

Survey of industrial firms - 2003

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PART A – General information

Bank of Italy codes: Branch code Firm code.....

(to be entered by branch) Type (sub-group)⁽¹⁾

Town..... Istat town code

Name of firm _____

Legal status Branch of activity (Ateco91)⁽²⁾

(1=SRL; 2=SPA; 3=SAA; 4=SCRL; 5=SCRI; 6=SAS; 7=SNC; 8=Other) Branch of activity (Ateco2002)⁽³⁾

Year of creation

Does the firm belong to a group? NO YES ↓

If the firm belongs to a group (a 'group' being a set of several firms directly or indirectly controlled – through one or more chains of control – by the same physical persons or the same public entity):

Is the firm the parent company? ... YES NO ⇒ Name of the parent company _____

Name of the group _____

Nationality of the group (1=Italian; 2=EU country on 31-12-2003 (except Italy); 3=Non-EU country on 31-12-2003)

What the firm the object of extraordinary **corporate actions** in 2003? NO YES ↓

(merger, acquisition, split, capital contribution, transfer of assets)

If yes: Please tick the box **if you are unable to provide homogeneous data** for 2002 and 2003

(1) See Central Credit Register, *Nuova classificazione della clientela bancaria, 1991*. - (2) See ISTAT, *Classificazione delle attività economiche. Metodi e norme, 1991*. - (3) See ISTAT, *Classificazione delle attività economiche. Metodi e norme, 2002*.

PART B – Workforce and wages

(amounts in numbers)

	Total workforce	Total on fixed-term contract	Total non-EU workers
<u>2002</u> Average workforce			
Workforce at end of year			
Hirings			
Separations.....			
<u>2003</u> Average workforce			
Workforce at end of year			
Hirings			
Separations.....			
<u>2004</u> Workforce at end of year (projection)			

Total hours worked by payroll employees

- of which: **per cent** overtime

2002	2003
<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> %

Wages and salaries in 2003

Total gross annual per capita wages (€)⁽¹⁾

Minimum wage per national contract⁽²⁾

(approximate per cent of total)

Workers & apprentices	Clerks & mangers	General average
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %

(1) Includes social security and tax withheld on behalf of workers; does not include firms' payments on behalf of INPS (National Social Security Institute) and others. - (2) The part covered by national contract includes: minimum wages, cost of living allowance, thirteenth and other additional months' pay, meal allowance, overtime, and shift allowance.

Staff recruitment during 2003

Did you fill vacancies with new hirings or use of temporary work?

How many weeks did it take on average to fill vacancies?

How many times did you renew or extend fixed-term contracts?

How many vacancies were still not filled at the end of 2003?

How effective according to your company were the following **methods of recruitment** ⁽¹⁾ (tick one or more boxes)

- Public employment agency
- Private agency (employment, recruitment, temporary work, etc.)
- Advertisement
- Internet/e-mail search (homepage advertisements, e-mails, etc.)
- Recommendations of staff, unions, trade or non-profits associations, etc.
- Examinations of CVs received from job-hunters
- Other (please specify)

How effective for your firm were fixed-term contract renewals or extensions ⁽¹⁾ ..

Workers & apprentices		Clerks & managers	
<input type="checkbox"/> NO	<input type="checkbox"/> YES↓	<input type="checkbox"/> NO	<input type="checkbox"/> YES↓
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(1) (1=not effective; 2=fairly effective; 3=very effective; 8=not used).

In the period 2001-2003 did you increase your scale of production (in terms of production capacity and/or workforce)? NO YES

If yes: to what extent? (1=a little; 2=a fair amount; 3=a lot).....

If not: why? (no more than two answers)

- present scale is appropriate for targets
- prospects are of a moderate increase in demand
- potential problems of control over firm
- organisational factors
- difficulty finding managerial staff and/or qualified personnel.....
- risk of increased rigidity in use of workforce
- financial factors
- other (please specify)

PART C – Gross fixed investment in Italy (please enter amounts in € thousand; enter 0 for no investments)

	2002	2003	Forecast 2004
Total expenditure on material goods ⁽¹⁾			
- of which: property			
- of which: for material goods used			
Total spending on software, databases and mineral exploration ⁽²⁾			

(1) Material goods include property, plant, machinery and equipment, and means of transport. - (2) Includes expenditure on original copyright of entertainment and works of literature or art.

