



**REPORT OF THE
CENSUS OF BUSINESS ESTABLISHMENTS 2005**

STATISTICS SIERRA LEONE

APRIL 2006

SPONSORS/STAKEHOLDERS

- Statistics Sierra Leone (SSL)
- United Nations Development Programme (UNDP)
- National Revenue Authority (NRA)
- Bank of Sierra Leone (BSL)
- National Social Security and Insurance Trust (NASSIT),
- Ministry of Trade
- Ministry of Labour
- Sierra Leone Chamber of Commerce
- Administrator and Registrar General's Office
- Petty Traders Union

PREFACE

Data collected in censuses and surveys comprise an integral and important part of the nation's information base for policymaking and analysis. Information collected in the Census of Business Establishments, 2005 included data on employment, wages, sales, legal status, and many other aspects of operations in the economic and social sectors of the economy.

The collection of data by Statistics Sierra Leone on business establishments operating in the economy is not new. Statistics Sierra Leone (formerly Central Statistics Office) conducted the first Establishments Survey in 1981. Since then, data on these establishments has been collected regularly on a yearly basis, until 1995, when the heightened civil conflict, coupled with other logistical problems brought data collection activity on establishments to a standstill.

Lack of accurate and reliable information on the business sector, especially the industrial sector and the informal sector, has made it difficult for any credible estimation of the contribution of this sector to Gross domestic Product (GDP) in recent years. As the Sierra Leone economy becomes more diversified in the post conflict Sierra Leone, the need for new information on business establishments cannot be overemphasized.

It was against this background of the need for timely, accurate and reliable data on business establishments that Statistics Sierra Leone, in collaboration with stakeholders such as Bank of Sierra Leone, National Social Security and Insurance Trust (NASSIT), National Revenue Authority (NRA), Ministry of Trade and Ministry of Labour, decided to conduct the first post-war, nationwide census of business establishments in the country in August and September, 2005.

This report, therefore, is another milestone in the effort of Statistics Sierra Leone to provide quality and timely information for the management of the Sierra Leone economy. It constitutes the results of a census of business establishments for which data collection lasted for one month, covering all 14 Administrative Districts of Sierra Leone. The Census of Business Establishments, 2005 Questionnaire was designed to produce economic indicators relevant for professional assessment of the structure of the business sector in the economy of Sierra Leone.

The report is particularly useful to all stakeholders, the Government of Sierra Leone, NGO's, investors, the general public and all interested researchers and academicians. This office welcomes comments on the analysis, conclusions and final report of this exercise.

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ACRONYMS

BSL	Bank of Sierra Leone
GDP	Gross Domestic Product
MOLSS&IR	Ministry of Labour, Social Security and Industrial Relations
MOT	Ministry of Trade, Industry and State Enterprise
NASSIT	National Social Security and Insurance Trust
NGO	Non-Governmental Organization
NRA	National Revenue Authority
SSL	Statistics Sierra Leone
UNDP	United Nations Development Programme

CHAPTER I

INTRODUCTION

1.0 BACKGROUND

Statistics Sierra Leone (formerly Central Statistics Office) conducted the first Establishments Survey in 1981. The output (listings of establishments) was updated regularly until 1995, when the heightened civil conflict, coupled with lack of logistics brought data collection activity on establishments in the country to a standstill.

Lack of accurate and reliable information on the industrial structure of the economy, especially the private sector has made it difficult for any credible estimation of the contribution of each industry to Gross Domestic Product (GDP) in recent years, or, indeed, to estimate aggregate GDP. As the Sierra Leone economy becomes more diversified as a result of the resolution of the civil conflict and the commencement of productive activities, the need for new information on business establishments to show what the post-conflict situation looks like cannot be overemphasized.

It is against this background that Statistics Sierra Leone, in collaboration with stakeholders such as the Bank of Sierra Leone, the National Social Security and Insurance Trust (NASSIT), the National Revenue Authority (NRA), the Ministry of Trade and the Ministry of Labour, decided to conduct a nationwide census of business establishments in the country during August and September, 2005.

1.1 OBJECTIVES

Data collected in censuses and surveys of business establishments constitute an integral and important part of the nation's economic information base for analysis and policymaking. These Censuses and surveys are directed mainly towards the collection of data required for assessing the contribution of the business sector to the GDP of the country, as well as for meeting planning and policy formulation needs.

The Census of Business Establishments, 2005 had the following specific objectives:

- To collect and process basic information for the creation of a database that will form the basis for a statistical Business Register of all establishments in Sierra Leone;
- To provide a credible frame for all the basic surveys in the area of economic statistics; such as those required for the compilation of National Accounts, Price and Labour Statistics, Balance of Payments etc.

- To provide data for assessing the industrial structure, especially the formal sector, of the economy and the distribution of economic activity by region; and
- To classify business entities into formal and informal establishments

1.2 COVERAGE AND SCOPE

Geographical coverage:

The Census of Business Establishments, 2005 focused on all urban settlements in the 14 Administrative Districts of the country. In all, 138 localities, defined as settlements with at least 2000 inhabitants, were covered, including the capital city Freetown and its eight wards and all the District and Regional Head Quarter Towns. Rural areas were **excluded** from the enumeration process.

Establishment coverage:

Only those business entities operating out of business premises visible to the interviewers during the enumeration process, that is, permanent structures (defined as a structure with walls and roof such a shop, supermarket, store, pharmacy, garage, workshop, or a factory) were included.

This definition excludes all mobile roadside/street traders with no fixed location. Business activities carried out in street markets or from dwelling without visible identification were also excluded.

Also excluded are government ministries and institutions such as commissions; and Non-governmental Organizations.

Broadly, the Census was primarily designed to capture information for the following:

Section:

- A: Basic Information: Legal and Trading name, physical address of business, etc
- B. Registration: Registrar General, NASSIT, NRA, MoT, MoL, etc.
- C: Organizational Structure: Multi-unit (head office and branches), single unit Business
- D: Accounting Practices: Level of consolidation, treatment of branches, financial year
- E: Legal Status: Sole proprietorship, public limited liability company, etc.

- F: Ownership Status: National (public or private) vs. foreign ownership
- G: Industrial Classification: Mining& quarrying, manufacturing, retail trade, education, etc
- H: Operating Characteristics: Number of employees, salaries & wages, revenue.

CHAPTER II

CENSUS METHODOLOGY

2.1 THE CENSUS QUESTIONNAIRE

The planning of the Census of Business Establishments in Sierra Leone started in earnest in 2004. In an attempt to use the participatory approach to conduct the census and in order to get stakeholders actively involved in the development of the census instrument (questionnaire), consultative meetings were held with stakeholders to plan the modalities to conduct the census; and to produce an integrated questionnaire. The First meeting was held in July, 2004 at the Conference Room of Statistics Sierra Leone; while the last consultative meeting was held in July, 2005 at the same place. In each of these meetings, the following issues were tabled for discussion:

- The Draft Census Budget;
- Financial Commitment by stakeholders for the Census;
- The work plan; and
- The Questionnaire for the Census

In one of the meetings held in June, 2005 stakeholders made concrete financial pledges towards the conduct of the census. During the last meeting held in July 2005, stakeholders adopted the work plan for the census.

The census questionnaire itself was a holistic one as it addressed areas of interest of all stakeholders. A Census Training Manual was developed to serve as a complement to the questionnaire and was in fact the main instruction manual used in training the field personnel. During each of the meetings with stakeholders, the questionnaire and the training manual were discussed in greater details, and corrections and additions were made before it was finally adopted. The questionnaire was divided into sections ranging from Basic Information, Registration, Organizational Structure, Accounting Practices, Legal status, Ownership Status, Industrial Classification to Operating Characteristics.

2.2 RECRUITMENT OF CENSUS PERSONNEL

2.2.1 Enumerators:

The enumerators for the Census of Business Establishments were drawn from the pool of data collectors of SSL. The SSL pool of staff was selected from the group of “already classified as excellent performing data collectors from past surveys”. The enumerators were either at tertiary level, or had already completed their tertiary level of education, and each enumerator had to have participated in data collection at least once and rated as outstanding performer.

In all 160 enumerators were selected for training, 150 of them completed the competitive selection processes, which included the selection test (theory)

and the field work exercise (practical). 134 of the successful candidates were finally selected to carry out the field operations.

2.2.2 Supervisors

The supervisors were high calibre staff nominated by major stakeholder-institutions (see Appendix A). These Supervisors were not only senior staff in their organizations but also staff with at least a first degree.

