

## THE WORLD BANK ENTERPRISE SURVEY

*Haiti Manufacturing Module (2018)*

**FIELDWORK SUPERVISORS AND MANAGEMENT ARE RESPONSIBLE FOR THE ACCURACY OF THIS SECTION.**

### **INFORMATION ACQUIRED PRIOR TO SCREENING:**

<b>Sampling Information [CODES FROM WBG PROGRESS REPORT]</b>	
Sampling sector	<b>a4a</b>
Sampling size	<b>a6a</b>
Sampling location	<b>a2</b>
Frame level	<b>a1c</b>

### **A. COVER [TO BE COMPLETED FROM SCREENER BEFORE INTERVIEW]**

<b>Screener Information</b>	
Screener sector	<b>a4b</b>
Module	<b>a0</b>
Screener region	<b>a3a</b>
Name of City/town/village	<b>a3x</b>
Screener size	<b>a6b</b>
Multi-establishment firm	<b>a7</b>
Panel	<b>panel</b>
Language	<b>a1a</b>

**CAPI QUESTIONS BEGIN HERE**

**A. CONTROL INFORMATION TO BE COMPLETED AT THE TIME OF THE INTERVIEW**

**INFORMATION AUTOMATICALLY GENERATED**

<b>GPS COORDINATES</b>	Degrees North (Latitude)	<b>lat</b>
	Degrees East (Longitude)	<b>lon</b>

**A.14 Time face-to-face interview begins:**

<b>Day (dd)</b>	<b>Month (mm)</b>	<b>Year (yyyy)</b>	<b>Hour (00 to 23)</b>	<b>Minutes (00 to 59)</b>
<b>a14d</b>	<b>a14m</b>	<b>a14y</b>	<b>a14h</b>	<b>a14min</b>

**INTERVIEW BEGINS HERE**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING.**

The goal of this survey is to gather information and opinions about the business environment in **Haiti**. The information gathered here will help to develop new policies and programs that enhance employment and economic growth.

The information and opinions you provide will be anonymized. Neither your name nor the name of your business will be used in any document based on this survey.

**A. CONTROL INFORMATION**

<b>A.20</b>	On which calendar date did the last completed fiscal year end?
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<b>Year</b>	<b>Month</b>	<b>Day</b>
<b>a20y</b>	<b>a20m</b>	<b>a20d</b>

**B. GENERAL INFORMATION**

**READ OUT THE FOLLOWING INTRODUCTORY SENTENCE ONLY IF A7 = 1 (yes):**

**The first few questions apply to the firm which this establishment is part of.**

<b>HTB.1</b>	<p>What is this firm's current legal status?</p> <p><b>SHOW CARD 1 [NOTE FOR IMPLEMENTATION: THE OPTIONS USED IN EACH COUNTRY SHOULD REFLECT LOCAL CONDITIONS AND BE RECODED INTO THE CATEGORIES BELOW]</b></p>
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Limited company	7
Shareholding company with shares trade in the stock market	1
Shareholding company with non-traded shares or shares traded privately	2
Sole proprietorship	3
Partnership	4
Limited partnership	5
<b>OTHER (SPONTANEOUS-SPECIFY) __ HTb1x __</b>	6
<b>DON'T KNOW (SPONTANEOUS)</b>	-9

**GO TO B.3a**

**HTb1**

**INTERVIEWER: PLEASE NOTE WHEN HTb1 IS 3 (SOLE PROPRIETORSHIP), ENTER 100% FOR QUESTION b3.**

<b>B.3</b>	What percentage of this firm does the largest owner or owners own?
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	Percent
Percentage held by largest owner or owners	<b>b3</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	-9

<b>B.3a</b>	Is the largest owner also the top manager?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	-9

**b3a**

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<b>B.2</b>	What percentage of this firm is owned by each of the following: <b>SHOW CARD 2</b>
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	Percent	DON'T KNOW (SPONTANEOUS)
Private domestic individuals, companies or organizations	<b>b2a</b> %	-9
Private foreign individuals, companies or organizations	<b>b2b</b> %	-9
Government or State	<b>b2c</b> %	-9
Other	<b>b2d</b> %	-9
	100%	

**IF 100% END  
INTERVIEW**

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

<b>B.4</b>	Amongst the owners of the firm, are there any females?
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Yes	1
No	2
DON'T KNOW (SPONTANEOUS)	-9

**GO TO B.5  
GO TO B.5**

**b4**

**INTERVIEWER: PLEASE NOTE WHEN HTb1 IS 3 (SOLE PROPRIETORSHIP) and b4 is 1 (FIRM HAS A FEMALE OWNER), ENTER 100% FOR QUESTION b4a.**

<b>B.4a</b>	What percentage of the firm is owned by females?
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	Percent
Percentage of female ownership	<b>b4a%</b>
DON'T KNOW (SPONTANEOUS)	-9

**READ ONLY IF A7=1 (yes)**

**I want to proceed by asking you about this establishment only.**

<b>B.5</b>	In what year did this establishment begin operations?
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	Year
Year establishment began operations	<b>b5</b>
DON'T KNOW (SPONTANEOUS)	-9

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>B.6</b>	How many full-time workers did this establishment have when it started operations? Please include all workers and managers. <b>INTERVIEWER: INCLUDE RESPONDENT WHEN APPLICABLE</b>
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	Number
Full-time workers at start-up	<b>b6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.6b</b>	In what year was this establishment formally registered?
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	Year
Year establishment formally registered	<b>b6b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NEVER REGISTERED (SPONTANEOUS)</b>	<b>-7</b>

**TERMINATE**

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>B.7</b>	How many years of experience working in this sector does the Top Manager have?
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	Years
Manager's experience in sector	<b>b7</b>
<b>LESS THAN ONE YEAR</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>B.7a</b>	Is the Top Manager female?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**b7a**

<b>HTB.2</b>	How many managers currently work in this establishment, including the top manager?
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	Number
Number of managers	<b>HTb2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**IF 1, GO TO QUESTION B.8**

<b>HTB.3</b>	Amongst all the managers, what is the percentage of female managers employed in this establishment?
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	Percentage
Percentage of female managers	<b>HTb3 %</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

QUESTIONNAIRE NUMBER **id**

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<b>B.8</b>	Does this establishment have an internationally-recognized quality certification? <b>INTERVIEWER: SOME EXAMPLES ARE ISO 9000 or 14000, or HACCP</b>
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Yes	1
No	2
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO C.3**

**GO TO C.3**

**b8**

<b>B.8x</b>	Please specify the internationally recognized quality certifications.
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Specify certifications	<b>b8x</b>
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**C. INFRASTRUCTURE AND SERVICES**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**Now, we turn to the establishment's operations**

**C.3** Over the last two years, did this establishment submit an application to obtain an electrical connection?

Yes	1	
No	2	<i>GO TO C.6</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.6</i>
		<b>c3</b>

**C.4** In reference to that application for an electrical connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?

	Days
Wait for electrical connection	<b>c4</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**C.5** In reference to that application for an electrical connection, was an informal gift or payment expected or requested?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
		<b>c5</b>

**C.6** Over fiscal year **2018**, did this establishment experience power outages?

Yes	1	
No	2	<i>GO TO C.10</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.10</i>
		<b>c6</b>

<b>C.7</b>	In a typical month, over fiscal year <b>2018</b> , how many power outages did this establishment experience?
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	Number	
Number of power outages in a typical month	<b>c7</b>	<i>IF 0, GO TO C.9</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.9</i>

<b>C.8</b>	How long did these power outages last on average?
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	Hours	Minutes
Average duration of power outages	<b>c8a</b>	<b>c8b</b>
<b>LESS THAN ONE MINUTE</b>		<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>-9</b>

<b>C.9</b>	Please estimate the losses that resulted from power outages either as a percentage of total annual sales or as total annual losses.
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	Percent	OR	HTG	DON'T KNOW (SPONTANEOUS)
Annual losses due to power outages	<b>c9a %</b>		<b>c9b</b>	<b>-9</b>

<b>C.10</b>	Over the course of fiscal year <b>2018</b> , did this establishment own or share a generator?
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Yes	1	
No	2	<i>GO TO C.12</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.12</i>

**c10**

<b>C.11</b>	In fiscal year <b>2018</b> , what percentage of this establishment's electricity came from a generator or generators that the establishment owned or shared?
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	Percent
Percentage electricity from generators	<b>c11 %</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.12</b>	Over the last two years, did this establishment submit an application to obtain a water connection?
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Yes	1	
No	2	<i>GO TO C.15</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO C.15</i>

