

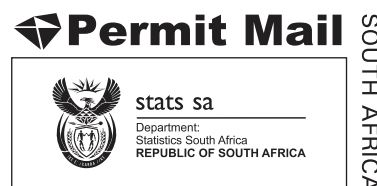
# Real estate, activities auxiliary to financial intermediation and business services large sample survey, 2020

## Labour recruitment and provision of personnel

↓ *When contacting Stats SA, please quote this number:*

Reference number	
Legal name	
Trading name	
Address	
Postal code	

P4002265



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

### Purpose of the survey

The Real estate, activities auxiliary to financial intermediation and business services large sample survey is conducted periodically. The survey collects data on the nature (activities) and structure of the business services industry. The collected information is used by government for policy formulation and decision-making, and to monitor performance of the industry. These statistics can also be used in analysis of comparative business and investment decisions.

The results will be published in a statistical report (Report No. 80-04-02) by the end of September 2022. These results will also be made available on our website: [www.statssa.gov.za](http://www.statssa.gov.za). Previous reports can also be viewed on this website.

### Collection authority

The information required is collected under section 16 of the Statistics Act, 1999 (Act No. 6 of 1999). Your cooperation is sought in completing and returning this questionnaire by the due date. **According to the Act, the provision of the information sought is compulsory.**

### Confidentiality

**Also, according to section 17 of the Statistics Act, 1999 (Act No. 6 of 1999), your completed questionnaire will be treated as strictly confidential by Statistics South Africa (Stats SA). Results are presented in an aggregated form only.**

### Reference period

This questionnaire must be completed for your financial year **ending on any date between 01 July 2019 and 30 June 2020.**

### Due date

Please complete this questionnaire and return it by email, fax or business reply service envelope to Stats SA by .....2021.

**Stats SA recommends that you retain a copy to refer to in the event of a query.**

### Help available

If you experience problems completing this questionnaire, or find that it will be difficult for you to meet the due date, please contact:

- Name:
- Telephone number:
- Fax number:
- Email address:
- Website: [www.statssa.gov.za](http://www.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:**

- All figures should **exclude value added tax (VAT), discount allowed and discount received.**
- Only the **South African-based activities** of the enterprise should be included in the questionnaire.
- Information reported in this questionnaire should comply with South African Generally Accepted Accounting Practice (SA GAAP) or International Financial Reporting Standards (IFRS).
- If exact figures are not available, provide careful estimates.
- The items listed under **'Include'** and **'Exclude'** are only examples and should not be taken as a complete list of items to be included or excluded.
- Report all monetary values in **rand thousands (R'000)**. For example, if the value is R6 000, write 6, if it is R79 000, write 79, if it is R1 980 000, write 1 980 and so on.

**Definition**  
 An **enterprise** is a legal unit or a combination of legal units that includes and directly controls all functions necessary to carry out its business activities.

**Part 1 – General information**

**1. Registration of the business and the location of the business or head office**

Registered/legal name .....	
Trading name(s) .....	
Company registration number .....	
Income tax number .....	
VAT number .....	
Street number .....	
Street name .....	
Province .....	
Village/town/city .....	
Physical address postal code .....	

**2. Indicate your type of ownership or type of organisation (Mark the appropriate box with an 'X')**

Individual (Sole Proprietor) .....	
Partnership .....	
Public company (Ltd) .....	
Private company (Pty Ltd) .....	
Public corporation .....	
Close corporation (CC) .....	
Incorporated (Inc.) .....	
Cooperative society (Co-op) .....	
State-owned enterprise (SOE) .....	
Non-profit institution/company/organisation (section 21) .....	
Joint venture .....	
Trust .....	
Other (specify) .....	

