

CONFIDENTIAL



THE UNITED REPUBLIC OF TANZANIA

Establishment No. **CIP – 13 – Q1**

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(For office use only)

To:
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.....
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Region Code
District Code
Ward Code
Employment Size

CENSUS OF INDUSTRIAL PRODUCTION, 2013

DETAILED QUESTIONNAIRE

Dear Sir/Madam,

This Census is conducted in accordance with the Statistics Act 2002. According to the Act, all information supplied in this return shall be **STRICTLY CONFIDENTIAL**. The information will be used for statistical purposes only. You are kindly required to complete this Questionnaire and return it to the Regional Statistical Manager together with a copy of your Financial Statements. The figures should be taken from the accounts of the establishment for the accounting year covering larger part of the reference year. If precise figures are not available, please give your best estimates.

Thanking you for co-operation.

Yours truly,

.....

REGIONAL STATISTICAL MANAGER

Mobile no:

P. O. Box:

Signature & Stamp:

Date:



SECTION I: ESTABLISHMENT DESCRIPTION *(Information to be filled in capital letters)*

1.1 Full name of the Establishment:

1.2 Physical location of the Establishment:

Region: Village/Street:

District: Hamlet/Sub-Street:

Ward: Plot No:

1.3 Contact address of the Establishment:

P. O. Box: Street/Road: Post Code:

Town/City: Tel:

Mobile: Fax No:

E-mail: Website:

1.4 Full name of contact person:

Designation: Tel. /Mobile:

1.5 Type of the Establishment: *(Please write the correct number in the provided box)*

- 1. Single Establishment
- 2. Head office (owns or controls other Establishments)
- 3. A branch (owned and controlled by head office)

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If the box is marked 3, please provide name and telephone number of the Head Office

Name: Tel./Mob:.....

1.6 Activities of the Establishment:

(For office use only)

1.61 Main Activity.....

ISIC Rev.4 Code			

1.62 Auxiliary Activity.....

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1.7 Product(s) Manufactured:

1.71 Main Product

1.72 Other product (s) (1)

(2)

(3)

1.8 Origin of Ownership (*Please write the correct number in the provided box*)

- 1. National
- 2. Foreign
- 3. Joint *If 3, please indicate % capital share of National(s):*

1.9 Form of Ownership (*Please write the correct number in the provided box*)

- 1. Public
- 2. Private
- 3. Mixed *If 3, please indicate % capital share of Public:*

1.10 Type of Legal Organization: (*Please write the correct number in the provided box*)

Sole proprietorship	1	Cooperative	5
Partnership	2	Private company limited by guarantee	6
Public	3	Private company limited by shares	7
Parastatal	4	Other (<i>specify</i>).....	8

1.11 Source of Finance (*Total investments and working capital during commencement*):

- 1. Personal and relatives
- 2. Loans from banks and other financial institutions
- 3. Government
- 4. Other (*Specify*).....

Amount “000”Tshs.

1.12 Year the Establishment Started Operation:

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1.13 Period to which data in this questionnaire refers

From: *Month..... Year* **To:** *Month* *Year*

SECTION II: EMPLOYMENT DURING THE REFERENCE PERIOD

2.1 Number of persons engaged including part time workers

Number of persons engaged as at	Code	Tanzanian	Foreigner	Sex
30 th June, 2013	2.11			Males
	2.12			Females
31 st December, 2013	2.13			Males
	2.14			Females

