



**September 2021**

**ERICA (EUROPEAN RECORDS OF IFRS CONSOLIDATED ACCOUNTS)  
WORKING GROUP**

**ERICA STANDARD FORMAT**

**Annex 2 - Methodological note**

**European Committee of Central Balance Sheet Data Offices (CBSO)**

**CONTENTS**

I. NEW FEATURES IN THE 2021 ERICA FORMAT .....3

II. GENERAL CHARACTERISTICS AND EMPLOYMENT .....5

III. STATEMENT OF PROFIT OR LOSS BY FUNCTION AND BY NATURE .....7

IV. STATEMENT OF COMPREHENSIVE INCOME .....15

V. STATEMENT OF FINANCIAL POSITION: ASSETS SIDE.....18

VI. STATEMENT OF FINANCIAL POSITION: LIABILITIES AND EQUITY .....23

VII. STATEMENT OF CASH FLOWS.....28

VIII. NOTES .....31

ANNEX - EMPLOYMENT.....40

## I. NEW FEATURES IN THE 2021 ERICA FORMAT

The ERICA format has benefited from relevant changes in additional information in order to be in line with recent IFRS changes and continue deepening in future ERICA analysis:

1. Notes - Update of “Reason of recalculated data”:

- 1. Change in accounting policy resulting from amendments to:
  - 1.1. Leases (IFRS 16) (G02123)
  - 1.2. Investment property (IAS 40) (G02124)
  - 1.3. Investment in associates and joint ventures (IAS 28) (G02125)
  - 1.4. Plan Amendment, Curtailment or Settlement (IAS 19) (IAS 19) (G02126)
  - 1.5. Annual improvements to IFRS Standards (2015-2017) (G02127)
  - 1.6. Annual improvements to IFRS Standards (2018-2020) (G02131)
  - 1.7. Definition of Material (IAS 1 and IAS 8) (G02128)
  - 1.8. Business combinations (IFRS 3) (G02129)
  - 1.9. Interest Rate Benchmark Reform (IFRS 9, IAS 39 and IFRS 7) (G02130)
  - 1.10. Leases Covid 19 - Related Rent Concessions (IFRS 16) (G02132)
  - 1.11. Interest Rate Benchmark Reform, Phase 2 (IFRS 4, 7, 9, 16, IAS 39) (G02133)
  - 1.12. Classification of Liabilities - Deferral of Effective Date (IAS 1) (G02134)
  - 1.13. References to the Conceptual Framework (G02135)
  - 1.14. Property, Plant and Equipment (IAS 16) (G02136)
  - 1.15. Provisions, Contingent Liabilities and Contingent Assets (IAS 37) (G02137)

2. Notes – Leases:

- The breakdown of future lease payment obligations (cc\_3101, cc\_3102 and cc\_3103) was removed.
- Additionally, the following breakdowns were removed as well
  - of which, rights of use, annual amortization (only former off-balance leases under IAS 17, on balance under IFRS 16) (cc\_31051)
  - of which, interest expense due to leases (only former off-balance leases under IAS 17, on balance under IFRS 16) (cc\_31061)

3. Notes – Environmental Information. Given the growing importance of climate-related reporting, new environmental information was added:

- A breakdown of CO2 emissions per scope
  - Scope 1 CO2 emissions (measured in thousand tonnes) (G32031)
  - Scope 2 CO2 emissions (measured in thousand tonnes) (G32032)

- Scope 3 CO2 emissions (measured in thousand tonnes) (G32033)
- Information on energy consumption within the organisation
  - Amount of energy consumption as reported by the group (G3207)
  - Unit of measurement of energy consumption reported by the group (G3208)
  - Energy consumption expressed in MWh (G3209)
  - Energy intensity calculated by dividing energy consumption (MWh) by revenue (000 €) (G3210)
  - The amount of water consumption in m<sup>3</sup> (G3211)

## II. GENERAL CHARACTERISTICS AND EMPLOYMENT

### COUNTRY OF INCORPORATION AND NAME OF THE REPORTING ENTITY

These cells are automatically completed for all the sheets of the format by filling point “1. Name of the reporting entity” and point “2.6. Country of the parent entity”.

#### 1. Name of reporting entity (group)

This field requires the name of the reporting entity or group, without the word “Group” (i.e. Volkswagen).

#### 2. Identification of the reporting entity (or the corporation in case of individual accounts)

It concerns the identification information of the reporting entity. In case of individuals accounts the identification information of the entity should be included.

