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VAN DIE REPUBLIEK VAN SUID-AFRIKA
REPUBLIC OF SOUTH AFRICA
GOVERNMENT GAZETTE

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GOEWERMENSKENNISGEWINGS

DEPARTEMENT VAN STATISTIEK

No. R. 1673 26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976).—REKENOUTOMAATOPNAME, 1977

(REKENOUTOMATE, RANDAPPARATUUR, DATAVASLEGGINGSUITRUSTING EN DATAKOMMUNIKASIE-UITRUSTING)

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot rekenoutomate, randapparatuur, datavasleggingsuitrusting en datakommunikasie-uitrusting uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “'n sentrale verwerker” elektroniese en/of meganiese uitrusting wat bewaarde instruksies kan uitvoer, mits die primêre invoerbron nie beperk is tot die konsol of toetsbord van die verwerker nie—sodanige uitrusting behoort dit moontlik te maak om inligting te verwerk ten einde resultate via 'n uitvoertoestel te lewer en dit moet voorsien wees van enige kombinasie van kaartlesers, drukkers, magnetiese bandaandrywers, skyfaandrywers en ander randapparatuur; en

(b) “persoon in beheer van 'n sentrale verwerker”—

(i) iemand wat op 30 Junie 1977 die eienaar/huurder, d.w.s. die primêre gebruiker, van die sentrale verwerker was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem ook aanvaar kan word van 'n persoon aan wie die eienaar/huurder die toesig of beheer oor of die administrasie of bestuur van die sentrale verwerker opgedra het, na gelang van die geval;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of 'n vereniging sonder winsoogmerk of van 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie op 30 Junie 1977 die eienaar/huurder van sodanige sentrale verwerker was.

GOVERNMENT NOTICES

DEPARTMENT OF STATISTICS

No. R. 1673 26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976).—COMPUTER SURVEY, 1977

(COMPUTERS, PERIPHERAL EQUIPMENT, DATA CAPTURING EQUIPMENT AND COMMUNICATION EQUIPMENT)

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with computers, peripheral equipment, data capturing equipment and communication equipment:

1. In these regulations, unless the context otherwise indicates—

(a) “central processor” means electronic and/or mechanical equipment capable of executing stored instructions, provided that the primary source of input is not confined to the console or keyboard of the processor—such equipment should permit the processing of information to produce results through an output device, and should be equipped with any combination of card readers, printers, magnetic tape decks, disc drivers and other peripheral equipment; and

(b) “person in charge of a central processor” means—

(i) any person who, on 30 June 1977, was the owner/lessee, i.e. the prime user, of the central processor: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner/lessee with the supervision, control, administration or management of the central processor, as the case may be;

(ii) a trustee or liquidator or an executor or administrator or an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative society in liquidation, or a judicial manager of a company under judicial management, which estate or company or non-profit society or co-operative society owned/rented such central processor on 30 June 1977.

2. (a) Die persoon in beheer van 'n sentrale verwerker moet voor of op 30 September 1977 of voór of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangsel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien wat die posisie soos op 30 Junie 1977 aantoon.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n sentrale verwerker stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van 'n sentrale verwerker van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Enige persoon in beheer van 'n sentrale verwerker wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

4. Die Sekretaris van Statistiek kan 'n naam- en adreslys van persone in beheer van sentrale verwerkers, in regulasie 1 (a) bedoel, opstel en aan enige instansie beskikbaar stel.

2. (a) The person in charge of a central processor shall, on or before 30 September 1977, or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereof, render a return to the Secretary for Statistics, which indicates the position as at 30 June 1977.

(b) (i) The questionnaire defined in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire defined in subregulation (a) above to the person in charge of a central processor, but his failure to do so does not exempt any person in charge of a central processor from the obligation imposed on him by subregulation (a).

3. Any person in charge of a central processor who, without reasonable cause, fails to comply with any provision of these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200 or, in the case of continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

4. The Secretary for Statistics may compile a name and address list of persons in charge of central processors, as defined in regulation 1 (a), and make such list available to any person or organisation.

This questionnaire is also obtainable in English.

AANHANGSEL A—04-15A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

REKENAARSOPNAME, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
- (2) Kontrole 1.....
- (3) Kontrole 2.....
- (4) Toetskontrole.....
- (5) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van die resultate. Geliewe dus u opgawe sonder versuim in te dien, en in ieder geval nie later nie as die VERVALDATUM naamlik 30 SEPTEMBER 1977.

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die resultate sal op so 'n wyse gepubliseer word dat die gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe toelaatbaar wees in enige regsding nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS
Sekretaris van Statistiek

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur alvorens u die vraelys invul. Dit sal onnodige en tydrawende briefwisseling voorkom.

1. OMVANG VAN DIE OPNAME

- 1.1 Die opname word gehou ten opsigte van alle sentrale verwerkers wat besit of gehuur word. Die eienaar/huurder, d.w.s. die primêre gebruiker van die sentrale verwerker, moet die vraelys invul.
- 1.2 Vir die doel van hierdie opname word 'n sentrale verwerker gedefinieer as "elektroniese en/of meganiese uitrusting wat bewaarde instruksies kan uitvoer, mits die primêre invoerbron nie beperk is tot die konsolle of toetsbord van die verwerker nie. Sodanige uitrusting behoort dit moontlik te maak om inligting te verwerk ten einde resultate via 'n uitvoertoestel te lewer; en dit moet voorsien wees van enige kombinasie van kaartlesers, drukkers, magnetiesebandaandrywers, skyfaandrywers, ens."
- 1.3 Uitrusting wat hoofsaaklik vir prosesbeheer gebruik word, word nie in hierdie opname ingesluit nie.
- 1.4 Inligting wat betrekking het op filiaalmaatskappye, as daar is, moet op 'n afsonderlike vraelys ingevul word.

2. DOEL VAN DIE OPNAME

Die doel van die opname is om gedetailleerde inligting van die getal, vermoë (kapasiteit) en aanwending van rekenaars in die Republiek te versamel. Die resultate sal die Departement van Statistiek in staat stel om betekenisvolle inligting in antwoord op talle navrae wat van plaaslike instansies sowel as van oorsee ontvang word, te verskaf.

3. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet die posisie soos op 30 Junie 1977 aantoon.

AFDELING 1.—BESONDERHEDE VAN SENTRALE VERWERKER/S

L.W.—Indien u meer as een rekenaar besit of huur, spesifiseer asseblief die fabrikaat, model en interne geheuekapasiteit van elke rekenaar afsonderlik.

Fabrikaat en model	Vir Departementele gebruik	Werklike interne geheuekapasiteit in K			Grootte van woorde in bisse
		Karakters	Grepe	Woorde	
A.	001.....	002.....	003.....	004.....	005.....
B.	006.....	007.....	008.....	009.....	010.....
C.	011.....	012.....	013.....	014.....	015.....
D.	016.....	017.....	018.....	019.....	020.....
E.	021.....	022.....	023.....	024.....	025.....
F.	026.....	027.....	028.....	029.....	030.....

(Gebruik vervolgsbladsye waar nodig)

AFDELING 2.—TOEPASSING VAN REKENAAR/S

(a) Dui asseblief die toepassing van *elkeen* van bogenoemde rekenaars aan deur die toepaslike blokke van die ooreenstemmende kolomme in volgorde van belangrikheid met 1, 2, 3 ens. te nommer.

(b) Dui asseblief ook die geraamde gemiddelde tyd aan wat per maand bestee word aan elke taak vir *elkeen* van die rekenaars soos hierbo genoem.

Taak	A		B		C		D		E		F	
	Toepas-sing	Tyd bestee (ure)	Toepas-sing	Tyd bestee (ure)	Toepas-sing	Tyd bestee (ure)	Toepas-sing	Tyd bestee (ure)	Toepas-sing	Tyd bestee (ure)	Toepas-sing	Tyd bestee (ure)
Betaalstate.....	051.....	065.....	080.....	094.....	109.....	123.....	138.....	152.....	167.....	181.....	196.....	210.....
Finansiële beheer.....	052.....	066.....	081.....	095.....	110.....	124.....	139.....	153.....	168.....	182.....	197.....	211.....
Personeeladministrasie...	053.....	067.....	082.....	096.....	111.....	125.....	140.....	154.....	169.....	183.....	198.....	212.....
Voorraadbeheer.....	054.....	068.....	083.....	097.....	112.....	126.....	141.....	155.....	170.....	184.....	199.....	213.....
Statisties.....	055.....	069.....	084.....	098.....	113.....	127.....	142.....	156.....	171.....	185.....	200.....	214.....
Ander kommersieël.....	056.....	070.....	085.....	099.....	114.....	128.....	143.....	157.....	172.....	186.....	201.....	215.....
Prosesbeheer.....	057.....	071.....	086.....	100.....	115.....	129.....	144.....	158.....	173.....	187.....	202.....	216.....
Produkiesbeheer.....	058.....	072.....	087.....	101.....	116.....	130.....	145.....	159.....	174.....	188.....	203.....	217.....
Wetenskaplik/Navorsing.	059.....	073.....	088.....	102.....	117.....	131.....	146.....	160.....	175.....	189.....	204.....	218.....
Ander (spesifiseer):	060.....	074.....	089.....	103.....	118.....	132.....	147.....	161.....	176.....	190.....	205.....	219.....
Totaal.....	—	079.....	—	108.....	—	137.....	—	166.....	—	195.....	—	224.....

(Gebruik vervolgsbladsye waar nodig)

AFDELING 3.—TALE GEBRUIK IN U REKENAARSTELSELS

Dui die programmeringstale wat vir elk van u rekenaars gebruik word aan deur hulle in volgorde van belangrikheid met 1, 2, 3, ens. te nommer in die toepaslike blokke van die ooreenstemmende kolomme.

Programmeringstaal gebruik	A	B	C	D	E	F
LAEVLAKTALE:						
Assembler.....	341.....	346.....	351.....	356.....	361.....	366.....
User code.....	342.....	347.....	352.....	357.....	362.....	367.....
Plan.....	343.....	348.....	353.....	358.....	363.....	368.....
Neat.....	344.....	349.....	354.....	359.....	364.....	369.....
Ander (spesifiseer).....	345.....	350.....	355.....	360.....	365.....	370.....
HOEVLAKTALE:						
Algol.....	391.....	397.....	403.....	409.....	415.....	421.....
Cobol.....	392.....	398.....	404.....	410.....	416.....	422.....
Fortran.....	393.....	399.....	405.....	411.....	417.....	423.....
R.P.G.....	394.....	400.....	406.....	412.....	418.....	424.....
PL 1.....	395.....	401.....	407.....	413.....	419.....	425.....
Ander (spesifiseer).....	396.....	402.....	408.....	414.....	420.....	426.....

(Gebruik vervolgsbladsye waar nodig)

AFDELING 4.—BESONDERHEDE VAN RANDAPPARATUUR

4.1 GETAL KAARTLESERS

Kaartgrootte	Kaartleesspoed per minuut		
	Minder as 500	500 tot 1 000	Meer as 1 000
4.1.1 Tot 80 kolomme.....	451.....	455.....	459.....
4.1.2 96 kolomme.....	452.....	456.....	460.....
4.1.3 Ander.....	453.....	457.....	461.....
4.1.4 Totaal.....	454.....	458.....	462.....

4.2 GETAL GEKOPPELDE KAARTPONSE

Kaartgrootte	Getal
4.2.1 Tot 80 kolomme.....	463.....
4.2.2 96 kolomme.....	464.....
4.2.3 Ander.....	465.....
4.2.4 Totaal.....	466.....

4.3 GETAL PAPIERBANDLESERS

Leesspoed in karakters/grepe per sekonde	Kanale				
	5	6	7	8	Ander
4.3.1 Minder as 500 per sekonde	467.....	471.....	475.....	479.....	483.....
4.3.2 500 tot 1 000 per sekonde..	468.....	472.....	476.....	480.....	484.....
4.3.3 Meer as 1 000 per sekonde	469.....	473.....	477.....	481.....	485.....
4.3.4 Totaal.....	470.....	474.....	478.....	482.....	486.....

4.4 GETAL GEKOPPELDE PAPIERBANDPONSE..... 487.....

4.5 GETAL MAGNETIESE BANDAANDRYWERS

Skryf digtheid in karakters/bisse per duim	7-kanaal met 'n oordragspoed in Kcs van:						9-kanaal met 'n oordragspoed in Kcs van:						Omskakelbare 7 en 9 kanaal met 'n oordragspoed in Kcs van:					
	Onder 20	20 tot onder 40	40 tot onder 80	80 tot onder 120	120 tot onder 200	200 en meer	Onder 20	20 tot onder 40	40 tot onder 80	80 tot onder 120	120 tot onder 200	200 en meer	Onder 20	20 tot onder 40	40 tot onder 80	80 tot onder 120	120 tot onder 200	200 en meer
4.5.1. 200.	488.....	495.....	502.....	509.....	516.....	523.....	530.....	537.....	544.....	551.....	558.....	565.....	572.....	579.....	586.....	593.....	600.....	607.....
4.5.2. 556.	489.....	496.....	503.....	510.....	517.....	524.....	531.....	538.....	545.....	552.....	559.....	566.....	573.....	580.....	587.....	594.....	601.....	608.....
4.5.3. 800.	490.....	497.....	504.....	511.....	518.....	525.....	532.....	539.....	546.....	553.....	560.....	567.....	574.....	581.....	588.....	595.....	602.....	609.....
4.5.4. 1 600	491.....	498.....	505.....	512.....	519.....	526.....	533.....	540.....	547.....	554.....	561.....	568.....	575.....	582.....	589.....	596.....	603.....	610.....
4.5.5 800/1 600	492.....	499.....	506.....	513.....	520.....	527.....	534.....	541.....	548.....	555.....	562.....	569.....	576.....	583.....	590.....	597.....	604.....	611.....
4.5.6 Ander	493.....	500.....	507.....	514.....	521.....	528.....	535.....	542.....	549.....	556.....	563.....	570.....	577.....	584.....	591.....	598.....	605.....	612.....
4.5.7 Totaal	494.....	501.....	508.....	515.....	522.....	529.....	536.....	543.....	550.....	557.....	564.....	571.....	578.....	585.....	592.....	599.....	606.....	613.....

4.6 WILLEKEURIGE TOEGANGSAPPARATUUR

4.6.1 SKYFAANDRYWERS

Kapasiteit in megagrepe	Minder as 2	2 tot minder as 5	5 tot minder as 10	10 tot minder as 30	30 tot minder as 60	60 tot minder as 100	100 tot minder as 200	200 tot minder as 400	400 en meer	Totaal
Getal skyfaandrywers	614.....	615.....	616.....	617.....	618.....	619.....	620.....	621.....	622.....	623.....

4.6.2 TROMMELS ("DRUMS")

Getal trommels..... 624.....
 Totale kapasiteit..... 625..... megagrepe

4.7 DRUKKERS

Ontwerpspoed in reëls per minuut	Getal drukkers
4.7.1 Minder as 750 reëls per minuut.....	626.....
4.7.2 750 tot minder as 1 500 reëls per minuut.....	627.....
4.7.3 1 500 tot minder as 3 000 reëls per minuut.....	628.....
4.7.4 3 000 reëls per minuut en meer.....	629.....
4.7.5 Totaal.....	630.....

4.8 Getal grafiektrekkers..... 631.....

AFDELING 5.—KOSTE VAN UITRUSTING

Dui asseblief die koste aan van elke stelsel wat uitrusting omvat soos in Afdelings 1 en 4 aangedui.

Stelsel	Gehuurse uitrusting: Maandelikse huur, insluitende primêre skofonderhoud	Aangekoopte uitrusting:	
		Koopprys	Maandelikse onderhoud van primêre skof
	R	R	R
A.....	632.....	643.....	654.....
B.....	633.....	644.....	655.....
C.....	634.....	645.....	656.....
D.....	635.....	646.....	657.....
E.....	636.....	647.....	658.....
F.....	637.....	648.....	659.....
Totaal.....	642.....	653.....	664.....

(Gebruik vervolgsbladsye waar nodig)

AFDELING 6.—DATAVASLEGGINGSUITRUSTING

6.1 NIE-GEKOPPEL:

6.1.1 Getal kaartponse.....	665.....
6.1.2 Getal kaarttoetsponse.....	666.....
6.1.3 Getal omskakelbare kaartpons/toetsponse.....	667.....
6.1.4 Getal papierbandponse.....	668.....
6.1.5 Getal papierbandtoetsponse.....	669.....
6.1.6 Getal omskakelbare papierbandpons/toetsponse.....	670.....
6.1.7 Getal losstaande magnetiese bandenkodeerders.....	671.....
6.1.8 Toetsbord na bandstelsels: Getal toetsborde.....	672.....
6.1.9 Toetsbord na skyfstelsels: Getal toetsborde.....	673.....
6.1.10 Toetsbord na trommelstelsels: Getal toetsborde.....	674.....

6.2 GEKOPPELDE UITRUSTING:

6.2.1 Getal sleutelborde direk aan die sentrale verwerker gekoppel.....	675.....
6.2.2 Getal dokumentlesers.....	676.....
6.2.3 Gebruik van dokumentlesers:	

Dui die gebruik van elke leser aan deur middel van 'n kruisie in die toepaslike kolomme:

Leser	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6
Optiese tekenlesing.....	677.....	680.....	683.....	686.....	689.....	692.....
Merklesing.....	678.....	681.....	684.....	687.....	690.....	693.....
Lees van magnetiese inktens.....	679.....	682.....	685.....	688.....	691.....	694.....

(Gebruik vervolgsbladsye waar nodig)

AFDELING 7.—KOSTE VAN DATAVASLEGGINGSUITRUSTING (AFDELING 6 HIERBO)

7.1 Gehuurde uitrusting—maandelikse huur en maandelikse onderhoud vir die primêre skof.....	707 R.....
7.2 Aangekoopte uitrusting:	
7.2.1 Koopprys.....	708 R.....
7.2.2 Maandelikse onderhoud van die primêre skof.....	709 R.....

AFDELING 8.—DATAKOMMUNIKASIEUITRUSTING

8.1 Getal afgeleë insleutelpunte (sleutelborde) wat per telefoonlyn aan sentrale verwerker/s gekoppel is.....	710.....
8.2 Getal insleutelpunte, uitsluitende konsolle/s wat direk aan die sentrale verwerker/s gekoppel is ander as deur middel van telefoonlyn.....	711.....
8.3 Getal kaartlesers/ponse.....	712.....
8.4 Getal telefoonlyn in gebruik met toepaslike "modem"-spoed in bise per sekonde:	

Spoed	150	200	1 200	2 400	4 800	9 600	Totaal
Getal skakelbare lyne....	713.....	714.....	715.....	716.....	717.....	718.....	719.....
Getal toegewese lyne....	720.....	721.....	722.....	723.....	724.....	725.....	726.....

8.5 Totale maandelikse huur van toegewese lyne.....	727 R.....
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8.6 Totale koste van terminusse:

8.6.1 Gehuurde uitrusting—maandelikse huur, insluitende onderhoud vir die primêre skof.....	728 R.....
8.6.2 Gekoopte uitrusting:	
8.6.2.1 Koopprys.....	729 R.....
8.6.2.2 Maandelikse onderhoud vir die primêre skof.....	730 R.....

8.7 Toepassing:

Dui asseblief aan waarvoor u datakommunikasieuitrusting hoofsaaklik gebruik word, deur 'n kruisie in die toepaslike blok te maak:

8.7.1 Berekeninge.....	1		
8.7.2 Data-invoer.....	2		
8.7.3 Navrae.....	3		
8.7.4 Ander (spesifiseer).....	4		

731

Merk slegs
een blok.

AFDELING 9.—PERSONEEL SOOS OP 30 JUNIE 1977—DATAVERWERKINGS-AFDELING

Opmerkings:

1. Die getal werknemers sowel as die getal vakatures in u *Dataverwerkingsafdeling* alleenlik, moet getoon word.
2. Personeel wat terminusse behartig wat met ander voltydse werk gepaard gaan, moet uitgesluit word.

Kategorie	Getal werknemers				Getal vakatures			
	Blank	Kleurling	Asiër	Bantoe	Blank	Kleurling	Asiër	Bantoe
9.1 Bedryfsbestuurder/s, bedieners, skofleiers en lêerbibliotekaris	732	743	754	765	776	787	798	809
9.2 Datavoorbereidingstoesighouers en pons/toetspons/enkodeer/terminusoperateurs	733	744	755	766	777	788	799	810
9.3 Databeheertoetsighouers en klerke	734	745	756	767	778	789	800	811
9.4 Programmeringspanleiers, programmeringsbestuurders, programbeplanners, programmeerders, kodeerders, stelsel- en programmatuurprogrammeerders	735	746	757	768	779	790	801	812
9.5 Stelselontleders en ontwerpers en bestuursinligtingsontleders	736	747	758	769	780	791	802	813
9.6 Databasisadministrateurs en verwante personeel	737	748	759	770	781	792	803	814
9.7 Operateurs van bykomende masjiene, soos papiersnymasjiene, ens.	738	749	760	771	782	793	804	815
9.8 Bestuurspersoneel nie by bogenoemde ingesluit nie: Dataverwerkingsbestuurders, ens.	739	750	761	772	783	794	805	816
9.9 Tegniiese onderhoudspersoneel: Moenie personeel in diens van u verskaffingsmaatskappy insluit nie	740	751	762	773	784	795	806	817
9.10 Ander rekenaarpersoneel (spesifiseer)	741	752	763	774	785	796	807	818
9.11 Totaal	742	753	764	775	786	797	808	819

AFDELING 10.—AKTIWITEIT

Beskryf asseblief volledig die *hoofaktiwiteit* waarin u organisasie tans *betrokke* is (bv. groot- of kleinhandel, vervaardiging van voedsel, konstruksie, bouwerk, ens.)

Ek verklaar hierby dat die besonderhede in hierdie opgawe verstrek in ooreenstemming is met die instruksies in die vraelys vervat.

Datum.....19..... Handtekening.....
 Plek..... Hoedanigheid.....
 Telegramadres..... Telefoon No.....
 Teleks No.....

Naam van persoon met wie in verbinding getree kan word in geval van navrae.....

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE A 04-15 E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

COMPUTER SURVEY, 1977

In correspondence with the Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

- (1) Receipt noted.....
- (2) Check 1.....
- (3) Check 2.....
- (4) Test check.....
- (5) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay, and in any case not later than the DUE DATE, namely 30 SEPTEMBER 1977.

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential, in compliance with the secrecy provisions of the Statistics Act. The results will be published in such a way as to ensure the confidential nature of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings, except in the case of an offence under the Statistics Act.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE SURVEY

- 1.1 The survey is being conducted in respect of all central processors, whether owned or rented. The owner/renter, i.e. the prime user of the central processor, is required to complete the return.
- 1.2 For purposes of this survey, a *central processor* is defined as "electronic and/or mechanical equipment capable of executing stored instructions, provided that the primary source of input is not confined to the console or keyboard of the processor. Such equipment should permit the processing of information to produce results through an output device, and be equipped with any combination of card readers, printers, magnetic tape decks, and disc drives, etc."
- 1.3 Equipment used primarily for process control is excluded from this survey.
- 1.4 Information relating to subsidiary companies, if any, must be furnished on a separate questionnaire.

2. PURPOSE OF THE SURVEY

The purpose of the survey is to obtain detailed information regarding the number, capacity and application of computers in the Republic. The results will enable the Department of Statistics to furnish significant information in reply to numerous enquiries received from local bodies as well as from abroad.

3. PERIOD COVERED BY THE RETURN

The questionnaire must show the position as at 30 June 1975.

SECTION 1.—DETAILS OF CENTRAL PROCESSOR/S

N.B.—If you own or rent more than one computer, kindly specify the make, model and internal storage capacity of each computer separately.

Make and model	For Departmental use	Actual internal storage capacity in K			Size of words in bits
		Characters	Bytes	Words	
A.....	001.....	002.....	003.....	004.....	005.....
B.....	006.....	007.....	008.....	009.....	010.....
C.....	011.....	012.....	013.....	014.....	015.....
D.....	016.....	017.....	018.....	019.....	020.....
E.....	021.....	022.....	023.....	024.....	025.....
F.....	026.....	027.....	028.....	029.....	030.....

(Use continuation sheets where necessary)

SECTION 2.—APPLICATION OF COMPUTER/S

- (a) Please indicate the applications of *each* of the above-mentioned computers by numbering the appropriate blocks of the corresponding columns 1, 2, 3, etc., in sequence of importance.
- (b) Please indicate also the estimated average time spent per month on each task for *each* of the above-mentioned computers.

Task	A		B		C		D		E		F	
	Application	Time spent (hours)	Application	Time spent (hours)	Application	Time spent (hours)	Application	Time spent (hours)	Application	Time spent (hours)	Application	Time spent (hours)
Payroll.....	051.....	065.....	080.....	094.....	109.....	123.....	138.....	152.....	167.....	181.....	196.....	210.....
Financial control.....	052.....	066.....	081.....	095.....	110.....	124.....	139.....	153.....	168.....	182.....	197.....	211.....
Staff administration.....	053.....	067.....	082.....	096.....	111.....	125.....	140.....	154.....	169.....	183.....	198.....	212.....
Stores control.....	054.....	068.....	083.....	097.....	112.....	126.....	141.....	155.....	170.....	184.....	199.....	213.....
Statistical.....	055.....	069.....	084.....	098.....	113.....	127.....	142.....	156.....	171.....	185.....	200.....	214.....
Other commercial.....	056.....	070.....	085.....	099.....	114.....	128.....	143.....	157.....	172.....	186.....	201.....	215.....
Process control.....	057.....	071.....	086.....	100.....	115.....	129.....	144.....	158.....	173.....	187.....	202.....	216.....
Production control.....	058.....	072.....	087.....	101.....	116.....	130.....	145.....	159.....	174.....	188.....	203.....	217.....
Scientific/Research.....	059.....	073.....	088.....	102.....	117.....	131.....	146.....	160.....	175.....	189.....	204.....	218.....
Other (specify).....	060.....	074.....	089.....	103.....	118.....	132.....	147.....	161.....	176.....	190.....	205.....	219.....
Total.....	—	079.....	—	108.....	—	137.....	—	166.....	—	195.....	—	224.....

(Use continuation sheets where necessary)

SECTION 3.—LANGUAGES USED ON YOUR COMPUTER SYSTEM/S

Indicate the programming languages used on each of your computers by numbering them 1, 2, 3, etc. in sequence of importance in the appropriate blocks of the corresponding columns.

Language used for programming	A	B	C	D	E	F
LOW LEVEL LANGUAGES:						
Assembler.....	341.....	346.....	351.....	356.....	361.....	366.....
User code.....	342.....	347.....	352.....	357.....	362.....	367.....
Plan.....	343.....	348.....	353.....	358.....	363.....	368.....
Neat.....	344.....	349.....	354.....	359.....	364.....	369.....
Other (specify).....	345.....	350.....	355.....	360.....	365.....	370.....
HIGH LEVEL LANGUAGES:						
Algol.....	391.....	397.....	403.....	409.....	415.....	421.....
Cobol.....	392.....	398.....	404.....	410.....	416.....	422.....
Fortran.....	393.....	399.....	405.....	411.....	417.....	423.....
R.P.G.....	394.....	400.....	406.....	412.....	418.....	424.....
PL 1.....	395.....	401.....	407.....	413.....	419.....	425.....
Other (specify).....	396.....	402.....	408.....	414.....	420.....	426.....

(Use continuation sheets where necessary)

SECTION 4.—DETAILS OF PERIPHERAL EQUIPMENT

4.1 NUMBER OF CARD READERS

Card size	Reading speed in cards per minute		
	Less than 500	500 to 1 000	More than 1 000
4.1.1 Up to 80 columns.....	451.....	455.....	459.....
4.1.2 96 columns.....	452.....	456.....	460.....
4.1.3 Other.....	453.....	457.....	461.....
4.1.4 Total.....	454.....	458.....	462.....

4.2 NUMBER OF ON-LINE CARD PUNCHES

Card size	Number
4.2.1 Up to 80 columns.....	463.....
4.2.2 96 columns.....	464.....
4.2.3 Other.....	465.....
4.2.4 Total.....	466.....

4.3 NUMBER OF PAPER TAPE READERS

Reading speed in characters/ bytes per second	Channels				
	5	6	7	8	Other
4.3.1 Less than 500 per second..	467.....	471.....	475.....	479.....	483.....
4.3.2 500 to 1 000 per second....	468.....	472.....	476.....	480.....	484.....
4.3.3 More than 1 000 per second	469.....	473.....	477.....	481.....	485.....
4.3.4 Total.....	470.....	474.....	478.....	482.....	486.....

4.4 NUMBER OF ON-LINE PAPER TAPE PUNCHES..... 487.....

4.5 NUMBER OF MAGNETIC TAPE DECKS

Packing density in characters/ bits per inch	7 channel with a transfer rate in Kc's of						9 channel with a transfer rate in Kc's of						7 and 9 channel switchable with a transfer rate in Kc's of					
	Under 20	20 to under 40	40 to under 80	80 to under 120	120 to under 200	200 and over	Under 20	20 to under 40	40 to under 80	80 to under 120	120 to under 200	200 and over	Under 20	20 to under 40	40 to under 80	80 to under 120	120 to under 200	200 and over
4.5.1 200	488.....	495.....	502.....	509.....	516.....	523.....	530.....	537.....	544.....	551.....	558.....	565.....	572.....	579.....	586.....	593.....	600.....	607.....
4.5.2 556	489.....	496.....	503.....	510.....	517.....	524.....	531.....	538.....	545.....	552.....	559.....	566.....	573.....	580.....	587.....	594.....	601.....	608.....
4.5.3 800	490.....	497.....	504.....	511.....	518.....	525.....	532.....	539.....	546.....	553.....	560.....	567.....	574.....	581.....	588.....	595.....	602.....	609.....
4.5.4 1 600	491.....	498.....	505.....	512.....	519.....	526.....	533.....	540.....	547.....	554.....	561.....	568.....	575.....	582.....	589.....	596.....	603.....	610.....
4.5.5. 800/ 1 600...	492.....	499.....	506.....	513.....	520.....	527.....	534.....	541.....	548.....	555.....	562.....	569.....	576.....	583.....	590.....	597.....	604.....	611.....
4.5.6 Other	493.....	500.....	507.....	514.....	521.....	528.....	535.....	542.....	549.....	556.....	563.....	570.....	577.....	584.....	591.....	598.....	605.....	612.....
4.5.7. Total	494.....	501.....	508.....	515.....	522.....	529.....	536.....	543.....	550.....	557.....	564.....	571.....	578.....	585.....	592.....	599.....	606.....	613.....

4.6 RANDOM ACCESS DEVICES

4.6.1 DISC DRIVES

Capacity in megabytes	Under 2	2 to under 5	5 to under 10	10 to under 30	30 to under 60	60 to under 100	100 to under 200	200 to under 400	400 and over	Total
Number of disc drives	614.....	615.....	616.....	617.....	618.....	619.....	620.....	621.....	622.....	623.....

4.6.2 DRUMS

Number of drums..... 624.....
Total capacity..... 625..... megabytes

4.7 PRINTERS

Rated speed in lines per minute	Number of printers
4.7.1 Less than 750 lines per minute.....	626.....
4.7.2 750 to under 1 500 lines per minute.....	627.....
4.7.3 1 500 to under 3 000 lines per minute.....	628.....
4.7.4 3 000 lines per minute and over.....	629.....
4.7.5 Total.....	630.....

4.8 Number of graph plotters..... 631.....

SECTION 5.—COST OF EQUIPMENT

Indicate the cost of each configuration comprising equipment reflected in Section 1 and 4 above.

Configuration	Rented equipment: Monthly rental, including prime shift maintenance	Purchased equipment:	
		Purchase price	Prime shift monthly maintenance
	R	R	R
A.....	632.....	643.....	654.....
B.....	633.....	644.....	655.....
C.....	634.....	645.....	656.....
D.....	635.....	646.....	657.....
E.....	636.....	647.....	658.....
F.....	637.....	648.....	659.....
Total.....	642.....	653.....	664.....

(Use continuation sheets where necessary)

SECTION 6.—DATA CAPTURING EQUIPMENT

6.1 OFF-LINE:

6.1.1 Number of card punches.....	665.....
6.1.2 Number of card verifiers.....	666.....
6.1.3 Number of switchable card punch/verifiers.....	667.....
6.1.4 Number of paper tape punches.....	668.....
6.1.5 Number of paper tape verifiers.....	669.....
6.1.6 Number of switchable paper tape punch/verifiers.....	670.....
6.1.7 Number of free-standing magnetic tape encoders.....	671.....
6.1.8 Key to tape systems: Number of keyboards.....	672.....
6.1.9 Key to disc systems: Number of keyboards.....	673.....
6.1.10 Key to drum systems: Number of keyboards.....	674.....

6.2 ON-LINE:

6.2.1 Number of key stations linked directly to central processor.....	675.....
6.2.2 Number of document readers.....	676.....
6.2.3 Application of document readers:	

Indicate application(s) of each reader by marking the appropriate block(s) with a cross:

Reader	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6
Optical character recognition.....	677.....	680.....	683.....	686.....	689.....	692.....
Mark reading.....	678.....	681.....	684.....	687.....	690.....	693.....
Magnetic ink character recognition.....	679.....	682.....	685.....	688.....	691.....	694.....

(Use continuation sheets where necessary)

SECTION 7.—COST OF DATA CAPTURING EQUIPMENT (SECTION 6 ABOVE)

7.1 Rente equipment—monthly rental and prime shift monthly maintenance.....	707 R.....
7.2 Purchased equipment:	
7.2.1 Purchase price.....	708 R.....
7.2.2 Prime shift monthly maintenance.....	709 R.....

SECTION 8.—DATA COMMUNICATION EQUIPMENT

8.1 Number of remote terminals (keyboards) connected to central processor(s) by telephone lines.....	710.....
8.2 Number of terminals, excluding console(s) directly connected to central processor(s) other than by means of of telephone lines.....	711.....
8.3 Number of card readers punches.....	712.....
8.4 Number of telephone lines used with appropriate modem speed in bite per second:	

Speed	150	200	1 200	2 400	4 800	9 600	Total
Number of dial-up lines.....	713.....	714.....	715.....	716.....	717.....	718.....	719.....
Number of allocated lines.....	720.....	721.....	722.....	723.....	724.....	725.....	726.....

8.5 Total monthly rental of allocated lines.....	727 R.....
8.6 Total cost of terminals:	
8.6.1 Rented equipment—monthly rental, including prime shift maintenance.....	728 R.....
8.6.2 Purchased equipment:	
8.6.2.1 Purchase price.....	729 R.....
8.6.2.2 Prime shift monthly maintenance.....	730 R.....

8.7 Application:

Please indicate the *main* application of your data communication equipment by marking the appropriate block with a cross:

8.7.1 Calculations.....	1	☐	} Mark one block only.
8.7.2 Data entry.....	2	☐	
8.7.3 Enquiries.....	731	☒	
8.7.4 Other (specify).....	4	☐	

SECTION 9.—STAFF AS AT 30 JUNE 1977—DATA PROCESSING DIVISION

Notes:

- Number of employees as well as the number of vacancies in your *data processing division* only should be shown.
- Staff handling terminals incidental to other full-time duties *should be excluded*.

Category	Number of employees				Number of vacancies			
	White	Coloured	Asian	Bantu	White	Coloured	Asian	Bantu
9.1 Operations managers, operators, shift-leaders and file librarians.....	732.....	743.....	754.....	765.....	776.....	787.....	798.....	809.....
9.2 Data preparation supervisors and punch/verifier/encoder/terminal operators....	733.....	744.....	755.....	766.....	777.....	788.....	799.....	810.....
9.3 Data control supervisors and clerks...	734.....	745.....	756.....	767.....	778.....	789.....	800.....	811.....
9.4 Programming team leaders, programming managers, programme planners, programmers, coders, systems and software programmers.....	735.....	746.....	757.....	768.....	779.....	790.....	801.....	812.....
9.5 Systems analysts and designers and management information analysts.....	736.....	747.....	758.....	769.....	780.....	791.....	802.....	813.....
9.6 Data base administrators and related staff.....	737.....	748.....	759.....	770.....	781.....	792.....	803.....	814.....
9.7 Operators of ancillary equipment, such as guillotines, etc.....	738.....	749.....	760.....	771.....	782.....	793.....	804.....	815.....
9.8 Management staff not included above: Data processing managers, etc.....	739.....	750.....	761.....	772.....	783.....	794.....	805.....	816.....
9.9 Technical maintenance staff: Do not include staff in the employ of your supplying company.....	740.....	751.....	762.....	773.....	784.....	795.....	806.....	817.....
9.10 Other computer staff (specify).....	741.....	752.....	763.....	774.....	785.....	796.....	807.....	818.....
9.11 Total.....	742.....	753.....	764.....	775.....	786.....	797.....	808.....	819.....

SECTION 10.—ACTIVITY

Please describe fully the *main activity* in which your organisation is currently engaged (e.g. wholesale or retail trade, manufacturing of food, construction, building, etc.).....

I hereby certify that the particulars furnished in this return are in accordance with the instructions contained in the questionnaire.

Date.....19..... Signature.....
 Place..... Capacity.....
 Telegraphic address..... Telephone No.....
 Telex No.....

Name of person to be approached in the event of enquiries.....

No. R. 1674

26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976).—SENSUS VAN HANDELSAGENTE EN VERWANTE DIENSTE, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot handelsagente en verwante dienste uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “handelsagent- en verwantediensinrigting” enige inrigting waar die werksaamhede van afslaaers, mark-, lewendehawe-, bestel- en buitelandse agente, huide-, vel-,

No. R. 1674

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976).—CENSUS OF COMMERCIAL AGENTS AND ALLIED SERVICES, 1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with commercial agents and allied services:

1. In these regulations, unless the context otherwise indicates—

(a) “commercial agents and allied services establishment” means any establishment where the activities of auctioneers, market, livestock, indent and foreign agents,

wol- ten sybokhaarmakelaars, fabrieks- en handels-vertewoordigers en ander algemene agente, uitgesonderd finansiële, assuransië-, arbeids-, huis-, eiendoms- en verskeping-agente, beoefen word (persele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met handelsagente en verwante dienste verband hou, word ingesluit); en

(b) "persoon in beheer van 'n handelsagent- en verwantediensinrigting"—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem, ook aanvaar kan word van 'n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of 'n vereniging sonder winsoogmerk of 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n handelsagent- en verwantediensinrigting moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangsel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n handelsagent- en verwantediensinrigting stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke handelsagent- en verwantediensinrigting wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n handelsagent- en verwantediensinrigting wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van handelsagent- en verwantediensinrigtings, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

This questionnaire is also available in English.

hide, skin, wool and mohair brokers, manufacturers and trading representatives and other general agents excluding financial, insurance, labour, house, estate and shipping agents, are performed. (Premises where administrative, clerical and other activities directly related to commercial agents and allied services are performed are included);

(b) "a person in charge of a commercial agent and allied services establishment" means—

(i) any person who, during the period defined in regulation 3, owned such establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management as the case may be, of the affairs of such establishment;

(ii) a trustee or liquidator or an executor or administrator of an insolvent or deceased estate, or a liquidator of a company of a non-profit society, or a co-operative society in liquidation, or a judicial management, which estate or company or society or co-operative society acted as the proprietor of such establishment during the period defined in regulation 3.

2. (a) The person in charge of a commercial agent and allied services establishment shall, on or before 30 September 1977 or on or before such later date as the Secretary for Statistics may for good cause allow, on the form provided for in Annexure A hereto, lodge with the Secretary for Statistics a return for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above, is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of a commercial agent and allied services establishment, but his failure to do so does not exempt any person in charge of such establishment from the obligation imposed on him by subregulation (a) above.

3. The period covered by this questionnaire shall be the financial year of the commercial agent and allied services establishment which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of a commercial agent and allied services establishment who, without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of a continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of commercial agent and allied services establishments, classified according to activities, and make such list available to any person or organisation.

AANHANGSEL 04-11 A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN HANDELSAGENTE EN VERWANTE DIENSTE, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakkies bokant die adres verskyn.

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
- (2) Kontrole 1.....
- (3) Kontrole 2.....
- (4) Na Dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van die resultate. Geliewe derhalwe u opgawe sonder versuim in te dien, en in ieder geval voor of op die VERVAL-DATUM, naamlik 30 SEPTEMBER 1977.

U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsgeding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001
Junie 1977

T. A. DU PLESSIS
Sekretaris van Statistiek

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrawende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle handelsagentskappe en verwante diensinrigtings in Suid-Afrika en Suidwes-Afrika, en 'n vraelys moet vir elke sodanige inrigting ingevul word. Die sensus word gehou ten opsigte van algemene afslaaers, markagente, fabrieks- en handelsvertegenwoordigers wat op 'n kommissiegrondslag werk, bestel- en buitelandse agente, huide- en vellemakelaars, wol- en sybokhaarmakelaars en algemene en ander agentskappe, uitgesonderd finansiële, versekerings-, arbeids-, huis-, eiendoms- en skeepsagente. Persele waarop administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met bovermelde inrigtings verband hou, word ingesluit.

2. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 tot 30 Junie 1977 geëindig het

3. DIE SENSUS WORD OP 'N INRIGTINGS- (TAK-) GRONDSLAG GEHOU

- 3.1 'n "Inrigting" beteken die kleinste ekonomiese eenheid, soos 'n winkel, handelsagentskap of verwantediens-afsetpunt wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, 'n vennootskap, 'n maatskappy, 'n koöperatiewe vereniging of enige ander vorm van eienaarskap. Daar dien op gelet te word dat gegewens met betrekking tot 'n algemene handelaarsbesigheid en ander aktiwiteite wat normaalweg verbind word met handelsagentskappe en verwante dienste wat 'n integrerende *aanvullende deel* van 'n handelsagentskapsinrigting met dieselfde eienaar uitmaak, by die opgawe van daardie besondere inrigting ingesluit moet word.
- 3.2 Waar 'n firma meer as een handelsagentskap en verwante diensinrigting besit, beheer of in bedryf hou, moet 'n afsonderlike vraelys vir elke inrigting ingedien word.
- 3.3 Indien verskillende inrigtings op 'n geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word *ramings* van afsonderlike inrigtings vereis.
- 3.4 Inrigtings wat aan dieselfde eienaar behoort waarin twee of meer nie-verwante aktiwiteite, byvoorbeeld 'n handelsagentskap en 'n groothandelaarswinkel op dieselfde of verskillende persele *onafhanklik* gedryf word, word ook as twee of meer inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met die sensus van handelsagente en verwante dienste ingevul word net ten opsigte van inrigtings wat handelsagentskaps- en verwante dienste lewer.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste Rand. Moenie sente aangee nie.

5. ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik tot voordeel van werknemers strek (byvoorbeeld vry kwartiere) en betalings in natura (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. *Die geskatte netto koste moet in Seksie 4 getoon word.*

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir u boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datums) vanaf 19.....
tot 19.....
(Indien nie vir twaalf maande nie, meld asseblief die rede.....)

SEKSIE 2.—BESONDERHEDE VAN INRIGTING (BLOKLETTERS)

1. Handelsnaam.....
2. Naam van eienaar(s).....
3. Volledige posadres..... Poskantoor..... Poskode.....
Posbus.....
4. Adres waar inrigting geleë is:
 - 4.1 Plaas/Hoewe.....
 - 4.2 Straat.....
 - 4.3 Voorstad.....
 - 4.4 Stad/Dorp.....
 - 4.5 Landdrosdistrik.....

5. Eienaarskap en organisasie

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap

Eenman-saak 1	Vennoot-skap 2	Maatskappy Publiek 3 Privaat 4	Openbare korpo-rasie 5	Koöperatiewe vereniging of maatskappy 7	Ander (spesi-fiseer) 0
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001

Vir Departementele gebruik					

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5.2 Indien 'n eenmansaak of vennootskap, meld die bevolkingsgroep(e) van die eienaar(s), of indien 'n private maatskappy, die bevolkingsgroep van die finansieëlbeheerende aandeelhouders.