2.2 Average number of persons engaged including part time workers

Category	Code	Tanzanian	Foreigner	Sex
Working proprietors and partners (<i>Active owners of the legal entity</i>)	2.21			Males
	2.22			Females
Unpaid workers (<i>Members of religious institutions, family members, prisoners, J.K.T and the like</i>)	2.23			Males
	2.24			Females
Employees:				
Managerial and professional staff (<i>Managerial, technical, clerical and other office workers, etc.</i>)	2.25			Males
	2.26			Females
Operatives -skilled (<i>Foremen, machine operators, fitters, casual and manual workers</i>)	2.27			Males
	2.28			Females
Operatives -non skilled (<i>Foremen, machine operators, fitters, casual and manual workers</i>)	2.29			Males
	2.30			Females
Other (<i>specify</i>)	2.31			Males
	2.32			Females
Total Persons Engaged	(2.21+2.23+2.25+2.27+2.29+2.31)	2.33		Males
	(2.22+2.24+2.26+2.28+2.30+2.32)	2.34		Females
Number of out-sourced workers paid by sub-contractors as at 31 st December 2013	2.35			Males
	2.36			Females

SECTION III: LABOUR COSTS DURING THE REFERENCE PERIOD

3.1 Labour Costs

Description	Code	Amount in “000”Tshs.
Gross wages and salaries paid to employees (<i>including bonus and gratuities</i>)	3.11	
Overtime payments	3.12	
Reimbursement of travel expenses	3.13	
Payments in kind (<i>Medical, food, transport, housing cost, fuel etc.</i>)	3.14	
Employer's contribution to Social Security Schemes (e.g. <i>NSSF, PPF</i>)	3.15	
Training expenses	3.16	
Other labour costs (<i>Specify</i>).....	3.17	
Total Labour Costs	3.18	

SECTION IV: PRODUCTION COSTS DURING THE REFERENCE PERIOD (*Please exclude VAT*)

4.1 Electricity, water, gas and fuels purchased

Description	Code	Unit measure	Quantity	Value “000”Tshs.
Electricity	4.101			
Water	4.102			
Gas	4.103			
Fuel for machines and vehicles				
Diesel	4.104			
Heavy Furnace Oil (HFO)	4.105			
Lubricating oil	4.106			
Motor gasoline (Petrol)	4.107			
Grease	4.108			
Other gas oil	4.109			
Wood, coal and peat				
Wood	4.110			
Coal	4.111			
Peat	4.112			
Other fuels (<i>Specify</i>).....	4.113			
Total	4.114			

4.2 Goods purchased

Description	Code	Value “000”Tshs.
Goods purchased for resale (trade goods)	4.21	

4.3 Raw materials and components

4.31 Raw materials and components purchased

CPC Code <i>(for office use only)</i>	Description	Unit Measure	Imported		Local	
			Quantity	Value “000”Tshs.	Quantity	Value “000”Tshs.
	Other (including stationery and spare parts)					
	Total					

If no material imported in Qn. 4.31, GO TO Qn. 4.4

4.32 Reasons for importation (Please write the correct number in the provided table)

Reasons	Code	Yes	No	Response
Transport	4.321	1	2	
Quality	4.322	1	2	
Availability	4.323	1	2	
Price	4.324	1	2	
Proximity	4.325	1	2	
Other (Specify).....	4.326	1	2	

4.4 Services consumed

4.41 Industrial services

Description	Code	Amount “000”Tshs.
Contract and commission paid for work done on your materials	4.411	
Cost of repairs and maintenance work	4.412	
Waste treatment costs	4.413	
Other (Specify).....	4.414	
Total	4.415	

4.42 Non-industrial services

Description	Code	Amount “000”Tshs.
Postage and other communication costs	4.421	
Rental of buildings, machinery, plant and equipment	4.422	
Storage and hire of transport	4.423	
Publicity and bank charges	4.424	
Consultancy and other professional fees (legal, fiscal, accountancy, etc.)	4.425	
Other (<i>Specify</i>).....	4.426	
Total	4.427	

4.5 Other expenses

Description	Code	Amount “000”Tshs.
Interests and dividends paid excluding bank charges	4.51	
Insurance paid	4.52	
Income tax	4.53	
Net value-added tax paid	4.54	
Other taxes on production e.g., rates, licenses, road tax	4.55	
Other (<i>Specify</i>).....	4.56	
Total	4.57	

