

PRASC



**Project for the Regional
Advancement of Statistics
in the Caribbean**

**Projet régional pour
l'avancement de la statistique
dans les Caraïbes**



In partnership with

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Statistical Business Register

Subject Matter Workshop Concepts and Analysis

Project for the Regional Advancement of Statistics in the Caribbean (PRASC)



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Jo-Ann Pedley
October 25, 2021, MS Teams



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Objective

- Understand the concepts behind the Statistical Business Register
- Navigate the interface
- Conduct updates
- Generate data extractions
- Perform data analysis





Agenda – Content and Analysis Session 1

- **SBR Components**
 - Legal Entities
 - Operating Entities
 - Statistical Indicators
- **Statistical Structures**
- **SBR Variables**
 - Data Dictionary
- **Populating the SBR**



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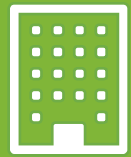
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SBR Components

The SBR is composed of 3 main building blocks



LEGAL / ENTERPRISE



OPERATING / ESTABLISHMENT



STATISTICAL



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Legal vs Operating

Legal Entity (LE) = Enterprise

- Company
- Business

Operating Entity (OE) = Establishment

- Trade name
- Place of business
- Location
- Branch*

LEGAL Component

- Legal side of a business
- Referred to as a Legal Entity
- Has the capacity to:
 - ✓ Negotiate contracts
 - ✓ Assume financial obligations
 - ✓ Pay off debts
- Typically registered with the Registrar's office or Inland Revenue



SNA = An enterprise is the view of an institutional unit as a producer of goods and services. It is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

LEGAL Component

- A Legal Entity is:
 - Basis used to build the SBR
 - Represented on the SBR by “Legal”

100044 - Legal

- Automatically created via administrative data
 - * But can be created manually





Business Type Codes

- 1 – Corporation
- 2 – Sole Proprietorship
- 3 – Governments
- 4 – Trusts and Special Funds
- 5 – Branch Operations
- 6 – Partnership
- 7 – Joint Venture
- 8 – Non-profit
- 9 – Other
- 10 – Informal



ENTERPRISE



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Business Type Codes

Corporation

A legal entity, created for the purpose of producing goods or services for the market, that may be a source of profit or other financial gain to its owner(s).

It can enter into contracts and own property in its own name, separately and distinctly from its owners/shareholders.

Formed by filing articles of incorporation.

Sole Proprietor

A legal entity where an individual is the sole owner.

This individual is fully responsible for all debts and business-related obligations, and is entitled to all profits.

Government

Businesses that are government controlled, public financial and non-financial corporations engaged in the commercial operations involving the sale of goods and services to the public.

Non-profit

Non-profit institutions are legal or social entities, created for the purpose of producing goods and services, whose status does not permit them to be a source of income, profit or other financial gain for the units that establish, control or finance them.

NPIs may be created by households, corporations, or Government.

Business Type Codes, *cont.*

Branch Operations

A non-resident unit that has substantial operations over a significant period in an economic territory, but no separate legal entity.

Partnership

Unincorporated legal entity unit owned by households/ individuals that are operated as if they were privately owned corporations.

Joint Venture

The establishment of a corporation, partnership or other institutional unit in which each party legally has joint control over the activities of the unit.

Trusts & Special Funds

A legally established fund designed to hold and manage assets for a person or organization, managed by a trustee, who is a neutral third-party.

Informal

- A business entity engaged in the informal sector of the economy that is not legally registered/recognized by a government organization.

Other

- Any business that cannot be defined into any of the pre-defined business type codes.



OPERATING Component

- Associated with the daily activities of a business ➤ production of goods and/or services
- Referred to as an Operating Entity
- Physical location of a business



**TRADE NAME
ESTABLISHMENT**

SNA = An **establishment** is an enterprise, or part of an enterprise, that is situated in a single location and in which only a single productive activity is carried out or in which the principal productive activity accounts for most of the value added

OPERATING Component

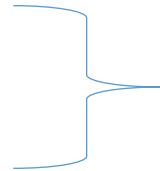
- An Operating Entity is:
 - Represented on the SBR under a “Legal”

▲ 100042 - Legal

100061

100062

100063



Operating entities or establishments

- Manually created on the SBR based on:
 - OE criteria (next slide)
 - country specific requirements (location, KAUs, etc.)

**TRADE NAME
ESTABLISHMENT**

Criteria to Birth an Operating Entity

Permanency



The intent to operate an ongoing business (ex. brick-and-mortar, online, door-to-door)

Economic Activity



Involved in producing goods and/or services (ISIC)

Dedicated Employment*

and/or 



Has dedicated employees engaged in economic activity

Financial Variable(s)*



Able to report financial values (revenues or sales) per economic activity



Business Statuses

Legal and Operating Entities



Business Statuses

| Business Status | Component | |
|------------------------|------------------|-----------|
| 1 – New | Legal | |
| 2 – Alive | Legal | Operating |
| 3 – Inactive | Legal | |
| 4 – Bankrupt | Legal | |
| 5 – Dissolved | Legal | |
| 6 – Ceased Operations | | Operating |
| 7 – Integrated | Legal | |
| 8 - Amalgamated | Legal | |





New

A legal entity loaded on the SBR that DOES NOT have any business size measure (revenue, sales, employment)

It may contain any of the following:

Legal and operating name, address, owner, contact information, telephone number, ISIC code and description, fiscal period, registration dates, etc.

Level: Enterprise



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Alive

A legal or operating entity has at least ONE:

Business size value (revenue, sales, employment)

Level: Enterprise or Establishment



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Inactive

Legal entity:

1. No longer producing goods and/or services
2. Has not closed its registered accounts; therefore can reopen

Can be manually or automatically applied on SBR.

Can be inactivated and reactivated based on SBR business rules.

Caution: If you inactivate a LE with OEs, it will cease the OEs below it.

Level: Enterprise





Bankrupt

Legal entity:

1. No longer in operation, underwent legal bankruptcy process, and finalized by the courts

Code to bankrupt only once company legally declared bankrupt.
Otherwise, code to inactive.

Level: Enterprise





Dissolved

Legal entity:

1. No longer producing goods and/or services
2. Closed its registered accounts

Can be manually or automatically applied.

Level: Enterprise

Caution: all operations under it will be ceased automatically



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Ceased Operations

Operating entity is no longer producing goods and/or services

Level: Establishment

Caution: once an operation has been ceased, it can not be reactivated;
a new one must be created





Integrated

A legal entity that was identified as being a duplicate of another entity on the SBR. All characteristics of one entity are merged or “integrated” into the other entity.

Two duplicate entities become one.

Level: Enterprise



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Amalgamated

Two or more companies are combined into either:

- Brand new entity/company (amalgamation)
- Existing company (merger)

Level: Enterprise

Caution: Only legal type “corporation” can be participants in an amalgamation



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Statistical Component

- Enterprise vs Establishment
- Used to identify the level at which a business can be selected for survey sampling
- Generated automatically by predefined business rules



**STATISTICAL
INDICATORS**

Enterprise = Legal Entity

Establishment = Operating Entity



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Prospect Flag

- Gives SBR users a means to identify statistical entities that are:
 1. Suitable for inclusion on survey frames (*FALSE*)
 2. Potential duplicates that require further validation and investigation (*TRUE*)
- Assigned to an Enterprise

Prospect

FALSE

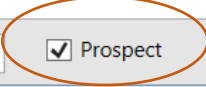
Prospect

TRUE



Main Information

Statistical Number: Registrar ID: Social Security ID: TaxPayer ID: Vat ID:
 Business Status: Legal Name: Operating Name:
 Business Date: Fiscal Period: Registration Date:
 SIC: SNA: Prospect Business Type: Country Of Control:



| Source | Name | Title | Phone Number | Email | Address | District | City | Country | Postal Code | Parish |
|--------|------------|-------|--------------|-----------------|----------------|----------|-------|---------|-------------|----------|
| IRD | CIERA HAND | MS. | 1142118337 | ciera@ciera.com | 17 Morena Blvd | Cayon | Cayon | KNA | 12345 | St. Mary |

Structure

100046 - Legal

Business Information

Statistical Number: Enterprise Establishment Business Status: Business Date:
 Registrar ID: Social Security ID: TaxPayer ID: Vat ID:
 Legal Name: Operating Name:
 ISIC: RESTAURANT ISIC Effective Date:
 Legal Address: Operating Address:
 Legal Phone Number: Operating Phone Number:
 Website:
 Comment:

Business Size Information

| | | | |
|---------------------|--------------------------------------|-----------------------------------|----------------------------------|
| Revenue: | <input type="text" value="9073237"/> | <input type="text" value="2018"/> | <input type="text" value="IRD"/> |
| Sales: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wages: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Number of Employees | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Male Employees: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Female Employees: | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Statistical Indicators

Enterprise Establishment

Enterprise Establishment

Enterprise Establishment

Enterprise Establishment

= Entity is New, Ceased, Alive with only a size measure (no ISIC) **OR has a prospect flag = 1**

= An entity that is both a legal and operating entity

= A legal entity with operations below it

= An operating entity under a legal entity

= Entity is Alive (size & ISIC) + **prospect flag = 0**

= Eligible for survey sampling



Enterprise Structures

Legal and Operating Entities



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SBR Structure Types

1. One-establishment Enterprise
2. Multi-establishment Enterprise
3. Enterprise Group



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One-establishment Enterprise

- One enterprise with only one establishment (operating entity)

Engaged in...

- **One** activity only
- **One** location only
- Represented on the SBR as one statistical unit
 - Enterprise + Establishment

100044 - Legal

100044 - Legal

King Construction Inc.

Wholesale - building materials
56 Main Street



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Multi-establishment Enterprise

- One enterprise with two or more establishments (operating entities)

Has at least one complexity factor...

- More than one activity
- More than one location
- More than one district/parish
- Same location, more than one activity
- Different location, with same activity

▲ 100019 - Legal

100055

100056

100057

100019 - Legal
Ready Construction Ltd.

100055 Head office
975 Queen St. 3rd floor

100056 Construction – residential
1975 Queen St. 5th floor

100057 Structural Engineer
42 Elliot St

- Represented on the SBR as multiple statistical units
 - Enterprise + multiple Establishments



Enterprise Group

- Two or more enterprises linked together by ownership or control
- Represented on the SBR as multiple statistical units
 - Multiple enterprises without establishments
 - Multiple enterprise with establishments

