

CONFIDENTIAL

INSTRUCTIONS FOR COMPLETING FORM B

MALTA CENSUS 1967

FORM B

PERSONAL PARTICULARS OF PERSONS ENUMERATED

NAME AND ADDRESS OF HEAD OF HOUSEHOLD

Name

Address

.....

Household No.

If this Household is part of an institution for which Form F, G, H, I, J, is prepared give :—

Name of Institution

Address

.....

Schedule No. of Institution

Form "B" is used for the collection of personal particulars of every member of the household, including any member who is temporarily absent. A household is defined for Census purposes as a person living alone or two or more persons living together as a family. This includes a normal family with or without any relatives, servants, employees residing in the whole or in part of a dwelling.

A separate Form "B" is to be completed in respect of every Maltese household and of every non-Maltese household whose stay or intended stay in the Islands exceeds one year. Non-Maltese households or individuals staying in Malta for less than one year are to be enumerated on Form "B Listing" or Form "B Abridged" as indicated in the instructions on those two forms.

Enumerators are to fill in the indicative information at the head of the Form (Boxes numbered 2 to 13) from codes supplied by the Census Office.

Column A — The name of the head of the household should be allotted line No. O followed by the wife's name and unmarried children's names starting with the eldest, continuing with the next elder and so on. Thereafter, enter any relatives, servants and employees who are to be included, see below.

N.B. In the case of a U.K. Serviceman write the word "U.K. SERVICEMAN" and leave the rest of the line blank.

PERSONS TO BE INCLUDED

(i) All members of the household who ordinarily reside in the dwelling even if temporarily absent. This includes those members who are temporarily residing with relatives elsewhere in the Islands, and those members sleeping out with another household with whom they work for only 3 or fewer nights per week.

(ii) Members of the household who may be in hospital or other institution in Malta for a period of less than one year.

(iii) Members of the household who may be serving on board ships, with the R.M.A. in Germany or with other British Service Units as locally recruited personnel, irrespective of duration of absence.

(iv) Members of the household who may be away from the Island (on holiday trips, courses of study, for medical treatment abroad etc.) provided they have not emigrated.

(v) Domestic servants and other employees who usually sleep in for 4 or more nights per week.

(vi) Relatives and Maltese visitors who have common cooking arrangements with the household and regularly sleep on the premises.

PERSONS TO BE EXCLUDED

4. **Third Level:** Post Secondary: No. 4 followed by number of years spent there, e.g., 4.3 — Third year of University or Polytechnic.

Column M, N, O — These Columns refer to Maltese married women only. In Columns N and O, where a woman has been married twice, enter the total number of years in the married state.

Columns P to Z — Economic Activity

TO BE COMPLETED BY ALL PERSONS 14 YEARS OF AGE AND OVER IN RESPECT OF WEEK ENDING 28TH OCTOBER 1967.

All persons over the age of 14 years must be classified in only one part of this section VIZ:

- Either: Not available for work (Column P only)
- or: At work during week ending 28th October 1967 (Columns Q to X)
- or: Unemployed (Columns Y and Z)

N.B. The term at work includes all persons, including family workers, who worked during the week ending 28th October 1967, or who had a job in which they had already worked but from which they were temporarily absent because of illness or injury, industrial dispute, absence with or without leave or temporary disorganization of work due to such cause as bad weather or mechanical breakdown.

Column P — Specify reason in short such as: student, housewife, home duties, retired, of independent means, physically handicapped, old age, etc.

Column Q — The precise occupation is required here. For example, it is not enough for a person to state that he is employed with the Drydocks, Services or the Government; he should state "driver, painter, shipwright, clerk, electrical fitter, wood turner, brass moulder" etc. as the case may be.

Column S — Every person who enters an occupation in Column Q must here state the nature of service, business or production in respect of the main occupation (i.e., the industrial sector in which the person was engaged) such as retail trade; hotel; public transport; metal manufacturing; textiles; woodwork; domestic service; or, if employed with the Government or Services, the department etc., e.g. Public Works Department, generating station, pumping station, etc.

