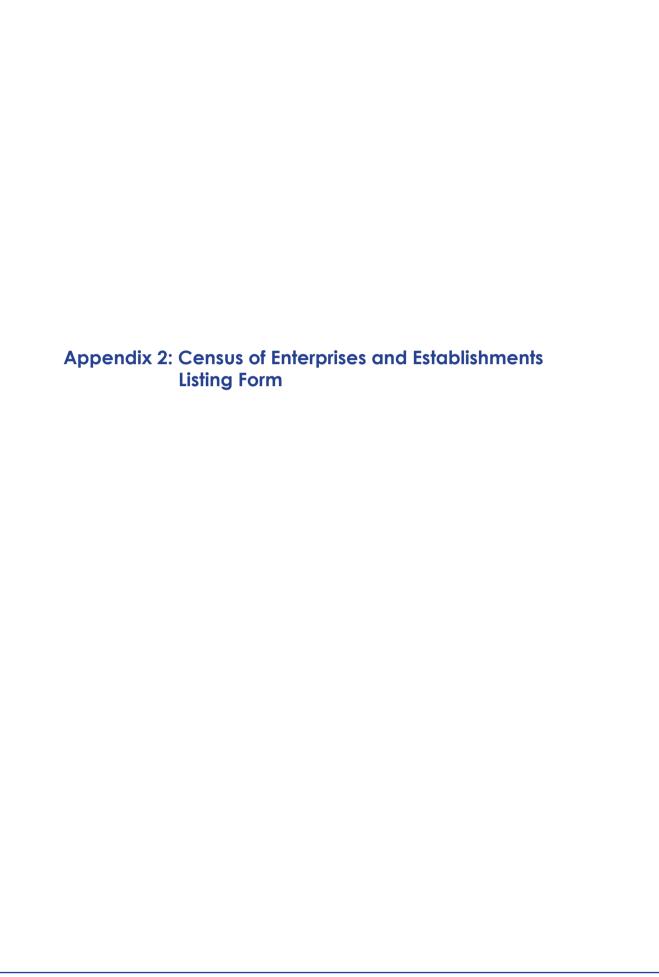
			Employme	nt Group		
District	1-4	5-29	30-49	50 and above	Not Stated	Total
Gaborone	1935	2676	240	451	90	5,392
F/Town	590	630	42	52	19	1,333
Lobatse	186	121	7	16	7	337
\$/Phikwe	273	194	12	18	5	502
Orapa	20	24	5	7	1	57
Jwaneng	75	84	9	11	2	181
Sowa Town	13	9	0	1	0	23
Southren	398	136	5	6	15	560
Barolong	41	11	1	1	0	54
South East	223	225	16	28	7	499
Kweneng	896	593	36	42	48	1,615
Kgatleng	183	66	5	-	6	260
Central	1,561	728	22	40	63	2,414
North East	95	38	-	4	3	140
Ngamiland	545	338	22	33	47	985
Chobe	123	91	11	12	6	243
Ghanzi	107	65	5	2	11	190
Kgalagadi	112	47	-	2	3	164
Not stated	-	1	-	-	-	1
Total	7,376	6,077	438	726	333	14,950

Table 15: Number of Establishments in the Manufacturing Industry

Industry	Number	Percentage
Manufacture of Food products	368	21.8
Manufacture of Beverages	15	0.9
Manufactue of Tabbacco products	1	0.1
Manufacture of Textiles	94	5.6
Manufacture of Wearing Apparels	286	16.9
Manufacture of Leather & Related	20	1.2
Manufacture of Wood products Excpt Furniture	30	1.8
Manufacture of Paper & Paper Products	17	1.0
Printing & Reproduction of recorded Media	166	9.8
Manufacture of Chemical & Chemical Products	48	2.8
Manufacture of Pharmaceuticals, Medical & Botanical products	3	0.2
Manufacture of Rubber & Plastic products	24	1.4
Manufacture of Other Non-Metallic Minerals	163	9.6
Manufacture of Basic Metals	40	2.4
Manufacture of Fabricated Metal Products, excpt Mach. & Equip	129	7.6
Manufacture of Computer, Electronic & Optical Products	9	0.5
Manufacture of Electrical Equipment	18	1.1
Manufacture of Machinery & Equipment	21	1.2
Manufacture of Vehicles, Trailers & Semi-Trailers	16	0.9
Manufacture of Other Transport Equipment	2	0.1
Manufacture of Furniture	41	2.4
Other Manufacturing	28	1.7
Repair & Installation of Machinery & Equipment	151	8.9
Total	1,690	100.0

Table 16: Number of Establishments by Industry and Turnover Group

						Turnover				
Industry	<=10000	10001- 100000	100001- 500000	500001- 1000000	1000001- 5000000	5000001- 10000000	10000001- 50000000	50000001- 100000000	>=10000001	Total
Agriculture, Forestry and Fishing	2	9	10	1	13	-	8	1	-	44
Mining and Quarrying	1	2	4	7	7	4	7	1	1	34
Manufacturing	60	298	285	111	225	70	79	18	25	1,171
Electricity, Gas, Steam and Air Conditioning	1	4	2	4	8	4	2	2	-	27
Water Supply, Sewerage and Waste Management	-	5	14	4	15	4	3	1	4	50
Construction	5	44	101	68	135	58	59	10	13	493
Wholesale and Retail Trade	114	675	945	501	889	223	330	69	77	3,823
Transportation and Storage	2	18	33	22	48	16	23	3	3	168
Accommodation and Food Services	54	284	285	102	133	21	30	4	5	918
Information and Communication	12	63	64	22	63	16	30	1	3	274
Financial and Insurance	4	44	68	33	60	14	34	9	26	292
Real Estate	1	8	27	20	36	11	6	3	1	113
Professional, Scientific and Technical	24	144	208	118	183	35	36	5	6	759
Administrative and Support Services	18	71	102	37	101	28	42	6	7	412
Public Administration and defense	-	-	-	-	-	-	-	1	-	1
Education	13	107	144	37	47	7	22	5	4	386
Human Health and Social Work	4	22	97	66	107	11	4	1	5	317
Arts, Entertainment and Recreation	1	13	23	11	10	4	4	1	-	67
Other Service Activities	78	382	201	50	45	8	7	2	-	773
Total	394	2,193	2,613	1,214	2,125	534	726	143	180	10,122





