

Study: Entrepreneurial Survey**The World Bank****Corporación Andina de Fomento****Survey No.** _____**ID** _____

The general purpose of this survey is to understand the investment climate in Peru and how this has an impact in the entrepreneurial performance, in order to help improve it. Only aggregated or average information of a large sample of companies will be published and we guarantee total confidentiality of all individual responses.

SECTION A: GENERAL INFORMATION

- A.1 City Code:
- | | | | | | |
|----------|---|---------------|---|---------|---|
| Ancash | 1 | La Libertad | 4 | Piura | 7 |
| Arequipa | 2 | Lima y Callao | 5 | Ucayali | 8 |
| Ica | 3 | Puno | 6 | | |
- A.1a Size of Company _____ (E: write code according to list)
- A.2 Sector/Industry/main economic activity _____
- A.3 Year when company started operations _____
- A.3a Year when it was registered for the first time _____
- A.3b Number of workers: i) Permanent: _____ ii) Temporary _____
- A.4 What is the legal status of your firm?
- | | | | |
|-------------------------|---|---|----|
| Sole proprietorship | 1 | “Closed” Company (does not quote their shares publicly) | 3 |
| Publicly listed company | 2 | Limited responsibility Association. | 4 |
| Other (specify) _____ | | | 94 |
- A.5 What percentage of your company’s capital is property of....? (E: read options)
- | | | | |
|-------------------------------------|--------|-------------------|--------|
| National private persons: | _____% | Foreign Company | _____% |
| Foreign private persons: | _____% | Government/State: | _____% |
| Local Bank/Institutional Investor | _____% | Other (specify) | _____% |
| Foreign Bank/Institutional Investor | _____% | | |
- A.6 How many establishment (separate operating facilities) does you firm have in Peru? ____ (number)
- A.6a Does your company have operations in other countries? Yes 1 No 2
- A.6b Does your company have subsidiaries Yes 1 No 2
- A.6c Is your company/plant a subsidiary? Yes 1 No 2
- A.7 Where are your headquarters located in Peru?
- | | | | |
|-------------|---|-------------|---|
| Lima/Callao | 1 | Arequipa | 3 |
| Trujillo | 2 | Other _____ | 4 |

(E: For the remaining of the survey, please, answer with respect to this establishment (factory, store, etc))

- A.8 In which sectors does your company operate? And, what share of your total sales comes from...?
(indicate the sectors/economic activity mentioned)

Sector/Industry/Economic Activity		Percentage
Manufacturer (ex. Textiles)	1	_____.
Services (ex. Consultant, Transport)	2	_____.
Trade of products made by third parties	3	_____.
Agriculture, hunting, fishing	4	_____.
Other (specify) _____	94	_____.
Total		100%

SECTION B: ENTREPRENEURIAL CONTROL AND OWNERSHIP STRUCTURE

(E: Questions on this section refers to the General Manager)

- B.1 Gender of the General Manager? _____ Male 1 Female 2
- B.2 How long have you been working for this company? _____ years
- B.3 What is the highest educational level of the General Manager?
- | | | | |
|----------------------------------|---|---------------------------|---|
| Post-graduate (master, PhD) | 1 | Secondary studies | 5 |
| Complete University studies | 2 | Elementary school studies | 6 |
| Incomplete University studies | 3 | None | 7 |
| Technician intermediate/superior | 4 | | |
- B.4 How many years of experience did you have in the main firm's activity before being manager?
 _____ years **(E: if it is 0, go to B.5)**
- a) Of these, how many years were with a domestic firm? _____ years
- b) Of these, how many years were with a foreign firm? _____ years
- c) Did any of these prior firms export? _____ Yes 1 No 2
- B.5 What was the highest educational level completed by the manager's father?
- | | | | |
|----------------------------------|---|---------------------------|---|
| Post-graduate (master, PhD) | 1 | Secondary studies | 5 |
| Complete University studies | 2 | Elementary school studies | 6 |
| Incomplete University studies | 3 | None | 7 |
| Technician intermediate/superior | 4 | | |
- B.6 Is the General Manager a owner/partner of this establishment? ____ Yes 1 **(go to B.6a)** No 2 **(go to B.6b)**
- B.6a What share does he have? _____ % **(if >50%, go to C.1)**
- B.6b What share does the main owner/ partner have? _____ %
- B.6c The owner/main partner is...?
- | | | | |
|-----------------------------------|---|-------------------------|----|
| A member of your family | 1 | Other private investors | 3 |
| A bank or a financial institution | 2 | Other (specify) _____ | 94 |

SECTION C: CORPORATIVE FINANCE

Now we would like to talk about the type of financing and access to it by your company

Access and use of credit

- C.1 When you have to decide whether to carry on with an investment or not, do you have any way or method to calculate the minimum needed return over the investment? _____ Yes 1 No 2 **(go to c.2)**
- C.1a Which methods? **(E: multiple)**
- | | | | |
|-------------------------|---|-----------------------|----|
| Internal rate of return | 1 | Present net value | 3 |
| Repayment period | 2 | Other (specify) _____ | 94 |
- C.1b What is the annual rate of return (%) or minimum acceptable period?
- (if he/she answer codes 1 or 3 in C.1a) _____ %
- (if he/she answer codes 2 in C.1a) _____ month/year

C.2 In the year 2001, what financial sources did you use? (E: ask for each term)

C.2.a Approximately, what percentage of your financial resources came from this financial sources? (E: Card 1) (It should be asked in a vertical way for each term)

	Short Term III.2 (less than a year)	Medium Term III.2. (1 to 5 years)	Long Term III.2.(> 5 yrs)
Not distributed profits (retained earnings)	1 _____ %	1 _____ %	1 _____ %
Owners capital contributions	2 _____ %	2 _____ %	2 _____ %
Loans from local banks	3 _____ %	3 _____ %	3 _____ %
Loans from foreign banks	4 _____ %	4 _____ %	4 _____ %
Non-banking financial institutions (cooperativas, caja de ahorro, etc)	5 _____ %	5 _____ %	5 _____ %
Friends or family	6 _____ %	6 _____ %	6 _____ %
Related firms or mother company	7 _____ %	7 _____ %	7 _____ %
A company of the same business association	8 _____ %	8 _____ %	8 _____ %
Overdraft facility or lines of credit	9 _____ %	9 _____ %	9 _____ %
Suppliers Credits	10 _____ %	10 _____ %	10 _____ %
Private capital/risk capital	11 _____ %	11 _____ %	11 _____ %
Credit cards	12 _____ %	12 _____ %	12 _____ %
Leasing contracts	13 _____ %	13 _____ %	13 _____ %
Bond issues or private placements	14 _____ %	14 _____ %	14 _____ %
Factoring	15 _____ %	15 _____ %	15 _____ %
Capital contribution from foreign companies	16 _____ %	16 _____ %	16 _____ %
State Fund (specify):	17 _____ %	17 _____ %	17 _____ %
Other (specify): _____	94 _____ %	94 _____ %	94 _____ %
	100%	100%	100%

C.3 Did your firm register net profits in 2001? _____ Yes 1 No 2 (go to C.4)

