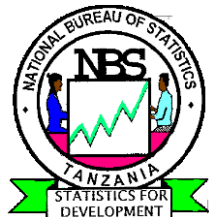




**UNITED REPUBLIC OF TANZANIA**

# **MANUAL FOR THE BUSINESS REGISTER TANZANIA MAINLAND**

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National Bureau of Statistics

Ministry of Finance

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## 1.0. DEFINITION OF TERMS

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### 1.1. Establishment Name

This refers to the registered name of a Business or the name under which the unit does business. For small units, which do not have Business names, the name of the owner or one of the partners will be used.

### 1.2. Statistical Unit

Is the unit of measure for which the required statistical information is gathered. Under this survey, it refers to an establishment.

### 1.3. Establishment

Defined as an economic unit, which engages, under a single control, in one or predominantly one kind of economic activity at a single location i.e. an individual firm, factory, workshop or mine.

### 1.4. Mailing Address

The address required is the one by which the establishment receives mail. The box number if available should be given together with the name of relevant Postal Office. Other information will include Fax, Telephone and Mobile numbers, Email and website Address if is available.

### 1.5. Location

Refers to the smallest area where the establishment is located. In Town, it consists of Area and Street/Road Names, the Plot and House Number while in the Village and/or Hamlet (part of a village) is given.

### 1.6. Business

A **Business** (also known as **Enterprise** or **Firm**) is an organization engaged in production of goods, services, or both to consumers.

### 1.7. Main Activity

Is the activity that contributes most to the Value Added for his/her Business.

**1.8. Ownership:** The state or fact of being an owner

In this exercise public establishment refers to: Central Government Ministries, Government Executive Agencies; Local Government (city, municipal, town and district councils); Profit and Non- Profit making Parastatals; and Government Institutions and companies. While private establishment refers to: all establishments owned by individuals; Community Based Organizations (CBO), Faith Based Organizations (FBO) and Non-Government Organizations (NGOs).

**1.9. Nationality:** The status of belonging to a particular nation, whether by birth or naturalization.

**1.10. Employee**

An employee is any worker hired by an Establishment on contract, permanent or temporary basis. The payment could be in cash or in kind on weekly, bi-monthly or monthly basis.

**1.11. Working Proprietors**

These are active owners of the Unit. All working cooperative members should be regarded as employees. They usually take no regular salary or wages, but earn all the profit resulting from their activity (partners share in whatever ways they have agreed upon).

**1.12. Unpaid Helpers**

These are persons like members of religious institutions, prisoners, national service, militia and the like who work for at least one third of the working time normal for the establishment. They work without regular pay or any agreed amount of money to be paid for work done.

**1.13. Unpaid family Worker:**

Is a member of a family of the owner/owners of an establishment, usually working for the establishment without payments.

**1.14. Persons Engaged**

These are persons working for the establishment with or without payment. They include paid up employees, working proprietors, unpaid helpers or family workers. This category includes both contract and permanent workers

**1.15. Stand alone business**

A stand-alone business or organization is independent and does not receive financial support from another organization.

**1.16. Branches are defined** as establishment, or parts of establishments that are situated at a single location and in which only single productive activities are carried out.

**1.17. Capital Investment**

Refers to money invested in a business with the understanding that the money will be used to purchase fixed assets, rather than used to cover the business' day-to-day operating expenses.

**1.18. Annual Turnover:** The ratio of annual sales to inventory.

**1.19. Micro Enterprises** are defined as enterprises which employ less than 5 persons and whose annual turnover or annual balance sheet total does not exceed 1 millions. Usually, not all micro enterprises fall under the informal sector.

**1.20. Small Enterprises** are defined as enterprises which employ 5 persons or greater and less than 50 persons and whose annual turnover or annual balance sheet total is between 1 mill to 49.9millions.

**1.21. Medium Enterprises** are defined as enterprises which employ 50 persons or greater or less than 100 persons and whose annual turnover or annual balance sheet total is between 50mill to 199.9 millions.

**1.22. Large enterprises** are defined as enterprises which employ more than 100 persons and whose annual turnover or annual balance sheet total is above 200 millions.

## 2.0. BACKGROUND INFORMATION

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The Register of Establishments is one of the statistical reports produced by the National Bureau of Statistics (NBS) semi annually. The register serves as establishment directory used as a sampling frame for establishment based surveys in Tanzania Mainland. This directory is commonly known as the Central Register of Establishments (CRE), of which NBS has been improving since enacted as a Government Agency in 1999. The CRE is a list of business entities that operate in Tanzania Mainland, covering both rural and urban locations of all regions. The existing CRE has information on name of establishment, location, addresses, type of ownership, number of employees by sex and type of industrial activities. However, the use of information technology (IT) due to advancement of science and technology has influenced a shift of mode of production of goods and services from labour to capital intensive. These changes together with current demand from our stakeholders have necessitated the needs of improving CRE by adding new variables such as initial capital investment and their sources, annual turnover, ownership of the establishment and nationality of the owner(s).