▲ 100043 - Legal
100046 - Legal

▲ 100042 - Legal
100061
100062
100063
100044 - Legal

▲ 100042 - Legal
100061
100062
100063
▲ 100044 - Legal
100064
100065



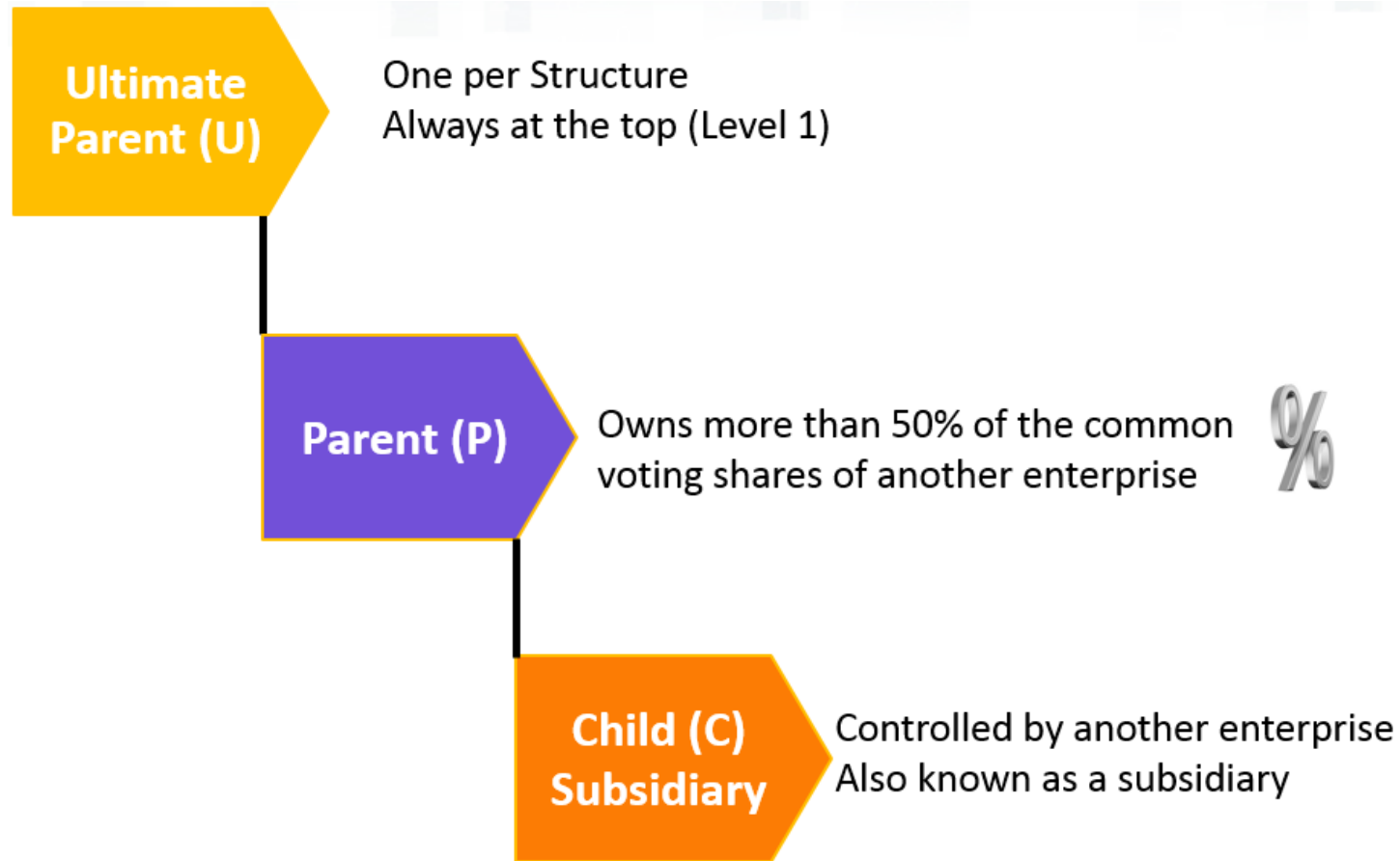


Ownership

- 3 types of ownership
 - Minority (Less or equal to 50%)
 - Majority (More than 50%)
 - Foreign
- Build enterprise groups based on majority ownership
 - linking of parent with subsidiaries
- Manual process on SBR

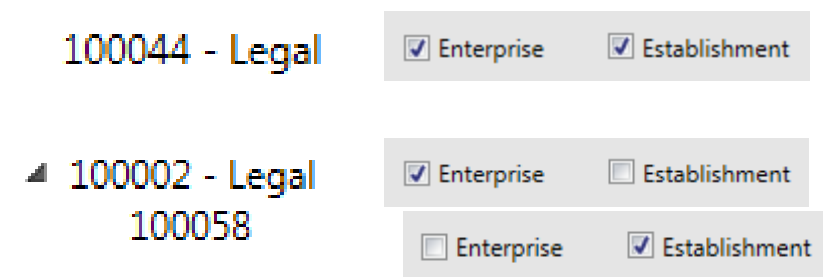


Ownership Relationship

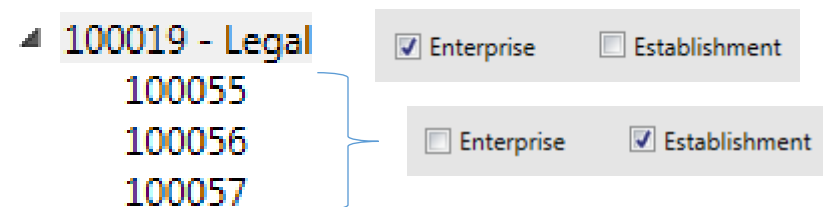


SBR Structure Types + Statistical Indicators

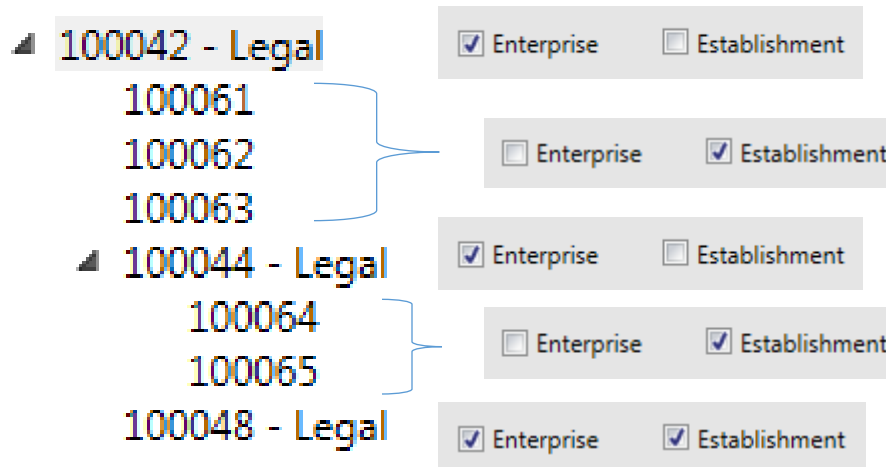
One-establishment Enterprise



Multi-establishment Enterprise



Enterprise Group





Exercises

Pages 4-10





SBR Variables





SBR Variables

- Made up of 107 variables
- Mostly received from administrative sources
 - Administrative IDs
 - Name and address of business (legal and operating)
 - Dates: Registration, fiscal, reference period
 - Business status
 - Contact details
 - Business size

Legal Entity - Variables

Update Legal Operating Entity

Statistical Number: 100001

Legal Name: DEDRA INC. Operating Name: DEDRA CARROT FARMING

Business Date: 12/Oct/2021 15 Fiscal Period: 01/Jan/2019 15 31/Dec/2019 15 Registration Date: 30/Jun/2007 15

SNA: 110001 Business Type: Corporation Prospect Country of Control:

ISIC: 0150 ISIC Description: MIXED FARMING ISIC Effective Date: 18/Apr/2010 15

Legal Address: Street: 5 Boston Ave #88 City: Cotton Ground District: Cotton Ground Parish: Saint Thomas Lowland GPS: Postal Code: 12345 Latitude: Longitude: Country: Saint Kitts and Nevis

Operating Address: Street: 837 CAMPDEN PARK City: Cotton Ground District: Cotton Ground Parish: Saint Thomas Lowland GPS: Postal Code: 12345 Latitude: Longitude:

Legal Phone Number: 6551517306 Operating Phone Number: 5445445373

Business Size Information:

| | | |
|----------------------|--------|------|
| Revenue: | | |
| Sales: | | |
| Wages: | 945046 | 2018 |
| Number of Employees: | 13 | 2018 |
| Male Employees: | 13 | 2018 |
| Female Employees: | 0 | 2018 |

Registrar ID:

Social Security ID: 1185

TaxPayer ID:

Vat ID:

Website: www.dedra.com

Comment:



Operating Entity - Variables

SR New Operating Entity

Parent Statistical Number: Parent Legal Name:

Registrar ID: Social Security ID: TaxPayer ID: Vat ID:

Operating Name: Business Date:

ISIC: ISIC Description: ISIC Effective Date:

Operating Address:

Street:

City:

District: Parish:

GPS: Postal Code:

Latitude: Longitude:

Phone Number:

Website:

Comment:

Business Size Information:

Revenue:

Sales:

Wages:


Number of Employees:


Male Employees:

Female Employees:



Address Variables

| | | | |
|-----------|---|--------------|----------------------|
| Street: | 5 Boston Ave #88 | | |
| City: | Cotton Ground | | |
| District: | Cotton Ground | Parish: | Saint Thomas Lowland |
| GPS: | | Postal Code: | 12345 |
| Latitude: | | Longitude: | |
| Country: | Saint Kitts and Nevis  | | |

 Legal only



Financial Information

- Economic characteristics available at the legal and operating levels
- Generally provided through administrative data sources

| Business Size Information | | | |
|---------------------------|---------|------|---------|
| Revenue: | 9448064 | 2018 | IRD |
| Sales: | | | |
| Wages: | 939718 | 2018 | Social |
| Number of Employees | 100 | 2018 | On-line |
| Male Employees: | 83 | 2018 | Social |
| Female Employees: | 11 | 2018 | Social |

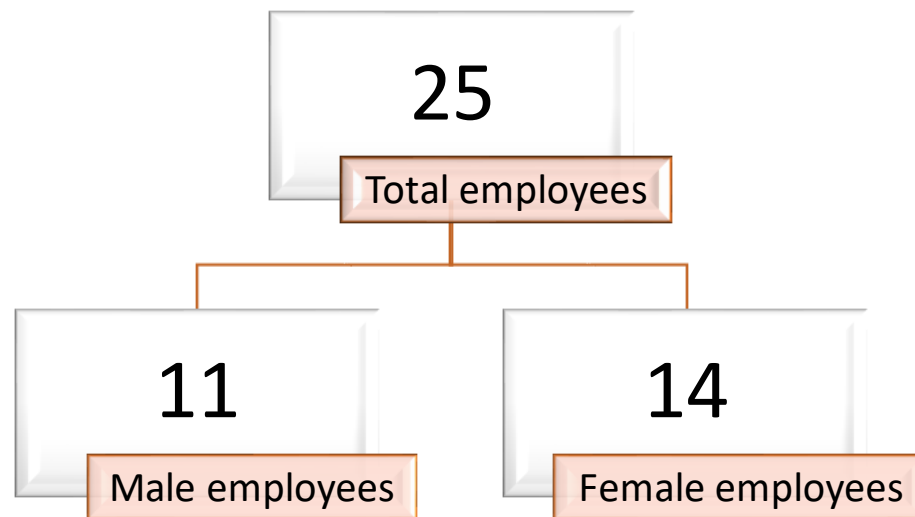
Sources

- 0 – Unknown
- 1 – Online (manual)
- 2 – IRD
- 3 – Social Security
- 4 – VAT
- 5 – Registrar
- 6 – Other
- 7 – Self-Employed
- 8 – Survey
- 9 – Original Business Register



Employment

- Total employment + male and female breakdown
- Record as full-time equivalents (FTEs) – *if possible*
 - *Otherwise raw employee counts*
- Total employment should equal male + female figures – *if available*





International Standard Industrial Classification - ISIC

- ISIC rev. 4
- Code and description fields
 - loaded from administrative files
 - can also be entered or updated manually
- Assigned to all legal and operating entities
- Only *principal activity* recorded in SBR



ISIC Considerations

Multiple-establishment Enterprises

- Enterprise inherits principal ISIC activity from establishments
- Must be manually confirmed and updated



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Review Data Dictionary



Sample of data dictionary

| Name | Data Type and format | Max length | Nulls | Description | Code Set |
|-------------------------|----------------------|------------|-------|--|---|
| Statistical Number | Numeric | 9 | No | Unique identifier assigned to all entities on the Business Register | NA |
| Registrar_ID | Text | 12 | Yes | Identifier assigned to a business that is registered with the Registrar's Office | NA |
| Social Security_ID | Text | 12 | Yes | Identifier assigned to a business registered with the National Insurance | NA |
| ParentStatisticalNumber | Numeric | 9 | Yes | Statistical number of the immediate parent of the entity (if any). Null if the entity does not have a parent | NA |
| LegalName | Text | 200 | Yes | Field used to register the legal name of an enterprise | NA |
| OperatingName | Text | 200 | Yes | Field used to register the operating name or trade name of an establishment | NA |
| BusinessStatusCodeId | Numeric | 1 | Yes | Indicates the business status of an entity | 1 - New 2 - Alive 3 - Inactive 4 - Bankrupt 5 - Dissolved 6 - Ceased Operations 7 - Integrated 8 - Amalgamated |





Populating the SBR

Legal and Operating



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Using Administrative Sources to Populate the SBR

- SBR created as administrative database
 - Admin sources: Social Security, Registrar, Tax and VAT
 - Value-added activities: manual updates, respondent feedback, auxiliary files

| Social Security | Registrar | Tax | VAT |
|---|---|--|---|
| Coverage of employers ISIC codes Measures of employment *LE or OE data | Coverage of formal businesses ISIC codes or descriptions Generally no size measures *LE data | Coverage of active business population ISIC codes Tends to have thresholds Measure of revenue *LE data | Often linked to tax data Tends to have thresholds Some countries do not collect VAT Measure of sales *LE or OE data |



Prioritization of data

- How many administrative data sources will be used
- Get to know your data
 - Minimum file requirements
 - Which sources contains the most accurate information
 - Which sources contains invalid or inaccurate data
 - Know which sources give you the best coverage
 - Data dictionary



Selecting a Base Source

- Select ONE administrative data source that will become the primary base of the SBR
- All other data sources will be matched to this base source to further compliment coverage on the SBR population
- This source must be received, at minimum, annually
- The base source should contain:
 - **Frame coverage** – *represent a large portion of your national economic units*
 - **Quality of data** – *trust the data being reported*
 - **Measurable size variable** – *has 1 or more stratification variables
(employment, revenue, sales)*
 - **ISIC Classification** – *provide industrial activity*

| VariableName | IRDPriority | SocialSecurityPriority | VATPriority | RegPriority | OtherPriority | SurveyCollected | OriginalBR |
|--------------------------|-------------|------------------------|-------------|-------------|---------------|-----------------|------------|
| SOCIAL_SECURITY_ID | | 1 | | | | | |
| REGISTRAR_ID | | | | 1 | | | |
| TAXPAYER_ID | 1 | | | | | | |
| VAT_ID | | | 1 | | | | |
| OTHER_ID | | | | | | | |
| StatisticalNumber | | | | | | | |
| ORIGINAL_BR_ID | | | | | | | |
| RegistrationDate | | | | 1 | | | |
| FiscalPeriod | 1 | 2 | 3 | | | | |
| BusinessType | 1 | 2 | 3 | | | | |
| BusinessStatus | 2 | 3 | 4 | | | | |
| SNAInstitutionalSector | 2 | 3 | | | | | |
| ReferencePeriod | 2 | 1 | 3 | | | | |
| LegalName | 1 | 3 | 4 | | | | |
| LegalAddress | 1 | 3 | 4 | | | | |
| LegalGPS | | | | | | | |
| LegalTelephoneNumber | 1 | 2 | 3 | | | | |
| OperatingName | 3 | 2 | 4 | 1 | | | |
| OperatingAddress | | 2 | | 1 | | | |
| OperatingGPS | | | | | | | |
| OperatingTelephoneNumber | 2 | 1 | | | | | |
| Website | | | | 1 | | | |
| ISIC | 3 | 1 | | 2 | | | |
| Sales | | | 1 | | | | |
| Revenue | 1 | | | | | | |
| NumberOfEmployees | | 1 | | | | | |
| Wages | | 1 | | | | | |
| PropectiveLegalFlag | 1 | | 1 | | | | |

Variable Priority Table



Prospect Flag



Prospect Flag

- Gives SBR users a means to identify statistical entities that are:
 1. Suitable for inclusion on survey frames (*FALSE*)
 2. Potential duplicates that require further validation and investigation (*TRUE*)
- Assigned to an Enterprise

Prospect

FALSE

Prospect

TRUE

Main Information

Statistical Number: 100046 Registrar ID: Social Security ID: TaxPayer ID: 391046 Vat ID:
Business Status: Alive Legal Name: CIERA INC. Operating Name: CIERA EATS
Business Date: 08-Oct-2021 Fiscal Period: Registration Date:
SIC: 5610 SNA: 110001 Prospect Business Type: Corporation Country Of Control: KNA

| Source | Name | Title | Phone Number | Email | Address | District | City | Country | Postal Code | Parish |
|--------|------------|-------|--------------|-----------------|----------------|----------|-------|---------|-------------|----------|
| IRD | CIERA HAND | MS. | 1142118337 | ciera@ciera.com | 17 Morena Blvd | Cayon | Cayon | KNA | 12345 | St. Mary |

Structure

100046 - Legal

Business Information

Statistical Number: 100046 Enterprise Establishment Business Status: Alive Business Date: 08-Oct-2021
Registrar ID: Social Security ID: TaxPayer ID: 391046 Vat ID:
Legal Name: CIERA INC. Operating Name: CIERA EATS
ISIC: 5610 RESTAURANT ISIC Effective Date: 21-Nov-2001
Legal Address: 17 Morena Blvd Cayon St. Mary
Operating Address: 263 NORTH RIVER ROAD Cayon St. Mary
Legal Phone Number: 2842467385 Operating Phone Number: 1142118337
Website: www.ciera.com
Comment:

Business Size Information

| | | | |
|---------------------|---------|------|-----|
| Revenue: | 9073237 | 2018 | IRD |
| Sales: | | | |
| Wages: | | | |
| Number of Employees | | | |
| Male Employees: | | | |
| Female Employees: | | | |



Prospect TRUE/FALSE

Which entities do **NOT GET** a Prospect Flag (Prospect = 0 (FALSE))?

- All entities listed on the base source admin file
- Entities from another admin file that link to base source entities
 - Through record linkage or manual verification
- Entities suspected to be outside of the scope of the base source
 - Received from other sources (admin file, Census, etc.)
 - Requires verification through manual work or auxiliary information

Which entities **GET** a Prospect Flag (Prospect = 1 (TRUE))?

- All entities not matching the criteria above



Prospect Possibilities

| Entity | Registrar ID | Tax ID | VAT ID | Social Security ID | Prospect | Comments |
|--------|--------------|--------|--------|--------------------|----------|---|
| 123 | | | | ✓ | FALSE | Entity on base source |
| 234 | ✓ | | | ✓ | FALSE | |
| 345 | | ✓ | | ✓ | FALSE | |
| 456 | | | ✓ | ✓ | FALSE | |
| 567 | ✓ | | ✓ | | FALSE | Entities NOT matched to base source, and strongly suspected to be outside of the scope of the base source |
| 678 | | ✓ | | | FALSE | |
| 789 | | | ✓ | | FALSE | |
| 111 | | | ✓ | | TRUE | Entities outside of base source, and strongly suspected to be within the scope of the base source (possible duplicated coverage) |
| 222 | | ✓ | ✓ | | TRUE | |
| 333 | ✓ | ✓ | | | TRUE | |
| 300 | | | | | FALSE | No IDs, entity birthed as standalone LE, An informal entity identified from survey data |



Prospect Example: Duplicate

- An entity with SocialSecurityID 12345 and legal name “Resort Beach Inc.” exists on the SBR, *no prospect flag*

| SSID | VAT_ID | LegalName |
|-------|--------|-------------------|
| 12345 | | Resort Beach Inc. |

=> 101011

- An entity is received from VAT with VATID 9999 and legal name “Beach Resort”
 - It does not contain a SSID
 - Record match unsuccessful; it is loaded on the SBR as a new unit with a prospect flag

| SSID | VAT_ID | LegalName |
|------|--------|--------------|
| | 9999 | Beach Resort |

=> 101234



Prospect Example: Duplicate *con't*

- Through manual review, it is identified that Beach Resort and Resort Beach Inc. are the same legal entity.
- Integrate Beach Resort into Resort Beach Inc.
 - Remove prospect flag and VATID from Beach Resort
 - Transfer VATID and sales \$ value to Resort Beach Inc.
 - Change business status of Beach Resort to Integrated
 - Add comment under Beach Resort that S#101234 integrated into S#101011, Resort Beach Inc.



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Prospect Example: VAT, with employees

- Social Security is the base source
- A hotel with large sales is received from VAT
 - It can not be matched to an existing SBR entity
 - It is loaded on the SBR as a new unit with Prospect = True
 - The Prospect should NOT be changed
 - A large hotel should have employees → falls within the scope of the base source
(all entities with employees should be on Social Security)
 - This entity should already be represented in BR population → Prospect = **True**



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Prospect Example: VAT, without employees

- Social Security is the base source
- A business outside of the country reporting large sales values to the VAT
 - It can not be matched to an existing SBR entity
 - It is loaded on the SBR as a new unit with Prospect = True
 - The Prospect SHOULD be changed
 - It is quite likely that this entity is operating outside of the country and does not have employees

This entity likely NOT already represented in BR population → Prospect = **False**



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Prospects: Things to consider when updating

- Subsequent administrative loads
 - Need to review prospect flag and update file to be loaded
 - Confirm against recent SUF
- Periodic manual reviews
 - Review and clean up
- Updating the SBR
 - Case-by-case via interface
 - Batch load via administrative tables





Upcoming SBR System Change & Prospect Flag

Prospect Flag will be considered in the derivation of the Statistical Flag

A legal entity with a Prospect Flag = TRUE (1) will not have an active Statistical Flag regardless if it has a size measure and an ISIC

Enterprise

Establishment

When: Next release (April 2020)





Agenda – Content and Analysis Session 2

- **Navigating the SBR Interface**
 - Browsing the SBR
 - Searching entities
 - Browsing logs
- **Updating Entities and Structures on the SBR**
 - What variables are updatable
 - What sources are used
 - Timing of updates





Components of the Statistical Business Register



MENU BAR

Get: **SEARCH** Go Statistical Search Contact Search



Main Information **MAIN INFORMATON**

Statistical Number: Registrar ID: Social Security ID: TaxPayer ID: Vat ID:

Business Status: Legal Name: Operating Name:

Business Date: Fiscal Period: Registration Date:

ISIC: SNA: Prospect Business Type: Country Of Control:

| Source | Name | Title | Phone Number | Email | Address | District | City | Country | Postal Code | Parish |
|--------|------|-------|--------------|-------|---------|----------|------|---------|-------------|--------|
| | | | | | | | | | | |

Structure **STRUCTURE**

Business Information **BUSINESS INFORMATION**

Statistical Number: Enterprise Establishment Business Status: Business Date:

Registrar ID: Social Security ID: TaxPayer ID: Vat ID:

Legal Name: Operating Name:

ISIC: ISIC Effective Date:

Legal Address: Operating Address:

Legal Phone Number: Operating Phone Number:

Website:

Comment:

Business Size Information

Revenue:

Sales:

Wages:


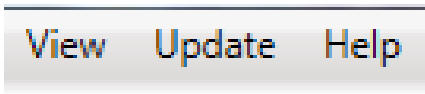
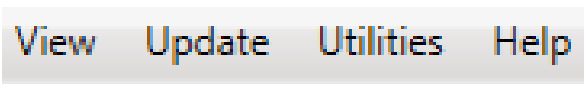
Number of Employees:

Male Employees:

Female Employees:

Menu Bar

- Allows user to perform updates and view structures based on permissions

| Permission Type | Functional Capabilities | Menu Bar |
|-----------------|--------------------------------------|---|
| Viewer | View files and logs |  |
| Updater | ↑+ Update, create and cease entities |  |
| Administrator | ↑++ Manage users and generate files |  |

Search Bar

Get:

- Allows user to search for a business or a respondent
- Can search by selecting one or more variables
- Results will be returned that match the selected variables
 - Selected unit will load and appear in the GUI
 - Up to 1000 results can be returned
- Search form will remain open in search tool

Search Bar

- **Statistical Search**

The screenshot shows the 'Statistical Search' interface. At the top, there is a navigation menu with 'View', 'Update', 'Utilities', and 'Help'. Below this is a search bar with a 'Get:' label, an input field, and a 'Go' button. To the right of the search bar are two buttons: 'Statistical Search' and 'Contact Search'. Below the search bar, there are two tabs: 'Main Information' and 'Search Fields'. The 'Search Fields' tab is active, showing a list of search fields on the left: Registrar ID, Social Security ID, TaxPayer ID, VAT ID, Legal Name, Legal Address, Legal City, Legal District, Legal Parish, Legal Postal Code, Operating Name, Operating Address, Operating City, Operating District, Operating Parish, Operating Postal Code, and ISIC. In the center, there are three input fields: 'Selected Field:', 'Search Value:', and 'Match Types:'. Below these are 'Add' and 'Cancel' buttons. On the right, there is a 'Search Parameters:' area with a large empty box and three buttons: 'Remove', 'Reset', and 'Submit'.

- **Respondent Search**

The screenshot shows the 'Respondent Search' interface. At the top, there is a navigation menu with 'View', 'Update', and 'Help'. Below this is a search bar with a 'Get:' label, an input field, and a 'Go' button. To the right of the search bar are two buttons: 'Statistical Search' and 'Contact Search'. In the top right corner, there is a logo for 'Funded by the Government of Canada' and the 'Canada' logo. Below the search bar, there are two tabs: 'Main Information' and 'Contact Search'. The 'Contact Search' tab is active, showing a list of search fields on the left: Contact Name, Contact Address, Contact City, Contact District, Contact Postal Code, Contact Email, Contact Phone Number, and Contact Title. In the center, there are three input fields: 'Selected Field:', 'Search Value:', and 'Match Types:'. Below these are 'Add' and 'Cancel' buttons. On the right, there is a 'Search Parameters:' area with a large empty box and three buttons: 'Remove', 'Reset', and 'Submit'.

Conducting a Search

Statistical Business Register

View Update Utilities Help

Get: Go Statistical Search Contact Search

Main Information Search Fields

Search Fields:

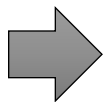
- Registrar ID
- Social Security ID
- TaxPayer ID
- VAT ID
- Legal Name
- Legal Address
- Legal City
- Legal District
- Legal Parish
- Legal Postal Code
- Operating Name
- Operating Address
- Operating City
- Operating District
- Operating Parish
- Operating Postal Code
- ISIC

Selected Field: Legal Parish

Search Value: St. Mary

Match Types: Exact

Add Cancel



Search Parameters:

Legal Parish Exact St. Mary

Remove

Reset

Submit

Selected Field:

Search Value:

Match Types:

Add Cancel



Search Results

Main Information Search Fields

Search Fields:

- Registrar ID
- Social Security ID
- TaxPayer ID
- VAT ID
- Legal Name
- Legal Address
- Legal City
- Legal District
- Legal Parish
- Legal Postal Code
- Operating Name
- Operating Address
- Operating City
- Operating District

Selected Field:

Search Value:

Match Types:

Search Parameters:

Legal Parish Exact St. Mary

Search result has 11 matching record(s).

| | StatisticalNumber | BusinessStatus | ISIC | OperatingName | OperatingCity | OperatingDistrict | OperatingParish | LegalName | |
|---|-------------------|----------------|------|----------------|---------------|-------------------|-----------------|----------------|---|
| 1 | 100010 | Alive | 4761 | BUY FROM ILENE | Cayon | Cayon | St. Mary | ILENE INC. | ^ |
| 2 | 100017 | Dissolved | 4761 | BOOKMART | | | | PALMER INC. | |
| 3 | 100021 | Alive | 4761 | BOOKMART | | | | SHAWNA INC. | |
| 4 | 100040 | Alive | 5610 | SUSHI WALT | Cayon | Cayon | St. Mary | WALTRAUDE INC. | |



Main Information – *Legal information*

| Main Information | | | | | | | | | | | |
|---------------------|-------------|----------------|--------------|-----------------------------------|--------------------|-----------------|---------------------|---------|-------------|----------|--|
| Statistical Number: | 100010 | Registrar ID: | | Social Security ID: | 2926 | TaxPayer ID: | | Vat ID: | | | |
| Business Status: | Alive | Legal Name: | ILENE INC. | | | Operating Name: | BUY FROM ILENE | | | | |
| Business Date: | 08-Oct-2021 | Fiscal Period: | 01-Jan-2019 | 31-Dec-2019 | Registration Date: | 06-Apr-2018 | | | | | |
| SIC: | 4761 | SNA: | 110001 | <input type="checkbox"/> Prospect | Business Type: | Corporation | Country Of Control: | KNA | | | |
| Source | Name | Title | Phone Number | Email | Address | District | City | Country | Postal Code | Parish | |
| Social Security | ILENE BELLE | MRS. | 2585025142 | ilene@ilene.com | 39 S 7th St | Cayon | Cayon | KNA | 12345 | St. Mary | |



Business Information – *Operating information*

- Operational details of a statistical entity

Business Information

Statistical Number: 100010 Enterprise Establishment Business Status: Alive Business Date: 08-Oct-2021

Registrar ID: Social Security ID: 2926 TaxPayer ID: Vat ID:

Legal Name: ILENE INC. Operating Name: BUY FROM ILENE

ISIC: 4761 RETAIL SALE OF BOOKS ISIC Effective Date: 06-Apr-2018

Legal Address: 39 S 7th St
Cayon
Cayon
St. Mary
VILLA

Operating Address: 601 MAIN VILLA
Cayon
Cayon
St. Mary
VILLA

Legal Phone Number: 2756110339 Operating Phone Number: 2585025142

Website: www.ilene.com

Comment:

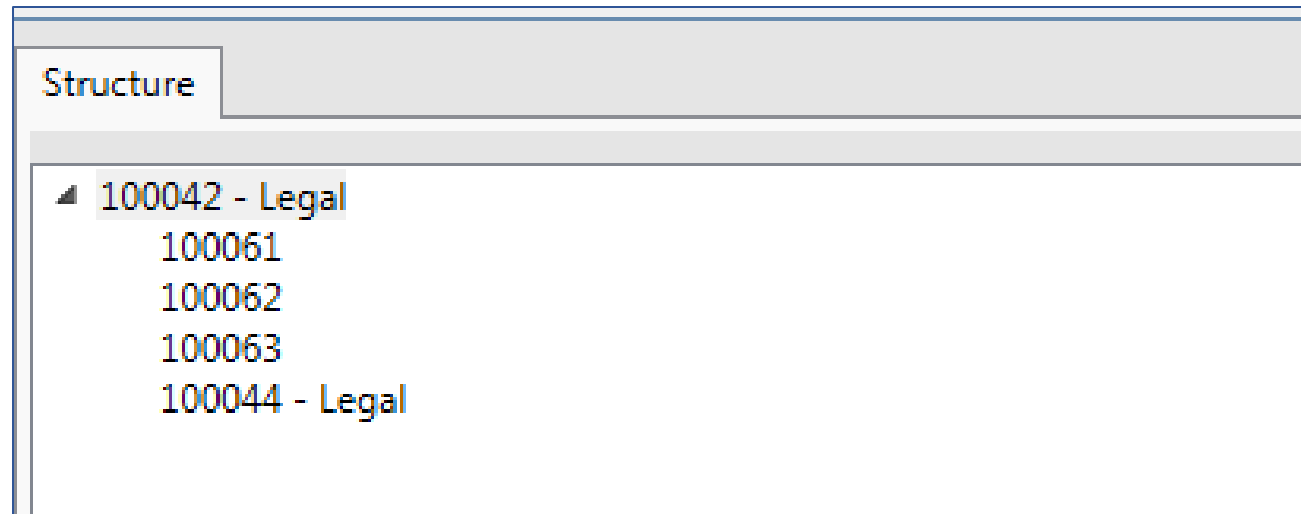
Business Size Information

| | | | |
|---------------------|----------------------|----------------------|----------------------|
| Revenue: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sales: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Wages: | 589168 | 2018 | Social |
| Number of Employees | 158 | 2018 | Social |
| Male Employees: | 73 | 2018 | Social |
| Female Employees: | 85 | 2018 | Social |


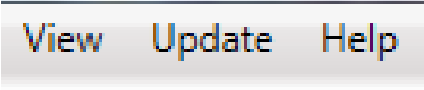
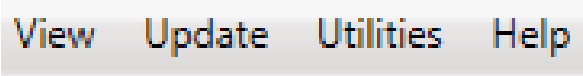


Structure

- Visual representation of an enterprise with its affiliated subsidiaries and operating entities



User Roles

| Permission Type | Functional Capabilities | Menu Bar |
|-----------------|---|--|
| Viewer | Able to launch application and browse operations and logs. |  |
| Updater | Same as Viewer permissions. Can create, update, cease entities. |  |
| Administrator | Same as Viewer and Updater, plus: Can execute utility jobs. Has access to all menu features. Able to manage users and permissions. |  |



Updates Overview

Legal entity updates processed **AUTOMATICALLY** via administrative data

- Registrar, Inland Revenue, National Insurance (social security scheme), etc.
- Let the system do its work
- Exceptions: ownership links and informal entities

Operating entity updates processed **MANUALLY**

- Requires an updater to create and update

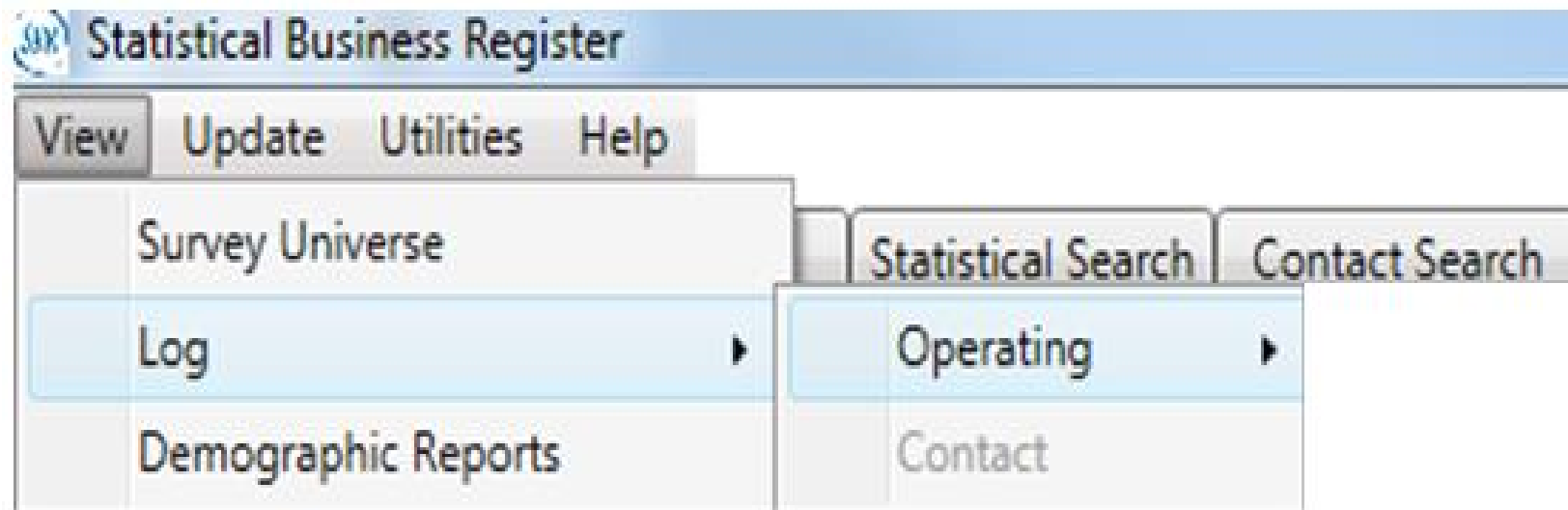
Update sources

- Administrative data (Registrar, Tax, VAT, Social Security)
- Survey data
- Manual reconciliation