2.2.3 Coordinators/Field Director:

All the coordinators were Statisticians and senior staff from Statistics Sierra Leone, who hold at least a Master's degree. There were 21 coordinators, one Principal Coordinator, and one Field Director.

2.3 TRAINING

A 5-day training workshop was conducted for the census personnel. The workshop started on Tuesday August 2 and ended on Saturday August 6, 2005.

The trainees were taken through the general overview of the census, how to complete the questionnaires, interview techniques, identification of establishments, mock interviews and field work exercises. The mock interviews and field exercises provided the field staff opportunities to practice how to administer the census questionnaires.

During the training sessions all Coordinators served as facilitators, and each handled a section of the questionnaire. At the end of each section, mock interviews were conducted.

The selection test for enumerators was administered on the third day of training, after going through the questionnaires section by section, and page by page. The selection test and the field work exercises both carried equal marks (50% each). No selection test was administered for supervisors, who had earlier on been introduced to the questionnaires.

The training ended with a brief closing ceremony, and a display of the list of 134 enumerators, who were selected to carry out the census.

2.4 DEPLOYMENT

The enumerators were posted to their various Districts/Wards for the actual enumeration and data collection (see appendix B)

Each of the 12 Districts had one Supervisor and one Coordinator. In the Western Area, each ward had one Coordinator; however, some Supervisors supervised data collection exercise in at least two Wards. It is only in Koinadugu that the Coordinator was also the Supervisor due to the fact that before the actual work started, one Supervisor decided to opt out of the job.

By the 10th August, 2005 all field staffs had reported to their various Districts/ Wards for the commencement of data collection.

2.5 PUBLICITY

Publicity for the Census of Business Establishments was done at three levels:

- A. **The Administrative Level:** Publicity at this level was done by involving stakeholders from the design stage right through the implementation stage of the census exercise. Statistics Sierra Leone involved organizations such as Chamber of Commerce, Industry and Agriculture and from the Indigenous and Petty Traders Association, all of which have direct dealings with their member-establishments. These organizations in turn informed their membership about the census exercise well before its commencement.
- B. **The Macro/Media Level:** Publicity at this level started on August 2, 2005 when both the electronic and print media houses were invited to cover the opening ceremony of the training programme for enumerators and supervisors. In addition, two radio discussion programmes and one Television interview were carried out. Furthermore, ten radio stations all over the country aired the press release twice per day for ten days. Also mega phones were used to get the information down to the grass root level. All these attempts were made in order to get the information to the general public, especially the business community.
- C. **The Micro Level:** Publicity at this level was carried out mostly by the field staff-the enumerators, supervisors and coordinators. The five –day training programme offered an opportunity for enumerators and supervisors to arm themselves with enough information about the objectives and purpose of the census and interview techniques to be able to inform and persuade the respondents. This was then a one-to-one publicity. In addition, coordinators were given introductory letters for Chiefdom, District, Regional and Local Council Authorities. Also each Enumerator and Supervisor was given an ID card for easy identification; they were also given letters of introduction to show every respondent.

2.6 MONITORING CENSUS OPERATIONS

Apart from the training, two other measures were put in place to control the quality of the data, especially at the data collection stage. The first concerned the work of the supervisors and Coordinators. Apart from coordinating the work of their teams, they also had the responsibility for quality control. They provided direct assistance to the Enumerators under them and also by editing or reviewing, and signing of completed questionnaires before finally submitting them to the Census Field Director for data processing.

The other measure was the work of the Census Field Director who went round the country to monitor the data collection exercise in each District.

The monitoring and supervision exercise contributed to the overall quality of the fieldwork.

2.7 DATA PROCESSING:

The Census of Business establishments, 2005 canvassed 11,021 establishments. Out of this number, 10,840 (98.4%) establishments were successfully interviewed. The non-responses (1.6%) were largely due to outright refusal; and these include some reputable institutions.

Data entry operation for the Census of Business Establishments was organized to process questionnaires as soon as the data collection exercise ended. Thus 10,840 completed and coded questionnaires were sent to the data processing section for inputting. The data entry lasted for about three weeks.

2.8 BUSINESS REGISTER DATABASE

In parallel with the data capture, a Business Register Database (a system developed to receive the captured data) has been developed by SSL. Most variables pertaining to each of the 10,840 entities have been loaded on the Business Register Database. The database contains stratified information on businesses in Sierra Leone by Region, District and Chiefdom/Ward. Also further work is being done to make the Business Register Database more user-friendly, easy to update and retrieve information.

We hope to update the Business Register Database by using institutional list obtained from NASSIT, NRA and line ministries and institutions such as the Ministry of Trade and Sierra Leone Chamber of Commerce Industry and Agriculture.

CHAPTER III

DATA ANALYSIS

3.1 THE BUSINESS REGISTER

The Business Register is a structured Database of businesses engaged in the production of goods and services in Sierra Leone. It maintains a complete, up to date and unduplicated list on all active businesses canvassed during the census of business establishments and/or registered with institutions such as NASSIT, NRA, Tourist Board or Ministry of Trade.

The Business Register has the following uses:

- National Directory of business establishments
- A credible sample frame to select a sample for surveys in the area of economic statistics
- Inspires confidence in estimates from surveys for economic statistics
- For easy comparison-by region and/ or by district as it provides a point-in-time snapshot of the business structure economy, which can be cross-classified by legal status, employment size and other characteristics, as well as showing ownership links.

In addition, a central Business Register provides the framework for the production of coherent statistics for National Accounts and the conduct of analytical studies linking data from the different business surveys. A central Business Register is also less costly to operate than the maintenance of numerous local business frames within each statistical unit.

For each business entity, the Content of the Business Register includes, among other things:

- Name
- Location
- Telephone Number
- Serial Number-with region, district and chiefdom codes
- Main activity
- Principal products (goods and/or services)
- Industrial classification ((ISIC) code and description
- Persons engaged

All of this information is provided at chiefdom/ward levels.

Figure 3.1.1 Percentage Distribution of Business Establishments by Region

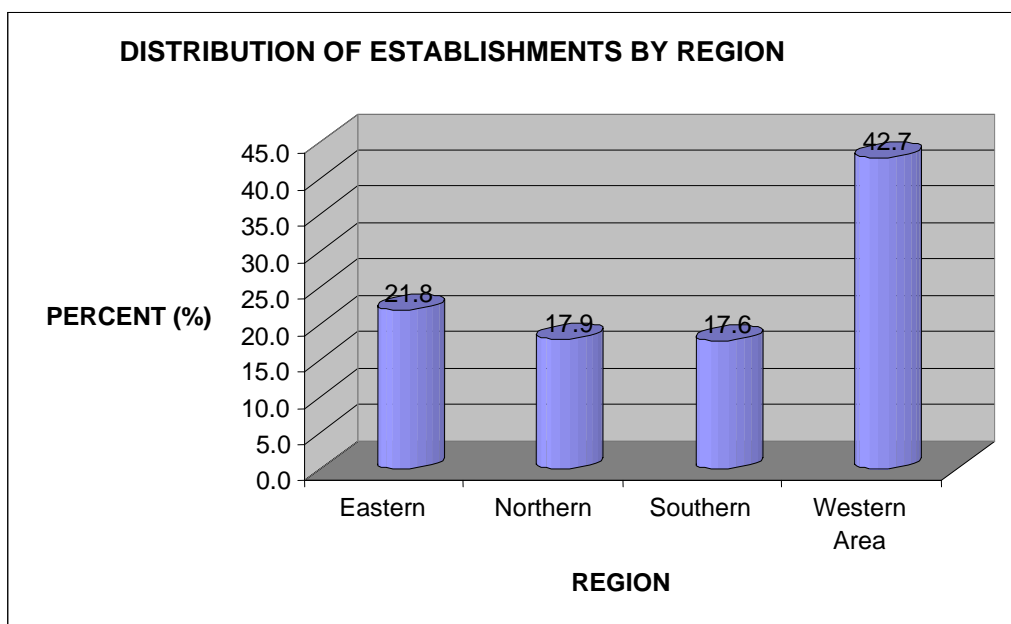


Figure 3.1.1 shows that 42.7% of the establishments are in the Western Area. This is expected given the fact that many facilities and amenities favourable for business are in the Western area, especially in the capital city, Freetown. The presence of amenities such as the sea port, air port and the large population attract businessmen to operate in and around Western Area-Freetown.

