

REPUBLIC OF ZAMBIA

THE CENSUS AND STATISTICS ACT

CHAPTER 127 OF THE LAWS OF ZAMBIA

CHAPTER 127 THE CENSUS AND STATISTICS ACT

THE CENSUS AND STATISTICS ACT

ARRANGEMENT OF SECTIONS

PART I PRELIMINARYPART I

PRELIMINARY

Section

1. Short title
2. Interpretation

PART II ADMINISTRATIONPART II

ADMINISTRATION

3. Appointment of Director
4. Appointment of authorised officers
5. Oath of secrecy

PART III CENSUS AND STATISTICSPART III

CENSUS AND STATISTICS

The Laws of Zambia

6. Census
7. Statistics
8. Use of sampling methods
9. Power to obtain particulars

PART IV MISCELLANEOUSPART IV

MISCELLANEOUS

10. General duties of Director
11. Restrictions on disclosure of information
12. Powers of entry
13. Offences and penalties
14. Regulations

CHAPTER 127

CENSUS AND STATISTICS

An Act to provide for the taking of a census, for the collection of statistics and publication of statistical information, and for matters incidental to the foregoing.

[22nd April, 1955]

10 of 1955
2 of 1963
Government Notices
83 of 1964
497 of 1964 Act
57 of 1964
Statutory Instrument
171 of 1965
Act No.
13 of 1994

PART I PRELIMINARYPART I

PRELIMINARY

1. This Act may be cited as the Census and Statistics Act.
2. In this Act, unless the context otherwise requires-

Short title

Interpretation

"authorised officer" means the Director and any person appointed as an authorised officer under the provisions of section *four*;

"Director" means the Director of Census and Statistics.

PART II ADMINISTRATIONPART II

ADMINISTRATION

3. The Public Service Commission may appoint a Director of Census and Statistics who shall have such powers as are conferred and perform such duties as are imposed upon him by this Act. Appointment of Director

(As amended by S.I. No. 171 of 1965)

4. (1) The Director may, in writing, appoint any person as an authorised officer for the purposes of this Act, and may in like manner delegate such power of appointment to any person. Appointment of authorised officers.

(2) Any delegation made in terms of subsection (1) may be revoked at any time by the Director and no such delegation shall affect the exercise by the Director of the power to appoint an authorised officer.

5. Every person employed in carrying out any of the provisions of this Act shall, before commencing his duties relating to such provisions, take and subscribe before a magistrate or commissioner for oaths such oath of secrecy as may be prescribed: Oath of secrecy

Provided that where such person has before the 24th October, 1964, taken and subscribed such an oath he shall, on and after that date, be deemed to have taken and subscribed the oath of secrecy required by this section.

(As amended by G.N. No. 83 of 1964 and S.I. No. 171 of 1965)

PART III CENSUS AND STATISTICSPART III

CENSUS AND STATISTICS

6. (1) A census shall be taken on such day in any year as the Minister may fix by Gazette notice. Census

(2) The census shall be taken-

(a) of the number of persons or of any class of persons within Zambia or any part thereof; and

(b) of such other particulars whatsoever;

as shall be prescribed.

(As amended by G.N. No. 83 of 1964)

7. (1) The Director may, with the approval of the Minister, and shall, whenever the Minister so directs, collect statistics for Zambia or any part thereof with respect to such matter as may be prescribed. Statistics

(2) Notwithstanding the provisions of subsection (1), the Director shall not collect any such statistics until regulations have been made specifying the particulars and information to be furnished in relation to the matter with respect to which statistics are to be collected.

(3) The provisions of subsections (1) and (2) shall not apply to the collection by the Director, with the consent of the person concerned, of statistics in relation to any matter.

