

Statutory Instrument No. 151 of 1976

STATISTICS ACT, 1967  
(38 of 1967)

**STATISTICS (PRODUCTION AND DISTRIBUTION RETURNS)  
(AMENDMENT) REGULATIONS, 1976**

(Published on 29th October, 1976)

IN EXERCISE of the powers conferred by section 14 of the Statistics Act, 1967, the Minister of Finance and Development Planning hereby makes the following Regulations –

- Citation           **1. These Regulations may be cited as the Statistics (Production and Distribution Returns) (Amendment) Regulations, 1976.**
- Substitution of Schedule of S.I. 56 of 1972       **2. The Statistics (Production and Distribution Returns) Regulations, 1972, are amended by substituting for the Schedule thereto the new Schedule following —**

**SCHEDULE**

Republic of Botswana

STATISTICS ACT, 1967

STATISTICS (PRODUCTION AND DISTRIBUTION RETURNS) REGULATIONS, 1972

**(STRICTLY CONFIDENTIAL)**

RETURN OF STATISTICS OF PRODUCTION AND DISTRIBUTION for the period

*Please Note:*

1. This enquiry is strictly confidential in terms of the Statistics Act, 1967.
2. In terms of the Statistics (Production and Distribution Returns) Regulations, 1972, you are required to complete the attached form, sign the declaration on the back page, and to return the form by post within 30 days of receiving same or within 90 days of the end of the period to which the form relates, whichever is the later, to the Central Statistics Office, Private Bag 0024, Gaborone. No postage is required if mailed within Botswana.
3. If you have any difficulty in completing the form and need assistance, you should write to the Government Statistician at the above address at least 10 days before the return deadline.
4. In terms of the above Regulations, it is an offence not to return the form to the Government Statistician by the due date or to fail to notify the Government Statistician that you require assistance in completing the form.
5. The accounting period covered should as far as possible be . . . . . Please indicate on the relevant questionnaire the *actual* accounting period covered by each return if your accounting period is different.
6. Each establishment in the economy has been grouped into one of the following group of industries, with separate questionnaires to be completed for establishments in different groups.
  - (i) Agriculture (Stats/N-Accs/Form A)
  - (ii) Mining and quarrying, manufacturing, electricity and water (Stats/N-Accs/Form B)
  - (iii) Construction (Stats/N-Accs/Form C)
  - (iv) Wholesale and retail trade, cattle trading and auctioneering, catering (cafes, restaurants and hotels), garages and petrol stations (Stats/N-Accs/Form D)
  - (v) Transport, real estate, financial and business services (legal, accounting, architectural, machine rental/leasing), investment companies, prospecting companies, household services (safari companies, repair of household equipment, drycleaners, etc.) (Stats/N-Accs/Form E)
  - (vi) Schools, churches, hospitals, clubs and other non-profit making organisations (Stats/N-Accs/Form F)

7. A separate form should be completed for establishments in each of the six groups listed in Note 6 above, even if such establishments fall under one management.
8. If the enclosed form does not relate to the type of business activity in which your firm is engaged, or does not cover all your business activities, please contact the Government Statistician at the above address and ask for the relevant form(s) as soon as possible.

*Particulars of Firm*

1. (a) Name and address of headquarters of firm .....
- .....
- (b) Location of headquarters .....

2. Name, postal address and location of branch establishments covered in this return

<i>Name</i>	<i>Address</i>	<i>Location</i>
(i) .....	.....	.....
(ii) .....	.....	.....
(iii) .....	.....	.....
(iv) .....	.....	.....
(v) .....	.....	.....

3. Type of organisation (tick as applicable)

- |  |   |
|--|---|
| (a) Individual ownership <input type="checkbox"/>    | (e) Public Limited Company <input type="checkbox"/>   |
| (b) Partnership <input type="checkbox"/>             | (f) Public or Statutory Body <input type="checkbox"/> |
| (c) Co-operative <input type="checkbox"/>            | (g) Non-profit Organisation <input type="checkbox"/>  |
| (d) Private Limited Company <input type="checkbox"/> | (h) Other specify .....                               |

4. Main activity/activities of establishment(s) covered in this return (see Note 6): .....

.....

Stats/N-Accs/Form A

Ref. No.:

## Questionnaire

### Agriculture

All figures given cover ..... months of the accounting year ending ..... 19....  
*(Period to be covered)*

**1. INCOME**

Source of Income:				PULA
(a) (i) Sale of crops				..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....
	Crop	Unit	Quantity	
	Value (Pula)			
	Maize	.....	.....	
	Sorghum	.....	.....	
	Cotton	.....	.....	
	Groundnuts	.....	.....	
	Potatoes	.....	.....	
	Other (please specify):	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
(ii) Sale of livestock (including bonus from B.M.C.):				
	Type	Number	Value (Pula)	
	Cattle	.....	.....	
	Sheep	.....	.....	
	Goats	.....	.....	
	Poultry	.....	.....	
	Other (please specify):	.....	.....	
	.....	.....	.....	
(iii) Sale of livestock products (e.g. milk, meat, hides, skins, etc.)				
(iv) Estimated value of goods produced and consumed on the farm (especially crops, meat & milk)				
(b) (i) Sale of any other goods produced on the farm (e.g. firewood, water)				
(ii) Sale of goods not produced on farm, previously purchased for resale (trading goods)				
(iii) Income from transport or other services, contract work, hiring out plant & equipment, etc.				
(c) Value of construction for own use carried out by your employees (should tally with total of item 7 on page 5.)				

**A2**  
**INCOME** (continued)

SOURCE OF INCOME			PULA
(d) Subsidies received from the Botswana Government			.....
		Received from	
		Residents <sup>1</sup>	Non-residents <sup>2</sup>
(e)	i. Rent received for: buildings and property	P .....	P .....
		Land	P .....
	ii. Interest received	P .....	P .....
	iii. Dividends received	P .....	P .....
(f)	i. Casualty insurance claims received (i.e. all business insurance but not life, education or other personal insurance)	Received from Residents <sup>1</sup>	Received from Non-residents <sup>2</sup>
		P .....	P .....
	ii. Profits received from any other unincorporated business in which you have an interest	P .....	P .....
(g)	i. Other Income and current transfers received (please specify):		
	Source or type	From within Botswana	From outside Botswana
	ii. ....	.....	.....
	iii. ....	.....	.....
	iv. ....	.....	.....