Figure 3.1.2 Percentage Distribution of Business Establishments by District

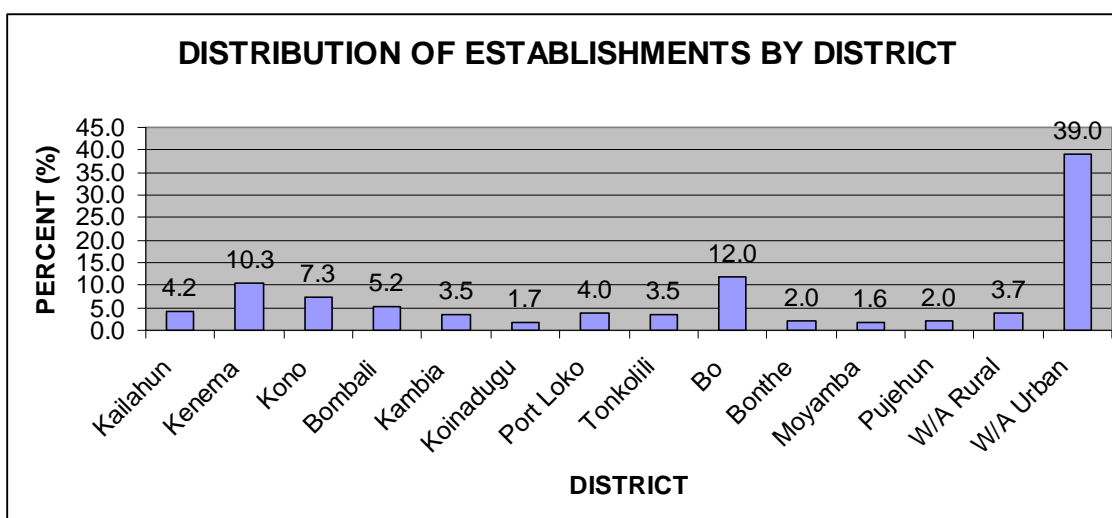


Figure 3.1.2 shows that majority of business establishments (39.0%) are in the Western Area Urban District; this is followed by Bo with 12.0%, Kenema with 10.3%, Kono with 7.3 % and Bombali with 5.2%. This means that 73.8% of business establishments in Sierra Leone are concentrated in Western Area Urban, Kenema, Bo, Kono and Bombali Districts; especially in the townships of Freetown, Bo, Kenema, Kono and Makeni.

3.2 THE INDUSTRIAL STRUCTURE OF THE SIERRA LEONE ECONOMY

3.2.1 Distribution of Establishments by Industry

Table 3.2.1 shows that most of the business establishments (68.33%) are operating in retail trade; this is followed by Manufacturing with 8.36%. This may account for the low export base for manufactured goods from the country.

ISIC, rev.3 groupings	Industry/tabulation category	Number of Establishments	Percent (%)
Agriculture, forestry, fishing	Crop farming	4	0.04
	Livestock farming	6	0.06
	Poultry farming	3	0.03
	Forestry	6	0.06
	Fishing	33	0.30
Mining and Quarrying	Mining and quarrying	7	0.06
Manufacturing	Manufacturing	906	8.36
Electricity, gas and water supply	Electricity, gas and water supply	14	0.13
Construction	Construction	66	0.61
Wholesale, Retail Trade, Repair Services	Sale, maintenance & repair of motor vehicles & motorcycles	224	2.07
	Retail sale of automotive fuel	83	0.77
	Wholesale trade	709	6.54
	Retail Trade	7407	68.33
Hotels and Restaurants	Hotels and Restaurants	318	2.93
Transport, storage and communications	Transport, storage and communications	301	2.78
Financial Intermediation	Financial Intermediation Services	58	0.54
Real Estate, renting and business activities	Real Estate, renting and business activities	182	1.68
Public Administration and Defence, compulsory social security	Public Administration and Defence, compulsory social security	1	0.01
Education	Education	68	0.63
Health and Social Work	Health and Social Work	77	0.71
Other community, social and personal service activities	Other community, social and personal service activities	367	3.39
Total		10,840	100.00

Only 0.54% of the business establishments are engaged in Financial Intermediation Services.

3.2.2 Source of Raw Materials

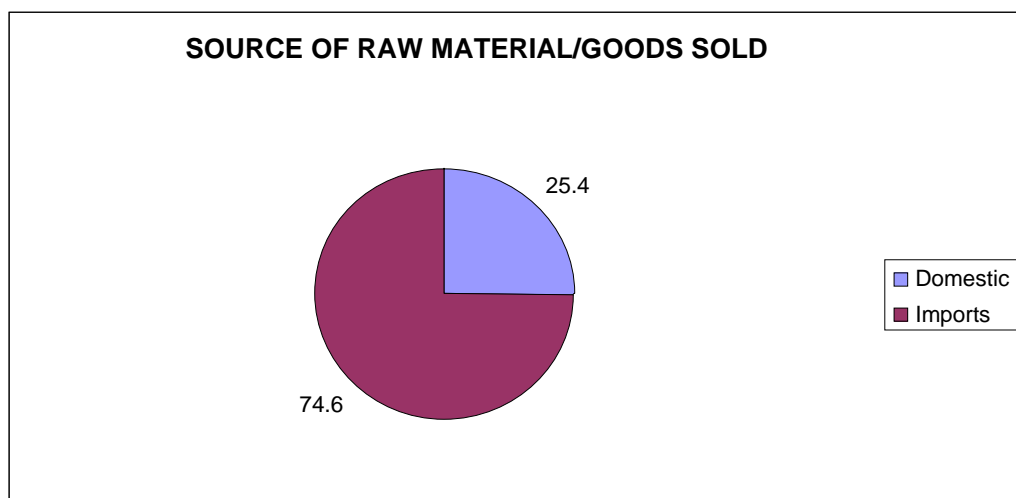


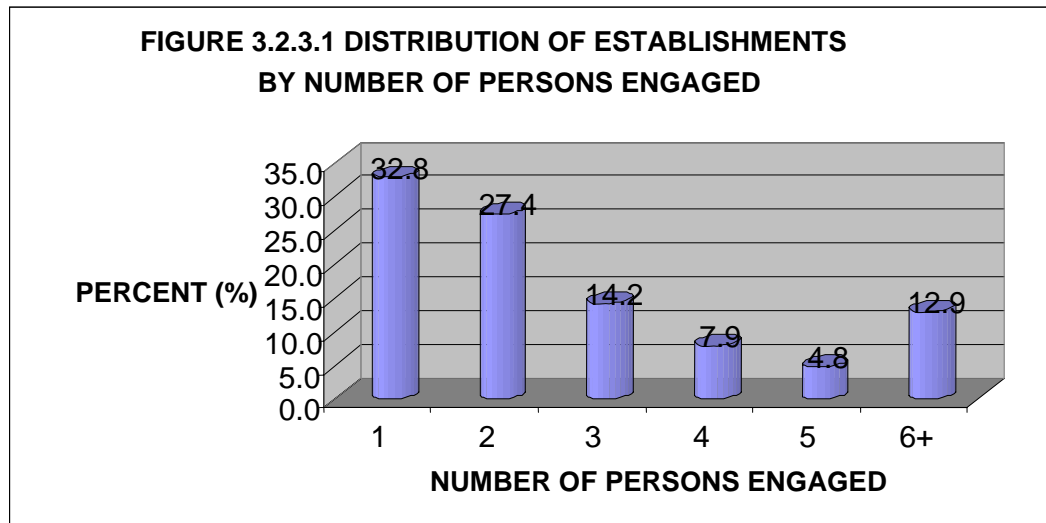
Figure 3.2.2 shows that 74.6% of establishments that use raw materials depend on imports for their raw materials. This may explain the persistent unfavourable terms of trade which the country is facing for a long time now, and for the frequent shortage of foreign currency, much of which goes into servicing the importation of raw materials.

Table 3.2.2 Distribution of establishments by Industry and Source of Raw Materials

Industry	Domestic	Import	Total
Crop Faming	0.4	0.1	0.5
Lives Stock	0.2	0.2	0.3
Poultry	0.0	0.1	0.1
Forestry	0.2	0.0	0.2
Fishing	0.3	0.0	0.3
Mining and Quarrying	0.3	0.1	0.3
Manufacturing	2.1	1.0	3.0
Electricity, Gas and Water Supply	0.1	0.4	0.5
Construction	0.3	0.4	0.7
Sale, Maintenance & Repair of Motor Vehicles	0.6	2.7	3.3
Automotive Fuel	0.0	0.7	0.7
Whole Sale Trade	1.3	4.6	5.9
Retail Trade	12.2	52.2	64.4
Hotels and Restaurants	1.5	0.8	2.3
Transport, Storage and Communication	0.9	1.6	2.5
Financial Intermediation Services	0.3	0.3	0.5
Real Estate, Renting and Business Activities	0.2	0.2	0.4
Public Administration and Defence, Compulsory Social Security	0.1	0.1	0.3
Education	0.3	0.4	0.6
Health and social Work	0.3	1.8	2.0
Other Community, Social and Personal Service Activities	3.9	7.0	11.0
	25.4	74.6	100.0

Table 3.2.2 shows that of the establishments that depend on imports for their supply of raw materials, 52.2% are in the retail trade sub sector.