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CENSUS OF ENTERPRISES AND ESTABLISHMENTS LISTING FORM 2016/17

GEOGRAPHICAL IDENTIFICATION DETAILS								
DISTRICT NAME / CODE								
VILLAGE/TOWN NAME / CODE								
ENUMERATION AREA NUMBER								
EXTENSION/WARD NAME								
PLOT/LOT NUMBER								

					ENUMERATOR'S S FINAL VISIT	TATUS
		1	2	3	ENUMERATOR'S CODE	
DATE					RESULT CODE*	
NAME					TOTAL VISITS	
RESULTS*					·	
NEXT VISIT	DATE TIME					
*RESULT CODE 1. COMPLETED 2. PARTIALLY COMPLETED 3. QUERY 4. DORMANT 5. NON RESPONSE				COMMENTS BOX		
OTHER	(Specify)					

NAME OF ENUMERATOR	
NAME OF SUPERVISOR	

	QUALITY ASSURED BY	CODED	ENTERED	ONLINE EDITED
NAME				
DATE				



CENSUS OF ENTERPRISES AND ESTABLISHMENTS LISTING FORM 2016/17

Sr. No.	BUSINESS IDENTIFICATION DETAILS						
1	REGISTERED NAME OF THIS BUSINESS						
2	TRADING NAME						
3	COMPANY REGISTRATION NUMBER (CIPA)						
4	OPERATING LICENSE NUMBER						
5	PERSONAL IDENTIFICATION NUMBER (PIN)						
6	POSTAL ADDRESS						
7	POSTAL LOCATION (TOWN/ VILLAGE)						
8	CELLPHONE						
9	TELEPHONE						
10	FAX						
11	E-MAIL ADDRESS						

SECTION A: BUSINESS DETAILS

A1. Is this business a Head Office, Single Unit, Branch or Subsidiary office? Please circle appropriate category

Type of Business	Code	
Head Office	01	
Single Unit	02	
Branch	03	
Subsidiary	04	_
Other (specify)		Go to B

A2.	If Head Office.	how many branches does the business have?	

1	ı	
1	ı	
1	ı	
1	ı	
1	ı	
1	ı	
1	ı	
l	I	
1	ı	

Please provide details for each branch in the annexure sheet attached, then proceed with the rest of the questionnaire from Section B for the Head Office.

SECTION B: BUSINESS OPERATING CHARACTERISTICS

B1.	Describe the major activity of this business:	
	· ,	For official use only
		ISIC Rev 4
		_
22	Describe the main secondary activity of this business:	For official use only
DΖ.	Describe the main secondary activity of this business.	ISIC Rev 4
		_
		_
ВЗ.	When was the business registered? Month	Year
B4.	When did the business start operating? Month	Year
B5.	3,,,,,	to
B6.	What was your turnover for the last financial year?	(Pula)

SECTION C: LEGAL STATUS

C1. From the list below, please circle the legal status that best suits this business:

Legal Status	Code	Note
Sole Proprietor	01	o
Partnership	02	8 b
Private Limited Company	03	the er th
Public Limited Company	04	efiniti at th nent
Non-Governmental Organization	05	Ισσς
Parastatal	06	Refer to attached
Cooperative	07	# B # B
Other (Please specify)		

SECTION D: EMPLOYMENT

D1. How many employees does the business have currently?

Males	Females	Total

SECTION E: RESPONDENT DETAILS

NAME OF REPONDENT							
CELLPHONE							
TELEPHONE							
FAX							
E-MAIL ADDRESS							
SIGNATURE							
DATE							

END OF QUESTIONNAIRE

THANK YOU VERY MUCH FOR YOUR COOPERATION

YOUR RESPONSE TO THE QUESTIONNAIRE IS CONFIDENTIAL. It shall be seen only by persons sworn to uphold the confidentiality of Statistics Botswana information and be used for statistical purposes only.

BRANCH NAME	BRANCH MAIN ACTIVITY	NO. OF	CONTACT PERSON NAME		
		EMPLOYEES	(HEAD OF BRANCH)		

POSTAL ADDRESS	POSTAL LOCATION	WARD/ EXTENSION	PLOT NO.	TELEPHONE	FOR OFFICE USE ONLY
					ISIC REV 4

BRANCH NAME	BRANCH MAIN ACTIVITY	NO. OF	CONTACT PERSON NAME
DICATO I NAME	DICARCII MAIR ACIIVIII	EMPLOYEES	(HEAD OF BRANCH)

POSTAL ADDRESS	POSTAL LOCATION	WARD/ EXTENSION	PLOT NO.	TELEPHONE	FOR OFFICE USE ONLY
					ISIC REV 4



THANK YOU! for completing our listing form.



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