##### 2.1. Name of the reporting entity

The name of the reporting entity (wording as in the commercial register) should be disclosed here (i.e. Volkswagen AG).

##### 2.2. National identification code of the reporting entity

The national identification numbers or codes as the commercial register code must be noted. Note that German and Austrian groups use an internal code as group identifier, while the other ERICA groups use the identifier of the reporting entity as group identifier.

##### 2.3. ERICA identification code of the reporting entity

The ERICA identification code, created for internal purposes by the ERICA WG, must be noted.

##### 2.6. Country of the reporting entity

The country of incorporation or the principal place of business, if different from the registered office, should be noted (IAS 1.138.a).

#### 3. Information on the ultimate parent entity of group

The ultimate parent entity of the group is the head of the group, even if there is only an indirect ownership relation with the reporting entity.

When the ultimate parent entity is the same as the parent entity, this point should be filled with the information again (i.e. Volkswagen AG) and keep it empty only when the ultimate parent entity is unknown.

##### 3.1. Name of the ultimate parent entity of the group

##### 3.2. National identification code of the ultimate parent entity of the group

#### 4. Nature of financial statements

##### Consolidated

The financial statements cover a group of entities. Consolidated financial statements include all entities that are controlled by the parent or in which the parent has a significant influence.

##### Individual

The financial statements cover only the individual entity.

## **5. Accounting period**

### **5.1. Yearly or interim financial statements**

The information about the usual period of accounting (yearly, half-yearly or quarterly) is disclosed here.

### **5.2. Date of the beginning of the reporting period (yyyy-mm-dd)**

### **5.3. Date of the end of the reporting period (yyyy-mm-dd)**

These dates inform about the period that is covered by the financial statements (IAS 1.51.c). Additionally, the information is provided whether the balancing year is identical with the fiscal year.

### **5.4 Number of months of the reporting period**

Number of months for current and previous reporting period has to be given here, to ensure comparability of data.

## **6. Presentation currency**

The format should include the information about the reporting currency, especially in cases where it is different to the euro (IAS 1.51.d).

## **7. Level of precision in financial statement's figures**

Financial statements can be fulfilled in units, thousands or millions. The purpose of this line item is identifying the currency units under which the information is disclosed.

## **8. Description of operations and principal activities**

### **8.1. Sector classification of the reporting entity (four digits NACE code)**

For the ease of the entity allocation to a sector of activity, its main NACE code must be reported here, which will be used for analysis purposes. This activity should be the one with the highest turnover in the entity. When only two digits of NACE code are available, the element should be fulfilled with two zeros behind the two digits available.

## **13. Information about options allowed by IFRS (as at December 2020)**

Some IFRS allow alternative treatments of certain transactions, what can pose some problems when comparing information from different entities. To that end, the ERICA format asks for the alternative used in these cases. Please note that if an entity does not give information or it uses more than one alternative not being possible to identify the predominant, the cell must remain "Not reported". The transactions covered are the following:

### **13.2. Subsequent measurement of property, plant and equipment**

Acquisition cost or revalued amount.

### **13.3. Subsequent measurement of investment property**

Acquisition cost, fair value (with gains and losses to be included in statement of profit or loss) or no investment property.

### **13.4. Method of presentation of statement of other comprehensive income**

Gross, net of tax or no OCI.

### III. STATEMENT OF PROFIT OR LOSS BY FUNCTION AND BY NATURE

#### PRELIMINARY REMARKS

##### ***Distinction between nature and function***

An entity should present, either on the face of the statement of profit or loss or in the notes to the statement of profit or loss, an analysis of expenses using a classification based on either the nature of expenses or their function within the entity.

The first analysis is referred to as the nature of expense method. Expenses are aggregated in the statement of profit or loss according to their nature, and are not reallocated amongst various functions within the entity. The second analysis is referred to as the function of expense or 'cost of sales' method and classifies expenses according to their function as part of cost of sales, distribution or administrative activities.

Entities classifying expenses by function should disclose additional information on the nature of expenses, including depreciation and amortisation expense and staff costs. The choice of analysis between the cost of sales method and the nature of expenditure method depends on both historical and industry factors and on the nature of the organisation.

##### ***Continuing and discontinuing operations***

The items of statement of profit or loss do not include the amount arising from discontinuing operations; the disclosure of this kind of operations may be presented either in the notes or on the face of the financial statement except the disclosure of the amount of the post-tax gain or loss, which should be presented on the face of the statement of profit or loss.

