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Information subjected to  
statistical confidentiality

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## SURVEY ON BUSINESS STRATEGIES

### Fiscal year 2002

1	2
TIME REFERENCE	For returning the questionnaire, or for any question regarding the survey, please contact: PROGRAMA DE INVESTIGACIONES ECONÓMICAS
Unless the questions state the opposite, the data is referred to the fiscal year 2002	Ms. Hernaiz Phone number: +34 91 416 03 51 Facsimile number: +34 91 415 49 13  C. Pantoja, 10, 2º 28002 Madrid

### A. ACTIVITY, PRODUCTS AND MANUFACTURING PROCESS

1	2
Number of <b>industrial plants</b> (factories, workshops, etc) which the company has	INSTRUCTIONS
A. One B. Two C. Three D. Four E. Five and over (indicate)	Indicate in the question below the geographical location and the number of employees of each one of the company's <b>industrial plants</b> . For each industrial facility owned by the company, a row must be filled. (In case there was not room enough, please, continue on the last page, in REMARKS).

3		
NAME, GEOGRAPHICAL LOCATION (PROVINCE OR FOREIGN COUNTRY) AND NUMBER OF EMPLOYEES OF EACH ONE OF THE <b>INDUSTRIAL PLANTS</b> (FACTORIES, WORKSHOPS, ETC) OF THE COMPANY		
Name of the factory, workshop, plant, etc	Province or foreign country	Number of employees at 31.12.2002
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

4	5A	5B
The company has got <b>non-industrial plants</b> separate from its manufacturing plants (offices, design centers, commercial facilities, etc)	Some of these non-industrial plants are located in Spain	Some of these non-industrial plants are located in other countries
Number of plants	Number of provinces	Number of countries
Employment level at December 31 <sup>st</sup> , 2002 at these plants		

6	7	8	9	10
The company was created in the year	Legal structure of the company	State whether it is publicly listed	State whether it is part of a companies' group	State whether other company or companies has a stake into the company's capital. If that was the case, please state the percentage owned by the company with the biggest stake in 2002
Year	A. Single company B. Corporation (PLC) C. Limited company D. Workers' cooperative E. Social workshop F. Other	A. No  B. Yes	A. No  B. Yes	A. No    B. Yes  Percentage

### A. ACTIVITY, PRODUCTS AND MANUFACTURING PROCESSES (cont.)

11	12	13
STATE WHETHER INTO THE COMPANY'S CAPITAL THERE WAS SOME <b>FOREIGN PARTICIPATION</b> , DIRECTLY OR INDIRECTLY (through a company in which over 50% of the capital is in foreign hands) AND ITS PERCENTAGE IN 2002	STATE WHETHER INTO THE COMPANY'S CAPITAL THERE WAS SOME <b>STATE PARTICIPATION</b> , DIRECTLY OR INDIRECTLY (through a company in which over 50% of the capital is in the hands of the State) AND ITS PERCENTAGE IN 2002	Describe in detail the company's main activity
A. No            B. Yes	A. No            B. Yes	
Percentage	Percentage	

14
State clearly, in order of importance, the main products manufactured by this company in 2002, indicating the percentage which one represents over the total of sales in the year, until reaching, <u>at least</u> , 50% of the turnover
% Sales
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

15	16			
State, whether most of the products manufactured are or not very standardized	<b>MANUFACTURING AND SERVICE SYSTEMS</b>			
	State whether the company sells products manufactured with each one of the following systems, and whether it offers services or activities apart from manufacturing. If that were the case, please, indicate the percentage which it represents on the total sales.			
A. The products are very standardized; in most cases, the same for all buyers		No	Yes	% sales
B. Most of the products are designed specifically for each customer	1. Manufacture of units or in small runs (less than 200 units) 2. Manufacture in large runs or mass production (i.e., manufacturing lines) 3. Manufacture in continuous production (i.e., blast furnaces, cement, petrochemicals) 4. It offers services or activities apart from manufacturing			
	9. TOTAL			