SECTION V: OUTPUT (*Please excludes VAT and Excise Duty*)

5.1 Utilization of Production Capacity

CPC Code <i>(for office use)</i>	Product Description	Unit	Installed Capacity	Actual Production	Capacity Utilization (%)

5.2 If you are experiencing capacity under-utilization, what might be the reasons among the following: *(Rank the most important reason for under-utilization of capacity using scale 1 – 4. Where: 1 – High, 2- Moderate, 3 – Low and 4 – Not Applicable)*

Reasons	Code	Ranking
Insufficient domestic demand	5. 201	
Shortage of domestic inputs	5. 202	
Shortage of imported inputs	5. 203	
Old (Obsolete) plant/machinery and equipment	5. 204	
Plant maintenance problems due to Lack of spare parts	5. 205	
Plant maintenance problems due to shortage of skilled labour	5.206	
High cost of credits	5.207	
Inadequate access to financial services	5.208	
Insufficient power supply	5.209	
Insufficient water supply	5.210	
Competition from imports	5.211	
Loss of products due to strikes/ stoppages etc.	5.212	
Un-competitiveness of exports	5.213	
Poor transport facilities/high transport cost	5.214	
Inability to grant credits to customers	5.215	
Counterfeits	5.216	
Others <i>(Specify).....</i>	5.217	

5.21 If reason for capacity under utilization is due to un-competitiveness in exports (code 5.213) is 1 or 2 or 3, please specify the reasons. *(Rank the most important reason for un-competitiveness in exports using scale 1 – 4. Where: 1 – High, 2- Moderate, 3 – Low and 4 – Not Applicable).*

Reasons	Code	Ranking
High cost of materials	5.2101	
High cost of fuel	5.2102	
High cost of electricity	5.2103	
High cost of labour	5.2104	
Poor quality of products	5.2105	

5.3 Sales from production

CPC Code <i>(for office use only)</i>	Description	Unit	Exported		Locally sold	
			Quantity	Value "000" Tshs.	Quantity	Value "000" Tshs.
	Other (<i>Specify</i>)....					
Total						

If No goods were exported in Qn. 5.3, go to Qn. 5.4

5.31 Major countries of export

Code	Country	Country Code	Percentage (%)
5.311			
5.312			
5.313			
5.314			

5.4 Income from services

5.41 Industrial services

Description	Code	Amount "000" Tshs.
Receipts from contracts done for others on their materials	5.411	
Receipts from repair and installation work done for others	5.412	
Other (<i>Specify</i>).....	5.413	
Total	5.414	

5.42 Non-industrial services

Description	Code	Amount "000" Tshs.
Sales of goods sold as purchased (trade goods)	5.421	
Rents received	5.422	
Receipts from transport services rendered to others	5.423	
Value of sold assets	5.424	
Receipts from warehousing services	5.425	
Other (<i>Specify</i>).....	5.426	
Total	5.427	

5.5 Other receipts

Description	Code	Amount "000" Tshs.
Interests and dividends received	5.51	
Insurance premiums received	5.52	
Subsidies received	5.53	
Other (<i>Specify</i>).....	5.54	
Total	5.55	

SECTION VI: VALUE OF INVENTORIES

Description	Code	Value in "000" Tshs.	
		Opening balance	Closing balance
Materials and supplies (raw materials, chemicals, etc.)	6.1		
Fuel	6.2		
Work in progress (semi-finished products)	6.3		
Finished products	6.4		
Goods purchased for resale (trade goods)	6.5		
Total	6.6		

SECTION VII: VALUE OF FIXED ASSETS (Value in "000" Tshs.)