C.3a. What percentage of your sales represented these net profits? _____ %

C.3b. What percentage of your profits were reinvested in 2001? _____ %

C.4 Do you have access to an overdraft facility or credit line? _____ Yes 1 No 2 (go to C.5)

C.4.a What is the currency? _____ Both 3 Soles 1 Dollars 2

C.4.b What is the limit of your overdraft facility or line of credit? S/. _____ US\$ _____

C.4.c What percentage of your limit is currently being used ? S/. _____ % US\$ _____ %

C.4.d What is the interest rate for this credit? S/. _____ % US\$ _____ %

(month 1/Annual 2)

C.5 Does your firm have any loans from a bank or a non-banking financial institution? _____

Yes 1 No 2 (E: if the answer is NO, go to C.10)

C.6. With respect to the most recent loan:

C.6a When (year) did you get this loan? _____

C.6b Did you presented a collateral, deposit or guarantor? _____ Yes 1 No 2 (E: go to C6e)

C.6c Which was the collateral value as % of the loan value _____ %

C.6d ¿Did the bank or non-banking financial institution accept the following collateral forms? Another one? (**E: TARJETA 2**) (**MÚLTIPLE**)

Land and buildings	1	Debt payments	5
New machinery and equipment	2	Solidarity mechanism	6
Used machinery and equipment	3	Future production	7
Firm equity	4	Other (note): _____	94

C.6e Approximately, what is the loan percentage rate? _____ % Monthly 1 / Annual 2

C.6f What is the duration of the loan? _____ months

C.6g Did you have to present audited financial statements to get this loan? ____ Yes 1 No 2

C.7 In your experience, how often does your firm refinance its loans?

Never	1	1 – 3 years	4
5 or more years	2	less than one year	5
3 – 5 years	3		

C.8 ¿How many banks or non-banking financial institutions do you work with? _____ (number)

C.9 ¿What is the main bank or non-banking financial institution (cooperative, credit union, etc) that your firm work with? (**E: opened question: let the interviewee respond and then take note**)

Banco de Crédito	1	Banco Santander Central Hispano	5
Banco Continental	2	Caja Municipal	6
Banco Wiese Sudameris	3	Other (note): _____	94
Banco Interbank	4		

C.9a ¿ And how long has your firm worked with this bank or entity? Year _____ (**go to C.11**)

C.10 Why don't you have a bank loan in the present time?

Did never apply for a bank loan	1 (go to C.10a)
Application for loan(s) was turned down	2 (go to C.10b)
We paid-off the last loan and have not requested a new one	3

C.10a. Why have you never requested a loan? (**go to C.11**)

We don't need loan	1
Application procedures for bank loans are too cumbersome	2
Collateral requirements of bank loans are too stringent	3
The interest rates are too high	4
We have no contacts in the bank to help us get the loan	5
Did not expect to be approved	6
Other (specify): _____	94

C.10b. If your request was turned down, what was the reason?

Lack of collateral	1	Poor credit history	4
Incompleteness of application	2	Other (note): _____	94
Perceived lack of feasibility of project	3		

C.11 How long does it take and how much does it cost to clear the following payments through your financial institution?

	Days	charge in %	or	fixed fee
To cash a check in your city	_____	_____		_____
To cash a check outside your city	_____	_____		_____
Domestic currency wire	_____	_____		_____
Foreign currency wire	_____	_____		_____

C.12 What percentage of your total debt (loans and credits) is in a foreign currency? _____ %

C.13 What percentage of your operation costs is in US dollars _____%

C.14 Do you have any mechanisms to reduce the foreign exchange risk exposure, such as...

Fixed sale prices in US dollars	1
Export agreements in US dollars	2
Risk coverage agreements	3
Have none	4
Other (specify) _____	94

C.15 Has the firm ever incurred in default? _____ Yes 1 No 2 (**go to C.16**)

C.15a In what year was the most recent default? _____

C.16 Are you or have you followed any restructuring process in INDECOPI? _____

Yes 1 No 2 (**go to C.17**)

C.16a In what year was the most recent? _____

C.17 Are the firm financial statements submitted to an external auditing company? _____

Yes 1 No 2 (**go to D.1**)

C.17a Since when (year) _____

SECTION D: CAPACITY AND INNOVATION

D.1 What percentage of your firm's machinery and equipment have...? (**E: ask for each option**)

Less than 5 years old	_____ %
5 –10 years old	_____ %
10 –20 years old	_____ %
More than 20 years old	_____ %

TOTAL 100%

D.2 What was the percentage of capacity utilization used from your firm/plant in...

2001: _____ % 2000: _____ %

D.3 Have your firm reduced or interrupted its production for any of the following reasons? (**E: MÚLTIPLE**)

Any other? If YES, ¿Approximately, how many days of production were lost because of... (**E: card 3**)

(**E: ask by every year**)

Possible reasons		Lost days in 2001	Lost days in 2000
Routine repairs and maintenance	1	_____ days	1 _____ days
Equipment change in the production line	2	_____ days	2 _____ days
Lack of demand	3	_____ days	3 _____ days
Lack of raw material and input	4	_____ days	4 _____ days
Poor quality supplies	5	_____ days	5 _____ days
Strikes (external to the company)	6	_____ days	6 _____ days
Lack of electric power, gas or water	7	_____ days	7 _____ days
Strikes (internal to the firm)	8	_____ days	8 _____ days
Did not reduce/ stop its production	9	_____ days	9 _____ days
Other (specify): _____	94	_____ days	94 _____ days

D.4 In average, excluding the paralyzed production periods, how many productive hours in a week have the firm been producing?

During 2001: _____ hours/week

During 2000: _____ horas/semana

D.5 (E: show card 4) ¿Does your firm/plant subcontract part of its production process or services? _____.

Yes 1 No 2 (go to D.6)

D.5a (E: keep showing card 4) What activities do they subcontract? Any other? (**E: MÚLTIPLE**)

Production of intermediate goods	1	HR/Organizational services	8
Production of finished goods	2	Legal Services	9
Research and Development	3	Public Relations	10
Training	4	Design Services	11
Financial management/accounting	5	Data Processing	12
Marketing/ advertisement	6	Security	13
Repair/maintenance	7	Other (specify): _____	94

D.5b What percentage of your total costs are subcontracting expenses? _____%

D.6 Over the last two years, what were the three leading ways in which your establishment acquired technological innovations? Please indicate which of the following are the first, second and third (**E: card 5**)

- | | |
|---|---|
| 1. Embodied in new machinery or equipment | 7. Developed in cooperation with client firms |
| 2. By hiring key personnel | 8. Developed with equipment or machinery supplier |
| 3. Licensing or turnkey operations from international sources | 9. Sector/industry/business association |
| 4. Licensing or turnkey operations from domestic sources | 10. Industrial fairs |
| 5. Developed & adapted within the establishment | 11. International Trade Tours |
| 6. Transferred from parent company | 12. Consultants |
| | 13. Universities, Public Institutions |
| | 94. Other (specify): _____. |

1st. _____

2nd. _____

3rd. _____

D.7 How often does your firm collaborates with other local manufacturers in your sector/industry/economic activity (**E: read each case**) (show card 6)? Do you collaborate in any other way?

