

CONFIDENTIAL

CEAS 1

SAMPLE NUMBER

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REPUBLIC OF MAURITIUS

STATISTICS MAURITIUS

Ministry of Finance and Economic Development

2018 CENSUS OF ECONOMIC ACTIVITIES

SMALL ESTABLISHMENTS

MANUFACTURING, TRADE AND SERVICES

NAME OF ESTABLISHMENT

ADDRESS OF ESTABLISHMENT

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REFERENCE MONTH

--	--

FRAME NUMBER

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NAME OF INTERVIEWER: DATE SUBMITTED:

NAME OF SUPERVISOR: DATE SUBMITTED:

FOR OFFICE USE

EDITED AND CODED BY: INPUT BY:

CHECKED BY: VERIFIED BY:

1. CHARACTERISTICS OF ESTABLISHMENT

(Circle appropriate code)

1.1 Is the establishment registered with the Registrar of Businesses?

Yes 1 No 2

If Yes, enter Business Registration Number (BRN)

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1.2 Activities of establishment

1. Main activity

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2. Secondary activities (if any) (i)

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(ii)

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1.3 Date of start of operation: Month Year

1.4 Location of work place (circle appropriate code)

- | | | | |
|--|---|----------------------------------|----|
| (i) Commercial/industrial building owned | 1 | (vii) Fixed stall in market/fair | 7 |
| (ii) Commercial/industrial building rented | 2 | (viii) On the beach | 8 |
| (iii) Partly residential building owned | 3 | (ix) Along the road | 9 |
| (iv) Partly residential building rented | 4 | (x) Door to door | 10 |
| (v) Within owner/partner's home | 5 | (xi) Other (specify) | 11 |
| (vi) In the yard | 6 | | |

1.5 Floor area of premises in m² (enter an estimate of working space if operating within a residential building)

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1.6 Turnover in year 2017 (circle appropriate code)

- | | | | |
|--|---|--|---|
| (i) Less than or equal to Rs 2 million | 1 | (iv) More than Rs 10 million but less than or equal to Rs 50 million | 4 |
| (ii) More than Rs 2 million but less than or equal to Rs 5 million | 2 | | |
| (iii) More than Rs 5 million but less than or equal to Rs 10 million | 3 | (v) More than Rs 50 million | 5 |

1.7 Type of ownership of establishment (circle appropriate code)

- | | | | | | |
|--|---|----------------------|---|---|---------------------|
| (i) Individual proprietor | 1 | (iv) Company | 4 | } | <i>skip to 1.11</i> |
| (ii) Household members | 2 | (v) Cooperative | 5 | | |
| (iii) Partnership with members of other households | 3 | (vi) Other (specify) | 6 | | |

(Circle appropriate code)

1.8 Are the establishment's assets separate from those of the owner's household? Yes 1 No 2

1.9 Is the establishment's expenditure separate from that of the owner's household? Yes 1 No 2

1.10 Do you keep any record of accounts (Receipts & Expenditure) for your establishment? Yes 1 No 2

1.11 Are you aware of the existence of support schemes for small businesses? Yes 1 No 2

1.12 If yes at 1.11, have you had recourse to any of the following:

- | | | |
|---------------------------|-------|------|
| (i) Technical assistance | Yes 1 | No 2 |
| (ii) Financial assistance | Yes 1 | No 2 |
| (iii) Market development | Yes 1 | No 2 |
| (iv) Training | Yes 1 | No 2 |
| (v) Other, specify | Yes 1 | No 2 |

1.13 If no to all schemes at 1.12, state reasons

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**2. EMPLOYMENT, HOURS OF WORK AND LABOUR COST
FOR THE REPORTING MONTH**

2.1 Employment (including expatriates) and hours of work

Employment status	Number of persons engaged on last Thursday of the month				Total hours worked during the month			
	Full time		Part time ¹		Full time workers		Part time workers ¹	
	Male	Female	Male	Female	Male	Female	Male	Female
1. Employer								
2. Own account worker								
3. Employee including apprentice								
4. Contributing family worker								
5. Other (<i>specify</i>)								
Total								
<i>of whom expatriates</i>								

¹ Persons working less than half of usual working hours of the establishment

2.2 Outworkers (i.e. persons working at home on materials provided by the establishment) during the reporting month

	Male	Female	Total
1. Number of outworkers			
2. Payment to outworkers			(Rupees)

