

Retail trade industry large sample survey, 2022

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REPUBLIC OF SOUTH AFRICA

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Purpose of the survey

The Retail industry large sample survey is conducted once every three to five years. The survey collects data on the nature (activities) and structure of the retail 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. 62-01-02). These results will also be made available on our website: www.statssa.gov.za and will be forwarded to you via e-mail. Previous reports can also be viewed on this website.

Collection authority

The information required is collected under section 16 of the Statistics Act (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

According to section 17 of the Statistics Act (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.

Protection of Personal Information Act

We confirm that the Statistics Act is consistent with the conditions stipulated in the Protection of Personal Information Act (**POPIA**) (Act No. 04 of 2013).

Reference period

This questionnaire must be completed for your financial year ending on any date between **01 July 2021 and 30 June 2022**.

Due date

Please complete this questionnaire and return it by email to Stats SA by .

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:
- Email address:

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

| | | | |
|-------------------|--|------------------|--|
| Name | | Telephone number | |
| Position or title | | Cellphone number | |
| Signature | | Email address | |
| Date | | | |

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).
- 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.

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/Plot number..... | | | | |
| Street name | | | | |
| Province..... | | | | |
| Village/town/city..... | | | | |
| Physical address postal code | | | | |
| GPS coordinates..... | Latitude: | | | |
| | Longitude: | | | |
| Is the entity a franchise? (Mark the appropriate box with an 'X')..... | YES | NO | | |

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 2021 and 30 June 2022, according to your usual reporting schedule.**

Examples

- 01 August 2020– 31 July 2021
- 01 October 2020 – 30 September 2021
- 01 January 2021 – 31 December 2021
- 01 February 2021 – 31 January 2022
- 01 March 2021 – 28 February 2022
- 01 April 2021 – 31 March 2022
- 01 July 2021 – 30 June 2022

Indicate the period covered by this questionnaire.

| From | | | | | | | | To | | | | | | | |
|------|---|---|---|---|---|---|---|----|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y | D | D | M | M | Y | Y | Y | Y |
| | | | | | | | | | | | | | | | |

Indicate any **changes** that have occurred in this enterprise during the financial year: (Mark the appropriate box with an 'X').....

| Change of financial year | Takeover | Merger | Acquisition | New location | Name change | Liquidation | Closure | New company |
|--------------------------|----------|--------|-------------|--------------|-------------|-------------|---------|-------------|
| Other (specify): | | | | | | | | |

Also indicate any **major events** that impacted significantly on sales of goods and services rendered: (Mark the appropriate box with an 'X').....

| | | | | |
|------------------------------|-------------------|--------|-----------------------|-------|
| Covid-19 pandemic (Lockdown) | Economic downturn | Fire | Natural disaster | Crime |
| Supply constraints | New contracts | Prices | Other (specify):..... | |

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

Note:

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

4.1 Main activity:

| | | |
|-------|--|-------------------------|
| | | For official use |
| | | 5-digit SIC |

4.2 Secondary activities:

| | | |
|-------|--|-------------------------|
| | | For official use |
| | | 5-digit SIC |

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

Definitions

Computing device: A device 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. This includes a desktop, portable or handheld computer or device (e.g. personal digital assistants, smartphone, notebook), laptop or mainframe.

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.

5.1 Does this enterprise use computing devices for business purposes?

| | |
|-----|----|
| Yes | No |
|-----|----|

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

| | |
|-----|----|
| Yes | No |
|-----|----|

5.3 If 'no', 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 |
|--------------------------|--------------------|--|--|-------|

5.4 Which mode(s) of internet connectivity is (are) used for business purposes? (may choose more than one option)

| | | | | |
|-------|-----------|----------|-------|------|
| Fibre | Fixed LTE | Fixed 5G | Other | None |
|-------|-----------|----------|-------|------|

5.5 What are the main uses of internet or digital innovation in the enterprise? (may choose more than one option)

| | | | | | |
|------------------|--|-------------------------------------|-------------------------|---|---------------------------|
| Email | Business promotions (advertising) (e.g. social networks, online market places) | e-government | e-learning | ICT-based supply chains (e.g. tracking systems) to conduct business | Information services |
| Internet banking | Virtual teams, remote working, telecommunity | VoIP (e.g. Skype, WhatsApp calling) | Receive orders/bookings | Place orders/bookings | Other (specify): _____ |

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

| | |
|-----|----|
| Yes | No |
|-----|----|

(b) If 'yes', 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 |
|-----|----|

5.7 Does this enterprise utilise an online/mobile application to receive orders?.....

| | |
|-----|----|
| Yes | No |
|-----|----|

5.8 (a) Is the ICT department of this enterprise outsourced?.....

| | |
|-----|----|
| Yes | No |
|-----|----|

(b) If 'yes', to what extent is ICT outsourced?.....

