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PART A - General information

Bank of Italy codes: Branch code Firm code
(to be entered by BI branch)

Registered office Type (sub-group)⁽¹⁾

Tax identification number

Name of firm

Legal status
Public company 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 group Name of parent company

Nationality of group

1 Italian 2 Other EU on 31-12-03 3 New EU member 4 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				
	- of which: <i>part-time</i>				
	Workforce at end of year				
	Hirings				
	Terminations				
<u>2006</u>	Average workforce				
	- of which: <i>part-time</i>				
	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

Cost of **freelance collaborators**⁽¹⁾ (% of total cost of Payroll employees)

2005	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"/> %

(1) The item includes collaboration contracts, occasional freelance contracts (with VAT) and project contracts..

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
<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 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, prices and operating result

	2005	2006	2007 projection
Turnover (€ thousand)			
Turnover from sales of goods & services in year			
- of which: exports ⁽¹⁾	<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) Sales to non-residents within the country.

Please describe the firm's **operating result** for 2006?.....

<input type="text"/> 1	large profit	<input type="text"/> 2	moderate profit
<input type="text"/> 3	broad balance	<input type="text"/> 4	moderate loss
		<input type="text"/> 5	large loss

PART E - 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 firms no yes

PART F - 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 G – Corporate strategy (firms set up before 2000)

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

Did you enter into major collaboration agreements with foreign firms in 2000-2006? ☐ yes ☐ no

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

(1= no 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 H – 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 present **size** of the firm 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 I – Human resources and organisation

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 J - Electricity supply

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

PART K - 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⁾	<input type="text"/> <input type="text"/> <input type="text"/> %	paid by deadline	<input type="text"/> <input type="text"/> <input type="text"/> %	
two-part terms ⁽³⁾	<input type="text"/> <input type="text"/> <input type="text"/> %	paid over deadline	<input type="text"/> <input type="text"/> <input type="text"/> %	⇒ average delay in days <input type="text"/>
Total credit	1 0 0 %	Total credit	1 0 0 %	

Trade debt (*Please indicate average for year*)

Amount of trade debt⁽⁴⁾ (**€ thousands**) **Actual average** 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 L - Consumer credit

Does your firms also operate in the retail trade sector? yes no

If yes:

1) assuming that sales in 2006 total 100, very approximately **how are customers' payments distributed among the following**

a) cash and debit card	<input type="text"/> <input type="text"/> <input type="text"/> %
b) credit card	<input type="text"/> <input type="text"/> <input type="text"/> %
c) payment by instalment arranged through a finance company	<input type="text"/> <input type="text"/> <input type="text"/> %
Total	1 0 0 %

If sales are paid in instalments through a finance company (answer **c** to question 1)

2) apart from the advantages in terms of sales volumes, what is the main economic effect for your firm of offering **payment by instalment**?

(*If more than one finance company is used, refer to the main one*)

(*1=negative, the retailer bears all or part of the credit given to the customer; 2=none; 3=positive, part of the revenues of the finance company are passed back to the firm*).

3) please indicate the type of **financial intermediary used to arrange the payment by instalment**? (*if more than one finance company is used, refer to the main one – for a list see the instructions*)

Bank	<input type="text"/> no <input type="text"/> yes	main	Finance company	<input type="text"/> no <input type="text"/> yes	main
		intermediary			intermediary

4) Does only **one company finance** payments by instalment? yes no

If yes,

is this because the intermediary concerned requested it? yes no

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

Comments: