

(Unofficial Translation)\*

Notification of National Statistical Office

Re: The description of methodology in the establishment survey  
on the use of information and communication technology

B.E. 2559 (2016)

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National Statistical Office shall conduct the establishment survey on the use of information and communication technology (ICT) in order to collect the statistics on ICT usage in establishments. For instance, ICT usage, ICT personnel, demand on ICT personnel employment, the restrictions on ICT usage, and entrepreneurs' requirement for government assistance. The information would be used for formulating and planning policies, personnel training, capacity building on ICT usage to be efficient, amending legislations and regulations of agencies in public and private sectors.

By virtue of Section 9 and Section 10 of the Statistic Acts B.E. 2550 (2007), and Ministerial Regulation of the 2015 establishment survey on the use of information and communication technology. Be it, therefore, enacted the description of methodology on the 2016 establishment survey on the use of information and communication technology as follows:

1. Data collection methods

Data is collected by interviewing establishment's owner or a representative of the establishment by competent officers of the National Statistical Office

2. Details of questionnaire and instructions for fulling out the questionnaire

2.1 The questionnaire used in the 2016 establishment survey on the use of information and communication technology is the enumeration form (ICT.16) which is the form for recording the details of sampled establishments

2.2 Instructions for fulling out the enumeration form (ICT.16) are as follows:

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

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Cover page Location of the establishment

Enumerator shall record establishment's details on the current location, identification, type of economic activity, and record code of those information

Section 1 General information of the establishment

Variable A01 record duration of business operation  
Variable A02 record code of form of legal organization  
Variable A03 record code of form of economic organization  
Variable A04 - A05 record amount of registered capital  
Variable A06 record code of foreign investment or share holding  
Variable A07 - A12 record the number of full-time workers of the establishment

Section 2 Use of computers for business in the establishment

Variable B01 record code of using computer for business  
Variable B02 - B07 record the number of computers and the number of computers connected to the internet in the establishment  
Variable B08 record the number of persons who routinely use computers at work  
Variable B09 - B12 record code of using computers in other places (multiple choice are allowed)  
Variable B13 - B20 record code of a restriction for not using computers for business (multiple choice are allowed)  
Variable B21 - B22 record code of a plan and expected budget to use computers for business in 2017  
Variable B23 record code of having an INTRANET

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Variable B24	record code of having an EXTRANET
Variable B25	record code of having a LAN
Variable B26	record code of using open source software
Variable B27 – B32	record code of software which the establishment usually uses (multiple choice are allowed)
Variable B33 – B41	record code of group of software used in the establishment
Variable B42	record code of using computers for back office management
Variable B43 – B54	record code of using Management Support System (multiple choice are allowed)
Variable B55	record code of using software manufactured by Thai entrepreneurs or foreign entrepreneurs (multiple choice are allowed)
Section 3	Use of the internet for business in the establishment
Variable C01	record code of using the internet for business
Variable C02	record the number of persons who routinely use the internet at work
Variable C03 – C12	record code of a restriction for not using the internet for business (multiple choice are allowed)
Variable C13 – C24	record code of objectives of using the internet (multiple choice are allowed)
Variable C25 – C35	record code of type of internet connection (multiple choice are allowed)

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Section 4 Use of a website for business in the establishment

- Variable D01 record code of using a website for business
- Variable D02 – D09 record code of a restriction for not using a website for business (multiple choice are allowed)
- Variable D10 – D16 record code of objectives of having a website (multiple choice are allowed)
- Variable D17 record code of using social network for business
- Variable D18 – D23 record code of objectives of using social network for business (multiple choice are allowed)
- Variable D24 record code of generating QR code for accessing purposed websites/data

Section 5 Placing / receiving orders for goods or services over the internet

- Variable E01 record code of placing orders for goods or services over the internet
- Variable E02 record percentage of total purchasing value from domestic sellers by placing orders via the internet
- Variable E03 record percentage of total purchasing value from international sellers by placing orders via the internet
- Variable E04 – E08 record code of a restriction for not placing orders for goods or services over the internet (multiple choice are allowed)
- Variable E09 – E16 record code of factors' significance effecting decision-making for purchasing orders for goods and services via the internet set a priority as follows:

- If a factor is insignificant = code 0
- If a factor is low significant = code 1
- If a factor is medium significant = code 2
- If a factor is high significant = code 3
- If don't know/not related yet = code 4)

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Variable E17	record code of making a payment for goods and services via the internet
Variable E18 - E24	record code of incentive factors for making a payment for goods and services via the internet (multiple choice are allowed)
Variable E25 - E31	record code of a reason for not making a payment for goods and services via the internet (multiple choice are allowed)
Variable E32	record code of receiving orders for goods and services via the internet
Variable E33	record code of receiving a payment for goods and services via the internet
Variable E34	record code of perceiving the Electronic Transactions Act