3.2.3 Distribution of Establishments by Employment Size



The distribution of persons engaged in figure 3.2.3.1 shows that of the establishments canvassed or responding?, 32.8% employed one person, 27.1% employed two persons, and 14.0% employed three persons, with only 12.9% employing six persons and above.

The high percentage at “1” is due to the fact that majority of business establishments canvassed are sole proprietorships, many of which do not need to employ extra labour for running the business.

Figure 3.2.3.2 Persons Engaged by Category

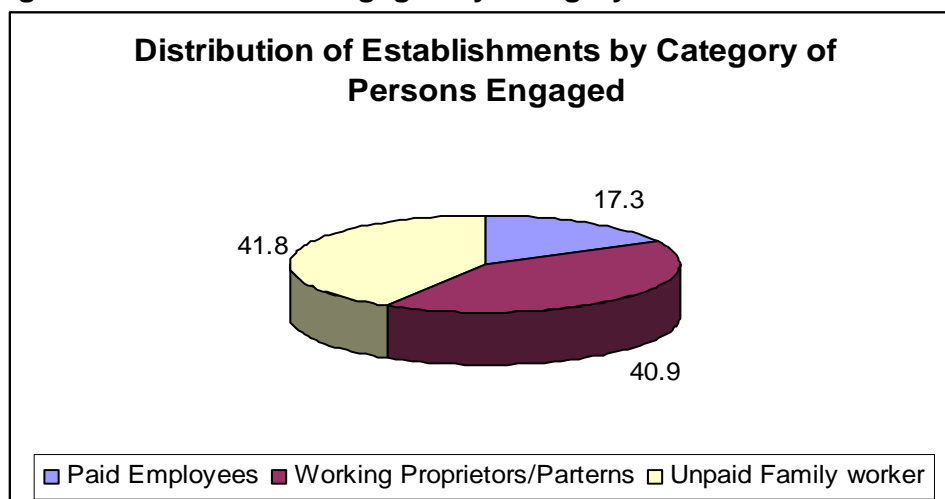


Figure 3.2.3.2 shows 41.8% of establishments canvassed have at least one unpaid family worker; whereas only 17.3% have at least one paid employee. The high percentages of the unpaid family worker category and the working proprietor/partner category underscore the dominant role of the informal sector in the business sector. It also underscores the point that the unpaid family worker is contributing immensely to the industrial output, and should therefore be regarded as part of the labour force.

Figure 3.2.3.3 Persons Engaged by Sex

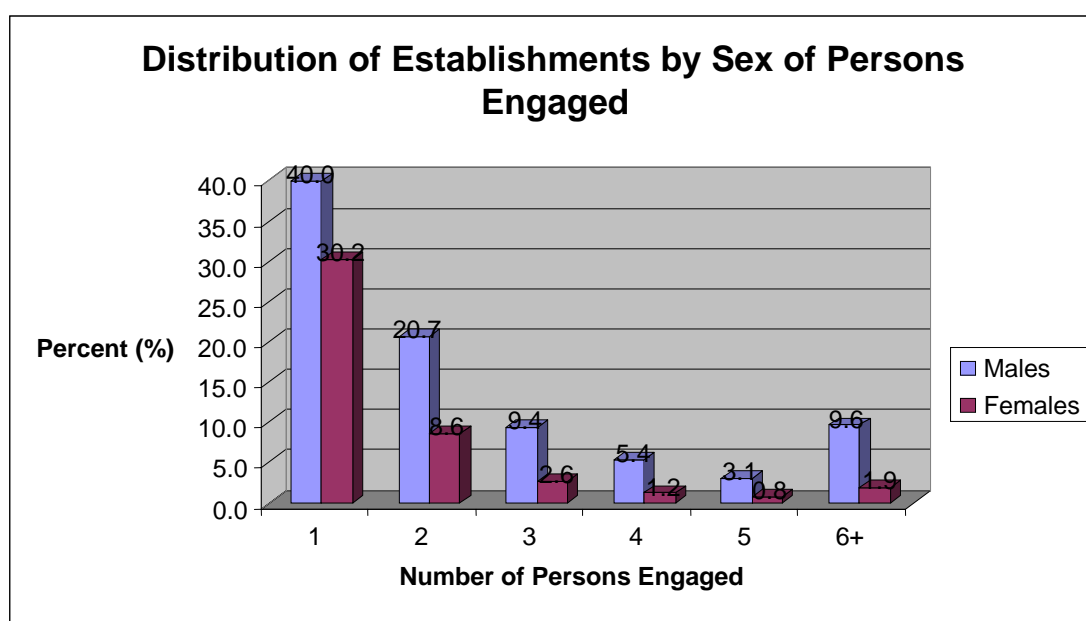
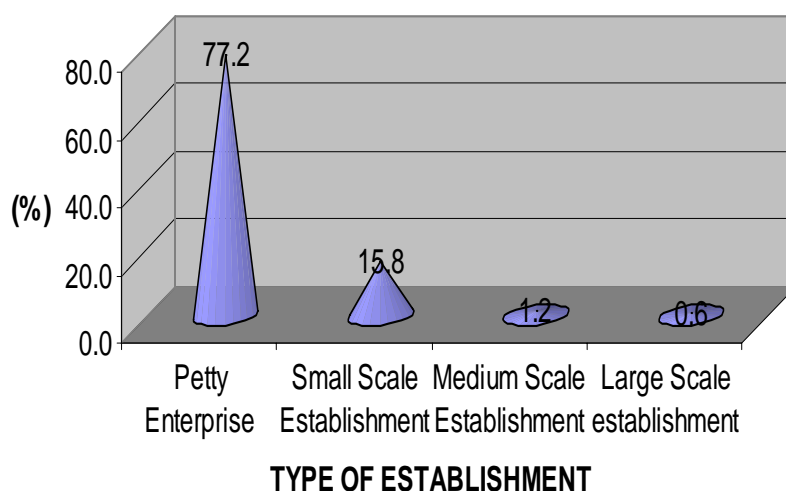


Figure 3.2.3.3 shows that only 1.9% of the establishments canvassed employed 6 or more females compared with 9.6% of establishments that employed 6 or more males. In fact the percentage of establishments employing females drops as the employment size increases from 0 to 6 and above. This means that there are more males engaged in the business sector than females.

Figure 3.2.3.4 DISTRIBUTION OF ESTABLISHMENTS BY TYPE



The employment size of establishments was used to classify establishments into:

Petty Enterprise1-4 employees
 Small Scale Establishment.....5-19 employees
 Medium Scale Establishment20-49 employees
 Large Scale establishment..... 50 and above employees

Based on these categorizations, Figure 3.2.3.4 shows that majority (77.2%) of establishments interviewed are petty trading enterprises with at most four employees. Only 0.6% of establishments are large scale establishments with at least fifty employees. This is not surprising given the fact that most of the establishments interviewed are sole proprietorships.

Table 3.2.3.1 Crude Employment Ratio

	Business Sector Employment		2004 Population Census Figures	Employment Ratio-crude Rate
Sex	No.	Percent (%)	No.	Percent (%)
Male	30,104	75.8	2,420,218	1.2
Female	9,624	24.2	2,556,653	0.4
Total	39,728	100.0	4,976,871	0.8

The Census of Business establishments, 2005 data shows that 39,728 persons are engaged in the business sector of the Sierra Leone economy. Out of this, 75.8% (30,104) are males. The data shows that 0.8% of the total population in Sierra Leone is employed in the business sector; the percentage is even higher (1.2%) for the male population. This is a crude measure of labour participation rate in the business sector, since the population figures included persons below 10 years. However the ratios provide a fair measure of the labour force in the business sector.

Table 3.2.3.2: Sex-Specific Activity Rate

	Business Sector	Labour Force	
Sex	Number	Number	Sex-Specific Activity Rate
Male	30,104	1,043,618	2.9
Female	9,624	977,457	1.0
Total	39,728	2,021,075	2.0

The sex-specific activity rate provides a better measure of the labour force as it excludes persons below 10 years and those that are economically inactive such as full time students and the elderly. Table 3.2.3.2 shows that 2% of the labour force in Sierra Leone is engaged in the business sector. The percentage is even higher (2.9%) for the male labour force.

