

(Unofficial Translation)\*



## Notification of National Statistical Office

### Title: Details on procedure of Survey on Low Income People

The National Statistical Office is going to conduct a survey on Low Income People continued from on a project of government registration for state welfare benefits B.E. 2560 (2017) according to the cabinet resolution on June 13<sup>th</sup>, B.E. 2560 (2017) which was proposed by the Ministry of Digital Economy and Society. The objectives of the survey are use the data from the survey to analyst and formulate policy on state welfare benefits of Low Income People properly and meet the Low Income People' real needs.

By virtue of section 6 and section 9 of the Statistics Act B.E. 2550 (2007) and Ministerial Regulation on sample survey or Population and Housing Census B.E. 2553 (2010), the notification of the details on procedure of the survey on Low Income People is issued as follows:

#### 1. Data collection approach

Data collection approach is face-to-face interview which is done by competent officials appointed by the Director-General of the National Statistical Office. The interviewers are students aged 18 years old and over studying in various provinces nationwide from all education levels namely, higher education, vocation and all educational institutes located in native province or nearby. Exception for recruiting is done for 3 southern border provinces which are under discretion of a head of provincial statistical office. The interviewers are physically present to interview the Low Income People from a project of registration for state welfare benefits B.E. 2560 (2017) and then record data into a questionnaire.

#### 2. Details of the questionnaire and instructions for filling out the questionnaire

2.1 The questionnaire of survey on Low Income People is used to interview and record details of people from the project of registration for state welfare benefits B.E. 2560 (2017). The details consist of personal identification number, name-surname, date/month/year of birth, current address, contact person in a household, housing type, living situation, current occupation/employment, foster care, household expenditure, supporting members of household, childbearing, education of children aged less than 18 years old, extra occupation/income, indebtedness, income in Year B. E. 2559 (2016) and demand for government help. Each questionnaire is used for one person and the questionnaire details are follow:

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\* Translated by Translation Working Group of National Statistical Office of Thailand

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- General information of the respondent  
 Part 1: Housing type and Living Situation  
 Part 2: Occupation  
 Part 3: Income and Expenditure  
 Part 4: Demand for government help

2.2 Instructions for filling out the questionnaire. Record data as well as details into the questionnaire as follows:

Insert a check mark (✓) in a circle sign (○) and fill text in blank field. For Part 4, insert a number in a circle sign (○) and order them as needed

Column CWT Q\_NO..... copy number of questionnaire from the Low Income

People name list

- Q1: Record Personal Identification Number  
 Q2: Record title, name and surname  
 Q3: Record Date/Month/Year of birth  
 Column DD: record date of birth with 2-digit number, e.g., date of 5<sup>th</sup> be recorded as “05”, etc.  
 Column MM: record month of birth with 2-digit number, e.g., January be recorded as “01”, February be recorded as “02” and December be recorded as “12”, etc.  
 Column YY: record B.E. Year of birth with 4-digit number, e.g., B.E. 2540 be recorded as “2540”, etc.  
 Q4: Copy current address from the Low Income People name list  
 Q5: Record name, surname and telephone number of a contact person in a household

Column C: Choose 1 of below choice for the result of interview

1. Fully Completed
2. Partially Completed
3. Non-response due to unable to find a home address
4. Non-response due to unable to contact a respondent
5. Non-response due to respondent refusal
6. Others

Part 1: Housing and Living Situation

Column A1 Housing type, choose 1 of below choice:

1. Cement detached house
2. Wood detached house
3. Wood and cement detached house
4. Town house/Twin house/Row house/Concrete row house

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5. Condominium/Mansion
6. Apartment/Flat/Dormitory
7. Room in a house/Room in an office
8. Galvanized iron house/Waste material house
9. Others, such as living under the bridge, homeless, etc.