	Never	Rarely	Sometimes	Often	Usually	Always
1. Lending/borrowing machinery	6	1	2	3	4	5
2. In the product development	6	1	2	3	4	5
3. In marketing/market research	6	1	2	3	4	5
4. In staff training	6	1	2	3	4	5
5. Shopping	6	1	2	3	4	5
6. To attract investment	6	1	2	3	4	5
7. On information exchange	6	1	2	3	4	5
8. In subcontracting	6	1	2	3	4	5
9. Other (specify)	6	1	2	3	4	5
10. Other (specify)	6	1	2	3	4	5

D.8 How many different products does your firm produce? _____ (number)

D.8a How many different new products, that is the ones that need a significant change in the production process, have your firm introduced in the last three years? _____ (number)

D.9 ¿Have your firm invested on Information and Communication Technology (ICT) through the year 2001? _____

Yes 1 No 2 (go to D.10)

D.9a How much was this investment as percentage of the total capital investment? _____%

D.10 What percentage of your workforce uses a computer regularly at work? _____%

D.10a Does your firm have access to the Internet? _____ Yes 1 No 2 (go to D.11)

D.10b What is the monthly total cost for the Internet service? US\$ _____

D.10c In the last year, have your firm made any financial transaction with third parties (paying or accepting payment) through the Internet? _____ Yes 1 No 2

D.11 At this moment, how long in advance do you plan the following activities (read)? (show card 7) (E: if you mention that you don't plan check mark 1)

	<6 m.	6-12 m.	1-2 yrs.	2-3 yrs.	3-5 yrs.	>5 yrs.
Production lines and markets:	1	2	3	4	5	6
Human Resources (employment/training):	1	2	3	4	5	6
Investments:	1	2	3	4	5	6

D.12 ¿Does your firm have ISO certification?

Yes 1 which? _____ No 2

¿Does it have other international standards or measurements?

Yes 1 which? (specify) _____ No 2

SECTION E: LABOR

Contracting

E.1 What percentage of the workforce of your establishment have the following education levels?

Incomplete elementary school	_____ %	Technical	_____ %
Complete elementary school	_____ %	Incomplete university	_____ %
Incomplete high school	_____ %	Complete university	_____ %
Complete high school	_____ %	Post Graduate studies	_____ %
		TOTAL:	100 %

E.2 What percentage of your permanent or full time workers are skilled workers? _____%

E.2a Of these, what percentage are foreigners? _____%

E.2b What percentage of your temporary or part-time workers are skilled workers? _____%

E.3 How long did it take you to fill the most recent vacancy for a...?

Professional _____ days

Qualified technician _____ days

Production worker _____ days

Worker (non-prod) _____ days

E.4 What percentage of the salaries paid by your firm to the temporary and permanent production workers in the year 2001 was calculated by piece rate? _____%

Training

E.5 ¿Did your firm offer in-house training programs to your employees during 2001? _____

Yes 1 No 2 (go to E.6)

E.5a What percentage of workers received training during 2001? _____%

E.5b What was the average of training days per trained worker? _____ Days

E.6 ¿Did you offer formal external training to your employees? _____ Yes 1 No 2 (**go to E.6d**)

E.6a What percentage of workers received external training in 2001? _____ %

E.6b What was the average of external training days per trained worker? _____ Days

E.6c How much did your firm spend in external programs in 2001? US\$ _____ (**go to E.7**)

(E: all the answers about amounts should be converted to US Dollars, if expenses are in both currencies, they should be added)

E.6d What was the main reason for you not to do it? (**show card 8**) ¿Or do you have another reason? (**E: just one answer**)

- | | |
|---|----|
| The new employees gain experience through field training | 1 |
| In-house training is appropriate | 2 |
| Lack of technical and training-programs knowledge | 3 |
| External training cannot be financed due to limited budget | 4 |
| Qualified employees from other firms/plants can be easily hired | 5 |
| Employee skills acquired in their schools do meet our needs | 6 |
| We are skeptics regarding training benefits | 7 |
| Training becomes expensive given staff turnaround | 8 |
| Other (specify) _____ | 94 |

E.7 In general, how many days does it take for a newly hired production worker to be fully operational? _____ days

Regulations and Working Relationships

E.8 ¿Did a labor inspector visit your firm last year? _____ Yes 1 No 2 (**go to E.9**)

E.8a How many times? _____

E.8b How long, on average, did he spend at your firm? _____ days/ hours (**E: indicate**)

E.8c Did you get a penalty? _____ Yes 1 No 2 (**go to E.8e**)

V.8d What was the amount of the penalty? _____

V.8e Were you asked or suggested to pay an extra amount? _____ Yes 1 No 2

E.9 What percentage of your workforce is unionized? _____ %

E.10 If there was no dismissal restrictions (such as authorizations, compensations, labor charges, etc), would you change your present number of regular full-time workers? What percentage above or below that number? Would you: _____

increase it 1 in _____ % Keep it the same 3 (**go to E.11**)

decrease it 2 in _____ %

E.10a What are the main two reasons for you to keep a working level above or below your company's present needs? (**card 9**) (**E: only two answers**)

- | | |
|--|----|
| Guidelines and regulations regarding staff dismissal | 1 |
| Labor costs (CTS, social security, etc.) | 2 |
| Obstacles to get authorization from the Labor Ministry | 3 |
| Union Pressure | 4 |
| Prevision of sales increase | 5 |
| Other (specify): _____ | 94 |

E.11 ¿Did you dismiss any (permanent) employees for any reason during 2001? _____

Yes 1 No 2 (**go to E.12**)

E.11a On average, how long did it take from the notification to the employee to the end of the process (including legal procedures)? _____ weeks

E.11b In case of justified dismissals, how many monthly payments did you pay the employee, on average, at the time he was dismissed? _____ monthly payments/salaries

There has not been any justified dismissal _____ 96

E.11c In how many of the mentioned, justified cases (**E.11b**), did the employee react to the dismissal by appealing to a tribunal? _____ Cases in _____ dismissals

E.12 Taking into account the difficulties of the labor regulations, what do you think is the percentage of temporary and permanent staff that is considered informal or not registered in a given firm in your sector?
Permanent: _____% Temporary: _____%

SECTION F: THE BUSINESS CLIMATE AND FIRM ASSOCIATIONS

General Obstacles

F.1 Please indicate whether any of these factors reflect a problem for the operation and growth of your business (**show card 10**). If any factor implies a problem, please mark the intensity of the obstacle, in a scale of 4 points where: 0=It's not an obstacle, 1=Minor, 2=Moderate, 3=Major, 4=Severe, NA=not applicable.

	Not an obstacle	Minor	Moderate	Major	Severe	NA
Telecommunications	5	1	2	3	4	97
Electricity	5	1	2	3	4	97
Transport	5	1	2	3	4	97
Access to land	5	1	2	3	4	97
Skills and education of available workers	5	1	2	3	4	97
Access to domestic credit	5	1	2	3	4	97
Access to foreign credit	5	1	2	3	4	97
Cost of financing (ex. Interest rates)	5	1	2	3	4	97
Uncertainty in the economic policy	5	1	2	3	4	97
Macroeconomic Instability (inflation, exchange rate)	5	1	2	3	4	97
Corruption	5	1	2	3	4	97
Crime, theft and disorder	5	1	2	3	4	97
Informality	5	1	2	3	4	97
Contraband (Anti-competitive practices)	5	1	2	3	4	97

F.2 For each of the following business services, please assess, for your establishment, whether it is available and affordable and evaluate the quality on a 1-4 scale where 1 is very poor and 4 is very good, such that (**show card 11**): 1=very poor, 2=poor, 3=good, 4=very good, 97=not applicable (NA) ¿Any other business service that you might want to mention?