**c12**

<b>C.13</b>	In reference to that application for a water connection, approximately how many days did it take to obtain it from the day of the application to the day the service was received?
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	<b>Days</b>
Wait for water connection	<b>c13</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.14</b>	In reference to that application for a water connection, was an informal gift or payment expected or requested?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANENOUS)</b>	<b>-8</b>

**c14**

<b>C.15</b>	Over fiscal year <b>2018</b> , did this establishment experience insufficient water supply for production?
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Yes	1	
No	2	<b>GO TO C.22b</b>
The establishment does not use water for production	<b>-7</b>	<b>GO TO C.22b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO C.22b</b>
		<b>c15</b>

<b>C.16</b>	In a typical month, over fiscal year <b>2018</b> , how many incidents of insufficient water supply did this establishment experience?
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	<b>Number</b>	
Number of incidents of water insufficiency in a typical month	<b>c16</b>	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO C.22b</b>

<b>C.17</b>	How long did these incidents of insufficient water supply last on average?
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	<b>Hours</b>
Average duration of insufficient water supply	<b>c17</b>
<b>LESS THAN ONE HOUR</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>C.22b</b>	At the present time, does this establishment have its own website or social media page?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>c22b</b>
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<b>C.30</b>	Using the response options on the card; To what degree is <b>Electricity</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 3</b>
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						<b>(SPONTANEOUS)</b>	
						<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
						<b>-9</b>	<b>-7</b>
Electricity	<b>c30a</b>	0	1	2	3	4	

**D. SALES AND SUPPLIES****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:****The next topic to be covered is how and where this establishment makes its sales.**

<b>D.1a1</b>	<p>In fiscal year <b>2018</b>, what was this establishment's main activity and product, that is, the activity and product that represented the largest proportion of annual sales?</p> <p><b>INTERVIEWER: PLEASE RECORD THE DESCRIPTION OF THE ACTIVITY AND PRODUCT IN DETAIL, FOR EXAMPLE, "LEATHER SHOE MANUFACTURING" NOT JUST SHOE MANUFACTURING".</b></p>
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	<b>d1a1a</b>	<b>DETAILED DESCRIPTION OF MAIN ACTIVITY AND PRODUCT</b>
Manufacturing of	1	<b>d1a1x</b>
Retail trade of	2	
Wholesale trade of	3	
Construction of	4	
Hotel or restaurant	5	
Provide services of	6	

**INTERVIEWER: IF D1A1A IS SERVICES SELECT (2-6), REVIEW TO ENSURE CORRECT MODULE IS BEING ASKED**

<b>D.1a3</b>	What percentage of total sales does the main activity or product represent?
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	<b>Percent</b>
Percentage of sales represented by main activity or product	<b>d1a3</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PLEASE NOTE THAT THE NEXT QUESTION REFERS TO THE TOTAL SALES OF ALL PRODUCTS AND SERVICES**

<b>D.2</b>	In fiscal year <b>2018</b> , what were this establishment's total annual sales for <b>all</b> products and services?
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	<b>HTG</b>
"Total annual sales in fiscal year <b>2018</b> "	<b>d2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**PLEASE ALSO WRITE OUT THE NUMBER (i.e. 50,000 AS FIFTY THOUSAND)**

<b>d2x</b>
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<b>N.3</b>	Looking back to fiscal year <b>2016</b> , what were total annual sales for this establishment?
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	HTG
Total annual sales in fiscal year <b>2016</b>	<b>n3</b>
<b>ESTABLISHMENT WAS NOT IN BUSINESS IN FISCAL YEAR 2016</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>D.3</b>	Coming back to fiscal year <b>2018</b> , what percentage of this establishment's sales were: <b>INTERVIEWER: SKIP PATTERNS MUST BE FOLLOWED IN THE ORDER THEY APPEAR IN THE TABLE</b> <b>SHOW CARD 4</b>
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	Percent	DON'T KNOW (SPONTANEOUS)	
National sales	<b>d3a</b> %	<b>-9</b>	<b>IF 100, GO TO D.10</b>
Indirect exports (sold domestically to third party that exports products)	<b>d3b</b> %	<b>-9</b>	<b>IF 100, GO TO D.8</b>
Direct exports	<b>d3c</b> %	<b>-9</b>	<b>IF 0, GO TO D.8</b>
	<b>100%</b>		

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

<b>D.4</b>	In fiscal year <b>2018</b> , when this establishment exported goods directly, how many days did it take on average from the time this establishment's goods arrived at their main point of exit (e.g., port, airport) until the time these goods cleared customs?
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	Days
Average number of days to clear customs	<b>d4</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**GO TO D.8**

<b>D.5a</b>	In reference to when this establishment exported goods directly, in clearing these goods through customs was an informal gift or payment expected or requested?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**d5a**

<b>D.8</b>	In which year did this establishment first export directly or indirectly?
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	Year
Began exporting directly or indirectly	<b>d8</b>

**DON'T KNOW (SPONTANEOUS)**

**-9**

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>D.10</b>	In fiscal year <b>2018</b> , what percentage of the value of products this establishment shipped to supply domestic markets was lost while in transit because of theft?
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	Percent
Losses due to theft as percentage of the value of the products	<b>d10</b> %
<b>NO LOSSES</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)</b>	<b>-7</b>

**GO TO D.12**

<b>D.11</b>	In fiscal year <b>2018</b> , what percentage of value of products this establishment shipped to supply domestic markets was lost while in transit because of breakage or spoilage?
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	Percent
Losses due to breakage or spoilage as percentage of the value of the products	<b>d11</b> %
<b>NO LOSSES</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>NO INTERNAL SHIPMENTS MADE (DOES NOT APPLY)</b>	<b>-7</b>

<b>HTD.1</b>	During the fiscal year <b>2018</b> , did this establishment receive payments via credit or debit card in the sale of its products or services?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION HTD.3**

**GO TO QUESTION D.12**

**HTd1**

<b>HTD.2</b>	During the last complete fiscal year, what percentage of this establishment's annual sales of goods or services were paid for with credit cards or debit card?
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Less than one percent	<b>1%</b>
Percentage of annual sales of goods or services paid with credit cards or debit cards	<b>%</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION D.12**

**GO TO QUESTION D.12**

**GO TO QUESTION D.12**

**HTd2**

<b>HTD.3</b>	What is the main reason for which this establishment did not receive payments for the sale of goods or services via credit or debit card? <b>SHOW CARD 5</b>
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The costs are too high	1
The majority of the establishment's sales are too low for a credit/debit card to be used	2
Credit/debit cards are not easy to use	3
The customers don't have credit/debit cards	4
The customers don't trust credit/debit cards	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTd3**

<b>D.12</b>	In fiscal year <b>2018</b> , what percentage of this establishment's purchases of material inputs or supplies were: <b>SHOW CARD 6</b>
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	<b>Percent</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Of domestic origin	<b>d12a</b> %	<b>-9</b>
Of foreign origin	<b>d12b</b> %	<b>-9</b>
	<b>100%</b>	

**IF 0, GO TO HTD.4**

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

<b>D.13</b>	Were any of the material inputs or supplies purchased in fiscal year <b>2018</b> imported directly?
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Yes	1	
No	2	<b>GO TO HTD.4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO HTD.4</b>
	<b>d13</b>	

<b>D.14</b>	In fiscal year <b>2018</b> , when this establishment imported material inputs or supplies, how many days did it take on average from the time these goods arrived to their point of entry (e.g. port, airport) until the time these goods could be claimed from customs?
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	<b>Days</b>
Average number of days to clear customs	<b>d14</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**GO TO HTD.4**

**D.15a**

In reference to when this establishment imported material inputs or supplies, in claiming these goods from customs was an informal gift or payment expected or requested?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANENOUS)</b>	<b>-8</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**d15a****HTD.4**During the last complete fiscal year, did this establishment use electronic media for the **purchase** of equipment, raw materials or supplies over the Internet (e-commerce)?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION HTD.6****GO TO QUESTION HTD.6****HTd4****HTD.5**What was the main reason that this establishment did not use electronic media for the **purchase** of equipment, raw materials or supplies over the Internet?**SHOW CARD 7**