Column A2: Living situation, choose 1 of below choice:

1. Owner without pay by installments
2. Owner with pay by installments
3. Living with parents or relatives
4. Living with others (e.g., friends, acquaintance or temple etc.)
5. Living in nursing home
6. Living in home provided by agency
7. Rent (Please specify rental payment in A3)

Column A3: Rental payment, if A2 answered code "7" then choose 1 of below choice:

- 1) Less than 3,001 baht/month
- 2) 3,001 – 5,000 baht/month
- 3) 5,001 – 10,000 baht/month
- 4) Great than 10,000 baht/month

## Part 2: Occupation

Column A4: Major occupation/current employments (Regular works or receive main incomes for expense in daily life) choose 1 of below choice:

1. Unemployed
2. Person not in labour force (e.g., house husband/house wife, elderly, refused to work, disability/patient, etc.)
3. Student
4. Retired people
5. Official/Public officer
6. State enterprise employee
7. Private employee
8. General Employee
9. Driver/Moving Items employee

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10. Self-employed/Merchandise/Services/Made to order
11. Family worker
12. Farming/Animal husbandry/Aquaculture (not an agricultural employee such as cotter, rubber tapper, gardening, sugar cane capture, etc.)
13. Others

**For those who answer code 1, 7, 8, 9, 10, 12 in Question 3 (Column A4), Those who answer “Unemployed” (Code 1), continue question 1.1 – 1.2 (column A5 – A6)**

**Question 1.1 Source of main income (Column A5),** If A4 answer code “1” then choose 1 of below choice:

- 1) State welfare
- 2) Foster care
- 3) Heritage/Dividend/Interest
- 4) Others

**Question 1.2 Amount of income (Column A6)** if A4 answer code “1” then chooses 1 of below choice:

- 1) Less than 3,001 baht/month
- 2) 3,001 – 5,000 baht/month
- 3) 5,001 – 10,000 baht/month
- 4) Great than 10,000 baht/month

**For those who answer A4 (Code 7 or 8) “Private employee” or “General Employee”,** continue question 2.1 – 2.2 (Column A7 – A8)

**Question 2.1 (Column A7) Type of receive compensation,** If A4 answered code “7” or “8” then choose 1 of below choice:

- 1) Per hour/per day/per week
- 2) Per month
- 3) Per contract
- 4) Per piece
- 5) Receive only commission money

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**Question 2.2 (Column A8) Occupation type**, If A4 answered code “7” or “8” then chooses 1 of below choice:

- 1) Employee or worker in a factory/hotel/office/company/store (e.g., clerk, maid, cook/chef, security, etc.)
- 2) Other general jobs (e.g., a bricklayer, a carpenter, a welder, an electrician, etc.)
- 3) Agricultural employee (e.g., cotter, gardener, rubber tapper, others, etc.)

**For those who answer A4 (Code 9) “Driver/Moving Items employee” then continue question 3.1 – 3.2**

**Question 3.1 (Column A9) Vehicle type**, if A4 recorded code “9” then chooses 1 of below choice:

- 1) Taxi
- 2) Van
- 3) Tuk Tuk
- 4) Motorcycle
- 5) Pick up/Truck
- 6) Side trailer
- 7) Others

**Question 3.2 Ownership of vehicle (Column A9)**, if A4 recorded code “9” then chooses 1 of below choice:

- 1) Owner without pay by installments
- 2) Owner with pay by installments
- 3) Belong to other persons and using with free of charge
- 4) Rent with rental payment less than 3,001 baht/month
- 5) Rent with rental payment 3,001 – 5,000 baht/month
- 6) Rent with rental payment 5,001 – 10,000 baht/month
- 7) Rent with rental payment great than 10,000 baht/month

**For those who answer A4 answer code 10 “Self-employed/Merchandise/ Services/Made to order” continue Question 4.1 and 4.2**

**If A4 recorded code “10” then answer question 4.1 Type of Business (Column A11)**, chooses 1 of below choice:

- 1) Production of goods (e.g., household appliance, ornamentation, etc.)

