**Annex 3**

**DECLARATION OF THE LEGAL REPRESENTATIVE CONTAINING INFORMATION THAT QUALIFIES THE ENTERPRISE AS AN SME**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The undersigned |  | | | | Tax Code | |  | |
| Born in |  | | | | on | |  | |
| As the legal representative for | | |  | | | | |
| With registered office in | |  | | address | |  | |
| With operating headquarters in | | *(do not fill in if the same as registered office)* | | address | | *(do not fill in if the same as registered office)* | |
| Tax Code | |  | | VAT number | |  | |
| CEM | |  | |

- Whose enterprise is the applicant for aid relating to the audiovisual project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ whose application for aid was presented \_\_\_\_\_\_\_\_\_ in the context of the “**Apulia Film Fund** ” Public Notice

**DECLARES**

to be part of the enterprise size:

micro small medium

Based on the data reported in the attached Sheets, indicated below (put an X):

*Sheet 1 Information on the SME calculation*

*Sheet 2 Summary table for partner or linked enterprise data calculation*

*Sheet 3 Summary table of data relating to partner companies*

*Sheet 3A Partnership Sheet relating to each partner enterprise*

*Sheet 4 Linked companies Sheet – 1*

*Sheet 5 Linked companies Sheet - 2*

*Sheet 5A Linkage Sheet*



Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ANNEX 3 -** **Sheet 1**

**INFORMATION ON THE SME CALCULATION**

**1. Enterprise identification data**

Name or business name:

Address (of registered office):

Registration/Vat number:

**2. Type of enterprise**

Tick to indicate which case(s) apply to the applicant enterprise:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Autonomous enterprise | In this case, the data reported in point 3 result from the applicant enterprise's accounts |
|  |  | Partner enterprise | In such cases, the data reported in point 3 result from the data indicated in the respective detailed tables referred to in Sheets 2, 3, 4 and 5 |
|  |  | Linked enterprise |

**3. Data used to determine the category of the enterprise**

Reference period (1): \_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
|  |  |  |

(\*) EUR 1 000

- “Turnover” means item A.1 of the income statement prepared in accordance with the current regulations of the civil code

- “Balance sheet total” means total assets.

**4. Enterprise size**

On the basis of the data referred to in point 3, cross the box relating to the size of the applicant enterprise:

* micro enterprise
* small enterprise
* medium enterprise
* large enterprise

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. The reference period is the last closed and approved accounting year prior to the date of signing the subsidy application; for enterprises exempted from routine bookkeeping and/or drafting financial statements, the aforementioned information is derived, as regards the turnover from its last tax return and, as regards assets, on the basis of the statement of assets and liabilities drawn up with the criteria set out in Presidential Decree No. 689/74 and in compliance with art. 2423 and following the Civil Code. For companies whose first financial statements have not been approved at the date of signing the subsidy application or, in the case of companies exempted from routine bookkeeping and/or preparing financial statements, their first tax return has not been submitted, only the headcount and the balance sheet total resulting on the same date are considered.

**ANNEX 3 - Sheet 2**

**SUMMARY TABLE FOR PARTNER OR LINKED ENTERPRISE DATA CALCULATION**

**Partner or linked enterprise data calculation**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference period (1): | | | |
|  | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| 1. Data (2) from the applicant enterprise or from the consolidated accounts [carryover from table 1 of Sheet 4] |  |  |  |
| 2. Proportionally aggregated data(2) of all (any) partner enterprises (carryover from the summary table of Sheet 3) |  |  |  |
| 3. Added up data (2) of all the linked enterprises (if any) not included through consolidation in row l [carryover from table A of Sheet 5] |  |  |  |
| Total |  |  |  |

(\*) EUR 1000

The results of the "Total" row must be reported at point 3 of the table relative to the information relating to the calculation of the category of the enterprise (Sheet 1)

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(1) Data should cover the last closed and approved accounting period before the date of signing the application for aid. For companies exempted from routine bookkeeping and/or drafting financial statements, the aforementioned information is derived, as regards annual turnover from the last tax return submitted and, as regards assets, on the basis of the statement of assets and liabilities drawn up with the criteria set out in Presidential Decree No. 689/74 and in compliance with art. 2423 and following the Civil Code. Only the headcount and the balance sheet total resulting on the same date are considered for companies whose first financial statement has not been approved at the date of signing the application for aid or, in the case of companies exempted from routine bookkeeping and/or drafting financial statements whose first tax return has not been submitted.