	¿Available?		Affordable		Used		Quality of the service				
	Yes	No	Yes	No	Yes	No	VP	P	G	VG	NA
1 Engineering and design	1	2	1	2	1	2	1	2	3	4	97
2 Management / Marketing	1	2	1	2	1	2	1	2	3	4	97
3 IT Services	1	2	1	2	1	2	1	2	3	4	97
4 Identification of sources of financing	1	2	1	2	1	2	1	2	3	4	97
5 External links	1	2	1	2	1	2	1	2	3	4	97
6 Viability studies	1	2	1	2	1	2	1	2	3	4	97
7 Strategic planning	1	2	1	2	1	2	1	2	3	4	97
94 Other _____	1	2	1	2	1	2	1	2	3	4	97

F.3 How predictable are the laws and regulations that materially affect the operations and growth of your business? *Are they:* (**show card 12**)

Completely predictable	1	Fairly unpredictable	4
Highly predictable	2	Highly unpredictable	5
Fairly predictable	3	Completely unpredictable	6

F.4 Think about national laws and regulations enacted in the last year that had a substantial impact on your business, did your firm seek to influence the content of laws or regulations affecting it?

Yes 1 No 2

F.4a How much influence do you think the following groups actually had on recently enacted national laws that have a substantial impact on your business? (**show card 13**):

(5=no impact 1=minor influence 2=moderate influence 3=major influence 4=decisive influence NA=Not applicable, don't know=99)

	influence						
	No impact	Minor	Moderate	Major	Decisive	NA	NS
Your firm	5	1	2	3	4	97	99
Dominating firms in the economy	5	1	2	3	4	97	99
The business association to which you belong	5	1	2	3	4	97	99
Other business associations	5	1	2	3	4	97	99
Labor Unions	5	1	2	3	4	97	99
Regional or local government	5	1	2	3	4	97	99
Firms with ties to political leaders	5	1	2	3	4	97	99
International development agencies or govern.	5	1	2	3	4	97	99

F.5 In many countries, firms are said to give unofficial, extra payments to public officials to gain advantage in the drafting of laws, decrees, regulations and other binding government decisions. To what extent have the following practices had a direct impact in your business?

(0=no impact 1= minor impact 2= moderate impact 3= major impact 4= decisive impact NA= Not Applicable, don't know=99) (**show card 13**)

	Impact						
	No Imp.	Minor	Moderate	Major	Decisive	NA	DN
Payments to influence parliamentarians votes	5	1	2	3	4	97	99
Payments to influence content of government decrees	5	1	2	3	4	97	99
Payments to influence judgment in judicial/penal processes	5	1	2	3	4	97	99
Payments to influence the Central Bank policy and decisions	5	1	2	3	4	97	99
Illegal contribution to political parties and/or campaigns to Influence the elected party decision	5	1	2	3	4	97	99

Membership in Business Associations

F.6 Is your firm/plant member of a union or other type of business association? _____

Yes 1 (**go to F.7b**) No 2 (**go to F.7a**)

F.7a What is the main reason for not being a member? _____

- | | | |
|---|----|-------------------|
| It does not exist an association for our line of business | 1 | (go to section G) |
| The existing associations do not provide tangible benefits to its members | 2 | (go to section G) |
| Membership fees are too high | 3 | (go to section G) |
| Other _____ | 94 | (go to section G) |

F.7b ¿What of the following support services do carry out the associations to which you belong to? (show card 14) Any other?

(E: MULTIPLES)

- | | |
|--|----|
| To help its members have access to banking credit | 1 |
| To help its members get important inputs | 2 |
| To help its members obtain technical information | 3 |
| To help its members obtain information on internal/external markets | 4 |
| To define norms and/or continue and control quality and performance | 5 |
| To credit its members before providers or clients | 6 |
| To give its members a brand name | 7 |
| To help solve conflicts | 8 |
| To promote the member's interests in the government political circle | 9 |
| Sector promotion | 10 |
| Others (specify) _____ | 94 |

F.8 How many associations does your firm belong to? _____ (number)

F.9 "Are the associations your company belong to a good source of information in regard to the providers reliability and clients": Do you.....(check a response)

Agree 1 Do not agree 2 Don't know 99

For the following question please refer to the main association your firm/plant belongs to

F.10 In this association also participate... (read)

- | | | | |
|---------------------|---|------------------------|---|
| Your firm suppliers | 1 | Your firm competitors | 3 |
| Your firm customers | 2 | Financial institutions | 4 |

SECTION G: BUSINESS RELATIONSHIPS

Purchasing and Relationship with the Providers

G.1 Approximately what percentage of your raw material and/or production input was imported? _____ %
(E: if it's cero go to G.3)

G.1a Of which, what percentage was imported.....

- | | Directly | Indirectly (through a distributor) |
|---------|-----------------|---|
| a) 2001 | _____ % | _____ % |
| b) 2000 | _____ % | _____ % |

G.2 ¿Approximately, how were the value of imported input purchases by your firm distributed amongst the following regions during 2001?

- | | |
|---|-------|
| Andean (Bolivia, Ecuador, Colombia, Venezuela) | _____ |
| Chile | _____ |
| MERCOSUR (Argentina, Brazil, Paraguay, Uruguay) | _____ |
| NAFTA (United States, Canada, Mexico) | _____ |
| Rest of Latin America | _____ |

Europe	_____
Asia	_____
Africa	_____
Oceania	_____
TOTAL	100%

G.3 During 2001, approximately, what percentage of domestic purchases of raw materials/ inputs came from:

Lima and Callao _____%
 Your department _____%
 Other coastal towns _____%
 Other Andean towns _____%
 Other jungle towns _____%
 100%

G4. In general what is the main factor that you take into account when choosing your providers (**E: ONE RESPONSE**)

Price 1
 Quality 2
 Availability of credit from the suppliers 3
 Timely deliver 4
 Family links 5
 Other (specify)_____ 94

G5. What percent of the inputs/supplies that you buy are of lower than agreed upon quality?

Domestic inputs _____% Imported inputs _____%

G5a. And from these, what percentage do you return for insufficient quality? Domestic _____%
 Imported _____%

G6. On average, what percentage of your inputs are lost during their transfer due to breakage, theft or spoilage?_____.

G7. Do you use suppliers credit? (i.e. accounts payable) to purchase your input?_____Yes 1 No 2

G.7a IF YES, What percentage of your input is purchased on credit?_____%

G.7b IF NO, Is it offered to you by your suppliers?_____Yes 1 No 2 (**Go to G.9**)

G8. Regarding the repayment of trade credit in general, what is....?