| | |
|-------|-----------|
| Fully | Partially |
|-------|-----------|

5.9 (a) Does this enterprise plan to invest in ICT over the next three years?.....

| | |
|-----|----|
| Yes | No |
|-----|----|

(b) If 'yes', how much money will be allocated for this purpose? (select the appropriate option).....

| | | | | |
|----------------------|---|--|--|-----------------------|
| Less than R5 million | More than R5 million, but less than R10 million | More than R10 million, but less than R20 million | More than R20 million, but less than R50 million | More than R50 million |
|----------------------|---|--|--|-----------------------|

5.10 Did your business operations cater for any of the following working from home models during the financial period concerned?.....

| | | |
|--------------|--------|----------------|
| Fully remote | Hybrid | Not applicable |
|--------------|--------|----------------|

6. Exports and imports

Note:

- If your enterprise either sold or purchased goods outside South Africa during the financial year, report the amounts received or paid.
- If your enterprise either provided or received services outside South Africa during the financial year, report the amounts received or paid.

Exclude

- Capital expenditure on assets.

R'000

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

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 for goods purchased outside South Africa

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 for services rendered outside South Africa

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 establishments outside South Africa.
- Total amount received from rendering services outside South Africa.

R'000

6.4 Services imported: Total amount paid for services rendered outside South Africa

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 establishments outside South Africa.
- Total amount paid to establishments 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.
- **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 employees who received salaries and wages for the last pay period ended on or before 30 June 2022

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.
- 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 of unincorporated businesses who received payment through the payroll.

Exclude

- Subcontractors and consultants.
- Labour/employment brokers (**include in Question 8**).
- Any employees who were not paid during the reference period.
- People paid by commission only, with no salary or wage component.
- Employees based in South Africa but paid from outside South Africa.

| Employment | Male employees | Female employees | Total employees |
|--------------|----------------|------------------|-----------------|
| Full-time | | | |
| Part-time | | | |
| Total | | | |

8. Number of employees employed through labour/employment brokers for the last pay period ended on or before 30 June 2022.....

Exclude

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

Part 3 – Income items

9. Sales of goods, **excluding VAT and discount allowed (must correspond with Part 7, Question 137)** R'000

- Include**
- Sales of goods, including food, beverages and other retail products for resale.
 - Export sales and export freight charges.
 - Sales on long-term contracts, including progress payments billed.
 - Delivery and/or installation **charges if not invoiced separately.**

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

10. Services rendered, **excluding VAT and discount allowed (must correspond with Part 8, Question 148)** R'000

- Include**
- Income and fees from services rendered.
 - Contract, subcontract and commission income.
 - Management fees/charges from related and unrelated establishments.
 - Subscription and membership fees.
 - Administrative and commission charges received as an agent.
 - Railage and transport-out.

- Exclude**
- Value added tax (VAT).
 - Discount allowed.
 - Interest received (**include in Question 11.1).**
 - Export freight charges (**include in Question 9).**

11. **Total other income (sum of Question 11.1 to Question 11.7)** R'000

- | | R'000 |
|--|---|
| 11.1 Interest..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.2 Rental, leasing and hiring income | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.3 Dividends | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.4 Profit on financial and other assets: disposal of assets, realisation for cash and revaluation of assets..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.5 Profit on financial and other liabilities: redemption, liquidation and revaluation of liabilities | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.6 Government subsidies and incentives received (only from South African government) | <input style="width: 100%; height: 20px;" type="text"/> |
| 11.7 Other income | <input style="width: 100%; height: 20px;" type="text"/> |

Include
Any other income item not listed above in **Question 9 to Question 11.6.**

Specify the nature and amount of the two largest items included in 'Other income' in **Question 11.7.**

| Description of other income | R'000 |
|-----------------------------|-------|
| | |
| | |

12. **Total income, excluding VAT and discount allowed (sum of Question 9 to Question 11)** R'000

Part 4 – Inventory

| | |
|--------------------------------|--|
| 13. Total opening values | R'000 <input style="width: 100%; height: 30px;" type="text"/> |
| 14. Total closing values | <input style="width: 100%; height: 30px;" type="text"/> |

Part 5 – Expenditure items

| | |
|---|--|
| 15. Purchases and transfers-in of goods, excluding VAT and discount received (must correspond with Part 9, Question 178) | R'000 <input style="width: 100%; height: 30px;" type="text"/> |
|---|--|

- Include**
- Goods for resale not intended for packaging by this establishment.
 - Goods intended for packaging by this establishment.
 - Packaging and containers.
 - Consumables, protective clothing, uniforms.
 - Motor vehicle running expenditure, including parts and fuel **if part of operating expenditure.**

