



**Foreign Investment Survey (FIS) 2010
QUESTIONNAIRE**

Measuring Foreign Investment for Economic Development and Plan for Better Policies

January - April, 2010

Acknowledgement of receipt of the questionnaire

I, of
(enter name of recipient) (enter name of entity)
acknowledge receipt of the Foreign Investment Survey (FIS) 2010 questionnaire.

Title:	
Tel.	
Signature and Stamp:	
Date:	
Interviewer:	
Date for collection of questionnaire and financial statements:	

Thank you for receiving and accepting to fill the questionnaire

This page should be filled-in by the person who is receiving the questionnaire on behalf of the entity at the time of delivery by the interviewer. After it is signed, the interviewer should retain the original copy of this page.

A. Background

1 Purpose of the Survey

The purpose of this Survey is to collect information from resident enterprises on their foreign assets and liabilities. The data so collected will be used in compiling balance of payments; investment promotion; and national policy formulation.

2 Legal Mandate

The Statistics Act 2006, empowers the Kenya National Bureau of Statistics (KNBS) to collect and compile Balance of Payments Statistics and external assets and liabilities position of Kenya, among others.

3 Offence

Failure to comply constitutes an offense as provided for in the Statistics Act 2006 and result into a legal and / or administrative action against non compliance.

4 Confidentiality

Information provided in the questionnaire by individual enterprises will be treated as confidential and used strictly for statistical , economic analysis and policy formulation purposes only. The data/ information collected will only be published in aggregate.

5 Due Date

Complete the questionnaire within 14 days after delivery. Our interviewers will collect the filled questionnaire on the due date or earlier as agreed. Retain the respondent's copy of the questionnaire for your own records.

6 Respondent

The respondents are expected to be the CEOs, Finance Managers, Accountants or any other person who is familiar with financial concepts and definitions

7 Queries

Queries or assistance regarding the completion of this questionnaire may be addressed by the interviewer. For more information contact the following persons:

1. Name: Mr Z. Mwangi

2. Name: Mr. B.K. Avusevwa

Title: Director, Macroeconomic Statistics

Title: Head, External Sector and Government Financial Statistics (Balance of Payments)

KNBS

KNBS

Tel : 20-317583/6/8 Ext 168

Tel : 20-317588 Ext 174/176/178

E-mail: zmwangi@knbs.go.ke

E-mail: bakisiavuki@knbs.go.ke

8 Financial Statements

Much of the information required for this survey can be obtained from the Financial Statement for the years 2007 and 2008. Kindly attach the copies of your Financial Statements for the two years to the completed questionnaire.

9

Other Comments

In case you have any comments or information related to the data provided, please insert them in the comment box found on page 21.

B. Explanatory Notes for Completing the Questionnaire

1 Entity

An entity is an institutional unit in its capacity as a producer of goods and services, which may be any incorporated or unincorporated institution.

2 Enterprises

These are entities such as companies, branches, partnerships and exploration companies. This questionnaire seeks for information for "your enterprise". Your enterprise has been selected as one of the respondent enterprise. This applies to enterprises with

3 Residents and Non-Residents

Residents are individuals, enterprises and nonprofit institutions that have lived or operated in Kenya for a year or more, regardless of nationality; as well as the Government of Kenya, all its departments and other governmental bodies, and all local gove

Non-Residents include;

(1) Individuals or enterprises that have lived or operated abroad for a year or more, regardless of nationality;

(2) Governments, other than the Government of Kenya and local governments in Kenya.

Bilateral development assistance organisations e.g. DFID, JICA

(3) International Organisations with shareholders who are governments of more than one country e.g. International Finance Corporation, World Bank, African Development Bank etc.

If you are not sure of the residency of any organisation, please give its name.

4 The Reporting Period

This questionnaire asks for balances with nonresidents as at end of December 2006, 2007 and 2008 and for transactions with nonresidents taking place in 2007 and 2008. If you are unable to provide the required information on calendar year basis, please pro

5 Valuation Principles

5.1 Currency

Please provide all data in Kenya Shillings. If the currency(ies) of any of your enterprise's foreign assets and liabilities is (are) not in Kenya Shillings, please convert to Kenya Shillings using the exchange rates on the sheet provided.