Type	Code	Value at the beginning	Additions		Disposals	Depreciation charge during the year	Net Value at the end
			Purchased	Own production			
Land	7.1						
Buildings and other construction works	7.2						
Transport equipment	7.3						
Machinery and other equipment	7.4						
Computer and other data processing equipments	7.5						
Others.....	7.6						
Total	7.7						

SECTION VIII: OTHER INFORMATION

8.1 Membership

8.11 Is the establishment a member of any association? *(Please write the correct number in the provided box)*

Yes 1

No 2 → *If No, go to Qn. 8.13*

8.12 If Yes, please indicate *(Please write the correct number in the provided table)*

Description	Code	Yes	No	Response
Confederation of Tanzania Industries (CTI)	8.121	1	2	
Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA)	8.122	1	2	
Association of Tanzania Employers (ATE)	8.123	1	2	
Dar es Salaam Stock Exchange (DSE)	8.124	1	2	
Tanzania Chamber of Minerals and Energy (TCME)	8.125	1	2	
Other, <i>(Specify)</i>	8.126	1	2	

8.13 Awareness of services/functions provided *(Please write the correct number in the provided table)*

Description	Code	Aware	Not aware	Response
Confederation of Tanzania Industries (CTI)	8.131	1	2	
Tanzania Chamber of Commerce, Industry and Agriculture (TCCIA)	8.132	1	2	
Association of Tanzania Employers (ATE)	8.133	1	2	
Dar es Salaam Stock Exchange (DSE)	8.134	1	2	
Tanzania Chamber of Minerals and Energy (TCME)	8.135	1	2	
Other, <i>(Specify)</i>	8.136	1	2	

8.2 Registration

8.21 Does the establishment have any license? *(Please write the correct number in the provided box)*

Yes 1

No 2 → *If No, go to 8.23*

8.22 If Yes, fill in the table below

Date issued	License number	Issuing Authority	Type of license
<i>E.g 02/08/2005</i>	<i>41527893</i>	<i>Ministry of Industry and Trade</i>	<i>Business license</i>

8.23 If No, why? (Please write the correct number in the provided box)

Reason	Code	Yes	No	Response
Financial problems	8.231	1	2	
Complicated bureaucratic procedures	8.232	1	2	
Too small business	8.233	1	2	
Does not see the need	8.234	1	2	
Other, (<i>Specify</i>).....	8.235	1	2	

8.3 Tenure

8.31 Tenure of buildings occupied for own business (Please write the correct number in the provided box)

Wholly owned	1	
Wholly rented	2	
Partly rented	3	

8.32 Total area occupied for establishment buildings and surroundings excluding plantations:

Floor..... M^2 *Land*..... M^2

8.4 Quality management

8.41 Are your products certified by: (Please write the correct number in the provided table)

Description	Code	Yes	No	Response
Tanzania Food and Drugs Authority (TFDA)	8.411	1	2	
International Organization for Standardization (ISO)	8.412	1	2	
Tanzania Bureau of Standards (TBS)	8.413	1	2	
Other authority (<i>specify</i>)	8.414	1	2	

8.42 Is the quality of raw materials purchased controlled? *(Please write the correct number in the provided box)*

- Yes 1
- No 2

8.43 Does the establishment have a laboratory? *(Please write the correct number in the provided box)*

- Yes 1
- No 2

8.44 Does the establishment have quality management system? *(Please write the correct number in the provided box)*

- Yes 1
- No 2

8.45 Total number of Quality Control staff

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8.5 Marketing

8.51 Marketing for the produced products *(Please write the correct number in the provided box)*

- Domestic only 1 **→ If 1, go to Qn. 8.53**
- International only 2
- Both Domestic and International 3

8.52 Major Media for Export *(For exporting establishments only Qns. 8.52 – 8.54)*

- Directly 1
- Through parent enterprise 2
- Through other intermediaries 3
- Other (Specify)..... 4

8.53 Importance of trade agreements

8.531 Regional Trade Agreements (*Please write the correct number in the provided box (e.g. COMESA, EAC, SADC, etc)*)

- Very important 1
- Important 2
- Not important 3

8.532 International Trade Agreements (*Please write the correct number in the provided box (e.g. W.T.O)*)

- Very important 1
- Important 2
- Not important 3

8.54 What do you consider the main three important barriers to expanding your exports?
(*Please write three correct number in the provided boxes*)