(As amended by G.N. No. 83 of 1964)

8. The Director may, if he deems fit, use sampling methods in the taking of any census in terms of section *six*, or in the collection of statistics in terms of subsections (1) and (2) of section *seven*. Use of sampling methods

9. (1) Whenever a census is being taken in terms of section *six* or statistics are being collected in terms of subsections (1) and (2) of section *seven*, an authorised officer may require any person from whom particulars may lawfully be obtained under this Act to supply him with such particulars as may be prescribed or such of those particulars as the Director may consider necessary or desirable in relation to the taking of such census or the collection of such statistics. Power to obtain particulars

(2) Any person required in terms of subsection (1) to supply particulars shall give all such particulars in such manner and within such time as may be required by the authorised officer in terms of the provisions of this Act.

(3) An authorised officer may require any person to supply him with particulars either by interviewing such person personally or by leaving at the last known address or posting to the last known address of such person a form having thereon a notice requiring the form to be filled up and returned in the prescribed manner and within the prescribed time.

PART IV MISCELLANEOUSPART IV

MISCELLANEOUS

The Laws of Zambia

- 10.** It shall be the duty of the Director, subject to the provisions of this Act, to-
- (a) carry out any census required to be taken in terms of section *six*;
 - (b) generally to organise a co-ordinated scheme of social and economic statistics relating to Zambia; and
 - (c) submit a report to the Minister as soon as may be after the 30th June in each year on the work undertaken in terms of the provisions of this Act during the period of twelve months ending on that date.

General duties of Director

(As amended by G.N. No. 83 of 1964)

- 11.** (1) Except for the purposes of a prosecution for a contravention of any of the provisions of this Act-

Restrictions on disclosure of information

- (a) no individual return made and no form submitted for the purpose of this Act or any part of such return or form and no answer given to any question put for the purposes of this Act; and
- (b) no report containing particulars comprised in any such return, form or answer and so arranged as to enable identification of the particulars with the person by whom or on whose behalf the return was made, form was submitted or answer was given;

shall be disclosed to any person who is not employed in carrying out the provisions of this Act without the written permission of the person by whom or on whose behalf the return was made, form was submitted or answer was given.

(2) Notwithstanding anything to the contrary contained in subsection (1), the Minister may in writing authorise the disclosure, on such terms and conditions as he may specify in such authority, of any such individual return, such form, or any part of any such return or form, or such answer to questions to any person employed in the Department of Agriculture or in the Department of Veterinary Services.

(As amended by No. 2 of 1963 and G.N. No. 83 of 1964)

- 12.** (1) An authorised officer may at all reasonable times for any purpose connected with-

Powers of entry

- (a) the taking of a census in terms of section *six*, enter and inspect any land and any premises; and
- (b) the collection of statistics in terms of subsections (1) and (2) of section *seven*, enter and inspect any land and any premises other than a dwelling-house;

and may make such inquiries as may be necessary for the performance of his duties under this Act.

(2) An authorised officer shall produce his written appointment as an authorised officer, or, in the case of the Director, proof of his appointment as Director, before exercising the powers conferred by subsection (1) if required so to do by the owner, occupier, or person in charge of such land or premises.

13. (1) Any person employed in carrying out any of the provisions of this Act, who- Offences and penalties

(a) by virtue of such employment becomes possessed of any information which might exert an influence upon or affect the market value of any share, property, product, or article and who, before such information is made public, directly or indirectly uses such information for personal gain;

(b) without lawful authority, publishes or communicates any information acquired by him in the course of his employment to any other person; or

(c) knowingly compiles for publication any false statistics or information;

shall be guilty of an offence and liable to a fine not exceeding three thousand penalty units or, in default of payment, to imprisonment for a period not exceeding one year, or to such imprisonment without the option of a fine, or to both.

(2) Any person to whom information has been disclosed in terms of subsection (2) of section eleven, who fails to comply with the terms and conditions on which such information was disclosed to him, shall be guilty of an offence and liable to the penalties prescribed in subsection (1).

(3) Any person to whom any information has to his knowledge been disclosed in contravention of any provision of this Act, who publishes or communicates such information to any other person, shall be guilty of an offence and liable to the penalties prescribed in subsection (1).

