

5 Miscellaneous Questions about Business Operations

1) Indicate Business ID

1

Part 1: Products or Services and Business Operations

2) Please describe in detail what the business sells or produces

2

3) Please indicate the industry code of this business (If the business belongs to more than one industry codes, record only the one associated with the main line of products (see code))

3

4) What type of activities is the business engaged in? (Record all that apply)

a - agriculture c - manufacturing/processing e - service
b - animal husbandry d - retail/wholesale

4

5) Since the last interview, did the business change its product/service line, or increase or decrease the numbers of offered products? (For example, switching from retail to wholesale, starting to cook food for sales instead of only selling resale goods, etc.?)

1 -Yes
3 -No (skip to 7)

5

6) Please explain how

6

7) How many days did the business operate since the last interview?

7

Part 2: Business establishment

8) For enumerator: look up the business information roster in the business location section. Ask if the business closed any locations, or started to use a new location since the last interview.

1 -No change in location (skip to 11)
3 - Closed some locations and did not use any new locations (continue to 9) and then skip to 11)
5 - Did not close any locations but started using new locations (skip to 10)
7 - Closed some locations and started using new locations (continue to 9)

8

9) How many locations did the business close since the last interview?

9

Ask A-B about each such location and record answers in Table 1 below

A Indicate Location ID

B Please explain the reasons why the business closed this location

Table 1

A* Location ID	B* Reason

10) How many new locations did the business use?

10

Ask A-F about each new location and record answers in Table 2 below

A Indicate Location ID

B Where is this located? (See code)

C Please record brief name of this location

D Who own the land that the business establishment is situated on?

1 -Household member 3 -others

E Are there any structure or buildings that the business uses at this location?

1 -Yes 3 -No (skip to the next location)

F Who own the structures/buildings?

1 -Household member 3 -others

Table 2

A* Location ID	B* Location	C* Name	D Who owns the land?	E Any structures?	F Who own the structures?

Part 3: Business Registration

11) For enumerator: look up the business information roster in business registration section.

If the roster indicates that the business is in the commercial registry as of last interview, continue to 12)

Otherwise, skip to 13)

12) For enumerator: please re-check with respondents whether the business was, in fact, in a commercial registry prior to the last interview

1 -The business was in fact in a commercial registry prior to the last interview. The information on the roster is correct (skip to 17)
3 -The business was not in a commercial registry prior to the last interview. The information on the roster is wrong (skip to 15)

12

13) For enumerator: please re-check with respondents whether the business was, in fact, on a commercial registry prior to the last interview

1 -The business was not in a commercial registry prior to the last interview. The information on the roster is correct. (skip to 15)
3 -The business was in fact in a commercial registry prior to the last interview. The information on the roster is wrong (continue to 14))

13

14) In which year did the business file for commercial registration?

14

(skip to 17) after you finish 14))

15) Please explain the reason why the business did not file for commercial registration

16) Since the last interview, did the business file for commercial registration?

1 -Yes3 -No

16

17) For enumerator: look up the business information roster in business registration section.
If the roster indicates that the business is in a juristic firms registry as of the last interview, continue to 18)
Otherwise, skip to 19)

18) For enumerator: please re-check with respondents whether the business was, in fact, in a juristic firms registry prior to the last interview

1 -The business was in fact in a juristic firms registry prior to the last interview. The information on the roster is correct (skip to 21)
3 -The business was not in a juristic firms registry prior to the last interview. The information on the roster is wrong (skip to 23)

18

19) For enumerator: please re-check with respondents whether the business was, in fact, in a juristic firms registry prior to the last interview

1 -The business was not in a jursic firms registry prior to the last interview. The information on the roster is correct. (skip to 23)
3 -The business was in fact in a juristic firms registry prior to the last interview. The information on the roster is wrong (continue to 20))

19

20) A Indicate the Jursitic Firms ID that the business had prior to the last interview

20A

B Which juristic status?

1 -juristic common partnership5 -limited liability company9 -other
3 -limited liability partnership7 -public limited company

20B

C How much was the registered capital?

20C

D Before registering as the status indicated in B, had the business previously registered under a different juristic status?

1 -Yes3 -No (skip to 21)

20D

E In which year did the business register as a juristic person for the first time?

20E

F In the first juristic firm registration, which juristic status did the business have?

1 -juristic common partnership5 -limited liability company9 -other
3 -limited liability partnership7 -public limited company

20F

G How much was the registered capital in the first registration?

20G

21) Why did the business owner decide to register the business as a juristic person the first time it registered?

22) Since the last interview, did the business re-register to change its juristic status?