<sup>1</sup> Includes businesses located in Botswana even though such businesses may be owned by non-citizens. Also included are individuals (both citizens and non-citizens) who normally reside in Botswana.

<sup>2</sup> Includes all businesses located outside Botswana and individuals residing outside Botswana.

**2. EXPENDITURE** : Include cost of own construction – materials, labour etc. as per item 7 on page 5.

PURPOSE OF EXPENDITURE			PULA	
(a)	i. Purchase of farm inputs (e.g. fertilisers, seeds, fodder, etc.)		.....	
(iii)	Purchase of livestock (incl. any purchase costs not included elsewhere)	Type	Value (Pula)	
		Number	Value (Pula)	
		Cattle	.....	.....
		Sheep	.....	.....
		Goats	.....	.....
		Poultry	.....	.....
	Other (please specify):	.....	.....	
	.....	.....	.....	
	ii. Purchase of all other goods and materials for use on the farm or in farming (e.g. fuel, spare parts, tools, building and fencing material, water, stationery, etc.)		.....	
	iv. Purchase of all services (e.g. transport costs, hire of plant and equipment, maintenance and repair costs (excl. repairs and maintenance work carried out by own staff), bank charges, advertising, accounting and auditing fees, veterinary fees, travelling expenses, etc.)		.....	
(b)	Purchase of goods and materials for re-sale (trading goods)		.....	

EXPENDITURE (continued)

PURPOSE OF EXPENDITURE		PULA																													
<p>(i) Wages and salaries paid</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">Paid to Residents</th> <th style="width: 25%; text-align: center;">Paid to Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) in cash (including bonuses, gratuities, allowances, director's fees)</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(ii) as rations, free clothing, subsidised or free housing and grazing etc.</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(iii) as employer's contributions to private pension, medical aid and workman's compensation scheme, medical and education fees, etc. for the benefit of employees</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> </tbody> </table>				Paid to Residents	Paid to Non-residents	(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....	P .....	(ii) as rations, free clothing, subsidised or free housing and grazing etc.	P .....	P .....	(iii) as employer's contributions to private pension, medical aid and workman's compensation scheme, medical and education fees, etc. for the benefit of employees	P .....	P .....	(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P .....	P .....														
	Paid to Residents	Paid to Non-residents																													
(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....	P .....																													
(ii) as rations, free clothing, subsidised or free housing and grazing etc.	P .....	P .....																													
(iii) as employer's contributions to private pension, medical aid and workman's compensation scheme, medical and education fees, etc. for the benefit of employees	P .....	P .....																													
(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P .....	P .....																													
<p>(j) Licences and other fees paid to central or local government for business purposes (licences and taxes for vehicles used in the farming business, excluding taxes, fees and licences of vehicles for personal or private household use)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">Paid to Residents</th> <th style="width: 25%; text-align: center;">Paid to Non-residents</th> </tr> </thead> <tbody> <tr> <td>(a) (i) Rent paid for: buildings and property</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="padding-left: 40px;">land</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(ii) Interest paid</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(iii) Dividends paid</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> </tbody> </table>				Paid to Residents	Paid to Non-residents	(a) (i) Rent paid for: buildings and property	P .....	P .....	land	P .....	P .....	(ii) Interest paid	P .....	P .....	(iii) Dividends paid	P .....	P .....														
	Paid to Residents	Paid to Non-residents																													
(a) (i) Rent paid for: buildings and property	P .....	P .....																													
land	P .....	P .....																													
(ii) Interest paid	P .....	P .....																													
(iii) Dividends paid	P .....	P .....																													
<p>(k) (i) Bad debts written off (excluding any previously written off and now recovered)</p> <p>(ii) Grants, donations and subscriptions to clubs, associations, religious bodies, etc.</p> <p>(l) Fines and penalties paid in respect of the farming business</p> <p>(m) Insurance premiums paid in respect of the farming business (excluding education and any personal insurance)</p> <p>(n) (i) Income tax paid for the previous accounting year</p> <p>(ii) Income tax paid or estimated to be paid for the accounting year covered by this questionnaire</p> <p>(o) Any other current expenses not included elsewhere and relating to farming activities (excluding household and personal expenses) should be specified here:</p> <p>(i) ..... P .....</p> <p>(ii) ..... P .....</p> <p>(iii) ..... P .....</p> <p>(iv) ..... P .....</p>																															
<p>(k) Drawings (unincorporated business only)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%; text-align: center;">By resident owners of the business</th> <th style="width: 25%; text-align: center;">By non-resident owners of the business</th> </tr> </thead> <tbody> <tr> <td>(i) Withdrawals of cash and goods from the business (other than as dividends, interest, wages or other business expenses)</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td>(ii) Withdrawals of goods and/or cash from other sources into this business to meet insufficient earnings in the business (excluding loans or temporary transfers for repayment)</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 50%; text-align: center;">Nature of source</th> <th colspan="2" style="text-align: center;">From sources</th> </tr> <tr> <th style="width: 25%; text-align: center;">In Botswana (P)</th> <th style="width: 25%; text-align: center;">Outside Botswana (P)</th> </tr> </thead> <tbody> <tr> <td>Retail</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td>Manufacturing</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td>Farming</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td>Other (please specify):</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> <tr> <td>.....</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">.....</td> </tr> </tbody> </table>				By resident owners of the business	By non-resident owners of the business	(i) Withdrawals of cash and goods from the business (other than as dividends, interest, wages or other business expenses)	P .....	P .....	(ii) Withdrawals of goods and/or cash from other sources into this business to meet insufficient earnings in the business (excluding loans or temporary transfers for repayment)			Nature of source	From sources		In Botswana (P)	Outside Botswana (P)	Retail	.....	.....	Manufacturing	.....	.....	Farming	.....	.....	Other (please specify):	.....	.....	.....	.....	.....
	By resident owners of the business	By non-resident owners of the business																													
(i) Withdrawals of cash and goods from the business (other than as dividends, interest, wages or other business expenses)	P .....	P .....																													
(ii) Withdrawals of goods and/or cash from other sources into this business to meet insufficient earnings in the business (excluding loans or temporary transfers for repayment)																															
Nature of source	From sources																														
	In Botswana (P)	Outside Botswana (P)																													
Retail	.....	.....																													
Manufacturing	.....	.....																													
Farming	.....	.....																													
Other (please specify):	.....	.....																													
.....	.....	.....																													