Balances: Apply the end-period exchange rates.

Transactions during the period: Please use the mid-point rate between buying and selling rates at the time the transaction was recorded in your books. If not, refer to the attached exchange rate sheet, and use the monthly average exchange rate closest to

5.2 Shareholders Funds

Should be reported on a book value basis, except for Section 2.1, which requests for estimates of the market value of the enterprise.

5.3 Loans and Trade Credit (assets and liabilities)

Please report on a nominal value basis. That is book value.

5.4 Debt Securities Issued

Report the market value of the securities issued at the balance sheet date for positions. Alternatively, report book or redemption values. For transactions, report amounts raised at issue or redemptions as appropriate.

5.5 Debt and equity securities held

Please report the market value of the securities held at the balance sheet date for positions and the actual purchase/sale price for transactions.

Section 1. General Information of the Enterprise/Entity

1.1 Name of Enterprise :

1.2 Physical Address :

1.3 Postal Address:.....P.O Box.....Postal Code.....

1.4 Email Address:

Tel No. Fax No. :

1.5 Website of Enterprise:.....

1.6 Name of Person completing questionnaire:.....

Designation:..... E-Mail Address:

Tel No:..... Fax No. :

1.7 Name of Alternative Contact Person:.....

Designation :..... E-mail Address

Tel No.:..... Fax No. :

1.8 If the questionnaire is being completed for the enterprise by an agent (such as an accounting firm), please provide the name, postal and email addresses, and phone number below:

Name of Firm

Postal Address

E-mail Address

Tel No.

Fax

1.9 What is your enterprise's financial year?

1.10 How frequently do you prepare your financial accounts? (tick one):

1. Annually	
2. Semi-annually	
3. Quarterly	
4. Monthly	
5. Other (specify).....	

1.11 Is your enterprise part of local group (i.e of other enterprises operating within Kenya)?

Yes

No If No Go to Q 1.14

1.12 List the other enterprises in the Group:(In case the group has more than 6 enterprises, please mention them in the comment box on page21)

- 1
- 2
- 3
- 4
- 5
- 6

1.13 Data for the local group (consolidated) is acceptable, but where the local group's activities cover more than one area of activity, please submit a separate return for each line of business.

Are you supplying data for: (tick one)

1. Unconsolidated for this enterprise only on this questionnaire (or for enterprises within one line of business)	
2. Consolidated for the local group on this questionnaire	
3. Unconsolidated for each enterprise in the group on separate enclosed questionnaires	

1.14 Entity Turnover for 2007 and 2008 in KSh.

Please enter the total turnover of entity for the years 2007 and 2008

Year	2008	2007
Total Turnover		

1.15 What economic activities does your enterprise and its subsidiaries engage in (in Kenya) based on the total turnover? Where possible, enterprises are requested to fill and submit a separate questionnaire for each individual enterprise within a group

Industrial Classification		Tick Relevant activity	percentage share contribution to company's total turnover
A	Agriculture, hunting and forestry		
1	Agriculture, hunting and related service activities		
2	Forestry, logging and related service activities		
B	Fishing		
C	Mining and quarrying		
D	Manufacturing		
15	Manufacture of food products and beverages		
16	Manufacture of tobacco products		
17	Manufacture of textiles		
18	Manufacture of wearing apparel; dressing and dyeing of fur		
19	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear		
20	Manufacture of wood and products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials		
21	Manufacture of paper and paper products		
22	Publishing, printing and reproduction of recorded media		
23	Manufacture of coke, refined petroleum products and nuclear fuel		
24	Manufacture of chemicals and chemical products		
25	Manufacture of rubber and plastics products		
26	Manufacture of other non-metallic mineral products		
27	Manufacture of basic metals		
28	Manufacture of fabricated metal products, except machinery and equipment		
29	Manufacture of machinery and equipment n.e.c.		
30	Manufacture of office, accounting and computing machinery		
31	Manufacture of electrical machinery and apparatus n.e.c.		
32	Manufacture of radio, television and communication equipment and apparatus		
33	Manufacture of medical, precision and optical instruments, watches and clocks		
34	Manufacture of motor vehicles, trailers and semi-trailers		
35	Manufacture of other transport equipment		
36	Manufacture of furniture; manufacturing n.e.c.		
37	Recycling		