Average number of days before supplier will impose charges?_____days

Average number of days before you pay off your credit?_____days

Percentage of the total input cost paid due to the overdue penalty?_____%

G8a. Are you offered a discount on early prepayments of your credit? _____Yes 1 No 2(**go to G9**)

G8b. If YES, what percent of times do you take this discount? _____%

Contract Enforcement

Please, provide information about suppliers of the raw material and/or the most important input for the production of your firm during the accounting year 2001 (E: IF SHE/HE CANNOT IDENTIFY ONE INPUT AS THE MOST IMPORTANT, ASK FOR THE TWO MOST IMPORTANT ONES)

G.9 What is the main raw material or input that intervenes in the production process?

G.9a What is the total number of suppliers of(**MENTION INPUT**)

G.9b How many of your suppliers of(**MENTION INPUT**) are subsidiaries of your company?

G.9c If you use only one supplier of ...(INPUT) are there other suppliers of this input in this market?

COD	G.9	G.9a	G.9b	G.9c
	1.			Yes 1 No 2
	2.			Yes 1 No 2

G.10 Now we will talk only about the main input supplier previously mentioned. What percentage of ...(MENTION INPUT) do you buy from this principal supplier?

G.10a How frequently does your company/factory receive delivers of... (MENTION INPUT):
daily=1, weekly=2, monthly=3, quarter=4, twice a year=5, once a year=6, other (SPECIFY)?

G.10b How far is your main supplier of...(INPUT)? (Km. or place of origin)

G.10c How long have you had a business relationship with this supplier (in months)?

G.10d What percent of the total value is paid in advance (before delivery)?

G.10e What percent is paid on credit (after delivery)?

G.10f What is the average number of days that takes to pay in full your total credit?

	G.10 (%)	G.10a	G.10b (Km)	G.10c (Months)	G.10d (%)	G.10e (%)	G.10f (days)
1							
2							

G.11 If your principal supplier failed to comply with the delivery of goods, how long would take to obtain the same inputs from another supplier? (**E: REMEMBER TO ASK ONLY FOR THE MOST IMPORTANT INPUT**)

1. Raw material and/or input 1_____Days
2. Raw material and/or input 2_____Days

G.11a For how many days would you be able to continue producing?

1. Raw material and/or input 1_____Days
2. Raw material and/or input 2_____Days

G.12 Do you have any explicit contracts in writing with any of the most important suppliers of your company?_____Yes 1 No 2 (**IF NO OR YOU DON'T KNOW, GO TO G.14**)

The contracts are with respect to: (**E: ASK ONLY FOR THE MOST IMPORTANT INPUT**)

	Raw material and/or input 1	Raw material and/or input 2
	Yes=1 No=2 Don't know=99	Yes=1 No=2 Don't know=99
Price		
Quality		
Quantity		

G.13 IF YES, What are the terms of these agreement for the future?

Raw material and/or input 1 _____Months

Raw material and/or input 2 _____Months

Conflicts Resolution

G.14 In the year 2001, did your company/factory have such a serious conflicts with their suppliers that you stopped the payment, returned any shipment or cancelled future shipments?_____

Yes 1 No 2 (**go to G.18**)

FOR THE FOLLOWING QUESTIONS, PLEASE REFER TO THE GREATEST CONFLICT WITH A SUPPLIER, DURING THE YEAR 2001

G.15 Did you leave the conflict resolution to a third party? _____

Yes 1 No 2 (**go to G.18**)

G.16 To which third party? (**E: MULTIPLE**)

Court	1
Local Government different than the court	2
Business Associations	3
Conciliation and Arbitration Board	4
Others, specify: _____	94

G.17 Has the conflict been solved? _____ Yes 1 No 2

Sales and Client Relationships

G.18 During the past year, what percentage of your total sales... (**READ**)

Was exported directly by your firm	_____ %
Was exported indirectly (through another production firm or distributor)	_____ %
Was denominated in foreign currency	_____ %
Went to your largest client	_____ %
Was lost while being transported due to breakage, theft, or spoilage	_____ %
Was lost due to delivery delays from suppliers	_____ %

G.19 Approximately, what percentage of your annual domestic sales was sold to

Government	_____ %
Multinationals located in Peru	_____ %
Your parent firm and/or affiliated subsidiaries	_____ %
Big national companies (with 300+ workers)	_____ %
Other (small firms, people, etc.)	_____ %
	100%

G.20 During 2001, approximately what percentage of your domestic sales were to.....

Lima and Callao	_____ %
Your department	_____ %
Other coastal cities	_____ %
Other Andean cities	_____ %
Other jungle cities	_____ %
	100%

G.21 Do you know whether your clients destine a part of your production to informal exports? _____

Yes 1 No 2 (**Go to G.22**) Don't know 99

G.21a What percentage of your production is sold to those clients? _____ %

G.22 What was the percentage share in the market of your most important product, including smuggling and informal in the year 2001, of... (**READ**)

	<u>In your City</u>	<u>In the Country</u>
Of your firm	_____ %	_____ %
Main competitor (formal)	_____ %	_____ %
Smuggling	_____ %	_____ %
Informal	_____ %	_____ %

G.23 Does your main formal competitor sells an imported good? _____ Yes 1 No 2

G.24 What percentage of your sales is...?:

Paid before delivery	_____ %	
Paid on delivery	_____ %	
Sold on credit (or differed payment)	_____ %	(If it's zero, go to G.26)
Other (specify) _____	_____ %	
	100%	

G.25 If you offer credit to your clients, what discount do you offer to the ones that pay in cash? Or you do not offer discount? _____ %

G.25a What is the increase over the cash price that you charge to your customers when they buy using credit of...

30 days	_____ %
60 days	_____ %
90 days	_____ %
Longer term (specify) _____	_____ %

G.25b What percentage of your sales involve overdue payments from customers? _____ % (if zero go to G.26)

G.25c How long does it typically take to resolve an overdue payment? _____ days

G.25d In those cases of no payment, what percentage was resolved by courts actions? _____ %

G.25e On average, how many weeks did those court cases take to resolve? _____ Weeks

G.26 Recognizing the difficulties many enterprises face in fully complying with taxes and regulations, what percentage of total sales would you estimate the typical establishment in your area of activity reports for tax purposes? _____ %

G.27 On average, how many days of inventory of finished goods do you keep? _____ days

G.28 If one of your clients deceived another firm, would you find out? _____ Yes 1 No 2

G.29 Did your firm have major conflicts with clients during 2001? _____ Yes 1 No 2 (go to G.33)

FOR THE FOLLOWING THREE QUESTIONS, REFER TO THE MOST IMPORTANT CONFLICT YOU HAD WITH A CLIENT DURING 2001.