(4) Any person who-

(a) hinders or obstructs an authorised officer in the exercise of any of his powers or the discharge of any of his duties under this Act; or

(b) fails to-

(i) duly complete any return, form, or other document lawfully left with or sent to him;

(ii) transmit or deliver in accordance with such directions as may be contained therein or given to him by an authorised officer such return, form, or other document, duly completed; or

(iii) answer any questions lawfully asked him by an authorised officer; or

The Laws of Zambia

- (c) contravenes or fails to comply with any provision of any regulation; or
- (d) knowingly makes any statement which is untrue in any material particular in any return, form, or other document submitted by him in terms of the provisions of this Act or in any answer made by him to an authorised officer for the purposes of this Act;

shall be guilty of an offence and liable to a fine not exceeding one thousand five hundred penalty units or, in default of payment, to imprisonment for a period not exceeding six months.

(As amended by Act No. 13 of 1994)

14. (1) The Minister may, by statutory instrument, make regulations for any matter that may be prescribed and generally for the better carrying out of the objects and purposes of this Act. Regulations

(2) Without derogation from the generality of the foregoing, the Minister may make regulations-

- (a) specifying the particulars and information to be given in relation to any matter in respect of which statistics may be collected in terms of subsections (1) and (2) of section seven; and
- (b) prescribing the manner and form in which, the times and places at which, and the persons by whom such particulars and information shall be given.

(3) Regulations made in terms of this section shall apply to Zambia or to such area or areas within Zambia as may be specified in the regulations, and different regulations may be made in respect of different areas within Zambia and in respect of different classes of persons.

(As amended by G.N. No. 83 of 1964)

SUBSIDIARY LEGISLATION

CENSUS AND STATISTICS

CAP. 127

SECTION 14-THE CENSUS AND STATISTICS (OATH OF SECRECY) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
26 of 1956
Act
57 of 1964*

1. These Regulations may be cited as the Census and Statistics (Oath of Secrecy) Regulations. Title

The Laws of Zambia

2. The oath set out in the Schedule is hereby prescribed as the oath which every person employed in carrying out any of the provisions of the Act shall, before commencing his duties relating to such provisions, take and subscribe before a magistrate or commissioner for oaths. Oath of secrecy

The Laws of Zambia

SCHEDULE

(Regulation 2)

OATH OF SECRECY

I,, being a person employed
(Full Name)
in carrying out the provisions of the Census and Statistics Act, do swear that I will not, without lawful authority, publish or
communicate any information acquired by me in the course of my employment to any other person.
SO HELP ME GOD

.....
Signature

Sworn at on the day of,
19....., before me.

.....
Magistrate or Commissioner for Oaths

SECTION 14-THE STATISTICS (AGRICULTURE) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
203 of 1956
Government Notices
83 of 1964
497 of 1964*

1. These Regulations may be cited as the Statistics (Agriculture) Regulations. Title

2. In these Regulations, unless the context otherwise requires- Interpretation

"agricultural unit" means land which is occupied as a unit for agricultural purposes, including any building occupied for a purpose connected with farming;

"agriculture" includes horticulture, forestry, fruit growing, seed growing, dairy farming, livestock breeding and keeping, the use of land as pastures, and "agricultural" shall be construed accordingly;

"livestock" includes any creature kept for breeding or for the production of food, wool, skins or fur or for the purpose of its use in the farming of land.

3. Statistics may be collected for Zambia or any part thereof with respect to agriculture. Collection of statistics

(As amended by G.N. No. 83 of 1964)

4. The particulars prescribed in the Schedule shall, in respect of any agricultural unit, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Prescribed particulars

5. Any person mentioned in regulation 4, to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within thirty days of the end of the period to which the form applies or within thirty days of receiving it, whichever is the longer period. Completion of forms

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SCHEDULE

(Regulations 4 and 5)