### I. STATEMENT OF PROFIT OR LOSS BY NATURE

#### 1. Operating revenue

An entity should disclose the amount of each significant category of revenue recognised during the period including revenue arising from the sale of goods, the rendering of services, interest, royalties and dividends.

##### **1.1. Revenue**

The item contains among others the following categories:

##### ***Turnover:***

The turnover covers 3 categories of revenues:

*Sale of goods:* The item includes the revenues from the sale of goods; it does not include the revenues arising from lease agreements, dividends from investments, insurance contracts, and change in the fair value. The revenues from the sale of goods should be recognised when the entity has transferred to the buyer the significant risks and rewards of ownership of the goods and when the amount of the revenue can be measured reliably (IAS 18.14). If the entity retains significant risks of ownership, the transaction is not a sale and revenue is not recognised. Revenue is not recognised when there is simply an intention to acquire or manufacture the goods in time for delivery (IAS 18.16).

*Rendering of services:* Revenues associated with a transaction involving the rendering of services should be recognised by reference to the stage of completion of transaction at the statement of financial position date (IAS 18.20).

*Revenue from construction contracts:* An entity should disclose the amount of contract revenue recognised as revenue in the period (IAS 11.39.a) by reference to the stage of completion of the contract activity at the statement of financial position date (IAS 11.22).

**Royalty income:** Income received for the use of long term assets by another entity, such as patents, trademarks and copyrights. They should be recognised on an accrual basis in accordance with the substance of the relevant agreement (IAS 18.30.b).

**Property rental income:** It includes the rental income from investment property (IAS 40.75.f.i)

**Other miscellaneous operating revenue**

**1.2. Other operating income, total**

This heading contains, amongst others, the following items:

*Interest income [financial activities]:* The use by others of the entity's financial assets rises to revenue in the form of interest for the use of cash or cash equivalents or amounts due to the entity. Interest income should be recognised on an accrual basis. As stated in IAS 18 only those amounts derived from the course of the ordinary activities of the entity should be included under this caption (i.e., as the format is not aimed to financial institutions only amounts derived from financial subsidiaries of the entity must be considered). For further guidance on accounting for interest income from loans by non-financial institutions, please refer to heading 5.2. Financial income, net.

*Dividend income [financial activities]:* The use by others of investments in subsidiaries, associates and joint ventures rise to revenue in the form of dividends; they are distribution of profits to holders of equity investments in proportion to their holdings of a particular class of capital. The item does not include the dividend from trading investments, classified into the income from investments. Dividend income should be recognised when the shareholder's right to receive payment is established. As stated in IAS 18 only those amounts derived from the course of the ordinary activities of the entity should be included under this caption (i.e., as the format is not aimed to financial institutions only amounts derived from financial subsidiaries of the entity must be considered). For further guidance on accounting for dividend income from investments by non-financial institutions, please refer to heading 5.2. Financial income.

*Gain on derecognition of non-financial assets:* Gains and losses from the retirement or disposal of non-financial assets should be determined as the difference between the net disposal proceeds and the carrying amount of the assets and should be recognised as income or expense in the statement of profit or loss. Only gains must be shown under this caption as the losses must be reported in Operating expenses (see point 2.6). Please note that also gains arising from the disposal of non-current assets held for sale should be included in this heading.

*Impairment reversals from non-financial assets:* If the recoverable amount of an asset is lower than its carrying amount, the carrying amount of the asset should be reduced to its recoverable amount. The reduction is an impairment loss and the increases are the reversals of the impairment losses. The impairment reversals that should be disclosed are those from property, plant and equipment, from intangible assets and goodwill, from other assets valued at cost, from inventories and from bad and doubtful commercial debts. Impairment reversals from financial instruments should be reported in Gains (losses) from financial instruments (see point 5.3.).

*Other remaining operating income*

*Reversals to provisions:* Reversals of (existing) provisions should be disclosed in Other operating income. When only the net amount of increases and reversals is reported in the Notes, this amount should be included in Net additions to provisions (Other operating expenses).

**Of which, Income from government grants**

*Income from government grants related to income:* Grants related to income are presented as a credit in the statement of profit or loss; alternatively, they are deducted in reporting the related expense.