A4

3. OPENING AND CLOSING STOCKS OF GOODS AND MATERIALS; LIVESTOCK INCLUDED

Type	Unit	Stocks at beginning of accounting year		Stocks at end of accounting year	
		Quantity	Value (P)	Quantity	Value (P)
(i) Crops not yet marketed:	Maize	.....	.....	.....	.....
	Sorghum	.....	.....	.....	.....
	Cotton	.....	.....	.....	.....
	Groundnuts	.....	.....	.....	.....
	Potatoes	.....	.....	.....	.....
	Other	.....	.....	.....	.....
(ii) Livestock held	Cattle	No. ....	.....	.....	.....
	Sheep	No. ....	.....	.....	.....
	Goats	No. ....	.....	.....	.....
	Poultry	No. ....	.....	.....	.....
	Other	.....	.....	.....	.....
(iii) Goods for re-sale (trading goods)		.....	.....	.....	.....
(iv) Materials, fertilisers, fuel etc. for own use		.....	.....	.....	.....

4. NUMBER OF LIVESTOCK BORN DURING ACCOUNTING YEAR

Calves	No. born	.....
Lambs	No. born	.....
Kids	No. born	.....

5. FIXED ASSETS: OPENING AND CLOSING VALUES, PURCHASES, SALES AND DEPRECIATION

Type of asset	Value of fixed assets as at the beginning of the accounting year (P)	Purchases of capital goods at cost during the accounting year (Pula)	Sales of capital goods during year at actual realisation (Pula)	Book value of items sold (Pula)	Depreciation on all fixed assets during the accounting year (Pula)	Value of fixed assets as at end of accounting year (Pula)
Land	.....	.....	.....	.....	.....	.....
Residential buildings	.....	.....	.....	.....	.....	.....
Non-residential buildings	.....	.....	.....	.....	.....	.....
Other construction	.....	.....	.....	.....	.....	.....
Land improvement	.....	.....	.....	.....	.....	.....
Transport equipment	.....	.....	.....	.....	.....	.....
Machinery and equipment:						
(a) Agricultural	.....	.....	.....	.....	.....	.....
(b) Other	.....	.....	.....	.....	.....	.....

6. ANY CAPITAL TRANSFERS MADE OR RECEIVED FOR THE PURCHASE OR ACQUISITION OF CAPITAL GOODS (these must be outright *grants* not refundable or repayable, received or made specifically for purchasing capital goods and equipment)

- (i) capital transfers received
- (ii) capital transfers made

Received from or paid out to:	
Resident enterprises	Non-Resident enterprises
P .....	P .....
P .....	P .....

**7 OWN CONSTRUCTION**

Approximate value of construction carried out by you, using own labour and materials, including work in progress

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value (at cost) of materials used in the construction (P)	Total value at cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes, and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....

Remarks: .....

.....

.....

.....

.....

.....

.....

.....

DECLARATION: I, the undersigned, do declare that the particulars entered herein are true and to the best of my knowledge and belief.

Signature: ..... Date: ..... 19 .....

Name (in block letters): ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed

Ref. No.

## Questionnaire

### Mining, Prospecting and Quarrying, Manufacturing, Electricity, Gas and Water

All figures given cover ..... months of the accounting year ending .....

I. INCOME (Period to be entered) /

Source of Income	PCT/A												
a) Sale of own products	.....												
b) Sale of own produced services (e.g. water and electricity)	.....												
i) Sale of goods other than own products (i.e. goods purchased for re-sale)	.....												
ii) Income from transport or other services, contract work, hiring out plant and equipment, head office charges to subsidiaries, etc.	.....												
c) Value of construction on own account carried out by your employees (should tally with total in item 6 on page 3)	.....												
d) Subsidies received from the Botswana Government	.....												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Received from</th> </tr> <tr> <th style="width: 50%;">Residents<sup>1</sup></th> <th style="width: 50%;">Non-residents<sup>2</sup></th> </tr> </table>	Received from		Residents <sup>1</sup>	Non-residents <sup>2</sup>								
Received from													
Residents <sup>1</sup>	Non-residents <sup>2</sup>												
e) i) Rental of plot/building and property land	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P .....</td> <td style="width: 50%;">P .....</td> </tr> <tr> <td>P .....</td> <td>P .....</td> </tr> </table>	P .....	P .....	P .....	P .....								
P .....	P .....												
P .....	P .....												
ii) Interest received	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P .....</td> <td style="width: 50%;">P .....</td> </tr> <tr> <td>P .....</td> <td>P .....</td> </tr> </table>	P .....	P .....	P .....	P .....								
P .....	P .....												
P .....	P .....												
iii) Dividends received	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P .....</td> <td style="width: 50%;">P .....</td> </tr> <tr> <td>P .....</td> <td>P .....</td> </tr> </table>	P .....	P .....	P .....	P .....								
P .....	P .....												
P .....	P .....												
f) Casualty insurance claims received (i.e. all business insurance but not life, education or other personal insurance)	.....												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Received from</th> </tr> <tr> <th style="width: 50%;">Residents<sup>1</sup></th> <th style="width: 50%;">Non-residents<sup>2</sup></th> </tr> </table>	Received from		Residents <sup>1</sup>	Non-residents <sup>2</sup>								
Received from													
Residents <sup>1</sup>	Non-residents <sup>2</sup>												
g) Profits received from any other incorporated business in which you have an interest	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">P .....</td> <td style="width: 50%;">P .....</td> </tr> <tr> <td>P .....</td> <td>P .....</td> </tr> </table>	P .....	P .....	P .....	P .....								
P .....	P .....												
P .....	P .....												
h) Other income and external transfers received (please specify)	.....												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Type of Income</th> <th style="width: 25%;">Received from within Botswana</th> <th style="width: 25%;">Received from outside Botswana</th> </tr> <tr> <td>i) .....</td> <td>P .....</td> <td>P .....</td> </tr> <tr> <td>ii) .....</td> <td>P .....</td> <td>P .....</td> </tr> <tr> <td>iii) .....</td> <td>P .....</td> <td>P .....</td> </tr> </table>	Type of Income	Received from within Botswana	Received from outside Botswana	i) .....	P .....	P .....	ii) .....	P .....	P .....	iii) .....	P .....	P .....
Type of Income	Received from within Botswana	Received from outside Botswana											
i) .....	P .....	P .....											
ii) .....	P .....	P .....											
iii) .....	P .....	P .....											