Table 3.2.3.3 Persons Engaged By Industry

	Persons Engaged Number			
Industry	Males	Females	Total	Percent
Crop Farming	165	70	235	0.6
Livestock	92	35	127	0.3
Poultry	63	17	80	0.2
Forestry	135	4	139	0.3
Fishing	488	20	508	1.3
Mining and quarrying	205	7	212	0.5
Manufacturing	2,059	163	2,222	5.6
Electricity, gas and water supply	197	17	214	0.5
Construction	1,076	77	1,153	2.9
Sale, maintenance & repair of motor vehicles	2,078	107	2,185	5.5
Automotive fuel	334	37	371	0.9
Wholesale trade	2,237	527	2,764	7.0
Retail trade	11,874	4,902	16,776	42.2
Hotels and restaurants	1,012	642	1,654	4.2
Transport, storage and communications	1,147	306	1,453	3.7
Financial intermediation	716	336	1,052	2.6
Real estate, renting and business activities	149	23	172	0.4
Public administration and defence, compulsory social security	323	78	401	1.0
Education	548	209	757	1.9
Health and social work	759	351	1,110	2.8
Other community, social and personal activities	4,447	1,696	6,143	15.5
Total	30104	9624	39728	100.0

Table 3.2.3.4 below shows that 42.2% of the workers in the economy, as represented by the results of the 2005 Census of Establishment results, are engaged in Retail Trade sub-sector. This is followed by other service activities with 15.5%, wholesale trade with 7.0% and manufacturing with 5.6%.

Table 3.2.3.4 Persons Engaged By Sector

Sector	Persons Engaged -Number			
	Males	Females	Total	Percent (%)
Agriculture	943	146	1,089	2.7
Mining and quarrying	205	7	212	0.5
Manufacturing	2,059	163	2,222	5.6
Electricity, gas and water supply	197	17	214	0.5
Construction	1,076	77	1,153	2.9
Wholesale and retail trade, repair services	16,523	5,573	22,096	55.6
Hotels and restaurants	1,012	642	1,654	4.2
Transport, storage and communications	1,147	306	1,453	3.7
Financial intermediation services	716	336	1,052	2.6
Real estate, renting and business activities	149	23	172	0.4
Public administration and defence, compulsory social security	323	78	401	1.0
Education	548	209	757	1.9
Health and social work	759	351	1,110	2.8
Other community, social and personal activities	4,447	1,696	6,143	15.5
Total	30,104	9,624	39,728	100.0

The table shows that the Wholesale and Retail Trade sector employs the majority (55.6%) of the workers in the economy. Agriculture is not seen to be playing a major role (2.7%). This may be due to the fact that Agricultural activities are for the most part carried out at the subsistence level; that is agriculture is yet to be commercialized in Sierra Leone. It could also be as a result of the fact that the census excluded much of the informal sector activity, which constitutes subsistence agriculture and street vendors.

3.2.4 Expenditure and Revenue Estimates For 2004

Table 3.2.4.1 Total Expenditure for Wages and Salaries in 2004 by Sector

Total Expenditure for Wages and Salaries in 2004 by Sector		
Sector	Wage bill (Le'000)	Percent (%)
Agriculture	51,447	1.3
Mining and quarrying	12,749	0.3
Manufacturing	178,108	4.6
Electricity, gas and water supply	19,802	0.5
Construction	55,260	1.4
Wholesale and retail trade, repair services	2,518,732	65.3
Hotels and restaurants	200,931	5.2
Transport, Storage and communications	183,724	4.8
Financial intermediation	14,362	0.4
Real estate, renting and business activities	54,067	1.4
Public administration and defence, compulsory social security	11,614	0.3
Education	23,669	0.6
Health and social work	136,112	3.5
Other community, social and personal service activities	393,902	10.2
Total	3,854,479	100.0

The data in table 3.2.4.1 shows a total wage bill of Le **3,854,479,000** for 2004 financial year. The bulk of this amount (65.3%) is the wholesale and retail trade sector. This is not supervising as this sector employs majority of the labour force.

Table 3.2.4.2 Total Revenue for 2004 by Sector

Total Revenue for 2004 by Sector

Sector	Revenue (Le'000)	Percent (%)
Agriculture	10,725	1.4
Mining and quarrying	1,622	0.2
Manufacturing	25,730	3.4
Electricity, gas and water supply	951	0.1
Construction	849	0.1
Wholesale and retail trade, repair services	576,021	76.1
Hotels and restaurants	9,924	1.3
Transport, storage and communication	16,039	2.1
Financial intermediation	1,355	0.2
Real estate, renting and business activities	1,170	0.2
Public administration and defence, compulsory social security	977	0.1
Education	4,722	0.6
Health and social work	3,614	0.5
Other community, social and personal service activities	103,029	13.6
Total	756,728	100.0

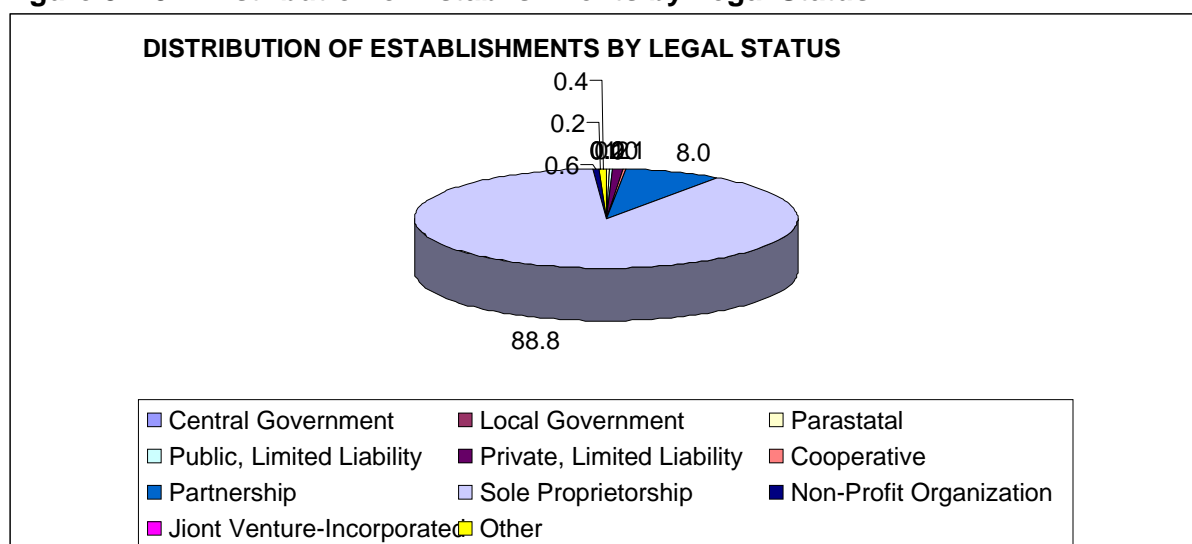
For the 2004 revenue, the data shows that a total amount of Le756, 728,000 was reported by all sectors as revenue. 76.1% (Le 576,021,000) of this amount was generated by the wholesale and retail sector.

However, the data on revenue obtained from this survey are not reliable because of low/non-response (15% and 42.8% of establishments did not respond to questions on expenditure and revenue respectively) for the following reasons:

- Respondents may have been influenced by assuming that there would be tax implication of revealing the correct value of their sales
- Most establishments, especially sole proprietorships, do not keep basic business/accounting records on sales and other variables
- Some respondents thought that the census was going to lead to the provision of micro finance loans to business people, as such revealing a high figure of sales would count against them.

