



BPS Statistics Indonesia

THE INFORMAL SECTOR SURVEY (ISS)

CONFIDENTIAL

I. LOCATION IDENTIFICATION			
1	Province		<input type="text"/>
2	Regency/Municipality *)		<input type="text"/>
3	Sub-Regency		
4	Village *)		
5	Village Category	<i>Urban - 1 Rural - 2</i>	<input type="checkbox"/>
6	a. Census Block Code		
	b. Sub-Census Block Code		
7	Serial Number of Sampled Sakernas		<input type="text"/>
8	Serial Number of Sampled Household		<input type="text"/>
9	Name of HUEM Owner		

II. ENUMERATORS AND SUPERVISORS			
1	ID Number of Enumerator :		<input type="text"/>
2	Name of Enumerator : _____	Enumeration Date : _____	Signature of Enumerator: _____
3	Name of Supervisor: _____	Supervision Date : _____	Signature of Supervisor: _____

SECTION A. ORGANIZATION OF BUSINESS

OB.1. What is the main industry (NAME) (product made and/or sold/ service provided for pay) of your business? (Copy from ISS-1 column 15)

_____ **ISIC**

OB.2. In what year was this business established?

OB.3. In which type of premises do you conduct this business activity? (Copy from ISS-1 Column 14)

Fixed premises

- | | | | |
|---|---|---|--------------------------|
| At home with no special work space | 1 | } | Proceed to OB.3.1 |
| At home with work space inside/attached to the home | 2 | | |
| Business premises with fixed location independent from home | 3 | | |
| Farm or individual agriculture/subsidiary plot | 4 | } | Proceed to OB.4 |
| Home or workplace of the client | 5 | | |
| Construction site | 6 | | |
| Market, bazaar stall, trade fair | 7 | | |
| Street, pavement or highway with fixed post | 8 | | |
| Employer's home | 9 | | |

No fixed premises

- | | | |
|--|----|---|
| Transport vehicle | 10 | } |
| No fixed location (e.g. mobile, door-to-door, street w/o fixed post) | 11 | |
| Others (specify) _____ | 12 | |

OB.3.1 If you were to rent an office space for your business, how much do you think will be your rental cost

(Rupiah)

OB.4. In addition to the main activity you described above, do you carry out other activities in this place of business?

Yes, specify _____ 1 No 2

OB.5. Do you have other places of business where you also conduct your main activity?

Yes 1 No 2 **→** **Skip to OB6**

OB.5.1. How many other places?

OB.6. Is your business registered in any of the following? (Copy from ISS-1 Columns 22-25)

	YES	NO
OB.6.1. Tax agency	1	2
OB.6.2. Business registration, local gov't	3	4
OB.6.3. Business registration, nat'l gov't	1	2
OB.6.4. Social security agency	3	4

OB.7. Do you have a bank account in the name of this business?

Yes 1 No 2

OB.8. What type of bookkeeping and account practices do you keep for this business? (Copy from ISS-1 Column 28)

- No written records are kept 1
- Informal records for personal use 2
- Simplified accounting format required for tax payment 3
- Detailed formal accounts (balance sheets) 4
- Others (specify) _____ 5

OB.9. Do you run a business in other locations which is different from this main activity?

Yes 1 No 2 ➔ Skip to section B

OB.9.1. How many other places?

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SECTION B. EMPLOYMENT AND COMPENSATION

EC.1. How many persons, including yourself, worked in your business even for just an hour during the last week of operation?

Total number of employees
How many paid workers?

EC.2. Including yourself, list the characteristics of those who worked regularly during the last week in the business you operated.

No.	Name	Sex	Age (yrs)	Status	Contract	Total working hours	Payment	Wages and salaries (In Rupiah)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

EC.2.1 Total for the week

(Rupiah)

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Codes for Sex

- 1 – Male
- 2 – Female

Codes for Status

- 1 – Own account worker
- 2 – Employer assisted by temporary workers/unpaid worker
- 3 – Employer assisted by permanent workers
- 4 – Employee
- 5 – Casual employee in agriculture
- 6 – Casual employee not in agriculture
- 7 – Unpaid workers

Codes for Contract

- 1 – Operator
- 2 – Written contract without fixed duration
- 3 – Written contract with fixed duration
- 4 – Verbal agreement
- 5 – On trial/probation
- 6 – No contract

