

Serial No:.....

Confidential



County Name .....

Town:.....

Ward Name .....

Sub- County Name.....

Constituency.....

Zone Name .....

KENYA NATIONAL BUREAU OF STATISTICS

MICRO, SMALL AND MEDIUM ENTERPRISES (MSME)  
SURVEY - 2016

ESTABLISHMENT QUESTIONNAIRE

**FROM BUSINESS REGISTER**

	<u>Name</u>	<u>Code</u>
EB1. County	.....	_ _
EB2. Sub-County		_ _ _
EB3. Business Number		_ _ _
EB4. Constituency		_ _ _
EB5. Ward		_ _ _ _

**FROM CLUSTERS :**

**WITHOUT FIXED LOCATION OR WITHOUT LICENCES**

	<u>Name</u>	<u>Number</u>
EW1. County	.....	_ _ _
EW2. Cluster	.....	_ _ _
EW3. Cluster Type	.....	_
EW4. Household Number		_ _ _
EW5. Business Line Number		_ _ _
EW6. Constituency		_ _ _
EW7. Ward		_ _

EID1. Enterprise /Business Name .....

EID2. Enterprise /Business Physical Address .....

Estate/ Village/ Town: .....

Road/ Street: .....

Building: .....

EID3. Contact: Telephone Number ..... Email: .....

Postal Address ..... Postal Code:..... Town:.....

EID4. Is this business part of an enterprise/firm? 1=Yes 2=No

EID5. If YES, what is the name of the firm? .....

Interviewer Visits	Date
Visit:	_/_/___
EID6a. Visit 1	_/_/___
EID6b. Visit 2	_/_/___
EID6c. Visit 3	_/_/___

EID7. Interview Status	
1=Completed	
2=Partially Completed	
3= Refused	
4= Others (Specify)	

	Name	Code	Date
EID8a. Research Assistant			_/_/___
EID8b. Supervisor			_/_/___
EID8c. Data Entry Clerk			_/_/___

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BUSINESS PARTICULARS

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Enterprise type (see Activity codes)	Date started or acquired				Business location		Who provides security for your business?	What is the type of structure	Tenancy		Business patterns			About how many businesses are located near your business? Urban: Storied building: capture the building; Non-storied building: 20m radius; Rural: 100m radius	What is the main activity that takes place in the location where you undertake your business? (See activity Code) If no other business code 9999	How many businesses in this location are engaged in the main activity recorded in EB14?	Who is the main decision maker for this business?	Has your business changed its main activity in the last 12 months? 1=Yes 2=No If No, skip to the next section	What activity were you engaged in?	Why did you change from your previous business?	
					If location (EB03) = 10 OR 13 >>> EB10	Where is the business located?			How appropriate is the site with regard to getting customers ?	What is the biggest risk of tenancy to this business site?	What is the nature of Land Tenure of this business?	What is the nature of Occupancy of this business?	How many Months per Year does the business operate?								How many Days per Week does the business operate?
EB01	EB02				EB03	EB04	EB05	EB06	EB07	EB08	EB09	EB10	EB11	EB12	EB13	EB14	EB15	EB16	EB17	EB18	EB19
	Month	Year																			

- EB03**
- 1=Commercial Premises
  - 2=Industrial site
  - 3=Market Stall
  - 4=Exhibition
  - 5=Open market
  - 6=Kiosk
  - 7=Open ground with stand
  - 8=Open ground without stand
  - 9=Jua Kali sheds
  - 10=Mobile/No fixed location (Hawking)
  - 11=Building sites and Road works
  - 12=Residential with special outfit
  - 13=Residential without special outfit
  - 14=Other (specify)

- EB04**
- 1 = Very Good
  - 2 = Good
  - 3 = Fair
  - 4 = Poor
  - 5 =Very poor
- EB05**
- 1=Eviction by County Government
  - 2=Eviction by National Government
  - 3=If rented, eviction by owner/landlord
  - 4=Expiry of tenancy
  - 5=None
  - 6=Others (Specify)

- EB06**
- 1 = National Government
  - 2 = County Government
  - 3= Community
  - 4 = Hire of private security Services
  - 5 = Personal security
  - 6 =None
  - 7= Others Specify -----
- EB07**
- 1=Permanent
  - 2= Semi - Permanent
  - 3=Temporary
  - 4=No structure/open
  - 5=Vehicle
  - 6= Other (Specify)

- EB08**
- 1= Owned by individual
  - 2=Owned by community
  - 3= Owned by Government
- EB09**
- 1= Own
  - 2= Group Ownership
  - 3= Rental private owner
  - 4= Rental other
  - 5= Temporary Occupation License
  - 6= Free Occupation (squatter)
  - 7= N/A
  - 8= Other (Specify)

- EB16**
- 1=Owner/Co-Owner
  - 2=Board / Committee
  - 3=Managers
  - 4=Other (Specify).....