3. Period covered by this questionnaire

**Note:**  
 This questionnaire should be completed for the financial year of the enterprise that **ends on any date between 01 July 2019 and 30 June 2020, according to your usual reporting schedule.**

**Examples**

- 01 August 2018 – 31 July 2019
- 01 October 2018 – 30 September 2019
- 01 January 2019 – 31 December 2019
- 01 February 2019 – 31 January 2020
- 01 March 2019 – 28 February 2020
- 01 April 2019 – 31 March 2020
- 01 July 2019 – 30 June 2020

Indicate the period covered by this questionnaire.

From							
D	D	M	M	Y	Y	Y	Y

To							
D	D	M	M	Y	Y	Y	Y

If the period covered by this questionnaire is not 12 months, please give reasons.

Indicate **any changes** that have occurred in this enterprise during the financial year (e.g. change of financial year, takeover, merger, acquisition, new location, liquidation, closure).

Also indicate any **major events** that impacted significantly on sales and/or services rendered (e.g. economic downturn, natural disaster, fire, crime, new contracts).

4. Indicate the main activity, as well as any secondary activity/activities from which the enterprise derived its income during the reporting period

**Definition**  
 The **main activity** of the enterprise is the activity from which the largest part of its income is derived.

**Note:**  
 Describe the main and/or secondary activities as clearly as possible in the appropriate space.

4.1 Main activity:

	<b>For official use</b>	
	<b>5-digit SIC</b>	

4.2 Secondary activities:

5. Information and communication technology (ICT) usage (Mark the appropriate box with an 'X')

**Definitions**  
**Computer:** An electronic device that is capable of receiving information (data) in a particular form and of performing a sequence of operations in accordance with a predetermined but variable set of procedural instructions (program) to produce a result in the form of information or signals. These include desktop, portable, laptop and handheld computers (e.g. personal digital assistants), minicomputers and mainframes. A computer does not include computer-controlled machinery or electronic tills.  
**Electronic commerce (e-commerce):** The buying and selling of goods, services and information products via an electronic medium such as the Internet.  
**Internet banking:** An electronic payment system that enables customers of a bank or other financial institutions to conduct a range of financial transactions through the financial institution's website.  
**Electronic government (e-government):** The employment of the Internet for delivering government information and services to citizens, private companies and other public, profit, and non-profit organisations.

5.1 Does this enterprise use computers/electronic devices for business purposes? ..... 

Yes	No
-----	----

5.2 Does this enterprise use a fixed line for business purposes? ..... 

Yes	No
-----	----

5.3 Does this enterprise use a corporate mobile phone for business purposes? ..... 

Yes	No
-----	----

5.4 Does this enterprise use a fax machine for business purposes? ..... 

Yes	No
-----	----

5.5 Does this enterprise use the Internet for business purposes?..... 

Yes	No
-----	----

5.6 What factors prevent your company from using the Internet?..... 

Slow Internet connection
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High price of data	Employees do not have the necessary skills to use Internet	ICT is not necessary to conduct our business	Other
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5.7 What are the main uses of the Internet in the enterprise (please select up to 3 answers)? 

Email
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Information services	Business promotions (advertising)	e-commerce	e-government	e-learning	Internet banking	Virtual teams, remote working, telecommunity	VoIP (i.e. Skype)	Other
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5.8 Does this enterprise use the Internet for banking or any other financial services (e.g. insurance, pensions)?..... 

Yes	No
-----	----

5.9 Does this enterprise use e-government services to access information from government departments? ..... 

Yes	No
-----	----

5.10 Does this enterprise use e-government services for electronic procurement?..... 

Yes	No
-----	----

5.11 Does this enterprise receive orders (or bookings) over the Internet?..... 

Yes	No
-----	----

5.12 Does this enterprise place orders (or bookings) over the Internet?..... 

Yes	No
-----	----

5.13 Does this enterprise use the Internet for e-learning?..... 

Yes	No
-----	----

5.14 Does this enterprise use social networks (e.g. Facebook, Twitter, LinkedIn) to conduct business?..... 

Yes	No
-----	----

5.15 Does this enterprise use ICT-based supply chains (e.g. tracking systems) to conduct business?..... 

Yes	No
-----	----

5.16 (a) Does this enterprise have a web page for business purposes?..... 