1 -Yes3 -No (skip to 24)

22

A Indicate the new Juristic Firm ID

22A

B Which juristic firm status?

1 -juristic common partnership5 -limited liability company9 -other
3 -limited liability partnership7 -public limited company

22B

C How much is the registered capital?
(skip to 24) when you finish C)

22C

23) Since the last interview, did the business register to become a juristic person?

1 -Yes3 -No (skip to 24)

23

A Indicate the juristic firm ID

23A

B Which juristic firm status?

1 -juristic common partnership5 -limited liability company9 -other
3 -limited liability partnership7 -public limited company

23B

C How much is the registered capital?

23C

24) Is the business under VAT registration?

1 -Yes3 -No (skip to 25)

24

A In which year did the business file for VAT registration?

24A

Part 4: Business Permits, license, or registration

25) Since the last interview, did the business request any permit, license, or registration from the government such as a factory permit, construction permit, or juristic firm registration?

1 -Yes3 -No (skip to 28)

25

26) Was the business rejected in any requests?

1 -Yes3 -No (skip to 28)

26

27) How many times was the business rejected for permits, license, or registration?

27

Ask A-B for each rejection and record answers in Table 3 below

A Which permit/license/registration?

B Please explain the reason for rejection?

Table 3	
A*	B*
Which permit/license/registration?	Reason?

Part 5: Computer Uses

28) Does the household member who is the primary business operator use a computer to operate the business?

1 -Yes (skip to 30)

3 -No

28

29) Although computers are not used, does he or she know how to use a computer?
(skip to 32 when you finish 29))

1 -Yes

3 -No

29

30) How many computers are used to operate the business?

30

31) For what purposes are computers used? (Record all that apply)

a -accounting, tracking and recording income, expenditure, etc.
b -designing products
c -controlling equipments/machines

d -for communications (Email, chat)
e -to create business's own website
f -other (specifyin 31A)

31

31A

Part 6: Business Problems

32) For enumerator: ask a respondent whether the business has faced the following problems within the past 12 months. Please also rate how critical the problem is on a scale of 1-5

A Lack of skills among workers	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32A
B Shortage of workers	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32B
C High numbers of workers who quit	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32C
D Late deliveries of supplies	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32D
E Run out of supplies often	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32E
F Supplies are of lower quality than agreed upon	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32F
G Supplies were destroyed in storage	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32G
H Late payments from customers	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32H
I Default on trade credit to customers	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32I
J Checks of customers bounced	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32J
K Lack of liquidity	1 -no problem	3 -not severe	5 -medium	7 -severe	9 -very severe	<div></div> 32K

33) Since last interview, was there any incidence whereby the business had to stop operation completely, lower its level of production, or decrease its hours of operation than initially planned? For example, sickness, lack of liquidity, flood, etc.

1 -Yes

3 -No (skip to 35)

33

34) Please explain the reason for such incidences

Part 7: Quitting Business

35) is this business still owned or co-owned by a household member?

1 -Yes

3 -No

35

36) Is this business still managed/operated by a household member?

1 -Yes

3 -No

36

37) For enumerator: if none of household members own and operate the business (answer of questions 35) OR 36)="3"), consider that this business no longer belongs to household. In this case, continue to 38) Otherwise, consider that this business still belongs to the household. In this case, skip to 40)

38) Did the business completely shut down? Or is it now under non-members' management?

1 -the business shut down completely (skip to 39)

3 -the business is still operating; the business owner and manager moved out of household, so the business is no longer considered household's (skip to 40)

5 -the business is still operating, was taken over by non-members (continue to A-H below)

38

A What is the name of the individual/organization that took over the business?
If this is an individual, record nickname in AA and continue to B
If this is an organization, record its name in AB and skip to E

AA

AB

B Before taking over, did this person have prior personal relationship with the original owner?

1 -Yes

3 -No (skip to E)

B

C Indicate the type of relationship (see code)

C

CA

D Before taking over, for how many years did the person know the original owner personally?

D

E Where is this individual/organization located? (See Code)

E

F How did this individual/organization take over?

1 -the household sold this business

3 -the household gave away the business as gift/inheritance (skip to 39)

5 -the household gave away the business as loan repayment (skip to 39)

7 -Other (specify in FA) (skip to 39)

F

FA

G How much money did the household receive from selling the business? (Record "0" if none)

G

H What is the total monetary value of goods received from selling the business? (Record "0" if none)

H

39) Please start three reasons why the household quit this business (If there are less than three, record "NA")

1)

39A

2)

39B

3)

39C

40) Interviewer's note

End of module 5