*Income from government grants related to assets:* The grants, including non-monetary grants at fair value, may be set up as deferred income which is recognised as income on a systematic and rational basis over the useful life of the assets. In case the entity chooses the second method of presentation (deducting from the carrying amount of the asset), the grant is recognised by way of a reduced depreciation charge.



**Of which, impairment reversals**

Income from impairment reversals should be included in this position. In some cases, impairment losses and reversals will be only available as net position. In this case, positive amounts should be included in impairment reversals and negative amounts should be included within impairment losses.

**1.3. Changes in inventories of finished goods and work in progress**

The change in finished goods and work in progress during the period represents an adjustment to production expenses to reflect the fact that either production has increased inventory levels or that sales in excess of production have reduced inventory levels. Increases and decreases of inventories must be included in this heading. This item excludes the write-downs, which are included in other items of statement of profit or loss.

**1.4. Work performed by the enterprise and capitalised**

This line is used in case an entity is constructing an asset for its own use (for instance a building). Since the costs must be activated, they are reversed from the statement of profit or loss by means of this line.

**2. ( - ) Operating expenses**

These items are expenses that arise in the course of the ordinary activities of the entity. Expenses are aggregated according to their nature and are not reallocated among various functions within the entity.

**2.1. ( - ) Raw materials and consumables used:**

( - ) *Purchases of raw materials and consumables:* Amounts paid or to be paid to suppliers, VAT excluded.

( - ) *Changes in inventories of raw materials and consumables:* This item excludes write-downs, that are included in other items of statement of profit or loss. A negative sign is an arising of inventories.

( - ) *Purchases of merchandises*

( - ) *Changes in inventories of merchandises*

**2.2. ( - ) Employee expenses**

The heading includes all the expenses relating to employment; wage and salaries, short term employee benefits, post employment benefit and other charges.

( - ) *Wage and salaries:* Gross salaries, vacation pay, 13th month, bonuses, etc.

( - ) *Short term employee benefit:* Including the expenses for social security

( - ) *Post employment benefit charge:*

( - ) *Post employment benefit obligation expense, defined contributions plans:* When an employee has rendered service to an entity during a period, the entity should recognise the contribution payable to a defined contribution plan as an expense.

( - ) *Post employment benefit obligation expense, defined benefit plans:* Includes current service cost, interest cost (if a company chooses to show such interest expense under employee expenses according to the freedom in presentation offered by IAS 19.119), net actuarial gain (loss) recognised, etc.

( - ) *Other employee charges:*

( - ) *Termination benefits:* These benefits are separated from the other benefits because the event, which gives rise to an obligation, is the termination rather than the employee service.

( - ) *Equity compensation plans:* They include benefits in such form as shares, share options and other equity instruments issued to employees at less than the fair value at which those instruments would be issued to a third party; they include even cash payments.

( - ) *Other long term benefits:* It includes information about other long-term benefits, for example for key management personnel.

( - ) *Other employee expenses:* It includes all the items not foreseen by the previous items.

**2.3. ( - ) Depreciation and amortisation**

The depreciable amount of fixed assets should be allocated on a systematic basis over its useful life.

**2.4. ( - ) Impairment losses total (not reversals)**

If the recoverable amount of an asset is lower than its carrying amount, the carrying amount of the asset should be reduced to its recoverable amount. The reduction is an impairment loss. The impairment losses that should be disclosed are those from property, plant and equipment, from intangible assets and goodwill, from other assets valued at cost, from inventories and from bad and doubtful commercial debts. Impairment losses from financial instruments should be reported in Gains (losses) from financial instruments (see point 5.3.). In some cases, impairment losses and reversals will be only available as net position. In this case, negative amounts should be included here and positive amounts should be included within impairment reversals.

*of which, ( - ) impairment losses from goodwill*

**2.5. ( - ) Research and development (by nature)**

The item includes the aggregate amount of research and development expenditure recognised as an expense during the period.

**2.6. ( - ) Restructuring costs**

Examples of restructuring costs are sale or termination of a line of business, changes in management structure as eliminating a layer of management, or a fundamental reorganisation that have a material effect on the nature and focus of the enterprise's operations.

**2.7. ( - ) Other operating expenses (by nature)**

The item includes all the operating expenses not included in the previous items or the operating expenses that are a mix of various expenses. This heading contains, amongst others, the following items:

*( - ) Loss on derecognition of non-financial assets:* Gains and losses from the retirement or disposal of non-financial assets should be determined as the difference between the net disposal proceeds and the carrying amount of the assets and should be recognised as income or expense in the statement of profit or loss. This item only includes losses as the gains must be reported in Operating revenue (see point 1.2). Please note that also losses arising from the disposal of non-current assets held for sale should be included in this heading.