### A. ACTIVITY, PRODUCTS AND MANUFACTURING PROCESSES (cont.)

17			18	19	20	21
State whether the production process uses any of the following systems			Average percentage during 2002 of the use of the standard production capacity	State whether it is normal for the company to change the kind of products offered	Time period for change	State whether it is normal for your competitors to change the kind of products which they offer
	No	Yes	Percentage	A. No	A. Less than once a year	A. No
1. Computer-digital machine tools 2. Robotics 3. Computer-assisted design 4. Combination of some of the above systems through a central computer (CAM, flexible manufacturing systems, etc) 5. Local Area Network (LAN) in manufacturing activity				B. Yes	B. Every year C. More than once a year D. Non-regular basis	B. Yes

22	23	24
Habitual time for change	State whether the company marketed in 2002 some products which it had not manufactured, coming from the <b>domestic market</b> , and the percentage which they represented over total sales	State whether the company marketed in 2002 some products which it had not manufactured, coming from <b>abroad</b> , and the percentage which they represented over total sales
A. Less than once a year B. Every year C. More than once a year D. Irregularly	A. No B. Yes  Percentage over sales	A. No B. Yes  Percentage over sales

25	26			27		
State whether at December 31 <sup>st</sup> , 2002 the company had some participation into the social capital of other companies located abroad	State the geographical location of the participated companies			State, for the main participated company, the following characteristics		
A. No  B. Yes		No	Yes	Num. of companies	1. Percentage of participation 2. Number of employees 3. Country	
	1. EU 2. Other OECD's countries (Canada, Korea, Slovakia, US, Hungary, Iceland, Japan, Norway, New Zealand, Poland, Czech Republic, Switzerland, Turkey) 3. Latin America 4. Rest of the world				4. The activity of the participated company is limited to commercialization or distribution  5. They manufacture similar products to those produced by your firm in Spain  6. You carry out adaptation and/or assembly activities of parts supplied from the Spanish firm	No Yes

### B. CUSTOMERS AND SUPPLIERS

1	2	3		4	5	6	7
State whether the company carried out in 2002 <b>sales to wholesalers or retailers</b> (commercial intermediaries who resell their products without transforming them)	State whether the company subscribed in 2002 <b>commercialization agreements</b> with wholesalers or retailers	State whether these agreements included the following matters		Number of international intermediaries who bought your products in 2002	State whether the company carried out in 2002 <b>sales</b> (directly or through its own or agreed distribution network, branch offices, concessionaires) <b>for individual consumers or families</b>	State whether the company carried out in 2002 <b>sales</b> (directly or through its own distribution network) <b>for industrial or service companies</b>	Number of industrial or commercial companies which acquired your products in 2002
A. No B. Yes	A. No B. Yes		No Yes	A. Between 1 and 5 B. Between 6 and 50 C. More than 50	A. No B. Yes	A. No B. Yes	A. Between 1 and 5 B. Between 6 and 50 C. More than 50
		1. Payments for franchises					
		2. Limits to the resale price					
		3. Territorial exclusiveness stipulations					
		4. Obligations to commercialize all the range of products					
		5. Obligations for sole commercialization					

8	9							
State whether the company carried out in 2002 <b>sales</b> (directly or through its own distribution network) <b>for public institutions</b>	Percentage which over total sales in 2002 represented the...							
A. No B. Yes		It does not have	It has	% sales in 2002		It does not have	It has	% sales in 2002
	1. Sales to retailers 2. Sales to wholesalers 3. Direct sales to individual consumers or families 4. Sales to individual consumers or families 5. Direct sales to industrial or commercial companies				6. Sales to industrial or commercial companies through its own distribution network 7. Sales to public institutions, directly 8. Sales to public institutions through its own distribution network 9. Total SALES			

10	11	12	13
State the percentage which represented over <b>total final sales</b> in 2002 those made to your <b>three main customers</b>	State whether you carry out some commercial promotional activity	Main reason of the promotional activities	State whether the company carries out some ancillary service (set-up, repair, other after-sales services, etc)
Percentage over sales	A. No B. Yes	A. Promotion of specific products B. Promotion of trademarks C. Promotion of the company's generic image	A. No B. Yes

14	15	16			
Total percentage of your <b>purchases</b> which in 2002 came from your three main suppliers	State whether some or all of your purchases come from other plants of your group or company, and if so, the percentage which they represent over your total purchases	State whether in 2002 you contracted with third parties the manufacture of custom-made finished products or parts. If so, state its value			
Percentage over purchases	A. No		No	Yes	Value in €
	B. Yes  Percentage over purchases	1. Your company provides the materials 2. Your company does not provide the materials			