<sup>1</sup> Residents include businesses located in Botswana even though they may be owned by non-citizens. Also included are individuals (citizens or non-citizens) who reside in Botswana.

<sup>2</sup> Non-residents include businesses located outside Botswana and individuals residing outside Botswana.

**B 2**

**2. EXPENDITURE** (Include costs of own construction – materials, labour etc. as per item 6 on page 4.)

PURPOSE OF EXPENDITURE	PULA														
(a) Purchase of goods and materials for re-sale (trading goods)	.....														
(b) Purchase of electricity	.....														
(c) Purchase of water	.....														
(d) Purchase of coal, coke and firewood	.....														
(e) Purchase of fuel (include petrol, diesel, paraffin, oil, lubricants, etc.)	.....														
(f) Cost of other materials and articles purchased for production and repairs (e.g. cement, chemicals, metal products, glass, raw materials, containers, packing materials, stationery, spare parts, etc.)	.....														
(g) Purchase of all services (i.e. transport costs, hire of plant and equipment, maintenance and repair costs except when carried out by own staff, bank charges, post and telephone, advertising, auditor's and accountant's fees etc.)	.....														
(h) Payment of wages and salaries	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Paid to</th> </tr> <tr> <th style="text-align: center;">Residents</th> <th style="text-align: center;">Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) in cash (including bonuses, gratuities, allowances, director's fees)</td> <td>P .....</td> </tr> <tr> <td>(ii) in kind (value of rations purchased, approximate value of employees' free or subsidised housing etc.)</td> <td>P .....</td> </tr> <tr> <td>(iii) as employer's contribution to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees.</td> <td>P .....</td> </tr> </tbody> </table>	Paid to		Residents	Non-residents	(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....	(ii) in kind (value of rations purchased, approximate value of employees' free or subsidised housing etc.)	P .....	(iii) as employer's contribution to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees.	P .....				
Paid to															
Residents	Non-residents														
(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....														
(ii) in kind (value of rations purchased, approximate value of employees' free or subsidised housing etc.)	P .....														
(iii) as employer's contribution to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees.	P .....														
(i) Licences or other fees paid to Central or Local Government for business purposes, including motor vehicle licences for vehicles used in business, but not any personal fees or licences or taxes	.....														
(j) Interest, dividend, rent payment for business purposes	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Paid to</th> </tr> <tr> <th style="text-align: center;">Residents</th> <th style="text-align: center;">Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) Rent paid for: buildings and property land</td> <td>P .....</td> </tr> <tr> <td></td> <td>P .....</td> </tr> <tr> <td>(ii) Interest paid</td> <td>P .....</td> </tr> <tr> <td>(iii) Royalties paid</td> <td>P .....</td> </tr> <tr> <td>(iv) Dividends paid</td> <td>P .....</td> </tr> </tbody> </table>	Paid to		Residents	Non-residents	(i) Rent paid for: buildings and property land	P .....		P .....	(ii) Interest paid	P .....	(iii) Royalties paid	P .....	(iv) Dividends paid	P .....
Paid to															
Residents	Non-residents														
(i) Rent paid for: buildings and property land	P .....														
	P .....														
(ii) Interest paid	P .....														
(iii) Royalties paid	P .....														
(iv) Dividends paid	P .....														
(k) (i) Bad debts written off (net of any previously written off and now recovered)	.....														
(ii) Grants, donations and subscriptions to clubs, associations, hospitals, religious bodies, etc.	.....														
(l) Fines and penalties paid in respect of the business	.....														
(m) Insurance premiums paid for insurance (excluding life, education or any personal insurance)	.....														
(n) (i) Income tax paid for the previous accounting year	.....														
(ii) Income tax paid or estimated to be paid for the accounting year covered by this questionnaire	.....														
(o) Any other current expenses paid (please specify)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Paid to</th> </tr> <tr> <th style="text-align: center;">Residents</th> <th style="text-align: center;">Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) .....</td> <td>P .....</td> </tr> <tr> <td>(ii) .....</td> <td>P .....</td> </tr> <tr> <td>(iii) .....</td> <td>P .....</td> </tr> </tbody> </table>	Paid to		Residents	Non-residents	(i) .....	P .....	(ii) .....	P .....	(iii) .....	P .....				
Paid to															
Residents	Non-residents														
(i) .....	P .....														
(ii) .....	P .....														
(iii) .....	P .....														



**B 4**

5. ANY CAPITAL TRANSFERS MADE OR RECEIVED FOR THE PURCHASE OR ACQUISITION OF CAPITAL GOODS (these must be outright grants which are not refundable or repayable, received or made specifically for purchasing capital goods and equipment).

- (i) capital transfers received
- (ii) capital transfers made

Received from or paid out to	
Resident enterprises	Non-resident enterprises
P .....	P .....
P .....	P .....