G.30 Did you leave the conflict resolution to a third party? _____ Yes 1 No 2 (go to G.33)

G.31 To which third party? (E: MULTIPLE)

Court	1
Local government different from the courts	2
Commercial associations or any other non-government organization	3
Conciliation and Arbitration Board	4
Other(specify) _____	5

G.32 Has the conflict been solved? _____ Yes 1 No 2

G.33 During the last three years, have you participated in any public institution biddings? _____

Yes 1 No 2 (Go to Section H)

G.33a Could you please give your opinion on the easiness/difficulty of the following aspects? (E: show card 15) 0=Not an obstacle 1=Minor obstacle 2=Moderate obstacle 3=Major obstacle 4=Severe obstacle

	Not an obstacle	Minor	Moderate	Major	Severe	NP
Find out about public biddings	5	1	2	3	4	99
Pre-qualify to participate in public biddings	5	1	2	3	4	99
Bidding process itself: openness, fairness, complexity	5	1	2	3	4	99
Size of contracts (compared to your capacity).	5	1	2	3	4	99
Contracts supervision, (justice y competitiveness)	5	1	2	3	4	99
Adequate and timely payments for goods and services.	5	1	2	3	4	99
Requirement of extra official payments	5	1	2	3	4	99

G.33c Did you win any of these biddings? _____ Yes 1 No 2

G.34 When establishments in your industry do business with the government, how much of the contract value must they offer in additional or unofficial payments to secure the contract? _____ %

SECCION H : RULES AND RELATIONS WITH THE GOVERNMENT

Obtaining of Licenses and Permissions

(E: If the firm registered in the last three years, according to question A.3. Otherwise, go to H.7)

Licenses, permits and barriers to opening

H.1 Of the following licenses and permits, how much time did the firm need to obtain a license? Were you asked for an extra payment to speed the process? Did you need another license and/or permit?
(ANSWER THE FOLLOWING QUESTIONS FOR EACH ONE)

Name of the permit/license	Institution	Time to obtain (days/ months)	Request for Unofficial Payment (Yes or No)
Draft of constitution of the society	Notary		Yes=1 No=2
Inscription of the society	Public Register		Yes=1 No=2
RUC	SUNAT		Yes=1 No=2
Operating License	Municipality		Yes=1 No=2
Other_____.			Yes=1 No=2
Other_____.			Yes=1 No=2

H.5 Did your firm hire lawyers or other intermediaries to help obtain the permits, licenses and the other requirements? _____ Yes 1 No 2 (Go to H.13)

H.6 How much did your firm spend on these services in the year of registration? _____ S/.(Go to H.13)

(E: If the firm registered more than three years ago, according to question A.3)

Renovation of licenses and permits necessary to continue with operations

H.7 In the last year, what licenses or permits were renovated to continue with operations? How much time did your firm need to obtain them? Did someone ask for an extra payment to speed the process?

Name of Permit	Institution	Time to Obtain (days/months)	Unofficial Payment solicited (Yes, No)
Operating permit	Municipality		Yes=1 No=2
Other_____.			Yes=1 No=2
Other_____.			Yes=1 No=2

H.10 Did your firm hire lawyers or other intermediaries to help obtain the permits, licenses and the other requirements? _____ Yes 1 No 2 (**Go to H.13**)

H10a If YES, how much did your firm spend on these services in 2001? _____S/.

Tax and Contribution Administration

H.13 How many times in 2001 did public officials visit your firm for issues related to tax and contributions? _____.

H.14 How many times in 2001 did your firm's employees visit government offices for taxes and contributions issues? _____

H.15 Have your tax declarations ever been challenged in the last three years? _____
Yes 1 No 2 (**Go to H.19**) Don't Know 99 (**Go to H.19**)

H.16 Regarding the most important case for your firm in the last three years, what was the increase or the reduction of your obligations compared to what you had calculated?

	Less than 25%	25 – 49%	50 – 74%	75 – 100%	> 100%
1. Increase	1	2	3	4	5
2. Reduction	1	2	3	4	5

H.17 Did you succeed in reversing the challenges? _____ Yes 1 No 2

H.18 In the last three years, has an employee from SUNAT ever suggested that the challenge to your taxes could be solved if she/he received a "special" payment"? _____ Yes 1 No 2

Judicial Administration

H.19 "To what extent do you agree with the following statement: "I am confident that the legal system will uphold my contract and property rights in business disputes". Do you... (**E: SHOW CARD 17**)

Fully agree	1	Tend to disagree	4
Agree in most cases	2	Disagree in most cases	5
Tend to agree	3	Fully disagree	6

H.20 When resolving business disputes, do you believe your country's Court System to be... (**E: SHOW CARD 18**)

	Never	Rarely	Once in a while	Sometimes	Usually	Always
Fair and Impartial	6	1	2	3	4	5
Honest/Incorrupt	6	1	2	3	4	5
Fast	6	1	2	3	4	5
Reasonable Cost	6	1	2	3	4	5
Consistent/Coherent	6	1	2	3	4	5
Enforce decisions	6	1	2	3	4	5

H.21 Have you had a trial in the last three years? _____ Yes 1 No 2 (**Go to H.31**)

H.22 Before going to the court, did you try any of the following alternative solutions? (**READ**)

Direct Negotiation	1
Go to an administrative institution (local government)	2
Go to a business associations	3
Board of conciliation and arbitration	4
Others (specify) _____	5

H.23 In the last three years, how many trials did you have with the following institutions or people? **(READ)**

	Institutions	Number of Trials
1	SUNAT	
2	Customs	
3	Police	
4	Banks and financial institutions	
5	Clients	
6	Suppliers	
7	Workers	
94	Other, specify:_____.	

H.24 With whom (institutions or person from the above mentioned) was the most important trial? _____
(E: use code from the previous question)

For the next questions, please refer to the most important trial.

H.25 When did the most important trial in the last three years begin? Month_____ Year_____

H.26 Has the conflict been solved? _____ Yes 1 No 2 **(Go To H.30)**

H.26a Was the decision in your favor? _____ Yes 1 No 2

H.27 How much time took from the beginning of the trial to the final decision? Years_____ Months_____

H.28 Approximately how much did your business spend in total to take this case to trial or for defense?
 _____S/. (includes payment to lawyers, payments to the tribunal, witnesses, character
 witnesses, etc.)

H.30 Did any employee of the tribunal or a judge ever suggest that the case could be resolved in your favor if
 he/she was given a "special" payment? _____ Yes 1 No 2

Law and Order

H.31 Has your business been a victim of any criminal activity in 2001?

Robbery with assault	1
Vandalism	2
Theft by employees	3
Premeditated burning	4
Extortion	5
Other, specify _____	94
None	96 (Go To H.34)

H.32 What percentage of the times did you call the police? _____% And of these cases, what percentage
 was resolved? _____%

H.33 What percentage of your total sales was lost as a result of criminal activity? _____%

H.34 How much did your firm spend on security guards in 2001? _____S/.

H.35 How much did your firm spend on the installation and maintenance of security systems (alarm systems)
 in 2001? _____S/.

Infrastructure

H.36 In 2001, approximately how many times per month or during the year did your firm experience:....

