

# GHANA FREE ZONES BOARD

## QUESTIONNAIRE FOR THE PREPARATION OF ANNUAL REPORT

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1. Name of Company:.....
2. Type of Activity:.....
  - a. Manufacturing
  - b. Commercial
  - c. Service
  - d. Enclave Development
3. Production Schedule for 2007:  
Volume:..... Value:.....
4.
  - i. Total Export Schedule for 2007:  
Volume:..... Value:.....
  - ii. Export to ECOWAS Countries:  
Volume:..... Value:.....  
Percentage (of Total Export):.....
  - iii. Export to other African countries:  
Volume:..... Value:.....  
Percentage (of Total Export):.....
  - iv. Export to the rest of the World:  
Volume:..... Value:.....  
Percentage (of Total Export):.....
5. Import Schedule for 2007:  
**Raw materials/input:**  
Volume:..... Value:.....  
**Other imports:**  
Volume:..... Value:.....

6. Locals Sales:

Volume:..... Value:.....

Percentage (of Total Sales):.....

7. Employment Schedule for 2007:

| <b>Employment Category</b> | <b>Nat.</b> | <b>M.</b> | <b>F.</b> | <b>Exp.</b> | <b>M.</b> | <b>F.</b> |
|----------------------------|-------------|-----------|-----------|-------------|-----------|-----------|
| Managerial Staff           | ....        | ....      | ....      | ....        | ....      | ....      |
| Tech. & Supervisory Staff  | ....        | ....      | ....      | ....        | ....      | ....      |
| Skilled                    | ....        | ....      | ....      | ....        | ....      | ....      |
| Unskilled                  | ....        | ....      | ....      | ....        | ....      | ....      |

8. Projected Employment for year 2008:

| <b>Employment Category</b> | <b>Nat.</b> | <b>M.</b> | <b>F.</b> | <b>Exp.</b> | <b>M.</b> | <b>F.</b> |
|----------------------------|-------------|-----------|-----------|-------------|-----------|-----------|
| Managerial Staff           | ....        | ....      | ....      | ....        | ....      | ....      |
| Tech. & Supervisory Staff  | ....        | ....      | ....      | ....        | ....      | ....      |
| Skilled                    | ....        | ....      | ....      | ....        | ....      | ....      |
| Unskilled                  | ....        | ....      | ....      | ....        | ....      | ....      |

9. Salaries/Wages Schedule year 2007:

| <b>Employment Category</b> | <b>Nat.</b> | <b>Exp.</b> |
|----------------------------|-------------|-------------|
| Managerial Staff           | .....       | .....       |
| Tech. & Supervisory Staff  | .....       | .....       |
| Skilled                    | .....       | .....       |
| Unskilled                  | .....       | .....       |

10. Actual total amount of Capital Invested in year 2007 alone: US\$.....

Total amount of Capital Invested (Cumulative): US\$.....

11. Total VAT and Import duties on 30% of annual production sold on domestic market in 2007: US\$.....

12. Total Income Tax paid by employees to Internal Revenue Service (IRS) in year 2007:  
US\$.....
13. Total Social Security Fund paid on behalf of Employees: US\$.....
14. Total amount of money spent on Staff Training: US\$.....
15. Value of withholding tax payable to IRS: US\$.....
16. Problems faced by the Company:.....  
.....  
.....
17. Are any of these problems related to CEPS, GPHA, IMMIGRATION, EPA etc?.....
18. If Yes, indicate which agency and specific problem: .....  
.....  
.....
19. How the enumerated problems are being addressed by Company:.....  
.....  
.....  
.....
20. How frequently does the company submit Returns:.....
21. Problems associated with frequency of Submission of Returns:.....  
.....  
.....
22. What were your expectations from the Board in 2007?: .....  
.....  
.....

23. Did the Board meet your expectations?: .....  
.....

24. How can the Board improve on its service delivery?: .....  
.....  
.....

25. Any other comments, suggestions?: .....  
.....  
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