

Business Register Quality Improvement Survey 2017

↓When contacting Stats SA please quote the reference number (as indicated on the top right-hand corner of each page).

Reference number:

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P4002265

 **Permit Mail**



STATS SA
STATISTICS SOUTH AFRICA

SOUTH AFRICA

Purpose of the survey

Statistics South Africa (Stats SA) undertakes surveys in order to provide the private and public sectors with reliable and relevant statistics. The purpose of this survey is to establish the correctness of the information about the business, thereby ensuring improvement of the coverage of the economic activity on the business database of Stats SA. This database serves as a sampling frame for all economic surveys conducted by Stats SA to provide sub-national estimates. Your information is therefore required to update the business database.

Stats SA contacts

Postal: Private Bag X44, Pretoria, 0001

Website: www.statssa.gov.za

Email: QISProject@statssa.gov.za

Due date

Please complete this questionnaire and return it or email or fax pages 1 to 6 to Stats SA not later than **DD-MM-YY**

Help available

If you have problems in completing this questionnaire or find that you may have difficulty in meeting the due date, please contact any of the following Stats SA officials:

Name	Telephone number	Fax number	Email address

Person(s) whom Stats SA should contact if any queries arise regarding the completed questionnaire:

Questionnaire completed by:		For queries, contact:	
Name			
Position or title			
Telephone number			
Fax number			
Cellular number			
Email address			
Signature			
Date completed			2 0

Reference number:

Only the South African-based activities of the business or farming unit (as shown on the address box, page 1) should be included on the questionnaire.

Note: In the case of a holding company, exclude figures for the subsidiary companies.

Section A: Details of the business

Please review the recorded information and update accordingly in the blank spaces provided, under the heading 'Correct/current information as supplied by contact person'.

Part 1 – Contact and registration information of the business

Office use: Information as per Stats SA records

Correct/current information as supplied by contact person

1. Name of business <i>(as registered with the Department of Trade and Industry (DTI) and/or South African Revenue Service (SARS))</i>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. All trading names <i>(as appearing on the advertising pamphlets and on the business billboards)</i>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
3. Registration numbers		
<i>Company/CC</i> registration number	<input type="text"/>	<input type="text"/>
<i>IT</i> (Income Tax) number	<input type="text"/>	<input type="text"/>
<i>PAYE</i> (Pay-As-You-Earn) number	<input type="text"/>	<input type="text"/>
<i>UIF</i> (Unemployment Insurance Fund) number	<input type="text"/>	<input type="text"/>
<i>SDL</i> (Skills Development Levy) number	<input type="text"/>	<input type="text"/>
<i>VAT</i> (Value Added Tax) Indicate how many VAT numbers refer to this business (please list all)		<input type="text"/>
<i>VAT</i> number 1	<input type="text"/>	<input type="text"/>
<i>VAT</i> number 2	<input type="text"/>	<input type="text"/>
<i>VAT</i> number 3	<input type="text"/>	<input type="text"/>
<i>VAT</i> number 4	<input type="text"/>	<input type="text"/>
<i>VAT</i> number 5	<input type="text"/>	<input type="text"/>
(If more than 5 VAT numbers refer to question 23 on page 6)		
4. Postal address	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Postal code	<input type="text"/>	Postal code <input type="text"/>
5. Physical address <i>(Address line 1 – Name of Building)</i> <i>(Address line 2 – Street Name and No)</i> <i>(Address line 3 – Suburb/Town)</i> <i>(Address line 4 – Municipality name)</i> <i>(Address line 5 – Province name)</i>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postal code	<input type="text"/>	Postal code <input type="text"/>

Reference number:

Part 2 – Measures of size of the business

6. **Indicate the period of the financial year**

D	D	M	M	Y	Y
---	---	---	---	---	---

From

D	D	M	M	Y	Y
---	---	---	---	---	---

To

Note: Please provide the latest financial year figures

7. **Indicate the annual turnover of the business according to the latest available financial statements**
Note: The total value of sales of goods and amounts received for services rendered, include subsidies and incentives received from government and income from rental or leasing of land and buildings for the financial year. The financial year period should be the latest financial year with the latest available financial figures. Accurate unaudited figures will be accepted. If you are a holding company, include dividends received.

Total turnover (in Rand) for the financial year..... ,

8. **Does this business have different activities for which separate accounting records are kept?**

9. **Indicate the total land area (in hectares) that the business owns or leases for the purpose of farming, forestry or horticultural activities**

Total land area.....

10. **Indicate the number of rooms/stay units/camping sites available for paying guests as at the last day of the financial year in case of a business that offers accommodation services**
Note: Refers to accommodation service businesses and includes hotels, motels, inns, lodges, caravan and camping parks, guest-houses, guest-farms, bed-and-breakfast businesses, furnished holiday flats and chalets, nature/game reserves (including national and provincial parks), holiday resorts and boarding houses.

Number of rooms/stay units/camping sites.....

11. **Indicate the total number of all temporary and permanent employees that are on the payroll of the business, earning a salary, wage, etc., according to the latest available financial statement**

Total number of employees.....

12. **Indicate the total salaries and wages paid by the business according to the latest available financial statements**

Total salaries and wages (in Rand) for the financial year..... ,

Reference number: **Part 3 – The structure of the business** (indicate with an X)**13. Indicate the type of ownership of the business**

Individual ownership.....	<input type="checkbox"/>	Cooperative society.....	<input type="checkbox"/>
Partnership.....	<input type="checkbox"/>	Trust.....	<input type="checkbox"/>
Public company.....	<input type="checkbox"/>	Government.....	<input type="checkbox"/>
Private company.....	<input type="checkbox"/>	Municipality/local authority.....	<input type="checkbox"/>
Close corporation.....	<input type="checkbox"/>	Public entity.....	<input type="checkbox"/>
Club, welfare organisation, association not for gain.....	<input type="checkbox"/>	Schedule number.....	<input type="checkbox"/>
Other (please specify)	<input type="text"/>		

14. Is this business a holding company? Yes No

15. If 'Yes', indicate the number of:

Subsidiaries (direct and indirect).....

Associated companies.....

16. Is this business a subsidiary company? Yes No

17. If 'Yes', indicate the:

Name of the holding company.....

Contact person.....

Telephone number.....

18. Is this business a franchise or part of a franchise? Yes No

19. Is this business an agency? Yes No

20. Is the ultimate holding company in South Africa? Yes No

Part 4 – Industrial classification of the business

21. a) Indicate (with an X in the first block) **the industry best describing the main activity from which the business derives its income.**

Note: If there is more than one main activity, please indicate the percentage split in the second block

	%		%				
Agriculture, hunting, forestry and fishing (1)...	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Mining and quarrying (2).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Manufacturing (3).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Electricity, gas and water supply (4).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Construction (5).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Wholesale trade (61).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Transport and storage (7).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Retail trade (62).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 25%; text-align: center;">Land</td> <td style="width: 25%; text-align: center;">Water</td> <td style="width: 25%; text-align: center;">Air</td> <td style="width: 25%; text-align: center;">Support</td> </tr> </table>	Land	Water	Air	Support		Motor trade (63).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Land	Water	Air	Support				
Post and telecommunication (75).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Hotels and restaurants (64).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Financial intermediation, insurance, real estate and business services (8).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Community, social and personal services (9).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Private households, extraterritorial organisations, representatives of foreign governments and other activities not adequately defined (0).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				

Describe the **main activity** as clearly as possible in the space provided below (e.g. *diamond mining instead of only mining; construction of homes; wholesale or retail trade of pharmaceuticals. If your activities include mining or manufacturing, describe the processes involved and the materials used*).

.....

.....

.....

