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PART A – General information

Bank of Italy codes: (to be entered by BI branch)	Branch code	<input type="text"/>	Firm code	<input type="text"/>
	Registered office	<input type="text"/>	Type (sub-group) ⁽¹⁾	<input type="text"/>

Tax identification number

Name of firm

Legal status.....

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

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

☐ no ☐ yes ☐ dualistic..... ☐ monistic

Branch of activity - Istat Ateco2002⁽²⁾ Year founded

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 legal persons or the same public entity)

Is the firm the parent company?..... ☐ yes ☐ no ☐

Name of parent company

Name of group

Nationality of group

1	2	3	4
Italian	Other EU on 31-12-03	New EU member	Rest of world

Was the firm involved in extraordinary operations in 2006?..... ☐ yes ☐ no

If yes, are you able to provide homogenous data for 2005 and 2006? (see instructions) ☐ yes ☐ no

(1) See Centrale dei Rischi. Nuova classificazione della clientela bancaria, 1991. - (2) See ISTAT. Classificazione delle attività economiche. Metodi e norme, 2002.

PART B - Workforce and wages

(number)	Total workforce	Total workers & apprentices	Total fixed-term contracts	Total non-EU workforce
<u>2005</u> Average workforce				
Workforce at end of year				
Hirings				
Terminations				
<u>2006</u> Average workforce				
Workforce at end of year				
Hirings				
Terminations				
<u>2007</u> Average workforce (projection)				

Total actual hours worked by payroll employees

- of which: **per cent** overtime

2005	2006
<input type="text"/> . <input type="text"/> %	<input type="text"/> . <input type="text"/> %

Wages and salaries in 2006Total 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.

Please indicate share of labour costs in total costs in 2006 (*see instructions*) %

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

	2005	2006	2007 projection
Total expenditure on tangible assets ⁽¹⁾			
- of which: property			
Total expenditure on software, databases and mineral exploration ⁽²⁾			

(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

	2005	2006	2007 projection
Turnover (€ thousands)			
Turnover from sales of goods & services in year			
- of which: for export.....			

	2006/2005	2007/2006 projection
Average annual percentage change in prices of goods and services sold (Italy and abroad)		

Regarding turnover from sales of goods and services, please indicate for 2006 the change in average prices and the level of prices on foreign markets compared with Italy.

	Percentage change in average selling prices in euros 2006/2005	If the average price for your main product line on the domestic market is €100 in 2006, what would it be for the same products on the following markets?
Italy		
Abroad		

Please describe the firm's **operating result** for 2006 ☐ 1 large profit ☐ 2 moderate profit ☐ 3 broad balance ☐ 4 moderate loss ☐ 5 large loss

PART E - Trade credit and trade debt
Trade credit (Please indicate average for 2006)

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 %	Total	1 0 0 %	days

Trade debt (Please indicate average for 2006)

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 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..... ☐ 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 worse 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 G - Competitiveness and productivity

Where are your **main competitors** located? ☐ ☐ ☐
(1=same region of Italy; 2=other regions; 3=Euro-area countries; 4=other European countries; 5=USA-Canada; 6=China; 7=other)

How would you describe your **present** overall position in relation to your main competitors?..... ☐
(1=very weak; 2=weak; 3=equal; 4=strong; 5=very strong)

Do you have internal indicators of **productivity**? ☐ yes ☐ no

If you answered yes to the previous question, please indicate the percentage change in average labour productivity from 2005 to 2006? %

PART H - Corporate strategy (firms set up before 2000)

Regarding your product range, please indicate the main goods produced now compared with 2000 ☐
(1=similar products, from the same sector; 2=different products, but from a related sector; 3=very different products, from a completely different sector)

Did the firm purchase patents from other firms in 2000-2006?..... ☐ yes ☐ no

If the firm belongs to a **group** and the answer to the previous question is **yes**, please indicate what percentage of these patents was purchased from firms in the same group?..... %

Please indicate the percentage of turnover from the following:

- products under own trademark
- products with no trademark.....
- manufacture under licence of other trademarks.....
- Total**.....

2000				2006			
<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	%

In 2000-2006 did you produce **goods** and **services** abroad? (through ownership/control of foreign firms, ownership of local production units without separate legal status) ☐ yes ☐ no

Please state the activity, number of employees and turnover of owned/controlled firms or foreign production units

Year	Main activity ⁽¹⁾	Employees abroad	Turnover abroad (€ thousand)
2000.....	<input type="text"/>		
2006.....	<input type="text"/>		

(1) 1=production; 2=design, research or similar; 3=selling, technical assistance or similar.