- Exclude**
- Value added tax (VAT).
 - Discount received.
 - Subcontract and commission expenses **(include in Question 16.1).**
 - Opening and closing inventory **(include in Part 4).**
 - Railage and transport-out **(include in Question 20).**
 - Motor vehicle running expenditure, including parts and fuel, **if not part of operating expenditure (include in Question 21).**

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 completion of part of, or the overall project, task or activity.

| | |
|---|--|
| 16. Subcontractors and labour/employment brokers paid (sum of Question 16.1 and Question 16.2) | R'000 <input style="width: 100%; height: 30px;" type="text"/> |
|---|--|

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

- Exclude**
- Commission paid to own employees **(include in Question 17.1).**
 - Payments for transport sub-contracted out **(include in Question 20).**

| | |
|---|--|
| 16.1 Subcontractors, excluding labour/employment brokers | R'000 <input style="width: 100%; height: 30px;" type="text"/> |
|---|--|

| | |
|--------------------------------------|--|
| 16.2 Labour/employment brokers | R'000 <input style="width: 100%; height: 30px;" type="text"/> |
|--------------------------------------|--|

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, accident funds and housing subsidies.

17. Total staff related costs (sum of Question 17.1 and Question 17.2).....

R'000

17.1 Employment costs.....

Include

- Salaries and/or fees paid to directors, executives and managers.
- Commission if a retainer, wage or salary was also 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.
- 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 17.2**).
- **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.
- Staff welfare including amenities (canteen, crèche, gym).

R'000

17.2 Severance, termination and redundancy payments.....

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. Railage and transport-out.....

Include

- Freight (by rail, road, sea and air).
- Payments for transport subcontracted out.
- Distribution costs.
- Delivery charges if invoiced separately.
- Storage and warehousing.

R'000

21. Motor vehicle running expenditure

Include

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

Exclude

Fuel, lubricants (including oils), gas, tyres, tubes, spare parts and road tolls, **if part of operating expenditure (included in Question 15).**

R'000

22. **Total other expenditure (sum of Question 22.1 to Question 22.10)**

| | R'000 |
|--|---|
| 22.1 Interest (finance cost) | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.2 Insurance | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.3 Levies paid..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.4 Advertising, marketing, promotions | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.5 Depreciation and amortisation..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.6 Losses on foreign transactions resulting from changes in foreign exchange rates | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.7 Losses on financial and other liabilities: redemption, liquidation and revaluation of liabilities | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.8 Losses on financial and other assets: disposal of assets, realisation for cash and revaluation of assets..... | <input style="width: 100%; height: 20px;" type="text"/> |

Include

- Provision for bad debt and bad debt written off.
- Assets written off.
- Losses on share trading.
- Impairment of assets.

| | R'000 |
|---|---|
| 22.9 Utilities (water and electricity)..... | <input style="width: 100%; height: 20px;" type="text"/> |
| 22.10 Other expenditure | <input style="width: 100%; height: 20px;" type="text"/> |

Include

Any other expenditure item not listed above in **Question 15 to Question 22.9.**

Specify the nature and amount of the two largest items included in 'Other expenditure' in Question 22.10.

| Description of other expenditure | R'000 |
|----------------------------------|-------|
| | |
| | |

R'000

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

Part 6 – Profit or loss, company tax, dividends and capital expenditure on new 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.
- Loss should be indicated with a minus (-) or brackets.

| | |
|---|-------|
| | R'000 |
| 24. Net profit or loss before tax (Question 12 minus Question 13 plus Question 14 minus Question 23) | |
| 25. Total company tax | |
| 26. Net profit or loss after tax (Question 24 minus Question 25) | |
| 27. Dividends paid or provided for | |
| 28. Total capital expenditure on new assets (sum of Question 28.8, Column A plus column B) | |

Include:

Assets acquired, renovations and additions during the financial period.

| | Own assets (R'000) A | Right-of-use (leased) assets (R'000) B |
|--|----------------------------|--|
| 28.1 Capital expenditure on land, buildings and construction works, road, parking areas and leasehold improvements | | |
| 28.2 Capital expenditure on plant, machinery, furniture and fittings, construction equipment and other office equipment..... | | |
| 28.3 Capital expenditure on computers, network equipment and other ICT equipment | | |
| 28.4 Capital expenditure on motor vehicles, trucks, aircraft, boats, trailers, locomotives, fleet and other transport equipment..... | | |
| 28.5 Capital work in progress (property, plant and equipment) | | |
| 28.6 Capital expenditure on intangible assets (e.g. software, goodwill) | | |
| 28.7 Other capital expenditure on new assets | | |

Specify the nature and amount of the two largest items included in 'Other capital expenditure on new assets' in Question 28.7.

| Description of other capital expenditure on new assets | R'000 | R'000 |
|--|-------|-------|
| | | |
| | | |

| | Own assets (R'000) A | Right-of-use (leased) assets (R'000) B |
|--|----------------------------|--|
| 28.8 Total capital expenditure on new (own and right-of-use/leased) assets (sum of column A and column B, Question 28.1 to Question 28.7) | | |

Part 7 – Details of sales of goods

Note:

- Report all monetary values in rand thousands (R'000).
- Total sales of goods, **Question 137, must correspond with the value reported in Part 3, Question 9.**
- **For used/second-hand merchandise and antiques refer to Question 134.**

| Sales of goods | Income (R'000) | For office use |
|--|----------------|-------------------|
| A. Total sales of food, beverages and tobacco (sum of Question 29 to Question 57) | | TOTAL 000A |
| Food, excluding pet food (include in Question 123) | | |
| 29. Fresh fruits, nuts and vegetables | | 62121 0000 |
| 30. Fruit juices and concentrates | | 62121 1002 |
| 31. Fruits and nuts (processed, frozen, dried, prepared), excluding bottled and canned fruit | | 62121 0001 |
| 32. Vegetables (processed, frozen, dried, prepared), excluding bottled and canned vegetables (sum of Question 32.1 and Question 32.2) | | TOTAL 0032 |
| 32.1 Vegetables, excluding pulses | | 62121 0003 |
| 32.2 Pulses (dried or dehydrated legumes, e.g. beans, peas, lentils) | | 62121 0009 |
| 33. Meat and meat products, excluding canned meat (sum of Question 33.1 to Question 33.6) | | TOTAL 0033 |
| 33.1. Cattle (beef or veal), fresh, chilled or frozen | | 62123 0001 |
| 33.2 Pork, fresh, chilled or frozen | | 62123 0002 |
| 33.3 Lamb/sheep, fresh, chilled or frozen | | 62123 0003 |
| 33.4 Chicken, fresh, chilled or frozen | | 62123 0004 |
| 33.5 Other meat, including offal, fresh, chilled or frozen (e.g. goat, other poultry, venison) | | 62123 1006 |
| 33.6 Processed meat products (e.g. salted, dried, prepared), excluding canned meat | | 62123 0007 |
| 34. Fish and other seafood products, excluding canned fish and seafood | | 62124 0001 |
| 35. Canned and bottled food | | 62120 0000 |
| 36. Dairy products (sum of Question 36.1 to Question 36.4) | | TOTAL 0036 |
| 36.1 Milk | | 62122 0001 |
| 36.2 Cheese | | 62122 0002 |
| 36.3 Yoghurt | | 62122 0003 |
| 36.4 Other dairy products (e.g. butter, ice cream) | | 62122 0004 |
| 37. Eggs and egg products | | 62122 0006 |
| 38. Edible oils and fats of animal or vegetable origin (e.g. margarine, cooking oil, tallow, lard) | | 62122 0007 |
| 39. Sugar and sugar products | | 62125 0001 |
| 40. Chocolates, cocoa, sweets and sugar confectionary | | 62125 0002 |
| 41. Bread | | 62125 0003 |
| 42. Other bakery products (e.g. buns, rolls, biscuits, cakes, pastries, pies), excluding bread | | 62125 0004 |
| 43. Coffee and tea | | 62127 1001 |
| 44. Spices and aromatics | | 62127 0002 |

Part 7 – Details of sales of goods (continued)

| Sales of goods | Income (R'000) | For office use |
|--|-------------------|-------------------|
| A. Sales of food, beverages and tobacco (concluded) | | |
| 45. Prepared meals and dishes (fresh, frozen, ready-to-eat) | | 62129 0000 |
| 46. Maize products (e.g. mealie meal, "mageu") | | 62129 0001 |
| 47. Wheat products (e.g. cake flour, bread meal) | | 62129 0002 |
| 48. Other grain mill products (e.g. samp, other cereal flour/meal) | | 62129 0003 |
| 49. Rice and rice products | | 62129 0004 |
| 50. Pasta (e.g. macaroni, spaghetti, noodles) | | 62129 0007 |
| 51. Other food products (e.g. salty snacks, soups, sauces, instant breakfast foods) | | 62129 0009 |
| Non-alcoholic beverages | | |
| 52. Non-alcoholic beverages (e.g. soft drinks, energy drinks), excluding fruit juices | | 62126 0001 |
| 53. Bottled water | | 62126 0002 |
| Alcoholic beverages | | |
| 54. Fermented beverages (e.g. ciders, beer), including sorghum beer | | 62126 0003 |
| 55. Distilled beverages (e.g. brandy, liqueur, vodka, gin, whisky) | | 62126 0004 |
| 56. Wines (natural, sparkling, fortified) | | 62126 0005 |
| Tobacco and tobacco products | | |
| 57. Tobacco and tobacco products, including e-cigarettes | | 62128 1001 |
| B. Total sales of pharmaceuticals, eyewear, medical goods, cosmetics and toiletries (sum of Question 58 to Question 63) | | TOTAL 000B |
| Eyewear | | |
| 58. Prescription eyewear | | 62252 0001 |
| 59. Non-prescription eyewear | | 62152 0002 |
| 60. Pharmaceutical goods (e.g. over-the-counter, prescribed, herbal, traditional) (sum of Question 60.1 to Question 60.8) | | TOTAL 0060 |
| 60.1 Stimulants and depressants | | 62173 0001 |
| 60.2 Vaccines | | 62173 0002 |
| 60.3 Anti-microbial agents (e.g. antiretroviral (ARVs), antibiotics, anti-malaria, Tuberculosis (TB), chemotherapeutic drugs) | | 62173 0003 |
| 60.4 Vitamins and minerals | | 62173 0004 |
| 60.5 Hormones and anti-hormones | | 62173 0005 |
| 60.6 Other medicines (e.g. respiratory, vascular, antacids, laxatives, cold and flu, dermatological preparations) | | 62173 0006 |
| 60.7 Homeopathic, herbal and traditional remedies | | 62173 0007 |
| 60.8 Medicines for veterinary use | | 62173 0008 |
| 61. Surgical and orthopaedic instruments and supplies, including orthopaedic footwear | | 62174 0000 |
| 62. Other medical goods | | 62174 0009 |