17									
State, for each one of the external services listed below, which has been your company's practice									
	Not used	Carried out by the company	Partially Subcontracted	Totally subcontracted		Not used	Carried out by the company	Partially subcontracted	Totally subcontracted
1. Legal advising 2. Economic-financial advising 3. Tax department 4. Auditing advising 5. Administration (personnel, payments, collection, etc) 6. Personnel selection 7. Staff training 8. Computer services					9. Introduction of software packs for common use (accounting, etc) 10. Courier service 11. Machinery renting 12. Surveillance and security 13. Cleaning 15. Packaging, canning and labeling				

18	19				20			
State the use of new internet-based technologies by your company in 2002	State the relative importance of the following reasons for the presence of your company in internet				State which has been the impact (direct and indirect) that the presence of the internet has had on your company' sales in 2002			
	No	Yes		Very important	Important	Not very important	Not at all important	
1. You have your own internet domain 2. Your Web page is located in your company's servers 3. You buy goods or services (suppliers) through internet 4. You have a sale system for final consumers through internet (B2C) 5. You have a sale system for other companies through internet (B2B)			1. To strengthen corporate image 2. To provide information about products and/or services 3. Customer and users service 4. e-commerce 5. Cost reduction procurement 6. Others (specify)					A. None B. Weak C. Strong D. It cannot be assessed

### C. COSTS AND PRICES

1	2	3
Has the company got some estimate of the unit cost of its product(s)?	Nature of the evaluation of the unit cost made	State whether each one of the following items is taken into account when estimating the unit cost of the product(s)
A. No B. Yes	A. Standard costs in normal utilization of the capacity B. Real costs, really incurred during the production process C. Both types of evaluation are used	1. Direct primary costs (materials, industrial services and direct labor) 2. General manufacturing costs (materials and indirect labor) 3. Non-industrial general costs (administration, commercial, financial, etc., costs)

4					5	6	7
State whether in 2002 changed, over the previous year, the average price paid by the company when it acquired the following production factors and the average percentage which the change entailed					State the preferred way for the company to communicate its prices	State whether it applies discount policies	State the number of times it changed its prices in 2002
	No change	Change	Plus or minus sign	Change %	A. Preferably through catalogs or price listings B. Preferably through contact with the customer	A. No B. Yes, for all or almost all customers C. Yes, for specific customers	A. None B. Once C. Twice D. More than twice
1. Energy and fuels 2. Raw materials and other procurements 3. External services							

8	9
You think that your information regarding the prices set by your competitors is:	You think that your information regarding the sales volumes achieved by your competitor is:
A. Accurate and current B. Accurate, but outdated C. Inaccurate	A. Accurate and current B. Accurate, but outdated C. Inaccurate

**D. MARKETS: Define the main market or markets which the company serves, so that:**

- They represent, at least, 50% of total sales.
- They can be identified by the product line, customer kind to which they are sold, or any other characteristic which you might consider necessary

1	2	3	4	5	6	7
State, on each one of the following rows, in order of importance, the markets served by the company in 2002, so that they represent, at least, 50% of its total sales	Percentage which over total sales in 2002 represented those made in this market	Geographical scope of the market	Market's evolution in 2002	State whether the company's market share is significant, and if so, state the % which it represented in 2002	State the evolution of your market share in 2002	Existence of competitors with a significant market share, and number of them

Below appears a detailed table of the markets which were included in the 2001 questionnaire. In case you consider it adequate, please, use in this survey the same definition

M1	1 <sup>st</sup> market	% total sales	A. SPAIN A.1. Local A.2. Province A.3. Regional A.4. All of Spain  B. ABROAD  C. SPAIN AND ABROAD	A. In expansion  B. Stable  C. In decline	A. Not significant  B. Significant  Percentage	A. It has increased  B. It is the same  C. It has decreased	A. There are no companies with a significant share  B. There are companies with a significant share  A. Less than 10 B. Between 10 and 25 C. More than 25
M2	2 <sup>nd</sup> market	% total sales	A. SPAIN A.1. Local A.2. Province A.3. Regional A.4. All of Spain  B. ABROAD  C. SPAIN AND ABROAD	A. In expansion  B. Stable  C. In decline	A. Not significant  B. Significant  Percentage	A. It has increased  B. It is the same  C. It has decreased	A. There are no companies with a significant share  B. There are companies with a significant share  A. Less than 10 B. Between 10 and 25 C. More than 25
M3	3 <sup>rd</sup> market						
M4	4 <sup>th</sup> market						
M5	5 <sup>th</sup> market						