(2) The enterprise's data, including the headcount, are determined on the basis of the enterprise’s accounts and other data or, where they exist, the consolidated accounts of the enterprise or consolidated accounts in which the enterprise is included through consolidation. **ANNEX 3 - Sheet 3**

**SUMMARY TABLE OF DATA RELATING TO PARTNER COMPANIES**

For each enterprise for which a "partnership sheet" has been completed, [one sheet for each partner enterprise of the applicant enterprise and for any partner enterprises of any linked enterprise, of which the data is not yet included in the consolidated accounts of that linked enterprise], the data in the corresponding “partner” summary table in question should be entered in the table below:

**Summary table**

|  |  |  |  |
| --- | --- | --- | --- |
| Partner enterprise  (name/identification) | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| l) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| 4) |  |  |  |
| 5) |  |  |  |
| 6) |  |  |  |
| 7) |  |  |  |
| 8) |  |  |  |
| 9) |  |  |  |
| 10) |  |  |  |
| …) |  |  |  |
| Total |  |  |  |
|  |  |  |  |
|  |  |  |  |

(\*) EUR 1000.

The data indicated in the "Total" row of the summary table must be reported in row 2 (concerning partner enterprises) of the table in Sheet 2 relating to the partner or linked enterprise data calculation table.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ANNEX 3 - Sheet 3A**

**PARTNERSHIP SHEET RELATING TO EACH PARTNER ENTERPRISE**

**1. Partner enterprise identification data**

Name or business name:

Address (of registered office):

Registration/Vat number:

**2. Data relating to headcount and financial parameters of the partner enterprise**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference period (1): | | | |
|  | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| 1. Raw data |  |  |  |
| 2. Raw data of any companies linked to the partner enterprise |  |  |  |
| 3. Total raw data |  |  |  |

(\*) EUR 1000.

**Reminder:** the raw data result from the accounts and other data of the partner enterprise, consolidated if they exist, to which 100% of the linked enterprises' data are added to the partner enterprise unless the data of the linked enterprises are already included via consolidation in the partner enterprise’s accounts. In the case of enterprises connected to the partner enterprise whose data are not included in the consolidated accounts, fill in Sheet 5 for each of them and enter the data in Sheet 5A. The total data resulting from Table A of Sheet 5 must be entered in the Table referred to in point 2.

**3. Proportional calculation**

a) Indicate precisely the holding (2) of the applicant enterprise (or by the partner enterprise through which a relation with the linked enterprise is established), in the linked enterprise covered by this Sheet:....%

Also indicate the holding (2) of the linked enterprise referred to in this Sheet in the applicant enterprise (or in the partner enterprise): …………%.

b) The higher of these two holding percentages should be applied to the raw data indicated in the table in point 2. The percentage and the result of the proportional calculation (3) must be entered in the table below:

**«Linked» Table**

|  |  |  |  |
| --- | --- | --- | --- |
| Percentage: . . .% | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| Proportional results |  |  |  |

(\*) EUR 1000.

The above data must be entered in the summary table of Sheet 3.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(1) The reference period is the last closed and approved accounting year prior to the date of signing the subsidy application; for companies exempted from routine bookkeeping and/or drafting financial statements, the aforementioned information is derived, as regards the turnover from the last tax return presented and, as regards assets, on the basis of the statement of assets and liabilities drawn up with the criteria set out in Presidential Decree No. 689/74 and in compliance with art. 2423 and following the Civil Code. For companies whose first financial statements have not been approved at the date of signing the subsidy application or, in the case of companies exempted from routine bookkeeping and/or preparing financial statements, whose first tax return has not been submitted, only the headcount and the balance sheet total resulting on the same date are considered.

(2) In terms of share capital or voting rights, whichever is higher. To this holding should be added the holding of each linked enterprise in the same enterprise. The percentage must be indicated in whole numbers, truncating any decimals.

