*Annex 4.1*

*for a research application*

**Annex to the declaration on compliance of the commercial company with the small (tiny) or medium-sized enterprise**

**1 Sections to be added:**

1.1 Section A (and supplementary sheets) if the applicant commercial company has at least one partner commercial company;

1.2 Section B (and supplementary sheets) if the applicant commercial company has at least one related commercial company;

**2 Estimates for partner or related commercial companies**

|  |  |  |  |
| --- | --- | --- | --- |
| Last reporting year1 | | | |
|  | Average number of employees (per year) | Annual turnover (EUR) | Annual balance sheet sum total (EUR) |
| 2.1 Data from the annual or consolidated reports of the applying commercial company1 (data in Table B(1), Section B2) |  |  |  |
| 2.2 Proportionally aggregated data from all partner commercial companies (if any) (data in Table A, Section A) |  |  |  |
| 2.3 Attached data of all related commercial companies (if any) if not included in row 2.1 on consolidation (data in Table B(2) of Section B) |  |  |  |
| Total3 |  |  |  |

Notes.

1All data refer to the latest approved annual report and are calculated according to full-year indicators. They are derived using data at the closing date of the report. The turnover amount is calculated excluding value added tax (VAT) and other indirect taxes. For newly established commercial companies that do not yet have approved reports, the data to be submitted shall be calculated on the basis of reliable indicators based on the data for the current financial year.

2All data (including the number of employees) shall be determined on the basis of the annual reports or consolidated annual reports (if any) of the commercial company or the consolidated annual reports in which the commercial company is included by consolidation.

3The data from the 'Total' row of the table shall be included in the 'Data to be used for the determination of the category of the commercial company' table of the declaration.

**Section A**

**I. Partner commercial companies**

For each commercial company for which a partner commercial company sheet has been completed (one sheet for each partner commercial company of the applying commercial company and for those partner commercial companies of related commercial companies for which data are not yet included in the consolidated reports of the related commercial company), the data from the relevant partnership table shall be included in Table A of the summary.

Table A4

|  |  |  |  |
| --- | --- | --- | --- |
| Partner commercial company (name, identification) | Average number of employees (per year) | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| Total5 |  |  |  |

Notes.

4 If necessary, add additional sheets or expand the table.

5 The data from the table in row 'Total' shall be included in row 2.2 of the table 'Estimates for partner or related commercial companies'.

**Important!**

These data are obtained in the proportional calculations in the partnership table separately for each direct or indirect partner commercial company.

**II. Partner commercial company sheet**

**1 Identification of the partner commercial company**

|  |  |  |
| --- | --- | --- |
| Given name, surname or the name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Registered address |  | |
| Registration number |  | |
| Official with the signatory right | |  |
| (position, given name and surname) |
|  |  |  |

**2 Details of the particular partner commercial company**

|  |  |  |  |
| --- | --- | --- | --- |
| Last reporting year of the partner commercial company (enter the year) | | | |
|  | Average number of employees (per year) | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| Data |  |  |  |

**Important!**

The data for the particular partner commercial company is taken from the annual reports (or consolidated reports, if any). They shall be accompanied by the data of the commercial companies related to this partner commercial companies (if the data of the related commercial companies are not already included in the consolidation of the reports of the partner commercial company). If necessary, add sheets for related commercial companies not already included in the consolidation.

**3 Proportion calculations**

3.1 Provide accurate shareholding6 of the applying commercial company (or shareholding of its related commercial company through which the relationship with the partner commercial company has been established) in the partner commercial company to which this sheet relates.

|  |
| --- |
|  |
|  |
|  |

Note.

6 Considering the shareholding or the voting rights, the greater of these shall be used. This share must be added to the shares in the same commercial company held by the commercial company related to the specific commercial company.

3.2 The shareholding of the partner commercial company to which this sheet relates in the commercial company or related commercial company shall also be indicated.

|  |
| --- |
|  |
|  |
|  |

3.3 The larger of the two shareholdings shall be applied to the data included in the table "Details of the particular partner commercial company" of the partner commercial company sheet. The results of the calculation of the proportions shall be shown in the partnership table.