Part 7 – Details of sales of goods (continued)

| Sales of goods | Income (R'000) | For office use |
|--|-------------------|-------------------|
| B. Sales of pharmaceuticals, eyewear, medical goods, cosmetics and toiletries (concluded) | | |
| 63. Cosmetics, perfumery and toiletries (sum of Question 63.1 to 63.3) | | TOTAL 0063 |
| 63.1 Cosmetics | | 62175 0001 |
| 63.2 Perfumes | | 62175 0002 |
| 63.3 Toiletries (e.g. toilet soap, shampoo, shaving products, toothpaste) | | 62175 0003 |
| C. Total sales of textiles, clothing, clothing accessories, leather and footwear (sum of Question 64 to Question 77) | | TOTAL 000C |
| Textiles and leather | | |
| 64 Yarns and threads for weaving, sewing and knitting | | 62131 0001 |
| 65 Fabrics (e.g. woven, knitted, non-woven) | | 62131 0002 |
| 66 Made-up household and other textile articles (e.g. bedding, linen, curtains, rugs, tents, ropes, netting), including haberdashery (e.g. needles, buttons, lace, zips) | | 62132 0001 |
| 67 Leather, leather goods, luggage and travel accessories, including handbags | | 62156 0000 |
| Clothing and clothing accessories | | |
| 68 Men's and boys' clothing (sum of Question 68.1 and Question 68.2) | | TOTAL 0068 |
| 68.1 Outerwear | | 62133 0001 |
| 68.2 Underwear, including socks | | 62133 0002 |
| 69 Women's and girls' clothing (sum of Question 69.1 and Question 69.2) | | TOTAL 0069 |
| 69.1 Outerwear | | 62133 0003 |
| 69.2 Underwear, including socks, pantyhose, foundation garments | | 62133 0004 |
| 70. Babies' and toddlers' clothing, including textile nappies | | 62133 0005 |
| 71. Unisex clothing, excluding footwear | | 62133 0000 |
| 72. Clothing accessories (e.g. ties, scarves, hats, gloves) | | 62133 0006 |
| Footwear, excluding orthopaedic footwear (included in Question 61) | | |
| 73. Men's and boys' footwear, excluding sports and unisex footwear | | 62134 0001 |
| 74. Women's and girls' footwear, excluding sports and unisex footwear | | 62134 0002 |
| 75. Babies' and toddlers' footwear, excluding sports and unisex footwear | | 62134 0003 |
| 76. Sports footwear | | 62134 0004 |
| 77. Unisex footwear | | 62134 0006 |
| D. Total sales of household furniture, appliances, equipment, articles, components and supplies (sum of Question 78 to Question 93) | | TOTAL 000D |
| Household furniture, including mattresses, outdoor and patio furniture | | |
| 78. Household furniture | | 62141 0001 |
| 79. Mattresses | | 62141 0002 |
| 80. Outdoor and patio furniture | | 62141 0003 |
| Domestic appliances | | |
| 81. Major household appliances (e.g. stoves, freezers, washing machines, refrigerators) and replacement parts | | 62144 0001 |
| 82. Small/portable electrical domestic appliances (e.g. electric frying pans, irons, kettles, toasters, vacuum cleaners, hair dryers, food mixers, fans, electric blankets) and replacement parts | | 62144 0002 |