2.3 Wages, salaries and other benefits paid for the reporting month (excluding those of outworkers)

	Rupees		
	Male	Female	Total
1. Wages and salaries			
2. Overtime payments			
3. Travelling allowance			
4. Payment in kind			
5. Employer's contribution to:			
(i) HRDC			
(ii) NPF			
(iii) Other (e.g. National Savings Fund, etc)			
6. Training expenses			
7. Other (<i>specify</i>)			
Total			

**3. CONSUMPTION OF MATERIALS, FUEL AND SERVICES
DURING THE REPORTING MONTH**

3.1 Electricity & water consumed, and waste water charges for reporting month at purchaser's price¹

Description	(Rupees)
1. Electricity	
2. Water	
3. Waste water charges	

3.2 Fuel consumed during reporting month at purchaser's price¹

Rupees

Fuel type	Fuel used for			Total
	Plant and machinery	Vehicles	Other purposes	
1. Diesel				
2. Gasoline				
3. LPG (Gas)				
4. Other, specify				
Total				

3.3 Materials consumed during reporting month at purchaser's price¹ (excluding electricity, water and fuel)

Description of main materials	Rupees
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
Total	

¹ Excluding deductible VAT

3.4 Expenses on services at purchaser's price¹

Description of services	(Rupees)
1. Printing services (including posters, bags with labels, business cards, etc)	
2. Courier services	
3. Telephone	
4. Internet services	
5. Warehousing and storage	
6. Hire of land transport (lorry, van, etc)	
7. Freight transport services (air/sea)	
8. Security services	
9. Cleaning services	
10. Consultancy and management services	
11. Rental of machinery and equipment	
12. Environment protection services (e.g. waste disposal, pollution control, embellishment, etc.)	
13. Payment for works subcontracted	
14. Rental of premises	
15. Minor repairs and maintenance:	
(i) Machinery and equipment	
(ii) Vehicles	
(iii) Building	
(iv) Other (<i>specify</i>)	
16. Accounting/ Auditing services	
17. Advertising	
18. Air tickets	
19. Hotel accommodation	
20. Restaurant services	
21. Vehicle examination fees	
22. Other services (<i>specify</i>):	
(i)	
(ii)	
(iii).....	
Total	

¹ Excluding deductible VAT

4. OTHER EXPENDITURE

4.1 Other payments

Description	Imputed monthly amount (Rupees)
1. Rates and licenses:	
(i) Trade fee	
(ii) Road tax	
(iii) Other (<i>specify</i>)	
2. Value added tax (<i>net amount paid</i>)	
3. Interest (<i>on loan, overdraft etc.</i>)	
4. Insurance premium	
5.1. Contribution under CSR ¹ to Mauritius Revenue Authority (MRA)	
5.2. Direct expenses incurred under CSR ¹	
5.3. Contribution to National Solidarity Fund	
6. Income tax	
7. Other (<i>specify</i>) (i).....	
(ii).....	
(iii).....	
Total	

5. OUTPUT

5.1 Value of goods produced during reporting month at basic price²

Description	Unit	Local sales		Exports	
		Quantity	Value (Rs)	Quantity	Value (Rs)
1.					
2.					
3.					
4.					
Total					

¹ Corporate Social Responsibility

² Excluding deductible VAT

5.2 Receipts for services¹ provided during reporting month at basic price²

Description of services provided	Local sales - (Rs)	Exports - (Rs)						
1. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
2. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
3. <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
Total								

5.3 Contract work during reporting month (Work done for others on their own materials) Value (Rs)

Total receipts	
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5.4 Trading activity during reporting month (Gross margin) Value (Rs)

1. Total purchases during the month	
2. Total sales during the month	
3. Cost of goods sold <i>(Imputed from information in diaries)</i>	
4. Gross margin (2) - (3)	

5.5 Output sold to tourists

Total output sold to tourists	
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¹ Including all services except trading activity at 5.4²Excluding deductible VAT**6. OTHER RECEIPTS****Other receipts during reporting month Rupees**

1. Interests <i>(on deposits, advances, etc.)</i>	
2. Insurance claims	
3. Dividends	
4. Refund from HRDC	
5. Current transfers from abroad	
6. Other <i>(specify)</i>	
Total	