Codes for Payment

- 1- Fixed monthly/weekly salary
- 2- Daily or per hour of work
- 3- Per job/task based
- 4- Commission
- 5- Profit share
- 6- In kind payment
- 7- No payment

EC.3. Worker's Benefits (last week of operation)

EC.3.1. Social insurance contributed by employer	(Rupiah)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EC.3.2. Total of all other allowances/bonuses paid by employer	(Rupiah)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EC.3.3. Total for the week (Total of EC.3.1 and EC.3.2)	(Rupiah)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION C. PRODUCTION, INVENTORY AND SALE

(Last SIX MONTHS of operation for agriculture and last MONTH for non-agriculture)

PIS.1.1. FOR AGRICULTURE: What was the total amount of your gross sale/ revenue for the last 6 months of operation?

(Rupiah)

PIS.1.2. FOR NON-AGRICULTURE: What was the total amount of your gross sale/ revenue for the last month of operation?

(Rupiah)

PIS.2. Products sold after transformation

AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
PIS.2.1. TOTAL (for the last 6 months)					PIS.2.2. TOTAL (for the last month)				

PIS.3. Products sold without transformation

AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
PIS.3.1. TOTAL (for the last 6 months)					PIS.3.2. TOTAL (for the last month)				

PIS.4. Services offered					
AGRICULTURE			NON-AGRICULTURE		
No.	Type of service	Total value (Rupiah)	No.	Type of service	Total value (Rupiah)
1			1		
2			2		
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		
9			9		
10			10		
PIS.4.1. TOTAL (for the last 6 months)			PIS.4.2.TOTAL (for the last month)		

PIS.5. Inventory of Products with transformation									
AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
PIS.5.1. TOTAL (for the last 6 months)					PIS.5.2.TOTAL (for the last month)				

PIS.6. Inventory of Products without transformation

AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
PIS.6.1. TOTAL (for the last 6 months)					PIS.6.2.TOTAL (for the last month)				

PIS.7. Value of Production for Own Consumption

AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
PIS.7.1. TOTAL (for the last 6 months)					PIS.7.2.TOTAL (for the last month)				

PIS.8. How did your business activity fluctuate within the past 12 months?

Variable	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Activity code												

Activity codes: 0 – No activity 1 – Minimum 2 – Average 3 – Maximum

PIS.9. Maximum gross sale/revenue, average gross sale/revenue, and minimum gross sale/revenue

AGRICULTURE (RUPIAH)				NON-AGRICULTURE (RUPIAH)			
PIS.9.1.1. Minimum gross sale/ revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	PIS.9.2.1 Minimum gross sale/ revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIS.9.1.2. Average gross sale/revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	PIS.9.2.2. Average gross sale/revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>
PIS.9.1.3. Maximum gross sale/ revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>	PIS.9.2.3. Maximum gross sale/ revenue	<input type="text"/>	<input type="text"/>	<input type="text"/>

PIS.10. Did you employ temporary workers within the past 12 months?

Yes 1 No 2 →

Skip to section D

PIS.10.1. How many temporary workers were there in the month wherein there was a maximum gross sale?

PIS.10.1.1. How many are male?

PIS.9.10.2. How many are female?

SECTION D. EXPENDITURES ON RAW MATERIALS AND STOCK
(Last SIX MONTHS of operation for agriculture and last MONTH for non-agriculture)

EX.1. How much did you spend on raw materials used for your business over the specified period?

AGRICULTURE					NON-AGRICULTURE				
No.	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
EX.1.1. TOTAL (for the last 6 months)					EX.1.2. TOTAL (for the last month)				

EX.2. For products sold without transformation, how much did you spend to buy your stocks?

AGRICULTURE					NON-AGRICULTURE				
	Kind of product	Qty	Unit	Total value (Rupiah)	No.	Kind of product	Qty	Unit	Total value (Rupiah)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
EX.2.1. TOTAL (for the last 6 months)					EX.2.2. TOTAL (for the last month)				

EX.3. What were your business expenses during the operation?