	Industrial Classification	Tick Relevant activity	Estimated percentage share contribution to company's total turnover
E	Electricity, gas and water supply		
F	Construction		
G	Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods		
50	Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel		
51	Wholesale trade and commission trade, except of motor vehicles and motorcycles		
52	Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods		
H	Hotels and restaurants		
55	Hotels and restaurants		
551	Hotels; camping sites and other provision of short-stay accommodation		
552	Restaurants, bars and canteens		
I	Transport, storage and communications		
60	Land transport; transport via pipelines		
61	water transport		
62	Air transport		
63	Supporting and auxiliary transport activities; activities of travel agencies		
64	Post and telecommunications		
641	Post and courier activities		
642	Telecommunications		
J	Financial intermediation		
65	Financial intermediation, except insurance and pension funding		
651	Monetary intermediation		
659	Other financial intermediation		
66	Insurance and pension funding, except compulsory social security		
672	Activities auxiliary to insurance and pension funding		
K	Real estate, renting and business activities		
702	Real estate activities on a fee or contract basis		
713	Renting of personal and household goods n.e.c.		
729	Other computer related activities		
732	Research and experimental development on social sciences and humanities (SSH)		
749	Business activities n.e.c.		
753	Compulsory social security activities		
M	Education		
N	Health and Social work activities	<input type="checkbox"/>	<input type="checkbox"/>
O	Other community, Social and personal services		
Q	Extra-territorial organizations and bodies		

1.16 Do you regard your enterprise as part of Tourism industry? 1 Yes 2 No

1.17 State the number of employees in your enterprise and the wage expenditure.

(a) Number of employees as at 30th June 2007 and 30th June 2008.

Nature of Employment	2008				2007			
	Local		Foreign		Local		Foreign	
	Male	Female	Male	Female	Male	Female	Male	Female
Managerial/Supervisory								
Skilled/Technical								
Unskilled/Casual								
Total								

(b) Wage expenditure

Type of Compensation	2008	2007
Salaries		
Fringe benefits		
NSSF/Pension		
Directors' fees		
Other (Specify)		
Total		

1.18 State the Values in Ksh of actual investment under each of the following type of investment.

Type of investment	31st Dec 2008	31st Dec 2007
Land		
Building and Civil Works		
Plant Machinery		
Vehicles		
Furniture and Fitting		
Pre- Start-up Expenses		
Working Capital		
Work in progress		
Other (Specify)		
Total		

Section 2 : Investment in Your Enterprise

2.1 Market Value of equity of your enterprise

Please indicate the basis upon which you would estimate the Market Value of Equity of your enterprise. This is what you would sell your enterprise for, to a willing buyer, based on commercial considerations alone. (Tick one)

	2008	2007
1. Stock market price (if your enterprise is listed)		
2. Estimate by Auditor		
3. Valuation of a similar sized enterprise in a similar sector		
4. Commercially motivated share transaction in your enterprise		
5. Estimate by Director / Financial Manager		
6. Net Asset Value		
7. Other (please specify).....		

2.2 Using your specified method in 2.1 indicate the Market Value of Equity of your enterprise?

	KSh
1. Closing balance (Market Value as at 31st December 2008)
2. Closing balance (Market Value as at 31st December 2007)
3. Closing balance (Market Value as at 31st December 2006)

Shareholders' Capital

2.3 Please report Book Value of the shareholders' capital

	Book value as at 31st Dec 2008	Book Value as at 31st Dec 2007	Book value as at 31st Dec 2006
1. Paid-up capital			
2. Share premium			
3. Retained earnings			
4. Others ¹			
Total Book Value			

