



Jamaica Survey of
Establishments



The Report on the Jamaica Survey of Establishments 2018



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PREFACE

In 2014, the Government of Jamaica (GoJ) with funding from the World Bank, embarked on the Foundations for Competitiveness and Growth Project (FCGP). The FCGP is designed to strengthen the business environment in Jamaica for private sector investment. The project aims to foster increased productivity and support SME capabilities.

The FCGP comprises four components:

- Component 1: Enhancing competition in the business environment;
- Component 2: Facilitating Strategic Private Investments;
- Component 3: SME Productivity Improvement; and
- Component 4: Project Implementation, Monitoring & Evaluation.

Component 4 of the FCGP includes support for a wider range of business statistics to assess the impact of government policies over time. Expanding the range of business statistics requires the conduct of targeted surveys that are representative of the population of establishments. However, the Statistical Business Register (SBR), which provides the sampling frame for establishment surveys, required strengthening in order to provide such samples. The National Statistics Office, the Statistical Institute of Jamaica (STATIN), maintains the SBR for Jamaica.

In 2017, STATIN submitted a technical proposal to the Planning Institute of Jamaica (PIOJ), the implementing agency for FCGP, to embark on a project to survey establishments in Jamaica with a view to strengthening the SBR. This project, the Jamaica Survey of Establishments (JSE), funded under Component 4 of the FCGP, was undertaken by STATIN in 2018. The JSE is the first of its kind in Jamaica, providing baseline data on the number and distribution of economic units operating in Jamaica.

ACKNOWLEDGEMENTS

The Statistical Institute of Jamaica is grateful to the members of the business community who took the time to participate in the 2018 Jamaica Survey of Establishments. We look forward to your continued support as we collect, analyze and publish business statistics for national development.

STATIN also acknowledges the hard work and dedication of its staff. To the Field Services Division, in particular, the interviewers who braved the elements to do data collection, we thank you. We also recognize the contributions made by the different Divisions of the Institute in support of the JSE. In particular, we thank the staff members from Research Design and Evaluation, Surveys, Survey Services, Information & Technology and Corporate Services Divisions. We also thank, Ms. Amanda Lee, Ms. Shelomoi Lee, Ms. Philone Mantock, Ms. Jessica Campbell and Dr. Natalee Simpson, who assisted with the preparation of this report.

Our sincere gratitude to all the persons involved in the conceptualization and execution of the JSE. We thank the World Bank for the funding support, as well as, the members of the PIOJ/FCGP Secretariat and Steering Committee, who provided project oversight. We also thank Marketing Plus who provided assistance with publicity for the survey. STATIN looks forward to the continued partnership with these and other entities, local and international, in our future ventures.

INTRODUCTION

The 2018 Jamaica Survey of Establishments is the first of its kind to be executed in Jamaica and provides baseline data on the number and distribution of economic units in Jamaica by various categories. The data from the JSE will be used primarily to strengthen the Statistical Business Register (SBR) maintained by STATIN, as well as to provide key information for policy and decision-making.

GOALS AND OBJECTIVES

The primary goal of the 2018 Jamaica Survey of Establishments is to provide input data for the SBR. This will provide a framework for the development of a robust sampling frame for future establishment surveys. Data collected under the JSE may be used:

- To select samples for other establishment surveys
- As an input for the producer price indexes
- To guide economic planning
- To guide market analysis and decision making

SCOPE OF THE SURVEY

The JSE targeted establishments operating in urban areas across the island. An establishment is defined as *“an enterprise or part of an enterprise that is situated in a single location and in which only a single (non-ancillary) productive activity is carried out or in which the principal productive activity accounts for most of the value added”* (UNECE, 2015). In cases where an enterprise has multiple branches, each branch is considered as a separate establishment.

The survey was primarily restricted to non-farm establishments operating from stationary, visible economic units employing three (3) or more persons, including the owner, on a continuous basis. Professional services such as doctors, dentists and legal offices, were however, included in the survey irrespective of the number of employees. Questionnaires were completed for establishments within the defined scope. All other establishments (employing fewer than three (3) persons) identified during the survey were deemed not eligible for a questionnaire and basic information (name, address and economic activity) were recorded. This report presents information on the 8,516 completed and partially completed questionnaires.

TARGET RESPONDENT

The interviewers initiated contact with establishments and requested an interview with either the Chief Executive Officer or the Managing Director of the establishment, as these persons were deemed the most suitable to respond to the questionnaire. Where this was not possible, a senior executive such as the Financial Controller, Chief Accountant, Director, or a knowledgeable employee was asked to provide the information.

METHODOLOGY

SAMPLE DESIGN AND WEIGHTING

The sample for the Jamaica Survey of Establishments involved a two-stage design. The frame for the sample was all urban Primary Sampling Units (PSUs) in Jamaica. PSUs are area units based on census enumeration districts (EDs), and may be comprised of one (1) or more EDs within the same parish. Table 1 shows urban EDs, the number of EDs selected by stage and the total number of establishments identified. In the first stage of selection, urban 1,647 EDs were stratified by parish, and ranked according to their probability for commercial activity. This probability was converted into a five-point scale, with one (1) being almost no commercial activity and five (5) very high levels of commercial activity.

Table 1: Sample Design by Parish

PARISH	Urban EDs	Number of EDs Selected		Number of Establishments Identified
		1 st Stage	2 nd Stage	
Kingston	230	182	163	2,316
St. Andrew	902	496	408	8,065
St. Thomas	68	36	36	870
Portland	48	28	21	655
St. Mary	72	53	45	1,402
St. Ann	99	56	52	2,551
Trelawny	39	32	31	758
St. James	233	100	91	3,086
Hanover	19	14	10	241
Westmoreland	89	52	50	2,204
St. Elizabeth	49	34	15	499
Manchester	123	90	49	1,314
Clarendon	165	100	97	3,393
St. Catherine	765	374	345	7,933
Total	2,901	1,647	1,413	35,287

A combination of the dwelling count per ED and geospatial information was used to determine this ranking. It was assumed that there is an inverse relationship between the number of dwelling units per ED and the number of establishments, as commercial activity is typically clustered in particular areas. Additionally, geospatial information such as the proximity to main roads, public services and other amenities were used in determining the probability for commercial activity. A total of 1,647 EDs ranked three (3) to five (5), that is, medium to high commercial activity, were selected during this stage.

During the second stage of selection, 1,413 EDs were randomly selected for canvassing. All stationary, visible economic units operating within those EDs were interviewed. Basic information was collected from all establishments, and the full questionnaire was administered to those establishments employing three (3) or more persons on a continuous basis.

RESPONSE RATE

Of the 35,287 establishments identified during data collection, the majority, 18,613 (52.1%) employed fewer than three (3) persons on a continuous basis. Another 8,516 (24.4%) of the establishments identified employed three (3) or more persons, while 8,158 (23.5%) of the establishments identified were deemed non-responsive. Table 2 illustrates this information by parish.

Table 2: Number of Establishments Identified by Type of Interview and Parish

Parish	Number of Employees		Non-Response	Total
	Less than 3	3 or More		
Kingston	1,557	454	305	2,316
St. Andrew	3,872	2,497	1,692	8,065
St. Thomas	657	181	32	870
Portland	380	137	138	655
St. Mary	891	232	279	1,402
St. Ann	1,464	616	471	2,551
Trelawny	427	215	116	758
St. James	1,330	940	816	3,086
Hanover	136	53	52	241
Westmoreland	1,013	431	760	2,204
St. Elizabeth	225	146	128	499
Manchester	622	360	332	1,314
Clarendon	1,688	804	901	3,393
St. Catherine	4,351	1,450	2,136	7,933
Total	18,613	8,516	8,158	35,287

Both completed and partially completed questionnaires were analyzed. Questionnaires were deemed partially completed if they contained information on two (2) key variables: **type of economic activity** and **number of employees**. The full questionnaire was not administered to establishments employing fewer than three (3) persons. These establishments were deemed not eligible for this survey and their name, address and economic activity were recorded.

The response rate for the survey was calculated using the formula¹:

$$RR = \frac{I + P}{(I + P) + (R + NC + O)}$$

Where:

- RR - Response rate
- I - Complete interview
- P - Partial interview
- R - Refusal
- NC - Non-contact
- O - Inadequate Respondent, Closed and Other

¹ RR6, Standard Definitions: Final Dispositions of Case Codes and Outcome Rates for Surveys, AAPOR (2011)

The response rate for the Jamaica Survey of Establishments was:

$$RR = 51.1\%$$

SURVEY WEIGHTS

The weight is equal to the inverse of the probability of selection at each stage. The final weight is calculated by multiplying the selection probabilities at each sampling stage. The survey weights for the Jamaica Survey of Establishments is given by:

$$W_{dj} = \frac{\sum_d H}{H_{dj}} \times \frac{H_{dj}}{k}$$

Where:

- $\sum_d H$ is the total number of urban EDs in domain d
- H_{dj} is the total number of EDs ranked 3-5 in domain d
- k the number of EDs selected per parish

As shown in Table 3, this survey estimates that there are 17,869 establishments operating in urban centres across the island employing three (3) or more persons. The survey also estimates that there were 37,899 establishments operating in urban centres employing fewer than three (3) persons on a continuous basis.

Table 3: Number of Establishments Identified by Type of Interview

Result Code	Number		Weighted Percent
	Unweighted	Weighted	
3 or more employees	8,516	17,869	24.5
Less than 3 employees	18,613	37,899	52.0
Other*	8,158	17,097	23.5
TOTAL	35,287	72,865	100.0

*Other includes inadequate respondent, refused, non-contact, vacant, closed and other result codes (See Appendix – Result Codes).

DATA COLLECTION

QUESTIONNAIRES

The JSE questionnaire has fourteen (14) sections. Sections one through twelve (1-12) were designed to capture information on:

- Contact History
- Contact Information
- Leadership
- Organization
- Employment
- Economic Activity
- International Trade
- Foreign Ownership and Interest
- Information and Communication Technology (ICT) Use
- Access to Financing
- Use of Alternative Energy
- Financial Information

Additionally, the last two (2) sections were designed to collect information from Head Offices on the names and addresses of all:

- Branches operating in Jamaica
- Subsidiaries operating in Jamaica

The JSE utilized Computer-Assisted Personal Interviewing (CAPI). The questionnaire was developed by STATIN's Information and Technology Division using the Survey Solutions software. Survey Solutions is a CAPI technology developed by the World Bank, which facilitates complex surveys with dynamic structures. Interviewers administered the questionnaire using tablets, however, web interviews were facilitated upon request. The online version of the questionnaire was shared with those respondents through an email link.