	Times	Average Duration		
a. Interruptions of electric energy?	_____.	_____Hrs.	Month 1 /	Year 2
b. Interruptions in the provision of water?	_____.	_____Hrs.	Month 1 /	Year 2
c. Unavailable service for main telephone line?	_____.	_____Hrs.	Month 1 /	Year 2

H.37 (E. ASK ONLY IF THERE HAS BEEN AN INTERRUPTION IN ELECTRICITY IN 2001)

What percentage of your production or merchandise value was lost as a result of interruptions in the public provision of energy in 2001? (Please include losses due to production time lost, time necessary to reprogram equipment, and production destroyed by the interruption of the process.) _____%

H.38 Does your establishment own or share a generator? _____ Yes 1 No 2 **(Go to H.41)**

H.39a. When did you acquire the generator? _____ Year

H.39b. What was the acquisition cost? _____ S/ / US\$ _____

H.39c. What percentage of the electricity came from your own/shared generator? _____%

H.40 What is the average cost per kilowatt-hour of electricity of your generator? _____ S/.

H.41 Does your establishment own or share its own well? _____ Yes 1 No 2

H.42 In the last 2 years, have you firm installed a new telephone line or electrical connection?

Telephone line Yes 1 No 2

Electrical connection Yes 1 No 2 **(IF NO TO BOTH, GO TO H.43)**

H.42a How long did it take you –from the moment of the application to the moment of the reception- to obtain each of the following services and what were the required payments?

	Total time/ wait,(days)	total official cost (incl. fees, etc.)	Extra payments (presents, bribes, etc.)
Telephone line installation	_____	_____ S/.	_____ S/ / US\$
An electric connection	_____	_____ S/.	_____ S/ / US\$

H.43 What type of communication is the most used by you to contact your suppliers or clients? **(E: check in order of importance from 1=most important to 5=less important, and 96 =do not use)**

1. Telephone _____
2. Fax _____
3. Internet / e-mail _____
4. Mail _____
94. Other (mark) _____

H.44 ¿Approximately, what percentage of your sales are delivered by....?

	Internal Market	Exports
Air transport	_____	_____
Train	_____	_____
Road transport	_____	_____
Water transport	_____	_____
	100%	100%

H.45 For your transport requirement your firm

	Deliveries (sales)	Receptions (inputs)
Has its own transport?	Yes=1 No=2	Yes=1 No=2
Hires a transport company?	Yes=1 No=2	Yes=1 No=2

H.46a Think about the two most important destinations for your products: what is the average transport cost and time for each of the transport methods used for your sales? (**E: the measures (kilos/tons, etc) can be specific to the sector/industry/economic activity, just mark the unit usually used by the interviewed to determine the transport price).**

Deliveries

	Destination	Time	Freight cost(S/.)	Measurement unit
Air transport				
Train transport				
Road transport				
Maritime transport				

H.46b Think of your inputs: what is the average transport cost and time for each of the transport methods used?

Receptions

	From	Time	Transport cost(S/.)	Measurement unit
Air transport				
Train transport				
Road transport				
Maritime transport				

H.47 Does your firm use (to deliver or receive) any logistics firm (door to door)? _____ Yes 1 No 2

H.48a Does your firm use transport insurance? _____ Yes 1 No 2 (**go to H.48d**)

H.48b What is the insurance cost? _____ S/. ó _____ %

H.48c Is the insurance effective (do they pay)? _____ Yes 1 No 2

H.48d Why don't you use the insurance?

They never pay	1
It is too expensive	2
I have my own agreements with the transport company	3
Other _____	94

SECCION IX: INTERNATIONAL TRADE

EXPORTS

I.1 Does your firm export? _____ Yes 1 No 2 (**go to I.9**)

I.2 What is the distribution of your exports in the following regions? (**E: show card 19**)

Exports Destinations	Percentage of exports		What year did you export to this region for the first time
	2001	2000	
Andean community (Bolivia, Ecuador, Colombia, Venezuela)			
Chile			
MERCOSUR (Argentina, Brazil, Paraguay, Uruguay)			

NAFTA (United States, Canada, Mexico)			
Rest of Latin America			
Europe			
Asia			
Africa			
Oceania			

I.3 Is it available (**E: ask to each row**) for your firm?

I.3a Is it used by your firm?

I.3b How important it is for your exports? (Not applicable=1, low importance=2, Moderate importance=3, Very important=4, Essential=5) (**E: show card 20**)

I.3c How are the administrative or other costs for your firm to benefit from the regime (**show card 21**): Not applicable=1, low=2, Moderate=3, Substantial=4, Prohibitive=5

I.3d How long did it take for you to get this benefit?

	SPECIAL REGIME FOR EXPORTS	I.3		I.3a		I.3b	I.3c	I.3d
		Yes	No	Yes	No			Days
1	Transformation Center of Industry, Trade and Services (CETICOS)	1	2	1	2			
2	Free Trade Zone and Free Zone (Tacna, etc)	1	2	1	2			
3	Regime for Amazonian promotion	1	2	1	2			
4	Temporary Regimes with suspension of the import tax payment (temporary imports)	1	2	1	2			
5	Return of IGV	1	2	1	2			
6	Preferred custom duties for capital goods imports	1	2	1	2			
7	Simplified return of custom duties (drawback)	1	2	1	2			
94	Others, specify:	1	2	1	2			

EXPORTS

I.4 For your most recent export, how much did your firm pay for the services of a custom agent?
 _____ S/ / US\$ or _____ %

I.5 In the last three years, what was the longest period of time that you had to wait to clear your exports through customs? Days _____ Weeks _____ Months _____

I.6 During 2001, how many days on average did you need to clear your export through customs? _____ days

I.7 For the last export, how many days did it take to clear the merchandise through customs? _____ days

I.8 Did you receive help from any governmental organization or international trade agency to sell your products in the international market? _____ Yes 1 No 2

IMPORTS

I.9 In the year 2001, did your firm import directly? _____ Yes 1 No 2 (**If NO, finish here**)

I.10 For your most recent import: how much did your firm pay for a custom agent services? _____ S/.
 or _____ %

I.11 In the last three years, what was the longest period of time you that had to wait to clear your imports through customs? Days _____ Weeks _____ Months _____

I.12 During 2001 what was the average number of days needed to clear your imports through customs? _____ days

I.13 For the last import, how many days, did it take to clear the merchandise through customs? _____ days

CONTROL DATA

Name of the interviewed _____

Position _____

e-mail _____

Name of firm _____

Address _____

Telephone _____

Interviewer _____

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Banco Mundial



Corporación Andina de Fomento (CAF)



Survey # _____
ID # _____

Second Part of Survey

(To be filled out by the Accountant and Personnel Manager)

Section J of this questionnaire to be filled out by the firm accountant. Section K will be completed by the personnel manager or his/her team. Please make sure of the following:

- a. All inserted dates should be of the calendar year specified in the tables and**
- b. All monetary values should be in the national currency, New Soles (S/)**

SECTION J: FINANCIAL STATEMENTS

PRODUCCIÓN COSTS

J.1. Sales and expenses of years 2001, 2000, 1999	Value in thousands S/		
	2001	2000	1999
Total Sales	PJ1A_1	PJ1B_1	PJ1C_1
Purchase of raw material excluding fuel	PJ1A_2	PJ1B_2	PJ1C_2
Consumption of Energy:	PJ1A_2	PJ1B_2	PJ1C_2
Electricity	PJ1A_4	PJ1B_4	PJ1C_4
Fuels	PJ1A_5	PJ1B_5	PJ1C_5
Others	PJ1A_6	PJ1B_6	PJ1C_6
Labor costs:	PJ1A_7	PJ1B_7	PJ1C_7
Wages and Salaries	PJ1A_8	PJ1B_8	PJ1C_8
Allowances, bonuses and other benefits	PJ1A_9	PJ1B_9	PJ1C_9
Financial charges	PJ1A_10	PJ1B_10	PJ1C_10
General expenses of sales and administration	PJ1A_11	PJ1B_11	PJ1C_11
Other costs (for ex.: fixed costs, design dept., etc.)	PJ1A_12	PJ1B_12	PJ1C_12

J.2. How much was your establishment's sales revenue, in thousands of soles (S/), on the year 1996? (six years ago) PJ2 S/

J.3. How much did your plant spent on the following, in thousands of soles (S/) during the year?