- Inadequate supply capacity 1
- Stringent Sanitary and Phytosanitary (SPS) Rules 2
- Low compliance to the market standards 3
- Inability to meet quality standards 4
- Inadequate capacity to exploit preferential trade agreements 5
- Inability to meet delivery time 6
- Limited promotion 7
- Inadequate trade negotiation skills and market access 8
- Other, (*Specify*)..... 9

8.6 Main Source of Water (*Please write the correct number in the provided box*)

- Public network 1
- River 2
- Underground water 3
- Other, (*specify*)..... 4
- Not applicable 5

8.7 Environmental Management

8.71 Is there any Environmental Management Plan? *(Please write the correct number in the provided box)*

Yes 1
No 2

8.72 Does the Establishment have Treatment Facilities for Wastes? *(Please write the correct number in the provided box)*

Yes 1
No 2

8.721 If Yes, mention method of treatment

Method of treatment	Code	Yes	No	Response
Recycling	8.7211	1	2	
Incineration	8.7212	1	2	
Landfill	8.7213	1	2	
Composition	8.7214	1	2	
Municipal facilities	8.7215	1	2	
Other (specify).....	8.7216	1	2	

8.73 Does the establishment have a Certificate of Environmental Impact Assessment (EIA) /Audit? *(Please write the correct number in the provided box)*

Yes 1
No 2

8.8 Plant technology

8.81 Current Plant Technology status

Type of machinery	Percentage (%)	Source*	Average age	Expected average lifespan of the equipment
Manual				
Semi-automatic				
Fully-automated				
Others (specify).....				

* Please indicate by writing the number of the correct answer where: 1- Imported, 2- Local, 3- Both.

8.9 Investment Plan

8.91 Does the establishment have any Investment Plan? *(Please write the correct number in the provided box)*

Yes 1
No 2

8.911 If Yes, please indicate whether for: *(Please write the correct number in the provided box)*

Investment Plan	Code	Yes	No	Response
Replacement of old machinery	8.9111	1	2	
Expanding production capacity	8.9112	1	2	
Technology upgrading	8.9113	1	2	

8.10 HIV/AIDS

8.101 Does your establishment have HIV/AIDS work place packages? *(Please write the correct number in the provided box)*

Yes 1
No 2

8.102 What are the methods that you think will reduce industrial sector vulnerability to HIV/AIDS? *(Please write the correct number in the provided box)*

Methods	Code	Yes	No	Response
HIV/AIDS workplace education and prevention	8.1021	1	2	
Treatment	8.1022	1	2	
Counseling	8.1023	1	2	
Shift towards capital intensive operations	8.1024	1	2	
Other, <i>(Specify)</i>	8.1025	1	2	

8.11 Information technology infrastructure and related services

8.111 Does your establishment use the following? *(Please write the correct number in the provided table)*

Infrastructure	Code	Yes	No	Response
Computer	8.1111	1	2	
Telephone system	8.1112	1	2	
Mobile phones	8.1113	1	2	
Website	8.1114	1	2	
Local Area Network	8.1115	1	2	
Intranet	8.1116	1	2	
Extranet	8.1117	1	2	
Internet	8.1118	1	2	
CCTV	8.1119	1	2	

8.112 What type of Internet Connectivity does your business use? *(Please write the correct number in the provided table)*

Description	Code	Yes	No	Response
Fixed line	8.1121	1	2	
Wireless (Wimax)	8.1122	1	2	
Satellite (VSA T)	8.1123	1	2	
Mobile Modem	8.1124	1	2	
Fibre connection	8.1125	1	2	
Other, <i>(Specify)</i>	8.1126	1	2	

8.113 How has the use of Modern Technology and ICT affected the following? *(Please write the correct number in the provided table)*

