

STATISTICS ACT
(Cap. 17:01)

STATISTICS (SURVEY OF RECENT TRENDS) REGULATIONS, 1999
(Published on 23rd July, 1999)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Authorisation to conduct a survey
3. Service of questionnaires
4. Questionnaires to be answered
5. Penalties

SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Finance and Development Planning by section 15 of the Statistics Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Statistics (Survey of Recent Trends) Regulations, 1999. Citation
2. The Government Statistician may direct any authorised officer to conduct a survey on the recent trends in the economy of Botswana for the purposes of computing gross domestic product (GDP) on a quarterly basis and for the collection of data that can provide information on — Authorisation to conduct a survey
 - (a) total monthly turnover statistics in pula from the trade and service sector;
 - (b) total quarterly income and expenditure from the financial sector;
 - (c) stock of loans and deposits at the end of each quarter from the financial sector banks;
 - (d) total monthly value of construction work from the construction sector;
 - (e) total number of employees on payroll at the end of each quarter from all the sectors mentioned in paragraphs (a) (b) (c) and (d).
3. (1) The Government Statistician may, for the purposes of these Regulations, serve or cause to be served on any person, questionnaires in Form A, Form B, Form C and Form D set out in the Schedule. Service of questionnaires
(2) The questionnaires served in accordance with subregulation (1) shall be accompanied by a Government of Botswana official envelope addressed to the Government Statistician, Central Statistics Office, Private Bag 0024, Gaborone and marked "Statistics".
4. Any person on whom questionnaires are served shall, within 30 days of receipt of such questionnaires, complete, sign and return them to the Government Statistician enclosed in an envelope addressed in the manner set out under regulation 3 (2). Questionnaires to be answered

Penalties

5. Any person who fails or refuses to answer any question put to him for purposes of these Regulations shall be guilty of an offence and shall upon conviction, be liable to a fine of P100 and in the case of a continuing offence, to a fine of P5 for every day during which the offence continues.



SCHEDULE

TRADE AND SERVICES (1) SURVEY OF RECENT TRENDS (SRT) (STRICTLY CONFIDENTIAL)

REPUBLIC OF BOTSWANA

STATISTICS ACT (Cap 17:01)

Form A

These Statistics are collected in accordance with the Statistics Act (Cap 17:01). The information supplied on this form is strictly confidential and will be used for STATISTICAL purposes. Please complete this form, sign the declaration, and return by post, within 30 days of receiving the same. All correspondence to be addressed to:

The Government Statistician
Central Statistics Office
Private Bag 0024, Gaborone
Botswana
Tel: 352200; Fax: 352201

1. NAME:
2. ADDRESS:
3. REF. NO:

4. Please supply turnover Statistics on sales in each of the following months in PULA:

TURNOVER STATISTICS(2):

Month/Year	1996	...	2000	...
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

Note: (1) Covers all service industries: Hotels & Restaurants, Transport, Business, Real estate, Personal & Social services; (2) Receipts from sales e.g. goods and all services.

SURVEY OF RECENT TRENDS - TRADE AND SERVICES

(Form A)

5. Please state the total number of paid employees on the payroll at the end of the following months:

TOTAL NUMBER OF EMPLOYEES:

Month/Year	1996		2000	...
MARCH				
JUNE				
SEPTEMBER				
DECEMBER				

6. DECLARATION: I, the undersigned, declare that the particulars entered herein are correct to the best of my knowledge and belief.

NAME..... SIGNATURE.....

POSITION..... TELEPHONE.....

DATE..... FAX.....



FINANCIAL SECTOR - BANKS
SURVEY OF RECENT TRENDS (SRT)
(STRICTLY CONFIDENTIAL)

REPUBLIC OF BOTSWANA

STATISTICS ACT
(Cap 17:01)

Form B

These Statistics are collected in accordance with the Statistics Act (Cap 17:01). The information supplied on this form is strictly confidential and will be used for STATISTICAL purposes. Please complete the attached forms, sign the declaration, and return one copy by post, within 30 days of receiving the same. All correspondence to be addressed to:

The Government Statistician
Central Statistics Office
Private Bag 0024, Gaborone
Botswana
Tel: 352200; Fax: 352201

NAME:

ADDRESS:

REF. NO:

1. Please supply details of your Income and expenditure as follows in PULA:

INCOME			EXPENDITURE		
Interest, received	Commis- sions	Other operating income(1)	Interest paid	Salaries & wages (2)	Other operating expences(3)

1996

JAN - MAR
APR - JUN
JUL - SEPT
OCT - DEC
TOTAL

1997

JAN - MAR
APR - JUN
JUL - SEPT
OCT - DEC
TOTAL

....							
JAN - MAR							
APR - JUN							
JUL - SEPT							
OCT - DEC							
TOTAL							

*Note: (1) Exclude revaluation and recoveries
 (2) Include contributions to pension funds, medical aid scheme, etc.
 (3) Exclude depreciation, bad debts provisions, corporation tax, etc.*