### D. MARKETS (cont.)

8	9	10	11
State, as a percentage, the market share in 2002 of the four most important competitor companies in the market, yours excluded	State whether the company changed, in 2002, with respect to the previous year, the effective price of sale of the products sold in this market, and the average percentage of variation, if any	Main reason for varying the price (state no more than two)	State the main change occurred in the market (state only one)

M1	1 <sup>st</sup> market % 1. 1 <sup>st</sup> company 2. 2 <sup>nd</sup> company 3. 3 <sup>rd</sup> company 4. 4 <sup>th</sup> company	A. It has not changed B. It has changed  Signal % of change	A. Changes in the market B. Change in quality C. Change in costs D. Profits improvement E. Others (specify)	A. Variation in the prices of domestic competitors B. Variation in the prices of the imported equivalent products C. Appearance of new products or competitors D. Demand increase E. Demand decrease F. Others (specify)
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M2	2 <sup>nd</sup> market % 1. 1 <sup>st</sup> company 2. 2 <sup>nd</sup> company 3. 3 <sup>rd</sup> company 4. 4 <sup>th</sup> company	A. It has not changed B. It has changed  Signal % of change	A. Changes in the market B. Change in quality C. Change in costs D. Profits improvement E. Others (specify)	A. Variation in the prices of domestic competitors B. Variation in the prices of the imported equivalent products C. Appearance of new products or competitors D. Demand increase E. Demand decrease F. Others (specify)
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M3	3 <sup>rd</sup> market %			
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M4	4 <sup>th</sup> market %			
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M5	5 <sup>th</sup> market %			
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### E. TECHNOLOGICAL ACTIVITIES

1	2				3		
State whether the company carried out or contracted Research and Development activities (R&D) in 2002	State the R&D expenses made by the company in 2002, according to:				State whether the company carried out or contracted in 2002 each of the following activities:		
A. It has neither carried out nor contracted R&D activities		It does not have	It has	Value (€)		No	Yes
B. It has carried out internally R&D activities, but it has not contracted them outside	1. External expenses				1. Scientific and technical information services		
C. It has contracted the R&D activities outside, but it has not carried out them internally	2. Internal expenses				2. Standardization and quality control work		
D. It has both carried out and contracted outside R&D activities	3. Total expenses				3. Efforts for assimilating imported technologies		
					4. Market research and marketing for commercialization of new products		
					5. Design		
					6. Others (specify)		

4	5	6	7			8	
State whether the company registered in 2002 <b>patents in Spain</b> , and number of them	State whether the company registered in 2002 <b>patents abroad</b> , and number of them	State whether the company registered in 2002 <b>utility models</b> , and number of them	State whether the company has obtained in 2002 <b>product innovations</b> (completely new products, or with such modifications that they are different from those produced earlier). If so, state how many and type of novelty which they entail			State whether in 2002 the company introduced some important modification in the production process ( <b>process innovation</b> ). If so, state in what it consisted	
A. No	A. No	A. No		No	Yes	# products	A. No B. Yes
B. Yes	B. Yes	B. Yes	A. Product innovations				
Number	Number	Number	B. It incorporates new materials				C. Introduction of new machinery
			C. It incorporates new parts or intermediate products				D. New methods for organizing the work
			D. It incorporates a new design and presentation				E. Both
			E. The product performs new functions				

9	10				11			
State whether in 2002 you have acquired machinery or equipment specifically bought for making new or significantly improved products and/or processes. If so, state the value of the machinery or equipment acquired (not included in R&D, question E2).	Source of the capital goods used by the company (as percentage of the total)				State whether the company received in 2002 public financial resources for R&D, and their source and amount			
A. No B. Yes		Does not have	Has	%		Does not have	Has	Value (€)
Value (in euros)	1. Manufactured in Spain				1. From Central Government			
	2. Manufactured abroad				2. From regional governments			
	9. Total				3. From other entities			
					9. Total			

12	13	14	15
State whether the company recorded in 2002 income from abroad for licenses and technical services, and the amount earned	State whether the company made in 2002 payments for licenses and technical services from abroad, and the amount paid	State whether the company knows and applies tax breaks to R&D and technological innovation	State the total value of the tax breaks which it has applied in Company Tax for the year 2002. Specify those referred to R&D and technological innovation
A. No B. Yes  Euros	A. No B. Yes  Euros	1. The company knows the tax breaks A. No B. Yes  2. The company has applied those tax breaks in the Company Tax A. No B. Yes	Value (€)  1. Deductions for R&D 2. Deductions for technological innovation 3. Other deductions  9. Total

### E. TECHNOLOGICAL ACTIVITIES (cont.)

16					
State whether in the year 2002 the company had available the following tools or carried out the following actions					
	No	Yes		No	Yes
1. It had a Technology or R&D department or committee 2. It had an Innovation Activities Plan 3. Indicators of the results of innovation were prepared 4. Collaboration with universities and/or technological centers took place 5. There was technological collaboration with customers 6. There was technological collaboration with suppliers 7. There was technological collaboration with competitors 8. It had technological joint ventures 9. It participated in companies which carry out technological innovation			10. It hired recently graduated engineers and/or graduates 11. It hired staff with experience in the Administration R&D system 12. It hired staff with experience in corporate R&D 13. It financed innovation with subsidized loans 14. It took part in some of the EU's research programs 15. It sought without success external financing for innovation 16. It used advisors or experts for getting information about technologies 17. It assessed alternative technologies for the company 18. It assessed the technological change's prospects		

### F. FOREIGN TRADE

1	2	3																																										
State whether the company, either directly or through other companies belonging to the same group, exported goods in 2002 (even to the European Union), and their value	State the exports' destination in 2002, and how they were distributed by geographical areas, in percentage	State whether the company used in 2002 each one of the following mechanisms as a way of gaining access to international markets																																										
A. No  B. Yes  <div style="text-align: center;">Euros</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;">No</th> <th style="width: 5%;">Yes</th> <th style="width: 5%;">%</th> </tr> </thead> <tbody> <tr> <td>1. EU</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2. Other OECD's countries</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3. Latin America</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Rest of the world</td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		No	Yes	%	1. EU				2. Other OECD's countries				3. Latin America				4. Rest of the world				9. Total				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 5%;">No</th> <th style="width: 5%;">Yes</th> </tr> </thead> <tbody> <tr> <td>1. It has its own resources (agents' network, branch, delegation or affiliated company)</td> <td></td> <td></td> </tr> <tr> <td>2. It uses a parent company established abroad (companies with foreign capital)</td> <td></td> <td></td> </tr> <tr> <td>3. It uses a specialized middleman established in Spain</td> <td></td> <td></td> </tr> <tr> <td>4. It participates in some kind of collective action for exporting (industry-wide export agreement, exporters' association or export cooperatives)</td> <td></td> <td></td> </tr> <tr> <td>5. Others (specify)</td> <td></td> <td></td> </tr> </tbody> </table>		No	Yes	1. It has its own resources (agents' network, branch, delegation or affiliated company)			2. It uses a parent company established abroad (companies with foreign capital)			3. It uses a specialized middleman established in Spain			4. It participates in some kind of collective action for exporting (industry-wide export agreement, exporters' association or export cooperatives)			5. Others (specify)		
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4	5	6	7																																				
State whether the company imported goods in 2002 (even from the European Union), and their value	State the origin of your imports in 2002 and their percentage distribution by geographical areas	State whether you imported in 2002 products of foreign companies with which you keep commercialization and distribution agreements, or which participate in the company's capital, and the percentage these imports represent on the total imports	State whether that percentage refers mostly to products similar to those produced by the company in Spain																																				
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Percentage																																							

### G. EMPLOYMENT

1				2			3		
Staff employed in the company on December 31 <sup>st</sup> , 2002, according to the method of employment indicated (in manufacturing and non-manufacturing plants)				Number or casual workers in the company, and significant changes occurred during the year			Number of casual workers at the end of each quarter in 2002		
	It does not have	It has	Number				No	Yes	Number
1. Owners and family helpers 1.1 In managerial positions 1.2 In other positions  2. Other personnel 2.1 Employees with a no-fixed term contract 2.1.1 Full-time 2.1.2 Part-time 2.2 Casual labor  9. Total staff in the company at 3.12.2002 (Sum of 1.1+1.2+2.1.1+2.1.2+2.2)				A. It does not have casual workers  B. The number of casual workers does not significantly vary  C. The number of casual workers significantly varies					
									A. 1 <sup>st</sup> quarter B. 2 <sup>nd</sup> quarter C. 3 <sup>rd</sup> quarter D. 4 <sup>th</sup> quarter