Expenses/Cost	Value (In Rupiah)	
	Agriculture (Last 6 months)	Non-agriculture (Last month)
1. Wages and salaries		
2. Social insurance		
3. Bonuses & allowances		
4. Raw materials (from EX.1.1)		
5. Purchase cost of products sold (from EX.2.1)		
6. Fuel, gasoline & lubricants		
7. Water		
8. Electricity		
9. Rental payments (<i>space, machinery, structures</i>)		
10. Transport services		
11. Post, communication, internet		
12. Other non-industrial services (<i>bank charges excluding interest, professional, business and other service fees, representation and entertainment expense, storage and warehousing fees, stevedoring, forwarding and other freight charges</i>)		
13. Repair & maintenance of facilities & equipment		
14. Other industrial services (<i>maintenance and installation work, drydocking</i>)		
15. Paid interests		
16. Taxes (<i>business license, documentary stamps and other fees</i>)		
17. Insurance		
18. Other charges (specify)		
TOTAL		

SECTION E. CAPITAL EXPENDITURES

CE.1. What are the capital assets you used for your business activity during the past 12 months?

Type	Characteristics (Short Description)	Mode of transaction	Owner- ship	Date of acquisition/ sale/lost (month / year)	Value (replacement cost) (In Rupiah)
1. Land	a)				
	b)				
	c)				
2. Buildings	a)				
	b)				
	c)				
3. Other structures	a)				
	b)				
	c)				
4. Transport equipment	a)				
	b)				
	c)				
5. Other machinery and equipment	a)				
	b)				
	c)				
6. Furniture and office equipment	a)				
	b)				
	c)				
7. Small tools	a)				
	b)				
	c)				
8. Other agricultural assets	a)				
	b)				
	c)				
9. Livestock and poultry	a)				
	b)				
	c)				
10. Others	a)				
	b)				
	c)				

Mode codes: 1 – Bought new 2 – Bought used 3 – Made major improvements 4 – Own-produced 5 – Sold 6 – Loss 7 – Not Applicable

Ownership codes: 1 – Personal property 2 – Rent 3 – Lease 4 - Share property 5 - Borrow, free of charge

SECTION F. BANKS, MICRO-FINANCE SERVICES & OTHER SUPPORT STRUCTURES

BMF.1. What is the main reason you chose this business activity?

- | | |
|---|---|
| Family tradition | 1 |
| It is the profession that I know | 2 |
| It gives better income/higher profits than other products or services | 3 |
| More stable returns than other products/services | 4 |
| Other (specify) _____ | 5 |

BMF.2. Have you ever applied for a bank loan for your business?

- | | | | | | |
|-----|---|----|---|---|---------------------|
| Yes | 1 | No | 2 | ➔ | <i>Skip to BMF3</i> |
|-----|---|----|---|---|---------------------|

BMF.2.1 IF YES, Did you succeed in obtaining a loan?

- | | | | | | |
|-----|---|----|---|---|---------------------|
| Yes | 1 | No | 2 | ➔ | <i>Skip to BMF4</i> |
|-----|---|----|---|---|---------------------|

BMF.3. If you never applied for a bank loan, what is the main reason?

- | | |
|---|---|
| Procedures are too complicated | 1 |
| Interest rates are too high | 2 |
| Guarantee/collateral asked for is too much | 3 |
| Available loans do not correspond to my needs | 4 |
| I am not interested in getting a loan | 5 |
| Did not need it | 6 |
| Other (specify) _____ | 7 |

BMF.4. Other than bank services, do you know of any microfinance services?

- | | | | | | |
|-----|---|----|---|---|-----------------------|
| Yes | 1 | No | 2 | ➔ | <i>Skip to BMF4.2</i> |
|-----|---|----|---|---|-----------------------|

BMF.4.1. If yes, how did you come to know them?

- | | |
|---|---|
| Through 'word-of-mouth' (family, friends, neighbours, etc.) | 1 |
| Through professional milieu/environment | 2 |
| Through an association of my village | 3 |
| Through a visit to one of the institutions | 4 |
| Through an advertisement (mass media, internet, poster) | 5 |
| Other (specify) _____ | 6 |

BMF.4.2. Have you applied for a loan from sources other than a bank?

Yes 1 → **Skip to BMF4.4** No 2

BMF.4.3. If you did not apply for a loan, what was the main reason?

- Amount of loan offered is insufficient 1
- Procedures are too complicated 2
- Interest rate is too high 3
- Maturity period is too short 4
- Guarantees/collateral required is too much 5
- Do not need a loan 6
- I do not believe in paying interest 7
- Other (specify) _____ 8

BMF.4.4. If YES, did you get a loan?