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- 2) Merchandise, wholesale-retail trade (e.g., restaurant, grocer's shop, etc.)
- 3) Services (e.g., hairdresser, mechanic, etc.)

**If A4 recorded code “10” then answer question 4.2 Ownership (Column A12,** chooses 1 of below choice:

- 1) Owner without pay by installments
- 2) Owner with pay by installments
- 3) Rent with rental payment less than 3,001 baht/month
- 4) Rent with rental payment 3,001 – 5,000 baht/month
- 5) Rent with rental payment 5,001 – 10,000 baht/month
- 6) Rent with rental payment great than 10,000 baht/month

**For those who answer A4 (Code 12) “Farming/animal husbandry/ aquaculture”, continue question 5.1**

**Question 5.1 Ownership of Farming/Animal husbandry/Aquaculture (Column A13),** if A4 recorded code “12” then chooses 1 of below choice:

- 1) Own land without pay by installments
- 2) Own land with pay by installments
- 3) Own and rent land
- 4) Non-own land without rental payment
- 5) Public area/Forest
- 6) Rent with rental payment less than 3,001 baht/month
- 7) Rent with rental payment 3,001 – 5,000 baht/month
- 8) Rent with rental payment 5,001 – 10,000 baht/month
- 9) Rent with rental payment great than 10,000 baht/month

### **Part 3 Income and Expenditure**

**Column A14 Main financial support,** chooses 1 of below choice, if answer code “1” skip to A16 (Question 6):

1. None (Skip to Question 6)
2. Financial support from parents
3. Financial support from relatives
4. Financial support from spouse
5. Financial support from children

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6. Financial support from state welfare
7. Financial support from others

**Column A15 Main financial support**, if A14 answer code “2”-“7” then chooses 1 of below choice:

- 1) Less than 3,001 baht/month
- 2) 3,001 – 5,000 baht/month
- 3) 5,001 – 10,000 baht/month
- 4) Great than 10,000 baht/month

**Column A16 Main household expenses**, chooses 1 of below choice:

1. No household expenses.
2. More than 3,001 baht / month.
3. 3,001 - 5,000 baht / month.
4. 5,001 - 10,000 baht / month.
5. More than 10,000 baht / month.

**Column A17 Number of rearing up people in the family**, chooses 1 of below choice if answer the code “1” skips to A19 (Question 9) :

1. No rearing up people in the house. (Skip to Question 9)
2. Rearing up 1 people
3. Rearing up 2 people
4. Rearing up 3 people
5. Rearing up more than 3 children

**Column A18 Amount of money use for rearing up people in the family**, if A17 answer code "2" - "5" then chooses 1 of below choice:

1. Less than 3,001 baht / month
2. 3,001 - 5,000 baht / month
3. 5,001 - 10,000 baht / month
4. More than 10,000 baht / month

**Column A19 choose below code for the Number of children in the family.**

Chooses 1 of below choice. If answer code "1" skip to A28 (Question 13), if answer code "2" go to A20.

1. None (skip to Question 13)
- 2) Have children

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**Column A20 Number of children under 18 years of age**, chooses 1 of below choice. If answer code "1" skip to question A28, if answer code "2" - "7" go to A21(Question 21).

- 1) None (skip to Question 13)
- 2) 1 person
- 3) 2 persons
- 4) 3 persons
- 5) 4 persons
- 6) 5 persons
- 7) More than 5 persons

**Column A21 Number of children under 18 years of age who are studying.**

**Record below codes**, chooses 1 of below choice. If answer code "1" skip to A28, if answer code "2" - "7" go to A22 - A27.