- EB19**
- 1 - Change of government policy
  - 2 - Business losses
  - 3 - Relocation
  - 4 - loss of skilled labour
  - 5 - More profitable activity
  - 6 - Competition
  - 7 - other specify

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 EMPLOYMENT PARTICULARS

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Regular workers																																
Number of working owner(s) by Sex			Full time regular employees by Age (Years) and Sex										Number of unpaid family workers by Age (Years) and Sex										Number of attaches, interns and apprentices by Age (Years) and Sex									
			5-12		13-15		16-17		18-35		36+		5-12		13-15		16-17		18-35		36+		5-12		13-15		16-17		18-35		36+	
M	F		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
EC01	EC02		EC03	EC04	EC05	EC06	EC07	EC08	EC09	EC10	EC11	EC12	EC13	EC14	EC15	EC16	EC17	EC18	EC19	EC20	EC21	EC22	EC23	EC24	EC25	EC26	EC27	EC28	EC29	EC30	EC31	EC32

Regular workers										Regular workers										Casuals									
Number of part time regular employees by Age (Years) and Sex										Average hours worked per week										Number of casual employees by Age (Years) and Sex									
5-12		13-15		16-17		18-35		36+		5-12		13-15		16-17		18-35		36+		5-12		13-15		16-17		18-35		36+	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
EC33	EC34	EC35	EC36	EC37	EC38	EC39	EC40	EC41	EC42	EC43	EC44	EC45	EC46	EC47	EC48	EC49	EC50	EC51	EC52	EC53	EC54	EC55	EC56	EC57	EC58	EC59	EC60	EC61	EC62

No. of unionisable employees	How do you resolve labour disputes?	Type of safety measures at the work place (Multiple response)	Method of recruiting persons under 18 years (Record at most 2)	No of workers attending school by Age (Years) and Sex																When did you start engaging persons in age group (Only applicable to businesses that reported to have engaged persons in the respective age groups in EC03 to EC62)							
				Half day								Full day								5-12		13-15		16-17		18+	
				5-12		13-15		16-17		18+		5-12		13-15		16-17		18+		5-12		13-15		16-17		18+	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	Y	M	Y	M	Y	M	Y		
EC63	EC64	EC65	EC66	EC67	EC68	EC69	EC70	EC71	EC72	EC73	EC74	EC75	EC76	EC77	EC78	EC79	EC80	EC81	EC82	EC83	EC84	EC85	EC86	EC87	EC88	EC89	EC90

**EC64**

- 1 = The industrial court
- 2 = Labour officers
- 3 = Association / Union
- 4 = Social Services
- 5 = Directly with employer
- 6 = None
- 7 = Other (specify)

**EC65**

- A = Fire Mitigation Equipment
- B = Protective gear
- C = First aid kit
- D = None
- E = Other (specify)

**EC66**

- A=Advertisement by mass media
- B = Noticeboard
- C = Through employment bureau
- D = By the gate
- E = Through workers
- F = Accompanied by parents
- G = N/A
- H = Other (specify)

MICRO SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
EMPLOYER / ESTABLISHMENT USING PERSONS AGED 5 TO 17

Provision for training working persons under 18 years of age		How many extra workers do you engage during high season or to meet extra production?								Main reason for using persons aged 5 - 17 yrs
Training arrangements 0 = does not train >>EC93 1 = at workplace 2 = At other institutions 3 = other (specify)	Payment of Training 1 = freely provided by employer 2 = subsidized by employer 3 = paid by workers 4 = Other specify.....	5 - 12		13 - 15		16 - 17		18+		
		Male	Female	Male	Female	Male	Female	Male	Female	
EC91	EC92	EC93	EC94	EC95	EC96	EC97	EC98	EC99	EC100	EC101

MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
EMPLOYMENT PARTICULARS (CONTINUED)