PRESCRIBED PARTICULARS

1. The name and address, including the postal address, of the agricultural units
2. Full name and address of the owner, lessee, manager, servant or occupier.
3. Particulars of tenure, including the term of lease, if applicable.
4. The area of an agricultural unit and portions thereof, including land lying fallow, woodlands, pastures and land under water.
5. Area planted or to be planted and yield of crops.
6. Number of fruit and other trees and quantity and value of production.
7. Area and production of planted and natural forests and orchards.
8. Area and yield of veld hay cut.
9. Quantity and value of other products.
10. Quantity, value and origin of materials used, stocks held and livestock slaughtered.
11. Details of soil and water conservation and of irrigation.
12. Particulars of livestock by breed, type, sex and age.
13. Mortality and losses of livestock.
14. Purchases and sales of livestock and farm produce.
15. Number and description of farm buildings.
16. Particulars of persons working or living on the agricultural unit and wages paid to them in cash or kind.
17. Number, make and type of tractors, farm implements and machinery.

The Laws of Zambia

SECTION 14-THE STATISTICS (CREAMERY PRODUCTS) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
202 of 1956
Government Notices
83 of 1964
497 of 1964*

- 1.** These Regulations may be cited as the Statistics (Creamery Products) Regulations. Title

- 2.** In these Regulations, unless the context otherwise requires-

"creamery" means premises in which milk or cream is kept or used for the purpose of manufacture of creamery products;

"creamery products" means butter, cheese, ice-cream and other milk products. Interpretation

- 3.** Statistics may be collected for Zambia or any part thereof with respect to the manufacture and disposal of creamery products. Collection of statistics

(As amended by G.N. No. 83 of 1964)

- 4.** The particulars prescribed in the Schedule shall, in respect of any creamery, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Prescribed particulars

- 5.** Any person mentioned in regulation 4, to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within seven days of the end of the period to which the form applies or within seven days of receiving it, whichever is the longer period. Completion of forms

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SCHEDULE

(Regulations 4 and 5)

PRESCRIBED PARTICULARS

1. Name and address, including the postal address, of the creamery.
2. Full name and address of the owner, lessee, manager, servant or occupier.
3. Quantity and value of-
 - (a) creamery products manufactured;
 - (b) creamery products in stock;
 - (c) creamery products imported into, and exported from, Zambia by the creamery, including countries of importation or exportation;
 - (d) milk and other materials used in the manufacture of creamery products.

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SECTION 14-THE STATISTICS (MEAT) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
201 of 1956
Government Notices
83 of 1964
497 of 1964*

1. These Regulations may be cited as the Statistics (Meat) Regulations. Title

2. In these Regulations, unless the context otherwise requires- Interpretation

"livestock" includes cattle, sheep, goats and pigs;

"undertaking" means butchery, bacon factory, slaughterhouse, cold storage, or any premises in which meat is kept, cured or processed.

3. Statistics may be collected for Zambia or any part thereof with respect to the slaughter and disposal of livestock and sales and disposal of meat and animal products. Collection of statistics

(As amended by G.N. No. 83 of 1964)

4. The particulars prescribed in the Schedule shall, in respect of any undertaking, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Prescribed particulars

5. Any person mentioned in regulation 4, to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within thirty days of the end of the period to which the form applies or within thirty days of receiving it, whichever is the longer period. Completion of forms

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SCHEDULE

(Regulations 4 and 5)

PRESCRIBED PARTICULARS

1. Name and address, including the postal address, of the undertaking.
2. Full name and address of the owner, lessee, manager, servant or occupier.
3. Quantity and value of livestock slaughtered.
4. Quantity and value of meat or animal products processed or sold.

SECTION 14-THE STATISTICS (DISTRIBUTION) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
209 of 1963
Government Notices
83 of 1964
497 of 1964*

1. These Regulations may be cited as the Statistics (Distribution) Regulations. Title

2. In these Regulations, unless the context otherwise requires- Interpretation

"establishment" means any premises at which a business relating to any of the matters prescribed in regulation 3 is carried on.

3. Statistics may be collected for Zambia or any part thereof with respect to the following matters: Collection of statistics
 - (a) wholesale trade;
 - (b) business of manufacturers' agents;
 - (c) retail trade;
 - (d) restaurants, cafes, clubs and other eating and drinking places;
 - (e) hotels and boarding-houses;
 - (f) laundries, cleaners, pressers and dyers;
 - (g) barbers and beauty shops;
 - (h) portrait and commercial photographic services.

(As amended by G.N. No. 83 of 1964)

4. The particulars and information prescribed in the Schedule shall be given in respect of an establishment. Prescribed particulars and information

5. The particulars and information prescribed in the Schedule shall, in respect of any establishment, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Duty of persons in charge of establishments

6. Any person to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars and information prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within a period of fifteen, thirty, forty-five or sixty days, as the case may be, whichever is specified on the form, from the day on which he receives the form. Completion of forms

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SCHEDULE

(Regulations 4, 5 and 6)

PRESCRIBED PARTICULARS AND INFORMATION

1. The period in respect of which particulars and information concerning the establishment is given.
2. The name and address, including the postal address, of the establishment, and of its head office in Zambia.
3. The nature of any business, including its legal status, ownership and association with other undertakings, which-
 - (a) is carried on at the establishment; or
 - (b) it is proposed to carry on at the establishment.
4. The number of persons employed at or from the establishment, classified according to their sex and according to whether their employment is in a full-time or a part-time capacity and whether it is paid or unpaid and-
 - (a) the amounts paid in salaries, wages, bonuses and commissions to such persons.
 - (b) the cost to the employer of rent payments made to or on behalf of such persons.
5. The sales and receipts from services, in particular-
 - (a) the sales of goods not made at the establishment;
 - (b) the sales of goods made at the establishment and receipts from repairs and services;
 - (c) the sales of meals and refreshments and receipts from accommodation;
 - (d) the commissions from sales or purchases not on own account;
 - (e) the receipts from other services.
6. The cost of goods purchased for the purposes of and used at the establishment.
7. Wear and tear allowances for income tax purposes.
8. The payments to other firms or undertakings for-
 - (a) work given out on behalf of customers;
 - (b) commercial insurance premiums;
 - (c) advertising;
 - (d) rent of premises;
 - (e) rates on premises.
9. Stocks of goods and materials.
10. An analysis of sales-
 - (a) by destination;
 - (b) by types of commodities.
11. Indebtedness to suppliers and sub-contractors.
12. Indebtedness of customers.
13. Sales under hire-purchase or other instalment credit.

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

SECTION 14-THE STATISTICS (EMPLOYMENT) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
241 of 1959
Government Notices
83 of 1964
497 of 1964*

1. These Regulations may be cited as the Statistics (Employment) Regulations. Title

2. In these Regulations, unless the context otherwise requires- Interpretation

"establishment" means any premises at or from which persons are employed.

3. Statistics may be collected for Zambia or any part thereof with respect to employment. Collection of statistics

(As amended by G.N. No. 83 of 1964)

4. The particulars and information prescribed in the Schedule shall, in respect of any establishment, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Prescribed particulars and information

5. Where more than one branch of economic activity is carried on at or from an establishment, each section of the establishment at or from which a different branch of economic activity is carried on shall be deemed, for the purposes of these Regulations, to be a separate establishment. Separate establishments

6. Any person to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars and information prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within a period of thirty days of receiving it. Completion of forms

The Laws of Zambia

SCHEDULE

(Regulations 4 and 6)

PRESCRIBED PARTICULARS AND INFORMATION

1. The period or date in respect of which particulars and information are required.
2. The name of the establishment, its exact location and postal address.
3. A description of the main activities carried on at or from the establishment.
4. The name and postal address of the head office from which the activities carried on at or from the establishment are controlled.
5. The number of persons employed at or from the establishment, classified according to their nationality and sex, and distinguishing adults and juveniles, and in relation to each such class of persons-
 - (a) the amounts paid in salaries, wages, allowances and all other forms of cash remuneration;
 - (b) the cost to the employer of any benefits in kind accruing by virtue of their employment.
6. The number of unfilled vacancies in employment at or from the establishment.
7. The number of persons engaged for or discharged from employment.
8. The hours of work and rates of pay of persons employed at or from the establishment.
9. The date of termination of the financial year of any business carried on at or from the establishment.

The Laws of Zambia

SECTION 14-THE STATISTICS (INDUSTRIAL PRODUCTION) REGULATIONS

Regulations by the Minister

*Federal Government
Notice
68 of 1962
Government Notices
83 of 1964
497 of 1964*

1. These Regulations may be cited as the Statistics (Industrial Production) Regulations. Title

2. In these Regulations, unless the context otherwise requires- Interpretation

"establishment" means any premises at which a business relating to any of the matters prescribed in regulation 3 is carried on.

3. Statistics may be collected for Zambia or any part thereof with respect to the following matters: Collection of statistics
 - (a) factories, workshops, mines, quarries, building undertakings, civil engineering undertakings, water supply undertakings, undertakings for the generation or distribution of electricity or any other productive industry other than the primary forms of agriculture;
 - (b) industries engaged in repair work of any kind.

(As amended by G.N. No. 83 of 1964)

4. The particulars and information prescribed in the Schedule shall be given in respect of an establishment. Prescribed particulars and information

5. The particulars and information prescribed in the Schedule shall, in respect of any establishment, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier. Duty of persons in charge of establishments

6. Where more than one business relating to any of the matters prescribed in regulation 3 is carried on at an establishment, each section of the establishment in which a different business is carried on shall be deemed, for the purposes of these Regulations, to be a separate establishment. Separate establishments

7. Any person to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars and information prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within a period of fifteen, thirty, forty-five or sixty days, as the case may be, whichever is specified on the form, from the day on which he receives the form. Completion of forms

(As amended by G.N. No. 83 of 1964)

The Laws of Zambia

The Laws of Zambia

SCHEDULE

(Regulations 4, 5 and 7)

PRESCRIBED PARTICULARS AND INFORMATION

1. The period in respect of which particulars and information concerning the establishment are given, hereinafter referred to as the period of return.
2. The name and address, including the postal address, of the establishment.
3. The date on which-
 - (a) active operations were commenced at the establishment; or
 - (b) it is proposed that active operations will be commenced at the establishment.
4. The nature of any business, including its legal status, ownership and associations with other undertakings, which-
 - (a) is carried on at the establishment; or
 - (b) it is proposed to carry on at the establishment.
5. The value of land, buildings, plant, machinery, equipment, vehicles and other fixed assets used for the purposes of the establishment-
 - (a) at the beginning and the end of the period of return;
 - (b) acquired or disposed of during the period of return.
6. The number, capacity and size of installed plant and machinery.
7. The number of persons employed at or from the establishment, classified according to their nationality, sex and occupation, and whether on full-time part-time or shift work, and in relation to each such class of persons-
 - (a) the amounts paid in salaries and wages;
 - (b) the cost to the employer of any benefits in kind accruing by virtue of their employment;
 - (c) the number of man hours worked.
8. The value of work done by persons employed at or from the establishment-
 - (a) in manufacturing goods from materials owned by other persons;
 - (b) in making repairs to materials owned by other persons;
 - (c) in installing goods manufactured or repaired at the establishment;
 - (d) in building, civil engineering or development work chargeable to capital account;
 - (e) in installing plant, machinery and equipment chargeable to capita account.
9. The value of work done for the management of the establishment by persons not employed at the establishment.
10. The quantities and cost of fuel, electricity, water and materials purchased for the purposes of and used at the establishment.
11. Payments to other firms or undertakings for-
 - (a) transport;
 - (b) maintenance and repairs;
 - (c) hire of plant, machinery, equipment or vehicles;
 - (d) research work;
 - (e) rent of premises;
 - (f) advertising;
 - (g) postage, telephone and similar office expenses;
 - (h) commercial insurance premiums;
 - (i) marketing expenses not referred to above.
12. The volume and value of output undertaken at or from the establishment and in relation thereto stocks and work in progress at the beginning and the end of the period of return.
13. The description, quantity and value of sales or deliveries classified as to type of outlet.
14. The description, quantity and value of orders received during the period of return but on which no work has been done during that period.
15. The description, quantity and outstanding value of uncompleted orders at the end of the period of return.
16. The quantity and value of goods purchased and sold without further processing at the establishment.
17. Depreciation.

