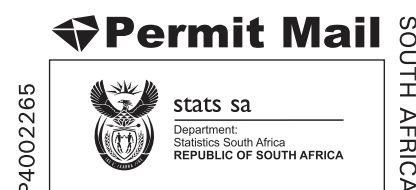


# Manufacturing industry large sample survey, 2021

## Recycling of metal and non-metal waste and scrap

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

Reference number	
Legal name	
Trading name	
Address	
Postal code	



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

### Purpose of the survey

The manufacturing industry large sample survey is conducted periodically. The survey collects data on the nature (activities) and structure of the manufacturing 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. 30-02-03 and Report No. 30-02-04) by the end of September 2023. 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 2020 and 30 June 2021.**

### Due date

Please complete this questionnaire and return it by email, fax or business reply service envelope to Stats SA by .....2022.

**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 .....					
GPS co-ordinates .....	Latitude:				
	Longitude:				

**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 2020 and 30 June 2021, according to your usual reporting schedule.**

**Examples**

- 01 August 2019 – 31 July 2020
- 01 October 2019 – 30 September 2020
- 01 January 2020 – 31 December 2020
- 01 February 2020 – 31 January 2021
- 01 March 2020 – 28 February 2021
- 01 April 2020 – 31 March 2021
- 01 July 2020 – 30 June 2021

	From				To			
Indicate the period covered by this questionnaire.	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.

**Digital innovation:** The process of transforming a company's existing value chain with digital equivalents.

**Fixed-mobile:** Any physical network that allows cellular telephone sets to function smoothly with the fixed network infrastructure.

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

Yes	No
-----	----

5.2 Which mode(s) of telecommunication is (are) used for business purposes? (may choose more than one option)...

Fixed line	Fixed-mobile	Mobile phone	Other	None
------------	--------------	--------------	-------	------

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

Yes	No
-----	----

5.4 What factors prevent your company from using Internet or digital innovation?.....

Slow Internet connection
--------------------------

High price of data	Employees do not have the necessary skills to use Internet	ICT is not necessary to conduct our business	Other
--------------------	--	--	-------

5.5 Which Internet connection is used? .....

Broadband fixed line (greater than 1 Mbps) e.g. FTTB, FTTH, ADSL, Cable.
Broadband mobile (greater than 1 Mbps) e.g. 4G.

5.6 What are the main uses of Internet or digital innovation in the enterprise (may choose more than one option)

Email	Business promotions (advertising)	e-commerce	e-government	e-learning	Social networks	ICT-based supply chains (e.g. tracking systems) to conduct business
Information services	Internet banking	Virtual teams, remote working, telecommunity	VoIP (i.e. Skype)	Receive orders/bookings	Place orders/bookings	Other

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

Yes	No
-----	----

(b) 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

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

Yes	No
-----	----

5.8 Is the ICT department of this enterprise outsourced (whether partially or fully)?..... 

Yes	No
-----	----

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

Yes	No
-----	----

## 6. Services subcontracted/outsourced

<b>Note:</b>			
• Report all monetary values in rand thousands (R'000).			
Type of service subcontracted/outsourced	Local (R'000)	Imported (R'000)	For office use
	A	B	
6.1 Manufacturing services			30000 0000
6.2 Transport and storage			70000 0000
6.3 IT, computer and related activities			86000 0000
6.4 Research and development			87000 0000
6.5 Legal services			88110 0000
6.6 Accounting, bookkeeping and auditing activities			88120 0000
6.7 Security services			88920 0000
6.8 Market research and public opinion polling			88130 0000
6.9 Technical testing and analysis			88220 0000
6.10 Advertising			88300 0000
6.11 Labour recruitment and provision of personnel			88910 0000
6.12 Packaging and labelling			88950 0000
6.13 Building and industrial plant cleaning services			88930 0000
6.14 Product design service (furniture, fittings, machinery or equipment)			88211 0000
6.15 Fashion design services			88990 5000
6.16 Other services subcontracted/outsourced			OTHER OUTS

Specify the nature and amount of the largest items included in 'Other services subcontracted/outsourced' in Question 6.16.