Blanke 1	Kleurling 2	Asiër 3	Bantoe 4	003	
-------------	----------------	------------	-------------	-----	--

5.3 Aard van handelsagentskap en verwante besigheid waarby hierdie inrigting oorwegend betrokke is. (Maak 'n kruisie in die toepaslike blok.)

61200	1	Afslaer, algemeen	004	
61201	2	Markagent		
61202	3	Verteenwoordiger van vervaardigings- of handelsinrigtings op 'n kommissiegrondslag		
61203	4	Bestel- en buitelandse agent		
61204	5	Makelaars in huide en velle		
61205	6	Makelaars in wol en bokhaar		
61209	7	Algemene en ander agente (spesifiseer)		

5.4 Bedryf of beheer hierdie inrigting enige ander besigheid wat nie as 'n "handelsagentskap of verwante diensbesigheid" beskou kan word nie (bv. 'n slaghuis, ens.) en wat nie 'n integrerende deel van die inrigting uitmaak nie?

Ja	Nee
----	-----

Indien "Ja", spesifiseer asseblief.....

(Die gegewens van sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie.)

SEKSIE 3.—WERKGELEENTHEID—GETAL PERSONE BETROKKE IN DIE WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. SLUIT IN:

- 1.1 Werkende eienaars en onbetaalde gesinsassistentie;
- 1.2 besturende en werkende direkteure wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.3 alle voltydse permanente en tydelike werknemers;
- 1.4 los en deeltidse werknemers;
- 1.5 werknemers met vakansie- of siekteverlof;
- 1.6 u eie werknemers wat betrokke is by die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, voertuie, uitrusting, meubels ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. SLUIT UIT:

- 2.1 Persone wat deeltidse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salarisse of lone betaal word;
- 2.2 werknemers wat voltyds militêre opleiding ontvang.

Bevolkingsgroep en geslag	Betaalde werknemers			Werkende eienaars en onbetaalde gesinsassistentie 4
	Voltyds 1	Deeltids 2	Totale getal betaalde werknemers (1) tot (2) 3	
Blankes:				
Manlik.....	005.....	014.....	023.....	032.....
Vroulik.....	006.....	015.....	024.....	033.....
Kleurlinge:				
Manlik.....	007.....	016.....	025.....	034.....
Vroulik.....	008.....	017.....	026.....	035.....
Asiërs:				
Manlik.....	009.....	018.....	027.....	036.....
Vroulik.....	010.....	019.....	028.....	037.....
Bantoes:				
Manlik.....	011.....	020.....	029.....	038.....
Vroulik.....	012.....	021.....	030.....	039.....
Totaal.....	013.....	022.....	031.....	040.....

SEKSIE 4.—ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA VIR DIE BOEKJAAR

Opmerking.—Geraamde netto koste van ondergeskikte dienste en betalings in natura (dit wil sê totale uitgawe min enige inkomste ontvang) gedurende die boekjaar moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".)

	R
Blankes.....	041.....
Kleurlinge.....	042.....
Asiërs.....	043.....
Bantoes.....	044.....
Totaal.....	045.....

SEKSIE 5.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings: 1. Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.

2. *Salarisse en lone*

2.1 Die bedrae wat verstrek word, moet die werklike bedrae wees voor aftrekkings ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.

2.2 SLUIT IN:

2.2.1 Salarisse en lone (met inbegrip van dié van besturende en werkende direkteure wat 'n vaste salaris ontvang), bonusse, oortydbetalings, kommissie en ander toelaes sowel as betalings in een bedrag, bv. Kersfees- en verlofbonusse;

2.2.2 werkgewersbydraes tot pensioen-, ondersteuning-, vakansie-, mediese hulp-, sieke- en siektebetalingsfondse ten opsigte van werknemers;

2.2.3 salarisse en lone van werknemers *gemoeid met* (1) ondergeskikte dienste, en (2) *betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");

2.2.4 werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevallefonds;

2.2.5 werkgewersbydraes ingevolge die Wet op Heffings vir Bantoedienste en die wette op vervoerdienste vir Nie-Blankes.

2.3 SLUIT UIT:

2.3.1 Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;

2.3.2 gelde aan direkteure betaal;

2.3.3 gelde betaal vir deelydse professionele dienste; en

2.3.4 betalings *in natura*, soos maaltye, losies, behuisingssubsidies, ens.

3. Direkteursgelde moet teenoor item 5, Seksie 5A, getoon word.

4. *Oorplasingen* in het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

A. DEBETS

R

1. Waarde van beginvoorraad, insluitende goedere in transito (slegs goedere vir <i>eie rekening</i> verkry).....	046
2. Aankope en oorplasingen in (slegs van toepassing waar goedere vir <i>eie rekening</i> aangekoop is).....	047
3. Betalings aan ander besighede vir reparasies en opknappingswerk aan handelsware.....	048
4. Salarisse en lone vir die boekjaar (sien opmerking 2 hierbo):	
4.1 Blankes.....	049 R
4.2 Kleurlinge.....	050 R
4.3 Asiërs.....	051 R
4.4 Bantoes.....	052 R
4.5 Totaal 4.1 tot 4.4.....	053
5. Direkteursgelde.....	054
6. Huur, met inbegrip van bruikhuur, betaal aan buite-instansies:	
6.1 Grond en geboue.....	055
6.2 Uitrusting, meubels, ens.....	056
6.3 Motorvoertuie.....	057
7. Waardevermindering [moet met Seksie 6, item 8, kolomme (a), (b) en (c), ooreenstem].....	058
8. Rente aan buite-instansies en op lenings van eenaar(s) betaal.....	059
9. Eiendomsbelasting.....	060
10. Elektrisiteit, water en gas.....	061
11. Lisensies, registrasies en permitte.....	062
12. Slegte skulde afgeskryf.....	063
13. Nie-herhalende of toevallige verliese (byvoorbeeld verlies op verkoop van vaste bate, verlies op realisering of herwaarderding van beleggings, ens.).....	064
14. Donasies en beurse.....	065
15. Ander uitgawes (<i>uitgesonderd</i> hoofkantoorkoste):	
15.1 Advertensies.....	066
15.2 Assuransiepremies.....	067
15.3 Dienste (byvoorbeeld betalings vir deelydse professionele dienste, vensteruitstallings, ouditeurs ens.)...	068
15.4 Reiskoste.....	069
15.5 Ander uitgawes in verband met handelsaktiwiteite, soos voertuigonderhoudsdienste, ens.....	070
16. Hoofkantoorkoste.....	071
17. Voorsiening vir onverdiende finansieringsgelde/huurkoopwinste in afwagting.....	072
18. Saldo (wins) voor inkomste- en maatskappybelasting.....	073
19. Totale debets (moet ooreenstem met totale kredits).....	074

B. KREDITS

R

Opmerking:

Die waarde van goedere oorgeplaas na ander inrigtings van dieselfde firma moet by item 2 hieronder ingesluit word.

1. Waarde van eindvoorraad, insluitende goedere in transito (slegs goedere vir <i>eie rekening</i> verkry).....	075
2. Verkope en oorplasingen-uit (slegs in gevalle waar goedere vir <i>eie rekening</i> verkoop word).....	076
3. Kommissie/makelaarsgelde op aankope/verkope van:	
3.1 Landbou- en veeteeltprodukte.....	077
3.2 Lewende hawe.....	078
3.3 Huishoudelike artikels (meubels, ens.).....	079
3.4 Vaste eiendom (huis, grond en eiendom).....	080
3.5 Ander (algemene handelsware, ens.) (spesifiseer).....	081
4. Huur, met inbegrip van bruikhuur, van buite-instansies ontvang:	
4.1 Grond en geboue.....	082
4.2 Uitrusting.....	083
5. Rente van buite-instansies ontvang.....	084
6. Slegs skulde verhaal.....	085
7. Nie-herhalende of toevallige inkomste (byvoorbeeld wins op verkoop van vaste bates, wins op realisering of herwaarderding van beleggings, ens.).....	086
8. Assuransie-eise, indien gekrediteer.....	087
9. Hoofkantoorkoste verhaal.....	088
10. Ander handelsinkomste.....	089
11. Ander nie-handelsinkomste.....	090
12. Saldo (verlies).....	091
13. Totale kredits (moet met totale debets ooreenstem).....	092

SEKSIE 6.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
1. Boekwaarde aan die begin van die jaar	R 093.....	R 103.....	R 113.....
2. <i>Plus</i> : Kapitaaluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings aan bestaande geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word).....	094.....	104.....	114.....
3. <i>Plus</i> : Kapitaaluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 ander gebruikte meubels, uitrusting, voertuie, ens., en oorplasings-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer</i> moet by item 2 hierbo ingesluit word).....	095.....	105.....	115.....
4. <i>Plus</i> : Opwaartse herwaardering van vaste bates.....	096.....	106.....	116.....
Subtotaal.....	097.....	107.....	117.....
5. <i>Min</i> : Afwaartse herwaardering van vaste bates en afskrywings.....	098.....	108.....	118.....
6. <i>Min</i> : Boekwaarde van vaste bates verkoop en oorplasings-uit.....	099.....	109.....	119.....
7. <i>Min</i> : Verliese deur brand, ens., teen boekwaarde.....	100.....	110.....	120.....
8. <i>Min</i> : Waardevermindering gedurende die jaar (totaal moet met item 7, Seksie 5, ooreen- stem).....	101.....	111.....	121.....
9. <i>Boekwaarde</i> aan die einde van die jaar.....	102.....	112.....	122.....

SEKSIE 7.—BESONDERHEDE VAN TAKKE, HOUERMAATSKAPPY EN FILIAALMAATSKAPPY EN VAN SENSUSOPGAWE INGEDIEN

1. *Takke*

- 1.1 Indien die inrigting wat deur hierdie vraelys gedek word, die hooftak van u firma is, verstrek die name, adresse en werksaamhede van die ander takinrigtings:

<i>Naam</i>	<i>Adres</i>	<i>Werksaamhede</i>
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

- 1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak:

<i>Naam</i>	<i>Adres</i>	<i>Werksaamhede</i>
.....		

2. *Houer- en filiaalmaatskappy*

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houder- en filiaalmaatskappye:

2.1 *Houermaatskappy*

<i>Naam</i>	<i>Adres</i>	<i>Werksaamhede</i>
.....		

2.2 *Filiaalmaatskappye*

<i>Naam</i>	<i>Adres</i>	<i>Werksaamhede</i>
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

3. *Sensusopgawes ingedien*

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien?

Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer.

	<i>Ja</i>	<i>Nee</i>	<i>Verwysingsnommer</i>
3.1 Sensus van Groot- en Kleinhandel, 1977	☐	☐	
3.2 Sensus van Fabriekswese, 1976	☐	☐	
3.3 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974	☐	☐	
3.4 Ander sensusse (spesifiseer).....	☐	☐	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).....

Handtekening.....
 Hoedanigheid.....
 Adres.....
 Telefoonnommer.....

Plek.....
 Telegramadres.....
 Teleksnommer.....
 Datum.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van die Sensus van Handelsagente en Verwante Dienste word deur die Departement van Statistiek in verslae gepubliseer. Die volgende verslae oor die sensusse sedert 1961 is verkrygbaar by die Staatsdrukker, Pretoria of Kaapstad.
 Verslag No. 1—Sensus van Groot- en Kleindistribusiehandel, 1960-61
 Deel III—Handelsagente en verwante dienste
 Verslag No. 04-11-01—Sensus van Handelsagente en Verwante Dienste, 1967
 Verslag No. 04-11-02—Sensus van Handels- en Verwante Dienste, 1970-71
2. Die Departement van Statistiek publiseer ook die volgende verslae wat van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:
 - 2.1 Suid-Afrikaanse Statistieke
 - 2.2 Kwartaallikse Bulletin van Statistiek
 - 2.3 Verslae oor die volgende onderwerpe:

Bevolking
 Arbeid
 Pryse
 Landbou
 Fabriekswese
 Elektrisiteit
 Konstruksie

Binnelandse Handel
 Akkommodasie
 Dienste
 Nasionale Rekeninge
 Owerheidsfinansies
 Private Finansies
 Vervoer

'n Volledige lys van verslae in hierdie verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE 04-11 E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

CENSUS OF COMMERCIAL AGENTS AND ALLIED SERVICES, 1977

In correspondence with the Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

- (1) Receipt noted.....
 (2) Check 1.....
 (3) Check 2.....
 (4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay and in any case on or before the DUE DATE, *namely* 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under Section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

Department of Statistics
 Private Bag X44
 Pretoria
 0001
 June 1977

T. A. DU PLESSIS,
Secretary for Statistics.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE CENSUS

The census is conducted in respect of all commercial agents and allied service establishments in South Africa and South-West Africa and a questionnaire must be completed in respect of each such establishment. The census is conducted in respect of general auctioneers, market agents, representatives of manufacturing and trading establishments on commission basis, indent and foreign agents, hide and skin brokers, wool and mohair brokers and general and other agencies, excluding financial, insurance, labour, house, estate and shipping agents. Premises on which administrative, clerical or other activities directly related to the above-mentioned establishments are performed, are included.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

3.1 "Establishment" refers to the smallest economic unit such as the shop, commercial agency or allied services outlet, which is managed, controlled and operated as a separate entity, by an individual, a partnership, a company, a co-operative society or any other form of ownership. It should be noted that data relating to a general dealer's business and other activities usually associated with commercial agencies and allied services which constitute an integral *subsidiary part* of a commercial agency establishment, under the same ownership, must be included in the return for the particular establishment.

3.2 Where a firm owns, controls or operates more than one commercial agency and allied service establishment a separate return **must** be submitted for each establishment

3.3 If separate establishments are operated and taken into account on an integrated basis, estimates for separate establishments are required.

3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are *independently* carried on, for example a commercial agency business and a wholesale store whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of commercial agents and allied services should be completed only in respect of the establishments engaged in commercial agents and allied services activities.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily for the benefit of employees (for example, quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. The estimated net cost must be shown in Section 4.

SECTION 1.—YEAR OF RETURN

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from 19.....
to 19.....

(If not for twelve months, give reasons.....)

SECTION 2.—PARTICULARS OF ESTABLISHMENT (BLOCK LETTERS)

1. Trading name.....
2. Name of proprietor(s).....
3. Full postal address.....
P.O. Box..... Post Office..... Postal Code.....

4. Address where this establishment is situated:

4.1 Farm/Plot.....

4.2 Street.....

4.3 Suburb.....

4.4 City/Town.....

4.5 Magisterial district.....

For Departmental use							
001							

5. Ownership and organisation

(Mark the appropriate block with an X)

5.1 Ownership

Individual 1	Partnership 2	Company Public Private 3 4	Public corporation 5	Co-operative society or company 7	Other (specify)0	002	
-----------------	------------------	----------------------------------	-------------------------	--------------------------------------	---------------------------	-----	--

5.2 If individual or partnership, state population group(s) of owner(s), or, if private company, state population group of financially controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	--

5.3 Nature of commercial agency and allied service business in which this establishment is predominantly engaged. (Make a cross in the appropriate block.)

61200	1	Auctioneers, general	004	
61201	2	Market agents		
61202	3	Representative of manufacturing and trading establishments on commission basis		
61203	4	Indent and foreign agents		
61204	5	Hide and skin brokers		
61205	6	Wool and mohair brokers		
61209	7	General and other agents (specify).....		

5.4 Does this establishment operate or control any other business which cannot be regarded as "commercial agents or allied services businesses" (for example, a butchery, etc.) and which does not form an integral part of this establishment?

Yes	No
-----	----

If "yes", please specify.....

(The data relating to such other business must not be included in this return.)

SECTION 3.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. INCLUDE:

- 1.1 Working proprietors and unpaid family assistants;
- 1.2 managing and working directors who receive a regular salary, managers, accountants, etc.;
- 1.3 all full-time permanent and temporary employees;
- 1.4 casual and part-time employees;
- 1.5 employees on vacation or sick leave;
- 1.6 your own employees engaged in the construction, maintenance and repair of this establishment's buildings, vehicles, equipment, furniture, etc.;
- 1.7 employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. EXCLUDE:

- 2.1 Persons who render part-time services in a recognised professional, business or trade capacity and to whom fees rather than salaries or wages are paid for such services;
 2.2 employees undergoing full-time military training.

Population group and sex	Paid employees			Working proprietors and unpaid family assistants
	Full-time 1	Part-time 2	Total number of paid employees (1) to (2) 3	
Whites:				
Male.....	005.....	014.....	023.....	032.....
Female.....	006.....	015.....	024.....	033.....
Coloureds:				
Male.....	007.....	016.....	025.....	034.....
Female.....	008.....	017.....	026.....	035.....
Asians:				
Male.....	009.....	018.....	027.....	036.....
Female.....	010.....	019.....	028.....	037.....
Bantu:				
Male.....	011.....	020.....	029.....	038.....
Female.....	012.....	021.....	030.....	039.....
Total.....	013.....	022.....	031.....	040.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note.—Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the *financial year* must be shown hereunder. (Please read paragraph 5 of "Definitions and Explanatory Notes".)

	R
Whites.....	041.....
Coloureds.....	042.....
Asians.....	043.....
Bantu.....	044.....
Total.....	045.....

SECTION 5.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR

Notes: 1. Please complete this statement without adding two or more items for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.

2. Salaries and wages

2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.

2.2 INCLUDE:

- 2.2.1 Salaries and wages, (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowances and lump sum payments, for example, Christmas and leave bonuses;
 2.2.2 employers' contribution to pension, provident, holiday, medical aid, sick and sickpay funds in respect of employees;
 2.2.3 salaries and wages of employees concerned with (1) ancillary services, and (2) payments in kind (see paragraph 5 of "Explanatory Notes");
 2.2.4 employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund;
 2.2.5 employers' contributions under the Bantu Services Levy Act and the Non-White transport services acts.

2.3 EXCLUDE:

- 2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;
 2.3.2 fees paid to directors;
 2.3.3 fees paid for part-time professional services; and
 2.3.4 payments in kind, such as meals, lodging, housing subsidies, etc..

3. Directors' fees must be shown against item 5, Section 5A.

4. Transfers-in relate to goods which were obtained from other establishments of the same firm.

A. DEBITS

	R
1. Value of opening stocks of goods, including goods in transit (only goods obtained for own account).....	046.....
2. Purchases and transfers-in (only applicable where goods were purchased for own account).....	047.....
3. Payments to other businesses for repairs and renovations to merchandise.....	048.....
4. Salaries and wages for financial year (see note 2 above):	
4.1 Whites.....	049 R.....
4.2 Coloureds.....	050 R.....
4.3 Asians.....	051 R.....
4.4 Bantu.....	052 R.....
4.5 Total 4.1 to 4.4.....	053.....
5. Directors' fees.....	054.....
6. Rent, including leasing, paid to outside concerns:	
6.1 Land and buildings.....	055.....
6.2 Equipment, furniture, etc.....	056.....
6.3 Motor vehicles.....	057.....
7. Depreciation [must agree with Section 6 item 8 columns (a), (b) and (c)].....	058.....
8. Interest paid to outside concerns and on loans from proprietor(s).....	059.....
9. Property assessment rates and taxes.....	060.....
10. Electricity, water and gas.....	061.....
11. Licences, registrations and permits.....	062.....
12. Bad debts written off.....	063.....
13. Non-recurrent or contingent losses (for example loss on sales of fixed assets, loss on realisation or revaluation investments, etc.).....	064.....
14. Donations and bursaries.....	065.....

15. Other expenses (<i>excluding</i> head office charges):	
15.1 Advertising.....	066.....
15.2 Insurance premiums.....	067.....
15.3 Services (for example, fees for part-time professional services, window dressing, auditors, etc.).....	068.....
15.4 Travelling expenses.....	069.....
15.5 Other expenses in connection with trading activities such as vehicle maintenance services, etc.	070.....
16. Head office charges.....	071.....
17. Provision for unearned finance charges/hire purchase profits in suspense.....	072.....
18. Balance (profit) before income and company tax.....	073.....
19. Total debits (must agree with total credits).....	074.....

B. CREDITS

Note:

R

The value of goods transferred to other establishments of the same firm must be included in item 2 hereunder.

1. Value of closing stocks of goods, including goods in transit (only goods obtained <i>for own account</i>).....	075.....
2. Sales and transfers-out (only in cases where goods were sold <i>for own account</i>).....	076.....
3. Commission/brokerage on purchases/sales of:	
3.1 Agricultural and livestock produce.....	077.....
3.2 Livestock.....	078.....
3.3 Household effects (furniture, etc.).....	079.....
3.4 Fixed property (house, land and estate).....	080.....
3.5 Other (general merchandise, etc.) (specify).....	081.....
4. Rent, including leasing, received from outside concerns:	
4.1 Land and buildings.....	082.....
4.2 Equipment.....	083.....
5. Interest received from outside concerns.....	084.....
6. Bad debts recovered.....	085.....
7. Non-recurrent or contingent income (for example, profit on sales of fixed assets, profit on realisation or revaluation of investments, etc.).....	086.....
8. Insurance claims, if credited.....	087.....
9. Head office charges recovered.....	088.....
10. Other trading income.....	089.....
11. Other non-trading income.....	090.....
12. Balance (loss).....	091.....
13. Total credits (must agree with total debits).....	092.....

SECTION 6.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings (a)	Furniture, fixtures and other equipment (b)	Vehicles (c)
	R	R	R
1. Book value at beginning of year.....	093.....	103.....	113.....
2. Add: Capital expenditure on—			
2.1 erection of new buildings;			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress <i>capitalised</i> ;			
2.4 new furniture, equipment, vehicles, etc.; and			
2.5 used furniture, equipment, vehicles, etc., <i>if imported by you</i> (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc., must be included in item 3 below).....	094.....	104.....	114.....
3. Add: Capital expenditure on acquisition of—			
3.1 Land and existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of imported used furniture, equipment, vehicles, etc., <i>imported by you</i> must be included in item 2 above).....	095.....	105.....	115.....
4. Add: Upward revaluation of fixed assets.....	096.....	106.....	116.....
Subtotal.....	097.....	107.....	117.....
5. Less: Downward revaluation of fixed assets and write-offs.....	098.....	108.....	118.....
6. Less: Book value of fixed assets sold and transfers-out.....	099.....	109.....	119.....
7. Less: Losses by fire, etc., at book value.....	100.....	110.....	120.....
8. Less: Depreciation during year (total must agree with item 7 Section 5A).....	101.....	111.....	121.....
9. Book value at end of year.....	102.....	112.....	122.....

SECTION 7.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet if necessary.)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of head office or main branch:

Name Address Activities

2. Holding and subsidiary companies

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company

Name Address Activities

2.2 Subsidiary companies

Name Address Activities

(a)

(b)

(c)

(Use a separate sheet if necessary.)

3. Census returns rendered

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Mark the appropriate block with an X. If a return was rendered, please quote the reference number.

3.1 Census of Wholesale and Retail Trade, 1977

Yes

No

Reference number

3.2 Census of Manufacturing, 1976

Yes

No

3.3 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974

Yes

No

3.4 Other Censuses (specify)

Yes

No

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of enquiries (block letters)

Signature

Capacity

Address

Telephone number

Place

Telegraphic address

Telex number

Date

PUBLICATIONS AND STATISTICAL NEWS RELEASES

1. The results of the Census of Commercial Agents and Allied Services are published by the Department of Statistics in reports. The following reports covering the censuses since 1961 are obtainable from the Government Printer, Pretoria or Cape Town:

Report No. 1—Census of Wholesale and Retail Distributive Trade, 1960–61

Part III Commercial Agents and Allied Services

Report No. 04–11–01—Census of Commercial Agents and Allied Services, 1967

Report No. 04–11–02—Census of Commercial Agents and Allied Services, 1970–71

2. The Department of Statistics also publishes the following reports which are obtainable from the Government Printer, Pretoria or Cape Town:

2.1 South African statistics.

2.2 Quarterly Bulletin of Statistics.

2.3 Reports on subjects such as the following:

Population

Labour

Prices

Agriculture

Manufacturing

Electricity

Construction

Internal Trade

Accommodation

Services

National Accounts

Public Finance

Private Finance

Transport

A complete list of reports is obtainable from the Department of Statistics.

No. R. 1675

26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976).—SENSUS VAN VERVERSINGSDIENSTE, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot verversingsdienste uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) "verversingsdiensinrigting" enige besigheidsplek waar verversingsdienste verskaf word, en omvat verversingsdienste kroeë, insluitende biersale en biertuine; kafees, restaurante of teekamers met dranklisensies; kafees, restaurante of teekamers sonder dranklisensies; Bantoe-eet-huise, vis-en-aartappelskyfiewinkels, melk- en koffie-salonne, toebroodjiedienste en versnaperingsalonne en

No. R. 1675

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976).—CENSUS OF CATERING SERVICES, 1977

The Minister of Statistics has, under the powers vested in him by section 17 (i) (a) of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with catering services:

1. In these regulations, unless the context otherwise indicates—

(a) "catering service establishment" means any business where catering services are provided and includes catering service bars, including beerhalls and beer-gardens; cafés, restaurants or tearooms with liquor licences; cafés, restaurants or tearooms without liquor licences; Bantu eating-houses, fish and chips shops, milk and coffee bars, sandwich services and snack bars and other eating places.

ander eetplekke (persele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met verversingsdienste verband hou, word ingesluit); en

(b) "persoon in beheer van 'n verversingsdiensinrigting"—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem ook aanvaar kan word van 'n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of 'n vereniging sonder winsoogmerk of 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n verversingsdiensinrigting moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n verversingsdiensinrigting stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke verversingsdiensinrigting wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n verversingsdiensinrigting wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van verversingsdiensinrigtings, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

Premises where administrative, clerical and other activities directly connected with catering services are carried out are included; and

(b) "a person in control of a catering service establishment" means—

(i) any person who, during the period defined in regulation 3, owned a rental establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the establishment, as the case may be;

(ii) a trustee or liquidator or an executor, or administrator of an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative society in liquidation or a judicial management, which estate or company or society or co-operative society was the proprietor of such establishment during the period defined in regulation 3.

2. (a) The person in charge of a catering service establishment shall, on or before 30 September 1977 or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereto, and which has been duly sent, delivered or presented to him, render a return to the Secretary for Statistics, for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of a catering service establishment, but his failure to do so does not exempt any person in charge of such establishment from the obligation imposed on him by subregulation (a) above.

3. The period covered by this questionnaire shall be the financial year of the catering service establishment concerned which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of a catering service establishment who, without reasonable cause, fails to comply with these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of a continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of catering service establishments mentioned in regulation 1 (a), classified according to activities, and make such list available to any person or organisation.

This questionnaire is also available in English.

AANHANGSEL 0404 A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN VERVERSINGSDIENSTE, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
- (2) Kontrole 1.....
- (3) Kontrole 2.....
- (4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van die resultate. Geliewe derhalwe u opgawe sonder versuim in te dien, en in ieder geval voor of op die VERVAL-DATUM, naamlik 30 SEPTEMBER 1977.

U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsgeding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS,
Sekretaris van Statistiek.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrowende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle verversingsdiensinrigtings in Suid-Afrika en Suidwes-Afrika, en 'n vraelys moet vir elke sodanige inrigting ingevul word. Vir die doel van hierdie sensus omvat verversingsdienste kroë, insluitende biersale en biertuine; kafees, restaurante of teekamers met dranklisensies; kafees, restaurante of teekamers sonder dranklisensies; Bantoe-eethuise, vis-en-aartappel-skyfiewinkels, melk- en koffiesalonne, toevoerbodjiedienste en versnaperingsalonne en ander eetplekke. Persele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met verversingsdienste verband hou, word ingesluit.

2. TYDPERK DEUR SENSUS GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 en 30 Junie 1977 geëindig het.

3. DIE SENSUS WORD OP 'N INRIGTINGS-(TAK-) GRONDSLAG GEHOU

3.1 'n Inrigting beteken die kleinste ekonomiese eenheid, soos 'n kafee, restaurant of verversingsdiensafsetpunt wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, 'n vennootskap, 'n maatskappy, 'n koöperatiewe vereniging of enige ander vorm van eienaarskap.

Daar dien op gelet te word dat gegewens wat in verband staan met ander aktiwiteite as verversingsdienste wat normaalweg 'n integreerende aanvullende deel van 'n verversingsdiensinrigting van dieselfde eienaar uitmaak, in die opgawe van daardie besondere inrigting ingesluit moet word.

3.2 Waar 'n firma meer as een verversingsdiensinrigting besit, beheer en in bedryf hou, moet 'n afsonderlike vraelys vir elke inrigting ingedien word.

3.3 Indien verskillende inrigtings op geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word ramings vir elke afsonderlike inrigting vereis.

3.4 Inrigtings wat aan dieselfde eienaar behoort en waarin twee of meer nie-verwante aktiwiteite, byvoorbeeld 'n kafee, 'n mansuitrusters-besigheid en 'n rolprentteater, op dieselfde of verskillende persele *onafhanklik* gedryf word, word ook as twee of meer afsonderlike inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met die sensus van verversingsdienste egter ingevul word net ten opsigte van die inrigtings wat verversingsdiensaktiwiteite beoefen.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste Rand. Moenie sente aangee nie.

5. ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik *tot voordeel van werknemers strek* (byvoorbeeld vry kwartiere) en betalings *in natura* (rantsone, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. (*Die geskatte netto koste moet in Seksie 4 getoon word.*)

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir u boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datums) vanaf.....197..... tot.....197.....

(Indien nie vir twaalf maande nie, meld asseblief die rede.....)

SEKSIE 2.—BESONDERHEDE VAN INRIGTING (BLOKLETTERS)

1. Handelsnaam.....
2. Naam van eienaar(s).....
3. Volledige posadres.....
Posbus..... Poskantoor..... Poskode.....
4. Adres waar inrigting geleë is:

4.1 Plaas/Hoewe.....

4.2 Straat.....

4.3 Voorstad.....

4.4 Stad/Dorp.....

4.5 Landdrosdistrik.....

5. Eienaarskap en organisasie

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap

Eenman-saak
1

Vennoot-skap
2

Maatskappy	
Publiek	Privaat
3	4

Openbare korporasie
5

Koöperatiewe vereniging of maatskappy
7

Ander (spesifiseer)
0

002

--

001

Vir Departementele gebruik					

5.2 Indien 'n eenmansaak of vennootskap, meld die bevolkingsgroep(e) van eenaar(s), of indien 'n privaatte maatskappy, bevolkingsgroep van finansiël behorende aandeelhouders:

Blanke 1	Kleurling 2	Asiër 3	Bantoe 4	003	
-------------	----------------	------------	-------------	-----	--

5.3 Aard van verseringsdienste waarby hierdie inrigting oorewegend betrokke is (maak 'n kruis in die toepaslike blok).

63100	1	Kroeë, met inbegrip van biersale en biertuine.	
63101	2	Kafees, restourante of teekamers met dranklisensies.	
63102	3	Kafees, restourante of teekamers sonder dranklisensies.	
63109	4	Bantoe-eethuise, vis-en-aartappelskifewinkels, melk -en koffiesalonne, toebroodjiedienste en versnaperingsalonne en ander eetplekke of verseringsdienste nie elders geklassifiseer nie. (Spesifiseer asseblief).....	004

5.4 Sitplekakkommodasie:

(i) Getal tafels.....	005	
(ii) Getal sitplekke (stoele, ens.).....	006	

5.5 Bedryf of beheer hierdie inrigting enige ander besigheid wat nie as "verseringsdienste" beskou kan word nie (byvoorbeeld algemene handelaar, slaghuis, bakkerij, hotel, versnaperinghandelaar, proviandhandelaar, bioskoop, ens.) wat nie 'n integrerende deel van die inrigting uitmaak nie?

Ja	Nee
----	-----

Indien "ja" spesifiseer asseblief.....

(Die gegewens met betrekking tot sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie.)

SEKSIE 3.—WERKGELEENTHEID.—GETAL PERSONE BETROKKE IN DIE WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. SLUIT IN:

- 1.1 Werkende eenaars en onbetaalde gesinsassistentie;
- 1.2 besturende en werkende direkteurs wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.3 alle voltydse permanente en tydelike werknemers;
- 1.4 los en deeltydse werknemers;
- 1.5 werknemers met vakansie- of siekteverlof;
- 1.6 u eie werknemers wat te doen het met die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, voertuie, uitrusting, meubels, ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende opmerkings").

2. SLUIT UIT:

- 2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salaris of lone betaal word;
- 2.2 werknemers wat voltydse militêre opleiding ontvang;
- 2.3 werknemers vir spesiale funksies, dit wil sê werknemers per uur gehuur om by spesiale funksies te werk.

Bevolkings- groep en geslag	Betaalde werknemers								Werkende eienaars en onbetaalde gesins- assistentie
	Uitvoerende direkteure, bestuurders, rekenmees- ters en ander administra- tiewe en klerklike personeel (1)	Winkel- en verkoop- assistentie (2)	Kroegmanne en -juffers (3)	Kokke		Tafelbe- diendes en kelners (6)	Ander werknemers (7)	Totaal (1) tot (7) (8)	
				Gekwalifi- seerd (4)	Ongekwali- seerd (5)				
Blankes:									
Manlik...	007.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....	079.....
Vroulik...	008.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....	080.....
Kleurlinge:									
Manlik...	009.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....	081.....
Vroulik...	010.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....	082.....
Asiërs:									
Manlik...	011.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....	083.....
Vroulik...	012.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....	084.....
Bantoes:									
Manlik...	013.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....	085.....
Vroulik...	014.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....	086.....
Totaal..	015.....	024.....	033.....	042.....	051.....	060.....	069.....	078.....	087.....

SEKSIE 4.—ONDERGESKIKTE DIENSTE EN BETALINGS *IN NATURA* VIR DIE BOEKJAAR

Let wel.—Beraamde netto koste van ondergeskikte dienste en betalings *in natura* (d.w.s. totale uitgawe min enige inkomste ontvang) gedurende die boekjaar moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende opmerkings.")

	R
Blankes.....	088.....
Kleurlinge.....	089.....
Asiërs.....	090.....
Bantoes.....	091.....
Totaal.....	092.....

SEKSIE 5.—AANKOPE EN/OF OORPLASINGS- IN VIR DIE BOEKJAAR

Opmerkings:

1. Verbruikersvoorrade, byvoorbeeld breekware, eetgerei, skoonmaakmiddels, ens., moet *nie* by hierdie seksie ingesluit word nie, maar moet teenoor item 15 van Seksie 7A getoon word.
2. *Oorplasings-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.
3. Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings *moet* verstrek word waar afsonderlike syfers nie gereedelik beskikbaar is nie.

	R
(1) Voedselware (insluitende bakkerijprodukte).....	093.....
(2) Sjokolade en lekkergoed.....	094.....
(3) Alkoholiese drank.....	095.....
(4) Nie-alkoholiese drank.....	096.....
(5) Sigarette en tabak.....	097.....
(6) Ander (spesifiseer asseblief).....	098.....
(7) Totaal (moet ooreenstem met item 2, Seksie 7A).....	099.....

SEKSIE 6.—VERKOPE/ONTVANGSTE EN OORPLASINGS- UIT VIR DIE BOEKJAAR

Opmerkings:

1. Oorplasings-uit het betrekking op goedere wat aan ander inrigtings van dieselfde firma verskaf is.
2. Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings *moet* verstrek word waar afsonderlike syfers nie gereedelik beskikbaar is nie.
3. Hoeveelhede gebruik vir die bereiding van maaltye, voorbereide versnaperings, ens., moet *nie* ingesluit word nie.

	R
(1) Verversingsdienste (maaltye, voorbereide versnaperings, vis en aartappelskyfies, toebrødjies, tee, koel drank, ens.).....	100.....
(2) Alkoholiese drank (met inbegrip van kroegontvangste).....	101.....
(3) Sigarette en tabak.....	102.....
(4) Lekkergoed en sjokolade.....	103.....
(5) Brood, bakkerij- en ander banketprodukte oor die toonbank verkoop (sien opmerking 3 hierbo).....	104.....
(6) Kruideniersware (met inbegrip van blikkieskos) (sien opmerking 3 hierbo).....	105.....
(7) Koerante en ander leesstof.....	106.....
(8) Ander (spesifiseer).....	107.....
(9) Totaal (1 tot 8).....	108.....
(10) Oorplasings-uit (waar toepaslik).....	109.....
(11) Groot-totaal (9 en 10) (moet ooreenstem met items 2, Seksie 7B).....	110.....

SEKSIE 7.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings:

1. Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.
2. *Salarisse en lone*
 - 2.1 Die bedrae wat verstrek word, moet die werklike bydrae wees voor aftrekking ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.
 - 2.2 *Sluit in:*
 - 2.2.1 Salarisse en lone (met inbegrip van dié van besturende en werkende direkteure wat 'n vaste salaris ontvang), bonusse, oortyd-betalings, kommissie en ander toelaes sowel as betalings in een bedrag, bv. Kersfees- en verlofbonusse;
 - 2.2.2 werkgewersbydraes tot pensioen-, ondersteunings-, vakansie-, mediese hulp-, siekte- en siektebetalingsfondse ten opsigte van werknemers;
 - 2.2.3 salarisse en lone van werknemers *gemoeid met* (1) ondergeskikte dienste, en (2) *betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");
 - 2.2.4 werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevalle Fonds;
 - 2.2.5 werkgewersbydraes ingevolge die Wet op Heffings vir Bantodienste en die wette op vervoerdienste vir Nie-Blankes.
 - 2.3 *Sluit uit:*
 - 2.3.1 Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;
 - 2.3.2 gelde aan direkteure betaal;
 - 2.3.3 gelde betaal vir deeltydse professionele dienste; en
 - 2.3.4 betalings in natura soos maaltye, losies, behuisingssubsidies, ens.
3. Direkteursgelde moet teenoor item 5, Seksie 7A getoon word.
4. *Oorplasings-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

A. DEBETS

R

1. Waarde van beginvoorrade, insluitende goedere in transitio.....	111
2. Aankope en oorplasings-in (totaal van Seksie 5).....	112
3. Betalings aan ander besighede vir reparasies en opknappingswerk aan handelsware.....	113
4. Totale salarisse en lone vir die boekjaar (sien opmerking 2 hierbo):	
4.1 Blankes.....	114 R
4.2 Kleurlinge.....	115 R
4.3 Asiërs.....	116 R
4.4 Bantoës.....	117 R
4.5 Totaal 4.1 tot 4.4.....	118
5. Direkteursgelde.....	119
6. Huur, met inbegrip van bruikhuur, aan buite-instansie betaal:	
6.1 Grond en geboue.....	120
6.2 Uitrusting, meubels, ens.....	121
6.3 Motorvoertuie.....	122
7. Waardevermindering (moet met Seksie 8, item 8, kolomme (a), (b) en (c), ooreenstem).....	123
8. Rente aan buite-instansies en op lenings van eienaar(s) betaal.....	124
9. Eiendomsbelasting.....	125
10. Elektrisiteit, water en gas.....	126
11. Lisensies, registrasies en permitte.....	127
12. Slegte skulde afgeskryf.....	128
13. Nie-herhalende of toevallige verliese (byvoorbeeld verlies op verkoop van vaste bates, verlies op realisering of herwaarderding van beleggings, ens.).....	129
14. Donasies en beurse.....	130
15. Vervanging van breekware, eetgerei, skoonmaakmiddels, ens.....	131
16. Ander uitgawes (uitgesonderd hoofkantoorkoste):	
16.1 Advertensies.....	132
16.2 Assuransiepremies.....	133
16.3 Dienste (byvoorbeeld gelde vir deeltydse professionele dienste, ouditeurs, ens.).....	134
16.4 Sekretariële en administrasiegelde aan ander firmas betaal.....	135
16.5 Ander uitgawes in verband met handelsbedrywighede, soos onderhoudsdienste en reparasies van geboue, uitrusting, ens.....	136
17. Hoofkantoorkoste.....	137
18. Saldo (wins) voor inkomste- en maatskappybelasting.....	138
19. Totale debets (moet met totale kredits ooreenstem).....	139

B. KREDITS

Opmerkings.—Die waarde van goedere oorgeplaas na ander inrigtings van dieselfde firma moet by item 2 hieronder ingesluit word:

R

1. Waarde van eindvoorrade, insluitende goedere in transitio.....	140
2. Verkope van goedere en/of oorplasings-uit (byvoorbeeld etes, drank, sigarette, tabak, sjokolade, lekkergoed en ander goedere—totaal van Seksie 6).....	141
3. Huur, met inbegrip van bruikhuur, van buite-instansies ontvang:	
3.1 Grond en geboue.....	142
3.2 Uitrusting.....	143
4. Rente van buite-instansies ontvang.....	144
5. Slegte skulde verhaal.....	145
6. Nie-herhalende of toevallige inkomste (byvoorbeeld wins op die verkoop van vaste bates, wins op realisering of herwaarderding van beleggings, ens.).....	146
7. Assuransie-eise, indien gekrediteer.....	147
8. Hoofkantoorkoste verhaal.....	148
9. Ander inkomste in verband met verversingsdienste.....	149
10. Ander nie-handelsinkomste.....	150
11. Saldo (verlies).....	151
12. Totale kredits (moet met totale debets ooreenstem).....	152

SEKSIE 8.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
R	R	R	R
1. Boekwaarde aan die begin van die jaar.....	153	163	173
2. Plus—Kapitaaluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings van bestaande geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word)...	154	164	174
3. Plus—Kapitaaluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 gebruikte meubels, uitrusting, voertuie, ens., en oorplasings-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer</i> , moet by item 2 hierbo ingesluit word).....	155	165	175
4. Plus—Opwaartse herwaarderding van vaste bates.....	156	166	176
Subtotaal.....	157	167	177
5. Min—Afwaartse herwaarderding van vaste bates en afskrywings.....	158	168	178
6. Min—Boekwaarde van vaste bates verkoop en oorplasings-uit.....	159	169	179
7. Min—Verliese deur brand, ens., teen boekwaarde.....	160	170	180
8. Min—Waardevermindering gedurende die jaar (totaal moet met item 7, Seksie 7A, ooreenstem).....	161	171	181
9. Boekwaarde aan die einde van die jaar.....	162	172	182

SEKSIE 9.—BESONDERHEDE VAN TAKKE, HOERMAATSKAPPE EN FILIAALMAATSKAPPE EN VAN SENSUSOPGAWES INGEDIEN

1. Takke

1.1 Indien die inrigting wat deur hierdie vraelys gedek word, die hooftak van u firma is, verstrek asseblief die name, adresse en werksaamhede van die ander takinrigtings:

	Naam	Adres	Werksaamhede
(a)			
(b)			
(c)			

(Gebruik 'n afsonderlike vel, indien nodig)

1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak.

	Naam	Adres	Werksaamhede
			

2. Houer en filiaalmaatskappye

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houer- of filiaalmaatskappye:

2.1 Houermaatskappye:

	Naam	Adres	Werksaamhede
			

2.2 Filiaalmaatskappye:

	Naam	Adres	Werksaamhede
(a)			
(b)			
(c)			

(Gebruik 'n afsonderlike vel, indien nodig)

3. Sensusopgawes ingedien:

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer:

			Verwysingsnommer
3.1 Sensus van Groot- en Kleinhandel, 1977.....	Ja	Nee	
3.2 Sensus van Akkommodasiedienste, 1977.....	Ja	Nee	
3.3 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....	Ja	Nee	
3.4 Ander sensusse (spesifiseer).....	Ja	Nee	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).....

Handtekening.....	Plek.....
Hoedanigheid.....	Telegramadres.....
Adres.....	Teleksnommer.....
Telefoonnommer.....	Datum.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van die Sensus van Verversingsdienste word deur die Departement van Statistiek in verslae gepubliseer. Die volgende verslag oor verversingsdienste is van Die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar.

Verslag No. 04-04-01—Sensus van Verversingsdienste, 1971.