Limited knowledge of e-commerce	1
Lack of or unreliable internet connection	2
The costs are too high	3
Suppliers do not offer online sales	4
No need to make purchase online	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTd5****HTD.6**During the last complete fiscal year, did this establishment use a **credit card or debit card** to **purchase** equipment, raw materials or supplies?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION HTD.8****GO TO QUESTION HTD.8****HTd6****HTD.7**What was the main reasons that this establishment did not use a credit or debit card for the **purchase** of equipment, raw materials or supplies?**SHOW CARD 8**

The costs are too high	1
Most payments from this establishment are too low for a credit / debit card to be used	2
Not easy to use	3

QUESTIONNAIRE NUMBER **id**

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Suppliers do not accept credit / debit cards	4
The firm does not have a credit / debit card	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTd7**

**HTD.8** During the last complete fiscal year, did this establishment use a **credit card or debit card** to pay for its utilities (water, electricity, telephone, etc.)?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION  
D.30**

**GO TO QUESTION  
D.30**

**HTd8**

**HTD.9** What is the main reason this establishment did not use a credit card or debit card to pay for utilities?  
**SHOW CARD 8**

The costs are too high	1
Most payments from this establishment are too low for a credit / debit card to be used	2
Not easy to use	3
Suppliers do not accept credit / debit cards	4
The firm does not have a credit / debit card	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTd9**

**D.30** Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment?  
**INTERVIEWER: READ OUT OPTIONS  
SHOW CARD 9**

		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	<b>(SPONTANEOUS)</b>	
							<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Transport	<b>d30a</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Customs and trade regulations	<b>d30b</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**R. MANAGEMENT PRACTICES****PLEASE READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:****And now I would like to ask you about management practices in this establishment.**

**R.1** Over fiscal year **2018**, what best describes what happened at this establishment when a problem in the production process arose?

**SHOW CARD 10**

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO PROBLEMS IN THE PRODUCTION PROCESS IN THE LAST COMPLETE FISCAL YEAR**

We fixed it but did not take further action	1
We fixed it and took action to make sure it did not happen again	2
We fixed it and took action to make sure that it did not happen again, and had a continuous improvement process to anticipate problems like these in advance	3
No action was taken	4
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**r1**

**R.2** Over fiscal year **2018**, did this establishment monitor any performance indicators?

Yes	1	
No	2	<b>GO TO R.4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO R.4</b>
		<b>r2</b>

**R.3** Over fiscal year **2018**, how many performance indicators were monitored at this establishment?

**INTERVIEWER: READ OUT**

1-2 indicators	1
3-9 indicators	2
10 or more indicators	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**r3**

<b>R.4</b>	Over fiscal year <b>2018</b> , did this establishment have production targets? Examples of production targets are: production volume, quality, efficiency, waste, or on-time delivery.
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Yes	1	
No	2	<b>GO TO R.8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO R.8</b>
		<b>r4</b>

<b>R.5</b>	Over fiscal year <b>2018</b> , what best describes the time frame of production targets at this establishment? <b>SHOW CARD 11</b>
------------	---------------------------------------------------------------------------------------------------------------------------------------

Main focus was on short term, less than one year	1	
Main focus was on long term, one year or more	2	
Combination of short-term and long-term targets	3	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>r5</b>

<b>R.6</b>	Over fiscal year <b>2018</b> , how easy or difficult was it for this establishment to achieve its production targets overall? <b>SHOW CARD 12</b>
------------	------------------------------------------------------------------------------------------------------------------------------------------------------

Achieved without much effort	1	
Achieved with some effort	2	
Achieved with normal amount of effort	3	
Achieved with more than normal effort	4	
Only achieved with extraordinary effort	5	
Targets were not achieved	6	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>r6</b>

<b>R.7</b>	Over fiscal year <b>2018</b> , who was aware of the production targets at this establishment? <b>SHOW CARD 13</b>
------------	----------------------------------------------------------------------------------------------------------------------

Only senior managers	1	
Most managers and some production workers	2	
Most managers and most production workers	3	
All managers and most production workers	4	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>r7</b>

**R.8** Over fiscal year **2018**, did this establishment have performance bonuses for managers?

Yes	1	
No	2	<b>GO TO R.10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO R.10</b>
		<b>r8</b>

**R.9** Over fiscal year **2018**, what were managers' performance bonuses mostly based on?  
**INTERVIEWER: READ OUT**

**INTERVIEWER: IF THE ESTABLISHMENT IS NOT PART OF A MULTI-ESTABLISHMENT FIRM (A7 IS NO), THEN DO NOT USE OPTION 4**

Their own performance	1	
Their team's performance	2	
The establishment's performance	3	
The firm's performance	4	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>r9</b>

**R.10** Over fiscal year **2018**, what was the primary way non-managers were promoted at this establishment?  
**SHOW CARD 14**

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO PROMOTIONS OF NON-MANAGERS IN THE LAST COMPLETE FISCAL YEAR**

Based solely on performance and ability	1	
Based partly on performance and ability, and partly on other factors (for example, tenure or family connections)	2	
Based mainly on factors other than performance and ability (for example, tenure or family connections)	3	
Non-managers are normally not promoted	4	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>	
		<b>r10</b>

**R.11** Over fiscal year **2018**, when was an under-performing non-manager reassigned or dismissed?  
**SHOW CARD 15**

**INTERVIEWER: SELECT "DOES NOT APPLY" (-7) IF THERE WERE NO UNDER-PERFORMING NON-MANAGERS IN THE LAST COMPLETE FISCAL YEAR**

Within 6 months of identifying under-performance	1	
After 6 months of identifying under-performance	2	
Rarely or never	3	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>	
		<b>r11</b>

**E. DEGREE OF COMPETITION**

<b>E.1</b>	In fiscal year <b>2018</b> , which of the following was the main market in which this establishment sold its main product? <b>SHOW CARD 16</b>
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Local – main product sold mostly in same municipality where establishment is located	1	
National – main product sold mostly across the country where establishment is located	2	
International	3	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO E.6</b>
		<b>e1</b>

<b>E.2</b>	In fiscal year <b>2018</b> , for the main market in which this establishment sold its main product, how many competitors did this establishment's main product face?
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Number of competitors	<b>e2b</b>
<b>TOO MANY TO COUNT</b>	<b>-4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>E.6</b>	Does this establishment at present use technology licensed from a foreign-owned company, excluding office software?
------------	---------------------------------------------------------------------------------------------------------------------

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>e6</b>

<b>E.11</b>	Does this establishment compete against unregistered or informal establishments?
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Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>e11</b>

<b>E.30</b>	Using the response options on the card; To what degree are <b>Practices of Competitors in the Informal Sector</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 17</b>
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	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Practices of competitors in the informal sector <b>e30</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

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**H. INNOVATION**


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**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING**

And now we switch to a different topic. In this section “new” means new to the establishment but not necessarily new to the market.

<b>H.1</b>	During the last three years, has this establishment introduced new or improved product or services?
------------	-----------------------------------------------------------------------------------------------------

Yes	1	<b>GO TO H.5</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>h1</b>
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<b>H.2</b>	Were any of the new or improved products or services also new for the establishment's main market?
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Yes	1	<b>h2</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>H.3</b>	<p>Please describe in detail the <b>main</b> new or improved product or service that this establishment introduced during the last three years.</p> <p>The main new or improved product or service is the one that represented the largest proportion of this establishment's sales in value (not volume) during the last three years.</p>
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**Description**

<b>DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE</b>
------------------------------------------------------

<b>h3x</b>
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<b>H.4</b>	Please describe in detail how the <b>main</b> new or improved product or service is different than the most similar product, if any, previously produced by this establishment.
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**INTERVIEWER: IF THERE IS NOTHING SIMILAR ENTER “COMPLETELY NEW”**

**Description**

<b>DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE</b>
------------------------------------------------------

<b>h4x</b>
------------

<b>H.5</b>	<p>During the last three years, has this establishment introduced any new or improved process? These include:</p> <p>methods of manufacturing products or offering services; logistics, delivery, or distribution methods for inputs, products, or services; or supporting activities for processes?</p>
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Yes	1	
No	2	<b>GO TO H.8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO H.8</b>

**h5**

<b>H.6</b>	<p>Please describe in detail the <u>main</u> new or improved process that this establishment introduced during the last three years. The main innovative process is the innovative process that had the largest impact on the operations of the establishment during the last three years.</p>
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**Description**

**DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE**

**h6x**

<b>H.7</b>	<p>Please describe in detail how the <u>main</u> new or improved process is different than the most similar process that is or was used by this establishment.</p>
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**IF THERE IS NOTHING SIMILAR ENTER "COMPLETELY NEW"**

**Description**

**DESCRIPTION SHOULD BE AS DETAILED AS POSSIBLE**

**h7x**

<b>H.8</b>	<p>During fiscal year 2018, did this establishment spend on research and development activities, either in-house or contracted with other companies, excluding market research surveys?</p>
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Yes	1	
No	2	<b>GO TO F.1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO F.1</b>

**h8**

<b>H.9</b>	<p>During fiscal year 2018, how much did this establishment spend on research and development activities, either in-house or contracted with other companies?</p>
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	<b>HTG</b>
Cost of research and development activities	<b>h9</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

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**F. CAPACITY**


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<b>F.1</b>	In fiscal year <b>2018</b> , what was this establishment's output produced as a percentage of the maximum output possible if using all the physical capital available (capacity utilization)?
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	Percent
Capacity utilization	<b>f1</b> %
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>F.2</b>	In fiscal year <b>2018</b> , how many hours per week did this establishment normally operate? <b>INTERVIEWER: RESPONSE CANNOT BE GREATER THAN 168 HOURS</b>
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	Hours
Typical hours of operation in a week	<b>f2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**G. LAND AND PERMITS**

**G.6** Of the **buildings** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)
Owned by this establishment	<b>g6a</b> %	<b>-9</b>

**G.1** Of the **land** occupied by this establishment, what percentage is owned by this establishment?

	Percent	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY IS A FLOOR IN A BUILDING(SPONT ANEOUS)
Owned by this establishment	<b>g1a</b> %	<b>-9</b>	<b>-7</b>

**G.2** Over the last two years, did this establishment submit an application to obtain a construction-related permit?

Yes	1	
No	2	<b>GO TO G.30</b>
DON'T KNOW (SPONTANEOUS)	<b>-9</b>	<b>GO TO G.30</b>
		<b>g2</b>

**G.3** In reference to that application for a construction-related permit, approximately how many days did it take to obtain it from the day of the application to the day the permit was granted?

	Days
Wait for a construction-related permit	<b>g3</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS (SPONTANEOUS)</b>	<b>-6</b>
<b>APPLICATION DENIED (SPONTANEOUS)</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**G.4** In reference to that application for a construction-related permit, was an informal gift or payment expected or requested?

Yes	1	
No	2	
DON'T KNOW (SPONTANEOUS)	<b>-9</b>	
REFUSAL (SPONTANEOUS)	<b>-8</b>	
		<b>g4</b>

<b>G.30</b>	Using the response options on the card; To what degree is <b>Access to Land</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 17</b>
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						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle			
Access to land <b>g30a</b>	0	1	2	3	4	-9	-7

**I. CRIME**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**We now turn to another topic.**

**I.1** In fiscal year **2018**, did this establishment pay for security, for example equipment, personnel, or professional security services including internet security?

Yes	1	
No	2	<i>GO TO I.3</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO I.3</i>
		<b>i1</b>

**I.2** In fiscal year **2018**, what percentage of this establishment's total annual sales was paid for security, or what was the total annual cost of security?

	<b>As a percentage of sales</b>	<b>OR</b>	<b>HTG</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Annual cost of security	<b>i2a</b> %		<b>i2b</b>	<b>-9</b>

**I.3** In fiscal year **2018**, did this establishment experience losses as a result of theft, robbery, vandalism, arson on this establishment's premises or from internet hacking or fraudulent internet transactions?

Yes	1	
No	2	<i>GO TO I.30</i>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<i>GO TO I.30</i>
		<b>i3</b>

**I.4** In fiscal year **2018**, what were the estimated losses as a result of theft, robbery, vandalism, arson, internet hacking or fraudulent internet transactions that occurred on this establishment's premises either as a percentage of total annual sales or as total annual losses?

	<b>As a percentage of sales</b>	<b>OR</b>	<b>HTG</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Annual losses	<b>i4a</b> %		<b>i4b</b>	<b>-9</b>

QUESTIONNAIRE NUMBER **id**

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<b>I.30</b>	Using the response options on the card; To what degree is <b>Crime, Theft and Disorder</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 17</b>
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						(SPONTANEOUS)	
						DON'T KNOW	DOES NOT APPLY
No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle			
Crime, theft and disorder <b>i30</b>	0	1	2	3	4	-9	-7

**K. FINANCE**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**I would like to ask you a few questions about how you finance the operations of this establishment.**

**K.3** Over fiscal year **2018**, please estimate the proportion of this establishment's working capital, that is the funds available for day-to-day operations, that was financed from each of the following sources?  
**SHOW CARD 18**

	Percent	DON'T KNOW (SPONTANEOUS)
Internal funds or retained earnings	<b>k3a</b> %	<b>-9</b>
Borrowed from banks: private and state-owned	<b>k3bc</b> %	<b>-9</b>
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	<b>k3e</b> %	<b>-9</b>
Purchases on credit from suppliers and advances from customers	<b>k3f</b> %	<b>-9</b>
Other, moneylenders, friends, relatives, etc.	<b>k3hd</b> %	<b>-9</b>
	<b>100%</b>	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100%  
UNLESS RESPONDENT DOES NOT KNOW**

**K.4** In fiscal year **2018**, did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings, including expansion and renovations of existing structures?

Yes	1	
No	2	<b>GO TO K.4b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.4b</b>
		<b>k4</b>

**N.5** In fiscal year **2018**, how much did this establishment spend on purchases of:  
**INTERVIEWER: READ OUT**

	HTG	DON'T KNOW (SPONTANEOUS)
New or used machinery, vehicles, and equipment?	<b>n5a</b>	<b>-9</b>
Land and buildings including expansion and renovations of existing structures?	<b>n5b</b>	<b>-9</b>

<b>K.5</b>	Over fiscal year <b>2018</b> , please estimate the proportion or <b>HTG</b> amount of this establishment's total purchases of fixed assets that were financed from the following sources: <b>SHOW CARD 19</b>
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	Percent	OR	Amount HTG	DON'T KNOW (SPONT ANEOU S)
Internal funds or retained earnings	<b>k5a</b> %		<b>k5a1</b>	<b>-9</b>
Owners' contribution or issued new equity shares	<b>k5i</b> %		<b>k5i1</b>	<b>-9</b>
Borrowed from banks: private and state-owned	<b>k5bc</b> %		<b>k5bc1</b>	<b>-9</b>
Borrowed from non-bank financial institutions, which include microfinance institutions, credit cooperatives, credit unions, or finance companies	<b>k5e</b> %		<b>k5e1</b>	<b>-9</b>
Purchases on credit from suppliers and advances from customers	<b>k5f</b> %		<b>k5f1</b>	<b>-9</b>
Other, moneylenders, friends, relatives, bonds, etc	<b>k5hdj</b> %		<b>k5hdj1</b>	<b>-9</b>
	<b>100%</b>		<b>n5a+n5b</b>	

**INTERVIEWER: CHECK THAT TOTAL SUMS TO 100% OR THAT TOTAL SUM EQUALS TOTAL PURCHASES IN N5  
UNLESS RESPONDENT DOES NOT KNOW**

<b>READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:</b> <b>Now I would like to ask you about the fiscal year before last.</b>
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<b>K.4b</b>	In fiscal year <b>2017</b> , did this establishment purchase any new or used fixed assets, such as machinery, vehicles, equipment, land or buildings, including expansion and renovations of existing structures?
-------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Yes	1	
No	2	<b>GO TO K.6</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.6</b>
	<b>k4b</b>	

<b>N.5c</b> <b>N.5d</b>	In fiscal year <b>2017</b> , how much did this establishment spend on purchases of: <b>INTERVIEWER: READ OUT</b>
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	HTG	DON'T KNOW (SPONTANEOUS)
New or used machinery, vehicles, and equipment	<b>n5c</b>	<b>-9</b>
Land and buildings	<b>n5d</b>	<b>-9</b>

<b>READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:</b> <b>Now let's talk about the establishment's present situation.</b>
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**K.6** At this time, does this establishment have a checking (current) or savings account?