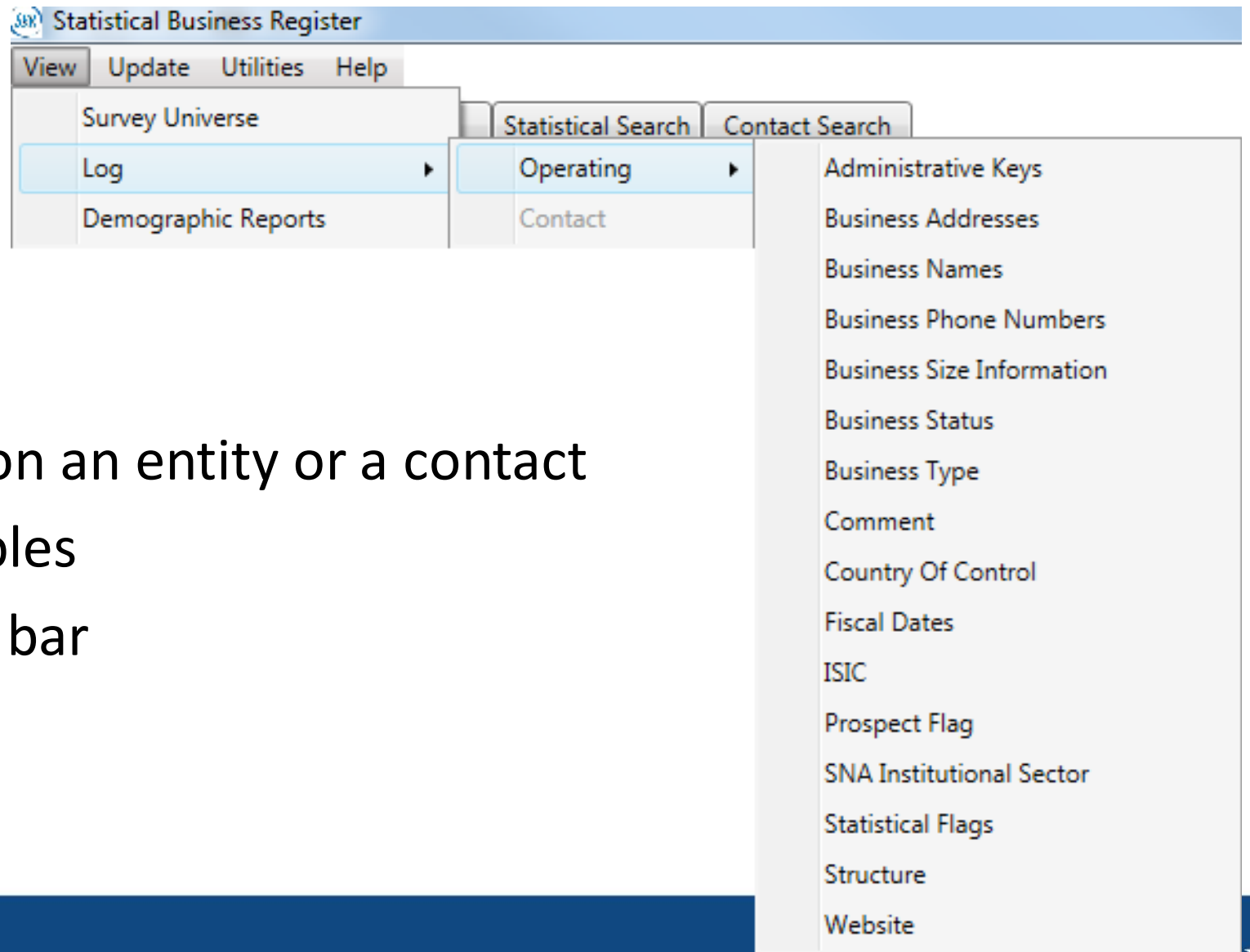


Logs

- Display changes made on an entity or contact variable
- Right-click or View through menu bar

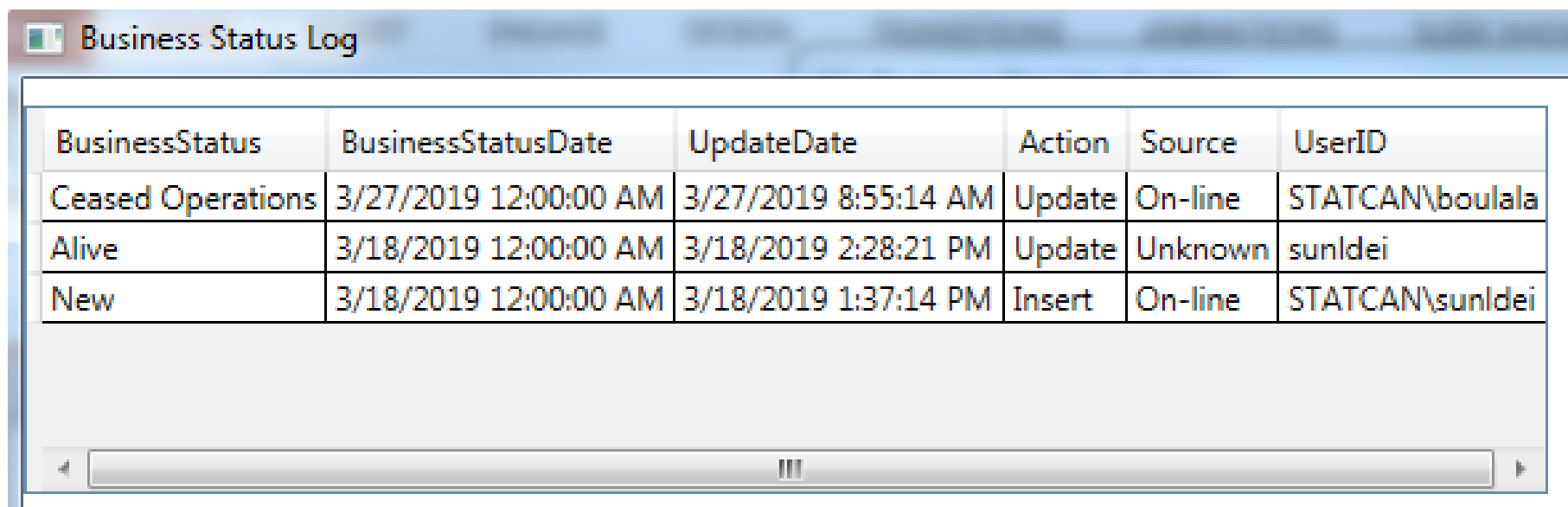


Logs



- Displays changes made on an entity or a contact
- Can select various variables
- Viewable through menu bar

Logs



The screenshot shows a window titled "Business Status Log" containing a table with the following data:

| BusinessStatus | BusinessStatusDate | UpdateDate | Action | Source | UserID |
|-------------------|-----------------------|----------------------|--------|---------|-----------------|
| Ceased Operations | 3/27/2019 12:00:00 AM | 3/27/2019 8:55:14 AM | Update | On-line | STATCAN\boulala |
| Alive | 3/18/2019 12:00:00 AM | 3/18/2019 2:28:21 PM | Update | Unknown | sunldei |
| New | 3/18/2019 12:00:00 AM | 3/18/2019 1:37:14 PM | Insert | On-line | STATCAN\sunldei |



Comments

- Provides Updater with ability to record notes pertinent to an entity
 - 5Ws - Who, what, where, when, why
 - Explain why change was made
 - What information source was used
 - Informs other users
- Only last comment entered is visible on the SBR GUI
- Other comments can be viewed through the Logs

View > Log > Operating > Comment



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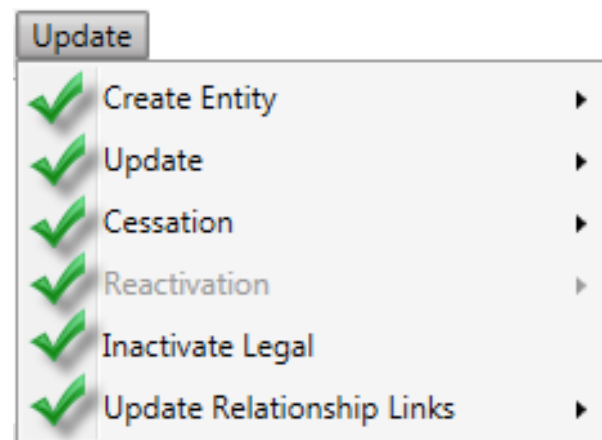
Search Exercises

Pages 11 - 13



LEGAL Entity Updates

- Can create, update or cease
- Some updates based on pre-defined business rules
- Generally populated by administrative data (priorities)
 - May need to add variables that are missing
- Need to manually build ownership relationships (enterprise linkages)





LEGAL Entity – Update Options

Create

- Parent
- Subsidiary
- Stand Alone

Update

- Name
- Address
- ISIC and SNA
- Financial information
- Business date

Cessation

- Bankrupt
- Dissolved
- Inactivated
- Integrated
- Amalgamated



LEGAL Entity - Create

3 types of legal entities can be created

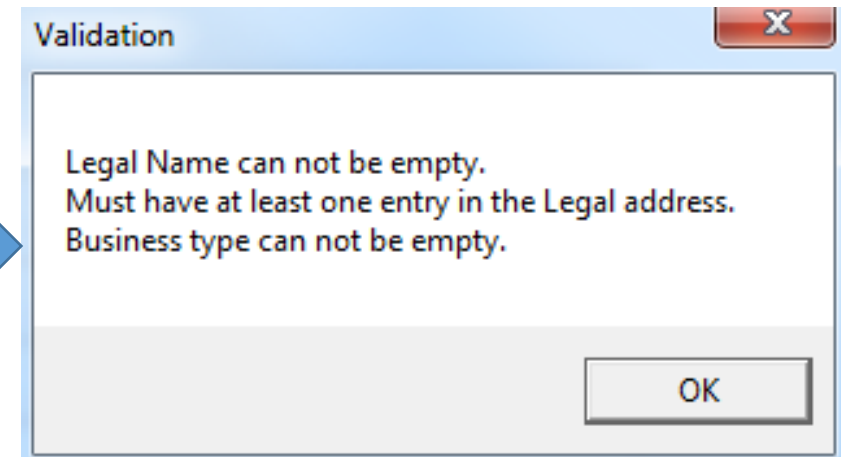
| | |
|-------------|---|
| Parent | Rare Ex: Foreign entities |
| Subsidiary | When linking LEs through ownership Becomes an enterprise group |
| Stand Alone | Information on entity not available through admin records Ex. Informal entities, prospects |

LEGAL Entity – Creation Requirements


Minimum requirements to birth a Legal Entity

1. Legal name can not be empty
2. Must have at least one entry in the Legal address
3. Business Type can not be empty

A warning box will pop up when creating a new LE without the above data



LEGAL Entity – Update Variables

 Update Legal Operating Entity

Statistical Number:

Legal Name: Operating Name:

Business Date: Fiscal Period: Registration Date:

SNA: Business Type: Prospect Country of Control:

ISIC: ISIC Description: ISIC Effective Date:

Legal Address: Operating Address:

Street: Street:

City: City:

District: Parish: District: Parish:

GPS: Postal Code: GPS: Postal Code:

Latitude: Longitude: Latitude: Longitude:

Country:

Legal Phone Number: Operating Phone Number:

Business Size Information: Registrar ID:

Revenue: Sales: Social Security ID:

Wages: 2019 TaxPayer ID:

Number of Employees: 2019 Vat ID:

Male Employees: 2019 Website:

Female Employees: 2019

Comment:





OPERATING Entity Updates

- Can create, update and cease
- All operating entities must be manually birthed and updated on the SBR
- Need to review administrative files to identify OEs




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OPERATING Entity – Update Options

Create

- Stand Alone

Update

- Name
- Address
- ISIC
- Financial information
- Effective dates

Cessation

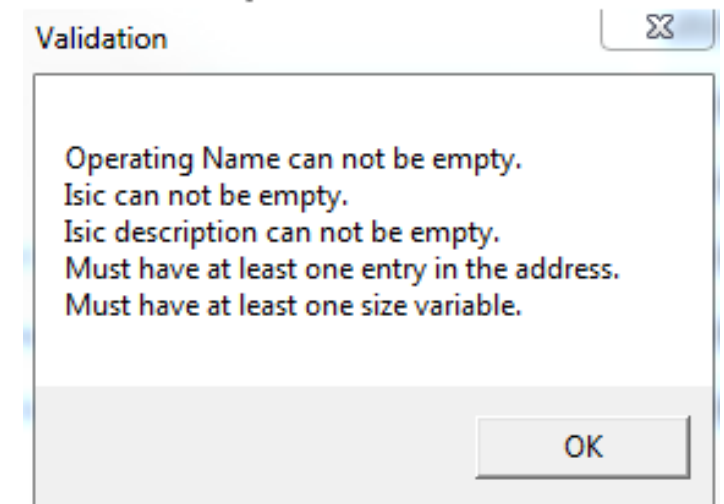
- Cease

OPERATING Entity – Creation Requirements

Minimum requirements to birth an Operating Entity

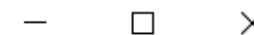
1. Operating name can not be empty
2. Must have at least ISIC code cannot be empty
3. ISIC description cannot be empty
4. one entry in the address
5. Must have at least one size variable