2. Die Departement van Statistiek gee ook die volgende publikasies uit wat van Die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

2.1 Suid-Afrikaanse Statistieke.

2.2 Kwartaallike Bulletin van Statistiek.

2.3 Verslae oor die volgende onderwerpe:

Bevolking.	Fabriekswese.	Akkommodasie.	Private Finansies.
Arbeid.	Elektrisiteit.	Dienste.	Private Vervoer.
Pryse.	Konstruksie.	Nasionale Rekeninge.	
Landbou.	Binnelandse Handel.	Owerheidsfinansies.	

'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE A 04-04E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

CENSUS OF CATERING SERVICES, 1977

In correspondence with the Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

(1) Receipt noted.....
 (2) Check 1.....
 (3) Check 2.....
 (4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay and in any case on or before the DUE DATE, namely 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

Department of Statistics
Private Bag X44
Pretoria
0001.

T. A. DU PLESSIS,
Secretary for Statistics.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE CENSUS

The census is being conducted in respect of all catering service establishments in South Africa and South-West Africa and a questionnaire must be completed in respect of each such establishment. For the purpose of this census "catering services" comprise bars, including beer-halls and beer-gardens, cafés, restaurants or tea rooms with liquor licences; cafés, restaurants or tea rooms without liquor licences; Bantu eating houses, fish and chips shops, milk and coffee bars, sandwich services and snack bars and other eating places. Premises in which administrative, clerical and other activities directly related to the catering services are performed, are included.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

3.1 "Establishment" refers to the smallest economic unit, such as the café, restaurant or catering service outlet, which is managed, controlled and operated as a separate entity, by an individual, a partnership, a company, a co-operative society or any other form of ownership.

It should be noted that data relating to activities other than catering, usually associated with catering, which constitute an *integral subsidiary part* of a catering service establishment under the same ownership, must be included in the return for that particular establishment.

3.2 Where a firm owns, controls or operates more than one catering service establishment a separate return must be submitted for each establishment.

3.3 If separate establishments are operated and taken into account on an integrated basis, estimates for separate establishments are required.

3.4 Establishments under the same ownerships in which two or more unrelated kinds of activities are *independently* carried on for example, a café, a men's outfitter and a motion picture theatre, whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of catering services should be completed only in respect of the establishments engaged in catering services activities.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily for the benefit of employees (for example, free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. (*The estimated net cost must be shown in Section 4*).

SECTION 1.—YEAR OF RETURN

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from.....197..... to.....197.....

(If not for twelve months, give reasons.....)

SECTION 2.—PARTICULARS OF ESTABLISHMENT (BLOCK LETTERS)

1. Trading name.....

2. Name of proprietor(s).....

3. Full postal address.....

P.O. Box..... Post Office..... Postal code.....

4. Address where this establishment is situated:

4.1 Farm/plot.....

4.2 Street.....

4.3 Suburb..... 001

4.4 City/Town.....

4.5 Magisterial district.....

5. Ownership and organisation

(Mark the appropriate block with an X).

5.1 Ownership:

Individual	Partner- ship	Company		Public corpo- ration	Co-operative society or company	Other (specify)	002
1	2	Public	Private	5	7	0	
		3	4				

5.2 If individual or partnership, state population group(s) of owner(s) or, if private company, population group of financially controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	--

5.3 Nature of catering service business in which this establishment is *predominantly* engaged (mark the appropriate block with X):

63100	1	Bars, including beer-halls and beer-gardens.	
63101	2	Cafés, restaurants or tea rooms with liquor licences.	
63102	3	Cafés, restaurants or tea rooms without liquor licences.	
63109	4	Bantu eating houses, fish and chips shops, milk and coffee bars, sandwich services and snack bars and other eating or catering services not elsewhere classified. (Please specify).....	004

5.4 Seating accommodation:

(i) Number of tables.....	005	
(ii) Number of seats (chairs, etc.).....	006	

5.5 Does this establishment operate or control any other business which cannot be regarded as a "catering service" business (for example, general dealer, butchery, bakery, hotel, fresh produce dealer, provision dealer, bioscope, etc.) and which does not form an integral part of the establishment?

Yes

No

If "yes", please specify.....

(The data relating to such other business must not be included in this return.)

SECTION 3.—EMPLOYMENT.—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. Include:

- 1.1 Working proprietors and unpaid family assistants;
- 1.2 managing and working directors who receive a regular salary, managers, accountants, etc.;
- 1.3 all full-time permanent and temporary employees;
- 1.4 casual and part-time employees
- 1.5 employees on vacation or sick leave;
- 1.6 your own employees engaged in the construction, maintenance and repair of this establishment's buildings, vehicles, equipment, furniture, etc.;
- 1.7 employees concerned with ancillary services (see paragraph 5 of Definitions and Explanatory Notes).

2. Exclude:

- 2.1 Persons who render part-time services in a recognised professional, business or trade capacity and to whom fees rather than salaries or wages are paid for such services;
- 2.2 employees undergoing full-time military training;
- 2.3 special function employees, i.e. persons engaged by the hour to work at special functions.

Population group and sex	Paid employees								Working proprietors and unpaid family assistants
	Executive directors, managers, accountants and other administrative and clerical personnel (1)	Shop and sales assistants (2)	Bartenders and barmaids (3)	Cooks		Waiters and stewards (6)	Other employees (7)	Total (1 to 7) (8)	
				Qualified (4)	Unqualified (5)				
Whites:									
Male....	007.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....	079.....
Female...	008.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....	080.....
Coloureds:									
Male....	009.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....	081.....
Female...	010.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....	082.....
Asians:									
Male....	011.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....	083.....
Female...	012.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....	084.....
Bantu:									
Male....	013.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....	085.....
Female...	014.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....	086.....
Total...	015.....	024.....	033.....	042.....	051.....	060.....	069.....	078.....	087.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note.—Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the financial year must be shown hereunder. (Please read paragraph 5 of "Definitions and Explanatory Notes").

	R
Whites.....	088.....
Coloureds.....	089.....
Asians.....	090.....
Bantu.....	091.....
Total.....	092.....

SECTION 5.—PURCHASES AND/OR TRANSFERS-IN FOR THE FINANCIAL YEAR

Notes:

1. Expendable stores, for example, crockery, cutlery, cleaning materials, etc. should *not* be included in this section, but must be shown against item 15 of section 7A.
2. *Transfers-in* relate to goods which are obtained from other establishments of the same firm.
3. Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.

	R
(1) Foodstuffs (including bakery products).....	093.....
(2) Chocolates and sweets.....	094.....
(3) Alcoholic beverages.....	095.....
(4) Non-alcoholic beverages.....	096.....
(5) Cigarettes and tobacco.....	097.....
(6) Other (please specify).....	098.....
(7) Total (must agree with Item 2, Section 7A).....	099.....

SECTION 6.—SALES/RECEIPTS AND TRANSFERS-OUT FOR THE FINANCIAL YEAR

Notes:

1. Transfers-out relate to goods which are supplied to other establishments of the same firm.
2. Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.
3. Quantities used in the preparation of meals, prepared snacks, etc., must *not* be included.

	R
(1) Catering services (meals, prepared snacks, fish and chips, sandwiches, teas, cold drinks, etc.).....	100.....
(2) Alcoholic beverages (including bar takings).....	101.....
(3) Cigarettes and tobacco.....	102.....
(4) Sweets and chocolates.....	103.....
(5) Bread, bakery and other confectionery products sold over counter (see note 3 above).....	104.....
(6) Groceries (including tinned foods) (see note 3 above).....	105.....
(7) Newspapers and other reading matter.....	106.....
(8) Other (specify).....	107.....
(9) Total (1 to 8).....	108.....
(10) Transfers-out (where applicable).....	109.....
(11) Grand total (9 and 10) (must agree with item 2, Section 7B).....	110.....

SECTION 7.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR

Notes:

1. Please complete this statement without adding two or more items for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.
2. *Salaries and wages*
 - 2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.
 - 2.2 *Include:*
 - 2.2.1 Salaries and wages (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowances and lump sum payments, for example, Christmas and leave bonuses;
 - 2.2.2 employers' contribution to pension, provident, holiday, medical aid, sick and sick pay funds in respect of employees;
 - 2.2.3 salaries and wages of employees concerned with—
 - (1) ancillary services; and
 - (2) payments in kind (see paragraph 5 of "Explanatory Notes");
 - 2.2.4 employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund.
 - 2.2.5 employers' contributions under the Bantu Services Levy Act and the Non-White transport services acts.
 - 2.3 *Exclude:*
 - 2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;
 - 2.3.2 fees paid to directors;
 - 2.3.3 fees paid for part-time professional services and
 - 2.3.4 payments in kind, such as meals, lodging, housing subsidies, etc.
3. Directors fees must be shown against item 5, Section 7A.
4. *Transfers-in* relate to goods which were obtained from other establishments of the same firm.

A.—DEBITS

	R
1. Value of opening stocks of goods, including goods in transit.....	111
2. Purchases and transfers-in (total of Section 5).....	112
3. Payments to other businesses for repairs and renovations to merchandise.....	113
4. Total salaries and wages for <i>financial year</i> (see note 2 above):	
4.1 Whites.....	114 R
4.2 Coloureds.....	115 R
4.3 Asians.....	116 R
4.4 Bantu.....	117 R
4.5 Total 4.1 to 4.4.....	118
5. Directors' fees.....	119
6. Rent, including leasing, paid to outside concerns:	
6.1 Land and buildings.....	120
6.2 Equipment, furniture, etc.....	121
6.3 Motor vehicles.....	122
7. Depreciation [must agree with Section 8, item 8, columns (a), (b) and (c)].....	123
8. Interest paid to outside concerns and on loans from proprietor(s).....	124
9. Property assessment rates and taxes.....	125
10. Electricity, water and gas.....	126
11. Licences, registrations and permits.....	127
12. Bad debts written-off.....	128
13. Non-recurrent or contingent losses (for example, loss on sales of fixed assets, loss on realisation or revaluation of investments, etc.).....	129
14. Donations and bursaries.....	130
15. Replacement of crockery, cutlery, cleaning materials, etc.....	131
16. Other expenses (<i>excluding</i> head office charges):	
16.1 Advertising.....	132
16.2 Insurance premiums.....	133
16.3 Services (for example fees for part-time professional services, auditors, etc.).....	134
16.4 Secretarial and administration fees paid to other firms.....	135
16.5 Other expenses in connection with trading activities such as maintenance services and repairs to buildings, equipment, etc.).....	136
17. Head office charges.....	137
18. Balance (profit) before income and company tax.....	138
19. Total debits (must agree with total credits).....	139

B.—CREDITS

Note.—The value of goods transferred to other establishments of the same firm must be included in item 2 hereunder:

	R
1. Value of closing stock of goods, including goods in transit.....	140
2. Sales of goods and/or transfers-out (for example meals, beverages, cigarettes, tobacco, chocolates, sweets and other commodities—total of Section 6).....	141
3. Rent, including leasing, received from outside concerns:	
3.1 Land and buildings.....	142
3.2 Equipment.....	143
4. Interest received from outside concerns.....	144
5. Bad debts recovered.....	145
6. Non-recurrent or contingent income (for example, profit on sales of fixed assets, profit on realisation or revaluation of investments, etc.).....	146
7. Insurance claims, if credited.....	147
8. Head office charges recovered.....	148
9. Other income concerned with catering services.....	149
10. Other non-trading income.....	150
11. Balance (loss).....	151
12. Total credits (must agree with total debits).....	152

SECTION 8.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings (a)	Furniture, fixtures and other equipment (b)	Vehicles (c)
	R	R	R
1. Book value at beginning of year.....	153	163	173
2. Add—Capital expenditure on—			
2.1 erection of new buildings;			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress <i>capitalised</i> ;			
2.4 new furniture, equipment, vehicles, etc.;			
2.5 used furniture, equipment, vehicles, etc., if imported by you (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc. must be included in item 3 below).....	154	164	174
3. Add—Capital expenditure on acquisition of—			
3.1 land and existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of imported used furniture, equipment, vehicles, etc. <i>imported by you</i> must be included in item 2 above).....	155	165	175
4. Add—Upward revaluation of fixed assets.....	156	166	176
Subtotal.....	157	167	177
5. Less—Downward revaluation of fixed assets and write-offs.....	158	168	178
6. Less—Book value of fixed assets sold and transfers-out.....	159	169	179
7. Less—Losses by fire, etc., at book value.....	160	170	180
8. Less—Depreciation during year (total must agree with item 7, Section 7A).....	161	171	181
9. Book value at end of year.....	162	172	182

SECTION 9.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of head office or main branch:

Name	Address	Activities
.....		

2. Holding and subsidiary companies

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company:

Name	Address	Activities
.....		

2.2 Subsidiary companies:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary)

3. Census returns rendered:

Were any of the following returns in respect of this establishment rendered to the Department of Statistics (Mark the appropriate block with an X). If a return rendered, please quote the reference number:

	Yes	No.	Reference number
3.1 Census of Wholesale and Retail Trade, 1977.....	☐	☐	
3.2 Census of Accommodation establishments, 1977.....	☐	☐	
3.3 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974.....	☐	☐	
3.4 Other censuses /please specify).....	☐	☐	

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of enquiries (block letters).....
 Signature.....
 Capacity.....
 Address.....
 Telephone No.....

Place.....
 Telegraphic address.....
 Telex No.....
 Date.....

PUBLICATIONS AND STATISTICAL NEWS RELEASES

1. The results of the Census of Catering Services are published by the Department of Statistics in report. The following report on Catering Services is obtainable from the Government Printer, Pretoria or Cape Town.

Report No. 04-04-01—Census of catering services, 1971.

2. The Department of Statistics also publishes the following reports which are obtainable from the Government Printer, Pretoria or Cape Town:

2.1 South African Statistics.

2.2 Quarterly Bulletin of Statistics.

2.3 Reports on subjects such as the following:

Population.	Manufacturing.	Accommodation.	Private Finance.
Labour.	Electricity.	Services.	Transport.
Prices.	Construction.	National Accounts.	
Agriculture.	Internal Trade.	Public Finance.	

A complete list of reports is obtainable from the Department of Statistics.

No. R. 1676

26 August 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976).—SENSUS VAN HAARKAPPER- EN SKOONHEID-SALONNE, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot haarkapper- en skoonheidsalonne uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “haarkapper- en skoonheidsaloon” enige inrigting waar barbier-, haarkappery- en skoonheidsdienste gelewer word en inrigtings waar haarkappers, haarkapsters, skoonheid-salonoperateurs, mannekyne en modelle opgelei word (per-

No. R. 1676

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976).—CENSUS OF BARBER AND BEAUTY SHOPS, 1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with barber and beauty shops:

1. In these regulations, unless the context otherwise indicates—

(a) “barber and beauty shop” means any establishment where barber, hairdressing and beauty services are performed, and establishments where gents’ and ladies’ hairdressers, beauty parlour operators, mannequins and models

sele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met haarkapper- en skoonheidsdienste verband hou, word ingesluit); en

(b) "persoon in beheer van 'n haarkapper- of skoonheidssalon"—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem ook aanvaar kan word van 'n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of 'n vereniging sonder winsoogmerk of 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n haarkapper- of skoonheidssalon moet voor of op 30 September 1977 of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangsel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n haarkapper- of skoonheidssalon stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke haarkapper- of skoonheidssalon wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n haarkapper- of skoonheidssalon wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van haarkapper- of skoonheidssalonne, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede opstel en aan enige persoon of instansie beskikbaar stel.

are trained, including premises where administrative, clerical and other activities directly related to hairdressing and beauty services are performed; and

(b) "person in charge of a hairdressing or beauty salon" means—

(i) anyone who, during the period defined in regulation 3, owned such an establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the establishment, as the case may be;

(ii) a trustee or liquidator or executor or administrator of an insolvent or deceased estate or a liquidator of a company or a non-profit society or a co-operative society in liquidation or a judicial manager of a company under judicial management, which estate or company or society or co-operative society was the proprietor of such establishment during the period defined in regulation 3.

2. (a) Any person in charge of a hairdressing or beauty salon must, on or before 30 September 1977 or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A, render a return to the Secretary for Statistics for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of a hairdressing or beauty salon, but his failure to do so does not exempt any person in charge of such an establishment from the obligation imposed on him by subregulation (a) above.

3. The period to be covered by this questionnaire is the financial year of the hairdressing or beauty salon concerned which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of a hairdressing or beauty salon who, without reasonable cause, fails to comply with any provision of these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of hairdressing and beauty salons, as defined in regulation 1 (a), classified according to activities, and make such list available to any person or organisation.

This questionnaire is also obtainable in English.

AANHANGSEL 04-13A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN HAARKAPPER- EN SKOONHEIDSSALONNE, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
(2) Kontrole 1.....
(3) Kontrole 2.....
(4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van resultate. Geliewe derhalwe u opgawe sonder versuim in te dien en in ieder geval voor of op die VERVAL-DATUM, naamlik 30 SEPTEMBER 1977.

U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 7 van die Wet op Statistieke, 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat verseker word dat die gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS,
Sekretaris van Statistiek.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrowende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle inrigtings in Suid-Afrika en Suidwes-Afrika waar barbier-, haarkappery- en skoonheidsalonne as 'n besigheid gedryf word en 'n vraelys moet vir elke sodanige inrigting ingevul word. Kolleges vir haarkappers en skole vir die opleiding van skoonheidsaloonoperateurs en mannekyne word ook ingesluit. Persele waarin administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met sodanige inrigtings verband hou, word ingesluit.

2. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 en 30 Junie 1977 geëindig het.

3. DIE SENSUS WORD OP 'N INRIGTINGS- (TAK-) GRONDSLAG GEHOU

3.1 'n "Inrigting" beteken die kleinste ekonomiese eenheid, soos 'n skoonheidsaloon, wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, 'n vennootskap, koöperatiewe vereniging of enige ander vorm van eienaarskap. Daar dien op gelet te word dat gegewens met betrekking tot ander bedrywighede wat normaalweg verbind word met 'n haarkappery, skoonheidsaloon of opleidingsinrigting en wat 'n *integreerende* aanvullende deel van die inrigting met dieselfde eienaar uitmaak, in die opgawe van daardie besondere inrigting ingesluit moet word.

3.2 Waar 'n firma meer as een haarkappery, skoonheidsaloon of opleidingsinrigting vir mannekyne en modelle besit, beheer of in bedryf hou, moet 'n afsonderlike vraelys vir elke inrigting ingestuur word.

3.3 Indien verskillende inrigtings op geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word ramings vir afsonderlike inrigtings vereis.

3.4 Inrigtings wat aan dieselfde eienaar behoort en waarin twee of meer nie-verwante aktiwiteite, bv. 'n hotel, 'n damesuitrusterswinkel en 'n boekwinkel, op dieselfde of verskillende persele *onafhanklik* gedryf word, word ook as twee of meer inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met 'n haarkappery, 'n skoonheidsaloon of opleidingsinrigting vir mannekyne of modelle ingevul word net ten opsigte van inrigtings wat binne die bestek van hierdie sensus val.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste Rand. Moenie sente aangee nie.

5. ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik *tot voordeel van die werknemers strek* (bv. vry kwartiere) en betalings *in natura* (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. (Die geskatte netto koste moet in Seksie 4 getoon word.)

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir die boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datum) vanaf.....197..... tot.....197.....
(Indien nie vir twaalf maande nie, verstrek asseblief die rede.....)

SEKSIE 2.—BESONDERHEDE VAN INRIGTING (BLOKLETTERS)

1. Handelsnaam.....
2. Naam van eienaar(s).....
3. Volledige posadres..... Poskantoor..... Poskode.....

4. Adres waar inrigting geleë is:

4.1 Plaas/Hoewe.....
4.2 Straat.....
4.3 Voorstad.....
4.4 Stad/Dorp.....
4.5 Landdrosdistrik.....

001

Vir Departementele gebruik

--	--	--	--	--	--	--	--	--	--

5. Eienaarskap en organisasie

(Maak 'n kruisie in die toepaslike blok.)

Eenman- saak 1	Vennoot- skap 2	Maatskappy Publiek 3 Privaat 4	Openbare korpora- sie 5	Koöperatiewe vereniging of maatskappy 7	Ander (spesi- fiseer) 0	002	
----------------------	-----------------------	--------------------------------------	----------------------------------	--	---	-----	--

6. Indien 'n eenmansaak of vennootskap, meld bevolkingsgroep(e) van eienaar(s), of, indien private maatskappy, bevolkingsgroep van finansiële behorende aandeelhouders.

Blanke 1	Kleurling 2	Asiër 3	Bantoe 4	003	
-------------	----------------	------------	-------------	-----	--

7. Aard van besigheid waarby hierdie inrigting *oorwegend* gemoeid is (maak 'n kruisie in die toepaslike blok).

95910	1	Manshaarkappersalon	
95911	2	Dameshaarkappersalon	
95912	3	Mans- en dameshaarkappersalon	004 ☐
95913	4	Skoonheidsalon	
95914	5	Inrigting vir die opleiding van mannekyne en modelle	
95915	6	Ander (spesifiseer).....	

8. Vir watter bevolkingsgroep maak die inrigting *hoofsaaklik* voorsiening? (Maak 'n kruisie in die toepaslike blok.)

Blanke 1	Kleurling 2	Asiër 3	Bantoe 4	005 ☐
-------------	----------------	------------	-------------	------------------------------

9. Handel die inrigting in enige van die volgende? (Maak 'n kruisie in die toepaslike blok.)

1	☐	Toilet- en kosmetiese benodigdhede
2	☐	Tabak, sigarette en rokersbenodigdhede
3	☐	Leesstof en skryfbehoeftes
4	☐	Ander (spesifiseer).....

10. Fasiliteite beskikbaar in die inrigting.

Getal

10.1	Getal haarkapperstoele beskikbaar	
10.1.1	Indien inrigting hoofsaaklik mans bedien.....	006 ☐
10.1.2	Indien inrigting hoofsaaklik dames bedien.....	007 ☐
10.2	Hoeveel haardroërstelle is beskikbaar	
	Staanmodel.....	008 ☐
	Ander.....	009 ☐

11. Bestuur of beheer hierdie inrigting enige ander besigheid wat nie as 'n haarkapper-, skoonheidsalonbesigheid beskou kan word nie (bv algemene handelaar) en wat nie 'n (integreerende deel van die inrigting uitmaak nie)?

Ja	Nee
----	-----

Indien "Ja" spesifiseer asseblief.....

(Die gegewens met betrekking tot sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie.)

SEKSIE 3.—WERKGELEENTHEID—GETAL PERSONE BETROKKE BY DIE WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. SLUIT IN:

- 1.1 Werkende eienaars en onbetaalde gesinsassistenten;
- 1.2 besturende en werkende direkteure wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.3 alle voltydse permanente en tydelike werknemers;
- 1.4 los en deeltydse werknemers;
- 1.5 werknemers wat met vakansie- of siekteverlof is;
- 1.6 u eie werknemers wat te doen het met die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, toerusting, meubels, ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. SLUIT UIT:

- 2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salaris of lone betaal word;
- 2.2 werknemers wat voltydse militêre opleiding ontvang.

Bevolkingsgroep en geslag	Betaalde werknemers						Werkende eienaars en onbetaalde gesinsassistenten
	Uitvoerende, administratiewe en klerklike personeel (1)	Gekwalifiseerde haarkappers en skoonheidsdeskundiges (2)	Sjampoeneers (3)	Leerlinghaarkappers en skoonheidsdeskundiges (4)	Ander gereelde voltydse werknemers (5)	Totaal van kolomme (1) tot (5) (6)	
Blankes:							
Manlik.....	010.....	019.....	028.....	037.....	046.....	055.....	064.....
Vroulik.....	011.....	020.....	029.....	038.....	047.....	056.....	065.....
Kleurlinge:							
Manlik.....	012.....	021.....	030.....	039.....	048.....	057.....	066.....
Vroulik.....	013.....	022.....	031.....	040.....	049.....	058.....	067.....
Asiërs:							
Manlik.....	014.....	023.....	032.....	041.....	050.....	059.....	068.....
Vroulik.....	015.....	024.....	033.....	042.....	051.....	060.....	069.....
Bantoes:							
Manlik.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....
Vroulik.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....
Totaal.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....

SEKSIE 4.—ONDERGESKIKTE DIENSTE EN BETALINGS *IN NATURA* VIR DIE BOEKJAAR

Let wel: Beraamde netto koste van ondergeskikte dienste en betalings *in natura* (d.w.s. totale uitgawes min enige inkomste ontvang) gedurende die boekjaar moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".)

Blankes.....	073.....	R
Kleurlinge.....	074.....	
Asiërs.....	075.....	
Bantoës.....	076.....	
Totaal.....	077.....	

SEKSIE 5.—AANKOPE EN/OF OORPLASINGS-IN VAN GOEDERE VIR DIE BOEKJAAR VERKRY VIR HERVERKOOP AAN KLANTE

Opmerkings: (a) Verbruiksvoorrade, bv. handdoeke, kamme, borsels, skoonmaakmiddels, haarmiddels, ens. vir gebruik in die inrigting moet nie by hierdie seksie ingesluit word nie maar moet teenoor item 12 van seksie 6A getoon word.
 (b) Oorplasing-in het betrekking op goedere wat verkry word van ander inrigtings van dieselfde firma. (Kyk paragraaf 3 van "Definisies en Verduidelikende Opmerkings".)
 (c) Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedlik beskikbaar is nie.

1. Toilet- en kosmetiese benodigdhede.....	078.....	R
2. Tabak, sigarette en rokersbenodigdhede.....	079.....	
3. Leesstof en skryfbehoeftes.....	080.....	
4. Ander (spesifiseer).....	081.....	
5. Totaal (moet met item 2, Seksie 6A, ooreenstem).....	082.....	

SEKSIE 6.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings: 1. Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.

2. Salarisse en lone

2.1 Die bedrae wat verstrek word, moet die werklike bedrae wees voor aftrekkings ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.

2.2 SLUIT IN:

- 2.2.1 Salarisse en lone, (met inbegrip van dié van besturende en werkende direkteure wat 'n vaste salaris ontvang), bonusse, oortydbetalings, kommissie en ander toelaes sowel as betalings in een bedrag, bv. Kersfees- en verlofbonusse;
- 2.2.2 werkgewersbydraes tot pensioen-, ondersteunings-, vakansie-, mediese hulp-, sieke- en siektebetalingsfondse ten opsigte van werknemers;
- 2.2.3 salarisse en lone van werknemers *gemoed met* (1) ondergeskikte dienste en (2) *betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");
- 2.2.4 werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevallefonds;
- 2.2.5 werkgewersbydraes ingevolge die Wet op Heffings vir Bantoedienste en die Wette op vervoerdienste vir Nie-Blankes.

2.3 SLUIT UIT:

- 2.3.1 Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;
- 2.3.2 gelde aan direkteure betaal;
- 2.3.3 gelde betaal vir deeltydse professionele dienste; en
- 2.3.4 betalings in natura, soos maaltye, losies, behuisingssubsidies, ens.

3. Direkteursgelde moet teenoor item 4, Seksie 6A, getoon word.

4. *Oorplasing-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

A. DEBETS**R**

1. Waarde van beginvoorrade, insluitende goedere in transitio.....	083.....	
2. Aankope en oorplasing-in (moet met Seksie 5, item 5, ooreenstem)—[kyk ook opmerking (a) van Seksie 5]....	084.....	
3. Salarisse en lone (sien opmerking 2 hierbo):		
3.1 Blankes.....	085 R.....	
3.2 Kleurlinge.....	086 R.....	
3.3 Asiërs.....	087 R.....	
3.4 Bantoës.....	088 R.....	
3.5 Totaal 3.1 tot 3.4.....	089.....	
4. Direkteursgelde.....	090.....	
5. Huur, met inbegrip van bruikhuur aan buite-instansies betaal:		
5.1 Grond en geboue.....	091.....	
5.2 Uitrusting, meubels, ens.....	092.....	
5.3 Voertuie.....	093.....	
6. Waardevermindering [moet met Seksie 7, item 8, kolomme (a), (b) en (c) ooreenstem].....	094.....	
7. Rente aan buite-instansies en op lenings van eienaars betaal.....	095.....	
8. Eiendomsbelasting.....	096.....	
9. Elektrisiteit, water en gas.....	097.....	
10. Lisensies, registrasies en permitte.....	098.....	
11. Betalings vir was en droogskoonmaak.....	099.....	
12. Vervanging van verbruiksvoorrade soos handdoeke, sjampoe en ander haarmiddels, kamme, ens., wat nie gekapitaliseer is nie [kyk opmerking (a) van Seksie 5].....	100.....	
13. Slechte skulde afgeskryf.....	101.....	
14. Nie-herhalende of toevallige verliese (bv. verlies op die verkoop van vaste bates, verlies op realisering of herwaardering van beleggings, ens.).....	102.....	
15. Donasies en beurse.....	103.....	
16. Ander uitgawes (<i>uitgesonderd</i> hoofkantoor-koste):		
16.1 Advertensies.....	104.....	
16.2 Assuransiepremies.....	105.....	
16.3 Dienste (bv. gelde vir deeltydse professionele dienste soos ouditering, ens.).....	106.....	
16.4 Sekretariële en administrasiegelde aan ander firmas betaal.....	107.....	
16.5 Ander uitgawes in verband met die handelsbedrywighede soos onderhoudsdienste en hersteldienste aan toerusting en geboue.....	108.....	
17. Hoofkantoor-koste.....	109.....	
18. Saldo (wins) voor inkomste- en maatskappybelasting.....	110.....	
19. Totale debets (moet met totale kredits ooreenstem).....	111.....	

B. KREDITS

Let wel: Die waarde van goedere oorgeplaas na ander inrigtings van dieselfde firma moet by item 3 hieronder ingesluit word.

	R
1. Waarde van eindvoorrade, insluitende goedere in transito.....	112.....
2. Vorderings uit:	
2.1 Haarkappersdienste.....	113.....
2.2 Skoonheidsdienste.....	114.....
2.3 Opleiding van mannekyne en modelle.....	115.....
2.4 Toilet- en kosmetiese benodigdhede.....	116.....
2.5 Tabak, sigarette en rokersbenodigdhede.....	117.....
2.6 Leesstof en skryfbehoeftes.....	118.....
2.7 Ander (spesifiseer asseblief).....	119.....
3. Oorplasings-uit (aan handelstakke en diensinrigtings van dieselfde firma).....	120.....
4. Huur, met inbegrip van bruikhuur van buite-instansies ontvang:	
4.1 Grond en geboue.....	121.....
4.2 Uitrusting.....	122.....
5. Rente van buite-instansies ontvang.....	123.....
6. Slegte skulde verhaal.....	124.....
7. Nie-herhalende of toevallige inkomste (bv. wins op verkoop van vaste bates, wins op realisering of herwaardering van beleggings, ens.).....	125.....
8. Assuransie-eise, indien gekrediteer.....	126.....
9. Kommissie ontvang.....	127.....
10. Hoofkantoor koste verhaal.....	128.....
11. Ander inkomste.....	129.....
12. Saldo (verlies).....	130.....
13. Totale kredits (moet met totale debets ooreenstem).....	131.....

SEKSIE 7.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
R	R	R	R
1. Boekwaarde aan die begin van die jaar.....	132.....	142.....	152.....
2. Plus: Kapitaaluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings aan bestaande geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word).....	133.....	143.....	153.....
3. Plus: Kapitaaluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 ander gebruikte meubels, uitrusting, voertuie, ens., en oorplasings-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer</i> moet by item 2 hierbo ingesluit word).....	134.....	144.....	154.....
4. Plus: Opwaartse herwaardering van vaste bates.....	135.....	145.....	155.....
Subtotaal.....	136.....	146.....	156.....
5. Min: Afwaartse herwaardering van vaste bates en afskrywings....	137.....	147.....	157.....
6. Min: Boekwaarde van vaste bates verkoop en oorplasings-uit....	138.....	148.....	158.....
7. Min: Verliese deur brand, ens. teen boekwaarde.....	139.....	149.....	159.....
8. Min: Waardevermindering gedurende die jaar (totaal moet met item 6, Seksie 6 ooreenstem).....	140.....	150.....	160.....
9. Boekwaarde aan die einde van die jaar.....	141.....	151.....	161.....

SEKSIE 8.—BESONDERHEDE VAN TAKKE, HOUERMAATSKAPPE, FILIAALMAATSKAPPE EN VAN SENSUSOPGAWES INGEDIEN

1. Takke

- 1.1 Indien die inrigting wat deur hierdie vraelys gedek word, die hooftak van u firma is, verstrek die name, adresse en werksaamhede van die ander takinrigtings.

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

- 1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak.

Naam	Adres	Werksaamhede
.....		

2. Houer- en filiaalmaatskappe

Verstrek die geregistreerde name, adresse en werksaamhede van houer- en filiaalmaatskappe.

2.1 Houermaatskappy	Naam	Adres	Werksaamhede
.....			

2.2 Filiaalmaatskappye

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

3. Sensusopgawes ingedien

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer.

Beskrywing van sensus			Verwysingsnommer
3.1 Sensus van Groot- en Kleinhandel, 1977.....	Ja	Nee	
3.2 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....	Ja	Nee	
3.3 Ander sensusopnames (spesifiseer).....	Ja	Nee	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).

Handtekening.....	Plek.....
Hoedanigheid.....	Telegramadres.....
Adres.....	Teleksnommer.....
Datum.....	Telefoonnommer.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van die Sensusse van Haarkappers en Skoonheidsalonne word deur die Departement van Statistiek in verslae gepubliseer. Die volgende verslae is van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar:

Sensus van Distribusie- en Diensinrigtings—1952 Deel II: Diensinrigtings No. 8 Persoonlike Dienste.
Verslag No. 289 Sensus van Toilet- en Skoonheidsdienste, 1961–62.

2. Die Departement gee ook die volgende publikasies uit wat van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

2.1 Suid-Afrikaanse Statistieke.

2.2 Kwartaallikse Bulletin van Statistiek.

2.3 Verslae oor die volgende onderwerpe:

Bevolking	Elektrisiteit	Nasionale Rekening
Arbeid	Binnelandse Handel	Owerheidsfinansies
Pryse	Fabriekswese	Private Finansies
Landbou	Akkommodasie	Vervoer
Konstruksie	Mynwese	Dienste

'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE 04-13E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

CENSUS OF BARBER AND BEAUTY SHOPS, 1977

In correspondence with the Department please quote the code numbers appearing in brackets above the address	FOR DEPARTMENTAL USE ONLY.
	(1) Receipt noted.....
	(2) Check 1.....
	(3) Check 2.....
	(4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are, therefore, requested to submit your return without delay and in any case on or before the DUE DATE, namely 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE CENSUS

The census is being conducted in respect of all establishments in South Africa and South-West Africa which operate barber, hairdressing and beauty parlour saloons as a business and a questionnaire must be completed in respect of each such establishment. Colleges for barbers and schools for the instruction of beauty parlour operators and the training of mannequins are also included. Premises on which administrative, clerical and other activities directly related to the foregoing establishments are performed are included.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date between 1 July 1976 and 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

- 3.1 "Establishment" refers to the smallest economic unit such as a beauty parlour which is managed, controlled and operated as a separate entity by an individual, a partnership, a company, a co-operative society or any other form of ownership. It should be noted that data relating to activities usually associated with a hairdressing saloon, a beauty parlour or training establishment and which form an *integral* subsidiary part of the establishment under the same ownership, must be included in the return of that particular establishment.
- 3.2 Where a firm owns, controls or operates more than one hairdressing saloon, beauty parlour or training college for mannequins and models a separate return must be submitted for each establishment.
- 3.3 If separate establishments are operated and taken into account on an integrated basis, estimates for separate establishments are required.
- 3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are *independently* carried on, for example a hotel, a ladies' outfitters and a book store, whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of hairdressing saloons, beauty parlours and training establishments for mannequins and models should be completed only in respect of establishments which fall within the scope of this census.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily for the benefit of employees (e.g. free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. (The estimated net cost must be shown in Section 4)

SECTION 1.—YEAR OF RETURN

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from 197..... to 197.....
(If not for twelve months, give reasons.....)

SECTION 2.—PARTICULARS OF ESTABLISHMENT (BLOCK LETTERS)

1. Trading name.....
2. Name of proprietor(s).....
3. Full postal address.....
P.O. Box..... Post Office..... Postal Code.....

4. Address where this establishment is situated:

- 4.1 Farm/Plot.....
4.2 Street.....
4.3 Suburb.....
4.4 City/Town.....
4.5 Magisterial district.....

001

For Departmental use					

5. Ownership and organisation

(Mark the appropriate block with X.)

Individual 1	Partnership 2	Company Public 3 Private 4	Public Corporation 5	Co-operative Society or Company 7	Other (Specify) 0	002	
-----------------	------------------	-------------------------------	-------------------------	--------------------------------------	----------------------	-----	--

6. If individual or partnership state population group(s) of owner(s) or if private company, state population group of financial controlling shareholders.

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	--

7. Nature of business in which this establishment is *predominantly* engaged. (Make a cross in the appropriate block.)

95910	1	Gents, hairdressing saloon	004	
95911	2	Ladies, hairdressing saloon		
95912	3	Gents, and ladies, hairdressing saloon		
95913	4	Beauty parlour		
95914	5	Training establishments for mannequins and models		
95915	6	Other (specify).....		

8. For which population group does the establishment *mainly* make provision? (Make a cross in the appropriate block.)

White 1	Coloured 2	Asian 3	Bantu 4	005	
------------	---------------	------------	------------	-----	--

9. Does this establishment trade in any of the following? (Make a cross in the appropriate block.)

1		Toilet requisites and cosmetics
2		Tobacco, cigarettes and smokers' requisites
3		Reading matter and stationery
4		Other (specify).....

10. Facilities available at this establishment:

Number

10.1 Number of barber's chairs available:

10.1.1 If establishment serves mainly gents..... 006

10.1.2 If establishment serves mainly ladies..... 007

10.2 Number of hairdriers available:

Standing model..... 008

Other..... 009

11. Does this establishment operate or control any other business which cannot be regarded as a hairdresser-beauty parlour saloon (for example a general dealer, restaurant) and which does not form a integral part of this establishment?

Yes

No

If "Yes", please specify.....

(The data relating to such other business must not be included in this return.)

SECTION 3.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. INCLUDE:

- 1.1 Working proprietors and unpaid family assistants;
- 1.2 managing and working directors who receive a regular salary, managers, accountants, etc.;
- 1.3 all full-time permanent and temporary employees;
- 1.4 casual and part-time employees;
- 1.5 employees on vacation or sick leave;
- 1.6 your own employees engaged in the construction, maintenance and repair of this establishment's buildings, equipment, furniture, etc.; and
- 1.7 employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. EXCLUDE:

- 2.1 Persons who render part-time services in a recognised professional, business or trade capacity and to whom fees rather than salaries or wages are paid for such services.
- 2.2 Employees undergoing full-time military training.

Population group and sex	Paid employees						Working proprietors and unpaid family assistants
	Executive, administrative and clerical personnel (1)	Qualified hairdressers and beauty experts (2)	Shampooers (3)	Hairdressing and beauty expert apprentices (4)	Other regular full-time employees (5)	Total columns (1) to (5) (6)	
Whites:							
Male.....	010.....	019.....	028.....	037.....	046.....	055.....	064.....
Female.....	011.....	020.....	029.....	038.....	047.....	056.....	065.....
Coloureds:							
Male.....	012.....	021.....	030.....	039.....	048.....	057.....	066.....
Female.....	013.....	022.....	031.....	040.....	049.....	058.....	067.....
Asians:							
Male.....	014.....	023.....	032.....	041.....	050.....	059.....	068.....
Female.....	015.....	024.....	033.....	042.....	051.....	060.....	069.....
Bantu:							
Male.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....
Female.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....
Total.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note: Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any payments received) during the financial year must be shown hereunder.

(Please read paragraph 5 of "Definitions and Explanatory Notes".)

R

Whites.....	073.....
Coloureds.....	074.....
Asians.....	075.....
Bantu.....	076.....
Total.....	077.....

SECTION 5.—PURCHASES AND/OR TRANSFERS-IN OF GOODS FOR THE FINANCIAL YEAR OBTAINED FOR RE-SALE TO CLIENTS

- Notes: (a) Expendable stores e.g. towels, combs, brushes, cleaning agents, hair dressings, etc. for use in the establishment, must *not* be included in this section, but should be shown against item 12 of Section 6A.
 (b) Transfers-in refers to goods obtained from other establishments of the same firm. (See paragraph 3 of "Definitions and Explanatory Notes".)
 (c) Composite values of the various items listed hereunder are not acceptable and estimates *must* be furnished where separate figures are not readily available.

	R
1. Toilet requisites and cosmetics.....	078.....
2. Tobacco, cigarettes and smokers' requisites.....	079.....
3. Reading matter and stationery.....	080.....
4. Other (specify).....	081.....
5. Total (must agree with item 2, Section 6A).....	082.....

SECTION 6.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR

- Notes: 1. Please complete this statement without adding two or more items, for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.

2. Salaries and wages

2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.

2.2 INCLUDE:

- 2.2.1 Salaries and wages (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowances and lump sum payments, for example, Christmas and leave bonuses;
 2.2.2 employers' contribution to pension, provident, holiday, medical aid, sick and sick pay funds in respect of employees;
 2.2.3 salaries and wages of employees concerned with (1) ancillary services and (2) payments in kind (see paragraph 5 of "Explanatory Notes");
 2.2.4 employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund;
 2.2.5 employers' contributions under the Bantu Services Levy Act and the Non-White transport services acts.

2.3 EXCLUDE:

- 2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;
 2.3.2 fees paid to directors;
 2.3.3 fees paid for part-time professional services; and
 2.3.4 payments in kind, such as meals, lodging, housing subsidies, etc.
 3. Directors' fees must be shown against item 4, Section 6A.
 4. Transfers-in relate to goods which were obtained from other establishments of the same firm.

A. DEBITS

	R
1. Value of opening stock including goods in transit.....	083.....
2. Purchase and transfers-in (must agree with Section 5, item 5)—[also see note (a) of Section 5].....	084.....
3. Salaries and wages (see note 2 above).	
3.1 Whites.....	085 R.....
3.2 Coloureds.....	086 R.....
3.3 Asians.....	087 R.....
3.4 Bantu.....	088 R.....
3.5 Total 3.1 to 3.4.....	089.....
4. Directors' fees.....	090.....
5. Rent including leasing paid to outside concerns:	
5.1 Land and buildings.....	091.....
5.2 Equipment, furniture, etc.....	092.....
5.3 Vehicles.....	093.....
6. Depreciation [must agree with Section 7, item 8, columns (a), (b) and (c)].....	094.....
7. Interest paid to outside concerns and on loans from proprietors.....	095.....
8. Property assessment rates.....	096.....
9. Electricity, water and gas.....	097.....
10. Licenses, registrations and permits.....	098.....
11. Payments for laundry and dry-cleaning.....	099.....
12. Replacements of expendable stores like towels, shampoo and other hairdressings, combs, etc., which were not capitalised [see note (a) of Section 5].....	100.....
13. Bad debts written off.....	101.....
14. Non-recurrent or contingent losses (e.g. loss on sale of fixed assets, loss on realisation or revaluation of investments, etc.).....	102.....
15. Donations and bursaries.....	103.....
16. Other expenses (excluding head office charges):	
16.1 Advertisements.....	104.....
16.2 Insurance premiums.....	105.....
16.3 Services (e.g. fees for part-time professional services such as auditing, etc.).....	106.....
16.4 Secretarial and administrative fees paid to other firms.....	107.....
16.5 Other expenses in connection with trading operations such as maintenance and repair services to equipment and buildings.....	108.....
17. Head office charges.....	109.....
18. Balance (profit) before income and company tax.....	110.....
19. Total debits (must agree with total credits).....	111.....

B. CREDITS

Note: The value of goods transferred to other establishments of the same firm must be included in item 3 hereunder.