PART D – Turnover and operating result

(please enter amounts in € thousand)

	2002	2003	Forecast 2004
Turnover from sales of goods and services in the year			
- of which: for export			

Share of 2003 **turnover** from production to **commissioning firm's technical specifications** (contract work) . %

⇒ Main location ⁽¹⁾ of firms commissioning work.....

Share of 2003 **purchases** of goods produced by other firms to **your specifications** (contract work) %

⇒ Main location ⁽¹⁾ of firms performing contract work

Please describe the firm's **operating result** ⁽²⁾ for 2003?.....

(1) (1=Same region in which head office is located; 2=North; 3=Centre; 4=South & Islands; 5=Abroad). - (2) (1=large profit; 2=small profit; 3=broad balance; 4=small loss; 5=large loss).

PART E – Information and communication technology

Number of PCs (including laptops) available within the firm on 31.12.2003

	Transactions	If yes, please state percentage
On-line transactions in 2003		
Selling ⁽¹⁾ on-line (per cent of turnover).....	<input type="checkbox"/> NO <input type="checkbox"/> YES⇒	<input type="text"/> <input type="text"/> <input type="text"/> %
Buying ⁽¹⁾ on-line (per cent of purchases)	<input type="checkbox"/> NO <input type="checkbox"/> YES⇒	<input type="text"/> <input type="text"/> <input type="text"/> %

(1) Transactions conducted either between firms or between firms and consumers involving the placement on-line of an order for a good or service; delivery and payment may take place either on-line or off-line.

PART F - Financing

Please state whether, at the terms and conditions (cost and collateral) currently applied, the firm would like to **borrow more** from banks or other lenders NO YES↓

If you answered yes to the above question, please say:

- whether the firm would be willing, at present, to pay a slightly higher rate of interest or to accept slightly harsher terms and conditions (e.g. extra collateral) in order to borrow more? NO YES
- why you think the firm has been unable so far to borrow as much as it would wish?: (*tick one box only*)
 - no banks or other lenders have been contacted for that purpose yet
 - the lenders who have been contacted are unwilling to increase the volume of lending to the firm.....

In 2001-2003 did you obtain guarantees from a collective loan guarantee consortium? NO YES

PART G – Trade credit and trade debt

Trade credit (*Please indicate average for 2003*)

Amount of trade credit ⁽¹⁾ (€*thousand*)..... **Average duration of contract in days**

Composition of trade credit by type of contract/effective terms of payment:

one-part-terms ⁽²⁾ % paid by deadline %
 two-part terms ⁽³⁾ % paid over deadline % ⇒ average delay in days
Total credit % **Total credit** %

For two-part term trade credit only, please state the **monthly discount** that the firm offered to customers (*for instance, for payment in 10 days as opposed to payment in 40 days*) %

Please state the percentage of trade credit and turnover per sector

Italy:

- General gov. (central & local auths, health services, social security agencies)* %
- Consumer households*..... %
- Producer households (self-employed workers, craft firms, sole proprietorships)* %
- Non-financial companies*..... %
- Financial companies (banks, insurance & other financial companies)* %

• **Total for Italy** %

• **Other countries** %

Total for Italy and other countries..... %

Per cent of trade credit	Per cent of 2003 turnover
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> %
1 0 0 %	1 0 0 %

Trade debt (*Please indicate average for year*)

Amount of trade debt ⁽⁴⁾

2002	2003
<input type="text"/>	<input type="text"/>

Actual average duration in days

2002	2003
<input type="text"/>	<input type="text"/>

 (€*thousand*)

(1) Average yearly amounts outstanding. Includes any provision for diminution in value of trade credit. - (2) The purchaser was given an extension of payment at no additional cost and was not offered any discount for early payment (for example, 10 days instead of 40 days after delivery). - (3) The extension of payment entailed a cost for the purchaser, in the sense of forgoing a discount or a complimentary offer and/or of having to pay a higher price or a rate of interest. - (4) Average yearly amount outstanding.

How would you judge the effort involved in completing the questionnaire?

modest	average	large	excessive
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 Additional comments: _____