4				5			6			7		
Classification of all the company's personnel on 31.12.2002 according to the following categories				Classification of all the company's personnel on 31.12.2002 according to their qualification			Staff employed in R&D activities in 2002 (number of persons in equivalence full-time)			Work-time applied in 2002 (by law, collective agreement or labor contract) for the majority of the personnel		
	It does not have	It has	Number		It does not have	It has	Number		It does not have	It has	Number	
1. Production workers (workers) 2. Employees and auxiliaries (Managers and technicians, office workers, salesmen, auxiliaries, cleaners)  9. TOTAL				1. Engineers and graduates  2. Middle level engineers, experts and qualified assistants  3. Other personnel  9. TOTAL				1. Graduates  2. Middle level technicians  3. Auxiliary personnel  9. TOTAL				Number of hours per year per employee

8	9	10	11			
State whether in 2002 there was overtime, and the average number of hours of overtime per employee	State whether there were in 2002 hours not worked (due to redundancies, labor conflicts, occasional absences from work, etc), and the average number per employee	State whether in 2002 your company used workers provided by temp agencies, number of temporary workers so hired, and average duration	State the external expenses in training incurred by your company in 2002, according to the following items			
<p>A. No</p> <p>B. Yes</p> <p>Number of hours per year per employee</p>	<p>A. No</p> <p>B. Yes</p> <p>Number of hours per year per employee</p>	<p>A. No    B. Yes</p> <p>Number of workers provided (yearly average)</p> <p>Number of hours worked in the year by all the workers provided by the temp agencies</p>	<p>1. Computing and information technologies</p> <p>2. Foreign languages</p> <p>3. Sales and marketing</p> <p>4. Engineering and technical training</p> <p>5. Other issues</p> <p>9. TOTAL EXPENSES</p>	<p>It does not have</p>	<p>It has</p>	<p>Value (€)</p>

### H. ACCOUNTING DATA FOR 2002

Question	H.A. Summary of some items of the Operating account	Data			
		It does not have	It has		Value (€)
1	<b>Sales (general chart of accounts)</b> 1. Of transformed products (C.701 + C.702) 2. Of goods (for resale in the same condition in which they were bought) (C.700) 3. Services rendered (C.705) 4. Other sales (packaging, boxes, by products and wastes, less rappels and sales returns) (C.703+C.704-C.708-C.709) 9. TOTAL SALES				
2	<b>Variation in stocks for sale (Increase in stocks of finished goods and work in progress) (C.71)</b>			Sign	
3	<b>Other operating income (Rentals, industrial ownership, commissions and others) (C.752+C.753+C.754+C.755+C.759)</b>				
4	<b>Purchases (C.60)</b> 1. Of goods (for sale in the same condition in which they were acquired) (C.600) 2. Of raw materials and other consumables (C.601+C.602) 3. Work carried out by other companies (subcontractors) (C.607) 4. (Less) rappels and purchases' devolutions (C.608+C.609) 9. PURCHASES VALUE				
5	<b>Reduction in stocks of purchases (of goods, raw materials and other consumables) (C.61)</b>			Sign	
6	<b>Staff costs (wages and salaries, severance payments, social security contributions, contributions to pension funds and other social charges) (C.64)</b>				
7	<b>External services (C.62)</b>				
7.1	Expenses ordered to other companies in R&D for the year (C.620)				
7.2	Expenses in publicity, advertisement and public relations (C.627)				
7.3	Other external services (C.621+622+623+624+625+626+628+629)				
7.9	Total external services (7.1+7.2+7.3)				