A warning box will pop up when creating a new OE without the required data



Operating Entity - Update Variables

SBR Update Operating Entity

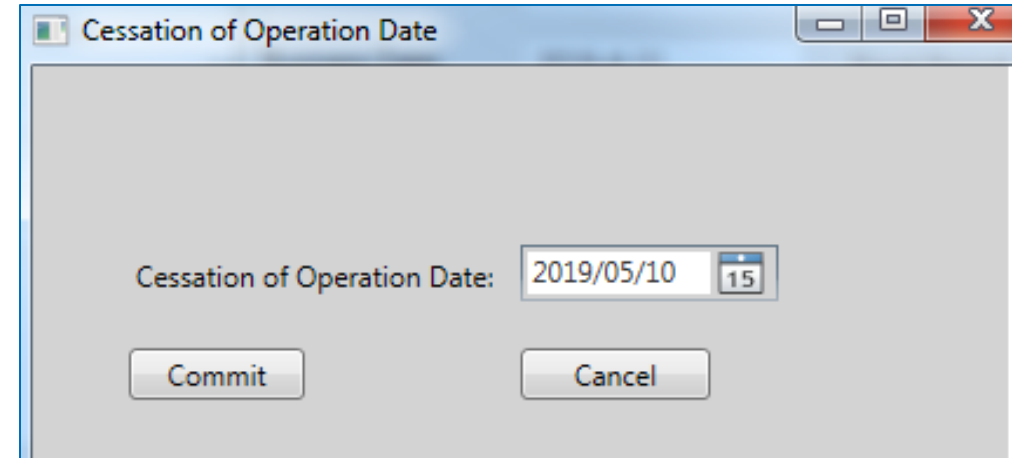


| | | | | | | | |
|---------------------|---|---------------------|---|---------------------------------------|--|---------------------------------------|----------------------|
| Statistical Number: | <input type="text" value="100066"/> | | | | | | |
| Registrar ID: | <input type="text"/> | Social Security ID: | <input type="text" value="3913-1"/> | TaxPayer ID: | <input type="text"/> | Vat ID: | <input type="text"/> |
| Operating Name: | <input type="text" value="BOOKMART"/> | | | Business Date: | <input type="text" value="30/Nov/2017"/> | <input type="button" value="15"/> | |
| ISIC: | <input type="text" value="4761"/> | ISIC Description: | <input type="text" value="Retail Bookstore"/> | ISIC Effective Date: | <input type="text" value="30/Nov/2017"/> | <input type="button" value="15"/> | |
| Operating Address: | | | | Business Size Information: | | | |
| Street: | <input type="text" value="PO Box 143"/> | | | Revenue: | <input type="text"/> | <input type="button" value="v"/> | |
| City: | <input type="text"/> | | | Sales: | <input type="text"/> | <input type="button" value="v"/> | |
| District: | <input type="text"/> | Parish: | <input type="text"/> | Wages: | <input type="text"/> | <input type="button" value="v"/> | |
| GPS: | <input type="text"/> | Postal Code: | <input type="text" value="12345"/> | Number of Employees: | <input type="text" value="102"/> | <input type="button" value="2019 v"/> | |
| Latitude: | <input type="text"/> | Longitude: | <input type="text"/> | Male Employees: | <input type="text"/> | <input type="button" value="v"/> | |
| Phone Number: | <input type="text"/> | | | Female Employees: | <input type="text"/> | <input type="button" value="v"/> | |
| Website: | <input type="text"/> | | | | | | |
| Comment: | <input type="text" value="13 Oct 21 - birthed new op from SS 3913-1 - jp"/> | | | | | | |
| | | | | <input type="button" value="Commit"/> | | <input type="button" value="Cancel"/> | |

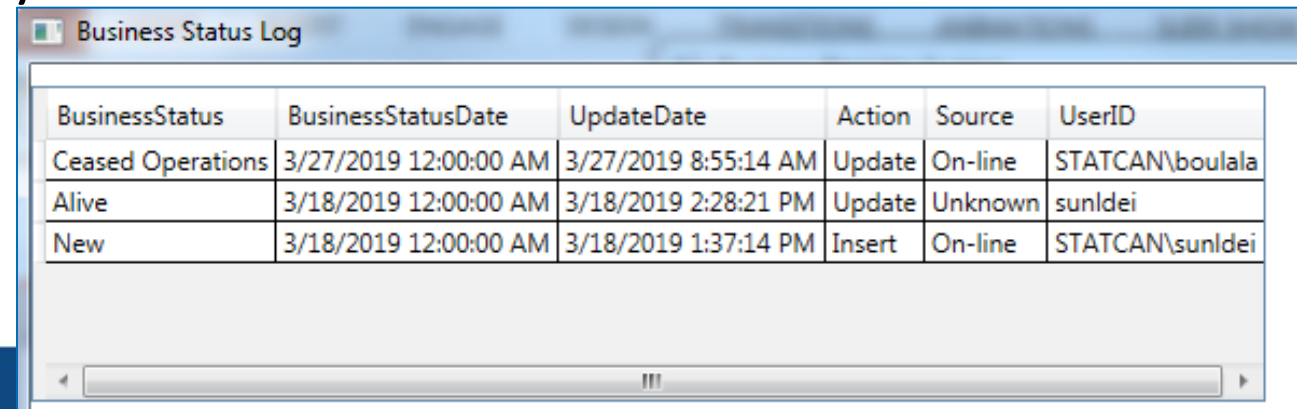


Operating Entity - Cessation

- Used when an operating entity is no longer engaged in producing goods and/or services
- Need the date the operation ceased activities
- *Caution:* cannot reactivate once ceased; a new operating entity would have to be created



A screenshot of a software dialog box titled "Cessation of Operation Date". The dialog box has a light gray background and a blue title bar. It contains a label "Cessation of Operation Date:" followed by a text input field containing "2019/05/10" and a calendar icon. Below the input field are two buttons: "Commit" and "Cancel".



A screenshot of a software window titled "Business Status Log". It displays a table with the following data:

| BusinessStatus | BusinessStatusDate | UpdateDate | Action | Source | UserID |
|-------------------|-----------------------|----------------------|--------|---------|-----------------|
| Ceased Operations | 3/27/2019 12:00:00 AM | 3/27/2019 8:55:14 AM | Update | On-line | STATCAN\boulala |
| Alive | 3/18/2019 12:00:00 AM | 3/18/2019 2:28:21 PM | Update | Unknown | sunldei |
| New | 3/18/2019 12:00:00 AM | 3/18/2019 1:37:14 PM | Insert | On-line | STATCAN\sunldei |



Creating Operating Entities – Things to consider

- When creating unique OEs, a Multi-establishment Enterprise will be created.
 - 1 LE with 2 or more OEs
- The LE must have more than one location or activity
- OEs must meet the criteria to birth an operating entity
 - Permanency, Business Activity, Dedicated Employees & Economic Measure
- The TOTAL of the LE should equal the SUM of the OEs
 - Revenue, sales, employment
 - ISIC



Multi-establishment Enterprise – Summary of economic measures

| | Revenue | Sales | Employees | ISIC |
|------------------|------------------|------------------|-----------|-------------|
| LE 100019 | \$202,685 | \$192,813 | 7 | 4761 |
| OE 100055 | \$102,685 | \$24,238 | 2 | 4761 |
| OE 100056 | \$50,000 | \$112,908 | 3 | 4761 |
| OE 100057 | \$50,000 | \$55,667 | 2 | 4762 |

▲ 100019 - Legal
 100055
 100056
 100057



Relationship Links: Legal and Operating Entities

- Provides ability to move LEs and OEs to other structures
 - Create ownership links
 - Build enterprise groups
 - Sales of operations
- Must identify S# of legal enterprise to move entity under



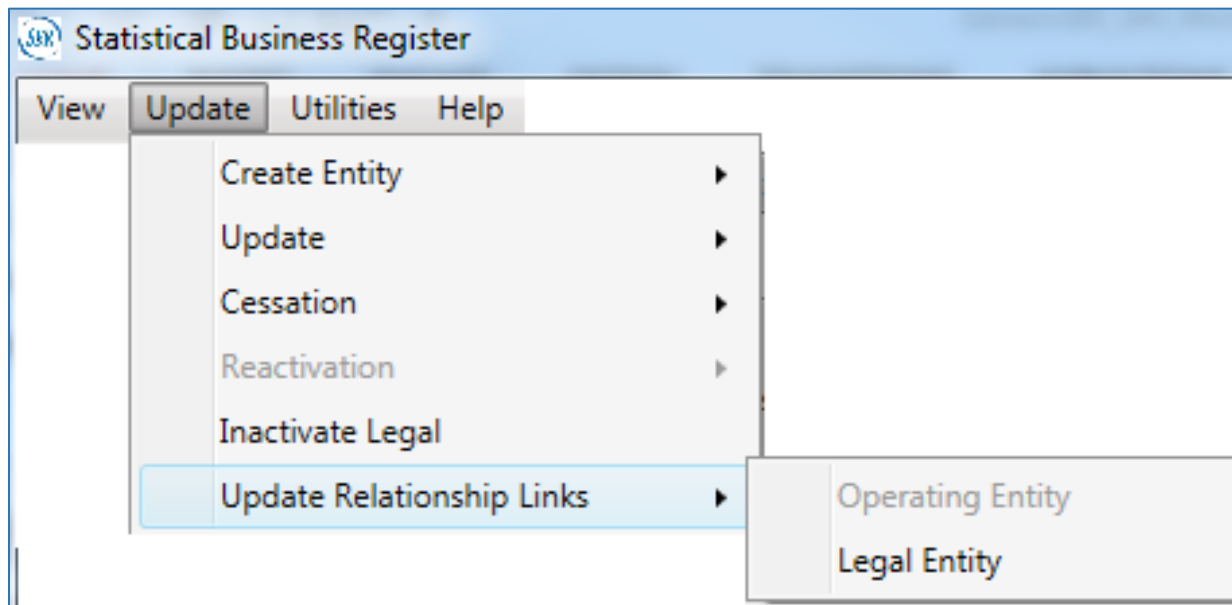
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Creating Update Relationship Links



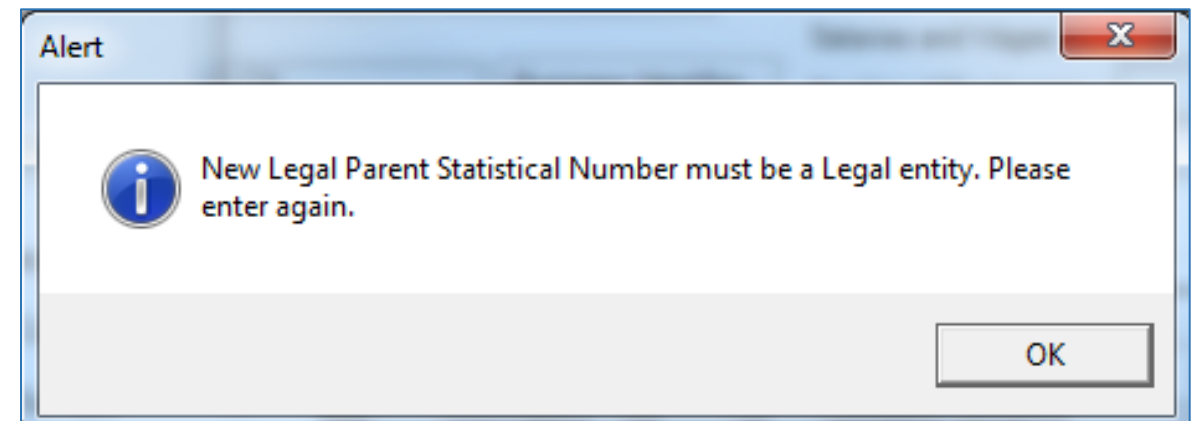
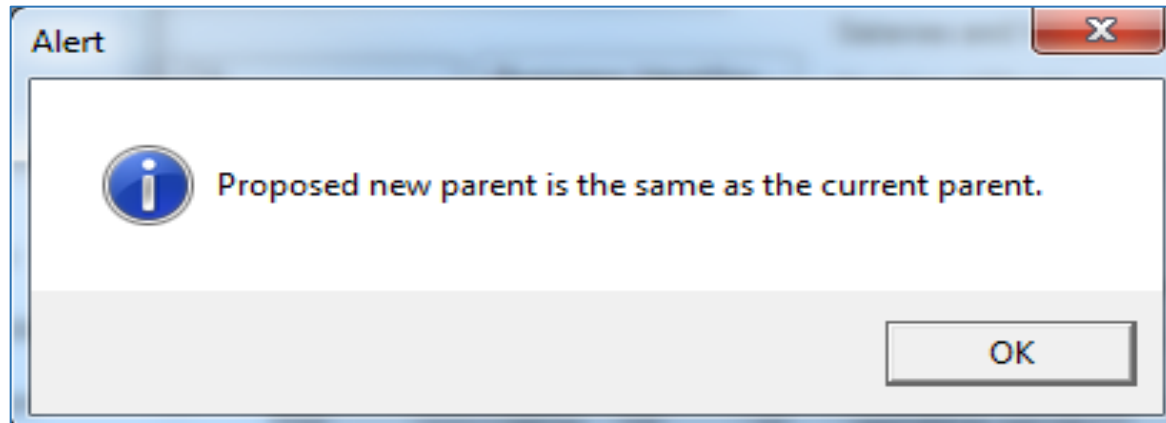
The 'Enterprise Reorganization' dialog box contains the following fields and buttons:

- Legal Entity: 100042
- New Legal Parent Entity: (empty)
- Buttons: Commit, Cancel

The 'Establishment Reorganization' dialog box contains the following fields and buttons:

- Statistical Number: 100061
- New Legal Parent Entity: (empty)
- Buttons: Commit, Cancel

Update Relationship Links – Error messages





Integrating Legal Entities

- Identify duplicate legal entities (Ent A and Ent B)
- Chose successor entity (A) – the one entity (B) will be integrated into
- Copy the following values from Ent B to Ent A:
 - Size measure
 - Administrative ID
 - Name and address, if required
- Remove from ENT B
 - Prospect flag
 - Administrative ID
- Change business status of Ent B to “Integrated”





Informal Entity

A business involved in the production of goods and services with the primary objective of generating employment and income to the persons concerned.

Generally:

- Not registered with any government program (Registrar, Tax, VAT, SS)
- Identified through Establishment based surveys or common street knowledge





Informal Entity

- Can be created on the SBR as a standalone Legal Entity
- Characteristics:
 - Will have a Statistical Number
 - Will have NO administrative IDs
 - Business Type = “Informal”
- Should be treated as any other statistical entity
 - name, address, size measure, ISIC



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Agenda – Content and Analysis Session 3

- **Generate a Survey Universe Files (SUF)**
- **Hands-on Exercises: Updating the SBR**



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Generate a SUF

Pages 14-20

SUF Exercise

Pages 21-24

Updates Exercises

Pages 26 - 38



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Agenda – Content and Analysis Session 4

- **Demographic Reports and Survey Universe Files (SUF)**
 - Generating and reviewing reports and files Analyzing SBR data using reports and SUF
 - Hands-on exercises
- **Maintaining the SBR**
 - Business status flows



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Reports, Universe Files, and Analyses





Demographic Reports

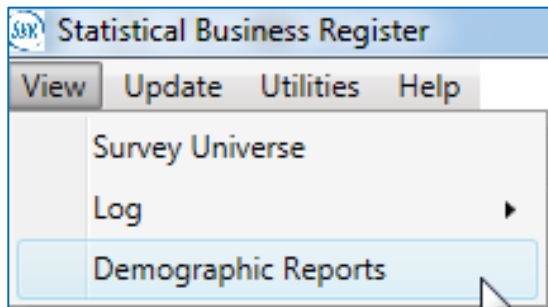
- Basic reports to identify total revenue, sales and employees at the Enterprise and Establishment levels.
- Can generate by Parish or Sector
- Includes Alive units only with statistical indicators

Number of Establishments
Total revenues
Total sales
Total # of employees
Total # of male employees
Total # of female employees

Number of Enterprises
Total revenue
Total sales
Total # of employees
Total # of male employee
Total # of female employees



Viewing a Demographic Report



A screenshot of the Demographic Reports window in the SBR application. The window title is "Demographic Reports". It features two dropdown menus: "Survey Universe" set to "tblSurveyUniverse20191003" and "Sum By" set to "Parish". Below the dropdowns are "Create" and "Cancel" buttons. A data table is displayed below the buttons, showing the results of the report. The table has five columns: Parish, NumberOfEstablishments, EstablishmentsTotalRevenue, EstablishmentsTotalSales, and EstablishmentsTotalNumberOfEmp. The data is summarized by parish, with a "Total" row at the bottom. A scrollbar is visible at the bottom of the table.

| Parish | NumberOfEstablishments | EstablishmentsTotalRevenue | EstablishmentsTotalSales | EstablishmentsTotalNumberOfEmp |
|--------------|------------------------|----------------------------|--------------------------|--------------------------------|
| Saint George | 1 | 3254741 | 0 | 91 |
| Saint Mary | 1 | 748352 | 0 | 53 |
| St. George | 8 | 38973337 | 0 | 925 |
| St. John | 10 | 30215423 | 0 | 332 |
| St. Mary | 11 | 53534583 | 0 | 976 |
| Unknown | 19 | 65179317 | 0 | 2014 |
| Total | 50 | 191905753 | 0 | 4391 |





Using the Demographic Reports

- Can compare one SUF to another
 - Business counts
 - Changes in revenue, sales and / or employment month-to-month
 - ISIC changes
- Cannot export data but can copy and paste into Excel
- More reports can be created using the SUF





Generating a Survey Universe File (SUF)

- Must have Administrator role to generate a SUF
- All users can view and export a generated SUF

Used to:

- Review frame universe(s)
- Validate records
- Identify potential duplicates
- Conduct analysis
- Survey sampling



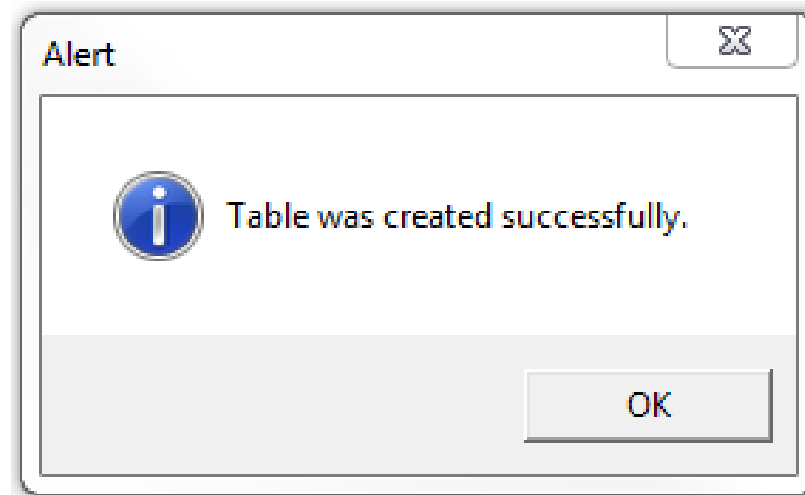
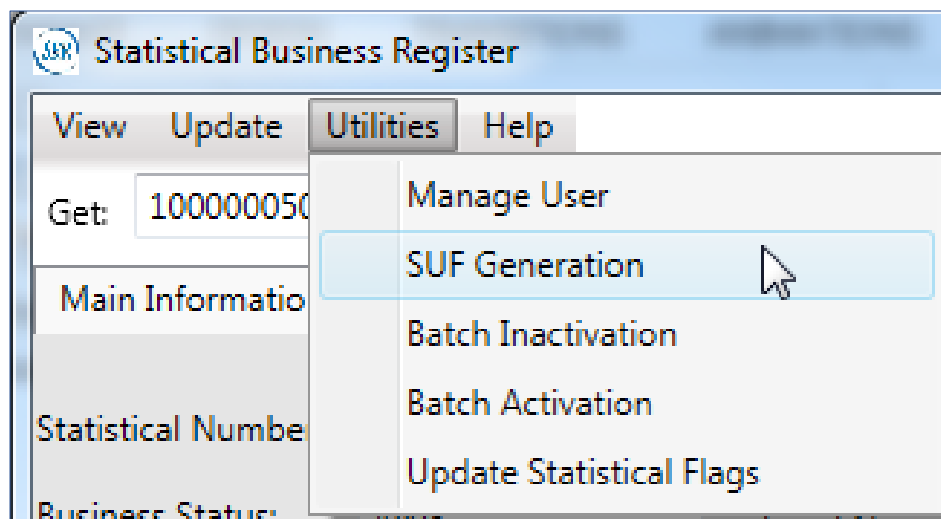
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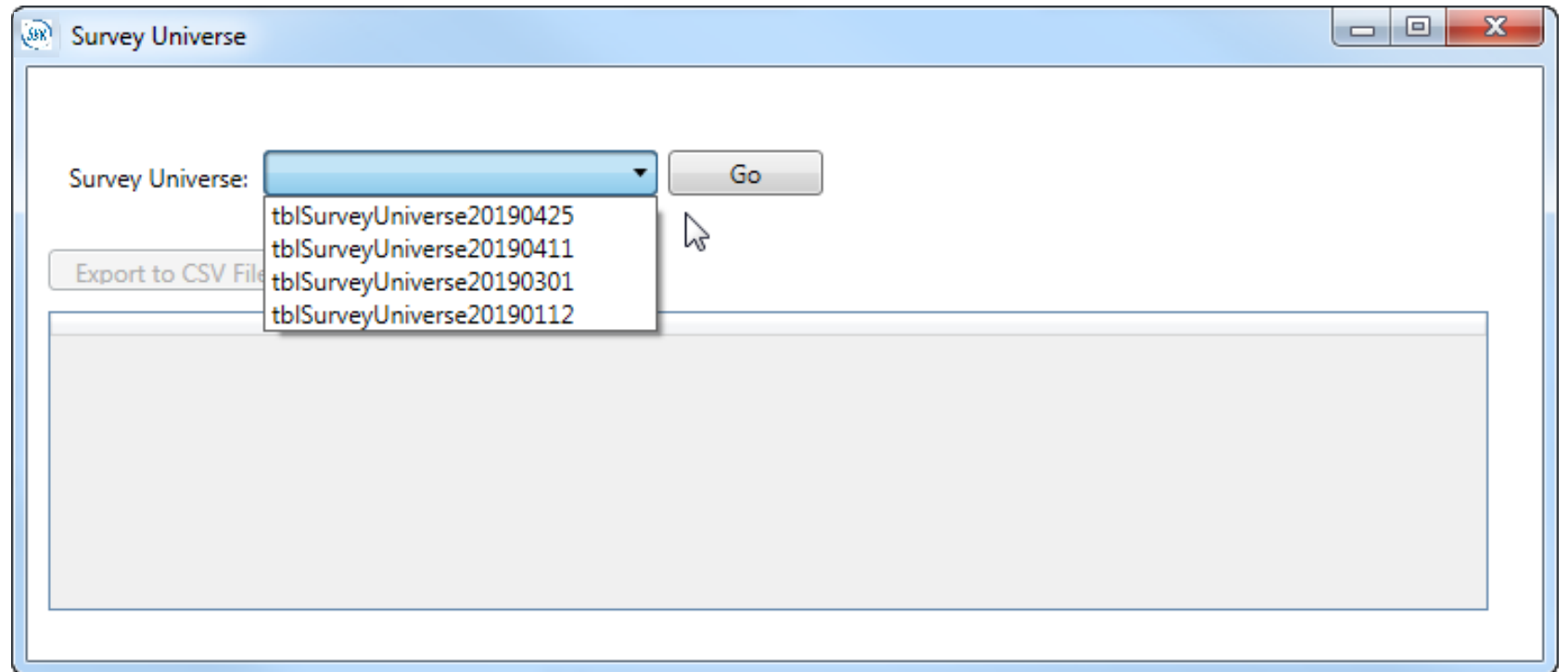
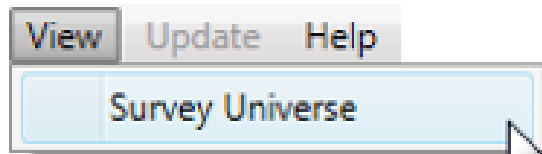
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Canada