	R
1. Value of closing stock, including goods in transit.....	112.....
2. Receipt from:	
2.1 Hairdressing services.....	113.....
2.2 Beauty services.....	114.....
2.3 Training of mannequins and models.....	115.....
2.4 Toilet requisites and cosmetics.....	116.....
2.5 Tobacco, cigarettes and smokers' requisites.....	117.....
2.6 Reading matter and stationery.....	118.....
2.7 Other (please specify).....	119.....
3. Transfers-out (to trading branches and services establishments of the same firm).....	120.....
4. Rent including leasing received from outside concerns:	
4.1 Land and buildings.....	121.....
4.2 Equipment.....	122.....
5. Interest received from outside concerns.....	123.....
6. Bad debts recovered.....	124.....
7. Non-recurrent or contingent income (e.g. profit on sale of fixed assets, profit or realisation or revaluation of investments, etc.).....	125.....
8. Insurance claims, if credited.....	126.....
9. Commission received.....	127.....
10. Head office charges recovered.....	128.....
11. Other income.....	129.....
12. Balance (loss).....	130.....
13. Total credits (must agree with total debits).....	131.....

SECTION 7.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings (a)	Furniture, fixtures and other equipment (b)	Vehicles (c)
	R	R	R
1. Book value at beginning of year.....	132.....	142.....	152.....
2. Add: Capital expenditure on—			
2.1 erection of new buildings;			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress capitalised;			
2.4 new furniture, equipment, vehicles, etc., and			
2.5 used furniture, equipment, vehicles, etc., if imported by you (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc. must be included in item 3 below)	133.....	143.....	153.....
3. Add: Capital expenditure on acquisition of—			
3.1 land and existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc. and transfers-in (the value of used furniture, equipment, vehicles, etc. imported by you must be included in item 2 above).....	134..... 135.....	144..... 145.....	154..... 155.....
4. Add: Upward revaluation of fixed assets.....	136.....	146.....	156.....
Subtotal.....	137.....	147.....	157.....
5. Less: Downward revaluation of fixed assets and write-offs.....	138.....	148.....	158.....
6. Less: Book value of fixed assets sold and transfers-out.....	139.....	149.....	159.....
7. Less: Losses by fire, etc., at book value.....			
8. Less: Depreciation during year (total must agree with item 6, Sec- tion 6A).....	140.....	150.....	160.....
9. Book value at end of year.....	141.....	151.....	161.....

SECTION 8.—PARTICULARS OF BRANCHES, HOLDINGS AND SUBSIDIARY COMPANIES OF CENSUS RETURNS SUBMITTED

1. Branches

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet if necessary.)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of head office or main branch:

Name	Address	Activities
.....		

2. Holding and subsidiary companies

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company

Name	Address	Activities
.....		

2.2 *Subsidiary companies*

	Name	Address	Activities
(a)			
(b)			
(c)			

(Use a separate sheet if necessary.)

3. *Census returns rendered*

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Mark the appropriate block with a cross. If a return was rendered, please quote the reference number.

Description of Census			Reference number
3.1 Census of Wholesale and Retail Trade, 1977.....	Yes	No	
3.2 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974.....	Yes	No	
3.3 Other censuses (specify).....	Yes	No	

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of inquiries. (Block letters.)

Signature.....	Place.....
Capacity.....	Telegraphic address.....
Address.....	Telex number.....
Date.....	Telephone number.....

PUBLICATIONS AND STATISTICAL NEWS RELEASES

1. The results of the Censuses of Barber and Beauty Shops are published by the Department of Statistics in reports. The following reports are obtainable from The Government Printer, Pretoria or Cape Town:

Census of Distribution and Service Establishments, 1952—Part II: Service Establishments No. 8, Personal Services.
Report No. 289—Census of Toilet and Beauty Services, 1961–62.

2. The Department also publishes the following publications which are obtainable from The Government Printer, Pretoria or Cape Town:

- 2.1 South African Statistics.
2.2 Quarterly Bulletin of Statistics.
2.3 Reports on subjects such as the following:

Population	Electricity	National Accounts
Labour	Internal Trade	Public Finance
Prices	Manufacturing	Private Finance
Agriculture	Accommodation	Transport
Construction	Mining	Services

A complete list of reports is obtainable from the Department of Statistics.

No. R. 1677

26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976) SENSUS VAN AKKOMMODASIE-INRIGTINGS, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot akkommodasie-inrigtings uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “akkommodasie-inrigting” ’n inrigting waar residensiële huisvesting met of sonder maaltye teen vergoeding aangebied word (persele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met akkommodasie verband hou, word ingesluit); en

(b) “persoon in beheer van ’n akkommodasie-inrigting”—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf die eienaar van sodanige inrigting was: Met dien verstande dat ’n opgawe in paragraaf 2 (a) genoem ook aanvaar kan word van ’n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) ’n trustee of likwidateur of eksekuteur of administrateur van ’n insolvente of bestorwe boedel, of ’n likwidateur van ’n maatskappy of ’n vereniging sonder wins-oogmerk of ’n koöperasie in likwidasie, of ’n geregtelike

No. R. 1677

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976)

CENSUS OF ACCOMMODATION ESTABLISHMENTS, 1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with accommodation establishments:

1. In these regulations, unless the context otherwise indicates—

(a) “accommodation establishment” means premises where residential accommodation, with or without board, is provided (including premises where administrative, clerical and other activities directly related to an accommodation establishment are performed); and

(b) “a person in charge of an accommodation establishment” means—

(i) any person who during the period defined in regulation 3 was the proprietor of such establishment: Provided that a return mentioned in 2.(a) may, also be accepted from a person charged by such owner with the supervision, control, administration, direction or management of the affairs of such establishment, as the case may be;

(ii) trustee or liquidator or an executor or administrator of an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative

bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n akkommodasie-inrigting moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n akkommodasie-inrigting stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke akkommodasie-inrigting wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n akkommodasie-inrigting wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van akkommodasie-inrigtings, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

society in liquidation or a judicial manager of a company, which estate or company or society or co-operative society acted as the proprietor of such establishment during the period defined in regulation 3.

2. (a) Any person in charge of an accommodation establishment shall, on or before 30 September 1977 or at such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereto, furnish a return to the Secretary for Statistics for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of an accommodation establishment, but his failure to do so does not exempt any person in charge of such establishment from the obligation imposed on him by subregulation (a) above.

3. The period covered by this questionnaire shall be the financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of an accommodation establishment who without reasonable cause, fails to comply with these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of a continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of businesses, classified according to activities, and make such list available to any person or organisation.

This questionnaire is also available in English

AANHANGSEL 04-01 A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN AKKOMMODASIE-INRIGTINGS, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
- (2) Kontrole 1.....
- (3) Kontrole 2.....
- (4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige instelling van die resultate. Geliewe derhalwe u opgawe sonder versuim in te dien, en in ieder geval voor of op die VERVAL-DATUM, naamlik 30 SEPTEMBER 1977.

U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS,
Sekretaris van Statistiek.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrawende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle akkommodasie-inrigtings in Suid-Afrika en Suidwes-Afrika waarin akkommodasie teen vergoeding verskaf word, en 'n vraelys moet vir elke sodanige inrigting ingevul word. Administratiewe, klerklike en ander aktiwiteite wat regstreeks met akkommodasie verband hou, word ingesluit.

2. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 tot 30 Junie 1977 geëindig het.

3. DIE SENSUS WOED OP 'N INRIGTINGS- (TAK-) GRONDSLAG GEHOU

3.1 'n Inrigting beteken die kleinste ekonomiese eenheid, soos 'n hotel, wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, vennootskap, maatskappy, koöperatiewe vereniging of enige ander vorm van eienaarskap. Gegewens met betrekking tot kroë, restaurants en ander bedrywighede wat normaalweg verbind word met die verskaffing van akkommodasie en wat 'n integrerende deel uitmaak van 'n akkommodasie-inrigting, met dieselfde eienaar, moet in die opgawe van daardie besondere inrigting ingesluit word. *Let wel.—Gegewens met betrekking tot buiteverkoopafdelings en drankwinkels moet uitgesluit word.*

3.2 Waar 'n firma meer as een akkommodasie-inrigting besit, beheer of in bedryf hou, moet 'n afsonderlike vraelys vir elke inrigting ingestuur word.

3.3 Indien verskillende inrigtings op geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word *ramings* vir afsonderlike inrigtings vereis.

3.4 Inrigtings wat aan dieselfde eienaar behoort en waarin twee of meer nie-verwante aktiwiteite, bv. 'n hotel, 'n bioskoop en 'n garage, op dieselfde of verskillende persele *onafhanklik* gedryf word, word ook as twee of meer afsonderlike inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met akkommodasie-inrigtings ingevul word net ten opsigte van inrigtings wat akkommodasiebesigheid dryf.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste Rand. Moenie sente aangee nie.

5. ONDERGESKIKTE DIENSTE EN BETALINGS *IN NATURA*

Uitgawes in verband met dienste wat hoofsaaklik *tot voordeel van werknemers strek* (bv. vry kwartiere) en betalings *in natura* (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. *(Die geskatte netto koste moet in Seksie 5 getoon word.)*

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir 'n boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datums) vanaf197.....tot197.....

(Indien nie vir twaalf maande nie, meld asseblief die redes.....)

SEKSIE 2.—BESONDERHEDE VAN INRIGTING (BLOKLETTERS)

1. Handelsnaam.....

2. Naam van eienaar(s).....

3. Volledige posadres.....

4. Posbus..... Poskantoor..... Poskode.....

4. Adres waar inrigting geleë is:

4.1 Plaas/Hoewe.....

4.2 Straat.....

4.3 Voorstad..... 001

4.4 Stad/Dorp.....

4.5 Landdrosdistrik.....

5. *Eienaarskap en organisasie*

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap

Eenman- saak	Vennoot- skap	Maatskappy		Openbare korpora- sie	Koöperatiewe vereniging of maatskappy	Ander (spesifi- seer)	002	
1	2	Publiek	Privaat	5	7	0		
		3	4					

5.2 Indien 'n eenmansaak of vennootskap, meld die bevolkingsgroep(e) van eienaar(s), of, indien private maatskappy, bevolkingsgroep van finansiële behorende aandeelhouders.

Blanke	Kleurling	Asiër	Bantoe	003	
1	2	3	4		

6. Aard van akkommodasiebesigheid waarby hierdie inrigting *oorwegend* betrokke is (maak 'n kruisie in die toepaslike blok):

6.1

63200	1	Akkommodasie-inrigting by die Hotelraad geregistreer (bv. hotel, motel, "inn", herberg, ens.)	
63202	2	Losieshuis	
63203	3	Karavaanpark en/of vakansieplaas	004
63204	4	Residensiële klub	
63209	5	Ander, bv. gemeubileerde woonstels (vakansie), en kamers sonder maaltye, ens. (spesifiseer).....	

6.2 Vir watter bevolkingsgroep maak die akkommodasie-inrigting *hoofsaaklik* voorsiening? (Maak 'n kruisie in die toepaslike blok.)

Blankes	Kleurlinge	Asiërs	Bantoes	Alle bevolkings- groepe	005	
1	2	3	4	5		

7.1 Is die inrigting ingevolge die Drankwet gelisensieerd?

Ja 1

Nee 2

006

7.2 Het hierdie akkommodasie-inrigting as deel daarvan 'n buiteverkoopafdeling of drankwinkel?

Ja 1

Nee 2

007

Indien "Ja", moet die gegewens ten opsigte van sodanige buiteverkoopafdeling of drankwinkel *nie* by hierdie opgawe ingesluit word nie. Is 'n opgawe vir hierdie buiteverkoopafdeling/drankwinkel ten opsigte van die 1977 Sensus van Groot- en Kleinhandel by die Departement van Statistiek ingedien?

Ja

Nee

Indien "Ja" verstrek asseblief die verwysingsnommer.....

Lees asseblief paragraaf 3.1 van "Definisies en Verduidelikende Opmerkings".

8. Verhouding tot die Hotelraad volgens Wet 70 van 1965, soos gewysig:

8.1 Is die inrigting deur die Hotelraad gegradeer?

Ja 1

Nee 2

008

8.2 Indien "Ja", merk die stergradering toegeken:

1

2

3

4

5

009

8.3 Merk met 'n X die drankfasiliteite wat verskaf word.

Geen 0

Y1

YY2

YYY3

010

8.4 Beskik die inrigting oor 'n spesialiteitskroeg?

Ja 1

Nee 2

011

8.5 Meld getal "a la carte"-eetkamers.

012

(Getal)

9. Bestuur of beheer hierdie inrigting enige ander besigheid wat nie as 'n akkommodasiebesigheid beskou kan word nie (bv. algemene handelaar garage, kafee, drankwinkel) en wat nie 'n integrerende deel van die inrigting uitmaak nie?

Ja

Nee

Indien "Ja", spesifiseer asseblief.....

(Die gegewens met betrekking tot sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie.)

SEKSIE 3.—AKKOMMODASIE EN NAGTE VAN VERBLYF

1. Akkommodasie

Opmerkings:

- Besonderhede word verlang van akkommodasie (insluitende beddens) wat gewoonlik vir betalende gaste gebruik word. Geriewe vir gebruik deur personeel moet nie ingesluit word nie.
- Die besonderhede moet die posisie toon soos aan die einde van die boekjaar wat deur hierdie opgawe gedek word.

Beskrywing	Akkommodasie-eenhede	Beddens	
		Enkel	Dubbel
1.1 Suites—dit wil sê eenhede wat elkeen bestaan uit 'n permanente sitkamer, slaapkamer(s), badkamer(s) en toiletgeriewe.....	013.....	021.....	029.....
1.2 Slaapsitkamers—dit wil sê eenhede wat bestaan uit 'n slaapgedeelte wat van 'n permanente sitkamer geskei is deur middel van 'n lae muur of gordyn of op 'n ander aanneemlike wyse, 'n badkamer en toiletgeriewe.....	014.....	022.....	030.....
1.3 Slaapkamers met eie badkamers en toiletgeriewe.....	015.....	023.....	031.....
1.4 Slaapkamers met eie badkamers sonder toiletgeriewe.....	016.....	024.....	032.....
1.5 Slaapkamers met eie storte en toiletgeriewe.....	017.....	025.....	033.....
1.6 Slaapkamers met eie storte sonder toiletgeriewe.....	018.....	026.....	034.....
1.7 Gewone slaapkamers.....	019.....	027.....	035.....
1.8 Totale getal eenhede en beddens (1.1 tot 1.7).....	020.....	028.....	036.....
1.9 Getal gemeenskaplike badkamers.....			037.....
1.10 Totale getal eenhede met telefone en/of telefoondiens.....			038.....
1.11 Totale getal eenhede met radio's en/of radiodiens.....			039.....
1.12 Totale getal televisiestelle in—			
(a) akkommodasie-eenhede.....			040.....
(b) ander (kroë, sitkamers, ens.).....			041.....
1.13 Karavaanparke			
Totale getal kampeerpersele vir karavane en/of tente.....			042.....

2. *Nagte van verblyf* (uitgesonderd persone wat in hulle eie karavane en/of tente slaap)

Opmerkings:

- (i) Inligting aangaande die getal nagte van verblyf *verskaf*, kan verkry word van die duplikaatrekenings vir akkommodasie of die gasteregister.
- (ii) 'n *Nag van verblyf verskaf* beteken een bed vir een nag *gebruik*, byvoorbeeld (a) 'n klant registreer om 12-uur middag van 21 September en vertrek om 8-uur voormiddag van 24 September. Dit beteken 3 nagte van verblyf *verskaf*; en (b) 'n man en sy vrou het die hele jaar by die inrigting ingewoon. Dit beteken 62 nagte van verblyf (2×31) vir Januarie, 56 nagte van verblyf vir Februarie (2×28), ens., wat aan hulle *verskaf* is.
- (iii) 'n *Toeris* beteken 'n betalende gas, met inbegrip van 'n kind, wat by 'n bepaalde inrigting inwoon maar wie se gewone verblyfplek op 'n ander plek as by daardie inrigting is, ongeag die werklike tydperk van inwoning by daardie inrigting.
- (iv) 'n *Permanente inwoner* beteken 'n betalende gas, met inbegrip van 'n kind, wie se gewone verblyfplek by 'n bepaalde inrigting is, ongeag die tydperk van werklike verblyf by daardie inrigting.
- (v) Elke inwoner, *uitgesonderd* die bestuur en personeel, moet aan die een of ander klas toegewys word, dit wil sê "toeris" of "permanente inwoner".
- (vi) 'n *Kampeerpersoneel-nag* beteken een kampeerpersoneel vir een nag *verskaf*, byvoorbeeld as 'n kampeerpersoneel vir al dertig die nagte van April beset is, dan tel dit vir 30 kampeerpersoneel-nagte.

Maande	Getal nagte van verblyf verskaf				Kampeerpersoneel-nagte verskaf
	Aan toeriste van binne die grense van Suid-Afrika	Aan toeriste van buite die grense van Suid-Afrika	Aan permanente inwoners	Totaal van kolomme (1) tot (3)	
	(1)	(2)	(3)	(4)	(5)
1976 Julie.....	043.....	056.....	069.....	082.....	095.....
Augustus.....	044.....	057.....	070.....	083.....	096.....
September.....	045.....	058.....	071.....	084.....	097.....
Oktober.....	046.....	059.....	072.....	085.....	098.....
November.....	047.....	060.....	073.....	086.....	099.....
Desember.....	048.....	061.....	074.....	087.....	100.....
1977 Januarie.....	049.....	062.....	075.....	088.....	101.....
Februarie.....	050.....	063.....	076.....	089.....	102.....
Maart.....	051.....	064.....	077.....	090.....	103.....
April.....	052.....	065.....	078.....	091.....	104.....
Mei.....	053.....	066.....	079.....	092.....	105.....
Junie.....	054.....	067.....	080.....	093.....	106.....
Totaal.....	055.....	068.....	081.....	094.....	107.....

SEKSIE 4.—WERKGELEENTHEID—GETAL PERSONE BETROKKE BY DIE WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. *Sluit in:*

- 1.1 Werkende eienaars en onbetaalde gesinsassistentie;
- 1.2 besturende en werkende direkteure wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.3 alle voltydse permanente en tydelike werknemers;
- 1.4 los en deeltydse werknemers;
- 1.5 werknemers wat met vakansie- of siekteverlof is;
- 1.6 u eie werknemers wat te doen het met die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, voertuie, uitrusting, meubels, ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. *Sluit uit:*

- 2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salarisse of lone betaal word;
- 2.2 werknemers wat voltydse militêre opleiding ontvang;
- 2.3 werknemers vir spesiale funksies, dit wil sê werknemers per uur gehuur om by spesiale funksies te werk.

Bevolkings- groep en geslag	Betaalde werknemers								Werkende eienaars en onbetaalde gesins- assistente
	Uitvoerende direkteure, bestuurders, rekenmees- ters en ander administra- tiewe en kantoor- personeel (1)	Kroeg- manne en -juffers (2)	Klokke		Wynkelners (5)	Ander vaste personeel soos kamer-, tafel- en kombuis- bediendes (6)	Ander tydelike personeel (7)	Totaal van kolomme (1) tot (7) (8)	
			Gekwalifi- seerd (3)	Ongekwali- fiseerd (4)					
Blankes:									
Manlik...	108.....	117.....	126.....	135.....	144.....	153.....	162.....	171.....	180.....
Vroulik...	109.....	118.....	127.....	136.....	145.....	154.....	163.....	172.....	181.....
Kleurlinge:									
Manlik...	110.....	119.....	128.....	137.....	146.....	155.....	164.....	173.....	182.....
Vroulik...	111.....	120.....	129.....	138.....	147.....	156.....	165.....	174.....	183.....
Asiërs:									
Manlik...	112.....	121.....	130.....	139.....	148.....	157.....	166.....	175.....	184.....
Vroulik...	113.....	122.....	131.....	140.....	149.....	158.....	167.....	176.....	185.....
Bantoes:									
Manlik...	114.....	123.....	132.....	141.....	150.....	159.....	168.....	177.....	186.....
Vroulik...	115.....	124.....	133.....	142.....	151.....	160.....	169.....	178.....	187.....
Totaal....	116.....	125.....	134.....	143.....	152.....	161.....	170.....	179.....	188.....

SEKSIE 5.—ONDERGESKIKTE DIENSTE EN BETALINGS *IN NATURA* VIR DIE BOEKJAAR

Let wel.—Geraamde netto koste van ondergeskikte dienste en betalings *in natura* (dit wil sê totale uitgawes min enige inkomste ontvang) gedurende die boekjaar moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".)

	R
Blankes.....	189.....
Kleurlinge.....	190.....
Asiërs.....	191.....
Bantoes.....	192.....
Totaal.....	193.....

SEKSIE 6.—AANKOPE EN/OF OORPLASINGS- IN VAN GOEDERE VIR DIE BOEKJAAR

Opmerkings:

1. Verbruiksvoorrade, bv. bedlinne, breekware, eetgerei, skoonmaakmiddels, ens., moet nie by hierdie Seksie ingesluit word nie, maar moet teenoor item 12, Seksie 7A, getoon word.
2. Oorplasing-in het betrekking op goedere wat verkry word van ander inrigtings van dieselfde firma.
3. Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedelik beskikbaar is nie.

	R
(1) Voedselware (insluitende bakkerijprodukte).....	194.....
(2) Alkoholiese drankes.....	195.....
(3) Nie-alkoholiese drankes.....	196.....
(4) Sigarette, tabak en vuurhoutjies.....	197.....
(5) Ander (spesifiseer asseblief).....	198.....
(6) Totaal (moet met item 2, Seksie 7A, ooreenstem).....	199.....

SEKSIE 7.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings:

1. Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.
2. *Salarisse en lone*
 - 2.1 Die bedrae wat verstrek word, moet die werklike bedrae wees voor aftrekkings ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.
 - 2.2 *Sluit in:*
 - 2.2.1 Salarisse en lone, (met inbegrip van dié van besturende en werkende direkteure wat 'n vaste salaris ontvang), bonusse, oortyd-betalings, kommissie en ander toelaes sowel as betalings in een bedrag bv. Kersfees- en verlofbonusse;
 - 2.2.2 werkgewersbydraes tot pensioen-, ondersteunings-, vakansie-, mediese hulp-, sieke- en siektebetalingsfondse ten opsigte van werknemers;
 - 2.2.3 salarisse en lone van werknemers *gemoeid met* (1) ondergeskikte dienste en (2) *betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");
 - 2.2.4 werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevallefonds;
 - 2.2.5 werkgewersbydraes ingevolge die Wet op Heffings vir Bantodienste en die Wette op vervoerdienste vir Nie-Blankes.
 - 2.3 *Sluit uit:*
 - 2.3.1 Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;
 - 2.3.2 gelde aan direkteure betaal;
 - 2.3.3 gelde betaal vir deeltydse professionele dienste; en
 - 2.3.4 *betalings in natura*, soos maaltye, losies, behuisingssubsidies, ens.
3. Direkteursgelde moet teenoor item 4, Seksie 7A, getoon word.
4. *Oorplasing-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

	A—DEBETS	R
1. Waarde van beginvoorrade, insluitende goedere in transitio.....		200.....
2. Aankope en oorplasing-in (totaal van Seksie 6).....		201.....
3. Totale salarisse en lone vir die boekjaar: (sien opmerking 2 hierbo)		
3.1 Blankes.....	202 R.....	
3.2 Kleurlinge.....	203 R.....	
3.3 Asiërs.....	204 R.....	
3.4 Bantoes.....	205 R.....	
3.5 Totaal 3.1 tot 3.4.....		206.....
4. Direkteursgelde.....		207.....
5. Huur, met inbegrip van bruikhuur aan buite-instansies betaal:		
5.1 Grond en geboue.....		208.....
5.2 Uitrusting, meubels, ens.....		209.....
5.3 Voertuie.....		210.....
6. Waardevermindering (Moet met Seksie 8, item 8, kolomme (a), (b) en (c) ooreenstem).....		211.....
7. Rente aan buite-instansies en op lenings van eienaars betaal.....		212.....
8. Eiendomsbelasting.....		213.....
9. Elektrisiteit, water en gas.....		214.....
10. Lisensies, registrasies en permitte.....		215.....
11. Betalings vir was en droogskoonmaak van <i>eie</i> goedere.....		216.....
12. Vervanging van bedlinne, eetgerei, skoonmaakmiddels en ander vervangings wat nie gekapitaliseer word nie.....		217.....
13. Slegte skulde afgeskryf.....		218.....
14. Nie-herhalende of toevallige verliese (bv. verlies op verkoop van vaste bates, verlies op realisering of herwaardering van beleggings, ens.).....		219.....
15. Donasies en beurse.....		220.....
16. Ander uitgawes (<i>uitgesonderd</i> hoofkantoorkoste):		
16.1 Advertensies.....		221.....
16.2 Assuransiepremies.....		222.....
16.3 Dienste (bv. gelde vir deeltydse professionele dienste, ouditeurs, ens.).....		223.....
16.4 Sekretariële en administratiewe gelde aan ander firmas betaal.....		224.....
16.5 Ander uitgawes in verband met handelsbedrywighede soos onderhoudsdienste en reparasies aan geboue, uitrusting, ens.....		225.....
17. Hoofkantoorkoste.....		226.....
18. Saldo (wins) voor inkomste- en maatskappybelasting.....		227.....
19. Totale debets (moet met totale kredits ooreenstem).....		228.....

B—KREDITS

Opmerkings.—Die waarde van goedere oorgeplaas na ander inrigtings van dieselfde firma moet by items 2.2 tot 2.5 hieronder ingesluit word.

	R
1. Waarde van eindvoorrade, insluitende goedere in transito.....	229.....
2. Inkomste uit:	
2.1 Akkommodasie.....	230.....
2.2 Maaltye in restaurants, spesiale funksies en onthale.....	231.....
2.3 Kroegontvangste.....	232.....
2.4 Verkoop van sigarette, tabak en vuurhoutjies.....	233.....
2.5 Ander inkomste in verband met akkommodasiewerksaamhede (uitgesluit drankwinkelverkope en verkope deur buiteverkoopafdelings).....	234.....
3. Huur van buite-instansies ontvang vir:	
3.1 Grond en geboue.....	235.....
3.2 Uitrusting.....	236.....
4. Rente van buite-instansies ontvang.....	237.....
5. Slegte skulde verhaal.....	238.....
6. Nie-herhalende of toevallige inkomste (byvoorbeeld wins op verkoop van vaste bates, wins op realisering of herwaardering van beleggings, ens.).....	239.....
7. Assuransie-eise, indien gekrediteer.....	240.....
8. Kommissie op agentskapbasis.....	241.....
9. Hoofkantoor koste verhaal.....	242.....
10. Ander handelsinkomste.....	243.....
11. Ander nie-handelsinkomste.....	244.....
12. Saldo (verlies).....	245.....
13. Totale kredits (moet met totale debets ooreenstem).....	246.....

SEKSIE 8.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
	R	R	R
1. Boekwaarde aan die begin van die jaar	247.....	257.....	267.....
2. <i>Plus</i> Kapitaaluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings aan bestaan geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> , (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word)	248.....	258.....	268.....
3. <i>Plus</i> Kapitaaluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 ander gebruikte meubels, uitrusting, voertuie, ens., en oorplasings-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer</i> , moet by item 2 hierbo ingesluit word).....	249.....	259.....	269.....
4. <i>Plus</i> —Opwaartse herwaardering van vaste bates.....	250.....	260.....	270.....
Subtotaal.....	251.....	261.....	271.....
5. <i>Min</i> —Afwaartse herwaardering van vaste bates en afskrywings.....	252.....	262.....	272.....
6. <i>Min</i> —Boekwaarde van vaste bates verkoop en oorplasings-uit.....	253.....	263.....	273.....
7. <i>Min</i> —Verliese deur brand, ens., teen boekwaarde.....	254.....	264.....	274.....
8. <i>Min</i> —Waardevermindering gedurende die jaar (totaal moet met item 6, Seksie 7A, ooreenstem).....	255.....	265.....	275.....
9. <i>Boekwaarde</i> aan die einde van die jaar.....	256.....	266.....	276.....

SEKSIE 9.—BESONDERHEDE VAN TAKKE, HOUERMAATSKAPPY, FILIAALMAATSKAPPY EN VAN SENSUSOPGAWES

1. Takke

1.1 Indien die inrigting wat deur hierdie vraelys gedek word, die hooftak van u firma is, verstrek asseblief die name, adresse en werksaamhede van die ander takinrigtings

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak

Naam	Adres	Werksaamhede
.....		

2. Houer- en filiaalmaatskappye

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houer- of filiaalmaatskappye

2.1 Houermaatskappy

Naam	Adres	Werksaamhede
.....		

2.2 Filiaalmaatskappye

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

3. *Sensusopgawes ingedien*

Is enige van die volgende opgawes ten opsigte van hierdie inrigtings by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer.

*Beskrywing van Sensus**Verwysingsnommer*

3.1 Sensus van Groot- en Kleinhandel, 1977.....	☐ Ja	☐ Nee	
3.2 Sensus van Verversingsdienste, 1977.....	☐ Ja	☐ Nee	
3.3 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....	☐ Ja	☐ Nee	
3.4 Ander sensusse (spesifiseer asseblief).....	☐ Ja	☐ Nee	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).....

Handtekening.....	Plek.....
Hoedanigheid.....	Telegramadres.....
Adres.....	Teleksnommer.....
Datum.....	Telefoonnommer.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van Sensusse van Akkommodasiedienste word deur die Departement van Statistiek in verslae gepubliseer. Die volgende verslae oor akkommodasiedienste is van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar:

Verslag No. 04-01-01 Sensus van Akkommodasie-inrigtings, 1964-65

Verslag No. 04-01-02 Gelisensieerde Hotelle, 1969

Verslag No. 04-01-03 Sensus van Akkommodasie-inrigtings, 1969-70

2. Steekproewe gebaseer op die sensusse word deur die Departement onderneem. 'n Statistiese Nuisberig, wat die resultate bevat, word uitgegee, naamlik

P.13.4 Statistieke van gelisensieerde hotelle

3. Statistiese Nuisberigte is van die Departement van Statistiek, Privaatsak X44, Pretoria, 0001, verkrygbaar.

4. Die Departement gee ook die volgende publikasies uit wat van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

4.1 Suid-Afrikaanse Statistieke

4.2 Kwartaallikse Bulletin van Statistiek

4.3 Verslae oor die volgende onderwerpe:

Bevolking

Arbeid

Pryse

Landbou

Konstruksie

Elektrisiteit

Binnelandse Handel

Fabriekswese

Mynwese

Dienste

Nasionale Rekeninge

Owerheidsfinansies

Private Finansies

Vervoer

'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE 04-01E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

CENSUS OF ACCOMMODATION ESTABLISHMENTS, 1977

In correspondence with the Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

- (1) Receipt noted.....
 (2) Check 1.....
 (3) Check 2.....
 (4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay and in any case on or before the DUE DATE, namely 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time consuming correspondence.

1. SCOPE OF THE CENSUS

The census is conducted in respect of all accommodation establishments in South Africa and South-West Africa where accommodation is provided at a fee and a questionnaire must be completed in respect of each such establishment. Administrative, clerical and other activities directly related to accommodation, are included.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

3.1 "Establishment" refers to the smallest economic unit, such as a hotel, which is managed, controlled and operated as a separate entity by an individual, a partnership, a company, a co-operative society or any other form of ownership. Particulars in respect of bars, restaurants and other activities usually associated with the provision of accommodation and which constitute an integral part of an accommodation establishment, with the same owner, must be included in the return of that particular establishment. *N.B.—Particulars in respect of off-sales departments and bottle stores must be excluded.*

3.2 Where a firm owns, controls or operates more than one accommodation establishment, a separate return must be submitted for each establishment.

3.3 If separate establishments are operated and taken into account on an integrated basis, *estimates* for separate establishments are required.

3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are carried on independently for example a hotel, a bioscope and a garage, whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of accommodation establishments should be completed only in respect of the establishments engaged in accommodation activities.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily for the benefit of employees (e.g. free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. (*The estimated net cost must be shown in Section 5*).

SECTION 1.—YEAR OF RETURN

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from 197..... to 197.....
(If not for twelve months, give reasons.....)

SECTION 2.—PARTICULARS OF ESTABLISHMENT (BLOCK LETTERS)

1. Trading name.....
2. Name of proprietor(s).....
3. Full postal address.....
P.O. Box..... Post Office..... Postal Code.....

4. Address where establishment is situated:

- 4.1 Farm/plot.....
4.2 Street.....
4.3 Suburb..... 001.....
4.4 City/Town.....
4.5 Magistral district.....

5. Ownership and organisation

(Mark the appropriate block with X)

5.1 Ownership

Individual 1	Partnership 2	Company Public 3 Private 4	Public Corporation 5	Co-operative Society or Company 7	Other (specify) 0	002	
-----------------	------------------	-------------------------------	-------------------------	--------------------------------------	----------------------	-----	--

5.2 If individual or partnership state population group(s) of owner(s) or, if private company, population group of financially controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	--

6. Nature of accommodation business in which this establishment is *predominantly* engaged (mark the appropriate block with an X):

- 6.1
- | | | | |
|-------|---|--|-----|
| 63200 | 1 | Accommodation establishment registered at the Hotel Board (e.g. hotel, motel, inn, etc.) | |
| 63202 | 2 | Boarding-house | |
| 63203 | 3 | Caravan park and/or guest-farm | 004 |
| 63204 | 4 | Residential club | |
| 63209 | 5 | Other, e.g. furnished flats (holiday) and rooms without meals, etc. (specify)..... | |

6.2 For which population group does the accommodation establishment mainly cater for? (mark the appropriate block with an X)

Whites 1	Coloureds 2	Asians 3	Bantu 4	All population groups 5	005	
-------------	----------------	-------------	------------	----------------------------	-----	--

7.1 Is this establishment licensed under the Liquor Act?

Yes 1

No 2

006

7.2 Has this accommodation establishment an off-sale department or bottle store as part thereof?

Yes 1

No 2

007

If "Yes" the data in respect of such an off-sale department or bottle store must *not* be included in this return.
Was a return rendered for this off-sales department/bottle store in respect of the 1977 Census of Wholesale and Retail Trade?

Yes

No

If "Yes" please quote the reference number.....

Please read paragraph 3.1 of "Definitions and Explanatory Notes".

8. Relationship to the Hotel Board according to Act 70 of 1965 as amended:

8.1 Is this establishment graded by the Hotel Board?

Yes 1

No 2

008

8.2 If "Yes", mark the star grading allocated.

1

2

3

4

5

009

8.3 Mark with an X the liquor facilities provided.

None 0

Y1

YY2

YYY3

010

8.4 Has this establishment a speciality bar?

Yes 1

No 2

011

8.5 State number of "a la carte" dining rooms.

012

(Number)

9. Does this establishment operate or control any other business which cannot be regarded as an accommodation business (e.g. general dealer, garage, café, off-sales department, bottle store) and which does not form an integral part of the establishment?

Yes 1

No 2

If "Yes", please specify.....

(The data relating to such other business must not be included in this return.)

SECTION 3.—ACCOMMODATION AND GUEST NIGHTS

1. Accommodation

Notes:

- (i) Particulars of accommodation (including beds) used for *paying* guests are required. Facilities used by staff must be excluded.
(ii) Particulars should reflect the situation as at the end of the financial year covered by this return.

Description	Accommodation units	Beds	
		Single	Double
1.1 Suites—i.e. units each of which comprises a permanent lounge, bedroom(s), bathroom(s) and toilet facilities.....	013.....	021.....	029.....
1.2 Bed-sitting rooms—i.e. units which consist of a sleeping portion separated from a permanent lounge by means of a low wall or curtain or some other acceptable means, a bathroom and toilet facilities.....	014.....	022.....	030.....
1.3 Bedrooms with own bathrooms and toilet facilities.....	015.....	023.....	031.....
1.4 Bedrooms with own bathrooms without toilet facilities.....	016.....	024.....	032.....
1.5 Bedrooms with own showers and toilet facilities.....	017.....	025.....	033.....
1.6 Bedrooms with own showers without toilet facilities.....	018.....	026.....	034.....
1.7 Ordinary bedrooms.....	019.....	027.....	035.....
1.8 Total number of units and beds 1.1 to 1.7.....	020.....	028.....	036.....
1.9 Number of communal bathrooms.....			037.....
1.10 Total number of units with telephones and/or telephone service.....			038.....
1.11 Total number of units with radios and/or radio service.....			039.....
1.12 Total number of television sets in—			
(a) Accommodation units.....			040.....
(b) Other (bars, lounges, etc.).....			041.....
1.13 Caravan Parks			
Total number of camping bays for caravans and/or tents.....			042.....

2. *Bed nights* (excluding persons who sleep in their own caravans and/or tents)

Notes:

- (i) Information regarding the number of bed nights sold can be obtained from the duplicate bills for accommodation or the guest register.
- (ii) A *bed night sold* means one bed occupied for one night, for example (a) a client registers at 12h00 on 21 September and leaves at 08h00 on 24 September. This means 3 bed nights sold; and (b) a husband and wife resided in the establishment for a whole year. That means 62 bed nights (2×31) for January, 56 bed nights for February (2×28), etc., sold to them.
- (iii) A *tourist* means a paying guest, including a child, who stays at a particular establishment, but whose normal place of residence is at a place other than at that establishment, irrespective of the actual period of residence at that establishment.
- (iv) A *permanent resident* means a paying guest, including a child, whose normal place of residence is at a particular establishment, irrespective of the period of actual residence at that establishment.
- (v) Every resident, *excluding* the management and staff, must be allocated to either the one or the other category, that is, "permanent resident" or "tourist".
- (vi) A "camping bay night" means one camping bay sold for one night, for example a camping bay occupied for the 30 nights of April, counts for 30 camping bay nights.

Months	Number of bed nights sold				Camping bay nights sold
	To tourists from within the borders of South Africa (1)	To tourists from without the borders of South Africa (2)	To permanent residents (3)	Total columns (1) to (3) (4)	
1976 July.....	043.....	056.....	069.....	082.....	095.....
August.....	044.....	057.....	070.....	083.....	096.....
September.....	045.....	058.....	071.....	084.....	097.....
October.....	046.....	059.....	072.....	085.....	098.....
November.....	047.....	060.....	073.....	086.....	099.....
December.....	048.....	061.....	074.....	087.....	100.....
1977 January.....	049.....	062.....	075.....	088.....	101.....
February.....	050.....	063.....	076.....	089.....	102.....
March.....	051.....	064.....	077.....	090.....	103.....
April.....	052.....	065.....	078.....	091.....	104.....
May.....	053.....	066.....	079.....	092.....	105.....
June.....	054.....	067.....	080.....	093.....	106.....
Total.....	055.....	068.....	081.....	094.....	107.....

SECTION 4.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. *Include:*

- 1.1 Working proprietors and unpaid family assistants.
- 1.2 Managing and working directors who receive a regular salary, managers, accountants, etc.
- 1.3 All full-time, permanent and temporary employees.
- 1.4 Casual and part-time employees.
- 1.5 Employees and vacation or sick leave.
- 1.6 Your own employees engaged in the construction, maintenance and repair of this establishment's buildings, vehicles, equipment, furniture, etc.
- 1.7 Employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. *Exclude:*

- 2.1 Persons who render part-time services in a recognised professional, business or trade capacity and to whom fees rather than salaries or wages are paid for such services.
- 2.2 Employees undergoing full-time military training.
- 2.3 Special function employees, i.e. persons engaged by the hour to work at special functions.

Population group and sex	Paid employees								Working proprietors and unpaid family assistants
	Executive directors, managers, accountants and other administrative and clerical personnel (1)	Bartenders and barmaids (2)	Cooks		Wine stewards (5)	Other permanent staff, such as table and room servants (6)	Other temporary employees (7)	Total (1) to (7) (8)	
			Qualified (3)	Unqualified (4)					
Whites:									
Male.....	108.....	117.....	126.....	135.....	144.....	153.....	162.....	171.....	180.....
Female...	109.....	118.....	127.....	136.....	145.....	154.....	163.....	172.....	181.....
Coloureds:									
Male.....	110.....	119.....	128.....	137.....	146.....	155.....	164.....	173.....	182.....
Female...	111.....	120.....	129.....	138.....	147.....	156.....	165.....	174.....	183.....
Asians:									
Male.....	112.....	121.....	130.....	139.....	148.....	157.....	166.....	175.....	184.....
Female...	113.....	122.....	131.....	140.....	149.....	158.....	167.....	176.....	185.....
Bantu:									
Male.....	114.....	123.....	132.....	141.....	150.....	159.....	168.....	177.....	186.....
Female...	115.....	124.....	133.....	142.....	151.....	160.....	169.....	178.....	187.....
Total.....	116.....	125.....	134.....	143.....	152.....	161.....	170.....	179.....	188.....

SECTION 5.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note.—Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the *financial year* must be shown hereunder. (Please read paragraph 5 of "Definitions and Explanatory Notes".)

	R
Whites.....	189.....
Coloureds.....	190.....
Asians.....	191.....
Bantu.....	192.....
Total.....	193.....

SECTION 6.—PURCHASES AND/OR TRANSFERS-IN OF PRODUCTS FOR THE FINANCIAL YEAR*Notes:*

1. Expendable stores, for example, bed linen, crockery, cutlery, cleaning materials, etc., should not be included in this section, but must be shown against item 12, Section 7A.
2. Transfers-in relate to products which are obtained from other establishments of the same firm.
3. Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.

	R
(1) Foodstuffs (including bakery products).....	194.....
(2) Alcoholic beverages.....	195.....
(3) Non-alcoholic beverages.....	196.....
(4) Cigarettes, tobacco and matches.....	197.....
(5) Other (please specify).....	198.....
(6) Total (must agree with item 2 Section 7A).....	199.....

SECTION 7.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR*Notes:*

1. Please complete this statement without adding two or more items, for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.
2. *Salaries and wages*
 - 2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.
 - 2.2 *Include:*
 - 2.2.1 Salaries and wages, (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowances and lump sum payments, for example, Christmas and leave bonuses.
 - 2.2.2 Employers' contribution to pension, provident, holiday, medical aid, sick and sick pay funds in respect of employees.
 - 2.2.3 Salaries and wages of employees concerned with (1) ancillary services and (2) Payments in kind (See paragraph 5 of "Explanatory Notes")
 - 2.2.4 Employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund.
 - 2.2.5 Employers' contributions under the Bantu Services Levy Act and the Non-White transport services acts.
 - 2.3 *Exclude:*
 - 2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;
 - 2.3.2 fees paid to directors;
 - 2.3.3 fees paid for part-time professional services, and
 - 2.3.4 payments in kind, such as meals, lodging, housing, subsidies, etc.
3. Directors' fees must be shown against item 4 Section 7A.
4. *Transfers-in* relate to goods which were obtained from other establishments of the same firm.

A—DEBITS

	R
1. Value of opening stocks of goods including goods in transit.....	200.....
2. Purchases and transfers-in (total of Section 6).....	201.....
3. Total salaries and wages for financial year (see note 2 above)	
3.1 Whites.....	202 R.....
3.2 Coloureds.....	203 R.....
3.3 Asians.....	204 R.....
3.4 Bantu.....	205 R.....
3.5 Total 3.1 to 3.4.....	206.....
4. Directors' fees.....	207.....
5. Rent, including leasing, paid to outside concerns:	
5.1 Land and buildings.....	208.....
5.2 Equipment, furniture, etc.....	209.....
5.3 Motor vehicles.....	210.....
6. Depreciation [must agree with Section 8, item 8, columns (a), (b) and (c)].....	211.....
7. Interest paid to outside concerns and on loans from proprietors.....	212.....
8. Property assessment rates and taxes.....	213.....
Total brought forward.....	
9. Electricity, water and gas.....	214.....
10. Licences, registrations and permits.....	215.....
11. Payments for laundry and dry-cleaning of <i>own</i> goods.....	216.....
12. Replacement of bed linen, cutlery, cleaning materials and other replacements not capitalised.....	217.....
13. Bad debts written-off.....	218.....
14. Non-recurrent or contingent losses (for example loss on sales of fixed assets, loss on realisation or revaluation of investments, etc.).....	219.....
15. Donations and bursaries.....	220.....
16. Other expenses (excluding head office charges):	
16.1 Advertising.....	221.....
16.2 Insurance premiums.....	222.....
16.3 Services (for example fees for part-time professional services, auditors, etc.).....	223.....
16.4 Secretarial and administration fees paid to other firms.....	224.....
16.5 Other expenses in connection with trading activities such as maintenance services and repairs to buildings, equipment, etc.....	225.....
17. Head office charges.....	226.....
18. Balance (profit) before income and company tax.....	227.....
19. Total debits (must agree with total credits).....	228.....