Yes	No
-----	----

(b) If yes, please supply us with the web address..... 

www.
------

(c) What is the main purpose of the website?..... 

Advertising of own business
Selling goods and services
Update clients with news related to your business
Other

(d) Can financial transactions with your enterprise be undertaken on the website?..... 

Yes	No
-----	----

5.17 Is the IT department of this enterprise outsourced (whether partially or fully)?..... 

Yes	No
-----	----

5.18 Which Internet connection is used? ..... 

Broadband fixed line (greater than 1 Mbps) e.g. FTTH, ADSL, Cable.
Broadband mobile (greater than 1 Mbps) e.g. 3G.

5.19 Does this enterprise invest in ICT training? ..... 

Yes	No
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**6. Exports and imports****Note:**

- If your enterprise either sold or purchased goods to/from enterprises based outside South Africa during the financial year, report the amounts received or paid during this period.
- If your enterprise either provided or received services to/from enterprises based outside South Africa during the financial year, report the amounts received or paid during this period.

R'000

6.1 Goods exported: Total amount received from enterprises based outside South Africa for goods sold

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Specify the nature and amount of the two largest items included in 'Goods exported' in Question 6.1.

Description of goods exported

R'000


R'000

6.2 Goods imported: Total amount paid to enterprises based outside South Africa for goods purchased

--

Specify the nature and amount of the two largest items included in 'Goods imported' in Question 6.2.

Description of goods imported

R'000


R'000

6.3 Services exported: Total amount received from services rendered to enterprises based outside South Africa

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Specify the nature and amount of the two largest items included in 'Services exported' in Question 6.3.

Type of services exported

R'000


**Include**

- Fees for training and management services provided to enterprises based outside South Africa.
- Total amount received from rendering services to enterprises based outside South Africa.

R'000

6.4 Services imported: Total amount paid to enterprises based outside South Africa for services received

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Specify the nature and amount of the two largest items included in 'Services imported' in Question 6.4.

Type of services imported

R'000


**Include**

- Training, advertising, post, courier and telecommunication services, fees for management services and legal fees paid to enterprises based outside South Africa.
- Total amount paid to enterprises based outside South Africa for services received.

**Part 2 – Employment**

- Definitions**
- **Employee** is a person (permanently, temporarily or casually/seasonally employed) who normally works the agreed hours in his/her present job.
  - **Working proprietors** include all individual proprietors and partners, whether they earn a salary or not, who are actively engaged in the work of the enterprise, excluding silent or inactive partners whose principal activity is outside of the enterprise.
  - **Permanent employees** are employees appointed on an open-ended contract with no stipulated termination date or a fixed-term contract for periods of more than one year.
  - **Temporary employees** are employees appointed on a short-term contract basis with a stipulated termination date for periods not exceeding one year.
  - **Casual employees** are employees who fall neither within the ‘permanent employees’ category nor the ‘temporary employees’ category. Such employees are typically working daily or hourly.
  - **Labour/employment brokers** are agents who recruit and administer workers on behalf of the enterprise. They do not provide any other service.

**7. Number of working proprietors and employees who received salaries and wages for the last pay period ended on or before 30 June 2020**

- Include**
- Directors who received a salary and/or a fee.
  - Executive, managerial, casual and any other employees who received payment but are not included on the main payroll.
  - Employees who were absent for part or all of the reference period but received payment through the payroll, including those who commenced or terminated employment.
  - Employees on paid leave or on leave without payment.
  - People paid by commission only, with no salary or wage component.
  - Employees paid on a commission basis and a retainer, wage or salary.
  - Employees who received payment through the payroll from the Compensation Fund.
  - Employees based abroad but paid from South Africa.
  - Working proprietors/working partners of unincorporated businesses who are paid.

- Exclude**
- Subcontractors and consultants who are self-employed.
  - Labour/employment brokers **(include in Question 8)**.
  - Any employees who were not paid during the reference period.
  - Employees based in South Africa but paid from outside South Africa.