Yes	1	<i>GO TO HTK.2</i> <i>GO TO K.7</i>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>k6</b>
-----------

**HTK.1** Currently, does this establishment have  
**INTERVIEWER: READ OUT**

	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
A current account or savings account denominated in a foreign currency <b>HTk1a</b>	1	2	<b>-9</b>
A current account or savings account in a bank in a foreign country <b>HTk1b</b>	1	2	<b>-9</b>

*AFTER QUESTION HTK.1, GO TO QUESTION K.7*

**HTK.2** What is the main reason for which this establishment does not have a current account or a savings account?  
**SHOW CARD 20**

Does not need a current account or a savings account	1
The application procedures were complex	2
The interest rates were not favorable	3
The costs are too high	4
Other	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>HTk2</b>
-------------

**K.7** At this time, does this establishment have an overdraft facility?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>k7</b>
-----------

**K.8** At this time, does this establishment have a line of credit or a loan from a financial institution?

Yes	1	<i>GO TO K.15d</i> <i>GO TO K.15d</i>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>k8</b>
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<b>K.9</b>	Referring to the most recent line of credit or loan, what type of financial institution granted this loan? <b>SHOW CARD 21</b>
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Private commercial banks	1	
State-owned banks or government agency	2	
Non-bank financial institutions	3	<b>GO TO K.10</b>
Other	4	<b>GO TO K.10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.10</b>
		<b>k9</b>

<b>HTK.3</b>	Referring to the most recent line of credit or loan, which financial institution granted this loan? <b>SHOW CARD 22</b>
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Unibank	1	
Sogebank	2	
Banque Nationale de Crédit (BNC)	3	
Capital Bank	4	
Citi	5	
Banque de l'Union Haïtienne	6	
Banque Populaire Haïtienne	7	
<b>OTHER (SPONTANEOUS – SPECIFY) _HTk3x</b>	<b>8</b>	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>HTk3</b>

<b>K.10</b>	Referring only to this most recent line of credit or loan, in what year was the most recent line of credit or loan approved?
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	<b>Year</b>
Year most recent line of credit or loan approved	<b>k10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR**

<b>K.11</b>	Referring only to this most recent line of credit or loan, what was its value at the time of approval?
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	<b>HTG</b>
Size of most recent line of credit or loan approved	<b>k11</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>HTK.4</b>	Referring only to this most recent line of credit or loan, what was its duration at the time of approval?
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	Month
Duration of the most recently approved line of credit or loan	<b>HTk4</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>HTK.5</b>	Referring only to this most recent line of credit or loan, was it granted as part of a government-supported program?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk5**

<b>K.13</b>	Referring only to this most recent line of credit or loan, did the financing require collateral?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO K.15b**

**GO TO K.15b**

**k13**

<b>K.14</b>	Referring only to this most recent line of credit or loan, what type of collateral was required? <b>INTERVIEWER: READ OUT</b>
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Collateral	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Land, buildings under ownership of the establishment <b>k14a</b>	1	2	<b>-9</b>
Machinery and equipment including movables <b>k14b</b>	1	2	<b>-9</b>
Accounts receivable and inventories <b>k14c</b>	1	2	<b>-9</b>
Personal assets of owner (house, etc.) <b>k14d</b>	1	2	<b>-9</b>
Other forms of collateral not included in the categories above <b>k14e</b>	1	2	<b>-9</b>

**QUESTION HTK.6 SHOULD ONLY BE ASKED IN K.14b=2**

<b>HTK.6</b>	When applying for the last line of credit or the last loan, what was the main reason why this establishment could not use machinery and equipment including movables as collateral? <b>SHOW CARD 23</b>
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Lack of an eligible security	1
The bank did not offer this option	2
Lack of knowledge of this option	3
There were additional costs associated with using moveables as collateral	4
Other	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk6**

**K.15a** Referring only to this most recent line of credit or loan, what was the approximate value of the collateral required?

	HTG
Value of collateral	<b>k15a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**K.15b** What is the total number of open lines of credit and outstanding loans held by this establishment?

	Number	
Total number of open lines of credit and outstanding loans	<b>k15b</b>	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO K.15d</b>

**K.15c** What is the total outstanding balance of all open lines of credit and loans held by this establishment?

	HTG
Total outstanding balance of all open lines of credit and loans	<b>k15c</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**K.15d** At this time, does the owner or owners of this establishment have any outstanding personal loans that are used to finance this establishment's business activities?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>k15d</b>

**K.16** Referring again to fiscal year **2018**, did this establishment apply for any lines of credit or loans?

Yes	1	<b>GO TO HTK.7</b>
No	2	<b>GO TO HTK.11</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>k16</b>

**K.17** What was the **main** reason why this establishment did not apply for any line of credit or loan?  
**SHOW CARD 24**

No need for a loan - establishment had sufficient capital	1	<b>GO TO HTK.11</b>
Application procedures were complex	2	<b>GO TO HTK.11</b>
Interest rates were not favorable	3	<b>GO TO HTK.11</b>
Collateral requirements were too high	4	<b>GO TO HTK.11</b>
Size of loan and maturity were insufficient	5	<b>GO TO HTK.11</b>
Did not think it would be approved	6	<b>GO TO HTK.11</b>
Other	7	<b>GO TO HTK.11</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO HTK.11</b>
		<b>k17</b>

<b>HTK.7</b>	Did this establishment complete the steps of applying for a loan or line of credit partially or fully online?
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Yes	1	<b>GO TO QUESTION K.20</b>
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION K.20</b>
		<b>HTk7</b>

<b>HTK.8</b>	What is the main reason this establishment did not complete the application online? <b>SHOW CARD 25</b>
--------------	------------------------------------------------------------------------------------------------------------

The option to complete the application online was not available	1	
The process was too complex	2	
Lack of reliable or secure internet connection	3	
Reluctance to share the required professional or personal data online	4	
Other	5	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
		<b>HTk8</b>

<b>K.20</b>	Referring only to this most recent application for a line of credit or loan, what was the outcome of that application? <b>INTERVIEWER: READ OUT</b>
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Application was approved in full	1	<b>GO TO QUESTION HTK.10</b>
Application was approved in part	2	<b>GO TO QUESTION HTK.10</b>
Application was rejected	3	
Application was withdrawn	4	<b>GO TO QUESTION HTK.10</b>
<b>APPLICATION STILL IN PROCESS</b>	<b>-6</b>	<b>GO TO QUESTION HTK.10</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION HTK.10</b>
		<b>k20a1</b>

<b>HTK.9</b>	Referring only to this most recent application for a line of credit or loan, what was the main reason the lender rejected the request? <b>SHOW CARD 26</b>
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Unacceptable guarantees or co-signatories	1
Insufficient profitability	2
Problems with credit history	3
Incomplete loan request	4
Too much debt already	5
Other	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk9**

<b>HTK.10</b>	When applying for the last line of credit or loan, what was the main reason this establishment chose this financial institution? <b>SHOW CARD 27</b>
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Personal relationship with the institution	1
Loan conditions (interest rate, guarantee requirements, maturity offered)	2
Have other products with this institution (for example, savings or checking accounts)	3
Proximity to the institution	4
Reputation of the institution	5
Only option available	6
Other	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk10**

<b>HTK.11</b>	Still referring to the last full fiscal year, during the year 2018, did this establishment use online banking services?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION HTK.14**

**GO TO QUESTION HTK.15**

**HTk11**

<b>HTK.12</b>	What is the main transaction for which this establishment used online banking? <b>SHOW CARD 28</b>
---------------	-------------------------------------------------------------------------------------------------------

Make payments	1
Check finances	2
Access a savings account	3
Ask for a loan	4
Other	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk12**

<b>HTK.13</b>	What is the main reason this establishment started using online banking? <b>SHOW CARD 29</b>
---------------	-------------------------------------------------------------------------------------------------

To reduce the cost of financial transactions	1
To reduce the time spent performing financial transactions	2
To reduce the risks associated with financial transactions	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk13****AFTER QUESTION HTK.13 GO TO QUESTION HTK.15**

<b>HTK.14</b>	What is the main reason this establishment did not use online banking ? <b>SHOW CARD 30</b>
---------------	------------------------------------------------------------------------------------------------

Limited knowledge of online banking services	1
No internet access or unreliable internet connection	2
The fees are too high	3
Online banking services are not available	4
Other	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk14**