How to create a Survey Universe File

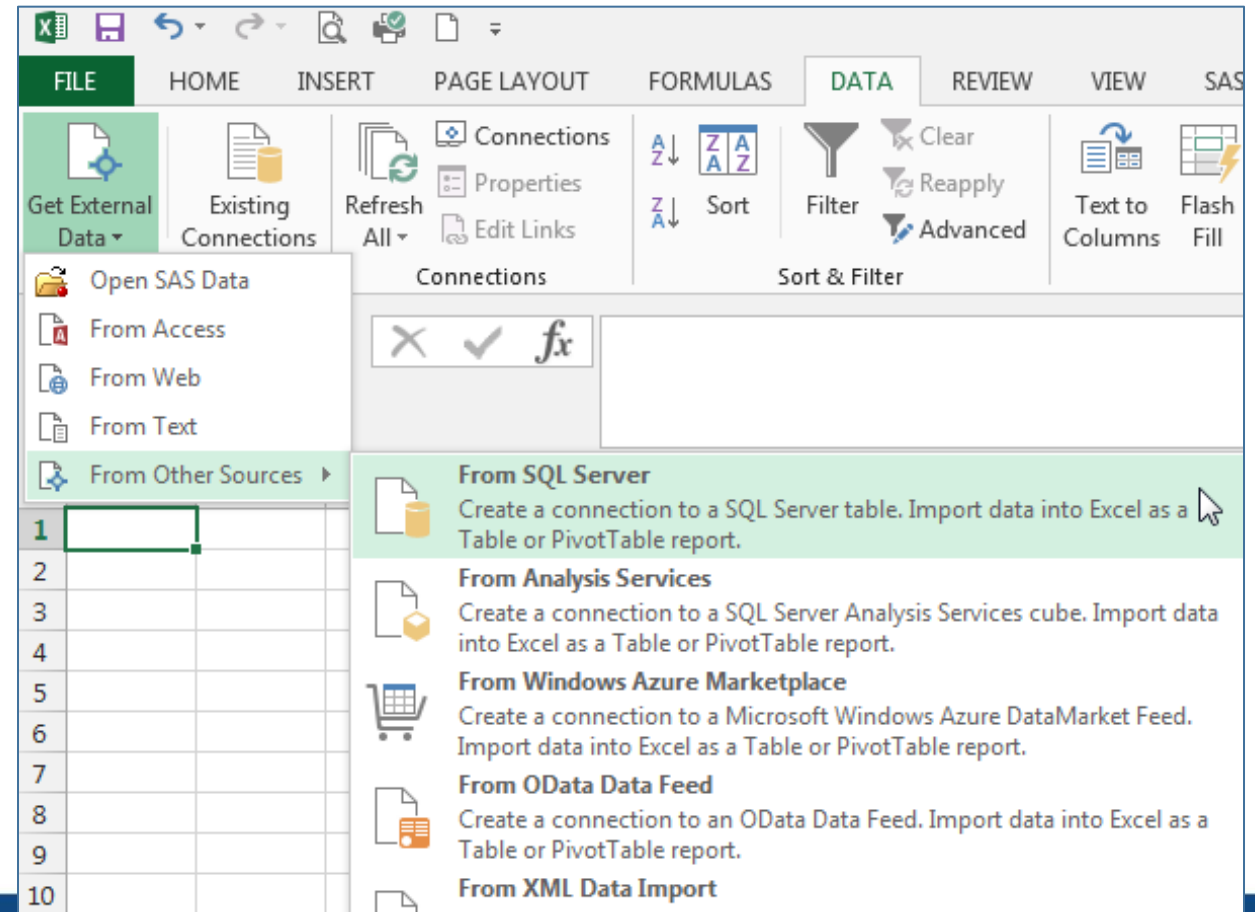


Viewing a Survey Universe File



Exporting Survey Universe Files

Export into Excel via SQL server





Querying the SUF - Exercises

- Filter by status (alive), ISIC, revenue and geography
- Identifying complex structures
- Produce counts
- Comparison of Enterprises versus Establishments
- Review prospect entities
- Search for informal entities
- Missing ISIC
- Compare two SUFs for frame changes





Generate a new SUF

Generate a SUF

Pages 14-20

SUF Exercise

Pages 21-24



Statistics
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Statistique
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SBR Maintenance



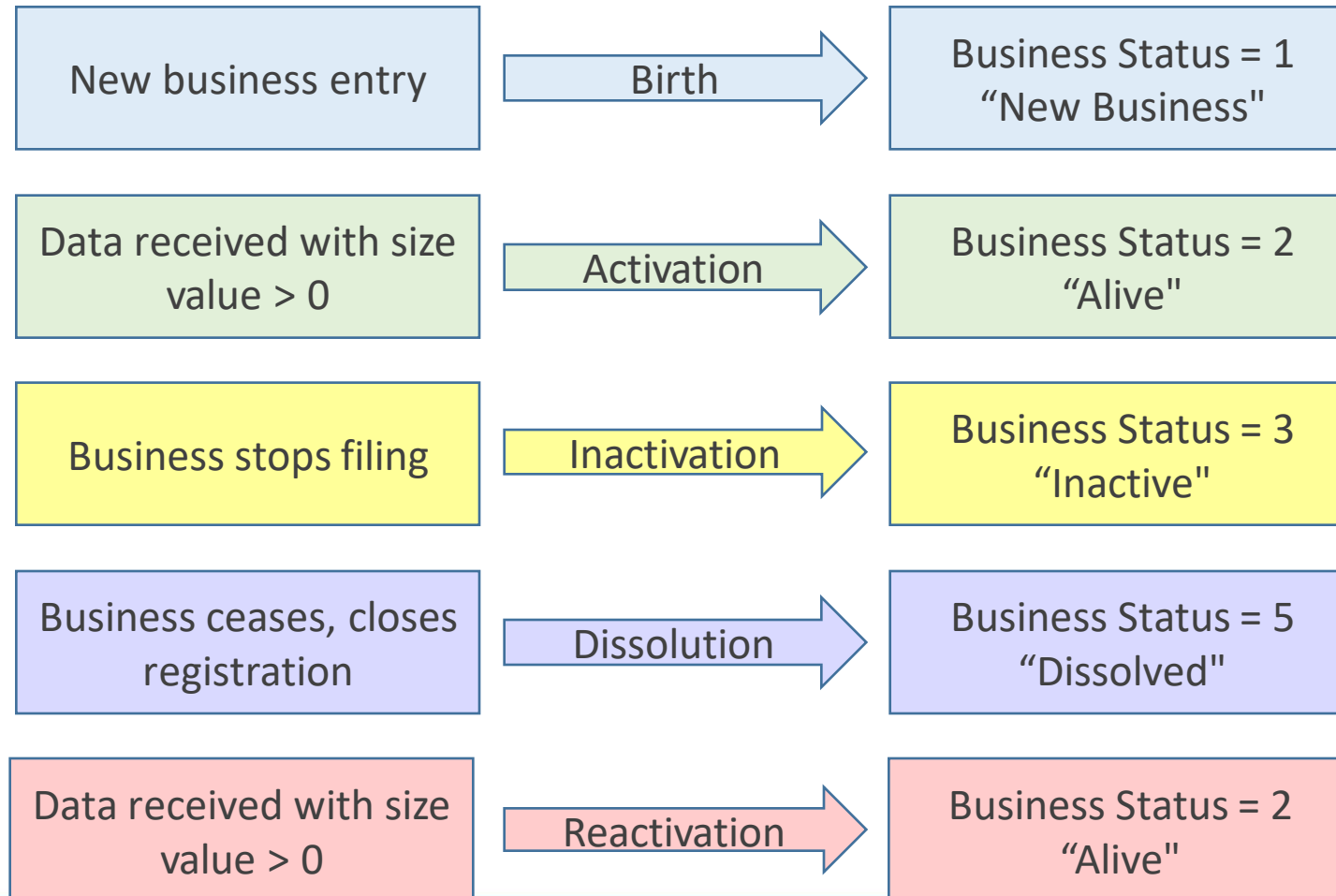


Legal Entity – Business Status Flow

- Births of Legal Entities
 - Mostly based on administrative files
- Activation (alive)
 - LE reports economic activity
- Inactivation (death/cessation)
 - Bankrupt
 - Dissolution
 - Amalgamation
 - Integration
 - Inactivation
- Reactivation (rebirth)
 - LE reports economic activity after being Inactivated



Business Status Rules – *Legal Entity*

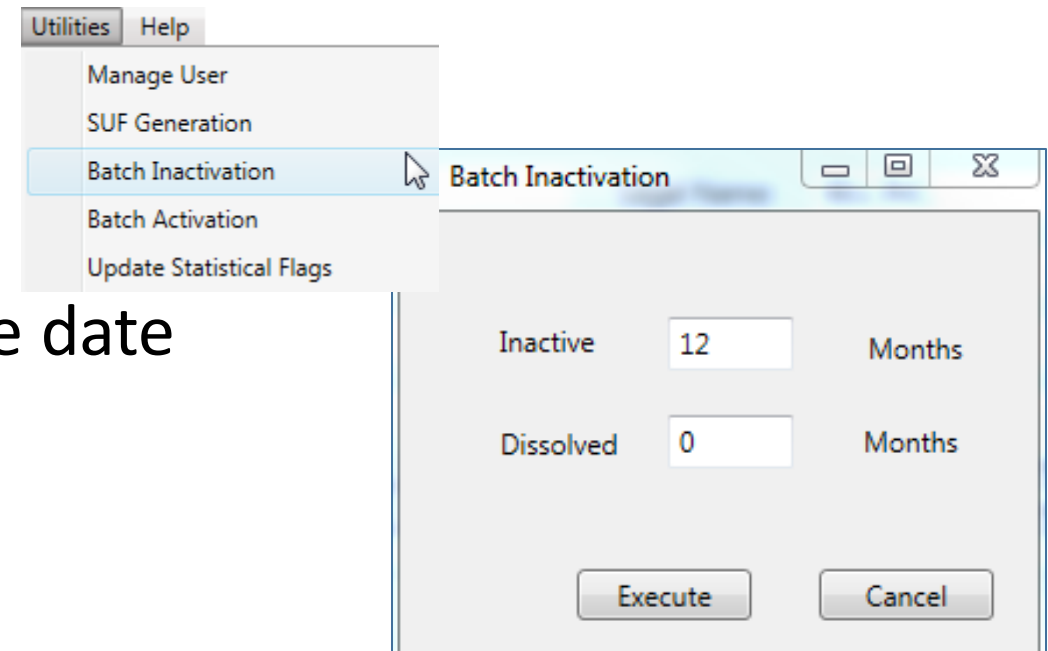


Inactivation Rules

- Tied to Legal Enterprises
- Based on specified # months and vintage date of all size measures

Rules

- Select Legals where business status in (new, active), and most recent size variable vintage date > 24 (or date in table on base)
 - If the Legal has Operating Entities and none of the OEs have a recent size variable, all OEs under the LE will be ceased automatically
 - If one OE has a recent size variable vintage date, the Legal should not be inactivated





Reactivation Rules

- Tied to Legal Enterprises

Rule

- If Business Status is not = Alive and if an administrative source indicates recent activity (size measure update)
 - Then set Business Status to Alive
- Manual process



Planning Your Updates

Establish an annual SBR Maintenance Plan (schedule)

Administrative Files

- Admin file transmission dates
- Review of admin files
- Preparation of files
- Batch load preparation
- Load to SBR
- Inactivation process
- Activation process
- Update Statistical Flags

Survey Universe File

Frequency

Back ups

As required





You can contact the PRASC team at:
statcan.prasc-prasc.statcan@canada.ca