Part 7 – Details of sales of goods (continued)

| Sales of goods | Income (R'000) | For office use |
|---|----------------|----------------|
| D. Sales of household furniture, appliances, equipment, articles, components and supplies (concluded) | | |
| Household equipment | | |
| 83. Radio and television equipment and other household audio-visual equipment, including iPod and MP3 players and replacement parts | | 62142 0001 |
| 84. Recorded musical records, compact discs, cassettes, DVDs and MP3s and other recorded media (audio and visual) | | 62142 1002 |
| 85. Musical instruments and parts thereof | | 62159 0000 |
| 86. Lighting equipment, components and accessories (e.g. lamps, light bulbs, lamp shades) | | 62143 0000 |
| Miscellaneous household articles and supplies | | |
| 87. Cookware and bakeware, including flat and hollowware to prepare and serve food | | 62145 0000 |
| 88. Household utensils, cutlery, crockery, china, pottery | | 62145 0002 |
| 89. Glassware and crystalware | | 62145 0003 |
| 90. Wickerwork, articles of cork and other products of wood, including tableware and kitchenware of wood | | 62146 0001 |
| 91. Household fuel (e.g. paraffin, bottled gas, charcoal, fire wood) | | 62199 0010 |
| 92. Washing, cleaning and polishing preparations and chemicals | | 62176 0000 |
| 93. Other non-electrical household articles and equipment (e.g. ironing boards, stepladders, brooms) | | 62144 0005 |

Specify the nature and amount of the two largest items in 'Other non-electrical household articles and equipment' in **Question 93**.

Description of other non-electrical household articles and equipment

R'000

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| E. Total sales of hardware, building materials, paints and glass (sum of Question 94 to Question 106) | | TOTAL 000E |
|---|--|-------------------|
| Hardware, building material, paints and glass | | |
| 94. Wall, floor and ceiling coverings of textile, plastic, vinyl in rolls or sheets or in tile form, carpets, linoleum (including wallpaper) | | 62163 0001 |
| 95. Insulated wire and cables and wiring accessories | | 62161 0002 |
| 96. Electrical equipment (e.g. pumps, generators, air-conditioners) and electrical control and distribution apparatus and replacement parts | | 62189 0000 |
| 97. Hand and machine tools, components and accessories thereof, including garden tools | | 62165 0000 |
| 98. Fittings and sanitary fixtures (e.g. baths, toilets, wash-basins) | | 62162 0002 |
| 99. Structural metal and other metal construction materials and articles | | 62161 0001 |
| 100. Builders' hardware (e.g. hinges, locks, handles, rails, nails, screws) | | 62165 0012 |
| 101. Structural timber and other wood construction materials and articles | | 62161 0013 |
| 102. Sand, pebbles, gravel, asphalt | | 62199 0011 |
| 103. Other construction (building) materials and articles of plastic, fibreglass, cement, building stone, ceramic (clay) products, including refractory | | 62161 0009 |
| 104. Paints | | 62164 0001 |
| 105. Varnishes, lacquers and other construction chemicals | | 62164 0002 |
| 106. Glass for construction purposes, including glass mirrors | | 62161 0000 |

Part 7 – Details of sales of goods (continued)

| Sales of goods | Income (R'000) | For office use |
|---|-------------------|-------------------|
| F. Total sales of miscellaneous consumer goods (sum of Question 107 to Question 135) | | TOTAL 000F |
| Reading materials and stationery | | |
| 107. Books (hardcover and paperback), newspapers, magazines and other periodicals, in print | | 62151 0001 |
| 108. Stationery of paper and cardboard (e.g. diaries, exercise books, letter pads, file covers, note books, postcards, greeting cards), commercial advertising materials and other printed matter | | 62151 0003 |
| Watches, clocks and jewellery | | |
| 109. Clocks and watches (including smart watches) | | 62154 0004 |
| 110. Jewellery and related articles | | 62154 0003 |
| Sports and recreational (pleasure and leisure) goods | | |
| 111. Toys, games and hobby supplies, excluding computer and video games | | 62153 0001 |
| 112. Hunting equipment and requisites, fishing gear and tackle, and camping equipment and accessories, excluding sporting guns and rifles | | 62155 0002 |
| 113. Sports goods (e.g. rugby, golf, soccer, cricket, tennis, hockey, surf), equipment and accessories | | 62155 0009 |
| 114. All other sports and recreational goods (e.g. bicycles, pleasure boats, pool tables, gymnasium exercise and fitness equipment, playground equipment) | | 62155 0010 |
| Computers, software, photographic, optical and precision equipment | | |
| 115. Office and accounting machinery, including office furniture | | 62183 0001 |
| 116. Computers, tablets, components and related equipment and devices (e.g. USBs, memory cards, hard drives and other storage mediums), packaged computer software, including computer and video games, musical and game downloads and eBooks | | 62184 0001 |
| 117. Cameras (still, digital and video), binoculars, other photographic and optical equipment, parts and accessories thereof | | 62152 0003 |
| 118. Precision equipment and instruments for measuring, checking, testing, navigation (GPS systems) | | 62152 0004 |
| Communication equipment, accessories and supplies | | |
| 119. Telecommunication equipment and components (e.g. answering machines, telephone sets) | | 62185 0023 |
| 120. Cellular phones and SIM cards | | 62185 0012 |
| 121. Prepaid airtime including data bundles | | 62185 0000 |
| Pet animals, pet foods and accessories | | |
| 122. Pet animals, including birds and fish | | 62214 0002 |
| 123. Pet food, novelties and pet accessories | | 62111 0009 |
| Lawn and garden products and equipment | | |
| 124. Outdoor equipment (e.g. lawnmowers, weed eaters) and accessories, excluding garden tools | | 62186 0001 |