Yes 1 → **Skip to BMF4.6** No 2

BMF.4.5. What was the main reason your application was rejected?

- Incomplete documents 1
- Complete but not convincing documents 2
- Insufficient guarantees/collateral 3
- Insufficient initial capital 4
- Activity/enterprise was deemed not viable 5
- Other (specify) _____ 6

BMF.4.6. If you ever obtained a loan from any other sources, what was the impact of the loan on your business activity?

	YES	NO
1 Increase in the volume of production	1	2
2 Diversification of production	3	4
3 Increase of the volume of sales	1	2
4 Improvement of competitiveness/profitability	3	4
5 Recruitment of additional staff	1	2
6 Working less time	3	4
7 Utilisation of less staff	1	2
8 Financial difficulties	3	4
9 Other (specify)	1	2

BMF.5. What was/were your other source(s) of financing your business?

	YES	NO
1 Family/relative	1	2
2 Neighbor/friends	3	4
3 Employer/landlord	1	2
4 Private money lender/pawnshop	3	4
5 Others, specify _____	1	2

BMF.6. Apart from the institutions previously mentioned (banks, micro credit institutions), do you know of other support structures to small businesses like yours?

Yes 1 No 2 →

Skip to Section G

BMF.6.1. Did you have contact with any one of these support institutions?

Yes 1 No 2 →

Skip to BMF.6.3

BMF.6.2. IF YES, Results of contact with support institutions:

Institution	Contacted? Yes 1 No 2	If contacted	
		Type of Assistance Requested	Outcome Granted 1 Not Granted 2
1 International program/project	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2
2 National government program/project	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2
3 Local government	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2
4 Professional Associations/NGO	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2
5 Government Finance Institutions	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2
6 Cooperative	Yes 1 No 2	<input type="checkbox"/>	Granted 1 Not Granted 2

BMF.6.3. Were you contacted by any one of these support institutions?

Yes 1 No 2 →

Skip to Section G

BMF.6.4. IF YES, Results of contact with support institutions:

Institution	Were you contacted? Yes 1 No 2	If contacted	
		Type of Assistance Offered	Outcome
1 International program/project	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2
2 National government program/project	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2
3 Local government	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2
4 Professional Associations/NGO	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2
5 Government Finance Institutions	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2
6 Cooperative	Yes 1 No 2	<input type="checkbox"/>	Accepted 1 Rejected 2

Codes for Type of Assistance Requested: 1- Technical training 2- Training in organizational and financial management 3- Assistance in obtaining supplies 4- Access to modern machines 5- Access to information on the markets 6- Access to large business orders 7- Registration of business 8- Advertising of new products/services 9- Other (specify)

SECTION G. PROBLEMS AND PROSPECTS

PP.1. Do you have problems/difficulties related to the following aspects of your business?

	YES	NO
1 Supply of raw materials (quantity or quality)	1	2
2 Sale of products- lack of customers	3	4
3 Sale of products- too much competition	1	2
4 Financial difficulties (e.g., difficult to get loan)	3	4
5 Lack of space, adapted premises	1	2
6 Lack of machines or equipment	3	4
7 Organization, management difficulty	1	2
8 Too much control, taxes	3	4
9 Too little revenue	1	2
10 Other (specify) _____	3	4

PP.2. To solve your present problems, do you wish to have help in the following areas?

	YES	NO
1 Technical training	1	2
2 Training in organizational and financial management	3	4
3 Assistance in obtaining supplies	1	2
4 Access to modern machines	3	4
5 Access to loans	1	2
6 Access to information on the market	3	4
7 Access to large business orders	1	2
8 Registration of business	3	4
9 Advertising of new products/services	1	2
10 Other (specify) _____	3	4

PP.3. Do you belong to a professional organization in your domain of business activity?

Yes 1 No 2 **➔**

END

PP3.1 IF YES, For which type of difficulties does this organization help you?

	YES	NO
1 Technical training	1	2
2 Training in organizational and financial management	3	4
3 Assistance in obtaining supplies	1	2
4 Access to modern machines	3	4
5 Access to loans	1	2
6 Access to information on the market	3	4
7 Access to large business orders	1	2
8 Problems/linkages with government	3	4
9 Litigation with the competitors	1	2
10 Security problems	3	4
11 Interactions with employees	1	2
12 Other (specify) _____	3	4

END

Thank You!!!