The Laws of Zambia

SECTION 14-THE STATISTICS (NATIONAL ACCOUNTS AND BALANCE OF PAYMENTS)
REGULATIONS

Statutory Instrument
258 of 1966

Regulations by the Minister

1. These Regulations may be cited as the Statistics (National Accounts and Balance of Payments) Regulations.

Title
2. In these Regulations, unless the context otherwise requires-

Interpretation

"enterprise" means the financial and decision-making unit controlling one or more establishments;

"establishment" means the combination of activities and resources directed towards the production of reasonably homogeneous groups of goods or services, usually located at one place.
3. Statistics may be collected for Zambia or any part thereof with respect to the following matters:

Collection of statistics

industries engaged in the production of goods and/or services, such as factories, workshops, mines, missions, private hospitals, banks, etc.
4. The particulars and information prescribed in the Schedule shall be given in respect of an establishment or an enterprise.

Prescribed particulars and information
5. The particulars and information prescribed in the Schedule shall, in respect of any establishment or any enterprise, be given by the person in charge thereof, whether as owner, lessee, manager, servant or occupier.

Duty of persons in charge of establishments or enterprises
6. Any person to whom a form has been sent in the manner mentioned in subsection (3) of section *nine* of the Act, requiring him to supply all or any of the particulars and information prescribed in the Schedule, shall fill up and return the form to the Director of Census and Statistics, P.O. Box 31908, Lusaka, within a period of fifteen, thirty, forty-five or sixty days, as the case may be, whichever is specified on the form, from the day on which he receives the form.

Completion of forms
7. The form, if sent by post, shall be deemed to have been received seven days from the date of the postmark or from the date of such posting.

Proof of posting

The Laws of Zambia

SCHEDULE

(Regulations 4, 5 and 6)

PRESCRIBED PARTICULARS AND INFORMATION

1. The period in respect of which particulars and information concerning the establishment are given, hereinafter referred to as the period of return.
2. The name and address, including the postal address, of the establishment and/or the enterprise.
3. The legal status of the enterprise.
4. Profit and Loss account.
 - (a) Income and receipts in Zambia and abroad, operating surplus or loss, non-operating income and transfers, giving details such as interest received, dividends, profits received from abroad, other capital income and other income.
 - (b) Non-operating expenditure, i.e. interest payments and other expenditure.
5. Operating income and expenditure.
 - (a) Income, giving details of sales of own products, resales, repair work, charges to capital account, rent, subsidies and other operating income.
 - (b) Expenditure on purchases of goods and services for use of current production, for resale, for administration, repairs and maintenance, work given out, royalties, fees and excise, wages and salaries, rent and other expenditure.
 - (c) Changes in stocks of own products of material and fuels and of goods for resale.
6. Appropriation account in Zambia and abroad, giving details such as provisions for depreciation, direct taxes levied on income and assets, appropriations to funds, transfers, dividends paid, appropriation for other purposes and undistributed profits.
7. Balance Sheet.
 - (a) Assets at the beginning and the end of the period, giving details of fixed assets, stocks, long term and short term investments in Zambia and abroad, cash and bank balances in Zambia and abroad and other assets.
 - (b) Liabilities, giving details of long term and short term liabilities in Zambia and abroad, stock capital, liabilities allocated to funds and other liabilities.
8. Fixed capital formation during the period, expenditure, sales and depreciation on land, land development, mine development, residential buildings, other buildings including shops, other construction works, motor vehicles, other transport equipment, machinery and equipment and other items.