Part 7 – Details of sales of goods (concluded)

| Sales of goods | Income (R'000) | For office use |
|--|----------------|----------------|
| F. Total sales of miscellaneous consumer goods (concluded) | | |
| 125. Fertilisers and pesticides for outdoor and indoor use | | 62172 0006 |
| 126. Other agrochemical products (e.g. insecticides, pesticides, fungicides, herbicides) | | 62172 0005 |
| 127. Cut flowers, living plants, seeds and related floral supplies | | 62112 0001 |
| 128. Other lawn and garden-related products and accessories, swimming pool equipment, excluding outdoor furniture | | 62188 0000 |
| Coffins, cremation urns, tombstones and monuments | | |
| 129. Coffins and cremation urns | | 62246 0000 |
| 130. Tombstones and monuments | | 62261 0000 |
| Other miscellaneous consumer goods | | |
| 131. Paper and paperboard articles used in offices, shops (packaging, wrapping) and household purposes (toilet paper, tissues, disposable nappies) | | 62194 0000 |
| 132. Souvenirs, novelties and artwork | | 62199 0014 |
| 133. Accumulators, primary cells, primary batteries and parts thereof | | 62259 0000 |
| 134. Used/second-hand merchandise and antiques | | 62299 0000 |
| 135. Other miscellaneous consumer goods | | 62159 0009 |

Specify the nature and amount of the two largest items included in sales of 'Other miscellaneous consumer goods' in Question 135.

| Description of other miscellaneous consumer goods | R'000 |
|---|------------|
| | |
| | |
| | R'000 |
| 136. Sales of other goods | 62199 9999 |

Specify the nature and amount of the two largest items included in 'Sales of other goods' in Question 136.

| Description of sales of other goods | R'000 |
|--|------------|
| | |
| | |
| | R'000 |
| 137. Total sales of goods (sum of Question 29 to Question 136) (must correspond with Part 3, Question 9) | TOTAL SALE |

Part 8 – Details of income from services rendered

Note:

- Report all monetary values in rand thousands (R'000).
- Total income from services rendered, **Question 148, must correspond with the value reported in Part 3, Question 10.**

| Services rendered | Income (R'000) | For office use |
|---|----------------|----------------|
| Repair of household and personal goods and appliances | | |
| 138. Repair of electrical household and personal appliances | | 87151 0000 |
| 139. Repair of consumer electronics | | 87155 0000 |
| 140. Repair of lawnmowers | | 87156 0000 |
| 141. Repair of footwear and leather goods | | 87210 0000 |
| 142. Repair of watches, clocks and jewellery | | 87220 0000 |
| 143. Repair of bicycles | | 87290 0000 |
| 144. Other repair services for the general public, including 'while-you-wait' services (cutting of keys, fitting of heels, alterations of clothing) | | 87290 0010 |
| 145. Installation services (when invoiced separately) | | 87300 0000 |
| 146. Fees received as commission agents, administrative and other services | | 62500 0000 |
| 147. Other services rendered | | 85999 9999 |

Specify the nature and amount of the two largest items included in 'Other services rendered' in **Question 147.**

| Description of other services rendered | R'000 |
|--|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

R'000

| | | |
|---|--|-------------------|
| 148. Total income from services rendered (sum of Question 138 to Question 147) (must correspond with Part 3, Question 10) | | TOTAL SERV |
|---|--|-------------------|

Part 9 – Details of purchases and transfers-in of goods

Note:

- Report all monetary values in rand thousands (R'000).
- Total purchases and transfers-in of goods, **Question 178, must correspond with the value reported in Part 5, Question 15.**