<b>HTK.15</b>	<b>Over the last three years</b> , has access to external funding for this establishment increased, decreased, or remained the same? <b>SHOW CARD 31</b>
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Increased	1
Decreased	2
Remained the same	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk15**

**QUESTIONS HTK.16 AND HTK.17 SHOULD ONLY BE ASKED IF K6==1 OR HTk1a==1 OR HTk1b==1**

<b>HTK.16</b>	Which of the following transactions did this establishment perform during the last 12 months? <b>INTERVIEWER: READ OUT OPTIONS</b>		
	<b>Yes</b>	<b>No</b>	<b>DON'T KNOW (SPONTANEOUS)</b>
Cash or deposit a check into the bank account of this establishment <b>HTk16a</b>	1	2	<b>-9</b>
Deposit cash into this establishment's bank account <b>HT k16b</b>	1	2	<b>-9</b>
Withdraw cash from a bank account belonging to this establishment using a cash machine (ATM) <b>HTk16c</b>	1	2	<b>-9</b>
Transfer money between two bank accounts belonging to this establishment	1	2	<b>-9</b>

<b>HTk16d</b>			
Transfer of money from this institution's bank account to another person's or another company's bank account <b>HTk16e</b>	1	2	-9
Receive money from someone paid into a bank account belonging to this establishment <b>HTk16f</b>	1	2	-9
Draw a bank check from this establishment's bank account <b>HTk16g</b>	1	2	-9
Obtain a bank statement for this establishment's bank account <b>HTk16h</b>	1	2	-9

<b>HTK.17</b>	If your bank provided the products or services listed below, which one would be most useful for your establishment? <b>SHOW CARD 32</b>
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Financial Training Program	1
Networking opportunities	2
Access to consulting services (e.g., accounting) at a subsidized price	3
Insurance (in collaboration with an insurance company)	4
Subsidized credit	5
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTk17**

<b>K.21</b>	In fiscal year <b>2018</b> , did this establishment have its annual financial statements checked and certified by an external auditor?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**k21**

<b>K.30</b>	Using the response options on the card; To what degree is <b>Access to Finance</b> an obstacle to the current operations of this establishment? <b>SHOW CARD 33</b>
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						(SPONTANEOUS)	
	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Access to finance <b>k30</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**S. MOBILE MONEY****INTERVIEWER: READ THE FOLLOWING**

I would now like to ask you about the use of a telephone or mobile device to make payments for transactions related to the activity of this establishment.

<b>HTS.1</b>	In the context of its <b>current</b> activities, does this establishment use mobile money (e.g., payment via mobile phone, using a service such as « MonCash ») for its <b>financial transactions</b> ?
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Yes	1	<b>GO TO QUESTION HTS.3</b>
No	2	<b>GO TO QUESTION HTS.2</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION HTO.1</b>

**HTs1**

<b>HTS.2</b>	In the past, has this establishment ever used mobile money for its <b>financial transactions</b> ?
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Yes	1	<b>GO TO QUESTION HTS.6</b>
No	2	<b>GO TO QUESTION HTS.7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO QUESTION HTO.1</b>

**HTs2**

<b>HTS.3</b>	In the course of a typical month during the fiscal year <b>2018</b> , in how many days was mobile money used?
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	Days	
Number of days of mobile money use		<b>HTs3</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	

<b>HTS.4</b>	What are the reasons this establishment uses mobile money? <b>INTERVIEWER: READ</b>
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	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
To pay its employees <b>HTs4a</b>	1	2	<b>-9</b>
To pay its suppliers <b>HTs4b</b>	1	2	<b>-9</b>
To pay establishment bills regarding water, electricity, telephone, television, etc. <b>HTs4c</b>	1	2	<b>-9</b>
To receive payments from customers <b>HTs4d</b>	1	2	<b>-9</b>

<b>HTS.5</b>	Please indicate the <b>main</b> reason why this establishment started to use mobile money for its financial transactions. <b>SHOW CARD 34</b>
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To reduce the cost of financial transactions	1
To reduce the time spent on financial transactions	2
To reduce the risks associated with financial transactions	3
To meet the demand of suppliers	4
To meet the demand of customers	5
In order to align with competitors	6
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTs5****AFTER QUESTION HTS.5, GO TO QUESTION HTO.1**

<b>HTS.6</b>	Please indicate the <b>main</b> reason why this establishment stopped using mobile money for financial transactions? <b>SHOW CARD 35</b>
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Bad experience with mobile money	1
The fees were too high	2
The majority of this establishment's payments were too high for mobile money to be used	3
It was not easy to use	4
Customers did not use mobile money	5
Suppliers did not use mobile money	6
The establishment has access to other financial products and does not need to use mobile money	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTs6****AFTER QUESTION HTS.6, GO TO QUESTION HTO.1**

<b>HTS.7</b>	Please indicate the <b>main reason</b> why this establishment <b>does not use</b> , and <b>has never used</b> , mobile money for financial transactions? <b>SHOW CARD 36</b>
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Limited knowledge of mobile money	1
The fees are too high	2
The majority of this establishment's payments were too high for mobile money to be used	3
It is not easy to use	4
Customers do not use mobile money	5
Suppliers do not use mobile money	6
The establishment has access to other financial products and does not need to use mobile money	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTs7**

**O. INSURANCE**

**HTO.1** Currently, does this establishment have insurance?

Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**GO TO QUESTION HTO.4****GO TO QUESTION HTO.5****HTo1**

**HTO.2** Over the last three years, has access to insurance for this establishment increased, decreased, or remained the same?  
**SHOW CARD 37**

Increased	1
Decreased	2
Remained the same	3
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**HTo2**

**HTO.3** What type of insurance does this establishment have?  
**INTERVIEWER: READ OUT OPTIONS**

	Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Commercial Insurance <b>HTo3a</b>	1	2	<b>-9</b>
Insurance against fire or natural disaster <b>HTo3b</b>	1	2	<b>-9</b>
Property damage insurance <b>HTo3c</b>	1	2	<b>-9</b>
Other <b>HTo3d</b>	1	2	<b>-9</b>

**AFTER QUESTION HTO.3, GO TO QUESTION HTO.5**

**HTO.4** What is the main reason why this establishment does not have insurance?  
**SHOW CARD 38**

	<b>HTo4</b>
The establishment does not need insurance	1
The establishment does not believe in insurance / does not trust insurers	2
Insurance premiums, fees or costs are too high	3
The establishment does not understand how insurance works	4
Onerousness compensation procedures	5
The insurance was refused to the establishment or the establishment did not qualify	6

Other	7
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>HTO.5</b>	Which of the following unforeseen events did this establishment face during the last 12 months? <b>INTERVIEWER: READ OUT OPTIONS</b>
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		Yes	No	<b>DON'T KNOW (SPONTANEOUS)</b>
Damage to property / assets	<b>HTo5a</b>	1	2	<b>-9</b>
Natural disaster (e.g., flood / storm)	<b>HTo5b</b>	1	2	<b>-9</b>
Temporary closure of the establishment due to civil unrest		1	2	<b>-9</b>
<b>HTo5c</b>				
Fire or destruction of property	<b>HTo5d</b>	1	2	<b>-9</b>
Other	<b>HTo5e</b>	1	2	<b>-9</b>

## J. BUSINESS-GOVERNMENT RELATIONS

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**  
The following questions assess how establishments, such as this one, deal with government officials and their agencies.

<b>J.1</b>	Please tell me if you Strongly disagree, Tend to disagree, Tend to agree, or Strongly agree with the statement: "The court system is fair, impartial and uncorrupted". <b>SHOW CARD 39</b>
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		Strongly disagree	Tend to disagree	Tend to agree	Strongly agree	(SPONTANEOUS)	
						<b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
"The court system is fair, impartial and uncorrupted."	<b>h7a</b>	1	2	3	4	<b>-9</b>	<b>-7</b>

<b>J.2</b>	In a typical week over the last year, what percentage of total senior management's time was spent on dealing with requirements imposed by government regulations? (By senior management I mean managers, directors, and officers above direct supervisors of production or sales workers.)
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	Percent
Senior management's time spent on dealing with regulations	<b>j2</b> %

0								
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<b>NO TIME WAS SPENT</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**J.3** Over the last year, was this establishment visited or inspected by tax officials or required to meet with them?

Yes	1	
No	2	<b>GO TO J.6a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO J.6a</b>
		<b>j3</b>

**J.4** Over the last year, how many times was this establishment visited or inspected by tax officials or required to meet with them?