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Number of employees as at the inception of the enterprise		Number of current employees by level of skills (only for regular and casual employees)						Total amount of salary paid to regular employees for last month					
		Skilled		Semi-Skilled		Un-Skilled		Skilled		Semi-Skilled		Un-Skilled	
Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
ED01	ED02	ED03	ED04	ED05	ED06	ED07	ED08	ED09	ED10	ED11	ED12	ED13	ED14

Total amount of wages paid to casual employees for last month					
Skilled		Semi-Skilled		Un-Skilled	
Male	Female	Male	Female	Male	Female
ED15	ED16	ED17	ED18	ED19	ED20

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MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
TRAINING AND SKILLS DEVELOPMENT - BUSINESS OPERATORS

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What is the highest level of education of the business owner /co-owner(s) /manager?		What is the highest education qualification acquired?	Other Training attained by the operator		3 Types of Training received pertaining to this job in the last six years												Two main types of training required for the owner/ co-owner(s)/ manager	
					1 <sup>st</sup> Training				2 <sup>nd</sup> Training				3 <sup>rd</sup> Training					
Level	Year	Vocational /professional certificate.	Type of Institution	Training received.	Duration	Institution	Who sponsored	Training received	Duration	Institution	Who sponsored	Training received	Duration	Institution	Who sponsored	1st	2nd	
EE01		EE02	EE03	EE04	EE05	EE06	EE07	EE08	EE09	EE10	EE11	EE12	EE13	EE14	EE15	EE16	EE17	EE18

- |   |   |  |   |  |  |   |
|---|---|--|---|--|--|---|
| <b>EE01</b><br>0 = Pre-School<br><b>Primary</b><br>1 = Std 1<br>2 = Std 2<br>3 = Std 3<br>4 = Std 4<br>5 = Std 5<br>6 = Std 6<br>7 = Std 7<br>8 = Std 8 | <b>Secondary</b><br>9 = Form 1<br>10 = Form 2<br>11=Form 3<br>12= Form 4<br>13=Form 5<br>14=Form6<br><b>University</b><br>15=Univ 1<br>16=Univ 2<br>17=Univ 3<br>18=Univ 4<br>19=Univ 5 and Above<br>20=None<br>21=Others (specify) | <b>EE02</b><br>1 = None<br>2 = CPE/KCPE<br>3 = KCE/KCSE<br>4 = KJSE<br>5 = KACE/EAACE<br>6 = Certificate<br>7 = Diploma<br>8 = Higher Diploma<br>9 = Degree<br>10 = Post Graduate Diploma<br>11 = Post Graduate Degree<br>12 = Other (Specify) | <b>EE03</b><br>1 = None<br>2 = Artisan grade 1<br>3 = Artisan grade 2<br>4 = Artisan grade 3<br>5 = KATC<br>6 = CPA / CPS<br>7 = P1<br>8 = Nursing<br>9 = Computer packages<br>10 = Diploma<br>11 = Degree/Diploma<br>12 = Post Graduate Diploma<br>13 = Post Graduate Degree<br>14 = Other (Specify) | <b>EE04, EE07, EE11, EE15</b><br>1 = Vocational<br>2 = Village polytechnic<br>3 = Technical institute<br>4 = National polytechnic<br>5 = College<br>6 = University<br>7 = N/A<br>8 = Other (specify)<br><br><u><b>EE06 EE10, EE14</b></u><br>1=Less than a week<br>2=1-4 weeks<br>3=1-3 months<br>4=4-12 months<br>5=More than 1 year<br>6=N/A | <b>EE05, EE09, EE13, EE17, EE18</b><br>1= Don't know<br>2=Management<br>3=Technical/Advice<br>4=Marketing<br>5 = Information Technology (ICT)<br>6=Informal Advice/training<br>7=Consultancy Advice<br>8=Business Counselling<br>9 = Finance & Accounting<br>10 = N/A<br>11 = None<br>12 = Other (specify) | <b>EE08,EE12,EE16</b><br>1=Self<br>2=Other individuals<br>3=NGO<br>4=Govt.<br>5=Private business institution<br>6=Religious organization<br>7=Saccos<br>8=Self-help groups<br>9=N/A<br>10=Other (specify) |
|---|---|--|---|--|--|---|