Column T — Give town or village of place of work. Those with no fixed place of work, give locality of head office.

Column U — The term employer includes only working owners, proprietors, or partners of professional, industrial or commercial firms or organizations who employ and pay other persons in their business establishments. (Directors and managers working for a salary although

NOTICE

1. The head of household or the person for the time being acting as head of household is required by law to give to the Enumerator appointed by this Office for this purpose the information included in this return and in the form set out therein in respect of all persons who are present on the night of Sunday/Monday 26/27th November, 1967 in the dwelling or who, although not present at that time, usually reside with the household.
2. One or more persons separately occupying a dwelling or part of a dwelling will be regarded as a separate household for Census purposes. Relatives and Maltese visitors who have common cooking arrangements with a household and regularly sleep on the premises will be regarded as part of the household. Domestic servants will be included with the household if they sleep in for 4 or more nights per week.
3. If any person whose duty it is to give information refuses to do so, or wilfully gives false information, or uses otherwise than for the purposes of making the return any information given him for that purpose, he will be liable to the fines laid down under section 10 of the Census Act, 1948.
4. The contents of the schedule are strictly confidential.

Census Office,
1, Windmill Street,
Valletta.

H. A. FRENDO,
Census Officer.

(vi) Relatives and Maltese visitors who have common cooking arrangements with the household and regularly sleep on the premises.

PERSONS TO BE EXCLUDED

(i) Members of the household who normally sleep out with another household with whom they work for 4 or more nights per week and relatives staying with the household only temporarily. (These will be enumerated with the household with whom they usually sleep).

(ii) Members of the household who emigrated before Census night.

(iii) Relatives and Maltese visitors who have separate cooking arrangements. (These are considered as a separate household. A separate Form B is to be completed).

(iv) Relatives who form a separate household by themselves and have another dwelling in Malta. (A separate Form B and a Form E are to be completed).

(v) Domestic servants or employees who do not sleep in for 4 or more nights per week. (They will be enumerated with their families).

(vi) Visitors and guests from overseas. (A Form B Listing is to be completed for these persons if staying under 3 months or a Form B Abridged if staying between 3 and 12 months).

Columns B to G — Follow instructions in column headings.

Column H, J — No entry is required for Maltese citizens. In recording the stay of non-Maltese citizens, ignore any short absences on leave or on business abroad.

Use the following code:

For those staying 1 to 24 months 01...24
Over 24 months, change to years Y2, Y3,
etc.

For those staying permanently 99

Column K — This column is to be completed for those 5 years of age and over. For those who have once attended any school but who have completed their education, give the age at which they left school as a two-figure number, e.g., 09 11, 15 etc.

Column L — This column is only to be completed for those persons for whom any age has been declared in Column K.

Use the following code:

1. **First Level:** Primary Level: No. 1 followed by class reached e.g., 1.3 — Third Standard of Primary School
2. **Second Level:** Secondary Level Grammar School: No. 2 followed by class reached e.g., 2.6 — Sixth Standard of Secondary School
3. **Second Level:** Secondary Level Technical School: No. 3 followed by class reached e.g., 3.3 — Third class of Technical School

Column U — The term **employer** includes only working owners, proprietors, or partners of professional, industrial or commercial firms or organizations who employ and pay other persons in their business establishments. (Directors and managers working for a salary although responsible for the employment of others are NOT classified as employers but as employees. A person who employs a domestic servant, gardener, driver, etc. in his **private** establishment however is NOT classified as an employer).

Own Account Workers include persons engaged in a gainful occupation who are neither employers nor employees e.g., farmers, lawyers, physicians, shopkeepers, carpenters, who do not receive or pay any wage or salary.

N.B. For the purpose of this Census, priests and other religious workers are considered as own account workers.