PRE-TEST

In order to ensure that the JSE questionnaire adequately satisfied its intended purpose and yielded good quality data, the survey instrument underwent extensive testing and development. The initial stage involved a series of peer reviews, followed by cognitive testing, and finally a field test. These activities informed the improvements and finalization

of the survey instrument for the main survey. The overall objectives of the pre-test activities were to:

- Test the wording of the questions
- Check the relevance of the response options
- Test the understanding of the questions
- Test the flow of the questions
- Test 'skip' instructions
- Determine the average length of time taken to complete an interview
- Assess the receptiveness and cooperation of the respondents
- Identify any problems or concerns that the interviewers may encounter during the main survey

The peer review of the JSE questionnaire involved members of Statistics Canada's Project for the Regional Advancement of Statistics in the Caribbean (PRASC), members of the JSE steering committee as well as the staff of the technical divisions within STATIN.

The second stage of the pre-test involved cognitive testing of the questionnaire in December 2017. The primary purpose of cognitive testing was to investigate how well questions performed when asked of survey respondents. That is, if respondents understood the questions correctly and if they could provide accurate answers. The cognitive testing of the JSE questionnaire also allowed for an assessment of whether or not the questions measured what they were intended to measure and to identify potential sources of error. A total of ten (10) respondents were purposively selected to participate in the cognitive testing exercise. The feedback from the cognitive testing exercise was used to further refine the questionnaire. Additionally, in instances where it was not feasible to clarify questions and response options on the questionnaire, detailed information, explanations and examples were provided in the interviewer's manual to equip them with the relevant information for fieldwork.

The final stage of the pretest was a field test of the instrument. This was conducted during the month of January 2018 involving five (5) interviewers across the parishes of Kingston, St. Andrew, St. Catherine and St. Elizabeth. This exercise included training, fieldwork activities, and a debriefing session. The debriefing meeting informed the final changes to the JSE questionnaire prior to the pilot survey.

PILOT

A pilot test was also conducted for the JSE to assess the entire survey process from training through to fieldwork and data processing. The pilot for the JSE spanned the period of April to May 2018 and involved a training exercise for interviewers and supervisors, data collection, and a debriefing session.

The pilot was carried out in eight (8) parishes: Kingston, St. Andrew, Portland, St James, Westmoreland, Manchester, St Elizabeth and St. Catherine. Each of the eight (8)

interviewers was assigned two (2) enumeration districts (EDs) in the urban areas of the respective parishes. The urban area for each parish was selected for data collection based on the level of commercial activities within the geographic location.

MAIN SURVEY FIELDWORK

Data for the main survey was collected between July and December 2018 in urban EDs in all 14 parishes. A total of 99 interviewers and 21 supervisors conducted data collection during the main survey. During the survey, establishments ineligible for a questionnaire were listed, that is, information was recorded on the business name, address and main economic activity. At the end of data collection, there were 35,287 questionnaires, of which: 8,516 were completed and partially completed, 18,613 were ineligible and 8,158 were deemed non-responsive. (Refer to Table 2).

TRAINING

Training for the data collection activities covered: the purpose and objectives of the survey; general principles of completing the questionnaire; use and care of tablets; use of the Survey Solutions software to complete questionnaires; appropriate interviewing techniques; and detailed explanation of the questions on the questionnaire.

A summary of the training activities is provided in Table 4, below:

Table 4: Summary of JSE Training Activities

Activity	Date	Location	Number of Field Staff
Pre-test – Field Test	January of 2018 (2 Days)	STATIN Head Office	5 Interviewers
Pilot	April 2018 (4 Days)	STATIN Head Office	10 Interviewers
Main Survey	July 2018 (4 Days)	Kingston (2 Classes)	99 Interviewers
		St. Catherine (2 Classes)	21 Supervisors
		St. James Manchester	

Field supervisors attended an additional day of training which covered: information on their roles and responsibilities, use of the software to issue assignments and review work completed, data quality monitoring, and human resource management.

Figure 1 encapsulates the main activities involved in the execution of the pre-test, pilot and main survey.

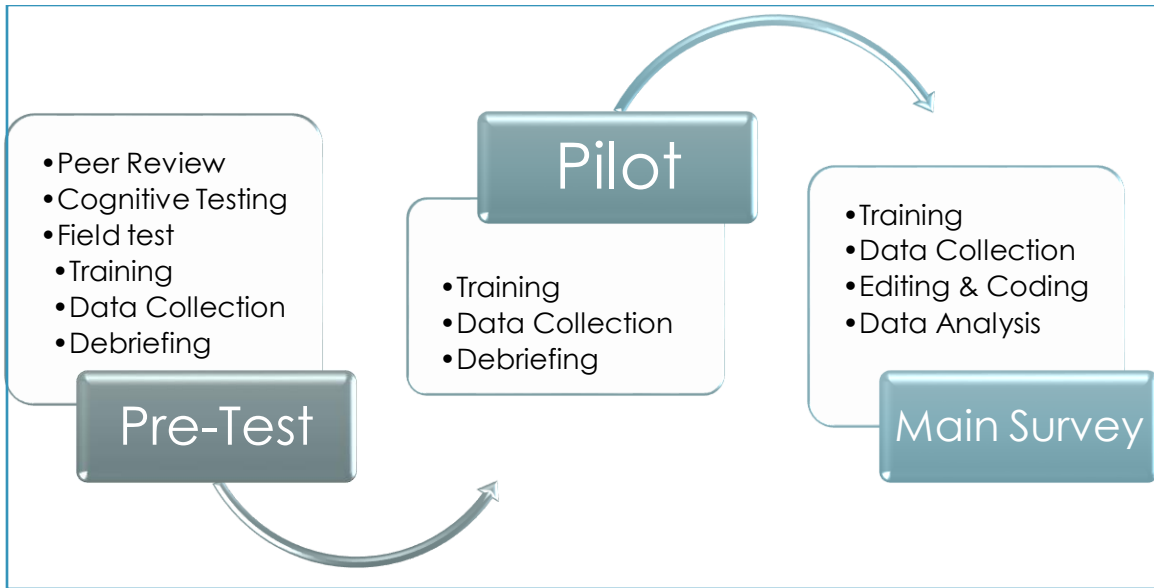


Figure 1: Main Activities involved in Pre-test, Pilot and Main Survey

QUALITY CONTROL PROCEDURES

As part of STATIN's standard quality control measure, field supervisors were required to closely monitor the performance of interviewers throughout the data collection phase. On a regular basis, supervisors met with their assigned interviewers in office as well as in the field. The work of the interviewers was monitored and evaluated using assignment records and status reports. Each interviewer was observed during the first two (2) days of fieldwork in order to identify and immediately correct any consistently made errors. Additionally, the supervisors periodically observed interviewers while they conducted interviews and conducted random spot checks of questionnaires. The geo-referenced locations of the establishments were also assessed to determine the level of coverage, and to validate data collection.

Completed questionnaires, once approved by field supervisors, were further evaluated at two (2) different stages: firstly, by persons assigned to review completed questionnaires at the head office and, secondly, by those responsible for editing and coding. Following this process, the data files were prepared for analysis. This robust multi-pronged assessment is embedded within the Survey Solutions platform and, when paired with STATIN's processes, ensures the overall quality of the data.

DATA MANAGEMENT, DATA EDITING AND ANALYSIS

Completed questionnaires were uploaded to STATIN's server by the interviewers on a weekly basis. Completed questionnaires were subsequently transferred to an editing and coding platform developed by STATIN's Information and Technology Division. During the editing and coding phase, questionnaires were checked for completeness and consistency. In particular, the industry codes were assigned based on the 2016 Jamaica Industrial Classification (JIC).

KEY FINDINGS

The main findings of the Jamaica Survey of Establishments are based on the weighted estimates, and are summarized below:

ESTABLISHMENTS VISITED

- Of the establishments visited:
 - 37,899 (52.0%) employed less than three (3) persons on a continuous basis (not-eligible)
 - 17,869 (24.5%) employed three (3) or more persons on a continuous basis, including doctors, dentists and lawyers (eligible)
 - 17,097 (23.5%) were non-responsive (non-contact, vacant, closed, refused, inadequate respondent, other result codes)

EMPLOYEES

- Of the persons employed in eligible establishments:
 - 53.1 per cent of employees were female and 46.9 per cent male
 - 78.9 per cent were employed full-time
 - 5.6 per cent part-time
 - 10.6 per cent contract
 - 1.0 per cent seasonal
 - 0.3 per cent unpaid family workers
 - 2.7 per cent volunteers
 - 0.9 per cent were not classified in any of the categories listed above

SEX OF HEAD OF ESTABLISHMENT, REGISTRATION STATUS AND LEGAL FORM

- 64.7 per cent of establishments were headed by males
- 87.2 per cent of establishments were registered with the *Companies Office of Jamaica*
- The two (2) most frequently occurring legal types were:
 - 'Sole Proprietorship' (52.3%)
 - 'Limited Liability Company' (22.7%)

MARKET ORIENTATION

- 91.6 per cent of businesses goal was to make a profit
- The two (2) most frequently occurring types of organization were:
 - 'Single Enterprise' (75.4%)
 - 'Branch of another establishment' (16.6%)
- 4.9 per cent of businesses operated under a franchise agreement
- Foreign enterprises/nationals had financial interest in 2.7 per cent of businesses

ECONOMIC ACTIVITY

- The two (2) most frequently occurring types of economic activities were:
 - 'Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles' (35.6%)
 - 'Accommodation and Food Services' (11.4%)
- The 'Financial & Insurance Activities, Real Estate Activities' industry group had the highest proportion of registered businesses, 95.6 per cent

INTERNATIONAL TRADE

- 2.8 per cent of businesses directly exported goods and/or services
- 21.2 per cent of businesses directly imported goods and/or services

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND ALTERNATE ENERGY USE

- 75.9 per cent of businesses used a computer
- 66.3 per cent used the internet
 - Most businesses use fixed broadband internet (89.9%)
 - The two (2) most frequently occurring types of activities for which the internet was used were 'Sending and receiving emails' (94.5%) and 'Getting information on goods and services' (73.6%)
- 23.9 per cent of businesses had a website
- 34.2 per cent of businesses had social media presence
- 17.7 per cent of businesses had intranet connection
- 8.0 per cent of businesses used alternative energy

CHALLENGES AND MAJOR ISSUES

- The two (2) most frequently occurring challenges among businesses were:
 - 'High cost of electricity' (35.6%)
 - 'High cost of taxes' (29.4%)
- 6.9 per cent of businesses received business development assistance any form, technical training, assistance with registration, raw materials or machinery, etc.

1 STRUCTURE OF ESTABLISHMENTS

This section presents information on the distribution of establishments in the 2018 Jamaica Survey of Establishments by their main demographic characteristics, legal form, type of organization, market orientation, franchise status and foreign ownership/interest.

NUMBER AND TYPE OF EMPLOYEES

Establishments participating in the survey were asked about the number, sex and type of employees. The businesses for which questionnaires were completed and/or partially completed employed 226,627 persons on a continuous basis as at March 31, 2018.