*( - ) Service costs:* Nowadays, entities have outsourced many services that previously were performed within their structure. However, not only outsourcing charges are included in this caption: it also aims at subcontracting, external staff, auditor fees, lawyer fees, insurance costs, maintenance costs, rental charges, telephone bills, electricity, subscription to magazines, etc.

*( - ) Other taxes different than income tax:* It includes all the taxes not included in the income tax expense, such as real estate tax or environmental taxes.

*( - ) Net additions to provisions:* Allocation of funds shall be accounted for here, including increases to already existing provisions and reversals of (existing) provisions when only the net amount is available. If gross amounts are available, increases should be included here and reversals in Other operating income.

**3. Gain (loss) on changes in fair value of non-current assets**

Unless EU's Directives allow other non-current assets to be measured at fair value, only the following categories should be included here:

*(Gain) loss on changes in fair value of investment property:* According to IAS 40 the entities that apply the fair value model should disclose the net gain or losses from fair value adjustment.

*(Gain) loss on changes in fair value of biological assets:* A gain or loss arising on initial recognition of a biological asset at fair value should be included in net profit or loss during the period in which it arises (IAS 41.26). Subsequent gains or losses from the application of the fair value model should be included here too.

## **II. STATEMENT OF PROFIT OR LOSS BY FUNCTION**

The following items are only used in statement of profit or loss by function.

### **1a. Gross profit**

It is the difference between operating revenue and the cost of sales, excluding the other operating income and expenses.

#### **1a.1. (Operating) Revenue**

An entity should disclose the amount of each significant category of revenue recognised during the period including revenue arising from the sale of goods, the rendering of services, interest, royalties and dividends.

#### **1a.2. ( - ) Cost of sales**

### **1b. Other operating income**

Refer to heading 1.2 of Statement of profit or loss by Nature

**2. ( - ) Operating expenses** (IAS 1.103): All the expenses (depreciation, impairment, employee expenses, etc.) should be allocated to the different "functions" within the entity.

#### **2.1. (-) Distribution costs**

#### **2.2. (-) Research and development costs**

#### **2.3. (-) Administrative expenses**

#### **2.4. (-) Restructuring costs**

#### **2.5 (-) Other operating expenses**

Refer also to point 2 of Statement of profit or loss by Nature.

**3. ( - ) Gain (loss) on changes in fair value of non-current assets**

Refer to heading 3 of Statement of profit or loss by Nature

## **III. STATEMENT OF PROFIT OR LOSS BY NATURE AND BY FUNCTION**

The following items are used in both statement of profit or loss by nature and by function

### **4. Profit (loss) from operating activities**

This item is the difference between operating revenue (heading 1 of the statement of profit or loss), operating expenses (heading 2) and gain (loss) on changes in fair value of non-current assets (heading 3).

### **5. Net financial result**

This item contains the following items:

#### **5.1. ( - ) Finance costs**

Apart from interest expenses, this line should include costs arising from:

*( - ) Amortisation of discounts or premiums relating to borrowings*

( - ) *Amortisation of ancillary costs relating to borrowing arrangements*

( - ) *Fee expenses from financial instruments:* Fee expenses from financial assets or financial liabilities that are not at fair value through profit or loss shall be disclosed separately according to IFRS 7.20.c

*Gain (loss) on redemption and extinguishment of debt:* Additional costs paid to reimburse a debt before its due date, often referred to as re-investment indemnity.

*Example:* initial amount borrowed = 100, to be reimbursed by 2010. Suppose the loan is valued at cost. Suppose the bank accepts a reimbursement of 101. In that case, the loss equals 1.

( - ) *Interest expense, defined benefit plans:* if a entity chooses to show interest expense on pension obligations under finance costs according to the freedom in presentation offered by IAS 19.119. This interest expense should not be accounted for in “of which, interest expense”.

( - ) *Other finance costs*

**of which, ( - ) interest expense**

( - ) *Interest expense, bank borrowings:* It includes only the interest and the other costs in connection with bank borrowings. It includes interest on short-term and long-term borrowings

( - ) *Interest expense, other borrowings:* This item includes all the financial cost in connection with non-bank borrowings.