B—CREDITS

Note.—The value of goods transferred to other establishments of the same firm must be included in items 2.2 to 2.5 hereunder.

	R
1. Value of closing stock of goods including goods in transit.....	229.....
2. Income from:	
2.1 Accommodation.....	230.....
2.2 Meals in restaurants, special functions and receptions.....	231.....
2.3 Bar takings.....	232.....
2.4 Sales of cigarettes, tobacco and matches.....	233.....
2.5 Other income in connection with accommodation activities (<i>excluding bottle store sales and sales by off-sales departments</i>).....	234.....
3. Rent received from outside concerns for:	
3.1 Land buildings.....	235.....
3.2 Equipment.....	236.....
4. Interest received from outside concerns.....	237.....
5. Bad debts recovered.....	238.....
6. Non-recurrent or contingent income (for example, profit on sales of fixed assets, profit on realisation or revaluation of investments, etc.).....	239.....
7. Insurance claims, if credited.....	240.....
8. Commission on agency basis.....	241.....
9. Head office charges recovered.....	242.....
10. Other trading income activities.....	243.....
11. Other non-trading income.....	244.....
12. Balance (loss).....	245.....
13. Total credits (must agree with total debits).....	246.....

SECTION 8.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings (a)	Furniture, fixtures and other equipment (b)	Vehicles (c)
	R	R	R
1. Book value at beginning of year.....	247.....	257.....	267.....
2. Add—Capital expenditure on—			
2.1 erection of new buildings:			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress <i>capitalised</i> ;			
2.4 new furniture, equipment, vehicles, etc.; and			
2.5 used furniture, equipment, vehicles, etc. <i>if imported by you</i> (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc., must be included in item 3 below).....	248.....	258.....	268.....
3. Add—Capital expenditure on acquisition of—			
3.1 land, existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of used furniture, equipment, vehicles, etc., <i>imported by you</i> must be included in item 2 above).....	249.....	259.....	269.....
4. Add—Upward revaluation of fixed assets.....	250.....	260.....	270.....
Subtotal.....	251.....	261.....	271.....
5. Less—Downward revaluation of fixed assets and write-offs.....	252.....	262.....	272.....
6. Less—Book value of fixed assets sold and transfers-out.....	253.....	263.....	273.....
7. Less—Losses by fire, etc., at book value.....	254.....	264.....	274.....
8. Less—Depreciation during year (total must agree with item 6, Section 7A).....	255.....	265.....	275.....
9. Book value at end of year.....	256.....	266.....	276.....

SECTION 9.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches

1.1 If the establishment covered by this questionnaire is the main branch of your firm, please give the names, addresses and activities of other branch establishments:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary.)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of the head office or main branch:

Name	Address	Activities
.....		

2. Holding and subsidiary companies

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company

Name	Address	Activities
.....		

2.2 Subsidiary companies

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary.)

3. *Census returns rendered*

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Mark the appropriate block with an X. If a return was rendered, please quote the reference number.

*Description of Census**Reference number*

3.1 Census of Wholesale and Retail Trade, 1977.....	Yes	No	
3.2 Census of Catering services, 1977.....	Yes	No	
3.3 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974.....	Yes	No	
3.4 Other censuses (please specify).....	Yes	No	

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of enquiries (block letters).....

Signature.....	Place.....
Capacity.....	Telegraphic Address.....
Address.....	Telex Number.....
Date.....	Telephone Number.....

PUBLICATIONS AND STATISTICAL NEWS RELEASES

- The results of the Censuses of Accommodation Services are published by the Department of Statistics in reports. The following reports of Accommodation Services are obtainable from the Government Printer, Pretoria or Cape Town.
Report No. 04-01-01 Census of Accommodation Establishments, 1964-65
Report No. 04-01-02 Licensed Hotels, 1969
Report No. 04-01-03 Census of Accommodation Establishments, 1969-70
- Sample surveys based on the censuses are undertaken by the Department. A Statistical News Release containing the results is issued, namely—
P.13.4 Statistics of Licensed Hotels.
- Statistical News Releases are obtainable from the Department of Statistics, Private Bag X44, Pretoria, 0001.
- The Department also publishes the following reports, which are obtainable from the Government Printer, Pretoria or Cape Town.
 - South African Statistics
 - Quarterly Bulletin of Statistics
 - Reports on subjects such as the following—

Population	Electricity	National Accounts
Labour	Internal Trade	Public Finance
Prices	Manufacturing	Private Finance
Agriculture	Mining	Transport
Construction	Services	

A complete list of reports is obtainable from the Department of Statistics.

No. R. 1678 26 Augustus 1977
REGULASIES KRAGTENS ARTIKEL 17 VAN DIE
WET OP STATISTIEKE, 1976 (WET 66 VAN 1976)

SENSUS VAN GROOT- EN KLEINHANDEL, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot groot- en kleinhandel uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) "handelsinrigting" enige plek waar goedere verkoop, geruil, omgeruil, of te koop of vir ruildoeleindes aangebied word, of vir verkoop of vir ruildoeleindes ontvang, opgeberg, uitgepak, versend, gemonteer of herstel word (persele waar administratiewe, klerklike en ander aktiwiteite verreg word wat regstreeks met groot- en kleinhandel verband hou, word ingesluit); en

(b) "persoon in beheer van 'n handelsinrigting"—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem, ook aanvaar kan word van 'n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

No. R. 1678 26 August 1977
REGULATIONS IN TERMS OF SECTION 17 OF THE
STATISTICS ACT, 1976 (ACT 66 OF 1976)
CENSUS OF WHOLESALE AND RETAIL TRADE,
1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with wholesale and retail trade:

1. In these regulations, unless the context otherwise indicates—

(a) "trading establishment" means any premises where goods are sold, bartered, exchanged, or offered for sale, or transferred, or received, stored, unpacked, despatched, assembled or repaired (premises where administrative, clerical and other activities are performed, which are directly related to wholesale and retail trade, are included).

(b) "person in charge of a trading establishment" means—

(i) any person who, during the period defined in regulation 3, owned such an establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who has been charged by such proprietor with the supervision, control, administration, direction or management, as the case may be, of such establishment;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of 'n vereniging sonder wins-oogmerk of 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n handelsinrigting moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangsel A hiervan uiteengesit, 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar van die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n handelsinrigting stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke handelsinrigting wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n handelsinrigting wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van handelsinrigtings, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

(ii) a trustee or liquidator or executor or administrator of an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative society in liquidation, or a judicial manager of a company under judicial management, which estate or company or society or co-operative society was the proprietor of such establishment during the period defined in regulation 3.

2. (a) The person in charge of a trading establishment shall, on or before 30 September 1977, or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereof, lodge with the Secretary for Statistics a return for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of a trading establishment, but his failure to do so does not exempt any person in charge of such an establishment from the obligation imposed on him by subregulation (a) above.

3. The period which must be covered by the return is the financial year of the trading establishment concerned which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of a trading establishment who, without reasonable cause, fails to comply with any provision of these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of trading establishments, as defined in regulation 1 (a), classified according to activities, and furnish such list to any person or organisation.

This questionnaire is also obtainable in English

AANHANGSEL 04-41A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN GROOT- EN KLEINHANDEL, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
- (2) Kontrole 1.....
- (3) Kontrole 2.....
- (4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van die resultate. Geliewe dus u opgawe sonder versuim in te dien en in ieder geval nie later nie as die VERVALDATUM, naamlik 30 SEPTEMBER 1977.

U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsklousule van die Wet op Statistieke. Die resultate sal op so 'n wyse gepubliseer word dat die gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsgeding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrowende briefwisseling uitskakel.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle groot- en kleinhandelinrigtings in Suid-Afrika en Suidwes-Afrika, en 'n vraelys moet ingevul word ten opsigte van elke sodanige inrigting, insluitende persele wat regstreeks in verband met sulke inrigtings gebruik word vir die ontvangs, uitpak, opberg, verpakking en versending van goedere waarin handel gedryf word. Administratiewe, klerlike en ander aktiwiteite wat regstreeks met sulke inrigtings verband hou, word ingesluit.

2. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 tot 30 Junie 1977 geëindig het.

3. DIE SENSUS WORD OP INRIGTINGS(TAK)-GRONDSLAG GEHOU

- 3.1 'n Inrigting beteken die kleinste ekonomiese eenheid soos 'n winkel of 'n groot- of kleinhandelafsetgebied wat as afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n individu, vennootskap, maatskappy, koöperatiewe vereniging of enige ander vorm van eienaarskap.
- 3.2 Waar 'n firma meer as een groot- of kleinhandelinrigting besit, beheer of in bedryf hou, moet 'n aparte vraelys vir elke inrigting ingestuur word.
- 3.3 Indien verskillende inrigtings op geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word ramings vir afsonderlike inrigtings vereis.
- 3.4 Inrigtings wat aan dieselfde eienaar behoort en waarin twee of meer nie-verwant aktiwiteite bv. 'n kleinhandelwinkel, 'n meule en 'n garage op dieselfde of verskillende persele onafhanklik gedryf word, word ook as twee of meer afsonderlike inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met groot- en kleinhandel net ingevul word ten opsigte van inrigtings wat groot- en kleinhandelaktiwiteite beoefen.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste rand. Moenie sent aangee nie.

5. AANVULLENDE DIENSTE EN VERGOEDING IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik tot voordeel van die werknemers strek (bv. vry kwartiere) en vergoeding in natura (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. (Die geskatte netto koste moet in Afdeling 4 getoon word.)

AFDELING 1.—JAAR VAN OPGAWE

Hierdie opgawe dek die jaar (meld datums) vanaf.....197..... tot.....197.....

AFDELING 2.—BESKRYWING VAN INRIGTING

00

1. Handelsnaam.....
2. Naam van eienaar.....
3. Volledige posadres.....
- Posbus..... Poskantoor..... Poskode.....

4. Adres waar inrigting geleë is:

- 4.1 Plaas/Hoewe.....
- 4.2 Straat.....
- 4.3 Voorstad.....
- 4.4 Stad/Dorp.....
- 4.5 Landdrostdistrik waarin inrigting geleë is.....

Vir departementele gebruik					
001					
002					

5. Eienaarskap en organisasie

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap:

003	Eenmansaak	Vennootskap	Maatskappy		Openbare korporasie	Koöperatiewe vereniging of maatskappy	Ander (spesifiseer)
			Publiek	Privaat			
	1	2	3	4	5	7	0

5.2 Indien eenmansaak of vennootskap, meld bevolkingsgroep(e) van eienaar(s) of, indien private maatskappy, bevolkingsgroep van finansiële beherende aandeelhouers.....

004	Blank	Kleurling	Asiër	Bantoe
	1	2	3	4

6. Onder watter een van die kategorieë hieronder aangegee, sal u die inrigting klassifiseer? (Maak 'n kruisie in die toepaslike blok):

005

1	Groothandel.
2	Kleinhandel.
3	Sowel groot- as kleinhandel.
4	Verversingsdienste aan die publiek verskaf (restourant, kafee met tafelbediening, ens.).
5	Ander dienste verskaf (herstel-, monteer- en oprigtingswerke, uitgesonderd oprigting van geboue).

7. Meld hier die soort besigheid wat deur hierdie inrigting gedryf word, bv. dié van slagter, apteker, mansuiterster, algemene uitruster, kruidenier, kafee sonder tafelbediening, ens.
8. (a) Is hierdie inrigting georganiseer op afdelingsgrondslag, m.a.w. word daar aparte rekords vir elke afdeling gehou? 006 ☐ Ja 1 ☐ Nee 2
- (b) Het hierdie inrigting 'n selfbedieningsafdeling? 007 ☐ Ja 1 ☐ Nee 2
- (c) Is hierdie inrigting 'n selfbedieningsinrigting? 008 ☐ Ja 1 ☐ Nee 2
9. Word enige ander besigheid wat nie as 'n "groot- of kleinhandelbesigheid" bestempel kan word nie deur hierdie inrigting in bedryf gehou of beheer (bv. 'n inmaakfabriek, wassery, haarsalon, ens.) wat nie 'n integrerende deel van die inrigting uitmaak nie? 009 ☐ Ja 1 ☐ Nee 2
- Indien "Ja" gee asseblief besonderhede.

(Die gegewens met betrekking tot so 'n ander besigheid moet nie by hierdie opgawe ingesluit word nie).

10. ONTLEDING VAN VERKOPE VOLGENS TIPE KLANT

Dui asseblief die geskatte persentasie van u totale verkope aan teenoor die tipe kliente hieronder. Die persentasies moet gebaseer wees op die verkope soos aangegee in item 2 van Afdeling 5B.

01

Tipe klant	Geskatte persentasie
10.1 Regstreeks aan kleinhandelaars.	001.....
10.2 Regstreeks aan groothandelaars.	002.....
10.3 Regstreeks aan ander besighede, uitgesonderd groot- en kleinhandelaars (landbou, mynbou, konstruksie, fabriekswese, visserye, diensnywerhede, ens.)	003.....
10.4 Uitvoer, regstreeks of deur bemiddeling van uitvoeragente.	004.....
10.5 Regstreeks aan enige owerhede (Sentrale Regering, provinsiale of plaaslike owerhede soos munisipaliteite, ens.) ..	005.....
10.6 Regstreeks aan huishoudelike en individuele verbruikers.	006.....
Totaal.	100%

11. VERKOPE VAN ARTIKELS DEUR U FIRMA VERVAARDIG

Meld asseblief, indien van toepassing, die geskatte persentasie van die totale verkope van die inrigting verkry uit verkope van artikels deur u firma vervaardig. 007.....%

12. SOORTE HANDELSWARE

Dui asseblief in onderstaande lys handelsartikels en groepe handelsartikels die geskatte persentasie wat elkeen van die handelsartikels of groepe handelsartikels uitgemaak het van die totale verkope van hierdie inrigting gedurende die tydperk wat deur hierdie opgawe gedek word. Die persentasies moet gebaseer wees op die verkope soos aangegee in item 2 van Afdeling 5B.

	Geskatte persentasie %
12.1 Voedsel en kruideniersware:	
12.1.1 Vars vleis en vars vleisprodukte.	008.....
12.1.2 Suiwelprodukte, eiers, heuning.	009.....
12.1.3 Vars groente en vars vrugte.	010.....
12.1.4 Ander voedsel soos vis, droë vrugte, lekkergoed, kunsbotter, konfyt, ingelegde goedere, macaroni.	011.....
12.1.5 Ander nie-eetbare kruideniersware soos reinigingsmiddels, politoer, vuurhoutjies, kerse wat gewoonlik deur kruidenierswinkels/afdelings verkoop word	012.....
Totaal van voedsel en kruideniersware (12.1.1 tot 12.1.5).	013.....
12.2 Alkoholiese drank.	014.....
12.3 Nie-alkoholiese drank.	015.....
12.4 Sigarette, sigare, vervaardigde tabak en snuif.	016.....
12.5 Rokersbenodigdhede soos pype, sigarethouers, aanstekers, tabaksakke, ens.	017.....
12.6 Gebalanseerde veevoer.	018.....
12.7 Lewende hawe (insluitende troeteldiere), voer, saad, blomme, plante, ens.	019.....
12.8 Klerasie en skoeisel (uitgesonderd stukgoedere en weefstowwe):	
12.8.1 Skoeisel (mans, dames en kinder).	020.....
12.8.2 Mans- en seunsklere en bykomstighede.	021.....
12.8.3 Dames-, dogters- en babaklere en bykomstighede.	022.....
Totale klerasie en skoeisel (12.8.1 tot 12.8.3).	023.....
12.9 Stukgoedere, tekstielware en kramery, insluitende komberse, lakens, gordyne, knope, garing, naalde, ens.	024.....
12.10 Radio-, hoëtrou- en televisiestelle, bandopnemers, platespelers, ens.	025.....
12.11 Klankreproduksiemedia soos plate, magnetiese bande en kassette.	026.....
12.12 Telekommunikasie-uitrusting.	027.....
12.13 Meubels, ens.:	
12.13.1 Huishoudelike meubels.	028.....
12.13.2 Kantoormeubels.	029.....
12.13.3 Huishoudelike toestelle (yskaste, vrieskaste, stowe, wasmasjiene, poleerders, ens.)	030.....
12.13.4 Ander huishoudelike meublement (matte, matrasse, kussings, ens.)	031.....
Totale meubels (12.13.1 tot 12.13.4).	032.....
12.14 Kunswerke.	033.....
12.15 Glas- en breekware, tafalgereedskap, kombuisgereedskap en ander huishoudelike hardeware.	034.....
12.16 Kantooruitrusting, uitgesonderd kantoormeubels.	035.....
12.17 Leesstof en skryfbehoeftes (koerante, tydskrifte, boeke, ens.)	036.....
12.18 Diamante, juweliersware, silwerware en horlosies.	037.....
12.19 Industriële en swaar chemikalieë.	038.....
12.20 Aptekersware, patente en ander medisyne, verbande, ens.	039.....
12.21 Kosmetiese en toiletbenodigdhede vir persoonlike versorging.	040.....

Geskatte persentasie
%

12.22 Boumateriaal, ens.:		
12.22.1 Hout en houtprodukte.....	041.....	
12.22.2 Metaalware soos sinkplaat, staalgeute, staalbekleding, vensters, ens.....	042.....	
12.22.3 Verf en vernis.....	043.....	
12.22.4 Glas.....	044.....	
12.22.5 Sement en sementprodukte.....	045.....	
12.22.6 Ander boumateriaal en hardeware.....	046.....	
Totale boumateriaal, ens. (12.22.1 tot 12.22.6).....		047.....
12.23 Motorfiets, bromponies, fiets, afleveringsdriewiele en toebehore.....		048.....
12.24 Brandhout, steenkool, ens.....		049.....
12.25 Vloeibare brandstof, gas.....		050.....
12.26 Smeerolies en smeermiddels.....		051.....
12.27 Sport-, ontspannings- en vermaaklikheidsbenodigdhede:		
12.27.1 Sport- en ontspanningsbenodigdhede.....	052.....	
12.27.2 Speelgoed (insluitende kinderdriewiele, ens.).....	053.....	
12.27.3 Fotografiese benodigdhede.....	054.....	
12.27.4 Musiekinstrumente.....	055.....	
12.27.5 Kampeeruitrusting.....	056.....	
12.27.6 Vuurwapens en ammunisie.....	057.....	
Totale sport-, ontspannings- en vermaaklikheidsbenodigdhede (12.27.1 tot 12.27.6).....		058.....
12.28 Wetenskaplike en professionele instrumente en uitrusting.....	059.....	
12.29 Landbou- en tuinboumasjinerie en -implemente, besproeiingsapparate, ens. (uitgezonderd trekkers).....	060.....	
12.30 Trekkers.....	061.....	
12.31 Kunsmis, landboukalk en mis.....	062.....	
12.32 Omheiningsmateriaal.....	063.....	
12.33 Dipstowwe, veemedisyne, insekdoders, plaagdoders, chemikalië, ens.....	064.....	
12.34 Plaasbenodigdhede nie elders geklassifiseer nie, soos melkkanne, bindtou, baal-draad, ens.....	065.....	
12.35 Handgereedskap en kragaangedrewe handgereedskap (beitels, skawe, elektriese bore, ens.).....	066.....	
12.36 Nywerheidsmasjinerie, -apparaat, -implemente en -onderdele.....	067.....	
12.37 Metale soos profiele, stange, hoeke, ens.....	068.....	
12.38 Ander handelsware.....	069.....	
Totaal.....		100%
13. Verkoopoppervlakte		
Verstrek asseblief die verkoopoppervlakte wat deur hierdie inrigting gebruik word.....	070.....	m ²

AFDELING 3.—WERKGELEENTHEID—GETAL PERSONE BETROKKE IN DIE WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. Sluit in:

- 1.1 Besturende en werkende direkteure wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.2 alle voltydse permanente en tydelike werknemers;
- 1.3 los en deeltydse werknemers;
- 1.4 werknemers wat met vakansie- of siekteverlof is;
- 1.5 u eie werknemers wat te doen het met die konstruksie, onderhoud en herstel van die geboue, voertuie, meubels, ens.;
- 1.6 werknemers betrokke by aanvullende dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. Sluit uit:

- 2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salarisse of lone betaal word.
- 2.2 Werknemers wat voltydse militêre opleiding ontvang.

04

Klassifikasie van betaalde werknemers	Blankes		Kleurlinge		Asiërs		Bantoes		Totaal
	Manlik	Vroulik	Manlik	Vroulik	Manlik	Vroulik	Manlik	Vroulik	
1. Uitvoerende administratiewe en klerklike personeel (kantooradministrasie).....	001.....	011.....	021.....	031.....	041.....	051.....	061.....	071.....	081.....
2. Winkel/toonbankassistent (verkoopsassistent) en kassiers.....	002.....	012.....	022.....	032.....	042.....	052.....	062.....	072.....	082.....
3. Ambagslui (gekwalfiseerde persone, bv. blokmante, timmermanne, passers en draaiers, ens.)	003.....	013.....	023.....	033.....	043.....	053.....	063.....	073.....	083.....
4. Ander gereelde werknemers (handelsreisigers, pakhuismante, uitstallers).....	004.....	014.....	024.....	034.....	044.....	054.....	064.....	074.....	084.....
5. Los en deeltydse werknemers.....	005.....	015.....	025.....	035.....	045.....	055.....	065.....	075.....	085.....
Totaal.....	010.....	020.....	030.....	040.....	050.....	060.....	070.....	080.....	090.....
6. Werkende eienaars.....	101.....	103.....	105.....	107.....	109.....	111.....	113.....	115.....	117.....
7. Onbetaalde gesinsassistent.....	102.....	104.....	106.....	108.....	110.....	112.....	114.....	116.....	118.....

AFDELING 4.—AANVULLENDE DIENSTE EN VERGOEDING *IN NATURA* VIR DIE BOEKJAAR

Let wel.—Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".

Geraamde netto koste van aanvullende dienste en vergoeding *in natura* (d.w.s. totale uitgawes min enige inkomste ontvang) gedurende die boekjaar ten opsigte van—

	05
	R
Blankes.....	001.....
Kleurlinge.....	002.....
Asiërs.....	003.....
Bantoes.....	004.....
Totaal.....	005.....

AFDELING 5.—SAMEVATTING VAN INKOMSTESTAAT VIR DIE BOEKJAAR

08

A. DEBETS

R

1. Waarde van beginvoorrade, insluitende goedere in transito.....	001.....
2. Aankope en oorplasinge-in.....	002.....
3. Betalings vir herstel- en opknappingswerk aan handelsware.....	009.....
4. Totale salarisse, lone en toelaes, kommissie, bonusse en werkgewersbydraes tot personeelfondse (pensioen-, voorsorg-, mediese hulpfondse, ens.) betaal of gekrediteer aan alle werknemers en aan besturende en werkende direkteure van publieke en private maatskappye:	
4.1 Blankes.....	010.....
4.2 Kleurlinge.....	011.....
4.3 Asiërs.....	012.....
4.4 Bantoes.....	013.....
5. Werkgewersbydraes tot die Werkloosheidversekeringsfonds en die Ongevalleffonds.....	014.....
6. Werkgewersbydraes ingevolge die Wet op Bantodienste en die Wet op Vervoerdienste vir Nie-Blanies.....	015.....
7. Huur, met inbegrip van bruikhuur aan buite-instansies betaal:	
7.1 Grond en geboue.....	016.....
7.2 Uitrusting, meubels, ens.....	017.....
7.3 Voertuie.....	018.....
8. Waardevermindering [moet met Afdeling 7, item 8, kolomme (b), (c) en (d) ooreenstem].....	019.....
9. Rente aan buite-instansies en op lenings van eienaar(s) betaal.....	020.....
10. Eiendomsbelasting.....	021.....
11. Elektrisiteit, water en gas.....	022.....
12. Lisensies, registrasies en permitte.....	023.....
13. Slegte skulde afgeskryf.....	026.....
14. Nie-herhalende of toevallige verliese (bv. verlies op die verkoop van vaste eiendom, verlies op realisering of herwaarderding van beleggings, ens.).....	027.....
15. Donasies en beurse.....	028.....
16. Ander uitgawes (uitgesonderd hoofkantoor-koste):	
16.1 Advertensies.....	032.....
16.2 Assuransiepremies.....	033.....
16.3 Dienste (bv. gelde vir deeltydse professionele dienste, vensteruitstalling, ouditering, ens.).....	034.....
16.4 Sekretariële en administrasiegelde aan ander firmas betaal.....	035.....
16.5 Ander uitgawes in verband met handelsbedrywighede soos onderhoudsdienste t.o.v. voertuie, ens.....	036.....
17. Hoofkantoor-koste:	
17.1 Huur.....	037.....
17.2 Rente.....	038.....
17.3 Ander.....	039.....
18. Voorsiening vir onverdiende finansieringsvorderings/huurkoopwinste in afwagting.....	041.....
19. Saldo (wins) voor inkomste- en maatskappybelasting.....	042.....
20. TOTALE DEBETS (MOET MET TOTALE KREDITS OOREENSTEM).....	043.....

09

B. KREDITS

R

Let wel.—Die waarde van goedere na ander inrigtings van die firma oorgeplaas, moet by item 3 ingesluit word.

1. Waarde van eindvoorrade, insluitende goedere in transito.....	001.....
2. Verkoop van handelsware:	
2.1 Kontantverkope (kontant en k.b.a.).....	003.....
2.2 Huurkoop (sluit in deposito's, finansieringskoste en kontrakte vir eie rekening of finansieringsmaatskappye aangegaan).....	004.....
2.3 Kredietverkope (oorekening met inbegrip van depositoverkope).....	005.....
3. Oorplasinge-uit (aan handelstakke en produksie-inrigtings van hierdie firma).....	012.....
4. Bedrae gevra vir werk verrig (werkwinkels, opknappings-, herstelwerk, ens.).....	013.....
5. Bedrae ontvang vir dienste (verversings en ander).....	014.....
6. Huur, met inbegrip van bruikhuur van buite-instansies ontvang:	
6.1 Grond en geboue.....	015.....
6.2 Uitrusting.....	016.....
7. Rente van buite-instansies ontvang.....	017.....
8. Slegte skulde verhaal.....	018.....
9. Nie-herhalende of toevallige inkomste (bv. wins op verkoop van vaste bates, wins op realisering of herwaarderding van beleggings, ens.).....	019.....
10. Assuransie-eise, indien gekrediteer.....	022.....

11. Kommissie op agentskapsbasis:	R
11.1 Op aankoop/verkoop van handelware.....	023.....
11.2 Assuransie, werwing van arbeid, ens.....	024.....
12. Hoofkantoor-koste verhaal:	
12.1 Huur.....	026.....
12.2 Rente.....	027.....
12.3 Ander.....	028.....
13. Ander handelsinkomste.....	029.....
14. Ander nie-handelsinkomste.....	032.....
15. Saldo (verlies).....	033.....
16. TOTALE KREDITS (MOET MET TOTALE DEBETS OOREENSTEM).....	034.....

AFDELING 6.—UITGESOEKTE BALANSSTAATPOSTE

1. Handelsdebiteure:	R
1.1 Huurkoopdebiteure.....	001.....
1.2 Ander handelsdebiteure.....	002.....
1.3 Totaal.....	003.....
2. Totale bates.....	004.....

AFDELING 7.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Die waarde van grond en geboue moet afsonderlik getoon word en moet indien nodig geraam word.

Beskrywing	Grond (a)	Geboue (b)	Meubels, uit- rusting en ander toebehore (c)	Voertuie (d)
	R	R	R	R
1. Boekwaarde aan die begin van die jaar.....	001.....	008.....	018.....	028.....
2. Plus: Kapitaaluitgawes aan—				
2.1 Oprigting van nuwe geboue;				
2.2 aanbouings en veranderings van bestaande geboue;				
2.3 werk aan die gang <i>gekapitaliseer</i> ;				
2.4 nuwe meubels, uitrusting, voertuie, ens., en				
2.5 gebruikte meubels, uitrusting, voertuie, ens., indien deur u				
ingevoer (aankope van grond en bestaande geboue en				
ander gebruikte meubels, uitrusting, voertuie, ens. moet by				
item 3 hieronder ingesluit word).....	—	009.....	019.....	029.....
3. Plus: Kapitaaluitgawes aan die verkryging van—				
3.1 grond, bestaande geboue; en				
3.2 gebruikte meubels, uitrusting, voertuie, ens. en oor-				
plasing-in (die waarde van gebruikte meubels, uitrusting,				
voertuie, ens., deur u ingevoer, moet by item 2 hierbo				
ingesluit word).....	002.....	010.....	020.....	030.....
4. Plus: Opwaartse herwaarderings van vaste bates.....	003.....	011.....	021.....	031.....
Subtotaal.....	004.....	012.....	022.....	032.....
5. Min: Afwaartse herwaarderings van vaste bates en afskrywings	005.....	013.....	023.....	033.....
6. Min: Boekwaarde van vaste bates verkoop en oorplasing-uit	006.....	014.....	024.....	034.....
7. Min: Verliese deur brand, ens. teen boekwaarde.....	—	015.....	025.....	035.....
8. Min: Waardevermindering gedurende die jaar (Totaal moet				
met item 8, Afdeling 5A ooreenstem).....	—	016.....	026.....	036.....
9. Boekwaarde aan die einde van die jaar.....	007.....	017.....	027.....	037.....

AFDELING 8.—BESONDERHEDE VAN TAKKE- HOUERMAATSKAPPY, FILIAALMAATSKAPPY EN VAN SENSUS-OPGAWES INGEDIEN

1. Takke:

1.1 Indien die inrigting wat deur hierdie vraelys gedek word die hoofinrigting van u firma is, verstrek die name, adresse en werksaamhede van die ander takinrigtings:

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel indien nodig)

1.2 Indien hierdie inrigting nie die hoof-tak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak:

Naam	Adres	Werksaamhede
.....		

2. Houer- en filiaalmaatskappy:

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houer- en filiaalmaatskappy:

2.1 Houermaatskappy:

Naam	Adres	Werksaamhede
.....		

2.2 Filiaalmaatskappye:

	Naam	Adres	Werksaamhede
(a)			
(b)			
(c)			

(Gebruik 'n afsonderlike vel indien nodig)

3. Sensusopgawes ingedien:

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer.

Beskrywing van Sensus:

3.1 Sensus van Fabriekswese.....	Ja	Nee	Verstrek verwysingsnommer hier
3.2 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....	Ja	Nee	
3.3 Ander sensusopnames (spesifiseer).....	Ja	Nee	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die aanwysings in die vraelys verstrek is.

Datum.....19..... Handtekening.....
 Plek..... Hoedanigheid.....
 Telegramadres..... Telefoonnummer..... Teleksnommer.....
 Naam van persoon met wie in verbinding getree kan word ingeval van navrae.....

PUBLIKASIES EN NUUSBERIGTE

1. Die resultate van die Sensus van Groot- en Kleinhandel word deur die Departement van Statistiek in verslae gepubliseer. Die volgende verslae wat die sensus van 1966-67 dek, is van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar:

DEEL I.—GROOTHANDELAARS:

- No. 04-41-01 Handelaars in Voedsel en Kruideniersware.
- No. 04-41-02 Handelaars in Drank.
- No. 04-41-03 Handelaars in Tabak.
- No. 04-41-04 Handelaars in Landbou- en Veeveelprodukte, Veevoer en Lewende Hawe.
- No. 04-41-05 Handelaars in Tekstiele, Skoeisel en Klerasie.
- No. 04-41-06 Handelaars in Meubels, Huishoudelike Benodigdhede en Huishoudelike Toestelle.
- No. 04-41-07 Handelaars in Boeke, Skryfbehoeftes, Kantoor- en Winkeluitrusting.
- No. 04-41-08 Handelaars in Diamante, Juweliers- en Silwerware.
- No. 04-41-09 Handelaars in Nywerheid- en Swaarchemikalieë.
- No. 04-41-10 Handelaars in Farmaseutiese en Toiletpreparate.
- No. 04-41-11 Handelaars in Konstruksie- en Boumateriaal.
- No. 04-41-12 Handelaars in Myn-, Nywerheids- en Landboumasjinerie en Benodigdhede.
- No. 04-41-13 Handelaars in Algemene Handelsware.
- No. 04-41-14 Handelaars in Diverse Goedere.
- No. 04-41-15 Opsomming.

DEEL 2.—KLEINHANDELAARS:

- No. 04-41-16 Opsomming.
- No. 04-41-17 Slagters, Melkerye en Handelaars in Suivelprodukte, Handelaars in Voedsel en Kruideniersware, Drankwinkels.
- No. 04-41-18 Bloemiste en Handelaars in Saad en Plante, Mansuistrusters, Damesuistrusters, Algemene Uitrusters en Handelaars in Stukgoedere en Weefstowwe, Skoenwinkels.
- No. 04-41-19 Handelaars in Meubels, Huishoudelike Toestelle en Huishoudelike Benodigdhede, Handelaars in Kuns en Kurio, Boekwinkels en Skryfbehoeftes, Juweliers.
- No. 04-41-20 Apteke, Handelaars in Boumateriaal en Ysterware, Handelaars in Fietse en Motorfietse, Handelaars in Brandhout en Steenkool.
- No. 04-41-21 Handelaars in Sportbenodigdhede, Algemene Afdelingswinkels, Algemene Handelaars, Handelaars in Diverse Goedere.

2. Verskeie steekproefopnames gebaseer op sensusse word deur die Departement onderneem. Statistiese Nuusberigte wat die resultate bevat, word uitgegee, naamlik:

- P.13 Kleinhandelverkope.
- P.13.3 Groothandelverkope.
- P.13.7 Groothandel—Finansiële Statistieke en Voorrade.
- P.13.8 Kleinhandel—Finansiële Statistieke, Bedrag verskuldig deur Handelsdebiteure en Voorrade.

3. Die verslae is van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar, terwyl die Statistiese Nuusberigte van die Departement van Statistiek, Privaatsak X44, Pretoria, 0001, verkrygbaar is.

4. Die Departement gee ook die volgende publikasies uit wat van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

- 4.1 Suid-Afrikaanse Statistieke.
- 4.2 Kwartaallikse Bulletin van Statistieke.
- 4.3 Verslae oor die volgende onderwerpe:

Bevolking.	Konstruksie.	Mynwese.	Private Finansies.
Arbeid.	Elektrisiteit.	Dienste.	Vervoer.
Pryse.	Fabriekswese.	Nasionale Rekening.	
Landbou.	Akkommodasie.	Owerheidsfinansies.	

'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

ANNEXURE 04-41E

Hierdie vraelys is ook in Afrikaans verkrygbaar.

REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF STATISTICS
CENSUS OF WHOLESALE AND RETAIL TRADE, 1977

In correspondence with this Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

- (1) Receipt noted.....
(2) Check 1.....
(3) Check 2.....
(4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay, in any case not later than the DUE DATE, namely 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential, in compliance with the secrecy clause of the Statistics Act. The results will be published in such a manner as to ensure the confidential nature of the data contained in individual returns.

Furthermore, no entry in the return will be admissible in any legal proceedings, except in the case of an offence under the Statistics Act.

Department of Statistics
Private Bag X44
Pretoria
0001
June 1977

T. A. DU PLESSIS,
Secretary for Statistics

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE CENSUS

The census is conducted in respect of all wholesale and retail trading establishments in South Africa and South-West Africa, and a questionnaire must be completed in respect of each such establishment, including premises used in conjunction with such establishment for the receipt, unpacking, storage, packing and dispatch of the goods dealt in. Administrative, clerical or other activities directly related to the above-mentioned establishments are included.

2. PERIOD COVERED BY THE CENSUS

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

3.1 "Establishment" refers to the smallest economic unit such as a shop or wholesale or retail outlet, which is managed, controlled and operated as a separate entity, by an individual, a partnership, a company, a co-operative society or any other form of ownership.

3.2 Where a firm owns, controls or operates more than one wholesale or retail trade establishment, a separate return must be submitted for each establishment.

3.3 If separate establishments are operated and taken into account on an integrated basis, *estimates* for separate establishments are required.

3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are carried on independently, e.g. a retail shop, a mill and a garage, whether situated on the same premises or on different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of wholesale and retail trade should be completed only in respect of the establishments engaged in wholesale or retail activities.

4. MONETARY VALUES

Please show monetary values to the nearest rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily for the benefit of employees (e.g. free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included under the relevant items in this return. *(The estimated net cost must be shown in Section 4.)*

SECTION 1.—YEAR OF RETURN

This return covers the year (stated dates) from.....197..... to.....197.....

SECTION 2.—DESCRIPTION OF ESTABLISHMENT

00

1. Trading name.....
2. Name of proprietor.....
3. Full postal address.....
P.O. Box..... Post Office..... Postal code.....

4. Address where establishment is situated:

4.1 Farm/Plot.....

4.2 Street.....

4.3 Suburb.....

4.4 City/Town.....

4.5 Magisterial district in which establishment is situated.....

For departmental use

001

002

5. Ownership and organisation:

(Mark the appropriate block with X)

5.1 Ownership:

003	Individual	Partnership	Company		Public corporation	Co-operative society or company	Other (specify)
	1	2	Public 3	Private 4	5	7	0

5.2 If individual or partnership, state population group(s) of owner(s), or if private company, population group of financially controlling shareholders.....

004	White 1	Coloured 2	Asian 3	Bantu 4
-----	---------	------------	---------	---------

6. Under which of the categories given below would you classify this establishment? (Mark the appropriate block with X):

005

- | | |
|---|---|
| 1 | Wholesale. |
| 2 | Retail. |
| 3 | Both wholesale and retail. |
| 4 | Catering services rendered to the public (restaurant, café with table service, etc.). |
| 5 | Other services rendered (repairs, assembly, erection, excluding erection of buildings). |

7. State the kind of business operated by this establishment, e.g. butchery, chemist's, men's outfitters, general outfitters, grocery, café without table service, etc.....

8. (a) Is this establishment organised on a departmental basis i.e. are separate records kept for each department? 006

Yes 1	No 2
-------	------

(b) Does this establishment operated a self-service department?..... 007

Yes 1	No 2
-------	------

(c) Is this establishment a self-service establishment?..... 008

Yes 1	No 2
-------	------

9. Does this establishment operate or control any other business which cannot be regarded as a "wholesale or retail trading business" (e.g. a canning factory, laundry, hair dressing salon, etc.) and which does not form an integral part of this establishment?..... 009

Yes 1	No 2
-------	------

If "Yes", please specify.....

(The data relating to such other business must not be included in this return.)

10. ANALYSIS OF SALES ACCORDING TO TYPE OF CUSTOMER

Please indicate the estimated percentage of your total sales against the type of customer below. The percentages must be based on the sales of merchandise as furnished in item 2 of Section 5B.

01

Type of customer	Estimated percentage
10.1 Direct to retailers.....	001.....
10.2 Direct to wholesalers.....	002.....
10.3 Direct to other businesses, excluding wholesalers and retailers (agriculture, mining, construction, manufacturing, fisheries, service industries, etc.).....	003.....
10.4 Exports, direct or through export agents.....	004.....
10.5 Direct to any authorities (Central Government and provincial or local authorities such as municipalities, etc.)....	005.....
10.6 Direct to domestic and individual consumers.....	006.....
Total.....	100%

11. SALES OF OWN MANUFACTURES

Please state, if applicable, the estimated percentage of the total sales of your establishment derived from the sale of articles manufactured by your firm..... 007.....%

12. KINDS OF MERCHANDISE

In the list of commodities or groups of commodities below, please indicate the estimated percentage of the total sales of this establishment derived from each commodity or group of commodities during the period covered by this return. The percentages must be based on the sales of merchandise as furnished in items 2 of Section 5B.

12.1 Food and groceries:

- | | | |
|---|----------|---------------------------|
| 12.1.1 Fresh meat and fresh meat products..... | 008..... | Estimated percentage
% |
| 12.1.2 Dairy products, eggs, honey..... | 009..... | |
| 12.1.3 Fresh vegetables and fresh fruit..... | 010..... | |
| 12.1.4 Other foodstuffs, such as fish, dried fruit, confectionery, margarine, jams, tinned or preserved goods, macaroni..... | 011..... | |
| 12.1.5 Other inedible groceries such as detergents, polish, matches, candles, which are usually sold by grocery shops and/or departments..... | 012..... | |
| Total food and groceries (12.1.1 to 12.1.5)..... | 013..... | |

		Estimated percentage %
12.2	Alcoholic beverages.....	014.....
12.3	Non-alcoholic beverages.....	015.....
12.4	Cigarettes, cigars, manufactured tobacco and snuff.....	016.....
12.5	Smokers' requisites such as pipes, cigarette holders, lighters, tobacco pouches, etc....	017.....
12.6	Balanced animal feeds.....	018.....
12.7	Livestock (including pets), fodder, seed, flowers, plants, etc.....	019.....
12.8	Clothing and footwear (excluding piece-goods and textiles):	
12.8.1	Footwear (men's, ladies' and children's).....	020.....
12.8.2	Men's and boys' clothing and accessories.....	021.....
12.8.3	Ladies', girls' and infant clothing and accessories.....	022.....
	Total clothing and footwear (12.8.1 to 12.8.3).....	023.....
12.9	Piece-goods, textiles and haberdashery, including blankets, sheets, curtains, buttons, sewing yarn, needles, etc.....	024.....
10.10	Radio, hi-fi and television sets, tape recorders, record players, etc.....	025.....
12.11	Sound reproduction media such as records, magnetic tapes and cassettes.....	026.....
12.12	Telecommunication equipment.....	027.....
12.13	Furniture, etc.:	
12.13.1	Household furniture.....	028.....
12.13.2	Offices furniture.....	029.....
12.13.3	Domestic appliances (refrigerators, deepfreezers, stoves, washing machines, polishers, etc.).....	030.....
12.13.4	Other domestic furnishing (carpets, mattresses, pillows, etc.).....	031.....
	Total furniture (12.13.1 to 12.13.4).....	032.....
12.14	Works of art.....	033.....
12.15	Glass and crockery, cutlery, kitchenware and other domestic hardware.....	034.....
12.16	Office equipment, excluding office furniture.....	035.....
12.17	Reading matter and stationery (newspapers, magazines, books, etc.).....	036.....
12.18	Diamonds, jewellery, silverware, watches and clocks.....	037.....
12.19	Industrial and heavy chemicals.....	038.....
12.20	Pharmaceuticals, patent and other medicines, bandages, etc.....	039.....
12.21	Cosmetic and toilet requisites for personal care.....	040.....
12.22	Building materials, etc.:	
12.22.1	Wood and wood products.....	041.....
12.22.2	Metalware such as corrugated iron, steel guttering, cladding, windows, etc....	042.....
12.22.3	Paints and varnishes.....	043.....
12.22.4	Glass.....	044.....
12.22.5	Cement and cement products.....	045.....
12.22.6	Other building materials and hardware.....	046.....
	Total building materials (12.22.1 to 12.22.6).....	047.....
12.23	Motor cycles, scooters, bicycles, delivery tricycles and accessories.....	048.....
12.24	Firewood, coal, etc.....	049.....
12.25	Liquid fuel, gas.....	050.....
12.26	Lubricating oils and lubricants.....	051.....
12.27	Sports, recreation and entertainment requisites:	
12.27.1	Sports and recreation equipment.....	052.....
12.27.2	Toys (including children's tricycles, etc.).....	053.....
12.27.3	Photographic equipment.....	054.....
12.27.4	Musical instruments.....	055.....
12.27.5	Camping equipment.....	056.....
12.27.6	Fire-arms and ammunition.....	057.....
	Total sports recreation and entertainment requisites (12.27.1 to 12.27.6).....	058.....
12.28	Scientific and professional instruments and equipment.....	059.....
12.29	Agricultural and horticultural machinery and implements, irrigation equipment, etc. (excluding tractors).....	060.....
12.30	Tractors.....	061.....
12.31	Fertilisers, agricultural lime and manure.....	062.....
12.32	Fencing materials.....	063.....
12.33	Dips, stock remedies, insecticides, pesticides, chemicals, etc.....	064.....
12.34	Farming requisites not elsewhere classified, such as milk cans, binder twine, baling wire, etc.....	065.....
12.35	Hand tools and power-driven hand tools (chisels, planes, electric drills, etc.).....	066.....
12.36	Industrial machinery, apparatus, implements and parts.....	067.....
12.37	Metals, such as sections, rods, angles, etc.....	068.....
12.38	Other merchandise.....	069.....
	Total.....	100%
13.	Selling space	
	Please furnish the selling space utilised by this establishment.....	070.....m ²

SECTION 3.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON LAST PAY-DAY IN JUNE 1977

1. Include:

- 1.1 Managing and working directors on a regular salary basis, managers, accountants, etc.
- 1.2 All full-time permanent and temporary employees.
- 1.3 Casual and part-time employees.
- 1.4 Employees on vacation or sick leave.
- 1.5 Your own employees engaged in construction, maintenance and repair of the buildings, vehicles, furniture, etc.
- 1.6 Employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. *Exclude:*

- 2.1 Persons who render part-time services in a recognised professional, business or trade capacity and who are paid fees rather than salaries or wages for such services.
- 2.2 Employees undergoing full-time military training.