Employment	Male employees	Female employees	Total employees
Working proprietors			
Permanent			
Temporary			
Casual			
<b>Total</b>			

8. Number of employees employed through **labour/employment brokers for the last pay period ended on or before 30 June 2020**.....

- Exclude**
- Employees of service providers.
  - Employees of subcontractors other than labour/employment brokers.

R'000

**Part 3 – Income items**

9. Sales of goods, **excluding VAT and discount allowed** .....

**Include**  
For long-term contracts include progress payments billed.

**Exclude**

- Value added tax (VAT).
- Discount allowed.
- Interest received (**include in Question 11.1**).

R'000

10. Income from services rendered, **excluding VAT and discount allowed (must correspond with Part 7, Question 34)** .....

**Include**

- Income from fees for employment agency and related services.
- Income from fees for labour broking and related services.
- Contract, subcontract and commission income.
- Income from advisory/consultancy services.
- Management and administrative fees received.

**Exclude**

- Value added tax (VAT).
- Discount allowed.
- Interest received (**include in Question 11.1**).
- Rent received and hiring income, **whether or not as part of the business operation (include in Question 11.3)**.

R'000

11. **Other income (sum of Question 11.1 to Question 11.5)** .....

- |   | R'000   |
|---|---|
| 11.1 Interest.....  | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.2 Government subsidies and incentives ( <b>only from South African government</b> ) .....                | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.3 Rental and hiring income of land, buildings, vehicles, plant and equipment under operating leases..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.4 Royalties .....  | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.5 Other income.....  | <input style="width: 100%; height: 20px;" type="text"/> |

**Include**

- Any other income item not listed above in **Question 9 to Question 11.4**.

Specify the nature and amount of the two largest items included in 'Other income' in Question 11.5.

Description of other income	R'000

R'000

12. **Total income, excluding VAT and discount allowed (sum of Question 9 to Question 11)** .....



**Part 4 – Inventory**

R'000

13. Total opening value .....

14. Total closing value .....

**Part 5 – Expenditure items**

R'000

15. Purchases and transfers-in of goods, **excluding VAT and discount received** .....

- Include**
- Fuel and lubricants, **if part of operating expenditure.**
  - Consumables (e.g. protective clothing, uniforms, cleaning materials).

- Exclude**
- Value added tax (VAT).
  - Discount received.
  - Capital expenditure on assets **(include in Question 27).**
  - Subcontract and commission expenses **(include in Question 16.1).**
  - Opening and closing stock **(included in Part 4).**

**Definition**  
**Subcontracting** is the business practice where a business employs additional enterprises or independent individuals to carry out work or deliver a service on contract to assist the company with the completion of part of or the overall project, task or activity.

R'000

16. **Subcontractors and labour/employment brokers paid (sum of Question 16.1 and Question 16.2)** .....

- Include**
- Commission paid to outside concerns.
  - Payments for work outsourced on contract.

- Exclude**
- Commission paid to own employees **(include in Question 17).**

R'000

16.1 Subcontractors, **excluding labour/employment brokers** .....

16.2 Labour/employment brokers .....

**Definition**  
**Employment costs** is the total cost of employment, including salaries, wages, service and other bonuses, allowances (including car allowances), overtime payments, retirement benefits, contributions to medical, pension and provident funds, unemployment insurance and accident funds and housing subsidies.

R'000

17. Employment costs.....

- Include**
- Salaries and fees paid to directors, executives and managers.
  - Commission paid.
  - Employer’s contribution to pension, provident, medical aid, sick pay and other funds, e.g. Unemployment Insurance Fund (UIF) and the Compensation Fund.
  - Payments made from South Africa to employers or employees based abroad.
  - Payments for all types of leave.
  - Incentive payments for piecework, or profit-sharing schemes.
  - Fringe benefits paid in cash, e.g. housing, mortgage and rent subsidies, transport and cellphone allowances.
  - Allowances and penalty payments.
  - Value of any salary sacrificed.
  - Bonuses.
  - Payments that were made during the reference period, but that relate to other pay periods, e.g. annual leave, thirteenth cheque and leave gratuity payments.