( - ) *Interest expense, borrowing costs:* only interest expenses not capitalised should be collected here. Capitalised amounts can be collected within additional disclosures. (s. detailed explanations)

**5.2. Financial income, net**

Under this heading, amounts arising from financial assets must be disclosed. Apart from interest earned on loans and deposits, the following should be considered:

*Dividends from trading investments*

*Fee income from financial assets*

*Interest income, defined benefit plans*

**of which, interest income**

Interest arisen from loans and deposits, current and non-current, to third and related parties. It does not include interest income from defined benefit plans.

**5.3. Gains (losses) arising from financial instruments (cc\_145\_147)**

This heading includes, amongst others, the following elements:

- *Gain (loss) on derecognition of financial assets at amortised cost:* This item includes the gains or losses arising from the disposal of financial assets measured at amortised cost.
- *Gains (losses) from derecognition of financial instruments.*
- *Fair value gains (losses) from financial instruments:*  
*of which, gain (loss) on reclassification of financial assets at fair value:* If a financial asset is reclassified so that is measured at fair value, any gain or loss arising from a difference between the previous carrying amount and its fair value at the reclassification date must be included in this heading.
- *Impairment losses and reversals from financial instruments*  
If the recoverable amount of a financial instrument is lower than its carrying amount, the carrying amount of the asset should be reduced to its recoverable amount. The reduction is an impairment loss. The impairment losses and reversals that should be disclosed are those from financial instruments.
- *Other gains (losses) from financial assets:* It includes all the income or losses not foreseen in the previous items.

**5.4. Exchange differences recognised in profit or loss**

Exchange differences, except those within operating profit or loss, must be presented aggregated in this caption, following IAS 21.52.a.

**5.5 Profit (loss) from investments in related parties**

This heading contains all the profits or losses related to investment in related parties.

***of which, share of profit (loss) from equity accounted investments***

The following item includes all the income and the losses from investments accounted using the equity method; they include only the investments where is presumed to exist at least a significant influence.

**6. Other non-operating income (expense)**

It includes all the non-operating incomes and expenses which have not been possible to classify in the previous items, as gain arisen from a bargain purchase or negative goodwill (any excess in the net fair value of acquired entity's identifiable assets, liabilities and contingent liabilities over cost). As studied in previous year, this element should be completed rarely as it is only for those cases where a different allocation is not possible.

**7. Profit (loss) before tax****8. Income tax expense (income)**

The tax expense (income) related to profit or loss from ordinary activities should be presented on the face of the statement of profit or loss. Components of tax expense (income) may include: current tax expense, the amount of deferred tax expense (income) relating to the origination and reversal of temporary differences and to changes in tax rates, the amount of the benefit arising from a previously unrecognised tax loss, and others.

**9. Profit (loss) after tax from continuing operations (before non-controlling interests)****10. Profit (loss) from discontinued operations, net of tax**

An entity shall disclose a single amount on the face of the statement of profit or loss comprising the total of:

- (i) the post-tax profit or loss of discontinued operations and
- (ii) the post-tax gain or loss recognized on the measurement to fair value less costs to sell or on the disposal of the assets or disposal group(s) constituting the discontinued operation.

**11. Profit (loss) (before non-controlling interests)****12. Profit (loss) attributable to non-controlling interests**

Non-controlling interests are the portion of the profit or loss of a subsidiary attributable to equity interests that are not owned, directly or indirectly through subsidiaries, by the parent (IAS 27.4).

**13. Profit (loss) attributable to owners of parent****IV. ADDITIONAL DISCLOSURES BY NATURE**

Please refer to the Statement of profit or loss by Nature, following headings:

*Employee expenses*

*Depreciation and amortization*

*Impairment losses, total (not reversals)*

*Changes in inventories of finished goods and work in progress,*  
*Work performed by the enterprise and capitalised*  
*Raw materials and consumables used*  
*Research and development costs.*

## **IV. STATEMENT OF COMPREHENSIVE INCOME**

### **I. PROFIT (LOSS)**

Line 11 of statement of profit or loss must be reported here.

### **II. OTHER COMPREHENSIVE INCOME FOR THE PERIOD**

This heading must contain all the incomes and expenses recognised during the period which did not go through statement of profit or loss. They can be reported in net or gross terms concerning income tax. The method of presentation should be indicated in General characteristics, 13. Information about options allowed by IFRS.

Following revised IAS 1, the other comprehensive income statement shall present the items grouped into those that, in accordance with other IFRSs:

- (a) will not be reclassified subsequently to profit or loss; and
- (b) will be reclassified subsequently to profit or loss when specific conditions are met.