The improvement of CRE is one of the planned activities being implemented under the auspice of Tanzania Statistical Master Plan (TSMP), which among others, focuses on the improvement of the production and quality of statistics in Tanzania Mainland through World Bank facilitation.

### 2.1. Survey Objectives

The main objective of this exercise is to improve the content and quality of information of all business entities operating in Tanzania Mainland, in order to meet users' demands.

#### **Specific Objectives are:**

- a. To harmonize all establishments' directories from other data producers in order to have one National Statistical Directory (NSD) of establishments;
- b. To improve the CRE dataset by adding new statistical variables of initial capital investments and its sources, nationality of the owner(s) and annual turnover;
- c. To improve awareness among key CRE stakeholders by using Information Communication Technology (ICT) and through other means of dissemination to a wider range of stakeholders; and
- d. To ensure the proper use of the CRE to all data producers, other stakeholders and the general public at large.

## **2.2. Scope and Coverage**

The survey will cover all establishments with fixed premises which fall under the International Standard Industrial Classification (ISIC) Revision 4. **ISIC** is the international reference classification of productive activities.

## **2.3. Data Collection Authority**

The information will be collected under the Statistics Act, 2002 of the National Bureau of Statistics. However, it is the responsibility of the interviewer to encourage the respondents to voluntarily provide the information requested and penalties will only be applied on extreme cases as stated Act.

## **2.4. Confidentiality**

The National Bureau of Statistics shall strictly maintain confidentiality on the collected information as stipulated in the Statistics Act, 2002. Respondents should be assured that information provided will be used for statistical purposes only. It is also important to bear in mind that, enumerators who fail to comply with the confidentiality regulation will face penalties with a high risk of losing their job.

## **2.5. Survey Methodology**

### **2.5.1. Sample Design**

The exercise will cover all establishments that operate in Tanzania Mainland based on the following Sampling design:-

1. 100 percent of Dar es Salaam region
2. All urban areas of rural regions will be covered by 100 percent (all pure urban wards)
3. 50 percent of mixed wards, and
4. 25 percent of rural wards.

### **2.5.2. Data Collection Mode**

The survey will use interviewing and mailing modes for data collection. Questionnaire will be mailed to large and formal businesses with known addresses together with the willingness and ability of the respondent to complete the questionnaire. However, the interviewing technique will be the major mode of data collection.

### **2.5.3. Survey Instruments**

The exercise will use the Structured Questionnaire together with Enumerator's instruction Manual. Other survey Instruments

- Bag
- Pencil
- Blue pen
- Sharpener

### 3.0. CONTENT OF THE QUESTIONNAIRE.

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**The questionnaire has four parts as follows:-**

**i. Part A: Identification**

This part will collect information on physical location of the Establishment including Region, District, Ward and the Area together with the establishment category.

**ii. Part B: General Information**

Part B will record the precise name of establishment commonly used by the owner of the business/establishment, address, type of ownership of establishment, contact person and nationality of the owner.

**iii. Part C: Detailed information**

This part will capture information on commencement and registration dates of establishment, number of persons engaged by sex, initial capital invested and annual turnover.

**iv. Part D: Declaration and Signature**

This part requires the owner of the establishment/business to sign and stamp/seal stamp after completing the questionnaire. If he/she faces any difficulties while completing the questionnaire, it is advised to contact the address assigned for assistance. After completion of the questionnaire the enumerator will check its consistence and send it directly to the Regional Statistical Manager through the address given in the last page of the questionnaire.



## 4.0. HOW TO COMPLETE THE QUESTIONNAIRE

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### Part A: Identification

The establishment identification (ESTID) is determined by combining all administrative locations, including region, district, ward, and area name with their corresponding codes. These codes will be provided by the respective regional supervisors (See Annex ..). Finally, the regional supervisor will be responsible for filling-in the establishment category.

### Part B: General Information

#### Qn.1 Full Name of the Establishment (in capital letters)

An enumerator is required to write a full name of establishment commonly used by the owner or as appeared in the registration document(s) or in the billboard.

#### Qn. 2 and 3 Addresses

An enumerator is required to write full addresses precisely as commonly used by the owner or as appeared in the registration document(s) or in the billboard.