| Purchases and transfers-in of goods | R'000 | For office use |
|---|-------|----------------|
| 149. Live animals, excluding meat; plants, flowers and seeds | | 0200200 |
| 150. Food | | 2000000 |
| 151. Beverages | | 2400001 |
| 152. Tobacco and tobacco products | | 2500000 |
| 153. Textiles and textile products, including leather | | 2600000 |
| 154. Clothing and made-up accessories | | 2800000 |
| 155. Footwear | | 2900000 |
| 156. Construction (building) materials and builders' hardware | | 3000000 |
| 157. Reading materials and stationery | | 3200000 |
| 158. Household fuel (e.g. Liquefied Petroleum Gas (LPG), paraffin, charcoal) | | 3300000 |
| 159. Petrol | | 3331000 |
| 160. Diesel | | 3337000 |
| 161. Chemicals, fertilisers, pesticides and other chemical preparations | | 3400000 |
| 162. Pharmaceuticals, medical goods, cosmetics and toiletries | | 3500000 |
| 163. Paints | | 3511000 |
| 164. Varnishes, lacquers and other construction chemicals | | 3511001 |
| 165. Sports and leisure goods, toys, games and parts thereof | | 3800000 |
| 166. Household furniture | | 3810000 |
| 167. Jewellery, watches, clocks | | 3820001 |
| 168. Non-electrical machinery, equipment, apparatus and parts thereof | | 4000100 |
| 169. Domestic (household) appliances, equipment and articles | | 4480000 |
| 170. Office furniture, computers and related equipment and devices | | 4500000 |
| 171. Electrical machinery, equipment, apparatus and parts thereof | | 4600000 |
| 172. Communication equipment, accessories and supplies | | 4700000 |
| 173. Photographic, optical and precision equipment and instruments | | 4800000 |
| 174. Miscellaneous consumer goods of paper, cardboard, wood, plastic, rubber, metal or any other material | | 5900001 |
| 175. Containers and packaging materials, including pallets | | 9900001 |
| 176. Consumables (e.g. protective clothing, cleaning materials) | | 9900002 |
| 177. Other purchases and transfers-in of goods | | 9999999 |

Specify the nature and amount of the two largest items included in 'Other purchases and transfers-in of goods' in **Question 177**.

| Description of other purchases and transfers-in of goods | R'000 |
|--|-------|
| | |
| | |
| | R'000 |

| | | |
|--|--|----------------|
| 178. Total purchases and transfers-in of goods (sum of Question 149 to Question 177) (must correspond with Part 5, Question 15) | | TOTPURC |
|--|--|----------------|

Part 10 – Income from sales of goods and services rendered (by type of customer)**Note:**

Report all monetary values in rand thousands (R'000).

| Income from sales of goods and services rendered (by type of customer) | Income (R'000) |
|---|-----------------------|
| 179. Individuals and households | |
| 180. Businesses (including NGOs) | |
| 181. Government (national, provincial and local), including parastatals/SOEs | |
| 182. Total income from sales of goods and services rendered (by type of customer) (sum of Question 179 to Question 181) (must correspond with Part 3, Question 9 plus Question 10) | |

Part 11 – Income from sales of goods and services rendered (by method of payment)**Note:**

Report all monetary values in rand thousands (R'000).

| Income from sales of goods and services rendered (by method of payment) | Income (R'000) |
|--|-----------------------|
| 183. Cash | |
| 184. Bank card | |
| 185. Retail card/in-store card | |
| 186. Transfers, including internet (electronic) transfers | |
| 187. Reward card | |
| 188. Other (specify) | |
| 189. Total income from sales of goods and services rendered (by method of payment) (sum of Question 183 to Question 188) (must correspond with Part 3, Question 9 plus Question 10) | |

Part 12 – Income from sales of goods and services rendered (by method of selling)**Note:**

Report all monetary values in rand thousands (R'000).

| Income from sales of goods and services rendered (by method of selling) | Income (R'000) |
|--|----------------|
| 190. Electronic commerce (online selling of goods or facilitating the sale of goods through the internet or other electronic means) | |
| 191. Store or display showroom (selling from a fixed or permanent location with physical display of priced merchandise and/or from a counter) | |
| 192. Warehouse or office (including telephone/fax orders or outside sales representatives) | |
| 193. Mail order | |
| 194. Direct selling (selling in a face-to-face manner away from a fixed location, such as house-to-house, party plan or temporary kiosk sales) | |
| 195. Vending machines | |
| 196. Commission agents, commodity brokers, auctioneers on behalf/on account of others | |
| 197. Other methods of selling | |

Specify the nature and amount of the two largest items included in 'Other methods of selling' in [Question 197](#).

Description of other methods of selling

R'000

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R'000

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|--|--|
| 198. Total income from sales of goods and services rendered (by method of selling) (sum of Question 190 to Question 197) (must correspond with Part 3, Question 9 plus Question 10). | |
|--|--|

Part 13 – Electricity generated by the enterprise

199. Did the enterprise have any installed capacity for electricity generation during the financial year?.....

Yes

No

| Electricity generated | Megawatts (MW) | Megawatt-hours (MWh) | Cost (R'000) |
|---|----------------|----------------------|--------------|
| 199.1 Installed capacity for electricity generation at the end of the financial year..... | | | |
| 199.2 Electricity the enterprise generated for own-consumption during the financial year..... | | | |