- 1) Have but not studying (Skip to Question 13)
- 2) 1 person
- 3) 2 persons
- 4) 3 persons
- 5) 4 persons
- 6) 5 persons
- 7) More than 5 persons

**Column A22 - A27 record only one who have children under age of 18 who are Studying.**

1. Pre-kindergarten to kindergarten (A22), chooses 1 of below choice;

- 1) None      2) 1 person      3) 2 persons      4) 3 persons
- 5) 4 persons      6) 5 persons      7) More than 5 persons

2. Primary (Grade 1 - Grade 6) (A23), chooses 1 of below choice;

- 1) None      2) 1 person      3) 2 persons      4) 3 persons
- 5) 4 persons      6) 5 persons      7) More than 5 persons

3. Lower Secondary School (Level 1 – Level 3) (A24), chooses 1 of below choice;

- 1) None      2) 1 person      3) 2 persons      4) 3 persons
- 5) 4 persons      6) 5 persons      7) More than 5 persons

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4. Senior High School (Grade 4 - 6) (A25), chooses 1 of below choice;
- 1) None
  - 2) 1 person
  - 3) 2 persons
  - 4) 3 persons
  - 5) 4 persons
  - 6) 5 persons
  - 7) More than 5 persons
5. Vocational Education (Vocational / High Vocational) (A26), chooses 1 of below choice;
- 1) None
  - 2) 1 person
  - 3) 2 persons
  - 4) 3 persons
  - 5) 4 persons
  - 6) 5 persons
  - 7) More than 5 persons
6. Higher Education (A27), chooses 1 of below choice;
- 1) None
  - 2) 1 person
  - 3) 2 persons
  - 4) 3 persons
  - 5) 4 persons
  - 6) 5 persons
  - 7) More than 5 persons

**Column A28 Supplementary occupation / supplementary income (means extra work /other work to supplement or extra earning to spend on a daily basis).** chooses 1 of below choice, if answer code "1" skip to A31, if answer code "2" - "4" continue A29.

- 1) No extra income (Skip to Question 16)
- 2) Agricultural occupations (such as supplementary crops, agricultural employee, etc.)
- 3) have a career in providing services (such as haircut, car repair etc)
- 4) There is a supplementary career beyond the prescribed.

**Column A29 Time to work for Supplementary Occupation / Supplementary Income,** chooses 1 of below choice:

- 1) Every time after main occupation
- 2) Occasionally/part-time

**Column A30 Number of supplementary income / supplementary income,** chooses 1 of below choice:

- 1) Less than 3,001 baht / month
- 2) 3,001 - 5,000 Baht / month
- 3) 5,001 - 10,000 baht / month
- 4) More than 10,000 baht / month

**Column A31 Having an informal debt if answer code "1" skip to A34 if answer code "2" continue A32 – A33,** chooses 1 of below choice:

1. None
- 2) Have informal debt

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Column A32 preservation code saved. Amount of loan, chooses 1 of below choice:

**1. Amount of loan**

- |                         |                          |
|-------------------------|--------------------------|
| 1) less than 3,000 baht | 2) 3,001 - 5,000 baht    |
| 3) 5,001 - 10,000 baht  | 4) More than 10,000 baht |

Column A33 gives a coded note. Amount of interest, chooses 1 of below choice:

**2. Amount of interest**

- 1) Less than 3,000 baht / month
- 2) 3,001 - 5,000 Baht / month
- 3) 5,001 - 10,000 baht / month
- 4) More than 10,000 baht / month

Column A34 Income from occupation and other income in 2016 (means the money earned from occupation and also includes other money that Low- Income Earner received, such as compensation from other work, alimony received from father and mothers or children, money from win lottery, welfare funds received from government, etc.)

1. No income
2. Income less than 30,001 baht / year.
3. Income 30,001 - 100,000 baht / year.
4. Have more than 100,000 baht / year.

**Part 4 Demand for Government Assistance**

Column A35 A matter needs assistance from the government prioritize 1

Column A36 A matter needs assistance from the government prioritize 2

Column A37 A matter needs assistance from the government prioritize 3

Column A38 A matter needs assistance from the government prioritize 4

Column A39 A matter needs assistance from the government prioritize 5

**Column A35-A39 Demand for government assistances**, specify no.1 – 5 in front of each choice for prioritizing the assistances 1-5 respectively.