- Exclude**
- Severance, termination and redundancy payments **(include in Question 21.10).**
  - **Payments to subcontractors** and consultants who are self-employed and not part of this enterprise **(included in Question 16.1).**
  - Payments to labour/employment brokers **(included in Question 16.2).**
  - Payments paid from abroad to employers or employees based in South Africa.
  - Reimbursement of expenses, e.g. travel, entertainment, meals and other expenses.
  - The imputed value of fringe benefits.
  - Fringe benefits tax.

R'000

18. Leasing and hiring of plant, machinery, equipment and vehicles under operating leases

**Exclude**  
 Rental on land and buildings **(include in Question 19).**

R'000

19. Rental and leasing of land, buildings and other structures under operating leases .....

20. **Motor vehicle running expenditure (sum of Question 20.1 and Question 20.2)**

- Include**
- Fuel for other vehicles if **not part of operation.**
  - Motor vehicle licence fees.
  - Motor vehicle parking fees.

- Exclude**
- Fuel and lubricants, **if part of operating expenditure (included in Question 15).**

R'000

20.1 Road tolls .....

20.2 Other motor vehicle running expenditure.....

21. Total other expenditure (sum of Question 21.1 to Question 21.10).....

R'000

21.1 Interest.....

21.2 Insurance.....

21.3 Advertising, marketing, promotions.....

21.4 Telecommunication.....

21.5 Security services.....

21.6 Repairs and maintenance.....

21.7 Utilities (water and electricity).....

21.8 Royalties.....

21.9 Depreciation.....

21.10 Other expenditure  
.....

**Include**  
Any other expenditure item not listed above in **Question 15 to Question 21.9.**

Specify the nature and amount of the two largest items included in 'Other expenditure' in **Question 21.10.**

Description of other expenditure	R'000

22. Total expenditure, excluding VAT and discount received (sum of Question 15 to Question 21) .....

R'000

**Part 6 – Profit or loss, company tax, dividends, capital expenditure on assets for the financial year**

**Note:**

- Provide the actual profit or loss figure as in the income statement of this enterprise for the reporting period.
- Report the result before taking into account the previous year’s losses, if any.

	R'000
23. Net profit or loss <i>before tax</i> (Question 12 minus Question 13 plus Question 14 minus Question 22).....	<input style="width: 100%; height: 20px;" type="text"/>
24. Company tax.....	<input style="width: 100%; height: 20px;" type="text"/>
25. Net profit or loss <i>after tax</i> (Question 23 minus Question 24).....	<input style="width: 100%; height: 20px;" type="text"/>
26. Dividends paid or provided for .....	<input style="width: 100%; height: 20px;" type="text"/>
27. Capital expenditure on assets (sum of Question 27.1 to Question 27.5).....	<input style="width: 100%; height: 20px;" type="text"/>

**Include**  
Assets acquired, include renovations and additions during the financial period.

	R'000
27.1 Capital expenditure on land, buildings and construction works, roads, parking areas and leasehold improvements .....	<input style="width: 100%; height: 20px;" type="text"/>
27.2 Capital expenditure on plant and machinery .....	<input style="width: 100%; height: 20px;" type="text"/>
27.3 Capital expenditure on computers and other equipment.....	<input style="width: 100%; height: 20px;" type="text"/>
27.4 Capital expenditure on motor vehicles, fleet and other transport equipment.....	<input style="width: 100%; height: 20px;" type="text"/>
27.5 Other capital expenditure .....	<input style="width: 100%; height: 20px;" type="text"/>

Specify the nature and amount of the two largest items included in ‘Other capital expenditure’ in Question 27.5.