**Partnership table**7

|  |  |  |  |
| --- | --- | --- | --- |
| Share in per cent | Average number of employees (per year) | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| Results of calculations of proportions |  |  |  |

Note.

7 These data shall be included in Table A of Section A.

**Section B**

**I. Related commercial companies**

**1 Determining the type of the related commercial company**

*Mark with an X where applicable*

|  |  |
| --- | --- |
| C:\Documents and Settings\Larisa.Valte\Local Settings\Temp\NaisView\I0037192.gif Type 1 | The applying commercial company prepares consolidated reports or is included in the consolidated reports of another commercial company on consolidation (Table B(l)) |
| C:\Documents and Settings\Larisa.Valte\Local Settings\Temp\NaisView\I0037192.gif Type 2 | The applying commercial company or one or more of its related commercial companies do not prepare consolidated reports or those commercial companies are not included in the consolidated reports (Table B(2)) |

**Important!**

Data on commercial companies related to other commercial companies are obtained from the annual reports (or consolidated annual reports, if any). They shall be accompanied by data on a pro rata basis on the potential partner commercial companies of the related commercial company concerned, whether immediately upwards or downwards, if these data are not already included on consolidation.

**2 Calculation methods**

**2.1 Type 1 related commercial companies**

2.1.1 The consolidated annual reports shall be used for the calculation and Table B(1) shall be completed

Table B(1)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Average number of employees (per year)8 | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| Total9 |  |  |  |

Notes.

8If the consolidated annual reports do not contain data on the number of employees, this is calculated by adding the relevant data on the related commercial companies of the commercial company concerned.

9 The data from the table in row 'Total' shall be included in row 2.1 of the table 'Estimates for partner or related commercial companies'.

2.1.2 Identification of the commercial companies included in the consolidation process

|  |  |  |  |
| --- | --- | --- | --- |
| Related commercial company (name and identification) | Registered address | Registration number | Official with the signatory right (position, given name and surname) |
| A. |  |  |  |
| B. |  |  |  |
| C. |  |  |  |
| D. |  |  |  |
| E. |  |  |  |

**Important!**

Data on the partner commercial companies of such a related commercial company not already included in the consolidation are treated in a similar way as for the direct partners of the applying commercial company. Therefore, their data and the partner commercial company's sheet must be attached in Section A.

**2.2 Type 2 related commercial companies**

For each related commercial company (including the relationship through another related commercial company), complete the related commercial company sheet and combine the reporting data of all related commercial companies in Table B(2).

 Table B(2)

|  |  |  |  |
| --- | --- | --- | --- |
| Number of the commercial company10 | Average number of employees (per year) | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| 1. |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Total11 |  |  |  |

Notes.

10A separate related commercial company sheet shall be attached for each commercial company.

11 The data from the table in row 'Total' shall be included in row 2.3 of the table 'Estimates for partner or related commercial companies'.

**II. Related commercial company sheet**

(only for related commercial companies not included in Table B on consolidation)

**1 Identification of the related commercial company**

|  |  |  |
| --- | --- | --- |
| Given name, surname or the name |  | |
| Registered address |  | |
| Registration number |  | |
| Official with the signatory right | |  |
| (position, given name and surname) |
|  |  |  |

**2 Data on the commercial company**

|  |  |  |  |
| --- | --- | --- | --- |
| Last reporting year of the related commercial company (enter the year) | | | |
|  | Average number of employees (per year) | Annual turnover  (EUR) | Annual balance sheet sum total (EUR) |
| Total12 |  |  |  |

Note.

12 These data shall be included in Table B(2) of Section B.

**Important!**

Data on commercial companies which are related to other commercial companies are obtained from the annual reports (or consolidated annual reports, if any). They shall be accompanied by data on a pro rata basis on the potential partner commercial companies of the related commercial company concerned, whether immediately upwards or downwards, if these data are not already included on consolidation. Data on such partner commercial companies are processed in a similar way to data on the commercial company's direct partners, so their data and the partner commercial company sheet should be attached in Section A.

On behalf of the research applicant:

*Name of the research applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Position of the responsible official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name, surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature, date[[1]](#footnote-1)*

1. This document is signed electronically with a secure electronic signature and contains a time stamp. The date of the document is the date of its electronic signature. [↑](#footnote-ref-1)