Section 6 Expenditure for ICT goods and services

Variable F01- F07	record total expenses for ICT goods and services
Variable F08 - F09	record code of change of income and expenditure of establishment from using ICT in business

Section 7 Making and receiving a payment for goods and services

Variable G01 - G12	record code of a channel for making a payment for goods and services (multiple choice are allowed)
Variable G13 - G20	record code of factors' significance effecting decision- making for choosing a channel for making a payment for goods and services via the internet (set a priority as follows: If a factor is insignificant = code 0 If a factor is low significant = code 1 If a factor is medium significant = code 2 If a factor is high significant = code 3 If don't know/not related yet = code 4)

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- Variable G21 - G28 record code of a reason for not making a payment through electronic channel (multiple choice are allowed)
- Variable G29 - G35 record code of a channel for receiving a payment for goods and services (multiple choice are allowed)
- Variable G36 – G43 record code of factors’ significance effecting decision-making for choosing a channel for receiving a payment goods and services via the internet (set a priority as follows:
- If a factor is insignificant = code 0
  - If a factor is low significant = code 1
  - If a factor is medium significant = code 2
  - If a factor is high significant = code 3
  - If don't know/not related yet = code 4)

Section 8 ICT personnel in the establishment (ask only company limited and public company limited)

- Variable H01 record code of having personnel who graduated in a field of ICT
- Variable H02 – H07 record the number of personnel who graduated in a field of ICT
- Variable H08 – H16 record the number of ICT personnel in each occupation group/position by graduation field and degree
- Variable H17 record code of demand on ICT personnel employment
- Variable H18 record the number of ICT personnel required
- Variable H19 – H22 record the number of ICT personnel required in each occupation group/position

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Section 9 Opinions related to ICT in the establishment

Variable I01	record code of the requirement for government assistance in ICT
Variable I02 – I15	record code of the subject required for government assistance in ICT (multiple choice are allowed)

3. Data collection period

Data collection shall be conducted between April and June B.E.2559 (2016)

4. Other information that the public should know

4.1 The data from the 2016 establishment survey on the use of information and communication technology shall not be disclosed in each record. However, the data shall be published in overview, and shall not involve in any taxation.

4.2 The person who shall provide information in accordance with this notification means establishment's owner or a representative of the sampled establishment.

4.3 The Statistics Act B.E. 2550 (2007) section 18 and section 19 assign this is the obligation of individual to provide information in accordance with the method prescribed in the notification. Any person who fails to provide information or fill out the questionnaire in accordance with the method prescribed in the notification or fails to return the completed questionnaires to the competent officer or an agency within the period specified in the notification or fails to accommodate the competent officer who enter the building or workplace of the person required to provide information between sunrise and sunset or at any other time as notified by said person in order to make inquiries about the information or fill out the questionnaire or to check the accuracy of the information shall be liable for a fine of not exceeding three thousand Baht.

4.4 Any person with duty to provide information under 4.2 who provides false information shall be liable for imprisonment of not exceeding three months or a fine of not exceeding five thousand Baht, or both that such the information provided is correct and true.

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4.5 The National Statistical Office shall follow the personal information protection measures received from data collection strictly under The Statistics Act B.E. 2550 (2007) in order to protect damage on information providers. Individual information or personal information provided by the owner or given in the questionnaire will use for statistics or analysis or research only. If the competent officer violates by disclosing the information to other persons who are not performing duties under this act, or disclosing for any purpose other than any investigation or legal proceedings in case relating to an offense under this act, or statistical production or analysis or research by government sector, state enterprise, public organization, local administrative organization and other government office that such disclosure does not cause damage to the information owner and does not identify or disclose the data owner. The agency will conduct criminal proceedings to violators immediately.

4.6 Competent officer who is appointed by Director-General of the National Statistical Office is authorized under The Statistics Act B.E. 2550 (2007) to enter the building or workplace of the person required to provide information or fill out the questionnaire between sunrise and sunset or at any other time as notified by the said person in order to make inquiries about the information or fill out the questionnaire, or to check the accuracy of the information. To this end, the said person shall accommodate the competent officer as appropriate. However, the competent officer shall always present identity card (ID card) to the person required to provide information or relevant persons before collecting information.

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4.7 Identity card of the competent officer has any check point as follows:



Notified on the 29<sup>th</sup> April B.E. 2559 (2016)

Wilailuk Chulewattanakul

Director-General of the National Statistical Office

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