Description of other capital expenditure	R'000

## Part 7 – Details of income from services rendered

**Note:**

- Report income from the kind of employment agency and labour broking services undertaken for the financial year.
- Report all monetary values in rand thousands (R'000). Where the values in your accounts are not expressed in rand thousands, round them off to the nearest thousand rand.
- If exact rand values are not readily available, please provide careful estimates.

Employment agency recruitment and labour broking supply services rendered on a fee or contract basis to clients/businesses	Income (R'000)	For office use
28. Executive recruitment and retained search services (head-hunters)		85111 0000
<b>29. Total income from employment agency recruitment services (sum of Question 29.1 and Question 29.2).....</b>		<b>TOTAL 0029</b>
29.1 Permanent placement services, other than executive search services.....		85112 1000
29.2 Temporary/contract placement services.....		85112 2000
<b>30. Total income from labour broking personnel (staffing) supply services (sum of Question 30.1 to Question 30.7).....</b>		<b>TOTAL 0030</b>
30.1 Domestic help and cleaning (staffing) supply services.....		85120 0001
30.2 Administrative office support personnel (staffing) supply services.....		85120 0002
30.3 Commercial (e.g. warehouse) personnel (staffing) supply services.....		85120 0003
30.4 Industrial and production (e.g. factory, construction, mining) personnel (staffing) supply services.....		85120 0004
30.5 Medical personnel (staffing) supply services.....		85120 0005
30.6 Security personnel (staffing) supply services.....		85120 0006
30.7 Other personnel (staffing) supply services, excluding farm labourers.....		85120 0009

Specify the nature and amount of the two largest items included in 'Other personnel (staffing) supply services' in Question 30.7.

Description of other personnel (staffing) supply services	R'000

## Part 7 – Details of income from services rendered (concluded)

Employment agency recruitment and labour broking supply services rendered on a fee or contract basis to clients/businesses	Income (R'000)	For office use
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31. Other related recruitment services (e.g. formulation of job descriptions, screening of applicants, investigation of references, drafting of

	85112 0001
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Specify the nature and amount of the two largest items included in 'Other related recruitment services' in [Question 31](#).

Description of other related recruitment services	R'000

32. Total income from employment agency recruitment and labour broking supply services (sum of Question 28 to Question 31) .....

	TOTAL 0032
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Other services rendered	Income (R'000)	For office use
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33. Other services rendered.....

	85999 9999
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Specify the nature and amount of the two largest items included in 'Other services rendered' in [Question 33](#).

Description of other services rendered	R'000

34. Total income from services rendered (sum of Question 32 and Question 33) (must correspond with Part 3, Question 10) .....

	TOTAL SERV
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**Part 8 – Income by client base****Note:**

If exact rand values are not readily available, please provide careful estimates.

Type of customer	Income R'000
35. Businesses (including SOEs) .....	
36. Individuals.....	
37. Government (national, provincial and local).....	
38. <b>Total income by client base (sum of Question 35 to Question 37) (must correspond with Part 3, sum of Question 9 and Question 10)</b>	

**Part 9 – Geographical distribution of the activities of this enterprise**

39. In the table below, indicate income from sales of goods and services rendered, number of employees, employment costs and detailed activity description of each establishment by province, municipality, village, town or city where the enterprise is located.

<b>Note:</b> <ul style="list-style-type: none"> <li>An <b>establishment</b> is the smallest economic unit that functions as a separate entity, and is situated at a single location and in which only a single (non-ancillary) productive activity is carried out or in which the principal productive activity accounts for most of the value added.</li> <li>Report the number of employees as on the last pay period <b>ended on or before 30 June 2020</b>.</li> </ul>							
Province	Local or metropolitan municipality	Village/town/city	Income from sales of goods and services rendered (R'000)	Number of employees	Employment costs (R'000)	Economic activity description	For office use 5-digit SIC
<b>Total:</b> .....							

(must correspond with Part 3, Question 9 plus Question 10)      (must correspond with Part 2, Question 7)      (must correspond with Part 5, Question 17)