Employees include all persons who work for an employer for any sort of remuneration (but not only payment in kind).

Unpaid Helpers are usually members helping their Head of household in his occupation (farming, store or shop keeping) without being directly remunerated in cash.

Column V — The reason to be stated at (c) of this column may be one of the following: normal hours; sickness; leave or time off; seasonal stoppage or closed business; laid off; stoppage or strike; new job; opening of new business; or no other work available.

Column W — This column applies only to employees. Figures are to be expressed in shillings per week as a three digit number. For incomes over 1000 shillings per week, enter 999.

Column X — In line (a) enter any skill that the person might have acquired by training or experience which is NOT being practised; e.g., fitter; tailor; book-keeper. In line (b) give type and length of training, e.g., apprentice 4 years, experience 3 years, night classes 4 years.

Column Y — If a person is unemployed but is not actively seeking a job, the reason to be stated in line (b) should be taken from the following classification:

1. Considers jobs available not suitable ... — No job
2. Given up hope of finding a job - ... — No hope
3. Not likely his skill can be employed at this season of the year ... — Seasonal
4. Awaiting to emigrate — Prospective emigrant
5. Any other ... — To be specified

Column Z — In line (a) use the following code:
Up to 52 weeks 01.....52
Over 52 weeks, change to years Y1, Y2, Y3, etc.

ORDER NUMBER	REPEAT CHRISTIAN NAME	Specify whether student, home duties, retired, etc. See Instruction	State at:				Number of years occupation at Q (a) has been followed	State at:			Locality of enter- prise, i.r.o. main occupation	Use one of the following code numbers i.r.o. main occupation Employer - 1 Own Account Worker - 2 Employee - 3 Unpaid Helper-4	State at:				State at:				State at:			State at:												
			(a) Precise occupation followed as main source of livelihood during week. (b) Any subsidiary occupation fol- lowed.					(a) Nature of service, business or pro- duction i.r.o. main occupation (b) Nature of service, business or production i.r.o. subsidiary oc- cupation					(a) No. of hours worked in main occupation (b) No. of hours work- ed in sub-iliary occupation If total no. of hours is less than 35 give reason at (c)				(a) Wage or salary from from main employ- ment (shillings per week). (b) Overtime payments, allowances, etc. from same. (c) Remuneration from subsidiary employ- ment				(a) Any craft, skill, trade or calling (besides those of (a) & (b) of Col. Q) which is not being practised. (b) Specify type and length of training See Instruction			(a) Whether seeking a job (put YES or NO) If YES, state at (b) nature of job being sou- ght. If the re- ply to (a) is No, state at (b) reason in brief See Instruction			(a) No. of weeks person has been unemployed, and at (b) Nature of last job held: if seeking first job write 'none'									
			P				Q				R	S			T	U	V				W				X			Y			Z					
37		38			39	40	41	45	46			47	48	49	53	51	55	56	57	58	60	61	62	63	64	65	69	70	71		74		77	78		
0			a							a							a		b		a		b		a			a			a					
			b		42	43	44			b		50	51	52			c			59			66	67	68			72	73	b		75	76	b	79	80
1			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
2			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
3			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
4			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
5			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
6			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
7			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
8			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				
9			a							a							a		b		a		b		a			a			a					
			b							b							c												b			b				



POPULATION, HOUSING AND EMPLOYMENT CENSUS, 1957.

SUMMARIES OF DATA IN LIST OF DWELLINGS AND HOUSEHOLDS

DIVISION NO.....

LOCALITY.....

CENSUS DISTRICT OR SUB-DISTRICT NO.....

PARTICULARS OF ENUMERATOR:

Name.....

Address.....

PARTICULARS OF SUPERVISOR:

Name.....

Address.....