04

Classification of paid employees	Whites		Coloureds		Asians		Bantu		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
1. Executive administrative and clerical employees (offices administration).....	001.....	011.....	021.....	031.....	041.....	051.....	061.....	071.....	081.....
2. Shop/counter assistants (sales assistants) and cashiers.....	002.....	012.....	022.....	032.....	042.....	052.....	062.....	072.....	082.....
3. Artisans (qualified persons, e.g. blockmen, carpenters, fitters and turners, etc.).....	003.....	013.....	023.....	033.....	043.....	053.....	063.....	073.....	083.....
4. Other regular employees (commercial travellers, storemen, window dressers).....	004.....	014.....	024.....	034.....	044.....	054.....	064.....	074.....	084.....
5. Casual and part-time employees.....	005.....	015.....	025.....	035.....	045.....	055.....	065.....	075.....	085.....
Total.....	010.....	020.....	030.....	040.....	050.....	060.....	070.....	080.....	090.....
6. Working proprietors.....	101.....	103.....	105.....	107.....	109.....	111.....	113.....	115.....	117.....
7. Unpaid family assistants.....	102.....	104.....	106.....	108.....	110.....	112.....	114.....	116.....	118.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note.—Please read paragraph 5 of "Definitions and Explanatory Notes".

Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the *financial year* in respect of—

05

R

Whites.....	001.....
Coloureds.....	002.....
Asians.....	003.....
Bantu.....	004.....
Total.....	005.....

SECTION 5.—SUMMARY OF INCOME STATEMENT FOR THE FINANCIAL YEAR

A. DEBITS

08

R

1. Value of opening stocks of goods, including goods in transit.....	001.....
2. Purchases and transfers-in.....	002.....
3. Payments for repairs and renovations to merchandise.....	009.....
4. Total salaries, wages and allowances, commission, bonuses and employers' contributions to staff funds (pension, provident, medical aid, etc.) paid or credited to all employees and to managing and working directors of public and private companies:	
4.1 Whites.....	010.....
4.2 Coloureds.....	011.....
4.3 Asians.....	012.....
4.4 Bantu.....	013.....
5. Employers' contributions to Unemployment Insurance Fund and Workmen's Compensation Fund.....	014.....
6. Employers' contributions in terms of the Bantu Services Levy Act and the Non-White Transport Services Act....	015.....
7. Rent, including leasing, paid to outside concerns:	
7.1 Land and buildings.....	016.....
7.2 Equipment, furniture, etc.....	017.....
7.3 Motor vehicles.....	018.....
8. Depreciation [must agree with Section 7, item 8, columns (b), (c) and (d)].....	019.....
9. Interest paid to outside concerns and on loans from proprietor(s).....	020.....
10. Property assessment rates and taxes.....	021.....
11. Electricity, water and gas.....	022.....
12. Licences, registrations and permits.....	023.....
13. Bad debts written off.....	026.....
14. Non-recurrent or contingent losses (e.g. loss on sales of fixed assets, loss on realisation or revaluation of investments, etc.).....	027.....
15. Donations and bursaries.....	028.....
16. Other expenses (<i>excluding</i> head office charges):	
16.1 Advertising.....	032.....
16.2 Insurance premiums.....	033.....
16.3 Services (e.g. fees for part-time professional services, window dressing, auditing, etc.).....	034.....
16.4 Secretarial and administration fees paid to other firms.....	035.....
16.5 Other expenses in connection with trading activities such as vehicle maintenance services, etc.....	036.....
17. Head office charges:	
17.1 Rent.....	037.....
17.2 Interest.....	038.....
17.3 Other.....	039.....
18. Provision for unearned finance charges/hire-purchase profits in suspense.....	041.....
19. Balance (profit) before income and company tax.....	042.....
20. TOTAL DEBITS (MUST AGREE WITH TOTAL CREDITS).....	043.....

09

B. CREDITS

R

Note.—The value of goods transferred to other establishments of the firm must be included in item 3.

1. Value of closing stocks of goods, including goods in transit.....	001.....
2. Sales of merchandise:	
2.1 Cash sales (cash and c.o.d.).....	003.....
2.2 Hire-purchase (including deposits, finance charges and contracts concluded for own account or finance companies).....	004.....
2.3 Credit sales (open account, including deposit purchases).....	005.....
3. Transfers-out (to trading branches and production establishments of this firm).....	012.....
4. Charges for work done (workshops, renovations, repair work, etc.).....	013.....
5. Amounts received for services (catering and other).....	014.....
6. Rent, including leasing, received from outside concerns:	
6.1 Land and buildings.....	015.....
6.2 Equipment.....	016.....
7. Interest received from outside concerns.....	017.....
8. Bad debts recovered.....	018.....
9. Non-recurrent or contingent income (e.g. profit on sales of fixed assets, profit on realisation or revaluation of investments, etc.).....	019.....
10. Insurance claims, if credited.....	022.....
11. Commission on agency basis:	
11.1 On purchase/sale of merchandise.....	023.....
11.2 Insurance, recruiting of labour, etc.....	024.....
12. Head office charges recovered:	
12.1 Rent.....	026.....
12.2 Interest.....	027.....
12.3 Other.....	028.....
13. Other trading income.....	029.....
14. Other non-trading income.....	032.....
15. Balance (loss).....	033.....
16. TOTAL CREDITS (MUST AGREE WITH TOTAL DEBITS).....	034.....

SECTION 6.—SELECTED BALANCE SHEET ITEMS

10

R

1. Trade debtors:	
1.1 Hire-purchase debtors.....	001.....
1.2 Other trade debtors.....	002.....
1.3 Total.....	003.....
2. Total assets.....	004.....

SECTION 7.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

11

The value of land and buildings must be shown separately and should be estimated, if necessary.

Description	Land (a)	Buildings (b)	Furniture, fixtures and other equipment (c)	Vehicles (d)
	R	R	R	R
1. Book value at beginning of year.....	001.....	008.....	018.....	028.....
2. Add: Capital expenditure on—				
2.1 erection of new buildings;				
2.2 additions to and alterations of existing buildings;				
2.3 work in progress capitalised;				
2.4 new furniture, equipment, vehicles, etc.; and				
2.5 used furniture, equipment, vehicles, etc., if imported by you (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc., must be included under used item 3 below).....	—	009.....	019.....	029.....
3. Add: Capital expenditure on acquisition of—				
3.1 land, existing buildings; and				
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of used furniture, equipment, vehicles, etc. imported by you must be included under item 2 above).....	002.....	010.....	020.....	030.....
4. Add: Upward revaluation of fixed assets.....	003.....	011.....	021.....	031.....
Subtotal.....	004.....	012.....	022.....	032.....
5. Less: Downward revaluation of fixed assets and write-offs.....	005.....	013.....	023.....	033.....
6. Less: Book value of fixed assets sold and transfers-out....	006.....	014.....	024.....	034.....
7. Less: Losses by fire, etc., at book value.....	—	015.....	025.....	035.....
8. Less: Depreciation during the year (total must agree with item 8, Section 5A).....	—	016.....	026.....	036.....
9. Book value at end of year.....	007.....	017.....	027.....	037.....

SECTION 8.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches:

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

	Name	Address	Activities
(a)			
(b)			
(c)			

(Use a separate sheet, if necessary)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of the head office or main branch:

Name	Address	Activities
.....		

2. Holding and subsidiary companies:

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company:

Name	Address	Activities
.....		

2.2 Subsidiary companies:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary)

3. Census returns rendered:

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Indicate by means of a cross in the appropriate block. If a return was rendered, kindly quote the reference number.

Description of census:

	Yes	No	Quote reference number here
3.1 Census of Manufacturing.....	☐	☐	
3.2 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974.....	☐	☐	
3.3 Other censuses (specify).....	☐	☐	

I hereby declare that the particulars furnished in this return are in accordance with the instructions in the questionnaire.

Date.....19..... Signature.....
Place..... Capacity.....
Telegraphic address..... Telephone No..... Telex No.....

Name of person to be approached in the event of inquiries.....

PUBLICATIONS AND NEWS RELEASES

1. The results of the Census of Wholesale and Retail Trade are published by the Department of Statistics in reports. The following reports covering the 1966-67 census are obtainable from The Government Printer, Pretoria or Cape Town:

PART 1.—WHOLESALESALE:

- No. 04-41-01 Dealers in Foodstuffs and Groceries.
- No. 04-41-02 Dealers in Beverages.
- No. 04-41-03 Dealers in Tobacco.
- No. 04-41-04 Dealers in Agricultural and Animal Products, Stockfeed and Livestock.
- No. 04-41-05 Dealers in Textiles, Footwear and Clothing.
- No. 04-41-06 Dealers in Furniture, Household Requisites and Household Appliances.
- No. 04-41-07 Dealers in Books, Stationery, Office and Shop Equipment.
- No. 04-41-08 Dealers in Diamonds, Jewellery and Silverware.
- No. 04-41-09 Dealers in Industrial and Heavy Chemicals.
- No. 04-41-10 Dealers in Pharmaceuticals and Toiletries.
- No. 04-41-11 Dealers in Construction and Building Materials.
- No. 04-41-12 Dealers in Mining, Industrial and Agricultural Machinery and Requisites.
- No. 04-41-13 Dealers in General Merchandise.
- No. 04-41-14 Dealers in Miscellaneous Commodities.
- No. 04-41-15 Summary.

PART 2.—RETAILERS:

- No. 04-41-16 Summary.
- No. 04-41-17 Butchers; Dairies and Dealers in Dairy Products; Dealers in Foodstuffs and Groceries; Bottle Stores.
- No. 04-41-18 Florists and Dealers in Seed and Plants; Men's Outfitters; Ladies' Outfitters; General Outfitters and Dealers in Piece-goods and Woven Fabrics; Shoe Stores.
- No. 04-41-19 Dealers in Furniture, Household Appliances and Household Requisites; Dealers in Art and Curio; Booksellers and Stationery; Jewellers.
- No. 04-41-20 Chemists; Dealers in Building Materials and Hardware; Dealers in Bicycles and Motor Cycles; Dealers in Firewood and Coal.
- No. 04-41-21 Dealers in Sporting Requisites; General Department Stores; General Dealers; Dealers in Miscellaneous Goods.

2. Several sample surveys based on censuses are undertaken by the Department. Statistical News Releases containing the results are issued, namely:

- P.13 Retail Trade Sales.
- P.13.3 Wholesale Trade Sales.
- P.13.7 Wholesale Trade—Financial Statistics and Stocks.
- P.13.8 Retail Trade—Financial Statistics, Amount owing by Debtors and Stocks.

3. The reports are obtainable from The Government Printer, Pretoria or Cape Town, while Statistical News Releases are obtainable from the Department of Statistics, Private Bag X44, Pretoria, 0001.
4. The Department also publishes the following publications which are obtainable from The Government Printer, Pretoria or Cape Town:
- 4.1 South African Statistics.
 - 4.2 Quarterly Bulletin of Statistics.
 - 4.3 Reports on subjects such as the following:

Population.
Labour.
Prices.
Agriculture.

Construction.
Electricity.
Manufacturing.
Accommodation.

Mining.
Services.
National Account.
Public Finance.

Private Finance.
Transport.

A complete list of reports in this regard is obtainable from the Department of Statistics.

No. R. 1679 26 Augustus 1977
REGULASIES KRAGTENS ARTIKEL 17 VAN DIE
WET OP STATISTIEKE, 1976 (WET 66 VAN 1976)

SENSUS VAN DIE MOTORHANDEL- EN
-HERSTELDIENSTE, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot die motorhandel en -hersteldienste uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “motorhandel- en -hersteldiensinrigting” ’n perseel waar—

(i) handel in nuwe en gebruikte motorvoertuie gedryf word, asook motordiensstasies met of sonder werks-winkels;

(ii) handel gedryf word in motorvoertuigonderdele en -toebehore;

(iii) handel gedryf word in buitebande op ’n klein-handelbasis, met inbegrip van die herbouing en ver-soling van buitbande;

(iv) handel gedryf word in elektriese motorvoertuig-onderdele met inbegrip van die herstel van sodanige onderdele;

(v) gespesialiseerde motorvoertuighersteldienste gelewer word, met inbegrip van die herstel van motor-voertuigverkoelers en duikklop- en spuitverfwerk; en

(vi) administratiewe, klerklike en ander aktiwiteite ver-rig word wat regstreeks in verband staan met aktiwiteite waarvan in (a) (i) tot (a) (v) melding gemaak word.

(b) “persoon in beheer van ’n motorhandel- en -herstel-diensinrigting”—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat ’n opgawe in paragraaf 2 (a) genoem, ook aanvaar kan word van ’n persoon aan wie die eienaar die toesig, of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) ’n trustee of likwidateur of eksekuteur of admini-strateur van ’n insolvente of bestorwe boedel, of ’n likwidateur van ’n maatskappy of ’n vereniging sonder winsoogmerk of ’n koöperasie in likwidasie, of ’n gere-gtelike bestuurder van ’n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van ’n motorhandel- en -hersteldiensinrigting moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op ’n vraelys soos in Aanhangsel A hiervan uiteengesit ’n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak, X44, Pretoria, 0001.

No. R. 1679 26 August 1977
REGULATIONS IN TERMS OF SECTION 17 OF THE
STATISTICS ACT, 1976 (ACT 66 OF 1976)

CENSUS OF THE MOTOR TRADE AND REPAIR
SERVICES, 1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with the motor trade and repair services:

1. In these regulations, unless the context otherwise indicates—

(a) “motor trade and repair service establishment” means any premises where—

(i) trade is carried on in new and used motor vehicles, as well as motor service stations with or without work-shops;

(ii) trade is carried on in motor vehicle spares and equipment;

(iii) trade is carried on in tyres on a retail basis, including the rebuilding and retreading thereof;

(iv) trade is carried on in electrical motor vehicle spare parts, including repairs thereof; and

(v) specialized motor repair services are rendered, including repairs of radiators and panel beating and spray painting; and

(vi) administrative, clerical and other services are performed, which are directly related to activities refer-red to in (a) (i) to (a) (v).

(b) a “person in charge of a motor trade and repair service establishment” means—

(i) any person who, during the period defined in regulation 3, owned such an establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the establishment, as the case may be;

(ii) a trustee or liquidator or an executor or admini-strator of an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative society in liquidation, or a judicial manager of a com-pany under judicial management, which estate or com-pany or society or co-operative society was the pro-prietor of such establishment during the period defined in regulation 3.

2. (a) The person in charge of a motor trade and repair service establishment shall, on or before 30 September 1977, or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereof, render a return to the Secretary for Statistics for the period defined in regulation 3.

(b) (i) The questionnaire defined in subregulation (a) above is obtainable from the Secretary for Statistics, Pri-vate Bag X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n motorhandel- en -hersteldiensinrigting stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die betrokke motorhandel- en -hersteldiensinrigting wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Junie 1977 geëindig het.

4. Enige persoon in beheer van 'n motorhandel- en -hersteldiensinrigting wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van motorhandel- en -hersteldiensinrigtings, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige instansie beskikbaar stel.

6. Die volgende regulasies word hierby herroep in soverre dit betrekking het op genoemde sensus:

(i) Goewermentskennisgewing R. 143 van 31 Januarie 1964;

(ii) Goewermentskennisgewing R. 1554 van 9 Oktober 1964.

This questionnaire is also available in English.

(ii) The Secretary for Statistics may send the questionnaire defined in subregulation (a) above to the person in charge of a motor trade and repair service establishment, but his failure to do so does not exempt any person in charge of such establishment from the obligation imposed on him by subregulation (a) above.

3. The period covered by this return is the financial year of the motor trade and repair establishment concerned which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of a motor trade or repair service establishment who, without reasonable cause, fails to comply with any provision of these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200 or, in the case of continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of motor trade and repair service establishments, as defined in regulation 1 (a), classified according to activities, and make such list available to any person or organisation.

6. The following regulations are hereby repealed in so far as they relate to the said census:

(i) Government Notice R. 143 of 31 January 1964;

(ii) Government Notice R. 1554 of 9 October 1964.

AANHANGSEL 04-16 A

REPUBLIEK VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN DIE MOTORHANDEL EN -HERSTELDIENSTE, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn	SLEGS VIR DEPARTEMENTELE GEBRUIK
	(1) Ontvangs aangeteken.....
	(2) Kontrole 1.....
	(3) Kontrole 2.....
	(4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE	VERPLIGTING TOT GEHEIMHOUDING
Die waarde van hierdie statistieke is afhanklik van die tydige vrystelling van die resultate. Geliewe derhalwe u opgawe sonder versuim in te dien, en in ieder geval voor of op die VERVALD- DATUM, naamlik 30 SEPTEMBER 1977. U opgawe moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. <i>Finale syfers word verkies, maar ramings sal aanvaar word.</i> Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976).	U opgawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistieke. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat gegewens in individuele opgawes vervat, vertroulik sal bly. Verder sal geen inskrywing in die opgawe in enige regsgeding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS,
Sekretaris van Statistiek.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrawende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle motorhandel- en -hersteldiensinrigtings in Suid-Afrika en Suidwes-Afrika, en 'n vraelys moet vir elke sodanige inrigting ingevul word. Vir die doel van die sensus omvat "motorhandel en -hersteldienste" garages, insluitende handelaars in nuwe en gebruikte voertuie en diensstasies met of sonder werkinkels; handelaars in onderdele en toebehore; kleinhandelaars in buitebande, insluitende herbouers en versolers daarvan; motorelektrisiërs; herstellers van verkoelers; duikkloppers en spuitwerwers; ander gespesialiseerde motorhersteldienste en ander motorhandel wat nie elders geklassifiseer is nie. Persone waarin administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met die motorhandel en hersteldienste verband hou, word ingesluit. Garages wat deur firmas of owerheidsliggame vir die onderhoud van hulle eie voertuie opgerig is, word *uitgesluit*.

2. TYDPERK DEUR DIE OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

3. DIE SENSUS WORD GEHOU OP 'N INRIGTINGS- (TAK-) GRONDSLAG

3.1 'n "Inrigting" beteken die kleinste ekonomiese eenheid, soos 'n garage, motorhandel- en -hersteldiens-afsetpunt, ens., wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, 'n vennootskap, 'n maatskappy, 'n koöperatiewe vereniging of enige ander vorm van eienaarskap. Daar dien op gelet te word dat bedrywighede wat gewoonlik met motorhandel en -hersteldienste verband hou, soos dié van 'n onderdele- en toebehore-afdeling, petrolverkope, ens., wat 'n *integreerende aanvullende deel* van die inrigting met dieselfde eenaar uitmaak, by die opgawe van die betrokke inrigting *ingesluit* moet word.

- 3.2 Waar 'n firma meer as een motorhandel- en -hersteldiensinrigting besit, beheer of in bedryf hou, moet 'n afsonderlike vraelys vir elke inrigting ingestuur word.
- 3.3 Indien verskillende inrigtings op geïntegreerde grondslag in bedryf gehou en in berekening gebring word, word ramings vir die afsonderlike inrigtings vereis.
- 3.4 Inrigtings wat aan dieselfde eienaar behoort waarin twee of meer nie-verwante aktiwiteite, byvoorbeeld 'n garage, 'n algemene handelaarswinkel en/of 'n restaurant op dieselfde of verskillende persele *onafhanklik* gedryf word, word ook as twee of meer inrigtings gereken. In sulke gevalle moet die vraelys in verband met die sensus van motorhandel en -hersteldienste ingevul word net ten opsigte van inrigtings wat in motorhandel en -hersteldienste betrokke is.
4. GELDWAARDES
Gee asseblief geldwaardes aan tot die naaste Rand. Moenie sente aangee nie.
5. ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik tot *voordeel van werknemers strek* (byvoorbeeld vry kwartiere) en betalings *in natura* (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. (*Die geskatte netto koste moet in Seksie 4 getoon word.*)

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir u boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datum) vanaf197..... tot197.....
(Indien nie vir twaalf maande nie, verstrek asseblief die rede.....)

SEKSIE 2.—BESONDERHEDE VAN INRIGTING (Blokletters)

1. Handelsnaam.....
2. Naam van eienaar(s).....
3. Volledige posadres.....
Posbus..... Poskantoor..... Poskode.....

4. Adres waar inrigting geleë is:

- 4.1 Plaas/Hoewe.....
4.2 Straat.....
4.3 Voorstad.....
4.4 Stad/Dorp.....
4.5 Landdrosdistrik.....

Vir departementele gebruik					
001					

5. Eienaarskap en organisasie

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap:

Eenmansaak	Vennootskap	Maatskappy		Openbare korporasie	Koöperatiewe vereniging of maatskappy	Ander (spesifiseer)	002
1	2	Publiek	Privaat	5	7	0	
		3	4				

5.2 Indien 'n eenmansaak of vennootskap, meld bevolkingsgroep(e) van eienaar(s), of, indien private maatskappy, bevolkingsgroep van finansiële behorende aandeelhouers:

Blanke	Kleurling	Asiër	Bantoe	003
1	2	3	4	

5.3 Aard van motorhandelbesigheid waarin hierdie inrigting *oorwegend* betrokke is (maak 'n kruisie in die toepaslike blok):

62200	1	Garages, insluitende handelaars in nuwe en gebruikte motorvoertuie en diensstasies met of sonder werkinkels.	
62203	2	Kleinhandelaars in onderdele en toebehore.	
62204	3	Kleinhandelaars in buitebande, insluitende herbouers en versolers daarvan.	
62205	4	Motorelektrisiëns	
62206	5	Verkoelerherstellers.	
62207	6	Duikkloppers en spuitverwers.	
62208	7	Ander gespesialiseerde motorhersteldienste, soos uitlaatpype, remme, koppelaars, ens. Beskryf asseblief die werksaamhede.	004
		Ander motorhandel, soos motorrommelwerwe, insleepdiens, ens. Beskryf asseblief die werksaamhede.	
62209	8		
61100	9	Groothandel in motorvoertuie en toebehore.	

5.4 Brandstoffsasileite op die perseel:

Beskrywing	Petrol (1)	Diesel (2)	Ander (spesifiseer) (3)	Totaal kolomme (1) tot (3)
Getal pompe (krane).....	005.....	008.....	011.....	014.....
Getal boere-vulpompe.....	006.....	009.....	012.....	015.....
Totale tenkvolume (liter).....	007.....	010.....	013.....	016.....

5.5 Bedryf of beheer hierdie inrigting enige ander besigheid wat nie as 'n motorhandel- of -hersteldiensinrigting (byvoorbeeld 'n restaurant, ens.) beskou kan word nie en wat nie 'n integrerende deel van die inrigting uitmaak nie?

Ja

Nee

Indien "Ja", spesifiseer asseblief.....

(Die gegewens van sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie)

SEKSIE 3.—WERKGELEENTHEID—GETAL PERSONE BETROKKE IN DIE WERKSAAMHEID VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG VAN JUNIE 1977

1. SLUIT IN

- 1.1 Werkende eienaars en onbetaalde gesinsassistent;e;
- 1.2 besturende en werkende direkteure wat 'n gereelde salaris ontvang, bestuurders, rekenmeester, ens.;
- 1.3 alle voltydse permanente en tydelike werkers;
- 1.4 los en deeltydse werknemers;
- 1.5 werknemers met vakansie- of siekteverlof;
- 1.6 u eie werknemers betrokke by die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, voertuie, toerusting, meubels, ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. SLUIT UIT

- 2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salarisse of lone betaal word;
- 2.2 werknemers wat voltydse militêre opleiding ontvang.

Bevolkingsgroep en geslag	Betaalde werknemers							Werkende eienaars en onbetaalde gesins- assistente
	Uitvoerende direkteure, bestuurders, rekenmeesters en ander administratiewe en klerklike personeel (1)	Verkoops- manne en toonbank- assistente (2)	Inrypad- bedieners (3)	Werkwinkelwerknemers		Ander werknemers (6)	Totale getal betaalde werknemers (1) tot (6) (7)	
				Vakmanne (4)	Ander (5)			
Blankes:								
Manlik.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....	080.....
Vroulik.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....	081.....
Kleurlinge:								
Manlik.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....	082.....
Vroulik.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....	083.....
Asiërs:								
Manlik.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....	084.....
Vroulik.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....	085.....
Bantoe:								
Manlik.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....	086.....
Vroulik.....	024.....	033.....	042.....	051.....	060.....	069.....	078.....	087.....
Totaal.....	025.....	034.....	043.....	052.....	061.....	070.....	079.....	088.....

SEKSIE 4.—ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA VIR DIE BOEKJAAR

Let wel: Beraamde netto koste van ondergeskikte dienste en betalings *in natura* (dit wil sê totale uitgawes min enige inkomste ontvang) gedurende die boekjaar moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".)

R	
Blankes.....	089.....
Kleurlinge.....	090.....
Asiërs.....	091.....
Bantoes.....	092.....
Totaal.....	093.....

SEKSIE 5.—AANKOPE EN/OF OORPLASINGS-IN VAN VOERTUIE EN ANDER GOEDERE—INRIGTINGSGRONDSLAG

Opmerkings: (a) Voertuie sluit in alle padvoertuie soos motors, minibusse, vragmotors, motorfietse, bromponies, woonwaens, trekkers, sleepwaens, ens.

(b) *Onderdele en toebehore* (item 3.3) sluit in onderdele aangekoop vir herverkoop sowel as vir gebruik in die werkwinkel. Gebruikte voertuie wat aangekoop is om uitmekaargehaal te word vir onderdele, moet ingesluit word.

(c) *Materiale* vir nywerheidswerk (item 3.4) is goedere (insluitende verbruiksgoedere) wat gebruik word vir herstel, opknapping, installering en ander nywerheidswerk wat deur die inrigting onderneem word (byvoorbeeld sweisstawe, ens.). *Sluit uit* onderdele en toebehore [sien opmerking (b) hierbo].

(d) *Oorplasinge-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

(e) Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedelik beskikbaar is nie.

R

1. Nuwe voertuie:

1.1 Motors en minibusse:

- 1.1.1 Batteryaangedrewe..... 094.....
- 1.1.2 Ander (petrol, diesel, ens.)..... 095.....

1.2 Handelsvoertuie en busse..... 096.....

1.3 Motorfietse, bromponies en jinaangedrewe afleweringsdriewiele..... 097.....

1.4 Trekkers..... 098.....

1.5 Ander voertuie (woonwaens, sleepwaens, ens.)..... 099.....

1.6 Totaal van items 1.1 tot 1.5..... 100.....

R

2. Gebruikte voertuie:

2.1 Motors en minibusse:

2.1.1 Batteryaangedrewe.....	101.....
2.1.2 Ander (petrol, diesel, ens.).....	102.....
2.2 Handelsvoertuie en busse.....	103.....
2.3 Motorfietse, bromponies en enjinaangedrewe afleweringsdriewiele.....	104.....
2.4 Trekkers.....	105.....
2.5 Ander voertuie (woonwaens, sleepwaens, ens.).....	106.....
2.6 Totaal van items 2.1 tot 2.5.....	107.....

3. Ander aankope:

3.1 Brandstof (petrol, diesel, ens.).....	108.....
3.2 Smeermiddels (olie, ghries, ens.).....	109.....
3.3 Onderdele en toebehore, met inbegrip van buitebande, batterye, gereedskap en garage-uitrusting vir herverkoop.....	110.....
3.4 Materiale vir nywerheidswerk [sien opmerking (c) hierbo].....	111.....
3.5 Ander goedere (nie geassosieer met motorhandel nie, bv. huishoudelike toestelle, ens.).....	112.....

Totale aankope (moet met item 2, Seksie 8A, ooreenstem)..... 113.....

SEKSIE 6.—VERKOPE EN OORPLASINGS-UIT VAN VOERTUIE EN ANDER GOEDERE—INRIGTINGSGRONDSLAG

- Opmerkings:* 1. Voertuie sluit in alle padvoertuie soos motors, minibusse, vragmotors, afleweringswaens, busse, motorfietse, bromponies, woonwaens, trekkers, sleepwaens, ens.
2. Onderdele en toebehore sluit in daardie aankope vir herverkoop sowel as vir gebruik in eie werkwinkel en gebruikte voertuie aangekoop met die doel om uitmekaargehaal te word vir onderdele.
3. Verkope van nuwe en gebruikte voertuie moet totale kontantverkope, verkope op ope rekening en huurkoopverkope insluit, sonder aftrekking van deposito's op die inruilwaardes van gebruikte voertuie. In die geval van huurkoopkontrakte moet finansieringskoste en kontrakte verkoop aan finansieringsmaatskappye ingesluit word.
4. Oorplasings-uit het betrekking op goedere wat aan ander inrigtings van dieselfde firma verskaf is en moet ingesluit word waar dit van toepassing is.
5. Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedlik beskikbaar is nie.

Totale verkope en oorplasings-uit

Getal voertuie

Waarde

R

1. Nuwe voertuie:

1.1 Motors en minibusse:

1.1.1 Batteryaangedrewe.....	114.....	128.....
1.1.2 Ander (petrol, diesel, ens.).....	115.....	129.....
1.2 Handelsvoertuie en busse.....	116.....	130.....
1.3 Motorfietse, bromponies en enjinaangedrewe afleweringsdriewiele.....	117.....	131.....
1.4 Trekkers.....	118.....	132.....
1.5 Ander voertuie (woonwaens, sleepwaens, ens.).....	119.....	133.....

1.6 Totaal van items 1.1 tot 1.5..... 120..... 134.....

2. Gebruikte voertuie:

2.1 Motors en minibusse:

2.1.1 Batteryaangedrewe.....	121.....	135.....
2.1.2 Ander (petrol, diesel, ens.).....	122.....	136.....
2.2 Handelsvoertuie en busse.....	123.....	137.....
2.3 Motorfietse, bromponies en enjinaangedrewe afleweringsdriewiele.....	124.....	138.....
2.4 Trekkers.....	125.....	139.....
2.5 Ander voertuie (woonwaens, sleepwaens, ens.).....	126.....	140.....

2.6 Totaal van items 2.1 tot 2.5..... 127..... 141.....

3. Kontant-, huurkoop- en ander kredietverkope in verband met verkope van voertuie alleenlik:

3.1 Kontantverkope.....	142.....
3.2 Huurkoopverkope (met inbegrip van deposito's finansieringskoste en kontrakte aangegaan vir eie rekening of finansieringsmaatskappye).....	143.....
3.3 Ander kredietverkope.....	144.....

3.4 Totaal van items 3.1 tot 3.3 (moet met totale waarde van items 1.6 en 2.6 hierbo ooreenstem)..... 145.....

4. Ander goedere:

4.1 Plaasmasjinerie en implemente (uitgesluit trekkers).....	146.....
4.2 Onderdele en toebehore (insluitende buitebande, batterye en gereedskap, met inbegrip van garage-uitrusting):	
4.2.1 Oorgeplaas na werkwinkel.....	147.....
4.2.2 Regstreekse verkope.....	148.....

4.3 Brandstof (petrol, diesel, ens.):	
4.3.1 Oorgeplaas na werkwinkel.....	149.....
4.3.2 Regstreekse verkope.....	150.....

4.4 Smeermiddels (olie, ghries, ens.):	
4.4.1 Oorgeplaas na werkwinkel.....	151.....
4.4.2 Regstreekse verkope.....	152.....

4.5 Ander (huishoudelike toestelle, ens.)..... 153.....

4.6 Totaal van 4.1 tot 4.5..... 154.....

5. Totale verkope—3.4 plus 4.6 (moet met item 2, Seksie 8B, ooreenstem)..... 155.....

SEKSIE 7.—VOERTUIE VOORHANDE AAN DIE EINDE VAN DIE BOEKJAAR—INRIGTINGSGRONDSLAG

Opmerking: (a) Alle voertuie te koop wat voorhande is moet getoon word, ongeag of die voertuie die inrigting se eiendom is of nie.

(b) Gesamentlike waardes vir die verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedlik beskikbaar is nie.

	Getal voertuie	Waarde*
		R
1. Nuwe voertuie:		
1.1 Motors en minibusse:		
1.1.1 Batteryaangedrewe.....	156.....	170.....
1.1.2 Ander (petrol, diesel, ens.).....	157.....	171.....
1.2 Handelsvoertuie en busse.....	158.....	172.....
1.3 Motorfiets, bromponies en enjinaangedrewe afleweringsdriewiele.....	159.....	173.....
1.4 Trekkers.....	160.....	174.....
1.5 Ander voertuie (woonwaens, sleepwaens, ens.).....	161.....	175.....
1.6 Totaal van items 1.1 tot 1.5.....	162.....	176.....
2. Gebruikte voertuie:		
2.1 Motors en minibusse:		
2.1.1 Batteryaangedrewe.....	163.....	177.....
2.1.2 Ander (petrol, diesel, ens.).....	164.....	178.....
2.2 Handelsvoertuie en busse.....	165.....	179.....
2.3 Motorfiets, bromponies en enjinaangedrewe afleweringsdriewiele.....	166.....	180.....
2.4 Trekkers.....	167.....	181.....
2.5 Ander voertuie (woonwaens, sleepwaens, ens.).....	168.....	182.....
2.6 Totaal van items 2.1 tot 2.5.....	169.....	183.....

* Gee die boekwaarde of markwaarde, naamlik die laagste.

SEKSIE 8.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings:

- Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.
- Salarisse en lone:
 - Die bedrae wat verstrek word, moet die werklike bedrae wees voor aftrekkings ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.
 - SLUIT IN:
 - Salarisse en lone, (met inbegrip van dié van besturende en werkende direkteure wat 'n gereelde salaris ontvang), bonusse, oortyd-betalings, kommissie en ander toelaes sowel as betalings in een bedrag, byvoorbeeld Kersfees- en verlofbonusse;
 - werkgewersbydraes tot pensioen-, ondersteunings-, vakansie-, mediese hulp-, siekte- en siektebetalingsfondse ten opsigte van werknemers;
 - salarisse en lone van werknemers *gemoed met*—
 - ondergeskikte dienste; en
 - betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");
 - werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevalleffonds;
 - werkgewersbydraes ingevolge die Wet op Heffings vir Bantoedienste en die wette op vervoerdienste vir Nie-Blankes.
 - SLUIT UIT:
 - Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;
 - gelde aan direkteure betaal;
 - gelde betaal vir deeltydse professionele dienste; en
 - betalings in natura* soos maaltye, losies, behuisingsubsidies, ens.
- Direkteursgelde moet teenoor item 5, Seksie 8A, getoon word.
- Oorplasinge* in het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

A. DEBETS

R

1. Waarde van beginvoorraad, insluitende goedere in transito en werk aan die gang.....	184.....
2. Aankope en oorplasinge in (moet met die totaal van Seksie 5 ooreenstem).....	185.....
3. Betalings aan ander besighede vir herstelwerk en opknappingswerk aan klante se motors en aan motors wat te koop is.....	186.....
4. Totale salarisse en lone vir die <i>boekjaar</i> (sien opmerking 2 hierbo):	
4.1 Blankes.....	187 R.....
4.2 Kleurlinge.....	188 R.....
4.3 Asiërs.....	189 R.....
4.4 Bantoes.....	190 R.....
4.5 Totaal 4.1 tot 4.4.....	191.....
5. Direkteursgelde.....	192.....
6. Huur, met inbegrip van bruikhuur aan buite-instansies betaal:	
6.1 Grond en geboue.....	193.....
6.2 Uitrusting, meubels, ens.....	194.....
6.3 Motorvoertuie.....	195.....
7. Waardevermindering [moet met Seksie 9, item 8, kolomme (a), (b) en (c), ooreenstem].....	196.....
8. Rente aan buite-instansies en op lenings van eenaar(s) betaal.....	197.....
9. Eiendomsbelasting.....	198.....
10. Elektrisiteit, water en gas.....	199.....
11. Lisensie, registrasies en permitte.....	200.....
12. Slegte skulde afgeskryf.....	201.....
13. Nie-herhalende of toevallige verliese (bv. verlies op verkoop van vaste bates, verlies op realisering of herwaarderling van beleggings, ens.).....	202.....
14. Donasie en beurse.....	203.....

15. Ander uitgawes (<i>uitgesonderd</i> hoofkantoor-koste):	R
15.1 Advertensies	204
15.2 Assuransiepremies	205
15.3 Dienste (bv. gelde vir deelytse professionele dienste, vensteruittalling, ouditeurs, ens.)	206
15.4 Sekretariële en administratiewe gelde aan ander firmas betaal	207
15.5 Ander uitgawes in verband met handelsaktiwiteite, soos masjienonderhoudsdienste, ens.	208
16. Hoofkantoor-koste	209
17. Voorsiening vir onverdiende finansieringsgelde/huurkoopwinste in afwagting	210
18. Saldo (wins) voor inkomste- en maatskappybelasting	211
19. Totale debets (moet ooreenstem met totale kredits)	212

B. KREDITS

Opmerking:

R

Die waarde van goedere oorgeplaas na ander inrigtings van dieselfde firma moet by item 2 hieronder ingesluit word.

1. Waarde van eindvoorrade, insluitende goedere in transito en werk aan die gang	213
2. Verkope en/of oorplasing-uit (totaal van Seksie 6)	214
3. Vorderings van klante vir herstelwerk en dienste (<i>uitgesonderd onderdele, toebehore, ens., wat by item 2 hierbo ingesluit moet wees</i>)	215
4. Verhuur en bruikhuur van motorvoertuie en parkeergelde	216
5. Waarde van uitrusting, ens., vervaardig deur eie werknemers en gekapitaliseer	217
6. Terugbetalings van motormonteeranlêe	218
7. Huur, met inbegrip van bruikhuur, van buite-instansies ontvang:	
7.1 Grond en geboue	219
7.2 Uitrusting	220
8. Rente van buite-instansies ontvang	221
9. Slegte skulde verhaal	222
10. Nie-herhalende of toevallige winste (bv. wins op die verkoop van vaste bates, wins op realisering of herwaarderding van beleggings, ens.)	223
11. Assuransie-eise, indien gekrediteer	224
12. Kommissie op agentskapgrondslag:	
12.1 Op koop/verkoop van handelsware	225
12.2 Assuransie, werwing van arbeiders, ens.	226
13. Hoofkantoor-koste verhaal	227
14. Ander inkomste betrokke by motorhandelaktiwiteite	228
15. Ander nie-handelsinkomste	229
16. Saldo (verlies)	230
17. Totale kredits (moet met totale debets ooreenstem)	231

SEKSIE 9.—VASTE BATES, KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
R	R	R	R
1. Boekwaarde aan die begin van die jaar	232	242	252
2. Plus: Kapitaaluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings aan bestaande geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word)	233	243	253
3. Plus: Kapitaaluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 ander gebruikte meubels, uitrusting, voertuie, ens., en oorplasing-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer</i> moet by item 2 hierbo ingesluit word)	234	244	254
4. Plus: Opwaartse herwaarderding van vaste bates	235	245	255
Subtotaal	236	246	256
5. Min: Afwaartse herwaarderding van vaste bates en afskrywings	237	247	257
6. Min: Boekwaarde van vaste bates verkoop en oorplasing-uit	238	248	258
7. Min: Verliese deur brand, ens., teen boekwaarde	239	249	259
8. Min: Waardevermindering gedurende die jaar (totaal moet met item 7, Seksie 8A, ooreenstem)	240	250	260
9. Boekwaarde aan die einde van die jaar	241	251	261

SEKSIE 10.—BESONDERHEDE VAN TAKKE, HOUERMAATSKAPPY EN FILIAALMAATSKAPPY EN VAN SENSUSOPGAWES
INGEDIEN

1. Takke

1.1 Indien die inrigting wat deur hierdie vraelys gedek word, die hooftak van u firma is, verstrek die name, adresse en werksaamhede van die ander takintigtings.

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak.

Naam

Adres

Werksaamhede

2. Houer- en filiaalmaatskappye

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houer- en filiaalmaatskappye.

2.1 Houermaatskappy:

Naam

Adres

Werksaamhede

2.2 Filiaalmaatskappye:

Naam

Adres

Werksaamhede

(a)

(b)

(c)

(Gebruik 'n afsonderlike vel, indien nodig.)

3. Ander sensusopgawes ingedien

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer.

Indien "Ja" meld
Verwysingsnommer

3.1 Sensus van Groot- en Kleinhandel, 1977.....

Ja

Nee

3.2 Sensus van Fabriekswese, 1976.....

Ja

Nee

3.3 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....

Ja

Nee

3.4 Ander sensusse (spesifiseer):

Ja

Nee

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).

Handtekening.....

Plek.....

Hoedanigheid.....

Telegramadres.....

Adres.....

Teleksnommer.....

Telefoonnommer.....

Datum.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van die Sensus van die Motorhandel en -hersteldienste word deur die Departement van Statistiek in verslae publiseer. Die volgende verslae wat die sensusse van 1957 tot 1970 dek, is verkrygbaar van die Staatsdrukker, Pretoria of Kaapstad.

Verslag No. 15 Motorhandel, 1957-1960/61—Garages.

Verslag No. 16 Motorhandel (uitgesonderd garages)—1957-1960/61.

Verslag No. 04-16-01 Motorhandelsensus, 1964.

Verslag No. 04-16-01 Sensus van Motorhandel en -hersteldienste, 1970.

2. Verskeie steekproewe gebaseer op sensusse word ook deur die Departement geneem. Statistiese Nuusberigte wat die resultate bevat, word uitgegee, naamlik:

P.13.1 Bedryfsinkomste en voertuie voorhande.

P.13.10 Motorhandel—Finansiële statistieke, bedrae verskuldig deur handelsdebiteure en voorrade.

3. Die verslae is van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar, terwyl die Statistiese Nuusberigte van die Departement van Statistiek, Privaatsak X44, Pretoria, 0001, verkrygbaar is.

4. Die Departement van Statistiek gee ook die volgende publikasies uit wat van die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

4.1 Suid-Afrikaanse Statistieke.

4.2 Kwartaallikse Bulletin van Statistiek.

4.3 Verslae oor die volgende onderwerpe:

Bevolking

Arbeid

Pryse

Landbou

Fabriekswese

Elektrisiteit

Konstruksie

Binnelandse Handel

Akkommodasie

Dienste

Nasionale Rekeninge

Owerheidsfinansies

Private Finansies

Vervoer

'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE 04-16 E

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF STATISTICS

CENSUS OF THE MOTOR TRADE AND REPAIR SERVICES, 1977

In correspondence with this Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY.