(3) The result of the proportional calculation must be expressed in whole numbers and two decimals (truncating any other decimals) for headcount and in thousands of euros (truncating the hundreds of euros) for turnover and the balance sheet total.

**ANNEX 3 - Sheet 4**

**PARTNER ENTERPRISE SHEET - 1**

*(TO BE FILLED IN IF THE APPLICANT ENTERPRISE DRAWS UP CONSOLIDATED ACCOUNTS OR IS INCLUDED THROUGH CONSOLIDATION IN THE CONSOLIDATED ACCOUNTS OF ANOTHER PARTNER ENTERPRISE)*

**Table 1**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Headcount (ULA) (\*) | Annual turnover (\*\*) | Balance sheet total (\*\*) |
| Total |  |  |  |

(\*) When the headcount of an enterprise is not shown in the consolidated accounts, it is calculated by adding all the headcount of all the companies with which it is partnered.

(\*\*) EUR 1000.

The consolidated accounts serve as the basis for the calculation.

The data indicated in the «Total» row of Table 1 must be entered in row l of the summary table for the partner or linked enterprise data calculation (Sheet 2).

|  |  |  |
| --- | --- | --- |
| Identification of enterprises included through consolidation | | |
| Partner enterprise (identification/name) | Address (registered office) | Registration/VAT number |
| A. |  |  |
| B. |  |  |
| C. |  |  |
| D. |  |  |
| E. |  |  |

**Please note**: Any linked enterprises of a partner enterprise not taken over by consolidation must be treated as direct associates of the applicant enterprise and therefore Sheets 3A and 3 must also be completed.

**Please note**: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ANNEX 3 - Sheet 5**

**LINKED ENTERPRISES SHEET - 2**

*(TO BE COMPLETED IN THE EVENT THAT THE APPLICANT ENTERPRISE OR ONE OR MORE LINKED ENTERPRISES DO NOT DRAW UP CONSOLIDATED ACCOUNTS OR ARE NOT INCLUDED THROUGH CONSOLIDATION)*

**FOR EACH LINKED ENTERPRISE (INCLUDING LINKS VIA OTHER LINKED COMPANIES), COMPLETE A "LINKAGE SHEET" (Sheet 5A) AND PROCEED TO THE SUM OF THE DATA OF ALL THE LINKED COMPANIES BY FILLING IN TABLE A**

**Table A**

|  |  |  |  |
| --- | --- | --- | --- |
| Enterprise  (identification/name) | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| Total |  |  |  |

(\*) EUR 1000.

The data indicated in the "Total" row of the above table must be entered in row 3 (concerning linked enterprises) of the partner or linked enterprise data calculation table (Sheet 2), or in the case of companies partnered to linked companies, the data must be reported in row 2 of the table referred to in point 2 of Sheet 3A.

**Please note**: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation

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**ANNEX 3 - Sheet 5A**

**LINKAGE SHEET**

*(TO BE COMPLETED FOR EACH LINKED ENTERPRISE NOT INCLUDED THROUGH CONSOLIDATION)*

**1. Enterprise identification data**

Name or business name:

Address (of registered office):

Registration/Vat number:

**2. Data relating to headcount and financial parameters**

|  |  |  |  |
| --- | --- | --- | --- |
| Reference period (1): | | | |
|  | Headcount (ULA) | Annual turnover (\*) | Balance sheet total (\*) |
| Total |  |  |  |

(\*) EUR 1000.

The data must be reported in table A of Sheet 5.

**Please note**: The data of the enterprises, which are linked to the applicant enterprise, are derived from their accounts and other data, consolidated if they exist. To them are aggregated proportionally the data of any possible partner enterprise of that linked enterprise, situated immediately upstream or downstream from it, unless it has already been included through consolidation (2). Partner enterprises of such a linked enterprise are treated as direct partners of the applicant enterprise and therefore Sheets 3A and 3 must also be completed.

Place and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(2) If the data of an enterprise are included in the consolidated accounts to a lesser proportion than the one determined in article 3, paragraph 4, the percentage rate according that article should be applied.