KNBS/IDS/ACEG/K-REP  
MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
TRAINING AND SKILLS DEVELOPMENT - EMPLOYEES

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How many employees have --- as their highest level completed?		How many employees have --- as their highest vocational / professional qualification completed?		Training Details of Employees in relation to their jobs (Last five years)			Type of training required by the employees by order of importance			
Level	No. of Employees	Vocational /professional certificate.	No. of Employees	How many employees have received--- training?	What was the average duration of the Training	Who was the Main Sponsor	1st	2nd	3rd	
EF01		EF02		EF03		EF04	EF05	EF06	EF07	EF08
1 = None	_ _	1 = None	_ _	1= Don't know	_ _	_ _ _	_ _	_ _	_ _	_ _
2 = CPE/KCPE	_ _	2 = Artisan grade 1	_ _	2=Management	_ _	_ _ _	_ _	_ _	_ _	_ _
3 = KCE/KCSE	_ _	3 = Artisan grade 2	_ _	3=Technical/Advice	_ _	_ _ _	_ _	_ _	_ _	_ _
4 = KJSE	_ _	4 = Artisan grade 3	_ _	4=Marketing	_ _	_ _ _	_ _	_ _	_ _	_ _
5 = KACE/EAACE	_ _	5 = KATC	_ _	5 = Information Technology (ICT)	_ _	_ _ _	_ _	_ _	_ _	_ _
6 = Certificate	_ _	6 = CPA / CPS	_ _	6=Informal Advice/training	_ _	_ _ _	_ _	_ _	_ _	_ _
7 = Diploma	_ _	7 = P1	_ _	7=Consultancy Advice	_ _	_ _ _	_ _	_ _	_ _	_ _
8 = Higher Diploma	_ _	8 = Nursing	_ _	8=Business Counselling	_ _	_ _ _	_ _	_ _	_ _	_ _
9 = Degree	_ _	9 = Computer packages	_ _	9 = Finance & Accounting	_ _	_ _ _	_ _	_ _	_ _	_ _
10 = Post Graduate Diploma	_ _	10 = Diploma	_ _	10 = N/A	_ _	_ _ _	_ _	_ _	_ _	_ _
11 = Post Graduate Degree	_ _	11 = Degree/Diploma	_ _	11 = None	_ _	_ _ _	_ _	_ _	_ _	_ _
12 = Other (Specify)	_ _	12 = Post Graduate Diploma	_ _	12 = Other (specify)	_ _	_ _ _	_ _	_ _	_ _	_ _
		13 = Post Graduate Degree	_ _							
		14 = Other (Specify)	_ _							

- |  |   |
|--|---|
| <p><b>EF05</b><br/>1=Self<br/>2=Other individuals<br/>3=NGO<br/>4=Govt.<br/>5=Private business institution<br/>6=Religious organization<br/>7=Saccos<br/>8=Self-help groups<br/>9=N/A<br/>10=Other (specify)</p> | <p><b>EF06, EF07, EF08</b><br/>1= Don't know<br/>2=Management<br/>3=Technical/Advice<br/>4=Marketing<br/>5 = Information Techno<br/>6=Informal Advice/trai<br/>7=Consultancy Advice<br/>8=Business Counsellir<br/>9 = Finance &amp; Account<br/>10 = N/A<br/>11 = None<br/>12 = Other (specify)</p> |
|--|---|

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 MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
 BUSINESS EXPENDITURE

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If EB03 = 10 OR 13 >> EG06

Goodwill		Actual or Estimated Monthly Expenditure										
Amount	Year Paid	Rent	NSSF/Health Insurance	Electricity	Water	Telephone	Internet Costs	Insurance (Business)	Cost of credit (interest and other charges)	Salaries and Wages	Purchases of business wares and goods for resale	Purchases of inputs and other raw materials
EG01	EG02	EG03	EG04	EG05	EG06	EG07	EG08	EG09	EG10	G11	EG12	EG13

Actual or Estimated Monthly Expenditure (Continued)											
Transport/ storage and warehousing	Repairs/ maintenance	Cost of Licenses issued	Fines	Taxes	Advertising cost	Product innovation	Process innovation	Social Responsibility	Office Supplies	Additional equipment and assets	Other operating costs
EG14	EG15	EG16	EG17	EG18	EG19	EG20	EG21	EG22	EG23	EG24	EG25

BUSINESS INCOME AND SEASONAL VARIATION

Revenue	Stocks (KShs) (For non-service enterprises)		Income					Seasonal variations			
Total sales of goods and services last month (KShs) (include sales on credit)	At the beginning of last month.	At the end of last month.	In your opinion what is the net income from the business per month (KShs)?	Share of household income from the business. (%)	Main uses of net income from the business.			How do you rank your business performance in the last one month?	Number of months per year when the performance of your business is as follows.		
					USE <sup>1</sup>	USE <sup>2</sup>	USE <sup>3</sup>		Good	Normal	Bad
EH01	EH02	EH03	EH04	EH05	EH06	EH07	EH08	EH09	EH10	EH11	EH12