6. ANALYSIS OF OWN CONSTRUCTION

Approximate value of construction carried out by you, using own labour and materials, including work in progress

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value of materials used in the construction (P)	Total value of cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes, roads, bridges and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....

Remarks: .....

.....

.....

.....

.....

.....

.....

.....

DECLARATION: I, the undersigned, do declare that the particulars entered herein are true to the best of my knowledge and belief.

SIGNATURE: ..... Date: ..... 19.....

Name (in block letters) ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed



**C2**

**INCOME (continued)**

SOURCE OF INCOME			PULA
(f) Other income and current transfers received (please specify)			
Type of Income	Received from Within Botswana	Received from Outside Botswana	
(i) .....	P .....	P .....	
(ii) .....	P .....	P .....	
(iii) .....	P .....	P .....	

**2. EXPENDITURE (Include cost of own construction - materials, labour etc. as per item 6 on page 4.)**

PURPOSE OF EXPENDITURE	Paid to		PULA	
	Residents	Non-residents		
(a) Purchase of goods and materials for re-sale (trading goods)			.....	
(b) Purchase of electricity			.....	
(c) Purchase of water			.....	
(d) Purchase of fuel (include petrol, diesel, paraffin, oil, lubricants, etc.)			.....	
(e) Purchase of tools and spare parts			.....	
(f) Cost of materials and articles purchased for production and repair (include cement, paint, bricks, metal products, glass, tiles, wood products, bitumen and asphalt products, etc.)			.....	
(g) (i) Amounts paid in respect of work given to sub-contractors			.....	
(ii) Purchase of all services, i.e. transport costs, hire of plant and equipment, maintenance and repair costs (except when carried out by own staff), bank charges, postage and telephone, advertising, accountant's, surveyors' and architects' fees etc.			.....	
(h) Payment of wages and salaries	Paid to			
	Residents	Non-residents		
	(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....	P .....	
	(ii) in kind (value of rations, approximate value to employees of free or subsidised housing)	P .....	P .....	
(iii) as employers' contribution to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees etc., for the benefit of employees	P .....	P .....		
(i) Licences or other fees paid to Central or Local Government for business purposes, including motor vehicle licences for vehicles used on business, but not any personal fees or licences or taxes			.....	
(j) Interest, dividends, rent payments for business purposes	Paid to			
	Residents	Non-residents		
(i) Rent paid for: buildings and property	P .....	P .....		
land	P .....	P .....		
(ii) Interest paid out	P .....	P .....		
(iii) Dividends paid out	P .....	P .....		
(k) (i) Bad debts written off (excluding any previously written off and now recovered)			.....	
(ii) Donations or subscriptions to clubs, associations, hospitals, religious bodies, etc.			.....	
(l) Fines or penalties paid in respect of the business			.....	
(m) Insurance premiums paid for purposes of insuring the business only (excl. life, education or any personal insurance)			.....	

EXPENDITURE (continued)

PURPOSE OF EXPENDITURE		PULA	
(b) (i) Income tax paid for the previous accounting year		.....	
(ii) Income tax paid or estimated to be paid for the accounting year covered by this questionnaire		.....	
(c) Any other current expenses paid (please specify):			
	<b>Paid to</b>		
	Residents      Non-residents		
(i) .....	P .....      P .....		
(ii) .....	P .....      P .....		
(iii) .....	P .....      P .....		
(d) Drawings (unincorporated business only)			
	<b>By resident owners of the business      By non-resident owners of the business</b>		
(i) Withdrawals of cash and goods from the business (other than as dividends, interest, wages or other business expenses)	P .....      P .....		
(ii) Withdrawals of goods and/or cash from other source into this business to meet insufficient earnings in the business: (excluding loans or temporary transfers for repayment)			
	<b>From sources</b>		
	In Botswana      Outside Botswana		
Nature of source	(P)      (P)		
Retail business	.....	.....	
Manufacturing	.....	.....	
Farming	.....	.....	
Other (please specify)	.....	.....	
.....	.....	.....	

3. STOCKS OF GOODS AND MATERIALS

	Value of stocks	
	At the beginning of accounting year	At the end of accounting year
(i) Own goods produced and finished but not yet sold (excluding goods for contract work)	(P)	(P)
.....	.....	.....
(ii) Goods previously purchased for re-sale (trading goods)	.....	.....
.....	.....	.....
(iii) Materials, fuel, etc., intended for own use	.....	.....
.....	.....	.....

**C4**

**4. FIXED ASSETS: OPENING AND CLOSING VALUES, PURCHASES, SALES AND DEPRECIATION**

Type of asset	Value of fixed assets at the beginning of the accounting year (P)	Purchase of capital goods at cost (P)	Sales of capital goods during year at actual realization (P)	Book value of items sold (P)	Depreciation on all fixed capital assets during the year (P)	Value of fixed assets at the end of accounting year (P)
Residential buildings	.....	.....	.....	.....	.....	.....
Non-residential buildings	.....	.....	.....	.....	.....	.....
Land (approx. figure acceptable)	.....	.....	.....	.....	.....	.....
Other construction	.....	.....	.....	.....	.....	.....
Land improvement	.....	.....	.....	.....	.....	.....
Transport equipment	.....	.....	.....	.....	.....	.....
Machinery and equipment:						
<i>a.</i> Agricultural	.....	.....	.....	.....	.....	.....
<i>b.</i> Other	.....	.....	.....	.....	.....	.....

5. ANY CAPITAL TRANSFERS MADE OR RECEIVED FOR THE PURCHASE OR ACQUISITION OF CAPITAL EQUIPMENT OR GOODS these must be outright grants which are not refundable or repayable, received or made specifically for purchasing capital goods:

- (i) capital transfers received
- (ii) capital transfers made

Received from or paid out to	
Resident enterprises	Non-resident enterprises
P .....	P .....
P .....	P .....