1. Helps access existing basic welfare. (Such as the old sustenance allowance, disabled allowance, newborn baby premiums, etc.)

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2. Increase elderly allowance.
3. Increase disabled allowance.
4. Increase newborn baby allowance.
5. Increase scholarships for underprivileged children.
6. Organize vocational training / career skills enhancement.
7. Support supplementary occupations to increase income for one self.
8. Help find work to do in the hometown.
9. Provide temporary employment by government agencies.
10. Provide housing.
11. Provide land for earning the living.
12. Provide tools for earning the living.
13. Solve informal debt problem.
14. Provide accident insurance.
15. Helps access to the National Savings Fund.
16. Helps repair the housing.
17. Help repair equipment to earn a living.
18. Support public utility expenses (electricity, and water supply).
19. Support expenditure for consuming goods in daily life.
20. Reduce fare / travel expenses.
21. Reduce housing expenses.
22. Reduce medical expenses / support health care
23. Reduce cost of educational equipment for descendants.
24. Others

### **3. Data collection period**

Officers will interview Low Income People from the Public Welfare Registration Project, B.E. 2560 (2017) with a data collection period between 20<sup>th</sup> July – 18<sup>th</sup> August B.E. 2560 (2017).

### **4. Other information that people should be informed.**

4.1 Information obtained from the Low Income Survey will be used for statistical analysis or research only, absolutely not relating or linking to any personal or other types of taxation or the personal status of living.

4.2 People who are obliged to provide information under this Notice refers to the people who earn low income listing in the State Welfare Registration B.E. 2560 (2017).

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4.3 Statistics Act B.E. 2550 (2007) requires that the people has the duty to provide information according to the instructions specified in this notice. Anyone refuses to provide information; or does not fill out the questionnaire according to the instructions specified in this notice; or does not return the completed questionnaire to the officer within the period stated in this notice; or does not facilitate the officer to enter the building or office of the people who has to provide information or fill out the questionnaire during the time of the sunrise to sunset or at any other time the people who has to provide information has notified in order to inquire or fill out a questionnaire or to verify the accuracy of the data; shall be liable to a fine not exceeding three thousand baht.

4.4 In order to obtain the right and actual information, the people who is obliged to provide information as specified in 4.2, if deliberately falsifies the information, is subject to up to three-months imprisonment, a fine up to 5,000 baht, or both.

4.5 For the information collected, the National Statistical Office (NSO) will take the personal information protection measure strictly according to the Statistics Act B.E. 2550 (2007) as a guarantee to prevent any damage to the respondent. The NSO will take the personal or individual information given or filled out to conduct the statistical analysis or research only. If the NSO officer is found to violate the rule by exposing any personal or individual information to others who do not have any duty according to this act; or that is not the case of disclosure for the purpose of any investigation or trial accusing of misconduct according to this act; or the disclosure to other government agencies, state enterprises, public organizations, local authorities, and government entities for the benefit of conducting statistical analysis or research, all in all without creating any damage to the information owner and without disclosing the identity of the information owner, the NSO will take the criminal actions against the officer who violates this rule immediately.

4.6 The officer who is appointed by the Director-General of the National Statistical Office has authority under the Statistics Act B.E. 2550 (2007) to enter a building or an office of a person who has to provide information or fill out a questionnaire during the time of the sunrise to sunset or at any other time the people who has to provide information has notified in order to inquire or fill out a questionnaire or to verify the accuracy of the data. In doing so, the respondent has to appropriately facilitate the officer and the officer has to present the identity card to the respondent or anyone who involves in this matter before the interview every time.

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4.7 The identity card of the officer has the following verification points:



Notified on the 23<sup>rd</sup> June B.E.2560 (2017)

Nuannapa Thanasak

Deputy Director-General of the National Statistical Office

Acting Director-General

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