Seasonal variations					Product, Process and Marketing Innovation						
Compared to normal what is a good performance (1½, 2, 3, 4 etc. times normal income).	Compared to normal what is a bad performance (1/4, 1/2, 3/4 etc. times normal income)	How much is normal monthly revenue from the business. (KShs.)	Which is the best month of the business?	Which is the worst month of the business?	Was the last 3 months Period best or worst? 1 = Best 2 = Worst 3 = Normal	During the period 2013 to 2015, did you introduce new or significantly improved goods or services 1 = Yes 2 = No	During the period 2013 to 2015, did you introduce new or significantly improved methods of manufacturing or producing goods or services 1 = Yes 2 = No	During the period 2013 to 2015, did you implement a new marketing method involving significant changes in product design or packaging, product placement, promotion or pricing? 1 = Yes 2 = No	Please estimate the total turnover of goods and services in (KSh) in 2015 after these innovations		
EH13	EH14	EH15	EH16	EH17	EH18	EH19	EH20	EH21	EH22		

**EH06, EH07, EH08** 1 = Re-investment.  
2 = Investment in new business.  
3 = Investment in Agriculture.  
4 = Household/family needs.  
5 = Savings.  
6 = Transfers.  
7 = other(Specify).  
8 = Not used

**EH09**  
1 = Good (Above average)  
2 = Normal  
3 = Bad (Below Average)

**EH16, EH17**  
Jan=1  
Feb=2  
Mar=3  
Apr=4  
May=5  
Jun=6  
Jul=7  
Aug=8  
Sep=9  
Oct=10  
Nov=11  
Dec=12

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MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
BUSINESS ORGANIZATION AND MARKETING

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EJ01	EJ02	EJ03	EJ04	EJ05	EJ06	EJ07	EJ08		EJ09	Mobile Platform			Business Status				EJ17	EJ18		EJ19		EJ20	EJ21	EJ22	EJ23		
							Hr	Min		Do you use Mobile Money Platform in your enterprise 1 = Yes 2 = No	Does your business have a pay bill / bill number? 1 = Yes 2 = No	In which ways do you use mobile money transfer in your business	Ownership Structure		Registration and Licensing			Main source of inputs and the corresponding value in 2015	Main buyer of products or services and the corresponding value in 2015	Indicate any contracting arrangements for inputs or orders received from clients	Indicate any contracted arrangement for your products or services					Main method of advertisement of products and services	What is your main customer feedback mechanism?
													Sex	Type	Is the Business Registered by registrar of companies 1 = Yes 2 = No	What type of licence(s) does your business have (Multiple response)											

**J01, J02**  
1 = Skilled in this activity  
2 = Family has worked in this activity  
3 = Advised by others  
4 = Availability of capital required  
5 = High demand/ready market  
6 = Influenced by advertisements  
7 = No other alternative  
8 = Better income  
9 = Prefer self employment  
10 = Other (Specify)

**J03, J04**  
1 = None  
2 = Management training  
3 = Technical Training  
4 = Marketing assistance  
5 = Material/Service assistance  
6 = Multiple assistance  
7 = Security  
8 = Other (Specify)

**EJ05**  
1 = None  
2 = MSEs associations  
3 = Chamber of Commerce  
4 = Other Business Associations  
5 = Merry-go-round  
6 = Men/Women Association  
7 = Other (Specify)

**EJ06**  
1 = Cash sales and receipts  
2 = Sales day book and monthly sales ledger  
3 = Purchases day book & monthly purchases ledger  
4 = Cashbook and petty cashbook  
5 = Bank reconciliation statements  
6 = Complete set of accounts  
7 = External Accountancy Services  
8 = Personal notes-->EJ09  
9 = None --> EJ09  
10 = Other(Specify)

**EJ07**  
1 = Balance sheet  
2 = Profit & Loss statement  
3 = Cash flow statement  
4 = Budgeting/forecasting  
5 = Other (Specify)

**EJ09**  
1 = None  
2 = Current  
3 = Savings  
4 = Other (specify)

**EJ12**  
1 = Pay for goods & services  
2 = Receive payments  
3 = Banking  
4 = N/A (Do not use)  
5 = Other (Specify)

**EJ13**  
1 = Male only  
2 = female only  
3 = Male-Male partners  
4 = Female-Female Partners  
5 = Male-Female Partners

**EJ14**  
1 = Family  
2 = Sole Proprietor  
3 = Partnership  
4 = Cooperative  
5=Group  
6= Corporate  
7 = Other (Specify).....