Question	H.B. Investments			
		It does not have	It has	Value (€)
1	<b>Purchases and significant repairs made to the fixed assets carried out during the year (including financial leasing)</b>  1.1 Land and natural assets (C.220) 1.2 Buildings (C.221) 1.3 Equipment for processing information (C.227) 1.4 Technical facilities, machinery and tools (C.222+C.223+C.224)  1.5 Transport items (C.228)  1.6 Fixtures, office equipment (excluded equipment for processing information) and other fixed assets (C.225+C.226+C.229)  1.9 Total purchases and significant repairs to the fixed assets carried out in the year (Addition of 1.1 to 1.6)			
2	<b>Sales of fixed assets made in the year</b>			

### H. ACCOUNTING DATA FOR 2002 (Cont.)

Question	H.C. Data regarding the Balance assets and related items	Data							
		It does not have	It has	Value (€)	Regularized or updated		Year of the last regularization	Mean age of the assets (in years)	Assessment of the replacement cost with the prices in 2002 (in Euros)
No	Yes								
1	<b>Data regarding the fixed assets (item B), according to the Balance for 2002</b>								
	<b>Fixed assets (C.22)</b>								
1.1	Land and natural assets (C.220)								
1.2	Buildings (C.221)								
1.3	Other fixed assets (C.222+C.223+C.224+C.225+C.226+C.227+C.228+C.229). Technical facilities, machinery, tools, fixtures, office equipment, information processing equipment, transport material and other fixed assets								
1.9	TOTAL (Sum of 1.1+1.2+1.3)								
2	<b>Formation expenses, intangible assets and long-term investments (C.20+C.21+C.24+C.25+C.26)</b>								
3	<b>Accrued amortization and provisions (C.28+C.29)</b>								

Question	H.D. Data regarding the Balance liabilities and related items	Data					
		It does not have	It has	Value (€)	Average cost (%)	Amount of financing received by the company in 2002	
It does not have	It has					Value (€)	Cost (%)
1	Equity (Item A). Capital, reserves, etc.						
2	Creditors: amounts falling due in more than one year (Item D).						
2.1	Bank loans (C.170)						
2.2	Other creditors (Other long-term creditors)						
2.9	Total (Sum of 2.1+2.2)						
3	Creditors: amounts falling due within one year (Item E)						
3.1	Bank loans (C.520 and C.526)						
3.2	Loans and other issues (C.50)						
3.3	Other (Other short-term creditors)						
3.9	Total (Sum of 3.1+3.2+3.3)						

1	2	3	4		5
State whether the information is referred to:	Name, Surname, Job title, phone and facsimile number of the person who <b>authorizes</b> to fill in this questionnaire	Name, Surname, Job title, phone and facsimile number of the person <b>responsible</b> of filling in this questionnaire	Areas to which report the departments which have taken part in answering the questionnaire		Number of persons who have taken part in the filling in of the questionnaire
A. The company  B. To a number of companies (because it is not possible to separate the information referred to each one of them)	Name	Name	1. Production 2. Commercial 3. HHRR 4. Economic-Finance 5. Other (specify)	No	Number of persons
	Surname	Surname		Yes	
	Job title	Job title			
	Phone: Facsimile: E-mail	Phone: Facsimile: E-mail			

6	7	8
Company's name	Company's address	State whether in 2002 the company experienced any of the following situations
	A. Street (name of the street, number and floor)  B. Town  C. Entity  D. Province  E. Zip code	A. It has spun-off some part of the company  B. It has taken over some other company  C. It is the result of a spin-off process  D. It is the result of the merger of some companies  E. It has just changed its name and/or legal structure  F. The company has not experienced any of the above situations

9	10	11	12
State whether in 2002 the number of regular workers changed <b>significantly</b> due to any of the following situations:	State whether you have answered <b>Yes</b> to any of the situations mentioned before	Specify the situation of the regular staff at the end of each quarter in 2002	State whether the company recorded in 2002 as staff costs severance, early retirement or voluntary redundancy payments
	No	Yes	
1. Personnel transfer between the company and others 2. Spin-off or merger of groups into the personnel (commission agents, commercial network, truckers, etc) 3. Compulsory special procedure with temporary layoff 4. Staff reduction (compulsory severance procedure, early retirement, voluntary redundancies, etc) 5. Other situations (specify)	A. No  B. Yes	Number 1. 1 <sup>st</sup> quarter 2. 2 <sup>nd</sup> quarter 3. 3 <sup>rd</sup> quarter 4. 4 <sup>th</sup> quarter	A. No  B. Yes  Euros

REMARKS