Table 5: Distribution of Employees by Type

Type of Employee	Establishments	
	Number	Percent
Full-time	178,811	78.9
Part-time	12,651	5.6
Contract	24,158	10.6
Seasonal	2,218	1.0
Unpaid family worker	586	0.3
Volunteer	6,092	2.7
Other/Not stated	2,111	0.9
Total	226,627	100.0

Table 5 presents a summary of the employees by type. The majority of employees (78.9%) within these establishments were employed on a full-time basis, including persons employed on contract for three (3) years or more. Those employed under contract (that is for less than three (3) years' duration) - (10.6%) and volunteers (2.7%) rounded off the top three (3) types of employees within these establishments.

Table 6: Distribution of Employees by Type and Sex

Type of Employee	Sex of Head of Establishment				Total Number
	Male		Female		
	Number	Percent	Number	Percent	
Full-time	78,553	43.9	100,258	56.1	178,811
Part-time	6,361	50.3	6,290	49.7	12,651
Contract	15,744	65.2	8,414	34.8	24,158
Seasonal	1,283	57.8	935	42.2	2,218
Unpaid family worker	309	52.7	277	47.3	586
Volunteer	2,305	37.8	3,787	62.2	6,092
Other	1,652	78.3	459	21.7	2,111
Total	106,207	46.9	120,420	53.1	226,627

Table 6 shows the total number of employees disaggregated by sex. More than half of those employees were females, 53.1 per cent; the remaining 46.9 per cent were males.

Of the persons employed full-time, 56.1 per cent were female and 43.9 per cent were male. The data, however reveals some gender disparity in the type of employees, as part-time (50.3%), seasonal (57.8%), contract (65.2%) and other (78.3%) employees were disproportionately male. On the other hand, volunteer employees (62.2%) were disproportionately female.

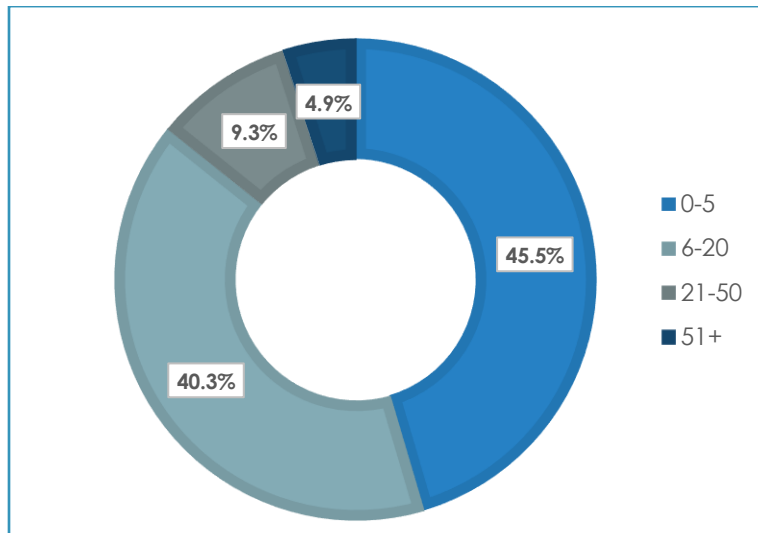


Figure 2: Distribution of Establishments by Number of Employees

The data shows (Figure 2) that most of the establishments that participated in the survey employed between 0 and 5 (45.5%) persons on a continuous basis during the reference period. This was followed by establishments with 6-20 employees at 40.3 per cent and 9.3 per cent of establishments had 21-50 employees. The remaining 4.9 per cent of establishments employed more than 50 persons.

SEX OF HEAD OF ESTABLISHMENT

Dependent on the type of organization, the head was defined as either the owner or the most senior employee within the establishment with responsibility for making major decisions. The JSE collected information about the sex of the head of establishments participating in the survey. As shown in Figure 3, majority of establishments (64.7%) were headed by males while 35.3 per cent were headed by females.

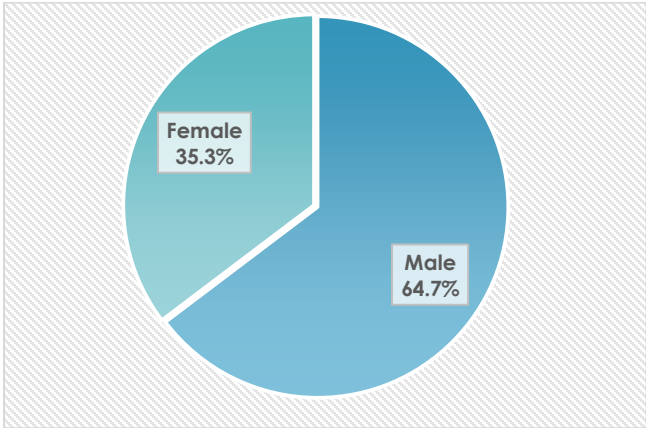


Figure 3: Distribution of Establishments by Sex of Head

REGISTRATION STATUS

The Companies Office of Jamaica (CoJ) is the national body with responsibility to register and regulate companies and businesses in an effort to foster trade and commerce. The JSE sought to find out whether businesses were registered with the CoJ. This is indicative of the level of informality of the establishment.

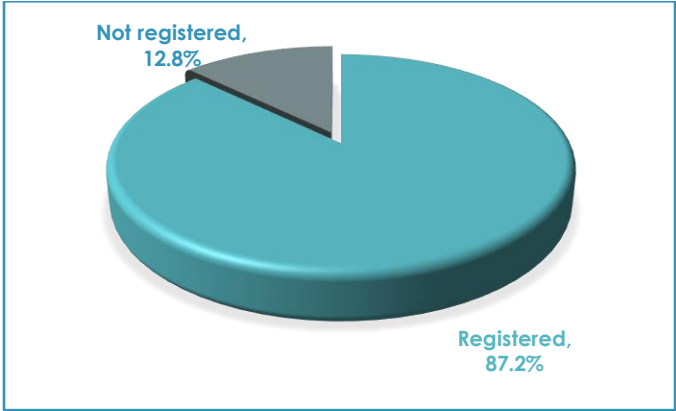


Figure 4: Distribution of Establishments by Registration Status

Figure 4 shows that the majority of establishments (87.2%) in the survey were registered. Approximately two (2) out of every fifteen (15) establishments reported that they were not registered.

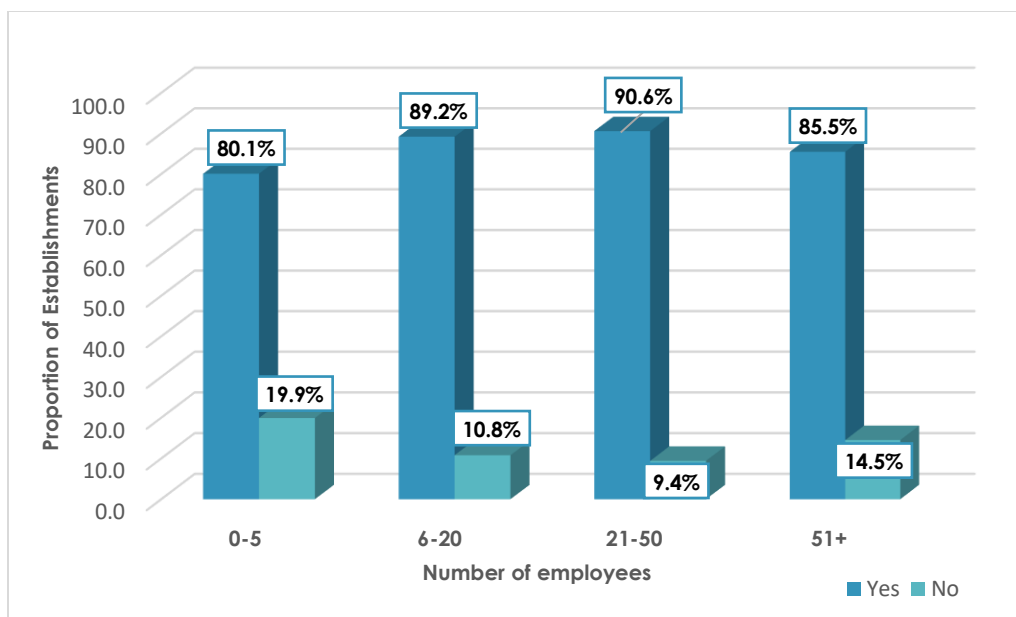


Figure 5: Distribution of Establishments by Number of Employees and Registration Status

As shown in Figure 5, the majority of establishments in all size categories were registered with the Companies Office of Jamaica. Establishments with 21-50 employees had the highest proportion registered (90.6%) while those with 0-5 employees had the least (80.1%). One (1) out of every five (5) establishments that employed 0-5 persons were not registered. Approximately one (1) out of every seven (7) establishments that employed more than 50 persons and one (1) out of every ten (10) of those employing 6-20 and 21-50 persons were not registered.

LEGAL FORM

The establishments that participated in the survey were asked about their legal form. The types identified were: Sole Proprietorship, Partnership, Limited Liability Company, Cooperative Society, Government Ministry, Department or Agency, Other Government Owned and Controlled Entity, and Non-Profit Institutions.

Table 7: Distribution of Establishments by Legal Form

Legal Form	Number	Percent
Sole Proprietorship	9,294	52.3
Limited Liability Company	4,026	22.7
Partnership	1,785	10.0
Government MDA	1,092	6.1
Non- Profit Institution	811	4.6
Other Government Owned and Controlled Entity	483	2.7
Cooperative Society	131	0.7
Other	145	0.8
Total	17,766	100.0
<i>Not Stated = 103</i>		

Table 7 shows that more than half (52.3%) of the establishments in the survey were sole proprietorships. A total of 22.7 per cent reported that they were limited liability legal

companies, 10.0 per cent were partnerships and 6.1 per cent were Government Ministries, Departments and Agencies (MDAs). Among the three least reported legal forms were 'Non-profit institutions' (4.6%), 'Other Government Owned and Controlled Entity' 2.7 per cent and 'Cooperative Society' 0.7 per cent.

MARKET ORIENTATION

Establishments exist for varying reasons, and may be oriented towards market or non-market production. The market orientation of the establishment, along with its legal status allows for the classification of the unit into institutional sectors for statistical analyses.

In order to capture the market orientation of the establishment, information was collected on whether or not the primary goal was to make a profit.