**EJ16**  
1 = Authority from County Government  
2 = License from State Agencies  
3 = License from National Government  
4 = Operates without a License  
5 = Others (Specify)

**EJ17**  
1 = Independently  
2 = In consultation with others  
3 =After bargaining with customers  
4 = According to price set by producers  
5 =According to official price  
6 = Depending on the competitors prices  
7 = Others Specify

**EJ18**  
1= MSMEs  
2 = Non-MSMEs  
3 = Farmers  
4 = Direct imports  
5 = Individual suppliers  
6 = Government  
7 = Other (Specify)

**EJ19**  
1 = MSMEs  
2 = Non-MSMEs  
3 = Direct Exports  
4 = Individual Consumers  
5 = Government  
6 = Other (Specify)

**EJ20, EJ21**  
1 = None  
2 = MSMEs  
3 = Non-MSMEs  
4 = Middlemen  
5 = Government  
6 = Other (Specify)

**EJ22**  
1 = None  
2 = Electronic Media  
3 = Print Media  
4 = Trade exhibition  
5 = posters/fliers/brochures  
6 = Public marketing/promotion bodies  
7 = Private market/promotion bodies

**EJ23**  
1 = Suggestion Box  
2 = Administering Questionnaire  
3 = Verbal  
4 = Internal research Department  
5 =External research Department  
6 = Telephone  
7 = Internet



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MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
CAPITAL AND TECHNOLOGY

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Initial Capital		Additional capital after start of enterprise		Approximate current worth of the business	What other type of support did you receive? (Record at most three (3) in the order of importance)	Indicate source of technological advice if any received.	Does the business have any of the following types of ICT equipment? (Multiple response)	What is the main reason why the business does not have ICT?	List the Number of Machines and Equipment in your operation according to main source of energy.				Check: If EL11, EL12, EL13, EL14=0  1 = Yes 2 = No  if 1 >> Next section	Where were the machines and equipment in the different categories acquired from (see codes below)				Are these ..... machines and equipment adequate for your operations 1 = Yes => EM01 2 = No				If NO in EL21- EL24, give the MAIN reason for the inadequacy in each category (see codes below)					
Amount (KSh)	Main Source	Amount (KSh)	Main Source	Amount (KSh)					Electrically operated	Fuel Using	Human Powered	Animal Powered		Electrically operated	Fuel Using	Human Powered	Animal Powered	Electrically operated	Fuel Using	Human Powered	Animal Powered		Electrically operated	Fuel Using	Human Powered	Animal Powered	
EL01	EL02	EL03	EL04	EL05					EL06			EL07	EL08	EL09	EL10	EL11	EL12	EL13	EL14	EL15	EL16	EL17	EL18	EL19	EL20	EL21	EL22

**EL02, EL04**

- 1 = Family/own funds
- 2 = Family/Friends Loan (Not free)
- 3 = Money Lender
- 4 = Bank
- 5 = Non- Bank credit institutions/MFI
- 6 = Rotating Savings & Credit Association
- 7 = Government loan
- 8 = NGO's
- 9 = Formal/Informal cooperatives
- 10 = Trade credits
- 11 = In-kind
- 12 = Postal savings
- 13 = Chamas
- 14 = Other (Specify)
- 15 = N/A

**EL06**

- A = Marketing information
- B = Accounting
- C = Legal
- D = Training
- E = Business Planning
- F = Stock Layout
- G = None
- H = Other (Specify)

**EL07**

- 1 = Government Institutions
- 2 = Research Institutions
- 3 = NGO
- 4 = MSME
- 5 = Non-MSME
- 6 = Salesmen
- 7 = Publications
- 8 = Other (SPECIFY)
- 9 = None

**EL08**

- A = Mobile Phone
- B = Computer
- C = Tablets / Phablets
- D = Digital / Video Cameras
- E = Radio
- F = Television set
- G = Fax
- H = Photocopier
- I = Printer
- J = None
- K = Other (Specify)