	2001	2000
Rent of Machinery and equipment (if you owned, please enter value of depreciation)	PJ3A_1	PJ3B_1
Rent of land or buildings (if you owned, please enter value of depreciation)	PJ3A_2	PJ3B_2
Transport Services (external freight)	PJ3A_3	PJ3B_3
Telecommunication costs (telephone, postal service, etc)	PJ3A_4	PJ3B_4
Traveling (for employees)	PJ3A_5	PJ3B_5
Royalty or license fee to domestic companies	PJ3A_6	PJ3B_6
Royalty or license fee to foreign owned companies	PJ3A_7	PJ3B_7

(E: FOR QUESTIONS J.4 TO J.6 WE JUST ASK FOR AN ESTIMATE)

J.4 Machinery and equipment:

a) What would be the cost of replacing all your machinery and equipment at the end of 2001 by acquiring new machines?

 PJ4A (thousands S/)

b) How much would you get if you sold all your machinery and equipment at the end of 2001? PJ4B (thousands S/)

J.5. What would be the cost of replacing all your business premises or leasehold at the end of 2001? PJ4B (thousands /S)

J.6. What is the estimated annual market rent that ***your plant*** would have paid for its business premises in 2001? PJ6 (thousands /S)

J.7. What percentage of the buildings and land occupied by your firm/plant do you own, lease, rent?

	Land	Buildings
a). Owned	<u> PJ7A_1 </u> %	<u> PJ7A_2 </u> %
b). Lease or rented	<u> PJ7B_1 </u> %	<u> PJ7B_2 </u> %

(E: if they are leased) Please specify the average duration of agreement PJ7C_1 months PJ7C_2 months

J.8. Does your establishment have its annual financial statement reviewed by an external auditor? PJ8 Yes 1 No 2

BALANCE SHEET ITEMS

Balance sheet Items			
J.9.	Value in thousands S/ at the end of year ...		
	2001	2000	1999
Total Assets	PJ9A_1	PJ9B_1	PJ9C_1
Properties, plant and equipment	PJ9A_2	PJ9B_2	PJ9C_2
Gross Block (Acquisition cost)	PJ9A_3	PJ9B_3	PJ9C_3
Machinery and equipment (including transport)	PJ9A_4	PJ9B_4	PJ9C_4
Land, buildings and leasehold improvement	PJ9A_5	PJ9B_5	PJ9C_5
Net Block (Net book value)	PJ9A_6	PJ9B_6	PJ9C_6
Machinery and equipment (including transport)	PJ9A_7	PJ9B_7	PJ9C_7
Land, buildings and leasehold improvement	PJ9A_8	PJ9B_8	PJ9C_8
Current Assets	PJ9A_9	PJ9B_9	PJ9C_9
Inventory and stocks	PJ9A_10	PJ9B_10	PJ9C_10
Finished goods	PJ9A_11	PJ9B_11	PJ9C_11
Work-in-progress	PJ9A_12	PJ9B_12	PJ9C_12
Raw material excluding fuel	PJ9A_13	PJ9B_13	PJ9C_13
Fuel	PJ9A_14	PJ9B_14	PJ9C_14
Accounts receivable	PJ9A_15	PJ9B_15	PJ9C_15
Cash on hand and in bank	PJ9A_16	PJ9B_16	PJ9C_16
Expenses paid in advance (customs, electricity, etc)	PJ9A_17	PJ9B_17	PJ9C_17
Deferred revenue expenses	PJ9A_18	PJ9B_18	PJ9C_18

J.10.		Value in thousands S/ at year end ...		
		2001	2000	1999
	Total Liabilities	PJ10A_1	PJ10B_1	PJ10C_1
Long-term liabilities (more than one year)				
	Domestic currency denominated	PJ10A_2	PJ10B_2	PJ10C_2
	Foreign currency denominated	PJ10A_3	PJ10B_3	PJ10C_3
Short-term liabilities (one year or less)				
	Domestic currency denominated	PJ10A_4	PJ10B_4	PJ10C_4
	Of which: payables	PJ10A_5	PJ10B_5	PJ10C_5
	Foreign currency denominated	PJ10A_6	PJ10B_6	PJ10C_6
	Of which: payables	PJ10A_7	PJ10B_7	PJ10C_7
Equity	Share Capital (Equity)	PJ10A_8	PJ10B_8	PJ10C_8
	Reserves and Surplus (Retained Earnings)	PJ10A_9	PJ10B_9	PJ10C_8

(Note: Total assets should equal total liabilities)

SECCION K: HUMAN RESOURCES

K.1 Hired personnel, salaries and fees in 2001 in thousands of soles.

DETAILS	Number of persons	Annual wages and salaries	Allowances, bonuses, subsidies, overtime, etc.	Compensations or social benefits	Subsistence, work clothing and others.	Contribution to Essalud	Contribution to retirement pensions and other
Managers	PK1A_1	PK1B_1	PK1C_1	PK1D_1	PK1E_1	PK1F_1	PK1G_1
Employees (Admin.)	PK1A_2	PK1B_2	PK1C_2	PK1D_2	PK1E_2	PK1F_2	PK1G_2
Production Workers	PK1A_3	PK1B_3	PK1C_3	PK1D_3	PK1E_3	PK1F_3	PK1G_3
Non paid personnel	PK1A_4	PK1B_4	PK1C_4	PK1D_4	PK1E_4	PK1F_4	PK1G_4
Total permanent staff	PK1A_5	PK1B_5	PK1C_5	PK1D_5	PK1E_5	PK1F_5	PK1G_5
Temporary staff	PK1A_6	PK1B_6	PK1C_6	PK1D_6	PK1E_6	PK1F_6	PK1G_6

Employment Dynamics

K.2 How many workers in total were employed in this firm/plant by the end of the year:

	2001	2000	1999
Permanent staff	PK2A_1	PK2B_1	PK2C_1
Of which, percentage of female:	PK2A_2 %	PK2B_2 %	PK2C_2 %
Temporary staff	PK2A_3	PK2B_3	PK2C_3
Of which, percentage of female:	PK2A_4 %	PK2B_4 %	PK2C_4 %
Practitioners / Apprentices / Eventual workers	PK2A_5	PK2B_5	PK2C_5
Of which, percentage of female	PK2A_6 %	PK2B_6 %	PK2C_6 %

CONTROL DATA

Name of Interviewed _____

Position _____

e-mail _____

Name of Company _____

Address _____

Telephone _____

Interviewer _____