GHANA STATISTICAL SERVICE
BUSINESS REGISTER UPDATE QUESTIONNAIRE

MARKING INSTRUCTIONS
PLEASE PRINT IN BLOCK LETTERS ONLY
WITHIN THE BOX. SEE EXAMPLE ON THE RIGHT →
PLEASE USE **BALL PEN** ONLY

A	B	C	D	E
5	4	7	9	8

TICK BOX LIKE THIS / WRITE CODE IN BOX (WHERE APPROPRIATE) ☑ 2

Reference Number (For GSS Office Use Only) — Reg. Code | District Code | EZ Code | Est. Code

TIN Number

SECTION A: IDENTIFICATION OF ESTABLISHMENT

A1: Establishment Name

A2: Region Name

A3: District Name

A4: Sub-Metro Name

A5: Locality Name

A6: Locality Code

A7: Suburb / Estate / Residential Area (E.G. FREE PIPE, ABEKA)

A8: Street Address (E.G. 121 FANOFA ROAD)

A9: Exact Location of Establishment (E.G. NII LANTEY'S HOUSE BEHIND L/A PRIMARY SCHOOL)

A10: Type of Structure (WRITE CODE)

1. Movable
2. Non-Movable

SECTION B: CONTACT INFORMATION OF ESTABLISHMENT

B1: Post Office Box Number

B2: Locality of Post Office

B3: Telephone Number

B4: Mobile Number

B5: Fax Number

B6: Email

B7:Website

SECTION C: HEAD OFFICE INFORMATION

C1: FORM OF ORGANIZATION (WRITE CODE)

GO TO C11 IF RESPONSE IS 1 OR 2

1. Head Office (Owns and controls other estab.)
2. Single Estab. (Neither controls nor is controlled by another establishment)
3. Subsidiary (Owned and controlled by another estab.)

C2: Name of Head Office

C3: Region Name where Head Office is located

C4: Region Code

C5: District Name where Head Office is located

C6: District Code

Reference Number (For GSS Office Use Only) Reg. Code | District Code | EZ Code | Est. Code

TIN Number

C7: Telephone Number

C8: Mobile Number

C9: Email

C10: Website

C11: Which of the following Institutions have you registered with? (MULTIPLE RESPONSES ARE ALLOWED, PLEASE TICK)

1. Environmental Protection Agency
2. Registrar General's Department
3. District Assembly
4. Ghana Revenue Authority
5. Other (Specify).....
6. Yet to Register

C12: Type of Ownership (WRITE CODE) (IF OPTION 1, SKIP TO C15)

1. State-Owned
2. Private Owned
3. Public Private Partnership (PPP)

C13: Owner's Nationality (WRITE CODE)

1. Ghanaian 2. Non-Ghanaian
3. Ghanaian & Non-Ghanaian

IF OPTION 2 OR 3, STATE NATIONALITY (IES) OF THE NON-GHANAIAN:

1:.....
2:.....
3:.....
4:.....
5:.....

FOR OFFICE USE

C14: How many person(s) are working for this establishment?

1. Total
2. Male
3. Female

C15: Type of Legal Organisation (WRITE CODE)

1. Sole Proprietorship
2. Partnership
3. Private Limited Company
4. Public Limited Company
5. Statutory Body
6. Other Government Institutions (MDA's etc)
7. Quasi Government
8. Parastatal Government
9. Non Government Organization (NGO)
10. Cooperative
11. Association / Groups

SECTION D: PRINCIPAL ACTIVITY (IES) (PLEASE SPECIFY NOT MORE THAN THREE, WHERE APPLICABLE)

D1: State clearly the Principal Activity of the Establishment
(THE ACTIVITY THAT ACCOUNTS FOR THE LARGEST SHARE OF THE VALUE OF OUTPUT / MAIN PURPOSE FOR WHICH THE ESTABLISHMENT EXISTS)

FOR OFFICE USE
D2: ACTIVITY CODE

SECTION I: CONTACT PERSON'S DETAILS

I1: Name

I2: Contact Number

I3: Email

SECTION J: IDENTIFICATION OF FIELD PERSONNEL

J1: Name of Enumerator (Interviewer) Signature

J2: Interview Date (Day / Month / Year)

J3: Enumerator's Contact Number

J4: Name of Supervisor (Budget / Planning Officer) Signature

J5: Date Checked (Day / Month / Year)

J6: Supervisor's Contact Number