(1) Receipt noted.....

(2) Check 1.....

(3) Check 2.....

(4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are therefore requested to submit your return without delay and in any case on or before the DUE DATE, *namely* 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under Section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

Department of Statistics
Private Bag X44
Pretoria
0001.

T. A. DU PLESSIS,
Secretary for Statistics.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time-consuming correspondence.

1. SCOPE OF THE CENSUS

The census is being conducted in respect of all motor trade and repair service establishments in South Africa and South-West Africa and a questionnaire must be completed in respect of each such establishment. For the purpose of this census, "motor trade and repair services" comprise garages, including dealers in new and used motor vehicles and service stations with or without workshops; dealers in spares and accessories; retail tyre dealers, including tyre rebuilders and retreaders; automotive electricians; radiator repairers; panel beaters and spray-painters; other specialised motor repair services and other motor trade not elsewhere classified. Premises in which administrative, clerical, and other activities directly related to the motor trade and repair services are performed are included. Garages established by firms or public authorities for the maintenance of their own vehicles are *excluded*.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) BASIS

3.1 "Establishment" refers to the smallest economic unit such as the garage, motor trade and repair services outlet, etc; which is managed, controlled and operated as a separate entity, by an individual, a partnership, a company, a co-operative society or any other form of ownership. It should be noted that all activities usually associated with the motor trade and repair services, such as those at a spares and accessories department, petrol sales, etc., which constitutes an *integral subsidiary part* of the establishment under the same ownership must be *included* in the return of that particular establishment.

3.2 Where a firm owns, controls or operates more than one motor trade and repair service establishment a separate return must be submitted for each establishment.

3.3 If separate establishments are operated and taken into account on an integrated basis, estimates for separate establishments are required.

3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are *independently* carried on, for example a garage, a general dealer's shop and/or a restaurant, whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaire(s) in connection with the census of motor trade and repair services should be completed only in respect of the establishments engaged in motor trade and repair services activities.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily *for the benefit of employees* (for example, free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. *The estimated net cost must be shown in Section 4.*

SECTION 1.—PARTICULARS OF ESTABLISHMENT

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from.....197..... to.....197.....
(If not for twelve months, give reasons.....)

SECTION 2.—PARTICULARS OF ESTABLISHMENT (Block letters)

1. Trading name.....
2. Name of proprietor(s).....
3. Full postal address.....
P.O. Box..... Post Office..... Postal Code.....
4. Address where this establishment is situated:
 - 4.1 Farm/Plot.....
 - 4.2 Street.....
 - 4.3 Suburb.....
 - 4.4 City/Town.....
 - 4.5 Magisterial district.....

For departmental use

001

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5. Ownership and organisation

(Mark the appropriate block with X)

5.1 Ownership:

Individual 1	Partnership 2	Company Public 3 Private 4	Public corpo- ration 5	Co-operative society/ company 7	Other (specify) 0	002	
-----------------	------------------	-------------------------------	---------------------------------	--	-------------------------	-----	--

5.2 If individual or partnership, state population group(s) of owner(s) or, if private company, state population group of financially controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	--

5.3 Nature of motor trade business in which this establishment is *predominantly* engaged (mark the appropriate block with X).

62200	1	Garages, including dealers in new and used motor vehicles and service stations with or without workshops.
62203	2	Retail dealers in spares and accessories.
62204	3	Retail tyre dealers, including tyre rebuilders and retreaders.
62205	4	Automotive electricians.
62206	5	Radiator repairers.
62207	6	Panel beaters and spray-painters.
62208	7	Other specialised motor repair services such as exhaust, brake, clutch, etc. Please describe activities: 004
62209	8	Other motor trade such as motor scrap yard, breakdown service, etc. Please describe activities:
61100	9	Wholesale trade in motor vehicles and accessories.

5.4 Fuel facilities on premises:

Description	Petrol (1)	Diesel oil (2)	Other (specify) (3)	Total columns (1) to (3)
Number of bowsers (nozzles).....	005.....	008.....	011.....	014.....
Numbers of farmers' filling pumps.....	006.....	009.....	012.....	015.....
Total tank capacity (litres).....	007.....	010.....	013.....	016.....

5.5 Does this establishment operate or control any other business which cannot be regarded as a "motor trade and repair services business" (for example a restaurant, etc.) and which does not form an integral part of the establishment?

Yes

No

If "Yes", please specify.....

(The data relating to such other business must not be included in this return)

SECTION 3.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. INCLUDE:

- 1.1 Working proprietors and unpaid family assistants;
- 1.2 managing and working directors who receive a regular salary, managers, accountants, etc.;
- 1.3 all full-time permanent and temporary employees;
- 1.4 casual and part-time employees;
- 1.5 employees on vacation or sick-leave;
- 1.6 your own employees engaged in the construction, maintenance and repair of this establishment's buildings, vehicles, equipment, furniture, etc.;
- 1.7 employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. EXCLUDE:

- 2.1 Persons who render part-time services in a recognised professional business or trade capacity and to whom fees rather than salaries or wages are paid for such services;
- 2.2 employees undergoing full-time military training.

Population group and sex	Paid employees							Working proprietors and unpaid family assistants
	Executive directors, managers, accountants and other administrative and clerical personnel (1)	Salesmen and counter attendants (2)	Driveway attendants (3)	Workshop employees		Other employees (6)	Total number of paid employees (1) to (6) (7)	
				Artisans (4)	Other (5)			
Whites:								
Male.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....	080.....
Female.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....	081.....
Coloureds:								
Male.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....	082.....
Female.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....	083.....
Asians:								
Male.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....	084.....
Female.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....	085.....
Bantu:								
Male.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....	086.....
Female.....	024.....	033.....	042.....	051.....	060.....	069.....	078.....	087.....
Total.....	025.....	034.....	043.....	052.....	061.....	070.....	079.....	088.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note: Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the *financial year* must be shown hereunder. (Please read paragraph 5 of "Definitions and Explanatory Notes".)

	R
Whites.....	089.....
Coloureds.....	090.....
Asians.....	091.....
Bantu.....	092.....
Total.....	<u>093.....</u>

SECTION 5.—PURCHASES AND/OR TRANSFERS-IN OF VEHICLES AND OTHER GOODS—ESTABLISHMENT BASIS

Notes: (a) *Vehicles* include all road vehicles such as motor-cars, mini-buses, lorries, motor cycles, scooters, caravans, tractors, trailers, etc.

(b) *Spares and accessories* (item 3.3) include spares purchased for resale as well as for use in own workshop. Include used vehicles purchased for the purpose of dismantling for spare parts.

(c) *Materials* for industrial work (item 3.4) are goods (including consumable stores) used for repairs, renewals, installation and other industrial work undertaken by the establishment (for example welding rods, etc.). *Exclude* spares and accessories—[see note (b) above].

(d) *Transfers-in* relate to goods which are obtained from other establishments of the same firm.

(e) Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.

1. New vehicles:

	R
1.1 Motor-cars and mini-buses:	
1.1.1 Battery powered.....	094.....
1.1.2 Other (petrol, diesel, etc.).....	095.....
1.2 Commercial vehicles and buses.....	096.....
1.3 Motor cycles, scooters and engine driven delivery tricycles.....	097.....
1.4 Tractors.....	098.....
1.5 Other vehicles (caravans, trailers, etc.).....	099.....
1.6 Total of items 1.1 to 1.5.....	100.....

2. Used vehicles:

2.1 Motor-cars and mini-buses:	
2.1.1 Battery powered.....	101.....
2.1.2 Other (petrol, diesel, etc.).....	102.....
2.2 Commercial vehicles and buses.....	103.....
2.3 Motor cycles, scooters and engine driven delivery tricycles.....	104.....
2.4 Tractors.....	105.....
2.5 Other vehicles (caravans, trailers, etc.).....	106.....
2.6 Total of items 2.1 to 2.5.....	107.....

3. Other purchases:

3.1 Fuel (petrol, diesel oil, etc.).....	108.....
3.2 Lubricants (oil, grease, etc.).....	109.....
3.3 Spares and accessories including tyres, batteries, tools and garage equipment for re-sale.....	110.....
3.4 Materials for industrial work [see note (c) above].....	111.....
3.5 Other goods (not associated with the motor trade, e.g. household appliances, etc.).....	112.....
Total purchases (must agree with item 2, Section 8A).....	<u>113.....</u>

SECTION 6.—SALES AND/OR TRANSFERS-OUT OF VEHICLES AND OTHER GOODS—ESTABLISHMENT BASIS

Notes: 1. *Vehicles* include all road vehicles such as motor-cars, mini-buses, lorries, delivery vans, buses, motor cycles, scooters, caravans, tractors, trailers, etc.

2. *Spares and accessories* include those purchased for re-sale as well as for use in own workshop and used vehicles purchased for the purpose of dismantling for spare parts.

3. Sales of new and used vehicles must include total cash, open account and hire-purchase sales, without deduction of deposits or the trade-in values of used vehicles. In the case of hire-purchase contracts, finance charges and contracts sold to finance companies must be included.

4. *Transfers-out* relate to goods which are supplied to other establishments of the same firm and should be included where applicable.

5. Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.

Total sales and transfers-out		
	Number of vehicles	Value R
1. <i>New vehicles:</i>		
1.1 Motor-cars and mini-buses:		
1.1.1 Battery powered.....	114.....	128.....
1.1.2 Other (petrol, diesel, etc.).....	115.....	129.....
1.2 Commercial vehicles and buses.....	116.....	130.....
1.3 Motor cycles, scooters and engine driven delivery tricycles.....	117.....	131.....
1.4 Tractors.....	118.....	132.....
1.5 Other vehicles (caravans, trailers, etc.).....	119.....	133.....
1.6 Total of items 1.1 to 1.5.....	120.....	134.....
2. <i>Used vehicles:</i>		
2.1 Motor-cars and mini-buses:		
2.1.1 Battery powered.....	121.....	135.....
2.1.2 Other (petrol, diesel, etc.).....	122.....	136.....
2.2 Commercial vehicles and buses.....	123.....	137.....
2.3 Motor cycles, scooters and engine driven delivery tricycles.....	124.....	138.....
2.4 Tractors.....	125.....	139.....
2.5 Other vehicles (caravans, trailers, etc.).....	126.....	140.....
2.6 Total of items 2.1 to 2.5.....	127.....	141.....
3. <i>Cash, hire-purchases and other credit sales relating to vehicle only:</i>		
3.1 Cash sales.....		142.....
3.2 Hire-purchase (including deposits, finance charges and contracts concluded for own account or finance companies).....		143.....
3.3 Other credit sales.....		144.....
3.4 Total of items 3.1 to 3.3 (must agree with total value of items 1.6 and 2.6 above).....		145.....
4. <i>Other goods:</i>		
4.1 Farm machinery and implements (excluding tractors).....		146.....
4.2 Spares and accessories (including tyres, batteries and tools and garage equipment):		
4.2.1 Transferred to workshop.....		147.....
4.2.2 <i>Direct sales</i>		148.....
4.3 Fuel (petrol, diesel oil, etc.):		
4.3.1 Transferred to workshop.....		149.....
4.3.2 <i>Direct sales</i>		150.....
4.4 Lubricants (oil, grease, etc.):		
4.4.1 Transferred to workshop.....		151.....
4.4.2 <i>Direct sales</i>		152.....
4.5 Other (household appliances, etc.).....		153.....
4.6 Total of 4.1 to 4.5.....		154.....
5. Total sales—3.4 plus 4.6 (must agree with item 2, Section 8B).....		155.....

SECTION 7.—VEHICLES ON HAND AT END OF FINANCIAL YEAR—ESTABLISHMENT BASIS

- Note:* (a) All vehicles for sale on hand should be shown, irrespective of whether the vehicles are the establishment's property or not.
(b) Composite values in respect of the various items listed hereunder are not acceptable and estimates *must* be furnished if separate figures are not readily available.

	Number of vehicles	Value* R
1. <i>New vehicles:</i>		
1.1 Motor-cars and mini-buses:		
1.1.1 Battery powered.....	156.....	170.....
1.1.2 Other (petrol, diesel, etc.).....	157.....	171.....
1.2 Commercial vehicles and buses.....	158.....	172.....
1.3 Motor cycles, scooters and engine driven delivery tricycles.....	159.....	173.....
1.4 Tractors.....	160.....	174.....
1.5 Other vehicles (caravans, trailers, etc.).....	161.....	175.....
1.6 Total of items 1.1 to 1.5.....	162.....	176.....
2. <i>Used vehicles:</i>		
2.1 Motor-cars and mini-buses:		
2.1.1 Battery powered.....	163.....	177.....
2.1.2 Other (petrol, diesel, etc.).....	164.....	178.....
2.2 Commercial vehicles and buses.....	165.....	179.....
2.3 Motor cycles, scooters and engine driven delivery tricycles.....	166.....	180.....
2.4 Tractors.....	167.....	181.....
2.5 Other vehicles (caravans, trailers, etc.).....	168.....	182.....
2.6 Total of items 2.1 to 2.5.....	169.....	183.....

* Show the book value or market value, whichever is the lower.

SECTION 8.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR

Notes:

1. Please complete this statement without adding two or more items for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.
2. *Salaries and wages:*
 - 2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.
 - 2.2 INCLUDE:
 - 2.2.1 Salaries and wages (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowances, as well as lump sum payments, for example, Christmas and leave bonuses;
 - 2.2.2 employers' contribution to pension, provident, holiday, medical aid, sick and sick pay funds in respect of employees;
 - 2.2.3 salaries and wages of employees concerned with—
 - (1) ancillary services; and
 - (2) payments in kind, (see paragraph 5 of "Explanatory Notes");
 - 2.2.4 employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund;
 - 2.2.5 employers' contributions under the Bantu Services Levy Act and the Non-White Transport Services Acts.
 - 2.3 EXCLUDE:
 - 2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;
 - 2.3.2 fees paid to directors;
 - 2.3.3 fees paid for part-time professional services; and
 - 2.3.4 payments in kind, such as meals, lodging, housing subsidies, etc.
3. Directors' fees must be shown against item 5, Section 8A.
4. *Transfers-in* relate to goods which are obtained from other establishments of the same firm.

A. DEBITS

R

1. Value of opening stock and stores, including goods in transit and work in progress.....	184.....
2. Purchases and transfers-in (must agree with total of Section 5).....	185.....
3. Payments to other businesses for repairs and renovations to customers' vehicles and vehicles for sale.....	186.....
4. Total salaries and wages for financial year (see note 2 above):	
4.1 Whites.....	187 R.....
4.2 Coloureds.....	188 R.....
4.3 Asians.....	189 R.....
4.4 Bantu.....	190 R.....
4.5 Total 4.1 to 4.4.....	191.....
5. Directors' fees.....	192.....
6. Rent, including leasing, paid to outside concerns:	
6.1 Land and buildings.....	193.....
6.2 Equipment, furniture, etc.....	194.....
6.3 Motor vehicles.....	195.....
7. Depreciation [must agree with Section 9, item 8, columns (a), (b) and (c)].....	196.....
8. Interest paid to outside concerns and on loans from proprietor(s).....	197.....
9. Property assessment rates and taxes.....	198.....
10. Electricity, water and gas.....	199.....
11. Licences, registrations and permits.....	200.....
12. Bad debts written-off.....	201.....
13. Non-recurrent or contingent losses (for example loss on sales of fixed assets, loss on realisation or revaluation of investments, etc.).....	202.....
14. Donations and bursaries.....	203.....
15. Other expenses (excluding head office charges):	
15.1 Advertising.....	204.....
15.2 Insurance premiums.....	205.....
15.3 Services (for example, fees for part-time professional services, window dressing, auditors, etc.).....	206.....
15.4 Secretarial and administration fees paid to other firms.....	207.....
15.5 Other expenses in connection with trading activities such as machine maintenance services, etc.....	208.....
16. Head office charges.....	209.....
17. Provision for unearned finance charges/hire-purchases profits in suspense.....	210.....
18. Balance (profit) before income and company tax.....	211.....
19. Total debits (must agree with total credits).....	212.....

B. CREDITS

R

Notes:

The value of goods transferred to other establishments of the same firm must be included in item 2 hereunder.

1. Value of closing stocks of goods, including goods in transit and work in progress.....	213.....
2. Sales and/or transfers-out (total of Section 6).....	214.....
3. Charges to clients for repairs and services (excluding spares, accessories, etc., which must be included in item 2 above).....	215.....
4. Hiring out and leasing of motor vehicles and parking fees.....	216.....
5. Value of equipment, etc., manufactured by your own employees and capitalised.....	217.....
6. Recoveries from motor assembly plants.....	218.....
7. Rent, including leasing, received from outside concerns:	
7.1 Land and buildings.....	219.....
7.2 Equipment.....	220.....
8. Interest received from outside concerns.....	221.....
9. Bad debts recovered.....	222.....
10. Non-recurrent or contingent income (for example, profit on sale of fixed assets, profit on realisation or revaluation of investments, etc.).....	223.....
11. Insurance claims, if credited.....	224.....
12. Commission on agency basis:	
12.1 On purchase/sale of merchandise.....	225.....
12.2 Insurance, recruiting of labour, etc.....	226.....
13. Head office charges recovered.....	227.....
14. Other income concerned with motor trading activities.....	228.....
15. Other non-trading income.....	229.....
16. Balance (loss).....	230.....
17. Total credits (must agree with total debits).....	231.....

SECTION 9.—FIXED ASSETS, CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings (a)	Furniture, fixtures and other equipment (b)	Vehicles (c)
	R	R	R
1. Book value at beginning of year.....	232.....	242.....	252.....
2. Add: Capital expenditure on—			
2.1 erection of new buildings;			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress capitalised;			
2.4 new furniture, equipment, vehicles, etc.; and			
2.5 used furniture, equipment, vehicles, etc., if imported by you (purchases of land and existing buildings and other used furni- ture, equipment, vehicles, etc., must be included in item 3 below).....	233.....	243.....	253.....
3. Add: Capital expenditure on acquisition of—			
3.1 land, existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of used furniture, equipment, vehicles, etc., imported by you must be included in item 2 above).....	234.....	244.....	254.....
4. Add: Upward revaluation of fixed assets.....	235.....	245.....	255.....
Subtotal.....	236.....	246.....	256.....
5. Less: Downward revaluation of fixed assets and write-offs.....	237.....	247.....	257.....
6. Less: Book value of fixed assets sold and transfers-out.....	238.....	248.....	258.....
7. Less: Losses by fire, etc., at book value.....	239.....	249.....	259.....
8. Less: Depreciation during year (total must agree with item 7, Section 8A).....	240.....	250.....	260.....
9. Book value at end of year.....	241.....	251.....	261.....

SECTION 10.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches:

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary.)

1.2 If this establishment is not the main branch of your firm, give the name, address and activities of the head office or main branch:

Name	Address	Activities
.....		

2. Holding and subsidiary companies:

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company:

Name	Address	Activities
.....		

2.2 Subsidiary companies:

Name	Address	Activities
(a)		
(b)		
(c)		

(Use a separate sheet, if necessary.)

3. Other census returns rendered:

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Mark the appropriate block with an X. If a return was rendered, please quote the reference number.

	Yes	No	If "yes" quote the reference number here
3.1 Census of Wholesale and Retail Trade, 1977.....	☐	☐	
3.2 Census of Manufacturing, 1976.....	☐	☐	
3.3 Census of Financial Statistics of Companies, Co-operative Societies and Public Corporations, 1974.....	☐	☐	
3.4 Other censuses (please specify):	☐	☐	

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of enquiries (block letters):

Signature.....	Place.....
Capacity.....	Telegraphic address.....
Address.....	Telex No.....
Telephone No.....	Date.....

PUBLICATIONS AND STATISTICAL NEWS RELEASES

1. The results of the census of the Motor Trade are published by the Department of Statistics in reports. The following reports covering censuses from 1957 to 1970 are obtainable from The Government Printer, Pretoria or Cape Town.
 - Report 15—Motor Trade, 1957–1960/61—Garages.
 - Report 16—Motor Trade (excluding garages)—1957–1960/61.
 - Report 04-16-01—Census of the Motor Trade, 1964.
 - Report 04-16-02—Census of the Motor Trade, 1970.
2. Several sample surveys based on censuses are undertaken by the Department. Statistical News Releases containing the results are issued, namely:
 - P.13.1 Trading revenue and vehicles on hand.
 - P.13.10 Financial Statistics, amounts owing by trade debtors and stocks.
3. The reports are obtainable from The Government Printer, Pretoria or Cape Town, and while the Statistical News Releases are obtainable from the Department of Statistics, Private Bag X44, Pretoria, 0001.
4. The Department of Statistics also publishes the following reports, which are obtainable from The Government Printer, Pretoria or Cape Town:
 - 4.1 South African Statistics.
 - 4.2 Quarterly Bulletin of Statistics.
 - 4.3 Reports on subjects such as the following:

- Population. - Labour. - Prices. - Agriculture. - Manufacturing. - Electricity. - Construction.	- Internal Trade. - Accommodation. - Services. - National Accounts. - Public Finance. - Private Finance. - Transport.
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A complete list of reports is obtainable from the Department of Statistics.

No. R. 1680

26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976) SENSUS VAN MYNE EN STEENGROEWE IN BANTOETUISLANDE

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 (i) (a) van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermentskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot myne en steengroewe in Bantoetuislande gemaak:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “’n Bantoetuisland” ’n gebied waarvoor ’n wetgewende vergadering kragtens die Grondwet van die Bantoetuislande, 1971 (Wet 21 van 1971), ingestel is;

(b) “’n myn of steengroef” ’n uitgraving, plek of steengroef wat vir die doeleindes van die Wet op Myne en Bedrywe, 1956 (Wet 27 van 1956), ’n myn uitmaak, en daarbenewens elke perseel waarin administratiewe, klerklike, verkoops-, navorsings- of ander aktiwiteite in verband met myne en steengroewe uitgevoer word; en

(c) “persoon in beheer van ’n myn of steengroef”—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige myn of steengroef was: Met dien verstande dat ’n opgaue in paragraaf 2 (a) genoem ook aanvaar kan word van ’n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die myn of steengroef opgedra het;

(ii) ’n trustee of likwidateur of eksekuteur of administrateur van ’n insolvente of bestorwe boedel, of ’n likwidateur van ’n maatskappy of ’n vereniging sonder winsoogmerk of koöperasie in likwidasie, of ’n geregtelike bestuur van ’n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige myn of steengroef was.

2. (a) Die persoon in beheer van ’n myn of steengroef wat in ’n Bantoetuisland geleë is, moet voor of op 15 Maart van elke jaar of voor of op sodanige later datum van elke jaar as wat die Sekretaris van Statistiek om goeie redes kan toelaat, op ’n vraelys soos in Aanhangsel A hiervan uiteengesit ’n opgaue by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

No. R. 1680

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976) CENSUS OF MINES AND QUARRIES IN BANTU HOMELANDS

The Minister of Statistics has, under the powers vested in him by section 17 (i) (a) of the Statistics Act, 1976 (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with mines and quarries in Bantu Homelands:

1. In these regulations, unless the context otherwise indicates—

(a) “Bantu homelands” means an area for which a legislative assembly has been established in terms of the Bantu Homelands Constitution Act, 1971 (Act 21 of 1971);

(b) “a mine or quarry” means an excavation, place or quarry which for the purposes of the Mines and Works Act, 1956 (Act 27 of 1956), constitutes a mine and in addition shall include any premises in which administrative, clerical, sales, research or other activities related to mines and quarries are carried out; and

(c) “a person in charge of a mine or quarry” means—

(i) any person who, during the period defined in regulation 3, owned such a mine or quarry: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who has been charged by such proprietor with the supervision, control, administration, direction or management of such mine or quarry, as the case may be;

(ii) a trustee or liquidator or an executor or administrator of an insolvent or deceased estate or a liquidator of a company or a non-profit society or a co-operative society in liquidation, or a judicial manager of a company under judicial management which estate or company or society or co-operative society was the proprietor of such mine or quarry during the period defined in regulation 3.

2. (a) The person in charge of a mine or quarry in a Bantu homeland shall, on or before 15 March of each year or on or before such later date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereto, render a return to the Secretary for Statistics for the period defined in regulation 3.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Private X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n myn of steengroef wat in 'n Bantoetuisland geleë is, stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige myn of steengroef van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar wat op enige datum gedurende 'n kalenderjaar eindig of geëindig het.

4. Enige persoon in beheer van myn of steengroef in 'n Bantoetuisland wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in die geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur. Sodanige persoon word nie van hierdie strafbepalings onthef slegs omdat hy nie 'n vraelys vir die indiening van die opgawe in regulasie 2 (a) genoem, ontvang het nie.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van myne en steengroeie in Bantoetuislande, ingedeel werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

(b) (i) The questionnaire mentioned in subparagraph (a) is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire mentioned in subregulation (a) above to the person in charge of a mine or quarry in a Bantu homeland, but his neglect to do so does not exempt a person in charge of such a mine or quarry from obligation imposed on him by subregulation (a) above.

3. The period covered by the return shall be the financial year which ends or ended on any date during a calendar year.

4. Any person in charge of a mine or quarry in a Bantu homeland who, without reasonable cause, fails to comply with a provision of these regulations shall be guilty of an offence and liable on conviction to a fine not exceeding R200 or, in the case of a continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues. Such person shall not be exempted from these penalties by reason only of his having received no questionnaire for furnishing the return referred to in regulation 2 (a).

5. The Secretary for Statistics may compile a name and address list of mines and quarries in Bantu homelands, classified according to activities, and furnish it to any person or organisation.

AANHANGSEL 16-13A

SENSUS VAN MYNE EN STEENGROEWE IN BANTOETUISLANDE

AFDELING 1.—BESONDERHEDE VAN MYN/STEENGROEF

- 1.1 Handelsnaam.....
 1.2 Naam van eienaar (indien van toepassing).....
 1.3 Naam van persoon met wie in verbinding getree kan word in geval van navrae.....
 Hoedanigheid.....
 1.4 Posadres..... Poskode.....
 1.5 Telefoonnommer.....
 1.6 Tuislandadres van myn/steengroef waarvoor opgawe voltooi word.....
 1.7 Naam en nommer van plaas waarop myn/steengroef geleë is..... Tuisland.....
 Magistraatdistrik.....
 1.8 Eienaarskap en organisasie:

(Maak 'n kruisie in die toepaslike blok)

1.8.1 Eienaarskap:

Eenmansaak	Vennootskap	Maatskappy		Openbare korporasie	Koöperasie	Ander (spesifiseer)
1	2	Publieke 3	Private 4	5	7	0

1.8.2 Indien eenmansaak of vennootskap, meld bevolkingsgroep(e) van eienaar(s):

Blank 1	Kleurling 2	Asiër 3	Bantoe 4
------------	----------------	------------	-------------

1.9 Werksaamhede:

- 1.9.1 Datum waarop hierdie inrigting in die tuisland begin produseer het.....
 1.9.2 Vernaamste mineraal ontgin.....
 1.9.3 Ander minerale ontgin.....

AFDELING 2.—BOEKJAAR

Meld asseblief die tydperk gedek deur Afdelings 4 en 5 van hierdie opgawe:

Van..... tot.....
 (vermeld datums)

AFDELING 3.—WERKGELEENTHEID SOOS OP DIE LAASTE BETAALDAG IN JUNIE

Beskrywing	Getal persone			
	Bantoe		Blank	Ander
	Manlik	Vroulik		
Werkende eienaars en onbetaalde familie-assistente.....				
Besoldigde werknemers (bestuurders sowel as werkers).....				
Totaal.....				

AFDELING 4.—UITGESOEKTE UITGAWE- EN INKOMSTEGEGEWENS VIR DIE BOEKJAAR

	Bantoe	Blank	Ander	Totaal
4.1 Totale bruto salarisse en lone.....	R.....	R.....	R.....	R.....

N.B.—Sluit ook in bonusse, oortydbetalings en werkgewersbydraes tot personeelfondse. Sluit uit wetlike verpligte werkgewersbydraes in verband met werkloosheid, ongevalle, bedryfsiektes en gelde aan direkteure en deeltydse professionele dienste betaal.

	Bantoe	Blank	Ander	Totaal
4.2 Netto koste van betalings in natura soos maaltye, losies, behuising, ens.....	R.....	R.....	R.....	R.....

(dit wil sê totale uitgawes deur werkgewer min enige betalings of bydraes deur werknemers).

4.3 Rente betaal..... R.....

4.4 Mynregte betaal..... R.....

4.5 Tantième betaal..... R.....

4.6 Totale verkope:

(i) Minerale..... R.....

(ii) Ander..... R.....

4.7 Netto wins:

(i) Voorbelasting..... R.....

(ii) Na belasting..... R.....

4.8 Verlies..... R.....

AFDELING 5.—VASTE BATES, KAPITAALUITGAWES EN WAARDEVERMINDERING

Beskrywing	Myneiendom (grond, met inbegrip van myn-, minerale- en prospekteringsregte) en opsies en/of prospekterings-ooreenkoms t.o.v. eiendom	Prospekteringswerk, boorgate, skagte, gekapitaliseerde myn-ontwikkeling, uitrusting (masjinerie, installasies, gereedskap, voertuie, meubels, ens.) en landgoedeiendom (myngedoue insluitende behuising en kampongs, behuising in dorpies en bedrywe)
1. <i>Kapitaaluitgawes</i> :*		
(i) Nuwe bates (sluit ook in tweedehandse ingevoerde bates en verbeterings aan bestaande bates).....	////	
(ii) Verkryging van grond en ander bestaande bates.....	////	
2. Waardevermindering vir die boekjaar.....	////	
3. Boekwaarde aan einde van die boekjaar.....		

* Met inbegrip van kapitaaluitgawes wat deur myn self onderneem en gekapitaliseer is.

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

DATUM..... HANDTEKENING.....

PLEK..... HOEDANIGHEID.....

ANNEXURE 16-13E

CENSUS OF MINES AND QUARRIES IN BANTU HOMELANDS

SECTION 1.—PARTICULARS OF MINE/QUARRY

1.1 Trading name.....

1.2 Name of owner (where applicable).....

1.3 Name of person to be approached in event of enquiries.....

Capacity.....

1.4 Postal address..... Postal code.....

1.5 Telephone number.....

1.6 Homeland address of mine/quarry in respect of which this return is completed.....

1.7 Name and number of farm on which the mine/quarry is situated.....

Magisterial district..... Homeland.....

1.8 *Ownership and organisation:*

(Make a cross in the appropriate block)

1.8.1 Ownership:

Individual 1	Partnership 2	Company Public 3 Private 4	Public corporation 5	Co-operative society 7	Other (specify) 0
-----------------	------------------	-------------------------------	-------------------------	---------------------------	----------------------

1.8.2 If individual or partnership, state population group(s) of owner(s) or if private company, state population group(s) of financial controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4
------------	---------------	------------	------------

1.9 Activities:

- 1.9.1 Date when this establishment commenced production in the homeland.....
 1.9.2 Main mineral mined.....
 1.9.3 Other minerals mined.....

SECTION 2.—FINANCIAL YEAR

Please state the period covered by Sections 4 and 5 of this return:

From..... to.....
 (state dates)

SECTION 3.—EMPLOYMENT AS AT THE LAST PAY-DAY IN JUNE

Description	Number of persons			
	Bantu		White	Other
	Male	Female		
Working proprietors and unpaid family assistants.....				
Paid employees (managers as well as workers).....				
Total.....				

SECTION 4.—SELECTED INCOME AND EXPENDITURE DATA FOR THE FINANCIAL YEAR.

	Bantu	White	Other	Total
4.1 Total gross salaries and wages.....	R.....	R.....	R.....	R.....

N.B.—Include also bonuses, overtime payments and employers' contribution to personnel funds. Exclude legally compulsory employers' contribution in respect of unemployment, workmen's compensation, occupational diseases and fees paid to directors and for part-time professional services.

	Bantu	White	Other	Total
4.2 Net cost of payments in kind such as meals, lodging, housing, etc.....	R.....	R.....	R.....	R.....

(that is employers' total expenditure less any payments/contributions by employees)

4.3 Interest paid.....	R.....
4.4 Mining rights paid.....	R.....
4.5 Royalties paid.....	R.....
4.6 Total sales:	
(i) Minerals.....	R.....
(ii) Other.....	R.....
4.7 Net profit:	
(i) Before tax.....	R.....
(ii) After tax.....	R.....
4.8 Loss.....	R.....

SECTION 5.—FIXED ASSETS, CAPITAL EXPENDITURE AND DEPRECIATION

Description	Mining property (land, including mining, mineral and prospecting rights), options and/or prospecting agreement re property	Prospecting work, boreholes, shafts, capitalised mine development, equipment (machinery, plant, tools, vehicles, furniture, etc.) and estate property (mine buildings including housing and compounds, housing in townships and works)
1. Capital expenditure: *		
(i) New assets (include secondhand, imported assets and improvements to existing assets).....	////	
(ii) Acquisition of land and other existing assets.....	////	
2. Depreciation for the financial year.....	////	
3. Book value at the end of the financial year.....		

* Includes capital expenditure capitalised and undertaken by the mine itself.

I hereby certify that the particulars given in this return are in accordance with the instructions furnished in the questionnaire.

DATE..... SIGNATURE.....
 PLACE..... CAPACITY.....

No. R. 1681

26 Augustus 1977

REGULASIES KRAGTENS ARTIKEL 17 VAN DIE WET OP STATISTIEKE, 1976 (WET 66 VAN 1976)

SENSUS VAN VERHUUR VAN MASJINERIE EN UITRUSTING, 1977

Die Minister van Statistiek het kragtens die bevoegdheid hom verleen by artikel 17 van die Wet op Statistieke, 1976 (Wet 66 van 1976), gelees met Goewermenskennisgewing R. 139 van 4 Februarie 1977, die volgende regulasies met betrekking tot die verhuur van masjinerie en uitrusting uitgevaardig:

1. In hierdie regulasies, tensy uit die samehang anders blyk, beteken—

(a) “'n inrigting wat masjinerie en uitrusting verhuur” enige inrigting wat die verhuur van verkoopoutomate, landbou-, mynbou-, en olieveld-, vervaardigings, konstruksie-, reken en kantoor-, en soortgelyke masjinerie onderneem (persele waar administratiewe, klerklike en ander aktiwiteite verrig word wat regstreeks met die verhuring van masjinerie en uitrusting verband hou, word ingesluit); en

(b) “die persoon in beheer van 'n inrigting wat masjinerie en uitrusting verhuur”—

(i) iemand wat gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was: Met dien verstande dat 'n opgawe in paragraaf 2 (a) genoem, ook aanvaar kan word van 'n persoon aan wie die eienaar die toesig of beheer oor, of die administrasie, leiding of bestuur, na gelang van die geval, van die inrigting opgedra het;

(ii) 'n trustee of likwidateur of eksekuteur of administrateur van 'n insolvente of bestorwe boedel, of 'n likwidateur van 'n maatskappy of vereniging sonder winsoogmerk of 'n koöperasie in likwidasie, of 'n geregtelike bestuurder van 'n maatskappy onder geregtelike bestuur, welke boedel of maatskappy of vereniging of koöperasie gedurende die tydperk in regulasie 3 omskryf, die eienaar van sodanige inrigting was.

2. (a) Die persoon in beheer van 'n inrigting wat masjinerie en uitrusting verhuur, moet voor of op 30 September 1977 of voor of op sodanige later datum as wat die Sekretaris van Statistiek om goeie redes kan toestaan, op 'n vraelys soos in Aanhangsel A hiervan uiteengesit 'n opgawe by die Sekretaris van Statistiek indien vir die tydperk in regulasie 3 omskryf.

(b) (i) Die vraelys genoem in subregulasie (a) hierbo is verkrygbaar by die Sekretaris van Statistiek, Privaatsak X44, Pretoria, 0001.

(ii) Die Sekretaris van Statistiek kan die vraelys genoem in subregulasie (a) hierbo aan die persoon in beheer van 'n inrigting wat masjinerie en uitrusting verhuur stuur, maar sy versuim om dit te doen, onthef geen persoon in beheer van sodanige inrigting van die verpligting hom by subregulasie (a) hierbo opgelê nie.

3. Die tydperk wat deur die opgawe gedek moet word, is die boekjaar van die inrigting wat masjinerie en uitrusting verhuur wat op enige datum gedurende die tydperk 1 Julie 1976 tot en met 30 Julie 1977 geëindig het.

4. Enige persoon in beheer van 'n inrigting wat masjinerie en uitrusting verhuur wat sonder redelike oorsaak versuim om aan 'n bepaling van hierdie regulasies te voldoen, is aan 'n misdryf skuldig en is by skuldigbevinding strafbaar met 'n boete van hoogstens R200 of, in geval van voortdurende versuim om daaraan te voldoen, met 'n boete van hoogstens R10 vir elke dag waarop sodanige versuim voortduur.

5. Die Sekretaris van Statistiek kan 'n naam- en adreslys van inrigtings wat masjinerie en uitrusting verhuur, in regulasie 1 (a) bedoel, ingedeel volgens werksaamhede, opstel en aan enige persoon of instansie beskikbaar stel.

No. R. 1681

26 August 1977

REGULATIONS IN TERMS OF SECTION 17 OF THE STATISTICS ACT, 1976 (ACT 66 OF 1976)

CENSUS OF RENTING AND LEASING OF MACHINERY AND EQUIPMENT, 1977

The Minister of Statistics has, under the powers vested in him by section 17 of the Statistics Act, (Act 66 of 1976), read with Government Notice R. 139 of 4 February 1977, made the following regulations in connection with the renting and leasing of machinery and equipment:

1. In these regulations, unless the context otherwise indicates—

(a) “an establishment which leases machinery and equipment” means any establishment which undertakes the rental of slot-machines, agricultural, mining and oilfield, manufacturing, construction, calculator and office and similar machinery (premises where administrative, clerical and other activities are conducted, which are directly related to renting or leasing of machinery and equipment, are included); and

(b) “the person in charge of an establishment which leases machinery and equipment”, means—

(i) any person who, during the period defined in regulation 3, owned a rental establishment: Provided that a return referred to in paragraph 2 (a) may also be accepted from a person who was charged by such owner with the supervision, control, administration, direction or management of the establishment, as the case may be; and

(ii) a trustee or liquidator or an executor, or administrator of an insolvent or deceased estate, or a liquidator of a company or a non-profit society or a co-operative society in liquidation or a judicial manager of a company under judicial management, which estate or company or society or co-operative society was the proprietor of such establishment during the period defined in regulation 3.

2. (a) The person in charge of an establishment which leases machinery and equipment shall, on or before 30 September 1977 or on or before such date as the Secretary for Statistics may for good cause allow, on a questionnaire as set out in Annexure A hereto and which has been duly sent, delivered or rendered to him, render a return to the Secretary for Statistics for the period defined in regulation 3.

(b) (i) The questionnaire referred to in subregulation (a) above is obtainable from the Secretary for Statistics, Private Bag X44, Pretoria, 0001.

(ii) The Secretary for Statistics may send the questionnaire referred to in subregulation (a) above to the person in charge of an establishment which leases machinery and equipment, but his failure to do so does not exempt any person in charge of such establishment from the obligation imposed on him by subregulation (a) above.

3. The period covered by this questionnaire shall be the financial year of the establishment which leases machinery and equipment which ended on any date during the period 1 July 1976 to 30 June 1977.

4. Any person in charge of an establishment which leases machinery and equipment, who without reasonable cause, fails to comply with these regulations, shall be guilty of an offence and liable on conviction to a fine not exceeding R200, or, in the case of a continuing failure to comply therewith, to a fine not exceeding R10 for every day during which such failure continues.

5. The Secretary for Statistics may compile a name and address list of establishments which lease machinery and equipment mentioned in regulation 1 (a), classified according to activities, and make such list available to any person or organisation.

This questionnaire is also obtainable in English.

AANHANGSEL 04-09A

REPUBLIC VAN SUID-AFRIKA

DEPARTEMENT VAN STATISTIEK

SENSUS VAN VERHUUR/BRUIKHUR VAN MASJINERIE EN UITRUSTING, 1977

Meld in briefwisseling met die Departement asseblief die kodenommers wat tussen hakies bokant die adres verskyn

SLEGS VIR DEPARTEMENTELE GEBRUIK

- (1) Ontvangs aangeteken.....
(2) Controle 1.....
(3) Controle 2.....
(4) Na dataverwerking.....

VROEGTYDIGE INDIENING VAN OPGAWE

Die waarde van hierdie statistieke is afhanklik van die tydige
vrystelling van die resultate. Geliewe derhalwe u opgawe sonder
versuim in te dien, en in ieder geval voor of op die VERVAL-
DATUM, naamlik 30 SEPTEMBER 1977.

U opgewagte moet ingevul word sodra syfers beskikbaar is, sonder om vir die ouditering van u jaarrekening te wag. *Finale syfers word verkies, maar ramings sal aanvaar word.*

Hierdie statistieke word versamel ooreenkomstig regulasies uitgevaardig ingevolge artikel 17 van die Wet op Statistieke, 1976 (Wet van 1976).

VERPLIGTING TOT GEHEIMHOUDING

U opgaawe sal as streng vertroulik behandel word, in ooreenstemming met die geheimhoudingsbepalings van die Wet op Statistiek. Die inhoud van individuele opgawes sal aan geen private persoon, organisasie of staatsdepartement beskikbaar gestel word nie. Die resultate sal op so 'n wyse gepubliseer word dat die gegewens in individuele opgawes vervat, vertroulik sal bly.

Verder sal geen inskrywing in die opgawe in enige regsgeeding toelaatbaar wees nie, behalwe in die geval van 'n oortreding van die Wet op Statistieke.

Departement van Statistiek
Privaatsak X44
Pretoria
0001

T. A. DU PLESSIS,
Sekretaris van Statistiek.

DEFINISIES EN VERDUIDELIKENDE OPMERKINGS

Lees asseblief die definisies en verduidelikende opmerkings sorgvuldig deur voordat u die vraelys invul. Dit sal onnodige en tydrowende briefwisseling voorkom.

1. OMVANG VAN DIE SENSUS

Die sensus word gehou ten opsigte van alle inrigtings in Suid-Afrika en Suidwes-Afrika waar die verhuur/bruikhuur van masjinerie en kantoor- en ander uitrusting as 'n *gespesialiseerde diens* onderneem word, en 'n vraelys moet ingevul word ten opsigte van elke afdeling van sodanige inrigting (bv. so 'n inrigting of afdeling van 'n handelsbank), insluitende persele wat regstreeks gebruik word vir die ontvangs, uitpak, opberg, verpakking, versending, herstel en versiening van masjinerie en uitrusting wat hulle verhuur. Administratiewe, klerklike en ander aktiwiteite wat regstreeks met sulke verhuur/bruikhuurafdelings van die inrigting verband hou, word ingesluit.

2. TYDPERK DEUR OPGAWE GEDEK

Die vraelys moet ingevul word vir u boekjaar wat op enige datum gedurende die tydperk 1 Julie 1976 tot 30 Junie 1977 geëindig het.

3. DIE SENSUS WORD OP INRIGTINGS- (TAK-) EN/OF AFDELINGSGRONDSLAG GEHOU

- 3.1 'n Inrigting of afdeling beteken byvoorbeeld die kleinste ekonomiese eenheid wat uitrusting verhuur en/of op bruikhuur uitplaas en wat as 'n afsonderlike entiteit bestuur, beheer en in bedryf gehou word deur 'n eenmansaak, vennootskap, maatskappy, koöperatiewe vereniging of enige ander vorm van eienaarskap.
- 3.2 Waar 'n firma meer as een inrigting wat masjinerie en uitrusting verhuur besit, beheer of in bedryf hou, moet 'n aparte vraelys vir daardie *tak* of *afdeling* van elke inrigting wat met sodanige verhuur/bruikhuur gemoeid is, ingevul word.
- 3.3 Indien verskillende inrigtings of afdelings op *geïntegreerde* grondslag in bedryf gehou en in berekening gebring word, word *ramings* vir die takke of afdelings van die afsonderlike inrigtings, wat verhuur/bruikhuur beoefen, vereis.
- 3.4 Inrigtings wat aan dieselfde eenaar behoort en waarin twee of meer nie-verwant aktiwiteite, bv. 'n inrigting vir die verhuur van masjinerie en toerusting, 'n fabrieksinrigting, ens., op dieselfde of verskillende persele onafhanklik gedryf word, word ook as twee of meer inrigtings gereken. In sulke gevalle moet die vraelys(te) in verband met die sensus van verhuur van masjinerie en uitrusting ingevul word net ten opsigte van daardie inrigtings of afdelings van inrigtings wat die verhuur van masjinerie en uitrusting beoefen.