6. OWN CONSTRUCTION

Approximate value of construction carried out by you, using own labour and materials including work in progress

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value of materials used in the construction (P)	Total value at cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....

DECLARATION: I, the undersigned, do declare that the particulars herein are true to the best of my knowledge and belief.

SIGNATURE: ..... Date: ..... 19.....

Name in block letters: ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed

Ret. No:

## Questionnaire

### Wholesale and retail trade, cafes, restaurants, bars, hotels, garages and filling stations

All figures given cover ..... months of the accounting year ending ..... 19.....

1. INCOME (Period to be covered: .....

SOURCE OF INCOME	PULA													
(a) (i) Sale of goods (retail and wholesale goods) (ii) Sale of food and drinks for consumption on the premises, or other goods produced by the firm (i.e. by restaurants, bars, hotels, etc.) (iii) Income from accommodation or other services normally associated with hotel business (iv) Sale of fuel (include petrol, diesel, paraffin, lubricants, etc.) (v) Sale of motor vehicle spare parts, tools etc. and income or commission from sale of motor vehicles (b) Income from transport operations, hiring out plant and equipment and charges for other services not normally associated with the retail, wholesale, restaurant and hotel business (c) Value of construction for own use carried out by your employees should tally with total of item 6 on page 1. (d) Subsidies received from the Botswana Government	..... ..... ..... ..... ..... ..... .....													
(e) (i) Rent received for: buildings and property <div style="margin-left: 40px;">land</div> (ii) Interest received (iii) Dividends received	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Received from</th> </tr> <tr> <th style="text-align: center;">Residents<sup>1</sup></th> <th style="text-align: center;">Non-residents<sup>2</sup></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> </tbody> </table>	Received from		Residents <sup>1</sup>	Non-residents <sup>2</sup>	P .....	P .....	P .....	P .....	P .....	P .....	P .....	P .....	
Received from														
Residents <sup>1</sup>	Non-residents <sup>2</sup>													
P .....	P .....													
P .....	P .....													
P .....	P .....													
P .....	P .....													
(f) (i) Casualty insurance claims received (i.e. all business insurance but not life, education or other personal insurance); (ii) Profits received from any other unincorporated business in which you have an interest	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Received from Residents<sup>1</sup></th> <th style="text-align: center;">Received from Non-residents<sup>2</sup></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> </tbody> </table>	Received from Residents <sup>1</sup>	Received from Non-residents <sup>2</sup>	P .....	P .....									
Received from Residents <sup>1</sup>	Received from Non-residents <sup>2</sup>													
P .....	P .....													
(g) Other Income and current transfers received (please specify)	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Type of Income</th> <th style="text-align: center;">Received from Within Botswana</th> <th style="text-align: center;">Received from Outside Botswana</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i) .....</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="text-align: center;">(ii) .....</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> <tr> <td style="text-align: center;">(iii) .....</td> <td style="text-align: center;">P .....</td> <td style="text-align: center;">P .....</td> </tr> </tbody> </table>	Type of Income	Received from Within Botswana	Received from Outside Botswana	(i) .....	P .....	P .....	(ii) .....	P .....	P .....	(iii) .....	P .....	P .....	..... ..... .....
Type of Income	Received from Within Botswana	Received from Outside Botswana												
(i) .....	P .....	P .....												
(ii) .....	P .....	P .....												
(iii) .....	P .....	P .....												

<sup>1</sup> Residents include businesses located in Botswana even though they may be owned by non-citizens. Also included are individuals (citizens or non-citizens) who reside in Botswana.

<sup>2</sup> Non-residents include businesses located outside Botswana and individuals residing outside Botswana

D2

2. EXPENDITURE (Include cost of own construction – materials, labour etc. as per item 6 on page 4.)

PURPOSE OF EXPENDITURE	PULA
(a) (i) Purchase of goods for re-sale by retailers and wholesalers (including all purchase costs such as insurance and freight)	.....
(ii) Purchase of goods and materials for use in preparation of food, for provision and maintenance of accommodation, and for the operation of a retail or wholesale business (including fuel, cleaning materials, laundry costs, maintenance materials, etc.)	.....
(iii) Purchases of all services needed for the provision and maintenance of accommodation, and for the operation of a retail or wholesale business (e.g. electricity, water, accountant's and auditor's fees, postage, telephone etc.)	.....
(iv) Purchase of motor vehicles for re-sale, spare parts, tools, etc.	.....
(v) Purchase of fuel (include petrol, diesel, paraffin, lubricants, etc.)	.....
(b) Purchase of goods and services for use in providing services not normally associated with the restaurant and hotel business	.....
(c) Payment of wages and salaries	
	Paid to
	Residents      Non-residents
(i) in cash (including bonuses, gratuities, allowances, director's fees)	P ..... P .....
(ii) as rations, free clothing, subsidised or free housing etc.	P ..... P .....
(iii) as contribution by employer to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees	P ..... P .....
(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P ..... P .....
(d) Licences or other fees paid to central or local government for business purposes, including motor vehicle licences for vehicles used on business, but not any personal fees or licences or taxes	.....
(e) Interest, dividend, rent payment for business purposes	
	Paid to
	Residents      Non-residents
(i) Rent paid for: buildings and property kind	P ..... P .....
	P ..... P .....
(ii) Interest paid	P ..... P .....
(iii) Dividends paid	P ..... P .....
(f) (i) Bad debts written off (net of any previously written off and now recovered)	.....
(ii) Donations or subscriptions to clubs, associations, hospitals, religious bodies, etc.	.....
(g) Fines and penalties (paid in respect of business)	.....
(h) Insurance premiums paid for business insurance purposes only (excluding life, education or any personal insurance)	.....
(i) (i) Income tax paid for the previous accounting year	.....
(ii) Income tax paid or estimated to be paid for the accounting year covered by this questionnaire	.....
(j) Any other current expenses paid (please specify)	
	Paid to
	Residents      Non-residents
(i) .....	P ..... P .....
(ii) .....	P ..... P .....
(iii) .....	P ..... P .....