3.2.5 Legal Status Of Establishments

Figure 3.2.5.1 Distribution of Establishments by Legal Status



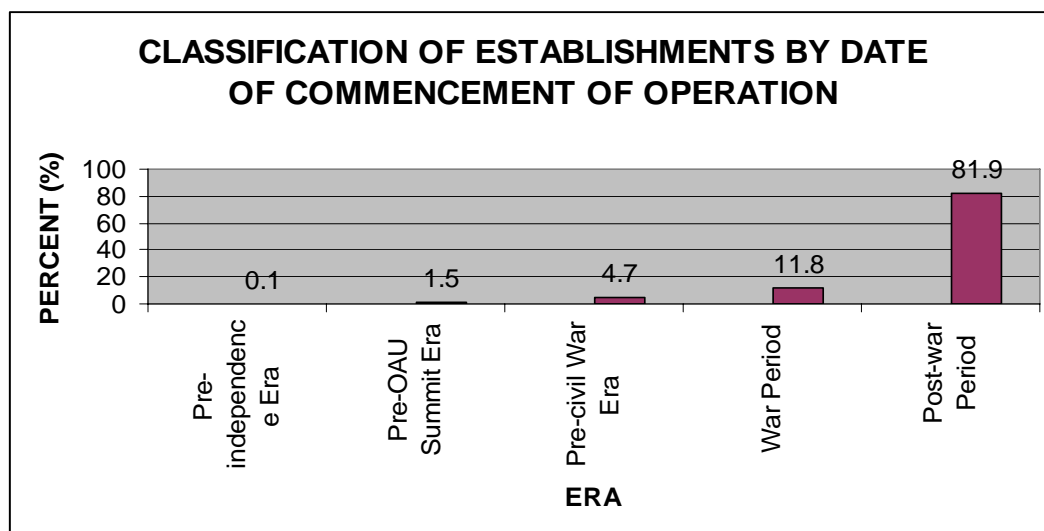
The chart in figure 3.2.5.1 shows that majority of business establishments (88.8%) in the country are sole proprietorship. with limited capital and resources. Most of these establishments are in retail trade. This may be a reflection of the poverty level of the country, which limits the saving and hence the investment power of the populace.

Table 3.2.5.1 Distribution of Establishments by Nationality of Proprietor

Nationality of Proprietor	Number	Percent
Sierra Leonean	8441	86.94
Other West African	934	9.62
Other African	28	0.29
EU	10	0.10
Other European	7	0.07
Lebanese	211	2.17
Other Asian	50	0.51
USA	2	0.02
Other Americans	2	0.02
Other	24	0.25
Total	9709	100.00

Table 3.2.5.1 shows that 77.9% of all sole proprietorship establishments are run by Sierra Leonean nationals; while only 2.17% of the sole proprietors businesses that are run by Lebanese nationals. The data also show that there very few Americans that are operating sole proprietorship businesses in Sierra Leone.

Figure 3.2.6 Distribution of Establishments by Date Of Establishment



3.2.6 The date of commencement of operation was used to classify establishments into:

- Pre-Independence Era1900-1960
- Pre-OAU Summit Era.....1961-1979
- Pre- Civil War Era.....1980-1990
- War Period.....1991-1999
- Post War Period.....2000-2005

The classification was done in order to isolate the influences of major political decisions on the industrial sector.

Even though there has been marked increase in the number of establishments from era to era, the data in figure 3.2.5.4 shows that most of the businesses (81.9%) were established during the post war period (2000-2005). This may be due to the fact that since the resolution of the conflict (in 2000) and the commencement of the Development Phase, many business establishments have emerged either because of new business opportunities as a result of the enormous reconstruction and rehabilitation needs of the country, or existing ones have been rejuvenated in the light of prevailing peace and stability in the country.

3.3 FORMAL AND INFORMAL ESTABLISHMENTS

Establishments which are not registered with any authority are essentially classified as informal establishments.

Figure 3.3.1: Distribution Of Establishments By Registration Under The 1983 Business Registration Act

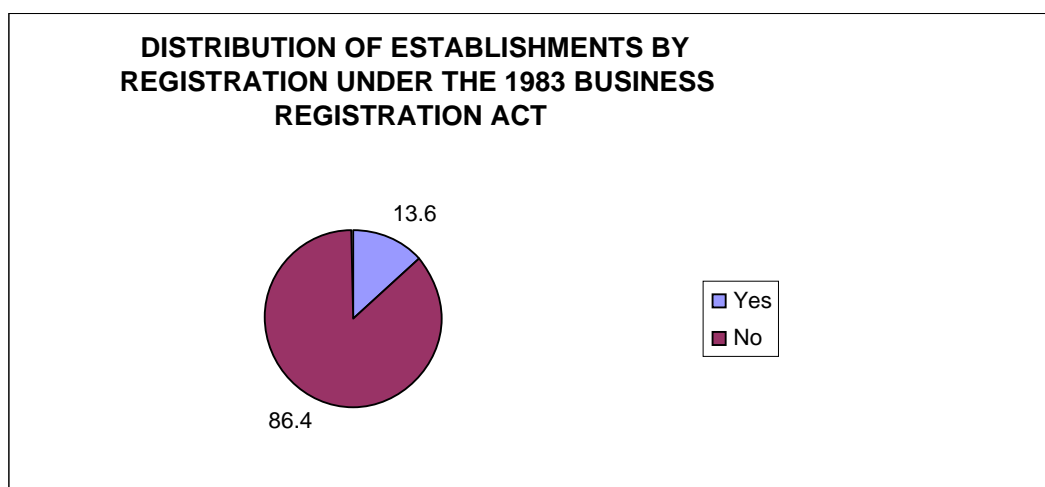
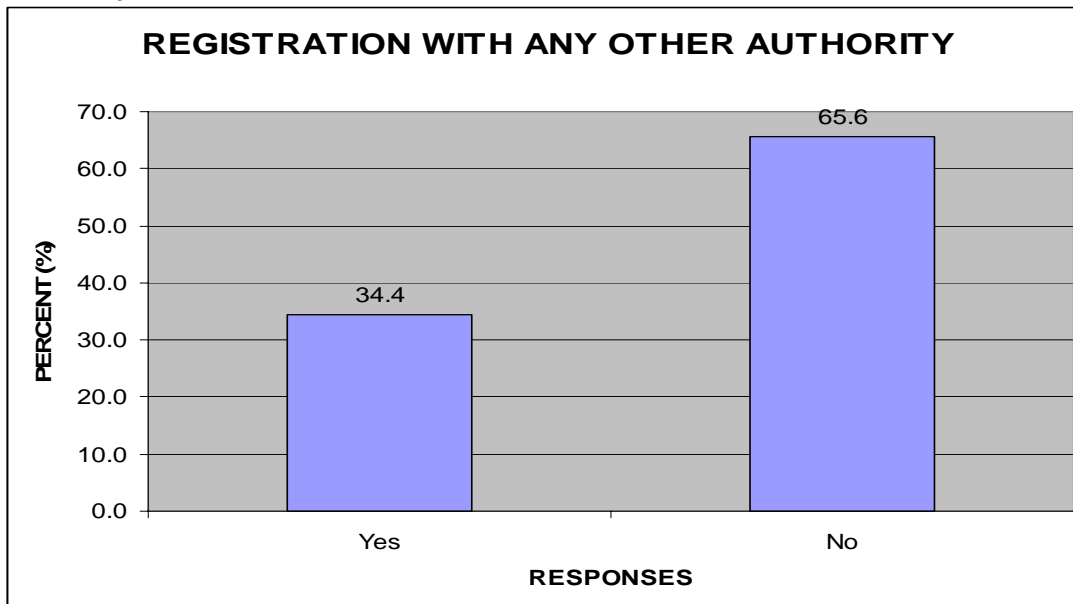


Figure 3.3.1 shows that only 13.6 of all establishments interviewed are registered with the Administrator and Registrar General's office and produced their certificates of registration.

Figure 3.3.2 Distribution of Establishments by Registration with any other Authority



However 34.4% are registered with some other authority. This means that 65.6% of the 10840 establishments interviewed are classified as informal since they are not registered with any authority in the country. This is indicated in figure 3.3.2 above. The high case of 'not registered' establishment may be due to administrative barriers which may include the high cost of registration in terms of money (official fee plus 'brown envelop') and time (lengthy registration periods).

3.4 Constraints

- **Refusals:** Some business establishment owners were very much suspicious of our intentions and reluctant to give out information to enumerators. In fact some outright refused to give information that was solicited. There were 422 establishment owners who initially refused outright to provide information to the field staff. However, when we employed the services of the Police, the number of refusals was reduced to 81.
- **Assault:** At least three field staff were assaulted during the course of data collection in the field. Such instances were immediately handled appropriately.
- **Finance:** the census project suffered from limited financial support. The approved budget of Le **313,856,550.00** was only met in part.
- **Insufficient Materials:** census materials were hardly enough to carry out the exercise. In some cases SSL resources were used to augment for shortages.
- **Unequal Workload:** The Enumerators who worked in the Western Area Urban District of Freetown had more work to do than those in the other thirteen Districts of the country. This was due to the fairly high concentration of business establishments in that District which created some problems in trying to meet the deadline. In fact the period of data collection in Freetown had to be extended by one week in order to allow the Enumerators to complete their job.