7. FIXED ASSETS

7.1. Additions/improvements to and sales of, assets during last twelve months and total value as at December 2017

Rupees				
1	2	3	4	5
Description	Sales	Additions/improvements		Estimated value of assets as at December 2017
		Total	of which NEW ¹	
1. Building and structure				
2. Land acquisition				
3. Land improvement				
4. Machinery and transport equipment:				
(i) Production				
(ii) Transport				
(iii) IT - hardware				
(iv) IT - software				
(v) Other (specify)				
5. Furniture and fittings				
6. Other (specify)				
Total				

¹ including second hand imported (for items 4-6)

8. MISCELLANEOUS

8.1 Energy and Environment

(Circle appropriate code)

(a) Do you use photovoltaic cells to generate electricity at your establishment? **Yes** 1 **No** 2 **N/A** 3

If yes, state (i) area of panels (m²).....
(ii) total electricity generated during reference month (KWh).....
(iii) electricity sold to CEB during month, if any (KWh).....

(b) Which types of waste are generated at your establishment?

Organic (that come from plants and animals)
Plastic
Paper
Used oil
Other, specify.....

Quantity of waste generated during reference month (kg /lt)

(c) Do you take any measures to reduce/reuse/recycle waste? **Yes** 1 **No** 2 **N/A** 3

(d) If yes, which measure(s) do you take to reduce/reuse/recycle waste?

(i) Reuse empty containers/bags **Yes** 1 **No** 2 **N/A** 3
(ii) Compost waste **Yes** 1 **No** 2 **N/A** 3
(iii) Keep waste separately for recycling **Yes** 1 **No** 2 **N/A** 3
(iv) Other, specify..... **Yes** 1 **No** 2 **N/A** 3

(e) (i) Do you make use of polystyrene products (containers) at your establishment? **Yes** 1 **No** 2 **N/A** 3

8.2 Imports of services

(Circle appropriate code)

(i) Do you import any services? (courrier, IT, business and professional services, etc)

Yes 1 No 2

(ii) If yes, type of services imported

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(iii) Expenditure on imports of services incurred during the past 12 months (**Rupees**).....

8.3 Outstanding debt/ facilities

Rupees

(i) Development Bank of Mauritius (DBM)

(ii) Mau Bank

(iii) Other commercial banks

(iv) Leasing

(v) Other (*specify*)

8.4 Monthly debt repayment

8.5 Labour requirements

(Circle appropriate code)

(i) Do you have any problem in getting required workers to run your business?

Yes 1 No 2

(ii) If yes at (i), have you envisaged the recruitment of foreign workers?

Yes 1 No 2

(iii) If yes at (i), are you aware of procedures for recruitment of foreign workers?

Yes 1 No 2

8.6 Security measures

What are the security measures taken at your establishment?

(i) CCTV camera

1

(ii) Security guard - own employee

2

(iii) Security guard - contracted

3

(iv) Other, specify.....

4

Multiple answers possible

Contact person(Mr/Miss/Mrs)

Status in business

Telephone No 1. *Contact person*

2. *Establishment (if available)*

E-mail address 1. *Contact person*

2. *Establishment (if available)*

CLARIFICATIONS ON ITEMS REPORTED (by Interviewer)

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SUMMARY DATA (To be filled by Supervisor)

	Rupees
A. GROSS OUTPUT	<input type="text"/>
5.1 Value of goods produced
5.2 Receipts from services provided
5.3 Contract work
5.4.4 Gross margin
B. INTERMEDIATE CONSUMPTION	<input type="text"/>
2.2.2 Payments to outworkers
2.3.6 Training expenses
3.1 Electricity, water and waste water charges
3.2 Fuel consumed
3.3 Materials consumed
3.4 Expenditure on services
C. VALUE ADDED (A-B)	<input type="text"/>
D. COMPENSATION OF EMPLOYEES (2.3 - 2.3.5(i) - 2.3.6)	<input type="text"/>
E. OTHER TAXES ON PRODUCTION (2.3.5(i) + 4.1.1 - 6.4)	<input type="text"/>
F. GROSS OPERATING SURPLUS (C - D -E)	<input type="text"/>
G. TOTAL ADDITIONS / IMPROVEMENTS TO ASSETS	<input type="text"/>
<i>(column 3 of section 7 less any entry at 7.1.2)</i>	
<i>of which new (column 4 in section 7)</i>	<input type="text"/>

**Collected under the provisions of the Statistics Act and in accordance with the
Data Protection Act**