#### Qn.4 In which category does your Establishment belong?

This question clarifies the category of an establishment based on stand-alone establishment, branch or headquarters. If an establishment is either stand-alone or headquarters, then **skip question 5** and **ask question 6**. Otherwise, if an establishment is a branch, ask **question 5**.

#### Qn.5 Write the address of your Head Office

An enumerator is required to ask this question if the respondent declared the establishment is a branch. He/she is required to write full addresses of the headquarters office even if such office is located within Tanzania or abroad.

#### Qn.6 Type of Ownership

Question 6 categorizes the ownership of an establishment into public, private (one person or more than one person), cooperatives or mixed (public and private). An enumerator is required to mark with [V] in a corresponding box of the answer provided. If the provided answer is either a public or cooperatives then **skip question 7** and **ask question 8**. Otherwise, if an establishment is either private or mixed **ask question 7**.

### **Qn.7. What is the Nationality of owner of the Establishment?**

This question seeks information on the nationality of owner of the establishment. The responses for the nationality of owner are:

1. Tanzanian
2. Other EAC States: Kenya, Uganda, Burundi na Rwanda
3. Other SADC States: (Msumbiji, Malawi, Zambia, Zimbabwe, Angola, Namibia, Afrika Kusini, Botswana, Swaziland, Mauritania and Lesotho.)
4. Other (Specify) .....

Note: If the nationality of owner of the establishment is “other” the respondent should specify the name of the country.

### **Part C: Detailed Information**

#### **Qn.8. When did this Establishment/Business begin its operation?**

One of the CRE qualities is to have all businesses captured with their corresponding year of commencement of the business in order to analyze the age of businesses.

An enumerator is required to write day, month and year an establishment began its operation as shown below. **IF DON'T KNOW WRITE '99' TO THE RESPECTIVE BOXES.**

| Day |   | Month |   | Year |   |   |   |
|-----|---|-------|---|------|---|---|---|
| D   | D | M     | M | Y    | Y | Y | Y |
| 0   | 2 | 1     | 0 | 2    | 0 | 0 | 0 |

#### **Qn. 9(a) and 9(b). Registration**

This question seeks to establish whether or not the establishment is registered by any authority within the government. If the establishment/business is registered, then the date/month/year of registration is required in question 9(b).

#### **Qn.10 (a) and 10 (b). Activity of the Establishment**

The question requires the respondent to specify the main and other activities of the establishment/business. An enumerator need to state clearly the main activity to be able to find proper ISIC code (see Annex ..).

In question 10(b) description of products and services provided by the business/establishment are required.

**Main Activity:** is an activity that contributes most to the income/value added for his/her business. While **other Activity:** is an activity that contributes next to the income/value added after the main activity for his/her business.

#### **Qn.11 and 12. Number of workers**

These are people involved in the business including paid employees, working proprietors, unpaid family workers/helpers. ENUMERATOR: “How many people work here?” obtain the total number of workers by sex.

#### **Qn.13(a) What is the Initial Capital Investment of your Business?**

The CRE will need to collect information on the size of capital investment of each establishment that will be in the directory. The enumerator needs to ask the owner of the business to provide information on their initial capital in the form of capital group provided below.

|                           |         |
|---------------------------|---------|
| Less than 1 mil. Tshs     | ..... 1 |
| 1 mil to 49.9 mil. Tshs   | .....2  |
| 50 mil to 199.9 mil. Tshs | .....3  |
| 200 mil Tshs or more      | .....4  |

**Capital Investment:** Refers to money invested in a business with the understanding that the money will be used to purchase fixed assets, rather than used to cover the business' day-to-day operating expenses.

**Qn.13(b). What is the source of Initial Capital Investment of your Business (circle the correct answer, MORE THAN ONE ANSWER IS POSSIBLE )**

Apart from providing initial capital investment, the respondent will be asked information on where they accessed their initial capital investment for their business. An establishment may have more than one source of initial capital investment therefore more than one answer is possible.

**(ENUMERATOR: CIRCLE THE APROPRIATE ANSWER)**

- Private .....a
- Loans from Banks and other Credit Institutions ....b
- Government .....c
- Other (specify) .....d

**Qn.14. What is the annual turnover/sales of your business based on the latest available financial statements (2011): (*Provide Best estimate in Tshs if the financial statement is not available*)**

This is the business gross income before reducing operating cost and taxes. The enumerator should obtain the gross income for each establishment for year 2011. If for some reason the gross income can not be obtained straight away, ask the respondent to give you the best estimates for year 2011.