CHAPTER IV

RECOMMENDATIONS AND CONCLUSION

4.1 RECOMENDATIONS

For a successful conduct of such a census in future the following recomendations are made:

- that data Provider- producer-user sensitization workshops on business statistics be organized at Regional levels in order to raise the awareness of the importance of business statistics among stakeholders, especially potential respondents.
- Intensified advocacy of the role of Statistics Sierra Leone, its mandate and activities is crucial for the success of such census or survey.
- Since data on wages and salaries and revenue are not reliable, there is need to conduct separate Industrial Survey in order to obtain more reliable estimates on these very important variables.
- Adequate resources to be provided for subsequent or similar censuses or survey

4.2 CONCLUSION

Data collected in censuses and surveys of establishments comprise an integral and important part of the nation's industrial information base for analysis and policymaking. The point must be made that the Census of Business Establishments, 2005 offered a unique opportunity for assessing the post conflict Industrial structure of the economy; as well as for meeting planning and policy formulation needs.

Out of the 10,840 establishments canvassed, a total of 3,727 (34.4%) were registered with either the Administrator and Registrar General's Office, NASSIT, NRA, Ministry of Trade, Ministry of Labour, Licensing Authority, or other (Local Council) authority. This means that 7,113 (65.6%) business establishments were 'Not Registered' establishments.

The 'Not Registered' category of establishments essentially constitutes the informal sector of the economy.

The data has also shown that many of the establishments (74.2%) in Sierra Leone are operating in the wholesale and retail sector.

APPENDIX A: NUMBER OF SUPERVISORS BY INSTITUTION

Name of Institution	No. of Staff Nominated
Bank of Sierra Leone (BSL)	3
National Revenue Authority (NRA)	2
National Social Security and Insurance Trust (NASSIT)	2
Ministry of Trade	3
Ministry of Labour	1
Petty Traders' Union	1
Statistics Sierra Leone	4
Total	16

APPENDIX B: Deployment of Enumerators by District/Ward

District	Enumerators	Ward	Enumerators
Kailahun	4	Central I	5
Kenema	13	Central	5
Kono	13	East I	5
Eastern province	30	East II	5
Bombali	13	East III	5
Kambia	5	West I	4
Koinadugu	4	West II	4
Port Loko	6	West III	4
Tonkolili	5	W/A Urban	37
Northern Province	33	W/A Rural	5
Bo	15	Western Area	42
Bonthe	5		
Moyamba	5	Sierra Leone	134
Pujehun	4		
Southern Province	29		

APPENDIX C: Census Data--Tables

Table1: Distribution of Establishments by Region		
Region	Frequency	Percent (%)
Eastern	2362	21.8
Northern	1937	17.9
Southern	1912	17.6
Western Area	4629	42.7
Total	10840	100.0

Table 2: Distribution of Establishments by District		
District	Number	Percent (%)
Kailahun	455	4.2
Kenema	1117	10.3
Kono	790	7.3
Bombali	564	5.2
Kambia	379	3.5
Koinadugu	182	1.7
Port Loko	431	4.0
Tonkolili	381	3.5
Bo	1297	12.0
Bonthe	219	2.0
Moyamba	174	1.6
Pujehun	222	2.0
Western Area Rural	400	3.7
Western Area Urban	4229	39.0
Total	10840	100.0

Table 3: Distribution of Establishments by Type		
Type	Number	Percent (%)
Petty Enterprise	8915	82.2
Small Scale	1731	16.0
Medium Scale	142	1.3
Large Scale	52	0.5
Total	10840	100.0

Table 4: Distribution of Establishments by Legal status		
Organization/Legal Status	Number	Percent (%)
Central Government	10	0.1
Local Government	4	0.0
Parastatal	17	0.2
Public, Limited Liability	19	0.2
Private, Limited Liability	111	1.0
Cooperative	12	0.1
Partnership	866	8.0
Sole Proprietorship	9623	88.8
Non-Profit Organization	60	0.6
Joint Venture-Incorporated	25	0.3
Other	93	0.8
Total	10840	100

Table 5: Distribution of Establishments by Era		
Era	Number	Percent (%)
Pre-independence Era	9	0.1
Pre-OAU Summit Era	162	1.5
Pre-civil War Era	511	4.7
War Period	1283	11.8
Post-war Period	8875	81.9
Total	10840	100.0

APPENDIX D

LIST OF CENSUS LOCALITIES

SELECTED LOCALITIES-All Urban settlements**

DISTRICT	CHIEFDOM	LOCALITY
KAILAHUN	Jawie	Daru
	Luawa	Bandajuma Town
	Luawa	Kailahun Town
	Mandu	Largo
	Mandu	Baiima
	Mandu	Levuma
	Njaluahun	Lalehun
	Njaluahun	Segbwema
	Upper Bambara	Bomaru
	Kissi Tong	Bendu
	kpeje West	Bunumbu III
KENEMA	Dama	Kpandebu
	Dama	Loppa
	Gorama Mende	Mondema
	Gorama Mende	Manjendu
	Gorama Mende	Tungie
	Kandu Leppiana	Gbado
	Kandu Leppiana	Deima
	Lower Bambara	Panguma
	Lower Bambara	Weima
	Lower Bambara	Konia
	Lower Bambara	Foindu
	Lower Bambara	Bomie
	Lower Bambara	Tongo/Tongola
	Lower Bambara	Torkpombu I
	Lower Bambara	Lowoma
	Nongowa	Hangha
	Nongowa	Largo
	Simbaru	Boajibu
	Small Bo	Blama
	Kenema Town	Kenema Township

DISTRICT	CHIEFDOM	LOCALITY
KONO	Nimikoro	Yengema
	Nimikoro	Bendu III
	Nimikoro	Njama Limba Corner
	Nimikoro	Kpakama Junction
	Nimikoro	Kpakama
	Nimikoro	Wadeh
	Nimikoro	Gaya
	Nimikoro	Motema
	Nimikoro	Bandafada
	Nmiyama	Masabendu
	Kamara	Tombodu
	Kamara	Peyima
	Sandor	Yormandu
	Sandor	Tefeya
	Lei	Mongandu/Kombayeendu
	Fiama	Gbemantambadu
	Tankoro/Gbense	Koidu Township
BOMBALI	Gbendembu Ngowahun	Gbendembu
	Makari Gbanti	Masongbo
	Makari Gbanti	Yainkassa
	Sella Limba	Kamakwie
	Makeni Town	Makeni Township
KAMBIA	Bramaia	Kukuna
	Magbema	Kambia Township
	Magbema	Gbonkomaria
	Magbema	Rokupr
	Mambolo	Mambolo
	Samu	Kasirie
	Samu	Yaliboya
	Tonko Limba	Madina
KOIDUGU	Dembelia - Sinkuna	Gbindi
	Dembelia - Sinkuna	Sinkunia Town
	Nieni	Alikalia
	Kasunko	Fadugu
	Wara Wara Yagala	Kabala
	Sengbe	Yogomaia
	Sulima	Falaba

DISTRICT	CHIEFDOM	LOCALITY
PORT LOKO	Kaffu Bullom	Masoyila/Rotifunk
	Kaffu Bullom	Titanfore/Lungi
	Maforki	Port Loko Township
	Marampa	Petifu madina
	Marampa	Mawullay
	Marampa	Rogballan
	Marampa	Magbele
	Marampa	Lunsar township
	Lokomasama	Masulimani Wharf
	Lokomasama	Bailor Wharf
	Lokomasama	Lower/Upper Kalangba
	Lokomasama	Pepel
	Koya	Masiaka
TONKOLILI	Gbonkolenken	Mayeppoh
	Gbonkolenken	Petifu
	Gbonkolenken	Yele
	Gbonkolenken	Yeben
	Kalansogoia	Bumbuna
	Kholifa Rowala	Magburaka
	Kunike	Masingbi
	Yoni	Mile 91
	Yoni	Rochen-Kamadawo
	Yoni	Yoni bana Township
BO	Boama	Gerihun
	Boama	Yamandu
	Bumpe Ngawo	Serabu
	Jaiama Bongor	Koribondo
	Baoma	Baoma Town
	Kakua	New York
	Kakua	Fulawahun
	Kakua	Bo Township
BONTHE	Imperi	Mbellebu
	Imperi	Moriba Town
	Jong	Timbo
	Jong	Mattru Town
	Jong	Goba Town
	Jong	Luawa
	Bonthe Urban	Bonthe Town
MOYAMBA	Dasse	Mano
	Kaiyamba	Moyamba (Township)
	Kori	Taiama
	Lower Banta	Gbangbatoke