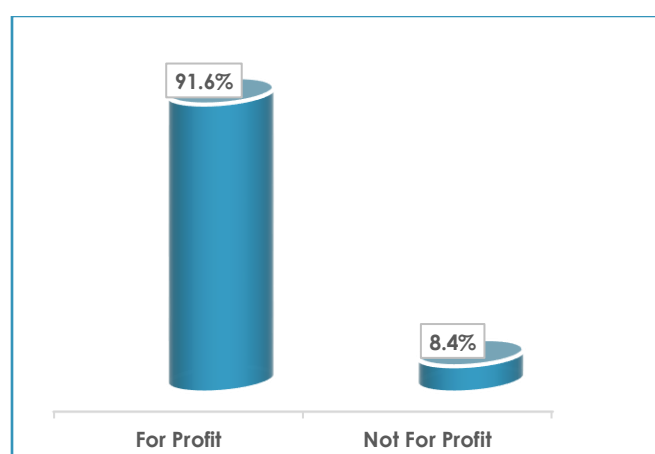


Figure 6: Distribution of Establishments by Market Orientation

The goal of 91.6 per cent of the establishments included in the survey was to make a profit (Figure 6). The remaining 8.4 per cent reported that making a profit was not the goal of their establishment. In other words, greater than nine (9) out of every ten (10) establishments were market oriented, while the rest engaged in non-market production. Non-market producers, produce goods and services not for the generation of income or profit, and include non-profit institutions such as charities and other similar establishments.

RELATIONSHIPS AND LINKS BETWEEN UNITS

An enterprise is a legal unit (or the smallest set of legal units) producing economic goods and services with autonomy in respect of financial and investment decision-making, as well as authority and responsibility for allocating resources for the production of goods and services (UNECE, 2015). It may be comprised of one (1) or more establishments, and may engage in multiple economic activities. Enterprises may also own and/or control other enterprises, and two (2) or more enterprises may form an enterprise group. Understanding the relationships between establishments allow for analyses of the activities of enterprises, and their related entities.

Table 8: Distribution of Establishments by Type of Organization

Organization Type	Number	Percent
Single Enterprise	13,411	75.4
Branch of another establishment	2,953	16.6
Head Office of a Branch/Subsidiary	1,160	6.5
Subsidiary of another establishment	213	1.2
Other	54	0.3
Total	17,790	100.0

Not Stated = 79

The JSE collected information on the type of organization of each establishment. There were four (4) types: single enterprise, head office of a branch/subsidiary, branch of another establishment and subsidiary of another establishment. This information will allow for the linking of units on the SBR that belong to the same enterprise or enterprise group. For the purposes of this report however, only the type of organization was analyzed.

As shown in Table 8, the establishments surveyed were predominantly organized as 'Single Enterprises; this was reported by three (3) out of every four (4) establishments. The second most common type of organization reported was 'Branch of another establishment' (16.6%). This was followed by 'Head Office of a Branch/Subsidiary' (6.5%) and 'Subsidiary of another establishment' (1.2%).

Businesses that participated in the JSE were also asked if they operate under a franchise agreement. Franchisees are independent legal units which sign a contract with another legal unit, the franchiser, to engage in an activity making use of trademarks, trading styles and marketing support provided by the franchiser, usually in return for a fee or a share of the profits (UNECE, 2015).

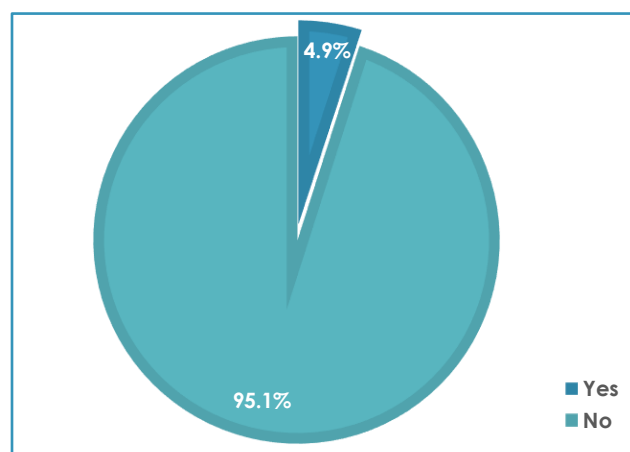


Figure 7: Distribution of Establishments by Franchise Status

The proportion of establishments operating under a franchise agreement is presented in Figure 7. The majority of businesses (95.1%) were not operating under franchise agreements; 4.9 per cent were operating under a franchise agreement.

FOREIGN OWNERSHIP AND INTEREST

The ownership of a business is important in understanding its dynamics. The question of whether any foreign enterprise or national has financial interest in businesses was posed to respondents in the survey. This provides useful information for the compilation of Foreign Affiliates Statistics (FATS) and assessments of Foreign Direct Investment.

Table 9: Distribution of Establishments by Foreign Ownership/Interest

Foreign Interest	Number	Percent
No	16,134	97.3
Yes, controlling interest	337	2.0
Yes, non-controlling interest	110	0.7
Total	16,581	100.0
<i>Not Stated = 1,288</i>		

Ninety-seven point three per cent (97.3%) of the establishments in JSE indicated that no foreign enterprise or foreign national had a financial interest in their establishment (Table 9). The remaining 2.7 per cent reported that a foreign enterprise/national had a financial interest in their establishments; that is, 2.0 per cent had controlling interest and 0.7 per cent non-controlling interest. Foreign enterprises/nationals were considered to have controlling interest in an establishment if they owned majority of the stock or more than 50 per cent of voting shares.

2 ECONOMIC ACTIVITY OF ESTABLISHMENTS

This section presents the findings of the JSE according to economic activity carried out at the establishments and international merchandise trade.

ECONOMIC ACTIVITY

The type of activity carried out at by an establishment determines its industry classification. The classification of economic activity into industries is important for the analysis and reporting of important national indicators in a consistent way. For example, indicators about the economy such as the GDP and unemployment rate. Establishments were classified according to the Jamaica Industrial Classification (JIC) 2016. The JIC is an adaptation of the International Standard Industry Classification (ISIC) Rev. 4 and takes into account economic activities that exist within the Jamaican context.

Table 10: Distribution of Establishments by Economic Activity

Industry	Number	Percent
Mining & Quarrying, Manufacturing	1,100	6.2
Electricity, Gas, Steam and Air Conditioning Supply	40	0.2
Water Supply; Sewerage, Waste Management and Remediation Activities	76	0.4
Construction	199	1.1
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	6,288	35.6
Transport and Storage	426	2.4
Accommodation and Food Services	2,017	11.4
Information and Communication	179	1.0
Financial and Insurance Activities	646	3.7
Real Estate Activities	176	1.0
Professional, Scientific and Technical Activities	898	5.1
Administrative and Support Service Activities	523	3.0
Public Administration and Defence	655	3.7
Education	1,603	9.1
Human Health and Social Work Activities	1,423	8.1
Arts, Entertainment and Recreation	332	1.9
Other Service Activities	1,090	6.2
TOTAL	17,671	100.0
<i>Not Stated = 198</i>		

Table 10 shows that the top three (3) industries based on the economic activity reported by establishments in the survey were from the service producing sector:

1. 35.6 per cent of the establishments were engaged in activities in the 'Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles' industry
2. 11.4 per cent in the 'Accommodation and Food Services' industry and
3. 9.1 per cent in the 'Education' industry.

The industry least reported by establishments was the 'Electricity, Gas, Steam and Air Conditioning Supply' industry, 0.2 per cent.

The JIC 2016 comprises 21 sections which can be broken down into goods producing and services producing industries/sub-sections. For ease of reporting, these will be grouped into four (4) categories as follows:

1. **Goods Producing Sectors excl. Agriculture:** this group comprises Mining and Quarrying, Manufacturing and Construction industries. It excludes the Agriculture industry since it is outside the scope of the JSE.
2. **Wholesale, Accommodation & Food Services, Arts, Entertainment & Recreation:** a combination of three (3) service producing industries.
3. **Financial & Insurance Activities, Real Estate Activities.**
4. **Other Services incl. Electricity:** comprises the remaining service producing industries except 'Activities of extraterritorial organizations and bodies'.

Table 11: Distribution of Establishments by Industry Group

Industry Group	Number	Percent
Good Producing Sectors excl. Agriculture	1,299	7.4
Wholesale, Accommodation & Food Services, Arts, Entertainment & Recreation	8,637	48.9
Financial & Insurance Activities, Real Estate Activities	821	4.6
Other Services incl. Electricity	6,913	39.1
TOTAL	17,671	100.0
<i>Not Stated = 198</i>		

Table 11 shows that just under half of the establishments that participated in the JSE (48.9%) were operating within the 'Wholesale, Accommodation & Food Services, Arts, Entertainment & Recreation' industries.

Table 12: Distribution of Establishments by Number of Employees and Industry Group

Industry Group	Proportion of Employees			
	0-5	6-20	21-50	51+
Good Producing Sectors excl. Agriculture	6.4	7.3	10.3	10.3
Wholesale, Accommodation & Food Services, Arts, Entertainment & Recreation	54.1	49.5	35.7	21.2
Financial & Insurance Activities, Real Estate Activities	4.4	4.6	5.3	5.9
Other Services incl. Electricity	35.1	38.6	48.7	62.6
Total	100.0	100.0	100.0	100.0

Table 12 shows that more than half of the establishments employing 0-5 persons (54.1%) reported economic activities classified in the 'Wholesale, Accommodation & Food

Services, Arts, Entertainment & Recreation' industry group. Among establishments that employed more than 20 persons during the reference period, most were classified in the 'Other services incl. Electricity' industry group; 48.7 per cent employing 21-50 persons and 62.6 per cent employing more than 50 persons. Establishments classified in the 'Financial & Insurance Activities, Real Estate Activities' had the least number of employees.

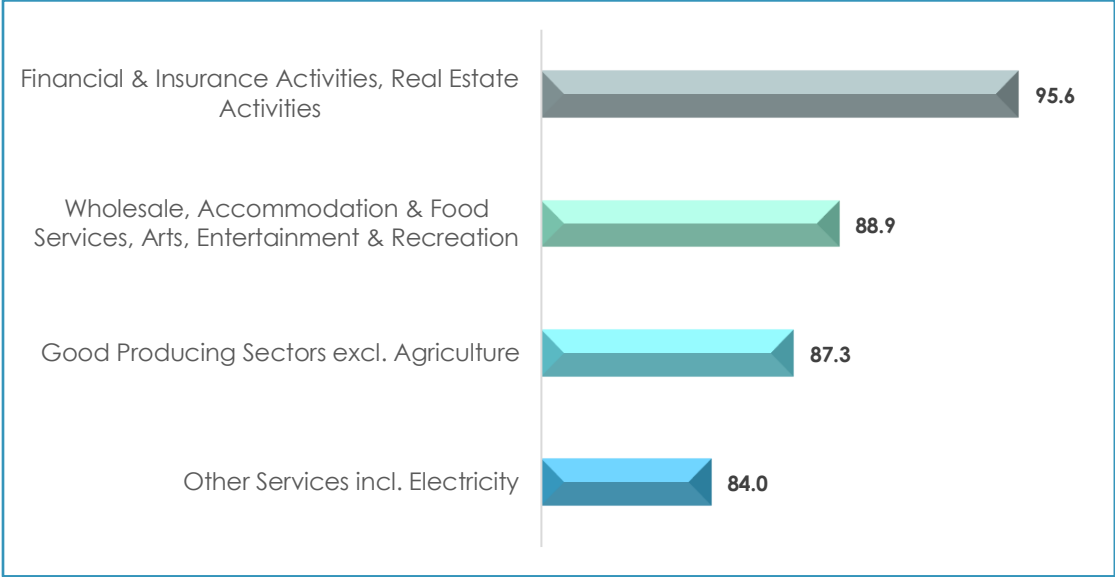


Figure 8: Distribution of Establishments by Registration Status and Industry Groups

Figure 8 indicates that establishments in the 'Financial & Insurance Activities, Real Estate Activities' group had the highest proportion of registered businesses, 95.6 per cent. The group with the least reported registered businesses (84.0%) was 'Other Services incl. Electricity'.

INTERNATIONAL TRADE

International trade is a key economic indicator providing useful information on the imports and exports of goods. In the JSE, businesses were asked if they directly exported or imported goods and/or services. Direct import or export means that businesses trade in the absence of an intermediary person (excluding customs brokers) or enterprise making arrangements on their behalf. For example, in the case of the direct imports of goods, items are not brought into the country on behalf of establishments via a distributor, or retailer.

A total of 2.8 per cent of the establishments reported that they directly export goods and/or services (Table 13). Most of the businesses involved in direct exportation (2.0%) reported that they exported goods only, 0.7 per cent exported services only, while 0.1 per cent, exported both goods and services.

Table 13: Distribution of Establishments by International Trade Status

Direct Exports	Number	Percent
No	15,018	97.2
Yes, goods only	308	2.0
Yes, services only	104	0.7
Yes, both goods and services	23	0.1
Total	15,453	100.0
<i>Not Stated = 2,416</i>		
Direct Imports		
No	12,159	78.7
Yes, goods only	3,059	19.8
Yes, services only	84	0.5
Yes, both goods and service	147	0.9
Total	15,449	100.0
<i>Not Stated = 2,420</i>		

In terms of imports, 21.2 per cent of establishments reported that they import goods and/or services directly (Table 13). Two (2) out of five (5) businesses reported that they were involved in direct importation of goods only (19.8%), 0.5 per cent, reported that they imported services only, and 0.9 per cent imported both goods and services. The majority of businesses (78.7%) did not directly import goods and/or services.

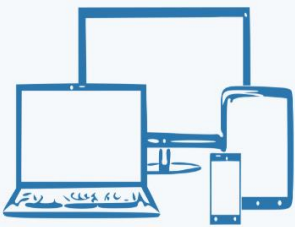
3 ICT AND ALTERNATIVE ENERGY USE

This section presents the findings of the 2018 Jamaica Survey of Establishments regarding the use of information and communication technologies (ICTs) and alternative energy.

USE OF INFORMATION & COMMUNICATION TECHNOLOGY

With the advancements in technology, the use of ICTs has become more pervasive among businesses. ICT is seen as a critical enabler of growth, and the introduction of ICT in businesses often redounds to increased efficiency.

Table 14: Distribution of Establishments by Use of Computer

	Computer Use	Number	Percent
	Desktop	11,062	62.2
	Laptop	6,158	34.6
	Tablet	1,975	11.1
	Smartphone	5,112	28.7

In the JSE, the definition of a ‘computer’ was extended to include smartphones. The smartphones should be used for activities related to the business (not solely phone calls).

Most establishments (75.9%) reported that they used a computer within the last 3 months prior to the date of the interview. The most widely used type of computer was desktop, 62.2 per cent. This was followed by laptop computers at 34.6 per cent, then smartphones at 28.7 per cent. Tablet computers (11.1%) were the least used type of computer reported by establishments.

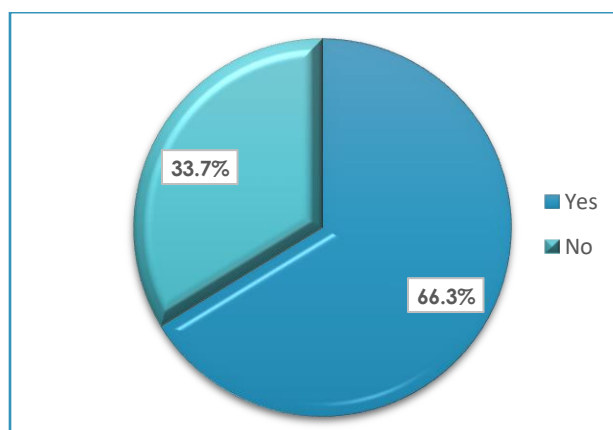


Figure 9: Distribution of Establishments by Internet Use

The internet allows for, among other things, the connection of computers and other electronic devices, ease of receiving and sharing information and the automation of processes. Wide spread use of the internet is indicative of the development status of countries. Businesses worldwide, and in Jamaica, are increasingly utilizing the internet to

aid their processes. In the JSE, approximately two (2) out of every three (3) businesses reported using the internet in the three (3) months preceding the survey. The remaining 33.7 per cent did not use the internet during the reference period.

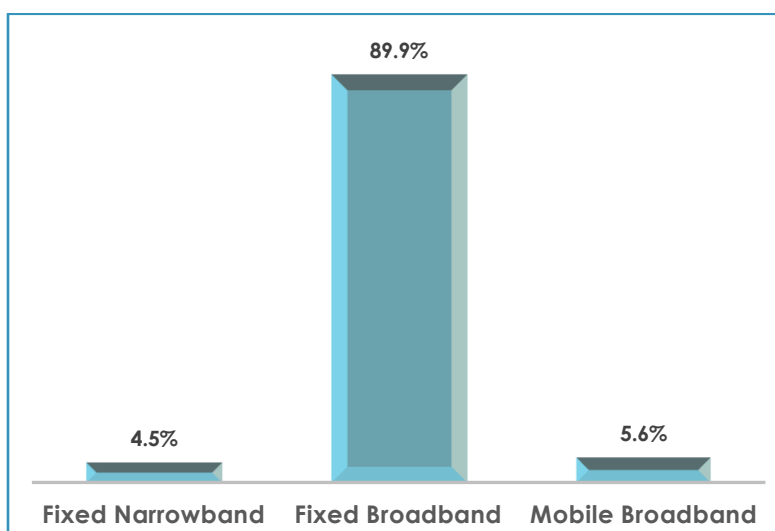


Figure 10: Distribution of Establishments by Type of Internet Connection

Of the establishments that used the internet during the reference period, 89.9 per cent reported mainly using fixed broadband (e.g. cable modem, fibre-to-the-home/building, high speed leased lines) and 5.6 per cent used mobile broadband (e.g. dongle, data on smartphone). The remaining 4.5 per cent used fixed narrowband (internet access by dial-up to the Internet service provider via a standard phone line).




Table 15: Distribution of Establishments by Type of Internet Activity

Type of Internet Activity	Number	Percent
Sending or receiving emails	11,092	94.5
Getting information about goods and services	8,492	73.1
Providing customer service	7,684	66.4
Interacting with general government organization	6,544	56.7
Placing orders for goods and services	6,356	54.9
Internet banking	5,679	49.1
Processing payments online	5,621	48.7
Use of instant messaging, bulletin boards or social media	5,505	47.6
Receiving orders for goods and services	5,206	45.1
Accessing other financial services	4,766	41.5
Telephoning over the internet/VoIP or using video conference	3,646	31.7
Staff training	3,287	28.5
Internal or external recruitment	2,682	23.4
Delivering products online	1,645	14.3
Other	423	4.0

The ways in which the internet is used in businesses were assessed. The JSE enquired about the activities for which the internet was used, if businesses had a web presence (website), social media presence (e.g. Facebook, Twitter, Instagram, Snapchat, LinkedIn) and intranet during the reference periods.

As shown in Table 15, the three(3) most reported activities reported by establishments that used the internet during the three (3) months preceding the interview were 'sending and receiving emails'(94.5%), 'getting information about goods and services' (73.1%) and 'providing customer service'(66.4%). The three (3) least reported activities, excluding the 'other' category, were 'Staff training' (28.5%), 'Internal or external recruitment' (23.4%), and 'Delivering products online' (14.3%).

Table 16: Distribution of Establishments by Web Presence

Web Presence	Number	Percent
 Website	4,255	23.9
 Social Media Presence	6,081	34.2
 Intranet	3,149	17.7

Majority of the establishments in the survey did not have a website, social media presence or intranet as at March 31, 2018. Of the establishments that had media presence, social media presence was the dominant form (34.2%). Approximately one (1) out of every four (4) establishments reported having a website and one (1) out of every six (6) reported having intranet.

Table 17: Distribution of Establishments by Number of Employees and Use of ICT

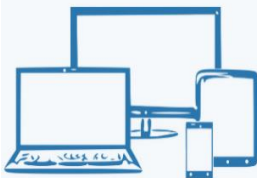




ICT	Number of employees	Number	Percent
Computer			
	0-5	5,131	38.2
	6-20	5,861	43.6
	21-50	1,584	11.8
	51+	858	6.4
	Total	13,433	100.0
Internet			
	0-5	4,154	35.4
	6-20	5,227	44.5
	21-50	1,511	12.9
	51+	845	7.2
	Total	11,737	100.0
Website			
	0-5	1,132	26.9
	6-20	1,909	45.3
	21-50	705	16.7
	51+	467	11.1
	Total	4,213	100.0
Social Media Presence			
	0-5	1,949	32.3
	6-20	2,703	44.7
	21-50	907	15.0
	51+	481	8.0
	Total	6,040	100.0
Intranet			
	0-5	750	24.1
	6-20	1,301	41.8
	21-50	626	20.1
	51+	432	14.0
	Total	3,110	100.0

Table 17 shows that the use of information and communication technologies has become increasingly prevalent in Jamaica and is utilized in various ways by businesses. Of the establishments that reported using a computer during the three (3) months preceding the survey, 43.6 per cent employed 6-20 persons, while 6.4 per cent employed more than 50 persons.

During the reference period, 44.5 per cent of the businesses that used the internet employed 6-20 persons. A total of 7.2 per cent of establishments that employed more than 50 persons reported using the internet.

Of the businesses that had a website; 45.3 per cent employed 6-20 persons and 11.1 per cent employed more than 50 persons.

Of the businesses that had social media presence during the reference period, 44.7 per cent of them employed 6-20 persons while 8.0 per cent employed more than 50 persons.

The intranet allows for communication within businesses, electronically. Of the businesses that reported having intranet connection 41.8 per cent employed 6-20 persons and 14.0 per cent employed more than 50 persons.