**D4**

5. ANY CAPITAL TRANSFERS MADE OR RECEIVED FOR THE PURCHASE OR ACQUISITION OF CAPITAL GOODS (these must be outright goods which are not refundable or repayable, received or made specifically for purchasing capital goods and equipment);

(i) capital transfers received

(ii) capital transfers made

Received from or paid out to	
Resident enterprises	Non-resident enterprises
P .....	P .....
P .....	P .....

6. OWN CONSTRUCTION

Approximate value of construction carried out by you, using own labour and materials, including work in progress

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value of materials used in the construction (P)	Total value at cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes, bridges, roads and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....

Remarks: .....

.....

.....

.....

.....

.....

DECLARATION: I, the undersigned, do declare that the particulars entered herein are true to the best of my knowledge and belief.

SIGNATURE: ..... Date: ...../...../.....

Name (in block letters): ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed



**E2**

**2. EXPENDITURE (Include cost of own construction - materials, labour etc. as per item 6 on page 4.)**

PURPOSE OF EXPENDITURE	PULA												
(a) (i) Purchase of fuel (include petrol, diesel, paraffin, lubricants, etc.)	.....												
(ii) Purchase of spare parts and tools	.....												
(iii) Purchase of all other goods and materials for use in the firm (i.e. building and maintenance materials, stationery and consumables etc.)	.....												
(iv) Purchase of all services needed for the operation of the business (e.g. electricity, water, accountant's and auditor's fees, other professional services, postage, telephone etc.)	.....												
(b) Purchase of goods and materials for re-sale (trading goods)	.....												
(c) Payment of wages and salaries													
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Paid to Residents</th> <th style="width: 50%;">Paid to Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) in cash (including bonuses, gratuities, allowances, director's fees)</td> <td>P .....</td> </tr> <tr> <td>(ii) as rations, free clothing, subsidised or free housing etc.</td> <td>P .....</td> </tr> <tr> <td>(iii) as contribution by employer to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees</td> <td>P .....</td> </tr> <tr> <td>(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)</td> <td>P .....</td> </tr> </tbody> </table>	Paid to Residents	Paid to Non-residents	(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....	(ii) as rations, free clothing, subsidised or free housing etc.	P .....	(iii) as contribution by employer to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees	P .....	(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P .....		
Paid to Residents	Paid to Non-residents												
(i) in cash (including bonuses, gratuities, allowances, director's fees)	P .....												
(ii) as rations, free clothing, subsidised or free housing etc.	P .....												
(iii) as contribution by employer to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees	P .....												
(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P .....												
(d) (i) Licences or other fees paid to central or local government for business purposes, including motor licences for vehicles used on business, but not any personal fees or licences or taxes	.....												
(e) Interest, dividend, rent payment for business purposes													
	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Paid to</th> </tr> <tr> <th style="width: 50%;">Residents</th> <th style="width: 50%;">Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) Rent paid for buildings and property</td> <td>P .....</td> </tr> <tr> <td style="padding-left: 40px;">land</td> <td>P .....</td> </tr> <tr> <td>(ii) Interest paid</td> <td>P .....</td> </tr> <tr> <td>(iii) Dividends paid</td> <td>P .....</td> </tr> </tbody> </table>	Paid to		Residents	Non-residents	(i) Rent paid for buildings and property	P .....	land	P .....	(ii) Interest paid	P .....	(iii) Dividends paid	P .....
Paid to													
Residents	Non-residents												
(i) Rent paid for buildings and property	P .....												
land	P .....												
(ii) Interest paid	P .....												
(iii) Dividends paid	P .....												
(f) (i) Bad debts written off (net of any previously written off and now recovered)	.....												
(ii) Donations or subscriptions to clubs, associations, hospitals, religious bodies, etc.	.....												
(g) Fines and penalties (paid in respect of business)	.....												
(h) Insurance premiums for business insurance (excluding life, education or any personal insurance)	.....												
(i) (i) Income tax paid for the previous accounting year	.....												
(ii) Income tax paid or estimated to be paid for the accounting year covered by this questionnaire	.....												
(j) Any other current expenses paid (please specify)													
	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Paid to</th> </tr> <tr> <th style="width: 50%;">Residents</th> <th style="width: 50%;">Non-residents</th> </tr> </thead> <tbody> <tr> <td>(i) .....</td> <td>P .....</td> </tr> <tr> <td>(ii) .....</td> <td>P .....</td> </tr> <tr> <td>(iii) .....</td> <td>P .....</td> </tr> </tbody> </table>	Paid to		Residents	Non-residents	(i) .....	P .....	(ii) .....	P .....	(iii) .....	P .....		
Paid to													
Residents	Non-residents												
(i) .....	P .....												
(ii) .....	P .....												
(iii) .....	P .....												



**24**

5. ANY CAPITAL TRANSFERS MADE OR RECEIVED FOR THE PURCHASE OF CAPITAL EQUIPMENT OR GOODS (these must be outright grants which are not refundable or repayable, received or made specifically for purchasing capital goods and equipment):

- (i) capital transfers received
- (ii) capital transfers made

Received from or paid out to	
Resident enterprises	Non-resident enterprises
P .....	P .....
P .....	P .....

6. OWN CONSTRUCTION

Approximate value of construction carried out by you, using own labour and materials, including work in progress:

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value of materials used in the construction (P)	Total value at cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....

Remarks: .....

.....

.....

.....

.....

.....

.....

DECLARATION: I, the undersigned, do declare that the particulars entered herein are true to the best of my knowledge and belief.

SIGNATURE: ..... Date: ..... 19 .....

Name (in block letters): ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed

Ref. No:

## Questionnaire

### Schools Hospitals and Health Centres, Clubs and other non-profit making organisations

All figures given cover ..... months of the accounting year ending ..... 19...