¹ refers to revaluations and any other equity components e.g swaps

Equity Investment in Your Enterprise by Nonresidents

2.4 Does your enterprise have nonresident equity investors?

1. Yes
2. No If no, go to 2.7

2.5

Please indicate the value, aggregated by direct source country for enterprises, individuals or international organisations, that hold equity or equivalent voting rights in your enterprise in the rows, distinguishing between equity holdings of 10% or more

(A) Equity Investment in your enterprise by Non-residents in 2008

	KSh.					KSh.	
	Book Value as at 31st Dec 2007	Purchases of shares in your enterprise during 2008	Exchange rate changes	Price changes	Other changes	Sales of shares in your enterprise during 2008	Book Value as at 31st Dec 2008
Direct Investors (nonresident investors with 10% or more of the shares outstanding) by name and country of direct investor.							
Name	Source Country						
1.							
2.							
3.							
4.							
5.							
6. Others							

Portfolio Investors (nonresident investors with less than 10% of the shares outstanding). Please report total holdings by country of portfolio investor							
1.							
2.							
3.							
4.							
5. Others							

(B) Equity Investment in your enterprise by Non-residents in 2007

	KSh.					KSh.	
	Book Value as at 31st Dec 2006	Purchases of shares in your enterprise during 2007	Exchange rate changes	Price changes	Other changes	Sales of shares in your enterprise during 2007	Book Value as at 31st Dec 2007
Direct Investors (nonresident investors with 10% or more of the shares outstanding) by name and country of direct investor.							
Name	Source Country						
1.							
2.							
3.							
4.							
5.							
6. Others							

Portfolio Investors (nonresident investors with less than 10% of the shares outstanding). Please report total holdings by country of portfolio investor							
1.							
2.							
3.							
4.							
5. Others							

2.7 (ii) Please complete the tables below in relation to explanation given in Question 2.7(i) above.

(A) Debt liabilities in 2008

Source Country	Type of Debt (Write A, B, C, D,E and F as defined above)	Indicate Original Maturity in months	KSh.						
			Transactions ² during 2008				Closing balance ¹ as at 31 Dec 2008	Interest Payable	Arrears (G)
			Opening balance ¹ as at 1st Jan 2008	Disburse-ments received	Principal repayments	Foreign currency revaluations ³			

(B) Debt liabilities in 2007

Source Country	Type of Debt (Write A, B, C, D,E and F as defined above)	Indicate Original Maturity in months	KSh.						
			Transactions ² during 2007				Closing balance ¹ as at 31 Dec 2007	Interest Payable	Arrears(G)
			Opening balance ¹ as at 1st Jan 2007	Disburse-ments received	Principal repayments	Foreign currency revaluations ³			

1 please see explanatory notes for guidance on valuation of balances
 2 please see explanatory notes for guidance on valuation of transactions
 3 please complete according to your accounting practice for liabilities denominated in foreign currencies

Section 3 : Investment by your Enterprise Abroad

3.1 Does your enterprise have Equity investment in non-resident enterprise ?

1 Yes

2 No If no, go to 3.6

3.2 Please report data for each Nonresident enterprise in which your enterprise holds equity or equivalent voting rights. If your enterprise has share holdings in 3 enterprises in

Country X, list all three. Calculate "Book Value" as Paid up capital + share pr

(A) Equity Investment by your Enterprise Abroad in 2008

Equity Investment in Non – Resident Enterprises by Your Enterprise by Country			KSh.						
			Valuation as at 31st Dec 2007		Purchases of shares by your enterprise during 2008	Sales of shares by your enterprise during 2008	Valuation as at 31st Dec 2008		
Country	Name	Share of Equity held (%)	Book	Market					Book

(B) Equity Investment by your Enterprise Abroad in 2007

Equity Investment in Non – Resident Enterprises by Your Enterprise by Country			KSh.					
			Valuation as at 31st Dec 2006		Purchases of shares by your enterprise during 2007	Sales of shares by your enterprise during 2007	Valuation as at 31st Dec 2007	
Country	Name	Share of Equity held (%)	Book	Market			Book	Market

3.3 How did you estimate the market value of equity in your enterprise abroad as indicated in question 3.2 above? Tick one :

	2008	2007
1. Stock market price (if your enterprise is listed)		
2. Estimate by Auditor		
3. Valuation of a similar sized enterprise in a similar sector		
4. Commercially motivated share transaction in your enterprise		
5. Estimate by Director / Financial Manager		
6. Net Asset Value		
7. Other (please specify).....		