**EL09**

- 1 = Too Costly
- 2 = Not Needed
- 3 = No electricity
- 4 = Not Accessible
- 5 = Lack of knowledge
- 6 = N/A
- 6 = Other (Specify)

**EL15-EL18**

- 1 = MSME
- 2 = NON-MSME'S
- 3 = Imported
- 4 = Inherited
- 5 = Own manufacturing
- 6 = Acquired with business
- 7 = Other (Specify)

**EL23 -EL26**

- 1 = Low level of technology
- 2 = Lack of spare parts
- 3 = High running costs
- 4 = Low output
- 5 = High maintenance costs
- 6 = Insufficient number of machines
- 6= N/A
- 7 = Other (Specify)

Access to credit in the last three years							Access to credit in the last one year					List 3 main constraints experienced in the last 1 year			Respective degree of the severity of constraint			Perceived solutions to constraints experienced		
Did you apply for credit in the last three years? 1 = Yes 2 = No. If 2 => EM10	If yes in M10, How much did you apply in (KSh)	How much did you receive in (KSh)	What was the main credit source	What was the main Purpose of Credit ?	Was the credit adequate , if credit was inadequate, what was main reason	What was main source of information on credit	During the last 12 months, did you try to borrow and you were turned down? 1 = Yes. 2 = No => EM10	Who turned you down?	Why did you not attempt to borrow in the last 12 months? (If you record more than one answer rank them in order of importance)	Does the business run a business account? 1 = Yes 2 = No	If yes in EM20, in what type of institution?	Constraint 1 If 1 => Skip to MSME/11/2016	Constraint 2 If 1 => Skip to MSME/11/2016	Constraint 3	Constraint 1 If M03 = 1 => EM10	Constraint 2	Constraint 3	Solution to Constraint 1	Solution to Constraint 2	Solution to Constraint 3
EM01	EM02	EM03	EM04	EM05	EM06	EM07	EM08	EM09	EM10	EM11	EM12	EM13	EM14	EM15	EM16	EM17	EM18	EM19	EM20	EM21

**EM04**

- 1 = Public Financing Agencies/Cooperatives
- 2 = Micro Finance Institutions
- 3 = Building Societies
- 4 = Insurance Companies
- 5 = Self Help groups
- 6 = Religious organisations
- 7 = NGOs
- 8 = Family friends
- 9 = Money lenders
- 10= Non- Bank Finance institution
- 11= Rotating Savings & Credit Associations
- 12 =Trade Credit Supplies
- 13 = Commercial Banks
- 14 = Saccos
- 15 = Other Formal / Informal cooperatives
- 16 = Public Enterprise funds (Youth, women)
- 17 = Mobile platform
- 18 = N/A
- 19 = Other (Specify)

**EM05**

- 1 = Purchase Inventory
- 2 = Working Capital
- 3 = Refurbishing business
- 4 = Pay debt
- 5 = Non- Business Purpose
- 6 = Starting another business
- 7 = N/A
- 8 = Other (specify)

**EM06**

- 1 = Lack of collateral
- 2 = High interest rate
- 3 = Lender ceiling
- 4 = N/A
- 5 = other (Specify)

**EM07**

- 1 = Print & Electronic Media
- 2 = Advertisements
- 3 = Brochures
- 4 = Billboards
- 5=Others(Specify)

**EM09**

- 1 = Commercial banks
- 2 = Micro - Finance
- 3 = Building Soc./Mortgage
- 4 =Insurance Companies
- 5 = SACCOS
- 6 = Other Financial Inst.
- 7 = Neighbours/Friends
- 8 = Grocery/Local Merchant
- 9 = Money lender
- 10= Employer
- 11= Religious Inst.
- 12= NGO
- 13= Self Help Group
- 14= Other (Specify)

**EM10**

- A = No need
- B = Believed would be refused
- C = Too expensive
- D = Too much trouble for what it is worth
- E = Inadequate collateral
- F = Do not like to be in debt
- G = Do not know any lender
- H= size of loan and maturity insufficient
- J = Other (Specify)

**EM12**

- A= Commercial Banks
- B= Micro-Finance
- C= Building Soc/Mortgage
- D= Insurance Companies
- E= SACCOS
- F=Mobile platforms
- G=Table banking/Chamas
- H= Other Financial Inst

