<u>Instructions for completing the IIP survey</u>

1) Click on the year you want to fill in and you will see a dialog box asking if you want to open or save the file; we recommend you click **Save.**

2) The first sheet of the survey contains the registration form and must be filled in by every respondent to enable categorization of the entities by sector. If an external party is completing the survey on behalf of your enterprise, its name also must be filled in.

3) The second sheet of the survey consists of 12 filtering questions regarding the reporter details. Based on your answers to these questions, you will know which of the sheet are relevant for your enterprise. You must select 'Yes' or 'No' for each question.

4) The data sheets have been protected so that you can enter data into the appropriate cells only. You cannot add columns or enter data beyond the last column and you cannot insert or delete rows and columns in the protected area.

5) To enter data in the sheet, select the appropriate cell and enter the data.
   If the data is not available, leave the cell blank.
   To indicate a zero observation, enter the number 0 in the appropriate cell.

6) To add comments in a particular cell, click the right mouse button and select the "Insert Comment" from the pop-up menu.

7) When you have finished entering the data, save the file as an Excel workbook
   with the original name as assigned by the central bank.

8) Send the survey only by electronic mail to siro-dev@centralbank.cw.