Description of other services subcontracted/outsourced	R'000	R'000

6.17	<b>Total local and imported services subcontracted/outsourced by the enterprise (sum of Question 6.1 to Question 6.16)</b>			<b>SUBL IMPT</b>
------	--	--	--	------------------

6.18	<b>Total expenditure from services subcontracted/outsourced by the enterprise (sum of Question 6.17, Column A plus Column B)</b>			<b>TOTAL SUB</b>
------	--	--	--	------------------

## 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.
- **Full-time employees** are those (permanent, temporary or casual) who normally work the agreed hours, i.e. **40 hours or more** per week.
- **Part-time employees** are those (permanent, temporary or casual) who usually work **less than 40 hours** per week.
- **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 2021

#### Include

- Directors who received a salary and/or received a fee.
- Executive, managerial, casual and any other employees who received payment but who 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
7.1 Full-time			
7.2 Part-time			
<b>7.3 Total</b>			
<b>7.4</b> Number of employees brought <b>by subcontractors, including contractors</b> , who are engaged in specific activities on the enterprise premises for the last pay period ended on or before 30 June 2021			

### 8. Number of employees employed through labour/employment brokers for the last pay period ended on or before 30 June 2021 .....

#### Exclude

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

### Part 3 – Income items

9. Total sales of goods, **excluding VAT and discount allowed (sum of Question 9.1 to Question 9.3)** ..... R'000

9.1 Sales and transfers-out of own manufactured products (report net value after discounts given) **(must correspond with Part 8, Question 34)** ..... R'000

#### **Include**

- Sales and transfers-out of goods produced by this enterprise or for this enterprise on commission.
- Sales and transfers-out of factored and finished goods, intermediate products and partially completed goods from related enterprises.
- Export sales (free on board).
- Progress payments billed for long-term contracts.
- Customers not invoiced with separate delivery and installation charges.
- Railage and transport-out.
- Export freight charges.

#### **Exclude**

- Interest received **(include in Question 12).**
- Rent, leasing and hiring income **(include in Question 11).**

9.2 Sales of finished goods not produced by this enterprise and sold without further processing or packaging ..... R'000

9.3 Sales of finished goods not produced by this enterprise but packed by this enterprise .....

#### **Note:**

Finished goods are goods that are sold in the same state as purchased, i.e. without further processing.

10. Income from services rendered, **excluding VAT and discount allowed** ..... R'000

#### **Include**

- Income and fees from repairs or services.
- Contract, subcontract and commission income.
- Income from consulting services.
- Management fees/charges from related and unrelated establishments.
- Subscription and membership fees.
- Administrative charges received as an agent.

#### **Exclude**

- Advertising income **(include in Question 13.1).**
- Interest received **(include in Question 12).**
- Rent, leasing and hiring income **(include in Question 11).**

11. Rental, leasing and hiring income ..... R'000

#### **Include**

- Leasing and hiring of motor vehicles and other transport equipment under operating leases **without driver/operator.**
- Leasing and hiring of plant, machinery and equipment **without driver/operator.**
- Rental and leasing of land, buildings and other structures.

#### **Exclude**

Income/interest from finance leases **(include in Question 12).**



R'000

12. Interest .....

- Include**
- Interest from hire purchase arrangements and loans and advances made to related and unrelated enterprises.
  - Interest on finance leases.
  - Earnings on discounted bills.
  - Interest from deposits in banks and non-bank financial institutions.
  - Interest on decentralisation benefits.
  - Interest on debentures.
  - Interest on derivatives.

- Exclude**
- Capital repayments received.

R'000

13. **Total other income (sum of Question 13.1 to Question 13.3)** .....

R'000

13.1 Sundry trading income relating to manufacturing activities .....

- Include**
- Advertising income.
  - Sales of electricity (if self-generated).
  - Gas (self-produced).
  - Charges for the rental of own manufactured goods.

R'000

13.2 Government subsidies and incentives received (**only from South African government**) .....

13.3 Other income .....

Specify the nature and amount of the two largest items included in 'Other income' in Question 13.3.

Description of other income	R'000
	<input style="width: 100%; height: 100%;" type="text"/>
	<input style="width: 100%; height: 100%;" type="text"/>

R'000

14. **Total income, excluding VAT and discount allowed (sum of Question 9 to Question 13)** .....

**Part 4 – Inventory****Note:**

Complete details only where applicable.

**Opening values**

		R'000
<b>15.</b>	<b>Total opening values (sum of Question 15.1 to Question 15.4)</b> .....	
15.1	Raw materials or materials for processing, packaging materials, fuel, consumables and maintenance stores, e.g. spares .....	
15.2	Work in progress (partially completed) .....	
15.3	Finished goods produced by this enterprise .....	
15.4	Finished goods not produced by this enterprise, but purchased for resale .....	

**Closing values**

		R'000
<b>16.</b>	<b>Total closing values (sum of Question 16.1 to Question 16.4)</b> .....	
16.1	Raw materials or materials for processing, packaging materials, fuel, consumables and maintenance stores, e.g. spares .....	
16.2	Work in progress (partially completed) .....	
16.3	Finished goods produced by this enterprise .....	
16.4	Finished goods not produced by this enterprise, but purchased for resale .....	

## Part 5 – Expenditure items

		R'000
17. Total purchases and transfers-in of goods and materials, <b>excluding VAT and discount received (sum of Question 17.1 to Question 17.5)</b> .....		<input type="text"/>
<b>Include</b> <ul style="list-style-type: none"> <li>• Raw materials, components, consumables and fuel <b>used in production</b>.</li> <li>• Purchases and transfers-in of factored and finished goods, intermediate products and partially completed goods from related enterprises.</li> <li>• Containers and packaging materials.</li> </ul>	<b>Exclude</b> <ul style="list-style-type: none"> <li>• Subcontract and commission expenses.</li> <li>• Motor vehicle running expenditure, including parts and fuel <b>if not part of operation (include in Question 23)</b>.</li> <li>• Capitalised purchases of materials for capital work done by own employees.</li> <li>• Opening and closing inventory.</li> </ul>	
		R'000
17.1	Purchases and transfers-in of raw materials and components used in production <b>(must correspond with Part 7, Question 31)</b> .....	<input type="text"/>
17.2	Purchases and transfers-in of fuel and gas used in production <b>(must correspond with Part 7, Question 32)</b> .....	<input type="text"/>
17.3	Purchases and transfers-in of finished goods .....	<input type="text"/>
<b>Include</b> <ul style="list-style-type: none"> <li>• Finished goods not intended for packaging by this establishment.</li> <li>• Finished goods intended for packaging by this establishment.</li> </ul>		
		R'000
17.4	Other purchases including materials used for maintenance <b>(must correspond with Part 7, Question 33)</b> .....	<input type="text"/>
17.5	Purchases of containers and packaging materials .....	<input type="text"/>
		R'000
18. <b>Total subcontractors and labour/employment brokers (sum of Question 18.1 and Question 18.2)</b> .....		<input type="text"/>
<b>Include</b> Commission paid (e.g. outside concerns).		<b>Exclude</b> <ul style="list-style-type: none"> <li>• Commission paid to own employees <b>(include in Question 19)</b>.</li> <li>• Payments for transport subcontracted <b>(include in Question 22)</b>.</li> </ul>
		R'000
18.1	Subcontractors, <b>excluding labour/employment brokers</b> .....	<input type="text"/>
18.2	Labour/employment brokers .....	<input type="text"/>
<b>Definition</b> <b>Employment costs</b> 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, accident funds and housing subsidies.		
		R'000
19. <b>Total staff-related costs (sum of Question 19.1 and Question 19.2)</b> .....		<input type="text"/>
		R'000
19.1	Employment cost .....	<input type="text"/>

**Include**

- Salaries and/or 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.
- Incentives 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**

- **Payments to subcontractors** and consultants who are self-employed and not part of this enterprise **(included in Question 18.1)**.
- Payments to labour/employment brokers **(included in Question 18.2)**.
- Severance, termination and redundancy payments **(include in Question 19.2)**.
- 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.
- Staff welfare including amenities (canteen, crèche, gym).

R'000

19.2 Severance, termination and redundancy payments.....

R'000

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

**Exclude**Rental on land and buildings **(include in Question 21)**.

R'000

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

22. Railage and transport-out .....

**Include**

- Freight (by rail, road, sea and air).
- Distribution costs.

R'000

23. Motor vehicle running expenditure **(sum of Question 23.1 and Question 23.2)** .....**Include**

- Fuel for other vehicles **not part of operation**.
- Spare parts (if not part of operation) and repairs done by own employees.
- Motor vehicle clearance fees.
- Motor vehicle licence fees and permits.
- Motor vehicle parking fees.

**Exclude**Fuel, lubricants (including oils), gas, tyres, tubes and spare parts, **if part of operating expenditure (included in Question 17)**.

23.1 Road tolls .....	R'000	
23.2 Other motor vehicle running expenditure .....	R'000	
<b>24. Total other expenditure (sum of Question 24.1 to Question 24.13) .....</b>		R'000 <div style="border: 2px solid black; width: 100px; height: 20px;"></div>
24.1 Interest (finance cost).....	R'000	
24.2 Insurance.....		
24.3 Customs duties .....		
24.4 Excise duties.....		
24.5 Advertising, marketing, promotions .....		
24.6 Utilities (water and electricity).....		
24.7 Royalties.....		
24.8 Repairs and maintenance.....		
24.9 Printing and stationery .....		
24.10 Telecommunication and ICT.....		
24.11 Security services (for both property and tracking services) .....		
24.12 Depreciation and amortisation.....		
24.13 Other expenditure .....		

**Include**  
Any other expenditure item not listed above in **Question 17 to Question 24.12.**

Specify the nature and amount of the two largest items included in 'Other expenditure' in **Question 24.13.**

Description of other expenditure	R'000

<b>25. Total expenditure, excluding VAT and discount received (sum of Question 17 to Question 24) .....</b>	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
26. <b>Net profit or loss before tax (Question 14 minus Question 15 plus Question 16 minus Question 25)</b> .....	<input type="text"/>
27. <b>Company tax</b> .....	<input type="text"/>
28. <b>Net profit or loss after tax (Question 26 minus Question 27)</b> .....	<input type="text"/>
29. <b>Dividends paid or provided for</b> .....	<input type="text"/>
30. <b>Capital expenditure on assets (sum of Question 30.1 to Question 30.7)</b> .....	<input type="text"/>

**Include**

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

	R'000
30.1 Capital expenditure on land, buildings and construction works, roads, parking areas and leasehold improvements .....	<input type="text"/>
30.2 Capital expenditure on plant, machinery, furniture and fittings, construction equipment, manufacturing equipment and other office equipment .....	<input type="text"/>
30.3 Capital expenditure on computers, network equipment and other ICT equipment .....	<input type="text"/>
30.4 Capital expenditure on motor vehicles, trucks, aircraft, boats, trailers, locomotives, fleet and other transport equipment .....	<input type="text"/>
30.5 Capital work in progress (property, plant and equipment) .....	<input type="text"/>
30.6 Capital expenditure on intangible assets (e.g. software, goodwill) .....	<input type="text"/>
30.7 Other capital expenditure .....	<input type="text"/>

Specify the nature and amount of the two largest items included in 'Other capital expenditure' in **Question 30.7**.

Description of other capital expenditure	R'000
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Part 7 – Purchases and transfers-in of materials

**Note:**

This part of the questionnaire seeks details of the value of raw materials, components, etc. used in production by this enterprise during the financial year reported as in [Part 5, Question 17](#).

### 31. Purchases and transfers-in of raw materials and components used in production by this enterprise

<b>Include</b> All raw materials and components used by this enterprise's manufacturing activities.	<b>Exclude</b>	
	<ul style="list-style-type: none"> <li>• Fuel consumed during production (<a href="#">include in Question 31</a>).</li> <li>• Materials for maintenance production (<a href="#">include in Question 32</a>).</li> <li>• Containers and packaging production.</li> <li>• Contract, subcontract and commission expenses.</li> <li>• Capitalised purchases of materials for capital work done by own employees.</li> </ul>	
Raw materials and components used in production	Purchases and transfers-in (R'000)	For office use
<b>Waste and scraps</b>		
Metallic		393501m
Non-metallic		399901m
<b>Other pulp, paper or paperboard products</b>		
		321991m
<b>Other rubber products</b>		
		362001m
<b>Plastic products, excluding packaging</b>		
		369902m
<b>Glass and glass products</b>		
		371102m
<b>Non-metallic mineral products not elsewhere specified</b>		
		379909m
<b>Other rolled, drawn or folded products of iron and alloy steel, including stainless steel</b>		
		410001m
<b>Non-ferrous metals and articles therefrom</b>		
		416001m
<b>Structural metal products and parts therefrom</b>		
		421001m
<b>Other fabricated metal products</b>		
		429991m
<b>Other electrical equipment and parts thereof</b>		
		469001m
<b>Electronic components</b>		
		471003m

