

SURVEY OF CIVIL CASES FOR DEBT

Questionnaire for the month of

↓ *When contacting Stats SA please quote this number*

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↑ *Please correct any errors in the above address label*

Purpose of the survey

The Survey of Civil Cases for Debt is a monthly survey covering a sample of magistrate's offices in South Africa. The results of the survey are used by the private and public sectors to measure economic performance and are also an important indicator of the extent of unpaid debt in South Africa. The results of the survey are published monthly in statistical release P0041 - Statistics of Civil Cases for Debt.

Collection authority

The information required is collected in accordance with regulations promulgated under section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. The provision of the information sought is compulsory.

Confidentiality

According to section 17 of the Statistics Act, 1999 (Act No. 6 of 1999) your completed questionnaire remains confidential to Statistics South Africa (Stats SA).

Due date

Please complete the questionnaire and return it in the business reply service envelope or fax it to Stats SA not later than **seven days after the end** of the month concerned. It is recommended that you keep a copy for your use in case of a query.

Help available

If you have problems in completing this questionnaire, or feel that you may have difficulty in meeting the due date, please contact:

- | | | | |
|--------------------|---|-----------------|--|
| • Contact persons: | Phellicia Masindi Thabelo Maswanganyi Mpli Mayizale | Postal address: | Statistics South Africa Private Bag X44 Pretoria 0001 |
| • Telephone number | (012) 310 8229/ 310 8228 (012) 310 8220/ 310 8986 | | |
| • Fax number | (012) 310 8664 | | |
| • e-mail address | phelliciam@statssa.gov.za | | |

Person whom Stats SA should contact if any queries arise regarding this questionnaire

| | | | |
|-------------------|--|------------------|-----|
| Name | | Telephone number | () |
| Position or title | | Fax number | () |
| Signature | | email address | |
| Date | | | |

Please note

For this survey:

- **The questionnaire must cover a period of one calendar month.** Particulars must be submitted for the month concerned.
- Report all monetary values in **rands.**

Part 1 - Number of civil debt and non-debt cases recorded

Note

- Show all the civil **debt and non-debt** cases recorded during the month concerned.

1. Total number of civil cases

Against businesses

Against private persons

Part 2 - Number of civil summonses for debt issued

Notes

- Complete Part 2 according to countersheet 0041-02 (attached).
- Where several plaintiffs join in one action in terms of section 41 of the Magistrate’s Court Act (Act No. 32 of 1944), the claim of each plaintiff must be shown as a separate summons.

Definitions

- Plaintiff - A person who extends credit or to whom money is owed (creditor).
- Instalment sale transaction - A system of payment in instalments by which a hired article becomes the property of the hirer after a stipulated number of payments have been made (Hire-purchase system).
- Promissory note - A written undertaking to pay a certain amount of money to a certain person (IOU).
- RD cheque - When no funds are available, the cheque is referred to the drawer.

Include

- **Only** the number of civil summonses issued for the recovery of **all types of debt**.

Exclude

- Claims for damages and other non-debt cases.

| | Total number of civil summonses issued | To businesses | To private persons |
|---|--|----------------------|----------------------|
| 2. Goods sold (excluding instalment sale transactions) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. Instalment sale transactions | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. Professional services | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. Other services | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. Rent | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7. Money lent (including mortgage loans and interest on loans) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8. Promissory notes, bills, RD cheques, credit cards and other acknowledgements of debt | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9. All other kinds of debt (not included in questions 2 to 8) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10. Total civil summonses for debt (questions 2 to 9) | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Part 3 - Number and amount of civil judgements for debt (default and

Notes

- Complete Part 3 according to worksheet 0041-03 (attached).
- If a figure is shown against “Number of cases” and no amount is shown against “Total amount due”, or vice versa, an explanation should be given.

Exclude

- Judgements in respect of claims for damages and other non-debt cases.

Cause of debt

| | Total number of cases | Total amount due (Rand) |
|--|------------------------------|--------------------------------|
| 11. Goods sold (excluding instalment sale transactions) | | |
| 12. Instalment sale transactions | | |
| 13. Professional services | | |
| 14. Other services | | |
| 15. Rent | | |
| 16. Money lent (including mortgage loans and interest on loans) | | |
| 17. Promissory notes, bills, RD cheques, credit cards and other acknowledgements of debt | | |
| 18. All other kinds of debt (not included in questions 11 to 17) (specify below if amounts on sheet 00-41-03 are indicated as substantial) | | |
| 19. Total (questions 11 to 18) | | |

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consent judgements)

| Against businesses | | Against private persons | |
|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Total number of cases | Total amount due (Rand) | Total number of cases | Total amount due (Rand) |
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Part 4 - Comments

20. To minimise queries from Stats SA regarding the data provided, please provide comments on:

- Significant differences between monthly figures.
- Any unusual circumstances affecting the data provided.
- Any other difficulties with the completion of the questionnaire.

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21. Please provide an estimate of the time taken to complete this questionnaire.

Reading hours minutes

Collecting information hours minutes

Completing the questionnaire hours minutes

22. Please indicate your preferred way of reporting the information contained in this questionnaire.

Mail

Fax Fax number

email email address

Please ensure that the front page is completed.

Please retain a copy for your records.

Thank you for completing this questionnaire.

For official use only

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