**EM13-EM15**

- 1 = None
- 2=Lack of collateral for credit
- 3 = Interference from authorities
- 4 = Licenses
- 5 = Taxes
- 6 = Other government Regulations
- 7 = Lack of markets
- 8 = poor roads/transport
- 9 = Local competition
- 10 = Foreign Competition
- 11 = Lack of skilled manpower
- 12 = Shortage of raw materials or stock
- 13 = Power interruption
- 14 = Inaccessibility to electricity
- 15 = Poor access to water supply
- 16 = poor security
- 17 = lack of space
- 18 = Impact of HIV-AIDS
- 19 = other (Specify)

**EM16 - EM18**

- 1 = Very Severe
- 2 = Severe
- 3 = Not severe

**EM19 - EM21**

- 1 = Relaxing credit conditions
- 2 = Improvement of Access Roads
- 3 = Improvement of water supplies
- 4 = Improvement of electricity supplies
- 5 = Provision of better business sites
- 6 = providing enabling environment for fair competition
- 7 = Relaxing licensing requirements
- 8 = Assisting in market promotion
- 9 = providing access to public tender for MSMEs
- 10 = Reducing business risks associated with security
- 11 = Review laws for land tenure and tenancy
- 12 = Awareness Campaign
- 13 = control political disturbances
- 14 = technological changes
- 15 = improve access to land
- 16 = Other (Specify)

MICRO, SMALL AND MEDIUM ENTERPRISES (MSME) SURVEY 2016  
CLOSED ENTERPRISES/BUSINESSES

CONFIDENTIAL  
MSME/11/2016

EN01: Over the past six years, have you closed any non-agricultural income generating enterprise that you operated? Yes ..1 No..2 : If 2 end module

Busines ss No.	Activity code of closed enterprise ( See Activity Codes)		Ownership structure		What was the business work-site / Location	Year the enterpris e was started / acquired	Year the enterprise closed/ disposed off	Number of workers at start (inc. proprietors, unpaid family, paid employees	Total number of workers ever engaged (incl. proprietors, unpaid	Highest Number of workers ever engaged (incl. proprietor	Number of workers at close (incl. proprietor s, unpaid	If bought, by whom?	Main source of inputs	Main reason for closure/ disposal of business	How were tools/ stock disposed off?	Current activity undertak en after closure of business
	Description	CODE	Sex	Type												
EN01	EN02a	EN02b	EN03	EN04	EN05	EN06	EN07	EN08	EN09	EN10	EN11	EN12	EN13	EN14	EN15	EN16

**EN03**

- 1 = Male only
- 2 = Female only
- 3 = Male-Male partners
- 4 = Female-Female partners
- 5 = Male-Female partners

**EN04**

- 1 = Family
- 2 = Sole proprietor
- 3 = Partnership
- 4 = Co-operative
- 5= Group
- 6 = Corporate
- 7 = Other (Specify)

**EN05**

- 1 = Commercial premises
- 2 = Industrial site
- 3 = Market stall
- 4 = Exhibition
- 5 = Open market
- 6 = Kiosk**
- 7 = Open ground with stand
- 8 = Open ground without stand
- 9 = Jua kali sheds
- 10 = Mobile/No fixed location
- 11 = Building sites and road works
- 12 = Residential with special outfit
- 13 = Residential without special outfit
- 14 = Other (Specify)

**EN12**

- 1 = Local individual (s)
- 2 = MSMEs
- 3 = Non-MSMEs
- 4 = Foreign entrepreneurs
- 5 = Middlemen
- 6 = Government
- 7 = N/A
- 8 = Other (Specify)

**EN13**

- 1 = MSMEs
- 2 = Non-MSMEs
- 3 = Farmers
- 4 = Direct imports
- 5 = Individual supplies
- 6= Government
- 7 = Other (specify)

**EN14**

- 1 = Too few customers
- 2 = Too many competitors
- 3 = Shortage of operating funds
- 4 = Shortage of stock or raw materials
- 5 = Legal problems/Gov. Regulations
- 6 = Personal reasons
- 7 = Got a job
- 8 = Started another business
- 9 = Shortage of skilled manpower
- 10= huge business debts
- 11= low rating by credit Bureau
- 12 = Other (Specify)

**EN15**

- 1 = Sold with business
- 2 = Gave to family / friends
- 3 = Used to start new business
- 4 = Liquidated
- 5 = Other (Specify)
- 6 = N/A

**EN16**

- 1 = Runs another business
- 2 = Works for someone else/Company
- 3 = Nothing
- 4 = Other (Specify)
- 4 = Other Specify