SPECIAL FORMS FOR PREMISES IN THIS AREA

Premises	Form Letter	Total No. of Forms	Serial Nos. of Each Form
Institutions	F		
Kerrejjas	G		
Hotels etc.	H		

NOTE: PLEASE NOTE THAT THE LEFT HAND PAGES OF THIS FORM ARE FOR CENSUS OFFICE USE ONLY.

TOTALS OF PERSONS
(FOR USE IN CENSUS OFFICE ONLY)

	All Ages			Aged 0 - 13		Aged 14 and over		Gainfully Occupied		Persons in Shared Dwellings
	P	M	F	M	F	M	F	M	F	
From Form A (opposite)										
Visiting Away										
From Form G (Kerrejjas)										
Adjustments for Private Households										
Total Private										
From Form F (Institutions)										
From Form H (Hotels)										
Adjustments for Institutions										
Grand Total										

TOTALS OF ACCOMMODATION

(FOR USE IN CENSUS OFFICE ONLY)

	All Households							Households in Shared Dwellings											
	Count of Dwellings	Total Rooms	Total Households	Congested Households				Count of Dwellings	Total Rooms	Total Households	Congested Households								
				3 or over		2 or over					3 or over		2 or over						
				Count	Persons	Count	Persons				Count	Persons	Count	Persons					
From Form A (opposite)																			
Visiting Away																			
From Form G (Kerregjas)																			
Adjustments for Private Households																			
Total Private																			
From Form F (Institutions)																			
From Form H (Hotels)																			
Adjustments for Institutions																			
Grand Total																			

SUMMARY OF ACCOMMODATION

(TO BE COMPLETED BY ENUMERATOR)

Data for "Congested Households" refer to the number of persons per room.

Folio	All Households							Households in Shared Dwellings						
	d	j	k	G				d	j	k	G			
	Count of Dwellings	Total Rooms	Total Households	Congested Households				Count of Dwellings	Total Rooms	Total Households	Congested Households			
				3 or over		2 or over					3 or over		2 or over	
			Count	Persons	Count	Persons				Count	Persons	Count	Persons	
1														
2														
3														
4														
5														
6														
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20														
21														
22														
23														
24														
25														
26														
27														
28														
29														
30														
Total														

TOTALS OF UTILITY SERVICES

(FOR USE IN CENSUS OFFICE ONLY)

	Number of Dwellings	Connected to Public Mains								None	House drains Connected to			Water Cistem
		Electricity Gas, Water	Electricity Water	Electricity Gas	Electricity Only	Water Only	Water Gas	Gas Only	Sewer		Cesspit	None		
From Form A (opposite)														
Visiting Away														
From Form G (Kerrejjas)														
Adjustments for Private Households														
Total Private														
From Form F (Institutions)														
From Form H (Hotels)														
Adjustments for Institutions														
Grand Total														

SUMMARY OF UTILITY SERVICES

(TO BE COMPLETED BY ENUMERATOR)

Cols	d	e.f.g.	o f	o g	e	f l	f l g	g	h	f2					
Folio	Number of Dwellings	Connected to the Public Mains									House Drains Connected to			Water Cistern	
		Elec. Gas Water	Elec. Water	Elec. Gas	Elec. Only	Water Only	Water Gas	Gas Only	None	Sewer	Cesspit	None			
1															
2															
3															
4															
5															
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22															
23															
24															
25															
26															
27															
28															
29															
30															
Total															

TOTALS OF AMENITIES
(FOR CENSUS OFFICE USE ONLY)

	Total Households	All Households						Total Sharing Households	Households in Shared Dwellings										
		Sink		Bath		Water Closet			Sink		Bath		Water Closet						
		S	N	S	N	S	N		S	N	S	N	S	N					
From Form A (opposite)																			
Visiting Away																			
From Form G (Korrejjas)																			
Adjustments for Private Households																			
Total Private																			
From Form F (Institutions)																			
From Form H (Hotels)																			
Adjustments for Institutions																			
Grand Total																			