DISTRICT	CHIEFDOM	LOCALITY
PUJEHUN	Barri	Potoru
	Panga Kabonde	Pujehun Township
	Makpele	Gofor
	Makpele	Gbaa
	Makpele	Gisiwulo
	Soro Gbema	Gonhun
	Soro Gbema	Jendema
	Soro Gbema	Fairo
	Soro Gbema	Zimmi
	WARD	LOCALITY
W/A RURAL	Koya Rural	Kissy Town
	Mountain Rural	Gloucester Village
	Mountain Rural	Leicester Village
	Mountain Rural	Regient Village
	Water Loo Rural	Benguema Village
	Water Loo Rural	Campbell Town
	Water Loo Rural	Hastings
	Water Loo Rural	Water loo/Lumpa
	York Rural	Gbembu Village
	York Rural	Goderich/Adonkia/Milton Margai
	York Rural	Funkia
	York Rural	Tombo
	WARD	LOCALITY
W/A URBAN	CENTRAL I	CENTRAL I
	CENTRAL II	CENTRAL II
	EAST I	EAST I
	EAST II	EAST II
	EAST III	EAST III
	WEST I	WEST I
	WEST II	WEST II
	WEST III	WEST III

**Urban Settlements are settlements with at least 2000 persons

APPENDIX E

THE QUESTIONNAIRE



CENSUS OF BUSINESS ESTABLISHMENTS 2005

AUGUST 8 TO SEPTEMBER 8, 2005

IDENTIFICATION PARTICULARS

001 QUESTIONNAIRE SERIAL NUMBER

002 REGION:

003 DISTRICT:

004 CHIEFDOM/WARD:

005. LOCALITY/STREET

INTRODUCTION: "My name is, I am working for Statistics Sierra Leone. We are interviewing Managers/Owners of business establishments in order to obtain useful information to compile a Directory of business establishments operating in the country for statistical purpose. The reason for this is that, since the country is now emerging from war, it is very important to have information on the industrial structure of the economy for National Planning, as well as providing essential information for investors, donor organizations, business researchers, and the general public".

We assure respondents that the information provided will be treated as confidential and used only as reference materials.

We solicit your usual co-operation and support.

Thank you.

INTERVIEWER VISIT

	VISIT I	VISIT II	VISIT III
DATE			
INTERVIEWER			
RESULT			

Result Codes: Completed: 1 Respondent not available: 2 Refused: 3 Partially

Completed: 4 Others: 5

DESIGNATION	NAME	SIGNATURE	DATE
ENUMERATOR			
SUPERVISOR			
COORDINATOR			

SECTION A: BASIC INFORMATION

Q1. Name of Business

Legal Name:.....

Trading Name:.....

Q2. Physical Address of Business

Street:.....Town:.....

Tel:.....Fax:.....E-mail:.....

Q3. Postal Address of Business : (if different from Q2)

Street:.....

Town:.....

District:.....

Tel:.....Fax:.....E-mail:.....

Q4. Contact person for follow-up:

Name:.....

Designation:.....

Tel:.....

Fax:.....

E-mail:.....

Q5. Do you intend to relocate to some other place in the next 12 months?

Yes.....1

No.....2 (if 2, Skip to Q7)

Q6. Please indicate the new Address, if available

Street:.....

Town:.....

District:.....

Tel:.....Fax:.....E-mail:.....

SECTION B: REGISTRATION

Q7. Is the business registered under the Business Registration Act No.13 of 1983?

Yes.....1

No.....2 *(if 2, Skip to Q9)*

Q8. Please indicate *(you may well ask for a copy of the certificate of registration)*:

Certificate number:.....

Date of issue:.....

Expiry date:.....

Q9. Is the business registered with any other authority?

Yes.....1

No.....2 *(if 2, Skip to Q11)*

Q10. Please provide the registration number(s):

<u>Authority</u>	<u>Registration Number</u>
NASSIT
NRA
Ministry of Trade
Ministry of Labour
Licensing Authority (specify)
Other (specify)

Q11. When did this business commence operations?

Month:..... **Year:**.....

SECTION C: ORGANIZATIONAL STRUCTURE

Q12. Does this business carry out operations from this location only?

Yes.....1 (if 1, Skip to Section E)

No.....2

Q13. Is this the

Head Office.....1 (if 1, Skip to Q15)

Branch2

Q14. As a Branch, please provide the name and address of the Head Office of the business in Sierra Leone.

Head Office Name:

Physical Address: Street:.....

Town:.....

District:.....

Tel:.....Fax:.....E-mail:.....

Postal Address (if different from above): Street:.....

Town:.....

District:.....

Tel:.....Fax.....

E-mail:.....

Q15. As the Head Office, please list all branches of the company/enterprise in Sierra Leone, with the following information for each branch (add pages if necessary):

A. Trading Name.....

Physical address: Street:.....

Town:.....

District:.....

Tel:.....Fax..... E-

mail:.....

SECTION C: ORGANIZATIONAL STRUCTURE (cont'd)

Postal address (if different from above)

Street:.....

Town:..... **District:**.....

Tel:.....Fax.....

E-mail:.....

Date operations commenced

Month:..... **Year:**.....

Main Activity of Branch

B. Trading Name.....

Physical address: Street:.....

Town:.....

District:.....

Tel:.....Fax..... E-

mail:.....

Postal address (if different from above)

Street:.....

Town:.....

District:.....

Date operations commenced

Month:..... **Year:**.....

Main Activity of Branch.....

SECTION D: ACCOUNTING PRACTICES
(Applicable only to Head Office)

Q16. Do you prepare consolidated financial statement for head office and branches?

Yes.....1 (If 1, Skip to Q19)

No.....2

Q17. Is a separate financial statement prepared for each branch?

Yes 1

No 2 (If 2, Skip to Q 20)

Q18. Do you treat branches as..?

Profit Centers 1

Revenue Centers 2

Cost Centers 3

Q19. What is your financial Year?

January 1 - December 31... .1

July 1 - July 30..... .2

Other (specify).....3

SECTION E: Form of Organization/Legal Status
(Applicable only to Head Office and Single unit Businesses):

Q20.	Type of Organization:			
	Central Government	01	Partnership	07
	Local Government	02	Sole Proprietorship	08
	Parastatal	03	Non-Profit Organization	09
	Public, Limited Liability	04	Joint Venture-Incorporated	10
	Private, Limited Liability	05	Other, <i>please specify</i>	11
	Cooperative	06		

Q21. If Sole Proprietorship, please provide the following information:

Q21 a. Name of the owner:.....

Tel: Fax E-mail

Q21b.	Nationality (circle one only):	
	Sierra Leonean	1
	Other West African	2
	Other African	3
	EU	4
	Other European	5
	Lebanese	6
	Other Asian	7
	USA	8
	Other Americans	9
	Other (Specify)	0

Q21 c. Sex: Male1

Female.... 2

SECTION F: OWNERSHIP STATUS

(Applicable only to Non Sole proprietorship, Head office and Single Unit Businesses)

Q22. What is the percentage of Ownership in this company?

National (Government):.....%

National (Private):.....%

Foreign:.....%

SECTION G: INDUSTRIAL CLASSIFICATION

(For ALL Business Entities)

Q23. Please describe briefly the main business activity of this establishment.....

.....

Q24. Circle the industrial classification of your establishment

Crop Farming	01	Wholesale trade	12
Lives Stock	02	Retail Trade	13
Poultry	03	Hotels and Restaurants	14
Forestry	04	Transport, storage and communications	15
Fishing	05	Financial Intermediation Services (Banking, Insurance, etc)	16
Mining and quarrying	06	Real Estate, renting and business activities	17
Manufacturing	07	Public Administration and Defence, compulsory social security	18
Electricity, gas and water supply	08	Education	19
Construction	09	Health and social work	20
Sale, maintenance & repair of motor vehicles;	10	Other community, social and personal service activities	21
Automotive fuel	11		

Q25. Describe the key product (s) (goods and/or services) produced and/or offered for sale by your establishment:.....

Q26. What is the main source of your raw materials?

Domestic....1

Imports.....2

SECTION H: OPERATING CHARACTERISTICS

- Q27. How many persons are working in this establishment at June 1, 2005? (if working Proprietors/Partners and unpaid family workers only, skip to Q30)**

Category	Male	Female	Total
Paid Employees			
Working Proprietors/Partners			
Unpaid (family) Workers			
Total			

- Q28. Of the total number of paid employees, how many are...?**

Category	Male	Female	Total
Sierra Leonean			
Other West African			
Other African			
European			
Asian			
American			
Other (specify).....			
Total			

- Q29. What was the total expenditure for salaries and wages for the last one year?**

2004 Le

- Q30. What was your total revenue for the last one year from all sources?**

2004 Le

THANK YOU FOR YOUR COOPERATION