3.5(i) Did your enterprise have the following claims on Nonresidents in 2007 and 2008?

	Yes	No
A. Loans to affiliated enterprises abroad in which your enterprise hold 10% or more of the shares or equivalent. "Affiliates" (also known as associated or related enterprises) include parent companies, branches, associate companies, subsidiaries etc.		
B. Trade credits to affiliated enterprises abroad in which your enterprise hold 10% or more of the shares or equivalent. "Affiliates" (also known as associated or related enterprises) include parent companies, branches, associate companies, subsidiaries e		
C. Trade credits to non-affiliated importers abroad or prepayments made to non-affiliated exporters abroad. "Non-affiliates" are entities with which your enterprise holds less than 10%, of the equity shares or equivalent voting rights.		
D. Other forms of lending to non-affiliates (i.e., excluding the information supplied in A and B above). This includes loans.		
E. Deposits with nonresident banks		
F. Funds placed by affiliated enterprises in Kenya with their parent company abroad, that is claims on direct investors.		
G. Any debt securities issued abroad		

3.5(ii)

Please provide the information by country of debtor and report revaluations in each category according to your accounting practice with regard to the explanation given in 3.5 (i) above

(A) Claims/ Foreign assets in 2008

Recipient Country	Types of Foreign Assets (Write A, B, C, D, E and G)	Indicate original maturity in months	KSh.					
			Opening balance as at 1st Jan 2008	Transactions during 2008		Foreign currency ² revaluations	Closing balance as at 31st Dec 2008	Interest receivable
				Disbursements made	Principal Repayments received			

² please complete according to your accounting practise for assets denominated in foreign currency

(B) Claims/ Foreign assets in 2007

Recipient Country	Types of Foreign Assets (Write A, B, C, D, E F, and G)	Indicate original maturity in months	KSh.					
			Opening balance as at 1st Jan 2007	Transactions during 2007		Foreign currency ² revaluations	Closing balance as at 31st Dec 2007	Interest receivable
				Disbursements made	Principal Repayments received			

Section 4: International Transactions in Services and Income

4.1

Please indicate in the table below how much your enterprise paid for services provided by non-residents

Type of service	Amount paid during	
	2008	2007
1 Royalties and licence fees		
2 Construction services		
3 Communication services		
4 Financial Services (brokerage, service fees, commission etc.)		
5 Salaries and wages		
6 Consultancy and technical services		
7 Insurance claims/ premium		
8 Other services (please specify)		
Total		

4.2 Please indicate in the table below how much your enterprise received for services it rendered to non-residents

Type of service	Amount received during	
	2008	2007
1 Royalties and licence fees		
2 Construction services		
3 Communication services		
4 Financial Services (brokerage, service fees, commission etc.)		
5 Salaries and wages		
6 Consultancy and technical services		
7 Insurance claims/ premium		
8 Other services (please specify)		
Total		

Section 5: Investor Perceptions
(All respondents should complete this part)

Instructions for Questions in Table 5.1 - 5.4

In tables 5.1 - 5.4 please rate the effect (on your business activities) of each factor on a scale of 1 to 5 where:

1 = "Strong positive effect", 2 = "Limited positive effect", 3 = "No effect", 4 = "Limited negative effect" and 5 = "Strong negative effect"

Please indicate your rating in the space provided ()