USE OF ALTERNATIVE ENERGY

All energy sources have an impact on the environment. Additional information about the possible effects of climate change has brought awareness to several practices and factors that can mitigate their negative impact on the environment. The use of renewable energy, among other things, is less harmful for the environment, helps to conserve natural resources and diversifies energy supply.

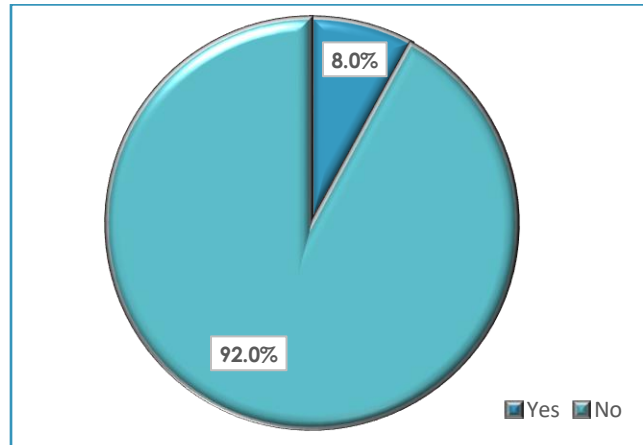


Figure 11: Distribution of Establishments by Use of Alternative Energy

For alternative sources of energy, 92.0 per cent of establishments reported that they did not use any form of alternative energy while 8.0 per cent reported that they did use (Figure 11).

Of the establishments that reported using alternative energy, solar power was the main source reported, 41.2 per cent. A total of 6.1 per cent of establishments reported using wind and/or biogas as an alternative energy source.

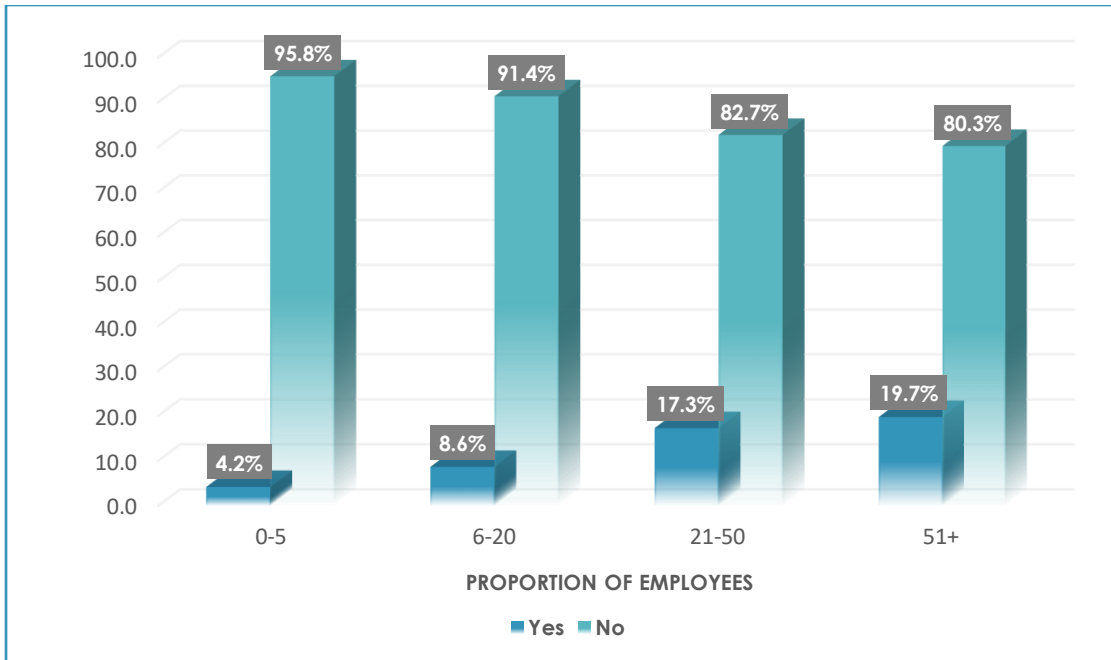


Figure 12: Distribution of Establishments by Number of Employees & Use of Alternative Energy

Figure 12 shows that the use of alternative energy was more common among establishments with a larger number of employees. Establishments employing more than 50 individuals reported the highest use of alternative sources of energy, 19.7 per cent. Establishments with 21-50 employees followed with 17.3 per cent, then 6-20 employees and 0-5 employees with 8.6 per cent and 4.2 per cent respectively.

4 CHALLENGES & MAJOR ISSUES

Many businesses are faced with challenges that impact their success. The survey sought to ascertain the main factors that prevented the success of businesses. Establishments were asked to state the three (3) main factors preventing their success. The responses are summarized in Table 18.

Table 18: Distribution of Establishments by Main Factors Preventing Success

Factors	Number	Percent
High cost of electricity	2,116	35.6
High cost of taxes	1,747	29.4
Practices of competitors	1,217	20.4
Access to finance	888	14.9
Uncertainty regarding economy	843	14.2
Other crime, theft and disorder	754	12.7
Cost of Finance	648	10.9
Lack of contacts	620	10.4
Government bureaucracy/red tape	558	9.4
Limited market for goods/services	423	7.1
High cost of transportation	315	5.3
Corruption	227	3.8
Extortion	117	2.0
Other	2,052	34.5

The three (3) main factors reported as impacting the success of businesses were high cost of electricity (35.6%), high cost of taxes (29.4%) and practices of competitors (20.4%). High cost of transportation (5.3%), corruption (3.8%) and extortion (2.0%) were the three (3) factors least reported as preventing the success of businesses canvasses in the survey. Notably, 34.5 per cent of establishments indicated that factors other than the ones listed above were deterrents to the success of establishments. Some of the factors included in this category were: bad roads, attendance/employee work ethic, attracting and retaining qualified staff, access to raw materials, bad debt, inadequate shop and parking space, high cost of water, lack of water and time restrictions based on Zones of Special Operations, as well as the State of Emergency in some areas.

BUSINESS DEVELOPMENT ASSISTANCE

Business development assistance in the JSE referred to different kinds of assistance businesses were currently receiving or had received in the past such as technical training, financial management training, assistance with registration, assistance with production quality, access to information and raw materials or machinery.

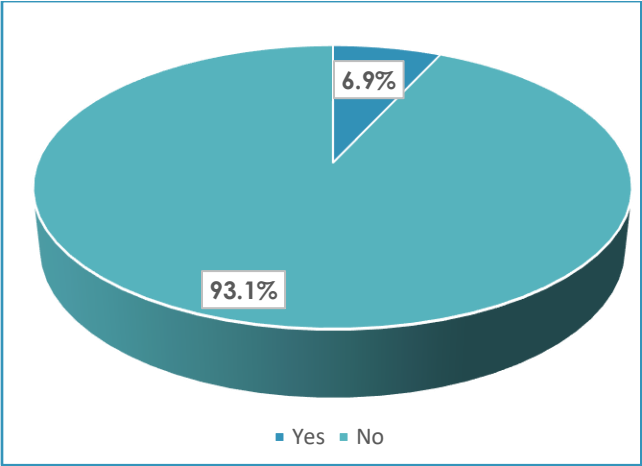


Figure 13: Distribution of Establishments by Business Development Assistance

Figure 13 shows that majority of the establishments (93.1%) in the survey reported that they have never benefitted from business development assistance. The remaining 6.9 per cent were benefiting from business development assistance.

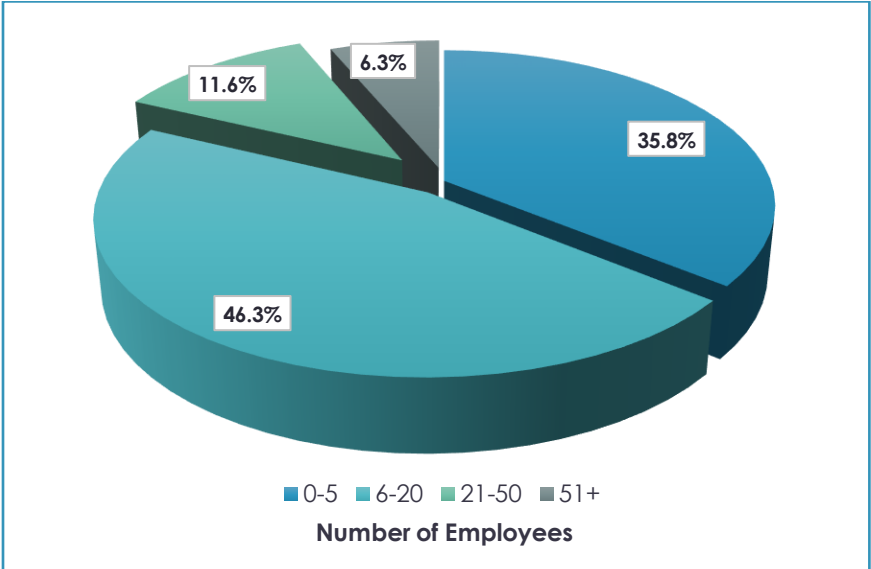


Figure 14: Distribution of Establishments by Business Development Assistance and Employees

As shown in Figure 14, less than half (46.3%) of the establishments employing 6-20 employees benefitted from Business Development Assistance by way of, among other activities, technical training, assistance with registration, access to information and raw materials or machinery . Establishments employing more than 50 persons benefitted from Business Development Assistance the least, 6.3 per cent.

ACCESS TO FINANCING

Capital is one of the most important resources needed to start and maintain any kind of business. The JSE sought to ascertain information on the source of loans utilized by businesses; whether currently or in the past. In the JSE, a loan was considered 'current' if it was still being repaid and 'previous' if it was fully repaid.

Table 19: Distribution of Establishments by Source of Loan

Source of Financing	Currently		Previously		Never	
	Number	Percent	Number	Percent	Number	Percent
SME Targeted Loan	352	2.4	551	3.7	14,060	94.0
Commercial Bank	1,470	9.8	1,873	12.5	11,598	77.6
Other Formal Financial Institution	250	1.7	338	2.3	14,366	96.1
Informal Money Lender	73	0.5	94	0.6	14,794	98.9
Partner	243	1.6	281	1.9	14,436	96.5
Family and Friends	387	2.6	929	6.2	13,633	91.2

As shown in Table 19, most of the establishments in the survey (upwards of 90.0% in each case, except from commercial banks, 77.6%) have never benefitted from loans from any of the sources specified. Of the establishments that received loans, more received loans in the past than those currently in receipt.

Among establishments that received loans, the top three (3) sources were commercial banks, family and friends and SME targeted loans. Commercial banks were the number one source; 9.8 per cent of establishments were currently in receipt of financing and 12.5 per cent received financing in the past. A total of 2.6 per cent of businesses were currently in receipt of financing from family and friends, while 6.2 per cent previously received financing. The third highest source of loans was SME targeted; 2.4 per cent of businesses were currently in receipt of financing from this source and 3.7 per cent received financing in the past.