#### II.1. Other comprehensive income that will not be reclassified to profit or loss

##### **1. Gains (losses) on revaluation**

It contains revaluations adjustments arising from property, plant and equipment, and intangible assets. According to EU Directives on IFRS implementation, this caption should remain empty for European groups, since the use of fair value is not allowed in this kind of assets.

##### **2. Remeasurements of defined benefit plans**

Remeasurements accounted for according to IAS 19 must be included here.

##### **3. Share of other comprehensive income of associates and joint ventures accounted for using the equity method that will not be reclassified to profit or loss**

##### **4. Equity Instruments at Fair Value Through Other Comprehensive Income (FVTOCI)**

All equity investments in scope of IFRS 9 are measured at fair value in the statement of financial position, with value changes recognised in profit or loss, except for those equity investments for which the entity has elected to present value changes in other comprehensive income. The option to designate an equity instrument at FVTOCI is available at initial recognition and is irrevocable. This designation results in all gains and losses being presented in OCI except dividend income which is recognised in profit or loss. On derecognition, these gains and losses will not be reclassified.

##### **5. Remaining other comprehensive income that will not be reclassified**

It discloses other income and expense recognized directly in equity that will not be reclassified and not included in previous categories

##### **6. Income tax relating to other comprehensive income that will not be reclassified**

It should be included the amount of income tax relating to components of other comprehensive income that will not be reclassified when the Statement of comprehensive income is presented in gross terms relating to income tax.

II.II. Other comprehensive income that will be reclassified to profit or loss (see illustrative example after II.II.7 for accounting treatment)

**1. Exchange differences on translation**

Financial statements of foreign operations must be translated into the reporting currency at the end of the accounting period. Differences arising from currency exchange rates shall be considered as other comprehensive income.

**2. Debt Instruments at Fair Value Through Other Comprehensive Income (FVTOCI)**

A debt instrument that meets the cash flow characteristics test and is not designated at FVTPL under the fair value option must be measured at FVTOCI if it is held within a business model whose objective is to hold financial assets in order to collect contractual cash flows and sell financial assets. For debt instruments measured at FVTOCI, interest income (calculated using the effective interest rate method), foreign currency gains or losses and impairment gains or losses are recognised directly in profit or loss. The difference between cumulative fair value gains or losses and the cumulative amounts recognised in profit or loss is recognised in OCI until derecognition, when the amounts in OCI are reclassified to profit or loss.

***of which, unrealized gains (losses) on Debt Instruments at FVOCI:*** Amounts recognised in the period other than interest income, foreign currency gains or losses, impairment gains or losses and reclassified gains or losses must be disclosed here (mainly, fair value adjustments).

***of which, (gains)/losses reclassified to profit or losses on Debt Instruments at FVOCI:*** The amounts previously recognised in the statement of comprehensive income in the previous line must be reclassified to profit or loss when the related debt instrument is derecognised.

**3. Cash flow hedges**

***of which, gains (losses) arising during the period:*** Amounts recognised in the period other than reclassification adjustments and adjustments to the carrying amount of hedged items must be disclosed here (mainly, fair value adjustments).

***of which, (-)/(+) reclassification adjustments for (gains)/losses included in profit or loss:*** The amounts previously recognised in the statement of comprehensive income in the previous line must be reclassified to profit or loss when the hedged forecast transaction affects profit or loss.

**4. Gains (losses) from hedges of net investments in foreign operations**

Results from hedges of net investments in foreign operations according IAS 39.102 should be reported here.

**5. Share of other comprehensive income of associates and joint ventures accounted for using the equity method that will be reclassified to profit or loss**

**6. Remaining other comprehensive income that will be reclassified**

It discloses other income and expense recognized directly in equity that will be reclassified and not included in previous categories.

**7. Income tax relating to other comprehensive income that will be reclassified**

It should be included the amount of income tax relating to components of other comprehensive income that will be reclassified when the Statement of comprehensive income is presented in gross terms relating to income tax.