5.1 Economic and Financial Factors

	Factor	Rating		Reason
5.1.1	Domestic market size	()		
5.1.2	Smuggling	()		
5.1.3	Corruption	()		
5.1.4	Competition with imports	()		
5.1.5	Access to international markets	()		
5.1.6	Corporate tax	()		
5.1.7	Income tax	()		
5.1.8	Customs and excise duty	()		
5.1.9	Interest rates	()		
5.1.10	Inflation	()		
5.1.11	Exchange rate	()		
5.1.12	Investment limit	()		
5.1.13	Insider trading	()		
5.1.14	Access to local business finance/credit	()		
5.1.15	Access to international finance	()		
5.1.16	Access to regional business finance	()		
5.1.17	Security and Crime	()		
5.1.18	Land, law and administration	()		

5.2 Efficiency and cost of the following support services

	Factor	Rating		
		Efficiency	Cost	Comments
5.2.1	Inland Transport	()		
5.2.2	Air Transport	()		
5.2.3	Electricity Supply	()		
5.2.4	Water Supply	()		
5.2.5	Roads	()		
5.2.6	Railway	()		
5.2.7	Water Transport	()		
5.2.8	Postal Services	()		
5.2.9	Telecommunication	()		
5.2.10	Internet	()		
5.2.11	Customs Services	()		
5.2.12	Internal Revenue Services	()		
5.2.13	Insurance Services	()		
5.2.14	Banking Services	()		
5.2.15	Immigration Services/Work permits	()		
5.2.16	Municipal Services	()		
5.2.17	Legal Services	()		
5.2.18	Licenses	()		
5.2.19	Work permits	()		
5.2.20	Company registration	()		
5.2.21	Incentives	()		
5.2.22	Others (Specify)	()		

5.3 Labour, Environmental and health factors

	Factor	Rating		Reason
5.3.1	Restrictions regarding hiring expatriates	()		
5.3.2	Staff turnover	()		
5.3.3	Wage levels	()		
5.3.4	Availability of skilled labour locally	()		
5.3.5	Cost of skilled labour	()		
5.3.6	Productivity of skilled labour	()		
5.3.7	Cost of unskilled labour	()		
5.3.8	NSSF/Pension contribution	()		
5.3.9	Malaria	()		
5.3.10	AIDS	()		
5.3.11	Substance abuse	()		
5.3.12	Other Diseases	()		

5.4 Regulatory and Other Bodies

	Factor	Rating		Reason
5.4.1	Electricity Regulatory Board (KPLC/KENGEN)	()		
5.4.2	Kenya National Chamber of Commerce	()		
5.4.3	Kenya National Bureau of Standards	()		
5.4.4	Kenya Revenue Authority	()		
5.4.5	Department of Immigration	()		
5.4.6	Legal System	()		
5.4.7	National Environmental Management Authority (NEMA)	()		
5.4.8	Local Authorities	()		
5.4.9	Parliament	()		
5.4.10	Kenya Investment Authority	()		
5.4.11	Registrar of Companies	()		
5.4.12	Central Bank of Kenya	()		
5.4.13	Capital Markets Authority	()		
5.4.14	Kenya Association of Manufacturers (KAM)	()		

5.5 Please indicate the direction of your investment in Kenya in the next 3 years where:

1 = "Expand", 2 = "Maintain" and 3 = "Scale Down"

Please enter your score on each aspect in the space provided ()

	Aspect	Score		Reason
5.5.1	Diversify in other sectors	()		
5.5.2	Diversify range of product and services	()		
5.5.3	Staff Training	()		
5.5.4	Recruitment of nationals	()		
5.5.5	Recruitment of expatriates	()		
5.5.6	Gender balance	()		
5.5.7	Investment in Technology	()		
5.5.8	Import of Capital goods	()		
5.5.9	Export of the products	()		
5.5.10	Improvement of existing facilities	()		
5.5.11	Mergers and Acquisition	()		
5.5.12	Construction of New Building and Structure	()		
5.5.13	Others (specify)	()		

Comment

DRAFT

For Official use					
Province.....					
District.....					
Municipality/ Town.....					
Date Received				
Edited by	(i)	Input by	(i)
	(ii)		(ii)
Checked by		Verified by	

End of Questionnaire

After completing this form, please retain a duplicate for reference purposes.

REFERENCE

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