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PART A – General information

Bank of Italy codes: (to be entered by BI branch)	Branch code	Firm code
	Site of registered office	Type (sub-group) ⁽¹⁾
Town	Istat town code	

Name of firm

Legal status ☐ 1 SRL ☐ 2 SPA ☐ 3 SAPA ☐ 4 SCRL ☐ 5 SCRI ☐ 6 SAS ☐ 7 SNC ☐ 8 Other

for SPA (public limited company) only: Did the firm adopt a governance model other than the traditional one?

☐ no ☐ yes ☐ dualistic 1 ☐ monistic 2

Branch of activity - Istat Ateco2002⁽²⁾ Year of creation

Does the firm belong to a group? ☐ yes ☐ no

If the firm belongs to a group (i.e. a set of 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 co.? ☐ yes ☐ no ☐ Name of parent company

Name of group

Nationality of group ☐ 1 Italian ☐ 2 Other EU on 31-12-03 ☐ 3 New EU member ☐ 4 R.O.W.

Was the firm involved in extraordinary operations in 2005? ☐ yes ☐ no

If yes: Are you able to provide homogenous data for 2004 and 2005? (see instructions) ☐ yes ☐ no

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

PART B – Workforce and wages

(amounts in numbers)

	Total workforce	Total workers & apprentices	Total on fixed-term contract	Total non-EU workforce
2004				
Average workforce				
Workforce at end of year				
Hirings				
Departures				
2005				
Average workforce				
Workforce at end of the year				
Hirings				
Departures				
2006				
Average workforce (projection)				

Total actual hours worked by payroll employees

- of which: **per cent** overtime

2004	2005

Wages and salaries in 2005

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

Minimum national contract wage⁽²⁾
(approximate per cent of total)

Workers & apprentices	Clerks & managers	General average

(1) Includes social security and tax withheld on behalf of employees; does not include company payments on behalf of INPS and other social security institutes. - (2) The part covered by national contract includes minimum rates of pay, cost-of-living allowance, 13th month's pay (*tredicesima*) and other additional months' pay, meal allowance, overtime, and shift allowance.

At the end of 2004 did the firm employ persons under **collaboration contracts**

(collaborazione coordinata e continuativa)?⁽¹⁾ ☐ yes ☐ no

If yes: Please state the number of such contracts outstanding at the **end of 2004**

At end of year 2005 how did these contracts change as a consequence of recent labour reforms (Legislative Decree 276/2003, the so-called 'Biagi law')? (number)

- they remained unchanged, regulated by the same collaboration agreement.
- they were transformed into 'project' contracts
- they were changed to fixed-term contracts
- they were changed to open-term contracts
- they were changed to consultancy contracts⁽²⁾
- the positions were terminated (the person does not collaborate with the firm any more) ..

(1) For definitions please see the instructions. - (2) The person previously hired on a collaboration contract started self-employment and continued to work with the firm.

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

	2004	2005	2006 projection
Total expenditure on tangible assets ⁽¹⁾			
- of which: property			
- of which: hardware ⁽²⁾			
Total expenditure on software, databases and mineral exploration ⁽³⁾			

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

PART D - Turnover and operating result

Turnover (€ thousands)	2004	2005	2006 projection
Turnover from sales of goods & services in year			
- of which: for export			

	2005/2004	2006/2005 projection
Average annual percentage change in prices of invoiced goods & services	<input type="text"/> %	<input type="text"/> %

Please describe the firm's **operating result** for 2005

☐ 1	large profit	☐ 2	moderate profit
☐ 3	broad balance	☐ 4	moderate loss
☐ 5	large loss		

PART E - Effect of public incentives on investment decisions and demand for finance

Did your firm benefit during 2005 from public aid or investment incentives from the State or other public bodies in such forms as tax credit, subsidised credit, sunk contributions, etc.)?

	☐ yes	☐ no
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If yes:

a) Amount of funds received in 2005 (€ thousands)

b) **Without** aid or incentives in 2005 your firm would have made (answer 'yes' once only):

1) the same amount of investments in the same projects	☐ no	☐ yes
2) the same amount of investments, but in projects that were at least partly different	☐ no	☐ yes
3) a different amount of investments if yes: go to c) then d)	☐ no	☐ yes
4) no investment at all if yes: go to d)	☐ no	☐ yes

c) As a percentage of total investments in 2005, how much would you have spent without aid or incentives? %

d) What reasons would have led you to reduce or eliminate investments in 2005 if no aid or incentives had been available? (only two answers possible)

1) there would have been no return on the investment without the incentives	☐ no	☐ yes
2) without incentives it would have been better to postpone at least part of the firm's investments	☐ no	☐ yes
3) the investments would have been worthwhile in any case, but institutional financiers (banks and other financial intermediaries, capital markets) would not have been willing to provide finance	☐ no	☐ yes

PART F – Trade credit and trade debt**Trade credit** (Please indicate average for 2005)Amount of trade credit⁽¹⁾ (€ thousands) Average duration of contract in days....

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

net terms ⁽²⁾		%	paid by deadline		%	
two-part terms ⁽³⁾		%	paid over deadline		%	average delay in
Total	1	0	0	1	0	0

Trade debt (Please indicate average for 2005)Amount of trade debt⁽⁴⁾ (€ thousands) Average actual duration in days

(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.

PART G – FinancingPlease state whether, **at the terms and conditions (cost and collateral) currently applied**, the firm would like to borrow more from banks or other lenders yes no**If yes**, please say:

- whether the firm would be willing, at present, to pay a higher rate of interest or even to accept tighter terms and conditions in order to borrow more no yes
- why do you think the firm has not been able so far to borrow as much as it would like? (only one answer possible)
 - no banks or other lenders have been contacted for that purpose because it is assumed they will answer no to any request for more financing no yes
 - no banks or other lenders have been contacted yet for other reasons no yes
 - the lenders that have been contacted are not willing to increase the volume of lending to the firm no yes

PART H – New Basel capital accord

In 2007 new rules for banks' capital requirements will come into force. One of the most important new features is a closer link between banks' minimum capital requirements and the risk rating of clients.

Have you had the opportunity to consider the possible **effects** of these new rules on the conduct of your firm's business? yes no**If yes**:

- a. In 2005 what changes occurred in your relations with the banks providing finance to your firm that you may specifically attribute to the new Basel capital accord? (More than one answer possible) (1=less; 2=no change; 3=more)
 - banks willing to grant new or more loans (on request)
 - modified terms and conditions (interest rates and/or related costs) ???.....
 - request for qualitative information (e.g. on shareholders and/or management) and/or quantitative information (e.g. projected profitability)
 - processing times, changes in duration only, other changes
- b. As a consequence of the new capital accord, will your firm try to modify its borrowing relationships with banks by the following means?
 - change of main bank yes no
 - reduction in number of lending banks yes no
- c. Do you plan to put any special measures in place as a consequence of the new capital accord?..... yes no
 - If yes**, please specify? (More than one answer possible)
 - enhance corporate information yes no
 - introduce/increase finance specialists yes no
 - enhance role of independent experts (e.g. chartered accountant) yes no
 - increase the ratio of equity to total debt yes no

If yes, by how much? (1=0–10%; 2=10%–50%; 3=>50%)

How would you judge the effort involved in completing the questionnaire? modest average large excessive

Comments: