

Foreign Affiliates: Guidelines for respondents

Units covered The Foreign Affiliates survey (in Danish, *Datterselskaber i udlandet*) covers affiliates (and their underlying affiliates) and branches, which are located outside of Denmark, and which are controlled by a company in Denmark for at least part of the period.

The Danish parent is considered to have control if it directly or indirectly owns more than 50 per cent of the voting rights or has controlling influence. Affiliates and branches located in Denmark are not covered by this survey. If an affiliate from the period is not included in the prefilled list of affiliates, it should be added.

Foreign affiliates, which are owned through another Danish subsidiary, should be reported to the survey by the latter company.

Period The survey covers the period mentioned in the request for data to be reported. This is typically the most recent completed calendar year. If the company uses a non-calendar financial year, data may also be reported for the financial period ending between the 1st of May in the mentioned period and the 30th of April in the following year.

Additions/disposals If a foreign affiliate is established/acquired or terminated/disposed during the period, this should be indicated with information about the date of effect related to this. Turnover, employment, etc. should still be reported, but only concerning that part of the period where the unit was affiliated to the reporting company. If a new affiliate is not included in the prefilled list of affiliates, it should be added.

Economic activity code (NACE 4-digit) The economic activity code of each affiliate should be reported. The codes used are 4-digit codes from the NACE Rev. 2 classification. More information in English is available [here](#). You may also read more about this and search for activity codes [here](#) (in Danish).

Employees The number of employees (*Antal ansatte* in Danish) is the number of persons employed and remunerated by the affiliate. The headcount should thus not only cover full-time employees, and employment should not be calculated as full-time equivalents/FTEs. Thus, 2 part-time employees and 1 full-time employee amount to 3 employees.

The number of employees should be reported as an average for the period.

Currency Information about turnover etc. may be reported in the currency (*Valuta* in Danish) preferred by the company. The currency is specified using international 3-character codes.

Net turnover Net turnover (*Nettoomsætning* in Danish) is the total amount from sales of goods and services after the deduction of price reductions, VAT and excise duties etc.

Net turnover includes intra-group sales, i.e. sales to other units within your enterprise group.

It is the total net turnover of the affiliate that should be reported, even if affiliate is not fully owned by the parent company.

Turnover should be reported in 1,000's. I.e., a turnover of DKK 111,205.20 should be reported as 111.

For affiliates in finance and insurance, please refer to guidelines further below.

Staff costs Information about the affiliate's staff costs (*Personaleomkostninger* in Danish) concern the total amount for the following in the period:

- ❖ **Wages and salaries:** Total wages and salaries in the period, including holiday pay, sick leave and long-term paid absences, bonuses and provisions for employees, board fees. Does not include payment for temporary workers and consultants, who are paid by another company.
- ❖ **Pensions:** Contributions to pension schemes.
- ❖ **Other social security expenses:** Contributions to other social security benefits, e.g. health/medical care, accident/life insurance, etc.

Other employee expenses, e.g. related to staff work clothes, training and staff social events, are not included.

Additions to tangible non-current assets Information about the affiliate's additions to/gross investments in tangible non-current assets (*Tilgang i materielle anlægsaktiver* in Danish) in the period. These are typically listed in annual reports under Property, plant and equipment. The amount (to be reported in 1,000's) covers tangible non-current assets intended for the affiliate's long-term property/use. The amount should be specified in cost price before impairment, revaluations, reversals, and reclassifications (transfers).

Note that it is the additions, that are to be reported – and therefore neither the value at the beginning or the end of the fiscal year, nor an amount calculated as the difference between these two.

The additions cover the affiliate's additions to the following during the period:

- ❖ Land and buildings, including new constructions and improvements to existing buildings.
- ❖ Production plant and machinery, equipment and machinery.
- ❖ Other facilities, production equipment and inventory.
- ❖ Leasehold improvements
- ❖ Assets under construction

Turnover in finance and insurance

Net turnover is defined differently for affiliates in finance and insurance.

*Banking and monetary
intermediation*

Turnover for affiliates within activity codes 6419 and 6430-6499 is defined as *production value*, calculated as follows:

+	Interest receivable and other similar income, incl. income from fixed-yield securities
-	Interest payable and similar charges
+	Commissions receivable
+	Income from shares and other variable-yield securities
+	Profit from other financial transactions
-	Loss from other financial transactions
+	Income from product- or turnover-related subsidies
=	Production value

Insurance

For affiliates in activity codes 6511-6520 it is defined as *gross premiums written*, calculated as follows:

+	Gross premiums earned
+	Reinsurance premiums received
=	Gross premiums written

Pension funding

For affiliates in activity code 6530 it is defined as *total pension contributions*, calculated as follows:

+	Pension contributions from members
+	Pension contributions from employers
+	Incoming transfers
+	Other contributions
=	Total pension contributions

*Services related to
finance and insurance*

For affiliates in activity codes 6611-6630 it is defined as *commissions receivable*:

=	Commissions receivable
---	------------------------