Description	Code	Positive	Negative	Neutral	Response
Employment	8.1131	1	2	3	
Production	8.1132	1	2	3	
Sales	8.1133	1	2	3	
Communication	8.1134	1	2	3	
Record management	8.1135	1	2	3	
Transaction time	8.1136	1	2	3	
Business cost	8.1137	1	2	3	
Keeping pace with competitors	8.1138	1	2	3	
Others <i>(Specify)</i>	8.1139	1	2	3	

8.114 Does the Establishment use e – business in the following (*Please write the correct number in the provided table*)

Description	Code	Yes	No	Response
Place orders for goods and services	8.1141	1	2	
Receiving orders for goods and services	8.1142	1	2	
Purchase of goods and services (<i>at purchaser's prices</i>)	8.1143	1	2	
Selling of goods and services (<i>exclude VAT</i>)	8.1144	1	2	
Pay taxes	8.1145	1	2	
Statutory deduction (<i>e.g. NHIF, NSSF, PSPF etc.</i>)	8.1146	1	2	
Salaries	8.1147	1	2	

8.12 Challenges

8.121 Major challenges facing the establishment (*Circle as appropriate, multiple answers are allowed*)

High cost of production	1
Inadequate technology	2
Inadequate physical infrastructure (roads, water, etc.)	3
Complicated administrative procedures	4
Shortage of qualified labour	5
Foreign currency fluctuations	6
Insufficient production capacity	7
Shortage of raw materials	8
Taxes (<i>Specify</i>).....	9
Insufficient demand	10
Unfair competition	11
Infant Private Sector with weak support	12
Environmental challenges	13
HIV/AIDS pandemic	14
Uncertain economic environment	15
Inadequate financial services	16
Other, please specify.....	17

8.122 If there is a shortage of qualified labour, mention the exact skills which are lacking in Tanzania.

- (1)..... (2).....
 (3)..... (4).....
 (5)..... (6).....

SECTION IX: DECLARATION AND SIGNATURE

I HEREBY DECLARE that, the information filled in this return is complete and correct to the best of my knowledge.

Name:

Designation..... Mobile number:

Official Stamp..... Date:

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Name of Enumerator: Signature:

Number of visits made: Date:

Name of Supervisor: Signature: Date:

Name of data editor: Signature: Date:

Name of data entrant: Signature: Date:

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MAIN STATISTICS - FOR EDITING PURPOSES	Number
A. NO. OF EMPLOYEES TOTAL [Total(2.33+2.34)-Total(2.21+2.22)-Total(2.23+2.24)]	
	Value in “000”Tshs.
B. GROSS OUTPUT (G.O) = B1 +B2 + B3	
B1: Value of goods produced [Total 5.3 (export + local) + 5.53 + Total 7.7(Additions - own prod.) + 6.3(Clos.-Open) + 6.4 (Clo.-Open)	
B2: <i>Receipts from services rendered Industrial services (Total of 5.41)</i>	
B3: <i>Non-industrial services</i> [5.42- 4.21 + 6.5 (Clos. - Open.)]	
C. INTERMEDIATE CONSUMPTION = C1 + C2 + C3 + C4	
C1: Electricity, water and fuels consumed (Total 4.1)	
C2: Raw materials and supplies consumed [Total 4.3(imported + local) - 6.1 (closing -Opening)]	
Services consumed	
C3: <i>Industrial services</i> (Total 4.41)	
C4: <i>Non-industrial services</i> (Total 4.42)	
D. VALUE ADDED (V.A) (B - C)	
<i>Please check V.A/G.O (%)</i>	$D*100/B$
E. COMPENSATION OF EMPLOYEES (C.E) (3.1 - 3.16 - 3.17)	
(a) <i>C.E/V.A (%)</i>	$E*100/D$
(b) <i>C.E per employee per month</i>	$E/A*12$
F. OTHER TAXES ON PRODUCTION	4.55
G. SUBSIDIES	5.53
	(D - E - F)
H. GROSS OPERATING SURPLUS	