

EMPLOYMENT DATA

REPORT EMPLOYMENT ONLY FOR YOUR ESTABLISHMENT (LOCATION). IF IN A HEAD OFFICE, REPORT EMPLOYMENT ONLY FOR THE HEAD OFFICE.

NUMBER OF PERSONS ENGAGED INCLUDES WORKING PROPRIETORS, UNPAID FAMILY WORKERS, PERMANENT, CASUAL AND TEMPORARY STAFF AND PART-TIME WORKERS. EXCLUDE WORKERS PAID BY EXTERNAL CONTRACTORS EVEN THOUGH THEIR WORK TAKE PLACE IN YOUR ESTABLISHMENT. FOR EXAMPLE, EMPLOYEES OF A CONTRACTED SECURITY AGENCY.

SECTION E: PERSONS ENGAGED

E0: Total average workers for the year 2023.

E1: How many managers are currently engaged in this establishment

TOTAL	MALE	FEMALE
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

E2: How many persons are currently engaged in this establishment
ALL WORKERS

E3: What number of paid workers have direct contract agreement with the establishment?

	TOTAL	MALE	FEMALE
E2.1: Persons engaged	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E2.2: Paid	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E2.3: Unpaid	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E2.4: Non-Ghanaian	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

E4: What number of paid workers have pension schemes?

SECTION F: RECORD KEEPING AND EXTERNAL TRADE

F1: In what year did the establishment commence operations?

F2a: Does the establishment keep records?

1. Yes, Formal 2. Yes, Informal 3. No (Skip to F4)

F2b: What type of records are kept in this establishment?

1. Financial Records 2. Non-Financial Records
3. Both Financial and non-Financial Records

F3: How are the records kept?

1. Digitized 2. Non-digitized (hard copy)
3. Both digitized and non-digitized

F4: Is this establishment operating for Profit or Not for Profit

1. Profit 2. Not for Profit

F5: In a typical year within the last 5 years, what is the percentage share of the establishment's inputs that was directly imported?

1) None (0%) 2) Between 1-25% 3) Between 26-50%
4) Between 51-75% 5) Between 76-100%

F6: In a typical year within the last 5 years, what is the percentage share of the establishment's outputs that was directly exported?

1) None (0%) 2) Between 1-25% 3) Between 26-50% 4) Between 51-75%
5) Between 76-100%

SECTION G: IDENTIFICATION OF GREEN ESTABLISHMENTS

Last year (2023), did your establishment produce or use goods or services with the following purpose:

Please select the appropriate response (1. Yes, produce; 2. Yes, use; 3. Yes, produce and use; 4. No) for the questions below.

G1. To generate electricity, heat or fuel from renewable sources (wind, solar, biomass etc.)?

G2. To prevent, reduce and eliminate pollutants and waste?

G3. To conserve and preserve the environment by planting trees, recycling, ecotourism, or by implementing other cleaner technologies or processes?

G4. To adopt sustainable practices for example using organic fertilizers in agriculture, and ensuring effective use of natural resources.

SECTION H: DIGITAL FINANCE (DF)

H1: For business transactions, which payment systems do you use or accept? (multiple response allowed)

A. Cash B. Cheque (physical) C. Other Bank transactions (physical / non-electronic) D. Digital finance (broadly: personal mobile money, merchant payments/MoMopay, QR code, POS device, zeePAY, e-zwich, card payments, internet/mobile banking, etc.)

E. Other (Specify).....

IF H1 = A, B, C SKIP TO H3

SECTION H: DIGITAL FINANCE (DF)

H2a. Which way does this establishment use or accept Digital Finance (DF)? (multiple response allowed)

1. Pay employees (B2E) 2. Pay bills (electricity, water, taxes, etc.) (B2G)

3. Pay input suppliers (B2B) 4. Accept as payments for output to customers/buyers (C2B)

5. Accept loans (B2B) 6. Accept payments from government (G2B)

G. Other (Specify).....

H2b. Which specific Digital Finance (DF) technologies does this establishment use or accept? (multiple response allowed)

1. Personal mobile money (any) 2. MoMopay / VodafonePay 3. QR code payment systems (QR Code, GhQR, etc.)

4. POS device 5. Payment aggregators or platforms (fintechs + eg., zepay, GhanaPay, etc.)

6. Card payments (e.g., debit card, credit card, visa card, e-zwich, etc) 7. Internet / Mobile Banking

8. Other (Specify).....

H2c. Why the establishment adopted and/or used Digital Finance (DF) (perceived benefits)? (multiple response allowed)

1. Don't have to travel to pay or receive payments 2. Reduce theft of business money

3. We can reach out and deliver to a larger market both near (cash + non-cash customers) and far (e-commerce)

4. Easy to get input supplies or provide business output on credit (inter-business trade credit)?

5. It builds a credit history for future credit acquisitions 6. It's better liquidity or money management

7. Other (Specify).....

H3. Why the establishment did not adopt and/or not use Digital Finance (DF) (perceived costs)? (multiple response allowed)

1. Lack of knowledge about how it works 2. Uncertainty about returns or benefits of using DF 3. Perceived future taxation of business because more formalized with DF

4. My business stakeholders (suppliers/customers/competitors etc) have not adopted DF yet

5. Concerns about fraud on DF technologies 6. Perceived higher cost/charges on DF transactions

7. Too expensive / costly to acquire a DF technology (e.g., new POS machine, new service phone, etc.)

8. Don't trust DF services 9. Other (Specify).....

SECTION I: REVENUE AND PRODUCT OWNERSHIP

I1a: Indicate the category in which your annual revenue (Gh¢) belong in 2023 (Provide projected annual turnover if commencement date is after January 2023 Note that this includes those that commenced in 2024)

1) 1 - 10,000 2) 10,001 - 30,000 3) 30,001 - 50,000 4) 50,001 - 100,000 5) 100,001 - 200,000 6) 200,001 - 500,000 7) 500,001 - 1,000,000

8) 1,000,001 - 5,000,000 9) 5,000,001 - 6,000,000 10) 6,000,001 - 10,000,000 11) 10,000,001 - 20,000,000 12) 20,000,001 and more

I1b: How was projection done? 1. Used less than 12 months financial / other records 2. Used annual financial records

SECTION J: CRITERIA FOR SPECIFIC BUSINESSES (COMPLETE IF SECTION A0 IS 2: RESIDENTIAL & NON-RESIDENTIAL)

J1: Are there people freely using the establishment space / product / facility for domestic activities? 1. Yes 2. No

J2: Does the owner / manager / worker reside in this structure? 1. Yes 2. No

J3: Does this business exclusively pay for its electricity consumption? 1. Yes 2. No

J4: Does this business exclusively pay for its water consumption? 1. Yes 2. No

SECTION K: UNIQUE IDENTITY OF ESTABLISHMENT

K1: Tax Identification Number (TIN)

K2: Ghana Card of owner / CEO

SECTION L: CONTACT PERSON'S DETAILS

L1: Name

L2: Designation

L3: Contact Number /

L4: Email