RETAIL TRADE SALES SURVEY
Questionnaire for the month ……...2007

↓ *When contacting Stats SA please quote this number*

↑ *Please correct any errors in the above address label*

Purpose of the survey
The Retail Trade Sales Survey is a monthly survey covering a sample of private enterprises operating in the retail trade sector in South Africa. The results of the survey are used to compile National Accounts aggregates (e.g. the Gross Domestic Product (GDP) and its components, as well as private consumption expenditure), which are used to monitor and develop government policy. These statistics are also used by the private sector in analyses of comparative business and industry performance. The results are published monthly in Statistical Release P6242.1: *Retail Trade Sales*.

Collection authority
The information required is collected under Section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your co-operation is sought in completing and returning this questionnaire by the due date. The provision of the information sought is compulsory.

Confidentiality
According to Section 17 of the Statistics Act, 1999 (Act No. 6 of 1999) your completed questionnaire remains confidential to Statistics South Africa (Stats SA).

Due date
Please complete this questionnaire and return it in the business reply service envelope or fax it to Stats SA not later than **ten days after the end of the month concerned**. Stats SA recommends that you retain a copy to consult in the event of a query.

Help available
If you have problems completing this questionnaire, or find that you may have difficulty in meeting the due date, please contact us at:

- Contact person: Henriette Ferreira/Elise Louw
- Telephone number: (012) 310-8244/310-8404

- Fax number: (012) 321-7434/310 6972
  (012) 310-4899/310-2119/310-8309

- Email address: retail@statssa.gov.za

- Postal address: Statistics South Africa
  Private Bag X44
  Pretoria
  0001

Person whom Stats SA should contact if any queries arise regarding the completed questionnaire

Name		Telephone number	( )
Position or title		Cellphone number	( )
Signature		Fax number	
Date		Email address	

Please note

For this survey:

- **The questionnaire must cover a period of one calendar month** (from the first to the last day of the relevant month)**.** Particulars must be submitted for the relevant month and should therefore **not contain cumulative monthly figures.**

- Report all monetary values in **rand**. Do not show cents.

- The data are collected on the basis of **individual enterprises** (firms), i.e. an enterprise (firm) which consists of two or more branches must submit a combined questionnaire for **all branches predominantly engaged in the retail trade sector.**

- Enterprises with **branches in more than one province** must **complete Part 3.**

- The items listed under **Include** and **Exclude** are examples and should not be taken as a complete list of items to be included or excluded.

Part 1 - General information

1.   **Number of trading days of the enterprise (firm) for the current month** ....

Note

- Saturdays/Sundays on which trading took place must be regarded as full trading days.

	From	To
2. **Indicate the exact period covered by this questionnaire**	/ /	**/ /**

Part 2 - Retail trade sales

	Previous month (report only if previously reported data have been revised)	**Current month**
3. **Total sales of all retail trade branches of the enterprise**	**R**	**R**

Include

- Value added tax (VAT).

Part 3 - Number of retail trade branches and retail trade sales by province

Note
- Information must be shown against the province in which the retail trade branch(es) is situated.

	Number of retail trade branches in province	Value of sales
4. **Western Cape**		R
5. **Eastern Cape**		R
6. **Northern Cape**		R
7. **Free State**		R
8. **KwaZulu-Natal**		R
9. **North West**		R
10. **Gauteng**		R
11. **Mpumalanga**		R
12. **Limpopo**		R
13. **Total number of branches, and total value of sales (Questions 4 to 12)**.....................................		R

Note
- The total value of sales should tally with the value shown for the current month in answer to Question 3.

Part 4 - Comments

14.   **To minimise queries from Stats SA on the data provided, please comment on:**

- **Any information you have supplied in this questionnaire.**
- **Changes in this business (e.g. takeover, merger, new location, expansion, close-down).**
- **Any unusual circumstances affecting the data provided.**
- **Any other difficulties with the completion of the questionnaire.**

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Please retain a copy for your records. **Please ensure front of questionnaire is completed.** *Thank you for completing this questionnaire.*	*For official use only* 1 ………………………………… 2 ………………………………… 3 …………………………………..