1. INCOME (Period to be covered: .....

SOURCE OF INCOME	PULA	
(a) School fees	P .....	
(b) Medical fees: (i) Public patients	P .....	
(ii) Private patients	P .....	
(c) (i) Sale of goods (e.g. drinks, cakes, handicrafts, clothing, etc.)	P .....	
(ii) Sale of services (including gate-takings for dances, football matches, movies, transport fees, etc.)	P .....	
(d) Subscriptions (including Membership fees)	P .....	
(e) Value of construction for own use carried out by your employees (this figure should be the same as the total of item 6 on page 4)	From Residents <sup>1</sup>	From Non-Residents <sup>2</sup>
	P .....	P .....
(f) Grants, gifts and donations received (see item 5)	P .....	
(g) Casualty insurance claims received	P .....	
(h) Rent and Interest received	From Residents <sup>1</sup>	From Non-Residents <sup>2</sup>
(i) Rent received for: buildings and property	P .....	P .....
land	P .....	P .....
(ii) Interest received	P .....	P .....
Type of Income	Received from within Botswana	Received from outside Botswana
(i) Other income received (please specify)	P .....	P .....
(ii) .....	P .....	P .....
(iii) .....	P .....	P .....

<sup>1</sup> Residents include businesses located in Botswana even though they may be owned by non-citizens. Also included are individuals (citizens or non-citizens) who reside in Botswana.

<sup>2</sup> Non-residents include businesses located outside Botswana and individuals residing outside Botswana.

**F2**

**2. EXPENDITURE (Include cost of own construction – materials, labour etc. as per item 6 on page 4.)**

PURPOSE OF EXPENDITURE	PULA
(a) Purchase of all goods and services (e.g. drugs, food and drinks for re-sale, books, stationery, fuel, electricity, etc.)	.....
(b) Payment of wages and salaries <sup>1</sup> :	
	Paid to
	Residents      Non-residents
(i) in cash (including bonuses, gratuities, allowances, director's fees,	P ..... P .....
(ii) as rations, free clothing, subsidised or free housing etc.	P ..... P .....
(iii) as contribution by employer to any private pension scheme, medical aid scheme, workman's compensation payment, medical fees or education fees, etc. for the benefit of employees	P ..... P .....
(iv) Other fringe benefits not mentioned above (e.g. free own produced milk, meat, grain, vegetables etc.)	P ..... P .....
(c) Licences or other fees paid to central or local government for business purposes, including licences for vehicles used by the organisation (but excluding licences of own vehicles for personal use or any other personal licences or taxes)	.....
(d) Interest and rent paid by the organisation	
	To Residents      To Non-Residents
	P)      (P)
(i) Rent paid for: buildings and property land	.....
(ii) Interest paid	.....
(e) Bad debts written off	.....
(f) Donations or subscriptions to other clubs, hospitals, associations, etc.	.....
(g) Insurance premiums paid for insuring the organisation's assets (including motor vehicles)	.....
(h) Any other expenses (please specify):	
.....	P .....

<sup>1</sup> Wages of staff, e.g. doctors, ministers of religion, etc., paid by foreign organisations should be included. The wages and salaries of staff paid from foreign sources should also be included in item 1 (i) under source of income.

3. STOCKS OF GOODS AND MATERIALS

Item	Value of stocks at beginning of Accounting year	Value of stocks at end of Accounting year	Change in stocks
(1) .....	P .....	P .....	P .....
(2) .....	P .....	P .....	P .....
(3) .....	P .....	P .....	P .....
(4) .....	P .....	P .....	P .....
(5) .....	P .....	P .....	P .....

4. FIXED ASSETS: OPENING AND CLOSING VALUES, PURCHASES, SALES AND DEPRECIATION

Type of asset	Value of fixed assets at the beginning of accounting year (P)	Purchase of capital goods at cost (P)	Sales of capital goods during year at actual realisation (P)	Book value of items sold (P)	Depreciation on all fixed capital assets during the year (P)	Value of fixed assets at the end of accounting year (P)
Residential buildings	.....	.....	.....	.....	.....	.....
Non-residential buildings	.....	.....	.....	.....	.....	.....
Land (approx. figure acceptable)	.....	.....	.....	.....	.....	.....
Other construction	.....	.....	.....	.....	.....	.....
Land improvement	.....	.....	.....	.....	.....	.....
Transport equipment	.....	.....	.....	.....	.....	.....
Machinery and equipment:						
a. Agricultural	.....	.....	.....	.....	.....	.....
b. Other	.....	.....	.....	.....	.....	.....
<b>Total</b>						

5. ANY CAPITAL TRANSFERS RECEIVED OR MADE SPECIFICALLY FOR THE PURCHASE OF CAPITAL GOODS AND EQUIPMENT (EXCLUDING GRANTS AND DONATIONS ENTERED UNDER SOURCE OF INCOME, ITEM E, ON PAGE 1) (these must be outright grants which are not refundable or repayable), received or made specifically for purchasing capital goods and equipment

- (i) capital transfers received
- (ii) capital transfers made

Received from or paid out to	
Residents	Non-Residents
P .....	P .....
P .....	P .....

**P4**

**6. OWN CONSTRUCTION**

Approximate value of construction carried out by employees of the institution or members of club including work in progress.

Type of construction	Wages and salaries of own employees engaged in the construction (P)	Value of materials used in the construction (P)	Total value in cost (P)
Residential buildings	.....	.....	.....
Non-residential buildings	.....	.....	.....
Dams, pipelines, boreholes and other construction	.....	.....	.....
Fencing and other land improvement	.....	.....	.....
Sports ground, Swimming pools and other construction	.....	.....	.....

Remarks .....

.....

.....

.....

.....

.....

.....

DECLARATION: I, the undersigned, do declare that the particulars entered herein are true to the best of my knowledge and belief.

SIGNATURE ..... Date: ..... 19 .....

Name in block letters: ..... Telephone Number: .....

**FOR OFFICIAL USE ONLY**

Date Sent	Date Received	Reference
		Registered
		Checked
		Entered
		Filed

MADE this 19th day of October, 1976

**F.G. MOGAE,**  
*Permanent Secretary,*  
*Ministry of Finance and Development*  
*Planning*