SURVEY OF RECENT TRENDS: FINANCIAL SECTOR -BANKS *(Form B.1)*

2. Please supply details of stock(4) of Loans and Deposits at the end of the following Months in PULA.

Year	1996	1997	...
MARCH			
JUNE			
SEPTEMBER			
DECEMBER			

Note: (4) This should be at reference interest rate

3. Please state the total number of paid employees on the payroll at the end of the following months:

Month/Year	1996	1997	...
MARCH			
JUNE			
SEPTEMBER			
DECEMBER			

DECLARATION: I, the undersigned, declare that the particulars entered herein are correct to the best of my knowledge and belief.

NAME..... SIGNATURE.....

POSITION..... TELEPHONE.....

DATE..... FAX.....



CONSTRUCTION
SURVEY OF RECENT TRENDS (SRT)
(STRICTLY CONFIDENTIAL)

REPUBLIC OF BOTSWANA

STATISTICS ACT
(Cap 17:01)

Form C

These Statistics are collected in accordance with the Statistics Act (Cap 17:01). The information supplied on this form is strictly confidential and will be used for STATISTICAL purposes. Please complete the attached forms, sign the declaration, and return one copy by post, within 30 days of receiving the same. All correspondence to be addressed to:

The Government Statistician
Central Statistics Office
Private Bag 0024, Gaborone
Botswana
Tel.. 352200; Fax: 352201

NAME:

ADDRESS:

REF. NO:

1. State the value of construction work-done¹ (include new construction, extensions, restorations/conversions undertaken, but excluding current repairs & maintenance):

- (a) on projects for which you are the main contractor (this should include the value of work done by subcontractors, but any work-done by yourself, as sub-contractor should not be included); and
- (b) on own account in each of the following months in PULA

TOTAL VALUE OF CONSTRUCTION WORK:

Month/Year	1996	...	2000	...
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

¹ this may be estimated from the value of materials put in place, plus labour costs and other operating expenses, excluding any margin of profit on unfinished work

SURVEY OF RECENT TRENDS: CONSTRUCTION

(Form CI)

2. Have you included an allowance for profit?
3. Please state the total number of paid employees on the payroll at the end of the following months:

TOTAL NUMBER OF EMPLOYEES:

Month/Year	1996	...	2000	...
MARCH				
JUNE				
SEPTEMBER				
DECEMBER				

DECLARATION: I, the undersigned, declare that the particulars entered herein are correct to the best of my knowledge and belief.

NAME..... SIGNATURE.....

POSITION..... TELEPHONE.....

DATE..... FAX



FINANCIAL SECTOR - INSURANCES
SURVEY OF RECENT TRENDS (SR T)
(STRICTLY CONFIDENTIAL)

REPUBLIC OF BOTSWANA

STATISTICS ACT
(Cap 17:01)

Form D

* These Statistics are collected in accordance with the Statistics Act (Cap 17:01). The information supplied on this form is strictly confidential and will be used for STATISTICAL purposes. Please complete the attached forms, sign the declaration, and return one copy by post, within 30 days of receiving the same. All correspondence to be addressed to:

The Government Statistician
Central Statistics Office
Private Bag 0024, Gaborone, Botswana
Tel: 352200; Fax: 352201

NAME:

ADDRESS:

REF. NO:

1. Please supply details of your income and expenditure as follows in PULA:

INCOME		
Premiums received(1)	Commissions	Other operating income(2)

EXPENDITURE		
Claims	Salaries & wages (3)	Other operating expenses(4)

1996

JAN - MAR

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APR - JUN

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JUL - SEPT

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OCT - DEC

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TOTAL

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1997

JAN - MAR

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APR - JUN

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JUL - SEPT

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OCT - DEC

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TOTAL

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.....						
JAN - MAR						
APR - JUN						
JUL - SEPT						
OCT - DEC						
TOTAL						

- Note: (1) Include premium supplements (i.e. income from the investment of technical reserves).
 (2) Exclude revaluation and recoveries. (3) Includes contributions to pension funds, medical aid scheme
 (4) Excludes depreciation, bad debts provisions corporation tax, etc.*

SURVEY OF RECENT TRENDS: FINANCIAL SECTOR — INSURANCES (Form D.2)

2. Please state the total number of paid employees on the payroll at the end of the following months:

	1996	1997	...
MARCH			
JUNE			
SEPTEMBER			
DECEMBER			

DECLARATION: I, the undersigned, declare that the particulars entered herein are correct to the best of my knowledge and belief.

NAME..... SIGNATURE

POSITION..... TELEPHONE

DATE..... FAX

MADE this 9th day of July, 1999.

P.H.K. KEDIKILWE,
*Minister of Finance and
 Development Planning.*