.....

b) Indicate (with an X in the first block) **the industry best describing the secondary activities (including all other additional activities apart from your main activity).**

Note: If there is more than one secondary activity, please indicate the percentage split in the second block

	%		%				
Agriculture, hunting, forestry and fishing (1)...	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Mining and quarrying (2).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Manufacturing (3).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Electricity, gas and water supply (4).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Construction (5).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Wholesale trade (61).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Transport and storage (7).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Retail trade (62).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
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Land	Water	Air	Support				
Post and telecommunication (75).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Hotels and restaurants (64).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Financial intermediation, insurance, real estate and business services (8).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Community, social and personal services (9).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				
Private households, extraterritorial organisations, representatives of foreign governments and other activities not adequately defined (0).....	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>				

Describe the **secondary activities** as clearly as possible in the space provided below (e.g. *diamond mining instead of only mining; construction of homes; wholesale or retail trade of pharmaceuticals. If your activities include mining or manufacturing, describe the processes involved and the materials used*).

.....

.....

.....

.....

Reference number: **Section B: Details of the business at branch level****Part 5 – Information of the activities of this business at branch level**

22. Indicate the number of branches/physical locations, including the Head Office, from which this business operates

Total number of branches/physical locations.....

23. If the business has MORE THAN ONE branch/physical location as indicated in Question 22 above, please provide information at individual branch/physical location level in the table below

Note: If the business has more branches/physical locations than the space provided, duplicate this page to accommodate all the branches/physical locations. If this information already exists in any format, please attach it to the completed questionnaire.

Information required	Head Office	Branch 1	Branch 2	Branch 3
Branch name/ Farming unit identifier				
VAT number				
Postal address				
Physical address				
Description of the main activity from which the branch/ farming unit derives most of its income				
Description of all the secondary activities apart from the main activity				
Turnover (<i>Rand</i>)	,00	,00	,00	,00
Number of employees				
Salaries and wages (<i>Rand</i>)	,00	,00	,00	,00
Hectares of land owned or leased for agricultural purposes				
Number of rooms/ stay units/camping sites available for accommodation				

We thank you for completing this questionnaire. Stats SA recommends that you keep a copy of the questionnaire in case of a query.

Section C: Concepts and Definitions

Definition	Description	Includes	Excludes
Branches	Businesses, or parts of the business that are situated at a single location and in which only single (non-ancillary) productive activities are carried out or for which principal productive activities account for most of the value added		
Branches of a farming unit	Businesses or parts of the business, consisting of one or more farms, holdings or pieces of land, whether adjacent or not, which operate within one municipality. If they operate from two or more municipalities, these will be considered as different branches		
Business	An institutional unit that produces goods and/or provides services. An institutional unit is an economic entity that is capable, in its own right, of owning assets, incurring liabilities, engaging in economic activities and in transactions with other entities		
Employees	<p>Full-time employees are those (permanent, temporary or casual) who normally work the agreed hours. If the agreed hours do not apply, employees are regarded as full-time employees if they normally work 40 hours or more per week.</p> <p>Part-time employees are those (permanent, temporary or casual) who are not full-time employees as defined above, or who normally work less than 40 hours per week</p>	<ul style="list-style-type: none"> • All directors, e.g. those who received a salary, and those who received a fee • Executive, managerial, casual and other employees who are not included on the main payroll • Employees paid on a commission basis and a retainer, wage, or salary • Employees who received payment through the payroll of the Compensation Commissioner's Compensation Fund, e.g. employees on maternity leave and not paid by this business • Employees based abroad but paid from South Africa, e.g. embassy employees 	<ul style="list-style-type: none"> • Subcontractors and consultants who are self-employed and not part of this business • Employees paid on a commission basis only (i.e. a retainer, wage, or salary was not paid) • Self-employed persons in this business, e.g. working proprietors, sole owners and joint owners • Employees based in South Africa but paid from abroad, e.g. embassy employees
Salaries and wages	Gross salaries and wages are payments for ordinary-time, standard or agreed hours and overtime hours during the reference period for all permanent, temporary, casual, executive and managerial employers/ employees before taxation and other deductions		<ul style="list-style-type: none"> • Payments to subcontractors and consultants who are self-employed and not part of this business • Commission if a retainer, wage, or salary was not paid • Payments paid from abroad to employees based in South Africa, e.g. embassy employees • Severance, termination and redundancy payments • Reimbursement for expenses, e.g. travel, entertainment and meals • Reimbursements for expenses, incurred whilst conducting employer's business • The imputed value of fringe benefits and tax on fringe benefits • Rations and bonuses to farming contractors and their employees