31. Purchases and transfers-in of raw materials and components used in production by this enterprise (concluded)

Raw materials and components used in production	Purchases and transfers-in (R'000)	For office use
<b>Chemical products</b>		
Inorganic chemicals or compounds		342501m
Cleaning and polishing preparations		353001m
Other chemical products		354901m
<b>Other materials (specify)</b>		000000m
<b>Total raw materials (must correspond with Part 5, Question 17.1)</b>		<b>TOT030m</b>



**32. Purchases and transfers-in of fuel and gas**

<b>Fuel and gas used in production</b>	<b>R'000</b>	<b>For office use</b>
Petrol		333111f
Diesel		333601f
Other petroleum fuel products		333901f
Coal for fuel		110101f
Lubricants		333801f
Gas for fuel		334001f
Other gases		334101f
Waste products of manufacturing processes for fuel		399901f
<b>Total purchases and transfers-in of fuel and gas (must correspond with Part 5, Question 17.2)</b>		<b>TOT032f</b>

**33. Purchases of materials for maintenance and other purchases**

<b>Materials used for maintenance</b>	<b>R'000</b>	<b>For office use</b>
Protective clothing <b>excluding Covid-19 personal protective equipment</b>		271901c
Cleaning materials <b>excluding Covid-19 sanitisers and disinfectants</b>		353001c
Covid-19 personal protective equipment (PPE) (e.g. masks, gloves, sanitisers and disinfectants, digital thermometers, paper towels, eye and face protection)		300001c
Hand tools		429201c
Other materials for maintenance		439301c
Other purchases (specify)		429991c
<b>Total materials for maintenance and other purchases (must correspond with Part 5, Question 17.4)</b>		<b>TOT033c</b>

## Part 8 – Sales and transfers-out of own manufactured products

### 34. Sales and transfers-out of own manufactured products

**Note:**

- Report the quantity and sales value of goods produced by this enterprise (include goods produced by other enterprises on commission from materials provided by this enterprise).
- The total sum of the sales value **must correspond with the value reported as in Part 3, Question 9.1.**

Description of item	Measure unit	Local sales and quantities for local market		Export sales and quantities for foreign markets		For office use	
		Quantity A	(R'000) B	Quantity C	(R'000) D		
<b>34.1 Recycling</b>							
Recycling/remelting of metal (ferrous and non-ferrous) waste and scrap	value only					39350 1109	
Recycling of non-metal waste and scrap	value only					39990 0009	
<b>34.2 Other products manufactured (specify):</b>	value only					00000 0034	
<b>Total local and export sales and transfers-out (sum of column B and column D, Question 34.1 and 34.2)</b>						<b>TOTAL 0034b</b>	<b>TOTAL 0034d</b>
<b>Total sales and transfers-out of own manufactured products (sum of Question 34, Column B plus Column D) (must correspond with Part 3, Question 9.1)</b>						<b>TOTAL SALE</b>	

**Part 9 – Electricity generated by the enterprise**

35. Did the enterprise have any installed capacity for electricity generation during the financial year?.....	Yes	No
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Electricity generated	Megawatts (MW)	Megawatt-hours (MWh)
35.1 Installed capacity for electricity generation at the end of the financial year.....		
35.2 Electricity the enterprise generated <b>for sale</b> during the financial year.....		
35.3 Electricity the enterprise generated <b>for own-consumption</b> during the financial year.....		

## Part 10 – Geographical distribution of the activities of this enterprise

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

**Note:**

- An **establishment** 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.
- Report the number of employees as on the last pay period **ended on or before 30 June 2021**.

Province	Local or metropolitan municipality	Village/town/city	Income from sales of own manufactured goods (R'000)	Income from services rendered (R'000)	Number of employees	Employment costs (R'000)	Activity description	For office use
<b>Total:</b> .....								
			(must correspond with Part 3, Question 9.1)	(must correspond with Part 3, Question 10)	(must correspond with Part 2, Question 7)	(must correspond with Part 5, Question 19)		