What role did the following factors play in your decision to **internationalise** your activity? ⁽¹⁾

- favourable legislation and taxation - lower cost of labour - proximity of sales markets
- other (please specify) ☞

(1) 1=not important; 2=not very important; 3=important; 4=very important; 8=not applicable.

Please name the **3 countries** in which you have the **greatest presence** (in terms of number of employees in the year)

2000 1 2 3 **2006** 1 2 3

In 2000-2006 have you entered into major collaboration agreements with foreign firms?

☐ yes ☐ no

Year	Commercial agreements	Technical/production agreements	Joint R&D activities
2000.....	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>
2006.....	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>	<div>no yes ☐</div> <div>Area^{(1) (2)} <input type="text"/></div>

(1) Please indicate the location of the firms. - (2) 3=Euro-area countries; 4=other European countries; 5=USA-Canada; 6=China; 7=other.

Which of the following statements best describes your firm's behaviour 2000-2006?.....

(1=change of strategy; 2= change of strategy, mainly involving substantial changes in the **range of products**; 3= change of strategy, mainly by increasing investment in **own trademark**; 4= change of strategy, mainly by acquiring a **presence abroad**)

Finally, do you think turnover in 2006 has been influenced more by your strategy than by the **trend** of demand?

☐ yes ☐ no

PART I - Governance and size

Is your firm owned by a legal person or owned or controlled by a family?

☐ yes ☐ no

If yes, is the Managing Director (the person running the firm)

1=the person or a member of the family that owns or controls the firm; 2=a manager recruited from outside the firm; 3=a manager chosen from within the firm?

Please give the following information about the MD ⁽¹⁾

Nationality⁽²⁾ Sex⁽³⁾ Age Qualification⁽⁴⁾

(1) In the case of firms not run by a person or family, enter the details of the CEO . - (2) 1=Italian, 2=Euro area, 3=Rest of the world. - (3) 1=Male; 2=Female. - (4) 1=primary and middle school; 2=senior school; 3=university degree (BA or over); 4= post-graduate management course of 3 months or more at Italian or foreign university; 5=other post-graduate qualification.

Do you think the firm's present **size** is adequate compared with that of competitors?

(1=no, the firm is too small; 2= no, the firm is too large; 3=yes, the firm's size is adequate)

a) If the answer is 'too small', indicate the main impediment to growth (one answer only)

lack of funds 1

legal limitations or red tape 2

insufficient managerial or organisational resources 3

other (please specify) 4

b) If the answer is 'too small' and you have ticked 'lack of funds' as the reason, please explain by distributing 100 points among the following options

difficulty or unwillingness to resort to banks or the bond market

difficulty introducing new shareholders or resorting to a private equity fund or the share market

unwillingness to introduce new shareholders or resort to a private equity fund or the share market for fear of loss of control or interference

other (please specify)

Total 1 0 0

If the answer is 'too small', have you in the past 10 years passed up a real opportunity to expand (e.g. by buying up another firm)?.....

☐ no ☐ yes

In the past 10 years, have you ever rejected an offer to buy the firm?

(regardless of your opinion regarding the firm's size) ☐ no ☐ yes

PART J – Real assets, human resources and software

Compared with competitors, does your existing stock of machinery and equipment use sufficiently adequate technology?

no

yes

If not, what is the reason?

- difficulty adapting existing production processes and organisation to new techniques

no

yes

- impossible to exploit new machinery fully because of the scale of production.....

no

yes

- other (please specify) ☞

no

yes

Please indicate the percentage of graduate staff in your total average workforce in 2006

..... %

When recruiting **university** graduates on their **first or second job**, how much importance do you assign to the following criteria?⁽¹⁾

- place of origin

.....

- psycho-attitudinal profile.....

.....

- work experience, if any

.....

- post-graduate qualification⁽²⁾

.....

- reputation of university attended

.....

(1) 1=not important; 2=not very important; 3=important; 4=very important; 8=not applicable. – (2) Including 5-year university degree, old-style university degree, Italian MA or PhD, foreign MA or PhD.

Does your firm have **ERP** management software? (see instructions)

no

yes

PART K - Electricity supply (except electricity producers and suppliers)

Please indicate the cost of **electricity** as a proportion of total costs in 2006 (see instructions) ..

..... %

How important were the following considerations when choosing your present supplier?⁽¹⁾

- economical price

.....

- good terms of payment

.....

- quality of service

.....

- other (please specify) ☞

.....

(1) 1=not important; 2=not very important; 3=important; 4=very important; 8=not applicable.

Is your principal electricity supplier still the former monopoly holder?

yes

no

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

modest

average

large

excessive

Comments:

.....

.....

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