	Number
Times inspected or met with tax officials	<b>j4</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

**J.5** In any of these inspections or meetings was a gift or informal payment expected or requested?

Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
		<b>j5</b>

**J.6a** Over the last year, has this establishment secured or attempted to secure a government contract?

Yes	1	
No	2	<b>GO TO J.7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO J.7</b>
		<b>j6a</b>

**J.6** When establishments like this one do business with the government, what percent of the contract value would be typically paid in informal payments or gifts to secure the contract?

	Percent
Percent of the contract value paid as informal payments or gifts	<b>j6</b> %
<b>NO PAYMENTS</b>	<b>0</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

<b>J.7</b>	It is said that establishments are sometimes required to make gifts or informal payments to public officials to “get things done” with regard to customs, taxes, licenses, regulations, services etc. On average, what percentage of total annual sales, or estimated total annual value, do establishments like this one pay in informal payments or gifts to public officials for this purpose?
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	As a percentage of sales	OR	HTG	NO PAYMENTS OR GIFTS ARE PAID	DON'T KNOW (SPONTA NEOUS)	REFUSAL (SPONTA NEOUS)
Informal payments or gifts	<b>j7a</b> %		<b>j7b</b>	0	-9	-8

<b>J.10</b>	Over the last two years, did this establishment submit an application to obtain an import license?
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Yes	1	
No	2	<b>GO TO J.13</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO J.13</b>
		<b>j10</b>

<b>J.11</b>	Approximately how many days did it take to obtain this import license from the day of the application to the day it was granted?
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	<b>Days</b>
Wait for import license	<b>j11</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>J.12</b>	In reference to that application for an import license, was an informal gift or payment expected or requested?
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Yes	1	
No	2	
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>	
		<b>j12</b>

<b>J.13</b>	Over the last two years, did this establishment submit an application to obtain an operating license?
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Yes	1	
No	2	<b>GO TO J.30</b>

<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO J.30</b>
	<b>j13</b>	

<b>J.14</b>	Approximately how many days did it take to obtain this operating license from the day of the application to the day it was granted?
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	Days
Wait for operating license	<b>j14</b>
<b>LESS THAN ONE DAY</b>	<b>1</b>
<b>STILL IN PROCESS</b>	<b>-6</b>
<b>APPLICATION DENIED</b>	<b>-5</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>J.15</b>	In reference to that application for an operating license, was an informal gift or payment expected or requested?
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Yes	1
No	2
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>REFUSAL (SPONTANEOUS)</b>	<b>-8</b>

**j15**

<b>J.30</b>	Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment? <b>INTERVIEWER: READ OUT OPTIONS</b> <b>SHOW CARD 40</b>
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	POSITION	No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Tax rates <b>j30a</b>	<b>j30_taxrate_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Tax administration <b>j30b</b>	<b>j30_taxadmin_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Business licensing and permits <b>j30c</b>	<b>j30_permit_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Political instability <b>j30e</b>	<b>j30_instability_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Corruption <b>j30f</b>	<b>j30_corruption_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Courts <b>h30</b>	<b>j30_courts_pos</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED**

QUESTIONNAIRE NUMBER **id**

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**INTERVIEWER READ OUT:**

**I would like to ask you a few questions about this establishment's labor force. Should I continue with you or with the Human Resources department?**

**IF YES, CONTINUE WITH SECTION L WITH CURRENT RESPONDENT**

**IF NO, CONTINUE WITH SECTION M WITH CURRENT RESPONDENT  
AND ASK L SECTION TO A HUMAN RESOURCES REPRESENTATIVE**

**L. LABOR**

**READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

Now I would like to ask you a few questions about this establishment's labor force.

<b>L.1</b>	<p>At the end of fiscal year <b>2018</b>, how many permanent, full-time individuals worked in this establishment? Please include all workers and managers.</p> <p>Permanent, full-time workers are defined as all workers that work for a term of one or more fiscal years and/or have a guaranteed renewal of their employment and that work a full shift.</p> <p><b>INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE</b></p>
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	Number
Permanent, full-time workers at the end of last fiscal year	<b>11</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>L.2</b>	<p>Looking back, at the end of fiscal year <b>2016</b>, how many permanent, full-time individuals worked in this establishment? Please include all workers and managers.</p> <p><b>INTERVIEWER: INCLUDE INTERVIEWEE IF APPLICABLE</b></p>
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	Number
Permanent, full-time workers in <b>2016</b>	<b>12</b>
<b>IF ESTABLISHMENT WAS NOT IN BUSINESS IN 2016</b>	<b>-7</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>L.3</b>	<p>Coming back to fiscal year <b>2018</b>, at the end of the fiscal year, how many permanent, full-time individuals in this establishment were:</p> <p><b>INTERVIEWER: READ EACH CATEGORY</b></p>
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	Number	<b>DON'T KNOW (SPONTANEOUS)</b>
Production workers	<b>13a</b>	<b>-9</b>
Non-production workers (administration, sales)	<b>13b</b>	<b>-9</b>

<b>L.4</b>	At the end of fiscal year <b>2018</b> , how many permanent, full-time production workers in this establishment were: <b>SHOW CARD 41</b>
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	Number	DON'T KNOW (SPONTANEOUS)
In <b>skilled</b> jobs, that is professionals or technicians whose tasks require extensive theoretical and technical knowledge	<b>14a1</b>	<b>-9</b>
In <b>semi-skilled</b> jobs, that is workers whose tasks require some level of mechanical or technical knowledge	<b>14a2</b>	<b>-9</b>
In <b>low-skilled</b> jobs, that is workers whose tasks involve no specialized knowledge	<b>14b</b>	<b>-9</b>

<b>L.5</b>	At the end of fiscal year <b>2018</b> , in this establishment how many permanent, full-time workers in each of the following categories were <b>female</b> ? <b>INTERVIEWER: READ OUT OPTIONS</b>
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	Number	DON'T KNOW (SPONTANEOUS)
Production workers	<b>15a</b>	<b>-9</b>
Non-production workers	<b>15b</b>	<b>-9</b>

<b>L.6</b>	How many full-time seasonal or temporary workers did this establishment have during <b>2018</b> ?  Full-time, temporary workers are all short-term, that is for less than a year, workers with no guarantee of renewal of employment and work full-time.
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	Number	
Full-time seasonal or temporary workers employed last fiscal year	<b>16</b>	
<b>NO FULL-TIME SEASONAL OR TEMPORARY WORKERS</b>	<b>0</b>	<b>GO TO L.9b</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO L.9b</b>

<b>L.6a</b>	How many full-time seasonal or temporary workers during fiscal year <b>2018</b> , were female?
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	Number
Full-time female seasonal or temporary workers employed last fiscal year	<b>16a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>L.8</b>	What was the average length of employment of all full-time temporary workers in fiscal year <b>2018</b> ?
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Months
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Average length full-time seasonal or temporary employment last fiscal year, in months	<b>18</b>
<b>LESS THAN ONE MONTH</b>	<b>1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>

<b>L.9b</b>	What percentage or how many of the full-time permanent workers employed at the end of fiscal year <b>2018</b> completed secondary school?  Please provide the percentage or number, not both.
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	Percent	OR	Number
Percentage or number of full time permanent workers who completed secondary school	<b>19b</b> %		<b>19b1</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>		<b>-9</b>

<b>L.10</b>	Over fiscal year <b>2018</b> , did this establishment have formal training programs for its permanent, full-time workers?
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Yes	1	
No	2	<b>GO TO I30a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>	<b>GO TO I30a</b>
		<b>I10</b>

<b>L.11</b>	Referring to the training programs run over fiscal year <b>2018</b> , what percentage of permanent, full-time workers of the following categories received formal training? If easier please provide the total numbers (provide one or the other but not both). <b>INTERVIEWER: READ EACH CATEGORY</b>
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	Percent	OR	Number	IF NO WORKERS IN A CATEGORY WERE TRAINED	DON'T KNOW (SPONTANEOUS)
Production full-time permanent workers trained	<b>I11a</b> %		<b>I11a1</b>	<b>0</b>	<b>-9</b>
Non-production full-time permanent workers trained	<b>I11b</b> %		<b>I11b1</b>	<b>0</b>	<b>-9</b>

<b>L.30</b>	Using the response options on the card; To what degree are each of the following an obstacle to the current operations of this establishment? <b>INTERVIEWER: READ OUT OPTIONS</b> <b>SHOW CARD 42</b>
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		No obstacle	Minor obstacle	Moderate obstacle	Major obstacle	Very Severe Obstacle	(SPONTANEOUS) <b>DON'T KNOW</b>	<b>DOES NOT APPLY</b>
Labor regulations	<b>I30a</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>
Inadequately educated workforce	<b>I30b</b>	0	1	2	3	4	<b>-9</b>	<b>-7</b>

**M. BUSINESS ENVIRONMENT****READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:**

**M.1** By looking at the list of elements of the business environment please tell me which one, if any, currently represents the biggest obstacle faced by this establishment.  
**INTERVIEWER: SHOW RANDOMIZED LIST TO THE RESPONDENT. DO NOT READ OPTIONS.**

	<b>POSITION</b>
1-Access to finance	<b>m1a_finance_pos</b>
2-Access to land	<b>m1a_land_pos</b>
3-Business licensing and permits	<b>m1a_permit_pos</b>
4-Corruption	<b>m1a_corruption_pos</b>
5-Courts	<b>m1a_courts_pos</b>
6-Crime, theft and disorder	<b>m1a_crime_pos</b>
7-Customs and trade regulations	<b>m1a_trade_pos</b>
8-Electricity	<b>m1a_electricity_pos</b>
9-Inadequately educated workforce	<b>m1a_workforce_pos</b>
10-Labor regulations	<b>m1a_labor_pos</b>
11-Political instability	<b>m1a_instability_pos</b>
12-Practices of competitors in the informal sector	<b>m1a_informal_pos</b>
13-Tax administration	<b>m1a_taxadmin_pos</b>
14-Tax rates	<b>m1a_taxrate_pos</b>
15-Transport	<b>m1a_transport_pos</b>

Biggest obstacle	<b>m1a</b>
<b>DON'T KNOW (SPONTANEOUS)</b>	<b>-9</b>
<b>DOES NOT APPLY (SPONTANEOUS)</b>	<b>-7</b>

**NOTE: ROTATION POSITIONS VARY AS THE LIST OF OPTIONS IS RANDOMIZED****INTERVIEWER READ OUT:**

I would like to ask you a few questions about this establishment's financial results. All these responses will be anonymized, and neither you nor the firm will be identified. Should I continue with you or with the financial department or accounting?

**IF YES, CONTINUE WITH SECTION N WITH CURRENT RESPONDENT**

**IF NO, CONCLUDE WITH THE RESPONDENT AND ENSURE THAT ALL SECTIONS (INCLUDING L AND N) ARE COMPLETE.**

## N. PERFORMANCE

### READ THE FOLLOWING TO THE RESPONDENT BEFORE PROCEEDING:

Now, we would like to ask you a few questions about the financial results of this establishment. It is important that this information be as accurate as possible. All information you provide will be anonymized, and neither your name nor the name of your establishment will be used in any document based on this survey..

<b>N.2</b>	From this establishment's Income Statement for fiscal year <b>2018</b> , please provide the following information: <b>SHOW CARD 43</b>
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### INTERVIEWER: READ OUT

	HTG	DON'T KNOW (SPONTANEOUS)
Total annual cost of labor including wages, salaries, bonuses, social security payments	<b>n2a</b>	<b>-9</b>
Total annual cost of raw materials and intermediate goods used in production	<b>n2e</b>	<b>-9</b>
Total annual cost of electricity	<b>n2b</b>	<b>-9</b>

### TOTAL COST OF GOODS SOLD SHOULD INCLUDE ALL ABOVE COSTS AND OTHER COSTS NOT LISTED ABOVE

Total cost of goods sold	<b>n2p</b>	<b>-9</b>
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<b>N.2e1</b>	From this establishment's Income Statement for fiscal year <b>2017</b> , please provide the total cost of raw materials and intermediate goods used in production
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	HTG	DON'T KNOW (SPONTANEOUS)	DOES NOT APPLY
Total cost of raw materials and intermediate goods used in production in <b>2017</b>	<b>n2e1</b>	<b>-9</b>	<b>-7</b>

<b>N.7</b>	Hypothetically, if this establishment were to purchase all the machinery, vehicles, and equipment it <b>uses now</b> , in their current condition and regardless of whether the establishment owns them or not, how much would they cost, independently of whether they are owned, rented or leased?
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	HTG	DON'T KNOW (SPONTANEOUS)
Machinery, vehicles, and equipment	<b>n7a</b>	<b>-9</b>

**INTERVIEWER: IF SECTION L OR N WILL BE COMPLETED WITH A DIFFERENT RESPONDENT, PLEASE ARRANGE FOR THOSE TO BE COMPLETED.**

## POST-INTERVIEW INFORMATION

### INTERVIEWER READ AT THE END OF THE INTERVIEW:

The survey ends here. I would like to gather a few final details. Thank you for your time and cooperation.

A.12 Interviewer code a12

### A.15 Time face-to-face interview ends:

Day (dd)	Month (mm)	Year (yyyy)	Hour (00 to 23)	Minutes (00 to 59)
a15d	a15m	a15y	a15h	a15min

A.15a1 Please indicate which option best describes the main respondents position:

Owner	1
President, Executive Director, or CEO	2
Chief Financial, Chief Operational Officer (CFO/COO)	3
Operational or plant manager	4
Sales or marketing manager	5
Accountant	6
Lawyer	7
Other Administrative	8
Other Management	9
Other (Specify) a15a1ax	10

a15a1

### A.15a Please complete the following information about the interviewee(s)

	Position in the establishment	Years with the establishment	Gender	Email
Main respondent		a15a2a	a15a3	Email1x
Second respondent	a15a1bx	a15a2b	a15b3	Email2x

QUESTIONNAIRE NUMBER **id**

0								
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Third respondent	a15a1cx	a15a2c	a15c3	Email3x
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ENTER 1 WHEN YEARS WITH THE ESTABLISHMENT IS LESS THAN ONE. FOR GENDER 1:  
MALE, 2: FEMALE, -8: REFUSAL

**INTERVIEWER: THE SURVEY ENDS HERE.  
PLEASE FILL OUT THER REMAINING INFORMATION ON YOUR OWN**

<b>A.16</b>	It is my perception that the responses to the questions regarding opinions and perceptions were:
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Truthful	1
Somewhat truthful	2
Not truthful	3

**a16**

<b>A.17</b>	The responses to the questions regarding figures (productivity and employment numbers) were:
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Taken directly from establishment records	1
Estimates computed with some precision	2
Arbitrary and unreliable numbers	3
In some case taken from books and in some case estimates	4

**a17**

**INTERVIEWER COMMENTS:**

**a17x**

(Problems occurred/extraordinary circumstances which could influence results)

<b>A.18</b>	This questionnaire was completed in:
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One visit in face-to-face interview with one person	1
One visit in face-to-face interview with different managers/staff	2
Several visits	3

**STOP HERE**

**a18**

<b>A.19</b>	If option 2 or 3 in <b>A.18</b> , estimate duration of the whole interview
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Hour	Minutes

**a19h**

**a19m**

0								
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**SUPERVISOR SECTION**

**A.13** Supervisor code

**a13**

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**INFORMATION BASED ON LOCATION OF INTERVIEW (a3x). ENSURE A3X IS THE NAME OF AN OFFICIAL LOCALITY AND NOT A NEIGHBORHOOD**

Is this city the official capital city?	a3b	Is this city the main business city?	a3c	Size of locality	a3
Yes	1	Yes	1	City with population over 1 million	2
No	2	No	2	Over 250.000 to 1 million	3
				50.000 to 250.000	4
				Less than 50.000	5

**SUPERVISOR: THE DESCRIPTION OF THE ESTABLISHMENT'S MAIN PRODUCT AND ACTIVITY IS PROVIDED IN d1a1x. PLEASE REVIEW d1a1x IN ORDER TO IDENTIFY THE CORRESPONDING SECTOR CODE IN d1a2**

<b>D.1a2</b>	<b>PLEASE CHOOSE THE 4-DIGIT ISIC REV. 3.1 SECTOR CODE THAT BEST APPLIES TO THE ESTABLISHMENT'S MAIN ACTIVITY AND PRODUCT.</b>
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	<b>Code</b>
<b>CODE OF THE MAIN PRODUCT AND ACTIVITY</b>	<b>d1a2</b>