REFERENCES

UNECE. (2015). *Guidelines on Business Registers*. Geneva: UNITED NATIONS.

APPENDICES

QUESTIONNAIRE



Jamaica Survey of Establishments 2018

MAIN SURVEY QUESTIONNAIRE

PARISH CONST. ED

Good day, my name is I am an interviewer with the Statistical Institute of Jamaica (STATIN). We are currently in the process of conducting a large business survey to obtain information on the number and types of businesses operating in Jamaica. Your participation in this survey will ensure the completeness and accuracy of the survey results, which will be a critical input for policy and decision making. I assure you that the responses that you provide will be kept strictly confidential and reported on only in an aggregated manner. Thank you for your kind cooperation.

CONTACT HISTORY				
Visit Num	Date (dd/mm/yy)	Visit Time (24hr Clock)		Result Code
		Start	End	
1		:	:	
2		:	:	
3		:	:	
4		:	:	

RESULT CODES	
01. Completed Interview	02. Partial Interview
03. Inadequate respondent	05. Non-contact
06. Refused	08. Closed
09. Call back	99. Other (specify)

Q1.1 Premises Number _____

Final Result Code: _____

Date Completed dd / mm/ yy _____

FOR INTERNAL USE ONLY			
Interviewer	Supervisor	Editor/Coder	Data Entry Operator
Name: _____	Name: _____	Name: _____	Name: _____
ID Num: _____	ID Num: _____	ID Num: _____	ID Num: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____	Date: _____

COMMENTS: _____

ADDRESS OF PREMISES	
Q1.2 Plaza/Shopping Centre _____	
Q1.3a Street Number _____	Q1.3b Lot Number _____
Q1.4 Street Name _____	
Q1.5 Town/District _____	
Q1.6 Post Office _____	Q1.7 P.O. Box # _____

Q2.1 Respondent Name _____

Q2.2 What is 's Position/Title _____

Q3 What is the total number of employees at this establishment?

1. Less than 3

2. 3-9

3. 10-49

4. 50-49

5. 100 or more

SECTION 1: CONTACT INFORMATION	
Q4 Shop Number (if applicable) _____	
Q4.1 Establishment Name _____	
Q4.2a Does [...] use an Acronym? <input type="checkbox"/> 1. Yes <input type="checkbox"/> 2. No >>>Q5.1a	
Q4.2b Business Acronym _____	
Q5.1a Is the legal name of this establishment/ enterprise/ business the same as at Q4.1?	
<input type="checkbox"/> 1. Yes >>>Q6.1 <input type="checkbox"/> 2. No	
Q5.1b What is the legal name of this establishment/ enterprise/ business?	

Jamaica Survey of Establishments 2018

CONTACT PERSON AND MAILING ADDRESS	
Q6.1 Contact Name _____	Q6.2 Job Title or Position _____
Q6.3 Phone # _____	Q6.4 Fax # _____
Q6.5 Email Address _____	Q6.6 Website _____
Q6.7 Is the mailing address of this establishment/ enterprise/ business the same as at Q1.4?	
<input type="checkbox"/> 1. Yes >>Q7	<input type="checkbox"/> 2. No
Q6.8a Plaza/Shopping Centre _____	Q6.8b Shop Number _____
Q6.9a Street Number _____	Q6.9b Lot Number _____
Q6.10 Street Name _____	
Q6.11 Town/District _____	Q6.12 Parish _____
Q6.13 Post Office _____	Q6.14 P.O. Box # _____

SECTION 2: LEADERSHIP	
Q7 What is the name of the person who is the head of this establishment/ enterprise/ business?	Q7.1 What is his/her sex?
	<input type="checkbox"/> 1. Male <input type="checkbox"/> 2. Female

SECTION 3: ORGANIZATION								
Q8 Is this establishment/ enterprise/ business registered with the Companies Office of Jamaica?								
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. No >>Q10							
Q9 What is the date of incorporation/ registration with the Companies Office of Jamaica?								
<table border="1"> <tr> <td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>		m	m	/	y	y	y	y
m	m	/	y	y	y	y		
Q10 In what month and year did this establishment/ enterprise/ business start operating?								
<table border="1"> <tr> <td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>		m	m	/	y	y	y	y
m	m	/	y	y	y	y		
Q11 What is the legal form of this establishment/ enterprise/ business?								
<input type="checkbox"/> 1. Sole Proprietor <input type="checkbox"/> 2. Partnership <input type="checkbox"/> 3. Limited Liability Company <input type="checkbox"/> 4. Cooperative Society	<input type="checkbox"/> 5. Government Ministry, Department or Agency <input type="checkbox"/> 6. Other Government owned and controlled entity <input type="checkbox"/> 7. Non-Profit Institution <input type="checkbox"/> 9. Other (specify) _____							
Q12 What is the type of organization that best describes this establishment/ enterprise/ business?								
<input type="checkbox"/> 1. Single Enterprise >> Q13 <input type="checkbox"/> 2. Head Office of a Branch/ Branches/Subsidiary/Subsidiaries >> Q12.1 <input type="checkbox"/> 3. Branch of another Establishment/Enterprise/ Business >> Q12.6 <input type="checkbox"/> 4. Subsidiary of another Establishment/ Enterprise/Business >> Q12.6 <input type="checkbox"/> 9. Other (specify) >> Q12.1								

FOR ENTERPRISES/ BUSINESSES THAT HAVE BRANCHES OR SUBSIDIARIES OPERATING IN JAMAICA					
Q12.1 Does this establishment/enterprise/business have any branches operating in Jamaica?					
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. No >>Q12.3				
Q12.2 How many branches are operating in Jamaica?	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
Q12.3 Does this establishment/enterprise/business have any subsidiaries operating in Jamaica?					
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. No >>Q12.5				
Q12.4 How many subsidiaries are operating in Jamaica?	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				
Q12.5 Does this enterprise oversee/ manage the day-to-day operations of any of its branches/ subsidiaries?					
<input type="checkbox"/> 1. Yes >> Q13	<input type="checkbox"/> 2. No >> Q13				

FOR ESTABLISHMENTS/ BUSINESSES THAT ARE BRANCHES OR SUBSIDIARIES OF ENTERPRISES OPERATING IN JAMAICA									
Q12.6 Name of Head Office / Parent Company	<table border="1"> <tr> <td align="center" colspan="4">Estab. ID (Internal)</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td> </tr> </table>	Estab. ID (Internal)							
Estab. ID (Internal)									
ADDRESS OF HEAD OFFICE / PARENT COMPANY									
Q12.7a Street Number _____	Q12.7b Lot Number _____								
Q12.8 Street Name _____									
Q12.9 Town/District _____	Q12.10 Parish _____								
Q12.11 Post Office _____	Q12.12 P.O. Box # _____								
Q13 Does this establishment/ enterprise/ business operate under a franchise agreement? i.e. is this establishment a franchisee?									
<input type="checkbox"/> 1. Yes	<input type="checkbox"/> 2. No								

Jamaica Survey of Establishments 2018

SECTION 4: EMPLOYMENT

As at March 31, 2018, including yourself, what is the total number of employees at this location?

	Male(s)	Female(s)	Total
Q14.1 Full-time Employees (contracts for 3 years or more)			
Q14.2 Part-time Employees			
Q14.3 Contract Employees (contracts for less than 3 years)			
Q14.4 Seasonal Employees			
Q14.5 Unpaid Family Workers			
Q14.6 Volunteers			
Q14.7 Other Employees (specify)			
Q14.8 Total Employees			

SECTION 5: ECONOMIC ACTIVITY

Q15 Starting with the main activity, what activities does this establishment/ enterprise/ business engage in?

Economic Activities	Contribution to Revenue (%)	JIC Code (Internal Use)
Q15.1		
Q15.2		
Q15.3		
Q15.4		
Q15.5		

Q16 Is the primary goal of this establishment/ enterprise/ business to make a profit? i.e. does this establishment/ enterprise/ business sell most or all of its output of goods/ services at economically significant prices?

1. Yes 2. No

SECTION 6: INTERNATIONAL TRADE

Q17 Does this establishment/ enterprise/ business directly export any of the goods or services that it produces?

1. No **>>Q18** 2. Yes, Goods only
 3. Yes, Services only 4. Yes, Both goods and services

Q17.1 What percentage of the goods or services produced is directly exported? %

Q18 Does this establishment/ enterprise/ business directly import any of the inputs used by it in the production of goods or services?

1. No **>>Q19** 2. Yes, Goods only
 3. Yes, Services only 4. Yes, Both goods and services

Q18.1 What percentage of inputs are directly imported? %

SECTION 7: FOREIGN OWNERSHIP AND INTEREST

Q19 Does any foreign enterprise or foreign national have a financial interest in this establishment/ enterprise/ business?

1. No **>>Q20** 2. Yes, controlling interest 3. Yes, non-controlling interest

Q19.1 Is it a foreign enterprise or a foreign national?

1. Yes, foreign enterprise 2. Yes, foreign national **>>Q19.3b**

Q19.2 What is the trading name of this foreign establishment/ enterprise/ business?

Q19.3a What percentage of this establishment/ enterprise/ business is owned by a foreign enterprise?

% **>>Q19.4a**

Q19.3b What percentage of this establishment/ enterprise/ business is owned by a foreign national?

% **>>Q19.4b**

Q19.4a What is the country of origin of this foreign establishment/ enterprise/ business?

_____ Country Code (Internal)

Q19.4b What is the country of residence of this foreign national?

_____ Country Code (Internal)

Jamaica Survey of Establishments 2018

Q20 Does this establishment/ enterprise/ business have a financial interest in any business/enterprise outside of Jamaica?
 1. No >> **Q21** 2. Yes, controlling interest 3. Yes, non-controlling interest

Q20.1 In which country/ countries?

1. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	4. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	5. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	6. _____	<input type="text"/>	<input type="text"/>	<input type="text"/>

Q21 Is this establishment/ enterprise/ business operating under any special/preferential economic arrangements?
 a. No b. Yes, Free Zone c. Yes, Special Economic Zone
 d. Yes, Business Process Outsourcing x. Yes, Other (specify) _____

SECTION 8: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) USE

Q22 Did you or anyone employed to this establishment/ enterprise/ business use a computer (including tablet computers) in the last three (3) months for activities related to this entity?
[SHADE ALL THAT APPLY]

a. No b. Yes, Desktop c. Yes, Laptop d. Yes, Tablet
 e. Smartphone (not for phone calls only)

Q23 Did you or anyone employed to this establishment/ enterprise/ business use the Internet in the last three (3) months for activities related to this entity?
 1. Yes 2. No >> **Q26**

Q24 In the last three (3) months, what type of Internet connection did this establishment/ enterprise/ business use for activities related to business?
 1. Fixed Narrowband 2. Fixed Broadband 3. Mobile Broadband

Q25 For which of the following activities did this establishment/ enterprise/ business use the Internet during the last three (3) months?
[SHADE ALL THAT APPLY]

<input type="checkbox"/> a. Sending or receiving emails	<input type="checkbox"/> h. Accessing other financial services
<input type="checkbox"/> b. Telephoning over the Internet/ VoIP or using video conferencing	<input type="checkbox"/> i. Providing customer service
<input type="checkbox"/> c. Use of instant messaging, bulletin boards or social media	<input type="checkbox"/> j. Interacting with general government organizations
<input type="checkbox"/> d. Getting information about goods or services	<input type="checkbox"/> k. Delivering products online
<input type="checkbox"/> e. Internet Banking	<input type="checkbox"/> l. Internal or external recruitment
<input type="checkbox"/> f. Staff training	<input type="checkbox"/> m. Placing orders for goods and services
<input type="checkbox"/> g. Processing payments online	<input type="checkbox"/> n. Receiving orders for goods and services
	<input type="checkbox"/> x. Other (specify) _____

Q26 Did this establishment/ enterprise/ business have a web presence (i.e. a website) on or before **March 31, 2018**?
 1. Yes 2. No

Q27 Did this establishment/ enterprise/ business have a social media presence (i.e. Facebook, Twitter, YouTube, Instagram etc.) on or before **March 31, 2018**?
 1. Yes 2. No

Q28 Did this establishment/ enterprise/ business have an Intranet (an internal communications network) on or before **March 31, 2018**?
 1. Yes 2. No

SECTION 9: ACCESS TO FINANCING

Q29 Has this establishment/ enterprise/ business ever or is it currently receiving any Business Development assistance? (such as technical training, financial management training, assistance with registration, assistance with production quality, access to business information, raw materials or machinery, etc.)
 1. Yes 2. No

Jamaica Survey of Establishments 2018

Q30 Has this establishment/ enterprise/ business ever or does it currently have a loan from any of the following sources?
(Each loan should be recorded only once)

	1. Yes, Currently	2. Yes, Previously	3. Never
Q30.1 Small & Medium-sized Enterprise (SME)-targeted Loan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30.2 Commercial Bank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30.3 Other Formal Financial Institution (e.g. Same Day Loan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30.4 Informal Money Lender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30.5 Partner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q30.6 Family and Friends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q31 Are there any factors preventing the success of this establishment/ enterprise/ business?
 1. Yes 2. No >>>Q32 3. Don't Know >>>Q32

Q31.1 What are the THREE (3) most important factors preventing the success of this establishment/ enterprise/ business?

<input type="checkbox"/> a. High cost of electricity	<input type="checkbox"/> h. Cost of finance (e.g. high interest rates)
<input type="checkbox"/> b. High cost of transportation	<input type="checkbox"/> i. Uncertainty regarding the economy
<input type="checkbox"/> c. High cost of taxes	<input type="checkbox"/> j. Lack of contacts
<input type="checkbox"/> d. Corruption	<input type="checkbox"/> k. Practices of competitors
<input type="checkbox"/> e. Extortion	<input type="checkbox"/> l. Limited market for goods or services
<input type="checkbox"/> f. Other crime, theft and disorder	<input type="checkbox"/> m. Government bureaucracy/ red tape
<input type="checkbox"/> g. Access to finance (e.g. lack of collateral)	<input type="checkbox"/> x. Other (specify) _____

Q32 What is the most significant need of this establishment/ enterprise/ business? (STATE ONE ONLY)

SECTION 10: USE OF ALTERNATIVE ENERGY

Q33 Does this establishment/ enterprise/ business use any alternative sources of energy at this location?
 1. Yes 2. No >>>Q35

Q34 Which alternative source of energy is used? (**SHADE ALL THAT APPLY**)

<input type="checkbox"/> a. Solar Power	<input type="checkbox"/> b. Wind
<input type="checkbox"/> c. Biogas	<input type="checkbox"/> x. Other (specify) _____

SECTION 11: FINANCIAL INFORMATION

Q35 What was the value of sales or revenue?
 \$ _____

Q35.1a Is this value for monthly, quarterly or yearly sales / revenue?

1. Monthly 2. Quarterly 3. Yearly 4. Other (specify) _____

Q35.2 Is the value given for sales or revenue?

1. Sales
 2. Revenue

Q35.3a What is the currency of the value given?

1. JMD – Jamaican Dollar
 2. USD – United States Dollar
 9. Other (specify) _____

Q36 What is the financial year of this establishment/ enterprise/ business? i.e. what is the twelve (12) month period that this establishment/ enterprise/ business uses for accounting purposes?

/ TO /

THANK YOU!!!!

FOR INTERNAL USE ONLY			
Establishment ID	Type of Unit	Type of Enterprise	Institutional Sector
<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>



Jamaica Survey of Establishments 2018

BRANCHES OPERATING IN JAMAICA

Parish Const. ED Premises # Unit Estab. #

Q1. Name of Head Office _____ Estab. ID (Internal)

Q2. Name of Branch _____ Estab. ID (Internal)

ADDRESS OF BRANCH

2.1. Street Number (p) 2.2. Street Name (p) _____

2.3. Town/District (p) _____

2.4. P.O. Box # (p) 2.5. Post Office (p) _____

2.6. Parish (p) _____

Q3. Name of Branch _____ Estab. ID (Internal)

ADDRESS OF BRANCH

3.1. Street Number (p) 3.2. Street Name (p) _____

3.3. Town/District (p) _____

3.4. P.O. Box # (p) 3.5. Post Office (p) _____

3.6. Parish (p) _____

Q4. Name of Branch _____ Estab. ID (Internal)

ADDRESS OF BRANCH

4.1. Street Number (p) 4.2. Street Name (p) _____

4.3. Town/District (p) _____

4.4. P.O. Box # (p) 4.5. Post Office (p) _____

4.6. Parish (p) _____

Q5. Name of Branch _____ Estab. ID (Internal)

ADDRESS OF BRANCH

5.1. Street Number (p) 5.2. Street Name (p) _____

5.3. Town/District (p) _____

5.4. P.O. Box # (p) 5.5. Post Office (p) _____

5.6. Parish (p) _____

Q6. Name of Branch _____ Estab. ID (Internal)

ADDRESS OF BRANCH

6.1. Street Number (p) 6.2. Street Name (p) _____

6.3. Town/District (p) _____

6.4. P.O. Box # (p) 6.5. Post Office (p) _____

6.6. Parish (p) _____



Jamaica Survey of Establishments 2018

SUBSIDIARIES OPERATING IN JAMAICA

Parish Const. ED Premises # Unit # Estab. #

Q1. Name of Parent Company _____ **Estab. ID (Internal)**

Q2. Name of Subsidiary _____ **Estab. ID (Internal)**

ADDRESS OF SUBSIDIARY

2.1. Street Number (p) 2.2. Street Name (p) _____

2.3. Town/District (p) _____

2.4. P.O. Box # (p) 2.5. Post Office (p) _____

2.6. Parish (p) _____

Q3. Name of Subsidiary _____ **Estab. ID (Internal)**

ADDRESS OF SUBSIDIARY

3.1. Street Number (p) 3.2. Street Name (p) _____

3.3. Town/District (p) _____

3.4. P.O. Box # (p) 3.5. Post Office (p) _____

3.6. Parish (p) _____

Q4. Name of Subsidiary _____ **Estab. ID (Internal)**

ADDRESS OF SUBSIDIARY

4.1. Street Number (p) 4.2. Street Name (p) _____

4.3. Town/District (p) _____

4.4. P.O. Box # (p) 4.5. Post Office (p) _____

4.6. Parish (p) _____

Q5. Name of Subsidiary _____ **Estab. ID (Internal)**

ADDRESS OF SUBSIDIARY

5.1. Street Number (p) 5.2. Street _____

5.3. Town/District (p) _____

5.4. P.O. Box # (p) 5.5. Post Office (p) _____

5.6. Parish (p) _____

Q6. Name of Subsidiary _____ **Estab. ID (Internal)**

ADDRESS OF SUBSIDIARY

6.1. Street Number (p) 6.2. Street Name (p) _____

6.3. Town/District (p) _____

6.4. P.O. Box # (p) 6.5. Post Office (p) _____

6.6. Parish (p) _____

RESULT CODES

The status/outcome of each interview/questionnaire was recorded using a code that most accurately captured the result of each interview. The result codes are shown below:

01. COMPLETED INTERVIEW – all applicable questions were answered.

02. PARTIAL INTERVIEW – the interview was started, but not completed. Interviews with high item non-response (i.e. refusal to answer particular questions) was also included here.

03. INADEQUATE RESPONDENT - contact was made with someone at the establishment but the target respondent (owner or knowledgeable employee) was unavailable for an interview.

04. NOT ELIGIBLE – the establishment employs fewer than three (3) persons on a continuous basis; except doctor, dentist and lawyer offices which were within the scope of the survey and were therefore eligible for a questionnaire.

05. NON-CONTACT - the establishment is occupied, but the interviewer was unable to make contact with the owner or an employee who is knowledgeable about the operations of the establishment.

06. REFUSED - the owner or knowledgeable employee of the establishment refuses to be interviewed despite the interviewer's best efforts to convince them otherwise.

07. VACANT - the establishment is unoccupied, that is, it is empty and no one works there.

08. CLOSED – recorded at the end of data collection in an ED, if after repeated visits to an establishment the interviewer was still unable to conduct a successful interview. *Only a Supervisor may declare an establishment closed.*

09. CALL-BACK - contact was made with the establishment, but at the time of the visit, the interviewer was unable to conduct the interview for whatever reason. In such instances, a call back visit was scheduled schedule with the respondent a date and time that is convenient for them to complete the questionnaire. *This is code is never the final result of an interview.*

99. OTHER (SPECIFY) – recorded when the result of the interview does not fit into any of the options above.

JIC 2016 - SECTIONS

1	Agriculture, Forestry and Fishing
2	Mining & Quarrying
3	Manufacturing
4	Electricity, Gas, Steam and Air Conditioning Supply
5	Water Supply; Sewerage, Waste Water Management and Remediation Activities
6	Construction
7	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
8	Transport and Storage
9	Accommodation and Food Service Activities
10	Information and Communication
11	Financial and Insurance Activities
12	Real Estate Activities
13	Professional, Scientific and Technical Activities
14	Administrative and Support Service Activities
15	Public Administration and Defence; Compulsory Social Security
16	Education
17	Human Health and Social Work Activities
18	Arts, Entertainment and Recreation
19	Other Service Activities
20	Activities of Households as Employers; Undifferentiated Goods-And Services-Producing Activities of Households for own use
21	Activities of Extraterritorial Organizations and Bodies