4. GELDWAARDES

Gee asseblief geldwaardes aan tot die naaste Rand. Laat sente weg.

5. ONDERGESKIKTE DIENSTE EN BETALINGS IN NATURA

Uitgawes in verband met dienste wat hoofsaaklik *tot voordeel van die werknemers strek* (bv. vry kwartiere) en betalings *in natura* (rantsoene, etes, verversings, ens.) moet by die toepaslike items in hierdie opgawe ingesluit word. (*Die geskatte netto koste moet in Seksie 4 getoon word.*)

SEKSIE 1.—JAAR VAN OPGAWE

Hierdie opgawe moet ingevul word vir u boekjaar wat op enige datum tussen 1 Julie 1976 en 30 Junie 1977 geëindig het.

Hierdie opgawe dek die jaar (meld datum) vanaf.....197..... tot.....197.....
(Indien nie vir twaalf maande nie, verstrek asseblief die rede.....)

SEKSIE 2.—BESKRYWING VAN INRIGTING (BLOKLETTERS)

1. Handelsnaam.....
2. Naam van eienaar(s).....
3. Volledige posadres.....
- Posbus..... Poskantoor..... Poskode.....
4. Adres waar inrigting geleë is:
- 4.1 Plaas/Hoewe.....
- 4.2 Straat.....
- 4.3 Voorstad.....
- 4.4 Stad/Dorp.....
- 4.5 Landdrosdistrik.....
- 001
- | Vir departementele gebruik | | | | | | |
|----------------------------|--|--|--|--|--|--|
| | | | | | | |

001

Vir departementele gebruik

5. Eienaarskap en organisasie:

(Maak 'n kruisie in die toepaslike blok)

5.1 Eienaarskap:

Eenmansaak 1	Vennootskap 2	Maatskappy Publiek 3 Privaat 4	Openbare korporasie 5	Koöperatiewe vereniging of maatskappy 7	Ander (spesifiseer) 0	002
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5.2 Indien eenmansaak of vennootskap, meld bevolkingsgroep(e) van eienaar(s) of, indien private maatskappy, meld bevolkingsgroep van finansiële behorende aandeelhouders:

Blanke 1	Kleurling 2	Asiër 3	Bantoe 4	003
-------------	----------------	------------	-------------	--------------------------

6. Dui in die toepaslike blok deur middel van 'n kruisie aan met watter soort masjinerie en uitrusting die tak/afdeling van hierdie inrigting wat met die verhuur/buikhuur gemoeid is, oorewegend te doen het (maak 'n kruisie in slegs een van die blokke).

Masjinerie en uitrusting:

83300	1	Verkoopoutomate.	004
83310	2	Landboumasjinerie en -uitrusting (uitgesonderd trekkers).	
83320	3	Mynboumasjinerie en -uitrusting.	
83330	4	Oliveldmasjinerie en -uitrusting.	
83340	5	Nywerheidsmasjinerie en -uitrusting.	
83350	6	Konstruksiemasjinerie en -uitrusting	
83360	7	Trekkers, landbou- en ander.	
83370	8	Ander: Spesifiseer asseblief.....	

Kantooruitrusting:

83380	9	Rekenoutomate en bykomstighede.
83390	10	Ander: Spesifiseer asseblief.....

Alle ander uitrusting:

83400	11	Vervoertoerusting (passasiers, padvrag, water, lug):
83410	12	Ander: Spesifiseer asseblief.....

7. Toon asseblief die persentasie van totale huur/buikhuurinkomste verkry uit masjinerie en toerusting wat met operateurs verhuur is (Raming sal aanvaar word.) (Spesifiseer)..... 005 %

8. Bestuur of beheer hierdie inrigting enige ander besigheid wat nie verhuur/buikhuur as 'n gespesialiseerde diens onderneem nie (bv. fabrieks-inrigting, garage, ens.) wat nie 'n geïntegreerde deel van eersgenoemde inrigting uitmaak nie?

Ja

Nee

Indien "Ja", spesifiseer asseblief.....

(Die gegewens van sodanige ander besigheid moet nie by hierdie opgawe ingesluit word nie.)

9. Funksioneer hierdie inrigting/afdeling op die S.O.D. ("Sum of digits")-stelsel?

Ja

Nee

SEKSIE 3.—WERKGELEENTHEID—GETAL PERSONE BETROKKE BY WERKSAAMHEDE VAN HIERDIE INRIGTING OP DIE LAASTE BETAALDAG IN JUNIE 1977

1. Sluit in:

- 1.1 Werkende eienaars en onbetaalde gesinsassistentie;
- 1.2 besturende en werkende direkteure wat 'n vaste salaris ontvang, bestuurders, rekenmeesters, ens.;
- 1.3 alle voltijdse permanente en tydelike werknemers;
- 1.4 los en deeltijdse werknemers;
- 1.5 werknemers wat met vakansie- of siekteverlof is;
- 1.6 u eie werknemers wat te doen het met die konstruksie, onderhoud en herstel van hierdie inrigting se geboue, voertuie, bedryfsuitrusting, meubels, ens.;
- 1.7 werknemers betrokke by ondergeskikte dienste (sien paragraaf 5 van "Definisies en Verduidelikende Opmerkings").

2. Sluit uit:

2.1 Persone wat deeltydse dienste in 'n erkende professionele, besigheids- of handelshoedanigheid lewer en aan wie vir sulke dienste gelde eerder as salarisse of lone betaal word;

2.2 werknemers wat voltydse militêre opleiding ontvang.

Bevolkingsgroep en geslag	Besoldigde werknemers						Werkende eienaars en onbetaalde gesins- assistente	
	Uitvoerende en administratiewe amptenare (kantoor administrasie)	Bemarkings- personeel, met inbegrip van tegniese bemarkings- personeel	Oprigting- en onderhoudspersoneel			Ander werknemers		Totale getal betaalde werknemers (1) tot (6)
			Voormanne, ambagslui (met inbegrip van vakleerlinge) en tegnisi	Operateurs en leerling- operateurs	Ander			
Blankes:								
Manlik.....	006.....	015.....	024.....	033.....	042.....	051.....	060.....	069.....
Vroulik.....	007.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....
Kleurlinge:								
Manlik.....	008.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....
Vroulik.....	009.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....
Asiërs:								
Manlik.....	010.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....
Vroulik.....	011.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....
Bantoes:								
Manlik.....	012.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....
Vroulik.....	013.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....
Totaal...	014.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....

SEKSIE 4.—ONDERGESKIKTE DIENSTE EN BETALINGS *IN NATURA* VIR DIE BOEKJAAR

Let wel.—Geraamde netto koste van ondergeskikte dienste en betalings *in natura* (d.w.s. totale uitgawe min enige inkomste ontvang) gedurende die *boekjaar* moet hieronder getoon word. (Lees asseblief paragraaf 5 van "Definisies en Verduidelikende Opmerkings".)

R

Blankes.....	078.....
Kleurlinge.....	079.....
Asiërs.....	080.....
Bantoes.....	081.....
Totaal.....	082.....

SEKSIE 5.—BERAAMDE OORSPRONKLIKE KOSTE VAN VOERTUIG, MASJINERIE EN UITRUSTING AAN VERSKILLENDSE SEKTORE VERHUUR SOOS OP 30 JUNIE 1977

Sektors aan wie verhuur	Vervoertoerusting (passasiers-, padvrag-, water- en lugvervoer)	Ander masjinerie en uitrusting
	R	R
1. Landbou, jag, bosbou en vissery.....	083.....	094.....
2. Mynwese en steengroefwerk.....	084.....	095.....
3. Fabriekswese.....	085.....	096.....
4. Elektrisiteit, gas en water.....	086.....	097.....
5. Konstruksie.....	087.....	098.....
6. Groot- en kleinhandel, verversings- en akkommodasiedienste.....	088.....	099.....
7. Vervoer, opberging en kommunikasie.....	089.....	100.....
8. Finansiering, versekerings-, vaste eiendom- en besigheidsdienste*	090.....	101.....
9. Gemeenskaps-, maatskaplike en persoonlike dienste†.....	091.....	102.....
10. Private individue en huishoudings.....	092.....	103.....
11. Totaal.....	093.....	104.....

* Banke, bouverenigings, mynfinansieringshuise, versekeringsinstellings en -dienste, dorpsontwikkelaars en eiendomsagentskappe, regs dienste, rekenmeesters- en ouditeursdienste, ingenieurs- en argitektdienste, reklamedienste, dataverwerking en tabelleringsdienste, ens.

† Publieke administrasie [sentrale, provinsiale, streek- en plaaslike owerhede (munisipaliteite)]; sanitêre, skoonmaak- en soortgelyke dienste; onderwysdienste; navorsings- en wetenskaplike institute; mediese, tandheelkundige en gesondheidsdienste; welsyns- en godsdienstige organisasies; ontspannings- en kulturele dienste; persoonlike en huishoudelike dienste, ens.

SEKSIE 6.—SEKERE DEBET- EN KREDITITEMS TEN OPSIGTE VAN MASJINERIE EN UITRUSTING WAT VERHUUR WORD

Let wel.—Grond en geboue word uitgesluit.

Opmerkings: (a) Oorplasing-in het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.

(b) Oorplasing-uit het betrekking op goedere wat verskaf is aan ander inrigtings van dieselfde firma.

(c) Gesamentlike waardes vir verskillende items hieronder is nie aanvaarbaar nie en ramings moet verstrek word waar afsonderlike syfers nie gereedlik beskikbaar is nie.

(d) Indien die S.O.D.-stelsel gebruik word, vul kolomme 1, 3, 5, 6, 7 en 8 in. Vir ander stelsels, vul kolomme 2, 3, 4, 5, 6, 7 en 8 in.

Besonderhede	Sekere debetitems					Sekere kredititems		
	Beraamde oorspronklike waarde van bates wat aan die begin van die boekjaar op huur/buikhuur uitgeplaas is (1)	Waarde van goedere op huur/buikhuur soos aan die begin van die boekjaar (2)	Aankope en oorplasing-in van goedere (op huur/buikhuur uitgeplaas) gedurende die boekjaar (3)	Waardevermindering van eie goedere wat op huur/buikhuur uitgeplaas is vir die boekjaar (4)	Totaal items 1+2+3+4 (5)	Verkope van goedere en/of oorplasing-uit (6)	Huur en buikhuur vir masjinerie en uitrusting ontvang (7)	Totaal items 6+7 (8)
1. Verhuur van masjinerie en uitrusting:								
1.1 Verkoopoutomate.....	105.....	118.....	131.....	144.....	157.....	170.....	183.....	196.....
1.2 Landboumasjinerie en -uitrusting (uitgesonderd trekkers).....	106.....	119.....	132.....	145.....	158.....	171.....	184.....	197.....
1.3 Mynboumasjinerie en -uitrusting.....	107.....	120.....	133.....	146.....	159.....	172.....	185.....	198.....
1.4 Olieveldmasjinerie en -uitrusting.....	108.....	121.....	134.....	147.....	160.....	173.....	186.....	199.....
1.5 Nywerheidsmasjinerie en -uitrusting.....	109.....	122.....	135.....	148.....	161.....	174.....	187.....	200.....
1.6 Konstruksiemasjinerie en -uitrusting.....	110.....	123.....	136.....	149.....	162.....	175.....	188.....	201.....
1.7 Trekkers, landbou en ander.....	111.....	124.....	137.....	150.....	163.....	176.....	189.....	202.....
1.8 Ander.....	112.....	125.....	138.....	151.....	164.....	177.....	190.....	203.....
2. Verhuur van kantooruitrusting:								
2.1 Rekenoutomate en bykomstighede.....	113.....	126.....	139.....	152.....	165.....	178.....	191.....	204.....
2.2 Ander.....	114.....	127.....	140.....	153.....	166.....	179.....	192.....	205.....
3. Verhuur van alle ander uitrusting:								
3.1 Vervoertoerusting (passasiers, padvrag, water, lug)	115.....	128.....	141.....	154.....	167.....	180.....	193.....	206.....
3.2 Ander.....	116.....	129.....	142.....	155.....	168.....	181.....	194.....	207.....
Totaal.....	117.....	130.....	143.....	156.....	169.....	182.....	195.....	208.....

SEKSIE 7.—VASTE BATES (IN GEBRUIK DEUR HIERDIE INRIGTING) KAPITAALUITGAWES, WAARDEVERMINDERING, ENS.

Beskrywing	Grond en geboue (a)	Meubels, toebehore en ander uitrusting (b)	Voertuie (c)
	R	R	R
1. Boekwaarde aan die begin van die jaar.....	209.....	219.....	229.....
2. Plus: Kapitaalluitgawes aan—			
2.1 oprigting van nuwe geboue;			
2.2 aanbouings en veranderings aan bestaande geboue;			
2.3 werk aan die gang <i>gekapitaliseer</i> ;			
2.4 nuwe meubels, uitrusting, voertuie, ens.; en			
2.5 gebruikte meubels, uitrusting, voertuie, ens., <i>indien deur u ingevoer</i> (aankope van grond en bestaande geboue en ander gebruikte meubels, uitrusting, voertuie, ens., moet by item 3 hieronder ingesluit word).....	210.....	220.....	230.....
3. Plus: Kapitaalluitgawes aan die verkryging van—			
3.1 grond en bestaande geboue; en			
3.2 ander gebruikte meubels, uitrusting, voertuie, ens., en oorplasing-in (die waarde van gebruikte meubels, uitrusting, voertuie, ens., <i>deur u ingevoer moet by item 2 hierbo ingesluit word</i>).....	211.....	221.....	231.....
4. Plus: Opwaartse herwaarderings van vaste bates.....	212.....	222.....	232.....
Subtotaal.....	213.....	223.....	233.....
5. Min: Afwaartse herwaarderings van vaste bates en afskrywings.....	214.....	224.....	234.....
6. Min: Boekwaarde van vaste bates verkoop en oorplasing-uit.....	215.....	225.....	235.....
7. Min: Verliese deur brand, ens., teen boekwaarde.....	216.....	226.....	236.....
8. Min: Waardevermindering gedurende die jaar (totaal moet met item 8.2, Seksie 8A, ooreenstem).....	217.....	227.....	237.....
9. Boekwaarde aan die einde van die jaar.....	218.....	228.....	238.....

SEKSIE 8.—SAMEVATTING VAN SEKERE ITEMS UIT DIE INKOMSTESTAAT VIR DIE BOEKJAAR

Opmerkings: 1. Voltooi asseblief hierdie staat sonder om twee of meer items bymekaar te tel, byvoorbeeld salarisse en lone moet vir elke bevolkingsgroep afsonderlik gegee word. Ramings sal aanvaar word.

2. *Salarisse en lone:*

2.1 Die bedrae wat verstrekk word, moet die werklike bedrae wees voor aftrekkings ingevolge die lopende betaalstelsel ten opsigte van inkomstebelasting.

2.2 *Sluit in:*

- 2.2.1 Salarisse en lone (met inbegrip van dié van besturende en werkende direkteur wat 'n vaste salaris ontvang), bonusse, oortyd betalings, kommissie en ander toelaes sowel as betalings in een bedrag, bv. Kersfees- en verlof bonusse;
- 2.2.2 werkgewersbydraes tot pensioen-, ondersteunings-, vakansie-, mediese hulp-, sieke- en siektebetalingsfondse ten opsigte van werknemers;
- 2.2.3 salarisse en lone van werknemers *gemoed met:* (1) ondergeskikte dienste; en (2) *betalings in natura* (kyk paragraaf 5 van "Verduidelikende Opmerkings");
- 2.2.4 werkgewersbydraes tot die Werkloosheidsversekeringsfonds en die Ongevallefonds;
- 2.2.5 werkgewersbydraes ingevolge die Wet op Heffings vir Bantoe dienste en die Wette op Vervoerdienste vir Nie-Blankes.

2.3 *Sluit uit:*

- 2.3.1 Trekkings van eienaars en vennote in die geval van eenmansake en vennootskappe;
- 2.3.2 gelde aan direkteure betaal;
- 2.3.3 gelde betaal vir deelydse professionele dienste; en
- 2.3.4 betalings *in natura* soos maaltye, losies, behuisingsubsidies, ens.
- 3. Direkteursgelde moet teenoor item 6, Seksie 8A, getoon word.
- 4. *Oorplasings-in* het betrekking op goedere wat verkry is van ander inrigtings van dieselfde firma.
- 5. Inrigtings wat die S.O.D. ("sum-of-digits")-stelsel volg, moet asseblief die notas by item 8.1, Seksie 8A, en by item 2.1, Seksie 8B, in gedagte hou.

A. DEBETS

	R
1. Waarde van beginvoorrade, met inbegrip van goedere in transito.....	239
2. Aankope en oorplasings-in.....	240
3. Huur en/of bruikhuur betaal vir masjinerie en uitrusting gehuur vir <i>herverhuur aan buite-instansies</i>	241
4. Betalings vir herstel-, en opknappingswerk aan masjinerie en uitrusting.....	242
5. Totale salarisse en lone vir <i>boekjaar</i> (sien Opmerking 2 hierbo):	
5.1 Blankes.....	243 R
5.2 Kleurlinge.....	244 R
5.3 Asiërs.....	245 R
5.4 Bantoes.....	246 R
5.5 Total 5.1 tot 5.4.....	247
6. Direkteursgelde.....	248
7. Huur, met inbegrip van bruikhuur aan buite-instansies betaal:	
7.1 Grond en geboue.....	249
7.2 Uitrusting, meubels, ens., <i>gebruik deur hierdie inrigting</i>	250
7.3 Voertuie <i>gebruik deur hierdie inrigting</i>	251
8. Waardevermindering van eie bates:	
8.1 Masjinerie en uitrusting, kantooruitrusting en alle ander goedere (<i>uitgesonderd</i> grond en geboue) wat <i>aan</i> buite-instansies verhuur word. Indien die S.O.D. ("Sum-of-digits")-stelsel gevolg word en 'n bedrag teenoor item 2.1, Seksie 8B, ingevul is, moet item 8.1 blanko gelaat word.....	252
8.2 Vaste bates, masjinerie en ander uitrusting in gebruik deur <i>hierdie</i> inrigting [moet met item 8, Seksie 7, totaal van kolomme (a), (b) en (c) ooreenstem].....	253
9. Rente aan buite-instansies en op lenings van eienaar(s) betaal.....	254
10. Eiendomsbelasting.....	255
11. Elektrisiteit, water en gas.....	256
12. Risensies, registrasies en permitte.....	257
13. Slegs skulde afgeskryf.....	258
14. Nie-herhalende of toevallige verliese (bv. verlies op die verkoop van vaste bates, verlies op realisering of herwaarderding van beleggings, ens.).....	259
15. Donasies en beurse.....	260
16. Ander uitgawes (<i>uitgesonderd</i> hoofkantoor koste):	
16.1 Advertensies.....	261
16.2 Assuransiepremies.....	262
16.3 Dienste (bv. gelde vir deelydse professionele dienste, vensteruitstalling, oudit, ens.).....	263
16.4 Sekretariële en administrasiegelde aan ander firmas betaal.....	264
16.5 Ander uitgawes in verband met handelsbedrywighede, soos onderhoudsdienste, reparasies aan geboue, ens.....	265
17. Hoofkantoor koste.....	266
18. Voorsiening vir onverdiende finansieringsvorderings/huurkoopwinste in afwagting.....	267
19. Saldo (wins) voor inkomste- en maatskappybelasting.....	268
20. Totale debets (moet met totale kredits ooreenstem).....	269

B. KREDITS

Let wel.—Die waarde van goedere na ander inrigtings van die firma oorgeplaas moet by item 3 hieronder ingesluit word.

	R
1. Waarde van eindvoorrade, met inbegrip van goedere in transito.....	270
2. <i>Inkomste uit verhuur/bruikhuur:</i>	
2.1 Bruto inkomste ontvang.—S.O.D. ("Sum-of-digits")-stelsel.....	271
2.2 Ander stelsels.....	272
3. Verkope en/of oorplasings-uit van handelsware.....	273
4. Bedrae gevorder vir werk verrig (werkswinkels, opknappings- en herstelwerk, ens.).....	274
5. Bedrae ontvang vir dienste (verversings en ander).....	275
6. Huur ontvang vir <i>grond en geboue</i>	276
7. Rente van buite-instansies ontvang.....	277
8. Slegte skulde verhaal.....	278
9. Nie-herhalende of toevallige inkomste (bv. wins op verkoop van vaste bates, wins op realisering of herwaarderding van beleggings, ens.).....	279
10. Assuransie-eise, indien gekrediteer.....	280

11. Kommissie op agentskapbasis:	R
11.1 Op aankoop/verkoop van handelware.....	281
11.2 Assuransie, werwing van arbeids, ens.....	282
12. Hoofkantoor-koste verhaal.....	283
13. Ander handelsinkomste.....	284
14. Ander nie-handelsinkomste.....	285
15. Saldo (verlies).....	286
16. Totale kredits (moet met totale debets ooreenstem).....	287

SEKSIE 9.—BESONDERHEDE VAN TAKKE- HOUERMAATSKAPPY EN FILIAALMAATSKAPPY EN VAN SENSUSOP-GAWES INGEDIEN

1. Takke:

- 1.1 Indien die inrigting wat deur hierdie vraelys gedek word die hooftak van u firma is, verstrek die name, adresse en werksaamhede van die ander takinrigtings.

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

- 1.2 Indien hierdie inrigting nie die hooftak van u firma is nie, verstrek die naam, adres en werksaamhede van die hoofkantoor of -tak:

Naam	Adres	Werksaamhede
.....		

2. Houer- en filiaalmaatskappy:

Verstrek asseblief die geregistreerde name, adresse en werksaamhede van houder- en filiaalmaatskappye:

2.1 Houermaatskappy:

Naam	Adres	Werksaamhede
.....		

2.2 Filiaalmaatskappye:

Naam	Adres	Werksaamhede
(a)		
(b)		
(c)		

(Gebruik 'n afsonderlike vel, indien nodig.)

3. Sensusopgawes ingedien:

Is enige van die volgende opgawes ten opsigte van hierdie inrigting by die Departement van Statistiek ingedien? Maak 'n kruisie in die toepaslike blok. Indien 'n opgawe wel ingedien is, verstrek asseblief die verwysingsnommer:

Beskrywings van sensus:

	J	N	Verwysingsnommer
3.1 Sensus van Konstruksie, 1976.....	☐	☐	
3.2 Sensus van Groot- en Kleinhandel, 1977.....	☐	☐	
3.3 Sensus van Fabriekswese, 1976.....	☐	☐	
3.4 Sensus van Finansiële Statistieke van Maatskappye, Koöperatiewe Verenigings en Openbare Korporasies, 1974.....	☐	☐	
3.5 Ander sensusopnames (spesifiseer).....	☐	☐	

Ek verklaar hierby dat die besonderhede in hierdie opgawe in ooreenstemming met die instruksies in die vraelys verstrek is.

Naam van persoon met wie in verbinding getree kan word in geval van navrae (blokletters).....

Handtekening.....	Plek.....
Hoedanigheid.....	Telegramadres.....
Adres.....	Teleksnommer.....
Telefoonnommer.....	Datum.....

PUBLIKASIES EN STATISTIESE NUUSBERIGTE

1. Die resultate van verskeie sensusopgawes word deur die Departement van Statistieke in verslae gepubliseer. Die Departement gee die volgende publikasies uit wat van Die Staatsdrukker, Pretoria of Kaapstad, verkrygbaar is:

1.1 Suid-Afrikaanse Statistieke.

1.2 Kwartaallike Bulletin van Statistiek.

1.3 Verslae oor die volgende onderwerpe:

Bevolking.	Konstruksie.	Mynwese.	Private finansies.
Arbeid.	Elektrisiteit.	Dienste.	Vervoer.
Prye.	Binnelandse Handel.	Nasionale Rekeninge.	
Landbou.	Fabriekswese.	Owerheidsfinansies.	

2. Steekproewe gebaseer op sekere sensusse word ook deur die Departement onderneem en Statistiese Nuusberigte is van die Departement van Statistiek, Privaatsak X44, Pretoria, 0001, op aanvraag verkrygbaar.

3. 'n Volledige lys van verslae in dié verband is van die Departement van Statistiek verkrygbaar.

Hierdie vraelys is ook in Afrikaans verkrygbaar.

ANNEXURE 04-09E
REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF STATISTICS
CENSUS OF RENTING AND LEASING OF MACHINERY AND EQUIPMENT, 1977

In correspondence with this Department please quote the code numbers appearing in brackets above the address

FOR DEPARTMENTAL USE ONLY

- (1) Receipt noted.....
(2) Check 1.....
(3) Check 2.....
(4) To data processing.....

EARLY SUBMISSION OF RETURN

The value of these statistics is dependent upon the timeous release of the results. You are, therefore, requested to submit your return without delay, and in any case on or before the DUE DATE, namely 30 SEPTEMBER 1977.

Your return should be completed as soon as figures are available, without waiting for the auditing of your annual accounts. *Final figures are preferred, but estimates will be accepted.*

These statistics are collected in terms of regulations promulgated under section 17 of the Statistics Act, 1976 (Act 66 of 1976).

OBLIGATION TO SECRECY

Your return will be treated as strictly confidential in compliance with the secrecy provisions of the Statistics Act. The contents of individual returns will not be made available to any private person, organisation or Government Department. The results will be published in such a manner as to ensure the confidentiality of the data contained in individual returns.

Furthermore, no entry in the return shall be admissible in any legal proceedings except in the case of an offence under the Statistics Act.

Department of Statistics
Private Bag X44
Pretoria
0001

T. A. DU PLESSIS,
Secretary for Statistics.

DEFINITIONS AND EXPLANATORY NOTES

Please read the definitions and explanatory notes carefully before completing the questionnaire. This will obviate unnecessary and time consuming correspondence.

1. SCOPE OF THE CENSUS

The census is conducted in respect of all establishments in South Africa and South-West Africa where renting/leasing of machinery, office and other equipment is conducted as a *specialised service* and a questionnaire must be completed for each department of such establishment (e.g. such an establishment or department of a commercial bank) including premises which are used directly for the reception, unpacking, storage, packing, despatch, repair and servicing of machinery and equipment leased by them. Administrative, clerical and other activities directly related to such renting/leasing departments of the establishment are included.

2. PERIOD COVERED BY THE RETURN

The questionnaire must be completed for your financial year which ended on any date during the period 1 July 1976 to 30 June 1977.

3. THE CENSUS IS CONDUCTED ON AN ESTABLISHMENT (BRANCH) AND/OR DEPARTMENT BASIS

3.1 "Establishment" or "department" refers to the smallest economic unit which rents and/or leases equipment and which is managed, controlled and operated as a separate entity by and individual, a partnership, a company, a co-operative society or any other form of ownership.

3.2 Where a firm owns, controls or operates more than one establishment which rents or leases machinery and equipment, a separate return must be submitted for each establishment concerned with such renting or leasing.

3.3 If separate establishments or departments are operated and taken into account on an integrated basis, *estimates* for the branches or departments of the individual establishments which conduct renting/leasing are required.

3.4 Establishments under the same ownership in which two or more unrelated kinds of activities are *independently* carried on, e.g. an establishment for the leasing of machinery and equipment, a factory, etc., whether situated on the same premises or different sites, are also regarded as two or more establishments. In such cases, however, the questionnaires in connection with the census of renting and leasing of machinery and equipment should be completed for those establishments or departments of establishments which operate the leasing of machinery and equipment activities.

4. MONETARY VALUES

Please show monetary values to the nearest Rand. Do not show cents.

5. ANCILLARY SERVICES AND PAYMENTS IN KIND

Expenditure in connection with services conducted primarily *for the benefit of employees* (e.g. free quarters) and payments in kind (rations, meals, refreshments, etc.) must be included in the relative items in this return. (*The estimated net cost must be shown in Section 4.*)

SECTION 1.—YEAR OF RETURN

This return must be completed for your financial year ended on any date between 1 July 1976 and 30 June 1977.

This return covers the year (state dates) from.....197..... to.....197.....
(If not for twelve months, please give reasons.....)

SECTION 2.—DESCRIPTION OF ESTABLISHMENT (BLOCK LETTERS)

1. Trading name.....
2. Name of proprietor(s).....
3. Full postal address.....
P.O. Box..... Post Office..... Postal code.....
4. Address where this establishment is situated:
 - 4.1 Farm/plot.....
 - 4.2 Street.....
 - 4.3 Suburb.....
 - 4.4 City/town.....
 - 4.5 Magisterial district.....

For Departmental use

001

5. Ownership and organisation:

(Mark the appropriate block with an X)

5.1 Ownership:

Individual 1	Partnership 2	Company Public 3 Private 4	Public corporation 5	Co-operative society/ company 7	Other (specify)0	002	
-----------------	------------------	-------------------------------	----------------------------	--	------------------------------	-----	----------------------

5.2 If individual or partnership, state population group(s) of owner(s) or if private company, state population group of financially controlling shareholders:

White 1	Coloured 2	Asian 3	Bantu 4	003	
------------	---------------	------------	------------	-----	----------------------

6. Indicate by means of a cross in the appropriate block the kind of machinery and equipment which is mainly dealt with by the branch/department of this establishment concerned with renting/leasing.

Machinery and equipment:

83300	1	Vending machines.	004	
83310	2	Agricultural machinery and equipment (excluding tractors).		
83320	3	Mining machinery and equipment.		
83330	4	Oil-field machinery and equipment.		
83340	5	Industrial machinery and equipment.		
83350	6	Construction machinery and equipment.		
83360	7	Tractors, agricultural and other.		
83370	8	Other: Please specify.....		

Office equipment:

83380	9	Computers and necessary equipment.
83390	10	Other: Please specify.....

All other equipment:

83400	11	Transport equipment (passenger, road freight, water, air).
83410	12	Other: Please specify.....

7. Please show the percentage of the total rent/lease income obtained from machinery and equipment *rented-out/leased with operators* (estimates will be accepted) (Specify).....005 %

8. Does this establishment operate or control any other business which does not conduct renting/leasing (e.g. a manufacturing establishment, garage, etc.) which does not form an integral part of the establishment?

Yes	No
-----	----

If "Yes" please specify.....

(The data related to such other business should not be included in this return.)

9. Does this establishment/department operate on the S.O.D. ("Sum-of-digits") system?

Yes	No
-----	----

SECTION 3.—EMPLOYMENT—NUMBER OF PERSONS ENGAGED IN THE ACTIVITIES OF THIS ESTABLISHMENT ON THE LAST PAY-DAY IN JUNE 1977

1. Include:

- 1.1 Working proprietors and unpaid family assistants;
- 1.2 managing and working directors who receive a regular salary, managers, accountants, etc.;
- 1.3 all full-time permanent and temporary employees;
- 1.4 casual and part-time employees;
- 1.5 employees on vacation or sick leave;
- 1.6 your own employees engaged in the construction, maintenance and repair of this establishments' buildings, vehicles, operating equipment, furniture, etc.;
- 1.7 employees concerned with ancillary services (see paragraph 5 of "Definitions and Explanatory Notes").

2. *Exclude:*

2.1 Persons who render part-time services in a recognised professional business or trade capacity and to whom fees rather than salaries or wages are paid for such services;

2.2 employees undergoing full-time military training.

Population group and sex	Paid employees							Working proprietors and unpaid family assistants
	Executive and administrative personnel (office administration)	Marketing personnel including technical marketing personnel	Erection and maintenance personnel			Other employees	Total paid employees (1) to (6)	
			Foremen, artisans (including apprentices) and technicians	Operators and learner operators	Other			
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Whites:								
Male.....	006.....	015.....	024.....	033.....	042.....	051.....	060.....	069.....
Female.....	007.....	016.....	025.....	034.....	043.....	052.....	061.....	070.....
Coloureds:								
Male.....	008.....	017.....	026.....	035.....	044.....	053.....	062.....	071.....
Female.....	009.....	018.....	027.....	036.....	045.....	054.....	063.....	072.....
Asians:								
Male.....	010.....	019.....	028.....	037.....	046.....	055.....	064.....	073.....
Female.....	011.....	020.....	029.....	038.....	047.....	056.....	065.....	074.....
Bantu:								
Male.....	012.....	021.....	030.....	039.....	048.....	057.....	066.....	075.....
Female.....	013.....	022.....	031.....	040.....	049.....	058.....	067.....	076.....
Total.....	014.....	023.....	032.....	041.....	050.....	059.....	068.....	077.....

SECTION 4.—ANCILLARY SERVICES AND PAYMENTS IN KIND FOR THE FINANCIAL YEAR

Note.—Estimated net cost of ancillary services and payments in kind (i.e. total expenditure less any revenue received) during the *financial year*, must be shown hereunder. (Please read paragraph 5 of "Definitions and Explanatory Notes").

	R
Whites.....	078.....
Coloureds.....	079.....
Asians.....	080.....
Bantu.....	081.....
Total.....	082.....

SECTION 5.—ESTIMATED ORIGINAL COST OF VEHICLES, MACHINERY AND EQUIPMENT LEASED AND HIRED TO DIFFERENT SECTORS AS AT 30 JUNE 1977

Sectors to which leased and/or hired	Transport equipment (passengers, road freight, water, air)	Other machinery and equipment
	R	R
1. Agriculture, hunting, forestry and fishing.....	083.....	094.....
2. Mining and quarrying.....	084.....	095.....
3. Manufacturing.....	085.....	096.....
4. Electricity, gas and water.....	086.....	097.....
5. Construction.....	087.....	098.....
6. Wholesale and retail trade and catering and accommodation services.....	088.....	099.....
7. Transport, storage and communication.....	089.....	100.....
8. Financing, insurance, real estate and business services*.....	090.....	101.....
9. Community, social and personal services†.....	091.....	102.....
10. Private individuals and households.....	092.....	103.....
11. Total.....	093.....	104.....

* Banks; building societies; mining finance houses; insurance institutions and services; town developers, estate agencies; legal services; accounting and auditing services; engineering and architectural services; advertising services; data processing and tabulating services, etc.

† Public administration [central, provincial, regional and local governments (municipalities)] and sanitary, cleaning and similar services; educational services, research and scientific institutions, dental and health services, welfare and religious organisations, recreational and cultural services, personal and household services, etc.

SECTION 6.—CERTAIN DEBIT AND CREDIT ITEMS WITH REGARD TO MACHINERY AND OTHER EQUIPMENT HIRED OUT

Note.—Land and buildings are excluded.

Notes: (a) Transfers-in refer to goods obtained from other establishments of the same firm.

(b) Transfers-out refer to goods supplied to other establishments of the same firm.

(c) Composite values for the various items hereunder are not acceptable and estimates *must* be rendered where separate figures are not readily available.

(d) If S.O.D. system is used, complete columns 1, 3, 5, 6, 7 and 8. For all other systems, complete columns 2, 3, 4, 5, 6, 7 and 8.

Particulars	Certain debit items					Certain credit items		
	Estimated original cost of assets placed-out on lease at the beginning of the financial year (1)	Value of goods hired-out/ leased as at the beginning of the financial year (2)	Purchases and transfers-in of goods (placed-out on lease) during the financial year (3)	Depreciation for own goods placed-out on hire/lease for the financial year (4)	Total items 1+2+3+4 (5)	Sales of goods and transfers-out (6)	Rent and leasing received for machinery and equipment (7)	Total items 6+7 (8)
1. Leasing of machinery and equipment:								
1.1 Vending machines.....	105.....	118.....	131.....	144.....	157.....	170.....	183.....	196.....
1.2 Agricultural machinery and equipment (excluded tractors).....	106.....	119.....	132.....	145.....	158.....	171.....	184.....	197.....
1.3 Mining machinery and equipment.....	107.....	120.....	133.....	146.....	159.....	172.....	185.....	198.....
1.4 Oil-field machinery and equipment.....	108.....	121.....	134.....	147.....	160.....	173.....	186.....	199.....
1.5 Industrial machinery and equipment.....	109.....	122.....	135.....	148.....	161.....	174.....	187.....	200.....
1.6 Construction machinery and equipment.....	110.....	123.....	136.....	149.....	162.....	175.....	188.....	201.....
1.7 Tractors, agricultural and other.....	111.....	124.....	137.....	150.....	163.....	176.....	189.....	202.....
1.8 Other.....	112.....	125.....	138.....	151.....	164.....	177.....	190.....	203.....
2. Leasing of office equipment:								
2.1 Computers and necessary equipment.....	113.....	126.....	139.....	152.....	165.....	178.....	191.....	204.....
2.2 Other.....	114.....	127.....	140.....	153.....	166.....	179.....	192.....	205.....
3. Leasing of all other equipment								
3.1 Transport equipment (passenger, road freight, water, air).....	115.....	128.....	141.....	154.....	167.....	180.....	193.....	206.....
3.2 Other.....	116.....	129.....	142.....	155.....	168.....	181.....	194.....	207.....
Total.....	117.....	130.....	143.....	156.....	169.....	182.....	195.....	208.....

SECTION 7.—FIXED ASSETS (USED BY THIS ESTABLISHMENT) CAPITAL EXPENDITURE, DEPRECIATION, ETC.

Description	Land and buildings	Furniture, fixtures and other equipment	Vehicles
	(a)	(b)	(c)
	R	R	R
1. Book value at beginning of year.....	209.....	219.....	229.....
2. Add: Capital expenditure on—			
2.1 erection of new buildings;			
2.2 additions to and alterations of existing buildings;			
2.3 work in progress capitalised;			
2.4 new furniture, equipment, vehicles, etc.;			
2.5 used furniture, equipment, vehicles, etc., if imported by you (purchases of land and existing buildings and other used furniture, equipment, vehicles, etc., must be included in item 3 below).....	210.....	220.....	230.....
3. Add: Capital expenditure on acquisition of—			
3.1 land, existing buildings; and			
3.2 other used furniture, equipment, vehicles, etc., and transfers-in (the value of used furniture, equipment, vehicles, etc., imported by you must be included in item 2 above).....	211.....	221.....	231.....
4. Add: Upward revaluation of fixed assets.....	212.....	222.....	232.....
Subtotal.....	213.....	223.....	233.....
5. Less: Downward revaluation of fixed assets and write-offs.....	214.....	224.....	234.....
6. Less: Book value of fixed assets sold and transfers-out.....	215.....	225.....	235.....
7. Less: Losses by fire, etc., at book value.....	216.....	226.....	236.....
8. Less: Depreciation during year (total must agree with item 8.2, Section 8A)....	217.....	227.....	237.....
9. Book value at end of year.....	218.....	228.....	238.....

SECTION 8.—SUMMARY OF CERTAIN ITEMS FROM THE INCOME STATEMENT FOR THE FINANCIAL YEAR

Notes.—1. Please complete this statement without adding two or more items, for example, salaries and wages must be shown separately for each population group. Estimates will be accepted.

2. *Salaries and wages:*

2.1 The amounts shown must be the actual amounts before deductions under the pay-as-you-earn system of income tax.

2.2 *Include:*

2.2.1 Salaries and wages (including those of managing and working directors who receive a regular salary), bonuses, overtime, commission and other allowance and lump sum payments, for example, Christmas and leave bonuses;

2.2.2 employers' contribution to pension, provident, holiday, medical aid, sick and sick pay funds in respect of employees;

2.2.3 salaries and wages of employees concerned with (1) ancillary services; and (2) payments in kind (see paragraph 5 of "Explanatory Notes");

2.2.4 employers' contributions to the Unemployment Insurance Fund and the Workmen's Compensation Fund;

2.2.5 employers' contributions under the Bantu Services Levy Act and the Non-White transport services acts.

2.3 *Exclude:*

2.3.1 Drawings of proprietors and partners in the case of businesses operated by private individuals and partnerships;

2.3.2 fees paid to directors;

2.3.3 fees paid for part-time professional services; and

2.3.4 payments in kind, such as meals, lodging, housing subsidies, etc.

3. Directors' fees must be shown against item 6, Section 8A.

4. *Transfers-in* relate to goods which were obtained from other establishments of the same firm.

5. Establishments using the S.O.D. ("Sum-of-digits") system must please bear the notes to item 8.1, Section 8A, and item 2.1, Section 8B, in mind.

A. DEBITS

	R
1. Value of opening stock of goods including goods in transit.....	239
2. Purchases and transfers-in.....	240
3. Rent and/or lease paid for machinery and equipment <i>hired to outside concerns</i>	241
4. Payment for repairs and renovations to machinery and equipment.....	242
5. Total salaries and wages for the <i>financial year</i> (see note 2 above):	
5.1 Whites.....	243 R
5.2 Coloureds.....	244 R
5.3 Asians.....	245 R
5.4 Bantu.....	246 R
5.5 Total 5.1 to 5.4.....	247
6. Directors' fees.....	248
7. Rent including leasing paid to outside concerns:	
7.1 Land and buildings.....	249
7.2 Equipment, furniture, etc., <i>used by this establishment</i>	250
7.3 Vehicles <i>used by this establishment</i>	251
8. Depreciation of own assets:	
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SECTION 9.—PARTICULARS OF BRANCHES, HOLDING AND SUBSIDIARY COMPANIES AND OF CENSUS RETURNS SUBMITTED

1. Branches:

1.1 If the establishment covered by this questionnaire is the main branch of your firm, give the names, addresses and activities of other branch establishments:

	Name	Address	Activities
(a)			
(b)			
(c)			

(Use a separate sheet if necessary)

1.2 If this establishment is not the main branch of your firm, give name, address and activities of head office or main branch:

	Name	Address	Activities
			

2. Holding and subsidiary companies:

Please furnish the registered names, addresses and activities of holding and subsidiary companies:

2.1 Holding company:

	Name	Address	Activities
			

2.2 Subsidiary companies:

	Name	Address	Activities
(a)			
(b)			
(c)			

(Use a separate sheet if necessary)

3. Census returns rendered:

Were any of the following returns in respect of this establishment rendered to the Department of Statistics? Mark the appropriate block with an X. If a return was rendered, please quote the reference number.

Description of census:

	Yes	No	Reference number
3.1 Census of Construction, 1976.....	☐	☐	
3.2 Census of Wholesale and Retail Trade, 1977.....	☐	☐	
3.3 Census of Manufacturing, 1976.....	☐	☐	
3.4 Census of Financial Statistics of Companies, Co-operative Societies, and Public Corporations, 1974.....	☐	☐	
3.5 Other censuses (specify).....	☐	☐	

I hereby declare that the particulars in this return are in accordance with the instructions furnished in the questionnaire.

Name of person to be approached in the event of inquiries (block letters).....

Signature.....	Place.....
Capacity.....	Telegraphic address.....
Address.....	Telex number.....
Date.....	Telephone number.....

PUBLICATIONS AND STATISTICAL NEWS RELEASES

1. The results of various censuses are published by the Department of Statistics in reports. The Department publishes the following publications which are obtainable from The Government Printer, Pretoria or Cape Town.

- 1.1 South African Statistics.
- 1.2 Quarterly Bulletin of Statistics.
- 1.3 Reports on the following subjects:

Population.	Construction.	Mining.	Private Finance.
Labour.	Electricity.	Services.	Transport.
Prices.	Internal Trade.	National Accounts.	
Agriculture.	Manufacturing.	Public Finance.	

2. Samples based on certain censuses are undertaken by the Department and Statistical News Releases are obtainable from the Department of Statistics, Private Bag X44, Pretoria, 0001.
3. A complete list of reports is obtainable from the Department of Statistics.

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