### **III. TOTAL COMPREHENSIVE INCOME FOR THE PERIOD (I + II)**

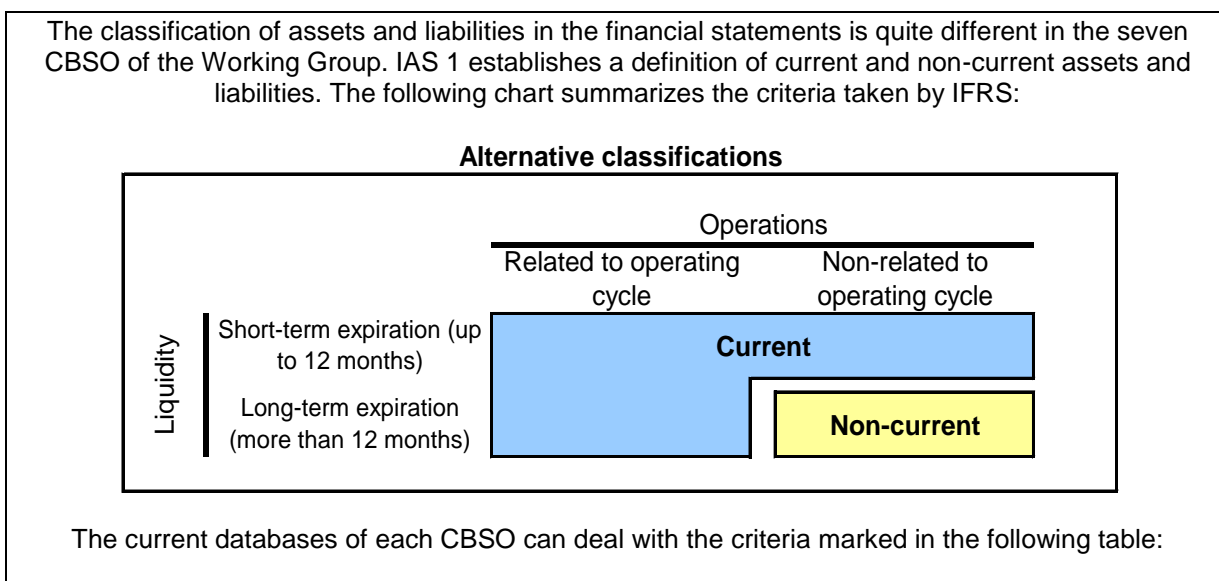
This heading adds the two previous ones, obtaining the total comprehensive income for the period. It is divided into two lines: the income attributable to owners of the parent and the income attributable to non-controlling interests.

## V. STATEMENT OF FINANCIAL POSITION: ASSETS SIDE

**Important remark:** The main body of the assets side must be presented **using net values**; that is to say, to enter the carrying amount (net book value) of the correspondent asset net of accumulated depreciation and amortisation, accumulated impairment losses, and **government grants** (if the company has chosen to account for them as a reduction in the value of the related assets).

The following captions have several explanations, in order to help the entity to fulfill the ERICA format, based on IFRS taxonomy.

Box 1. Definition of current / non-current



	Austria	Belgium	France	Germany	Italy	Portugal	Spain
Operational cycle			X				X
Short-term / long-term	X	X		X	X	X	X
Current / Non-current (IFRS)		X	X				X

## I. ASSETS, NON-CURRENT, TOTAL

**1. Property plant and equipment** are tangible assets that:

- are held by the enterprise for use in the production or supply of goods or services, or for administrative purposes; and
- are expected to be used during more than one period.

Those elements held for sale must be presented under caption 16 of the current assets.

### 1.1. Land and buildings

*Land:* Only land and natural resources must be included here. With respect to lands, do record those ones which have not been built or are in the course of construction.

*Buildings:* Also including the land, when the building has been finished.

### 1.2. Plant and equipment

It includes machinery, production lines...

**1.3. Remaining property, plant and equipment:** Under this item the following elements are included:

*Motor vehicles:* It includes aircrafts, ships, trains, cars, fork-lift trucks, motorbikes...

*Fixtures and fittings:* It includes climate control units, heating, sewer systems, carports...

*IT equipment:* It includes mainframe computers, personal computers, laptops, screens, printers...

*Exploration and evaluation assets:* Exploration and evaluation assets are expenditures incurred by an entity in connection with the exploration for and evaluation of mineral resources before the technical feasibility and commercial viability of extracting a mineral resource are demonstrable (Appendix A of IFRS 6). Such assets must be classified according to their nature. Thus, those meeting the definition of property, plant and equipment shall be included here. Examples are vehicles and drilling rigs.

*Other property, plant and equipment:* Office equipment such as computers, furniture, small refrigerators, coffee-makers, hat stands must be included under this caption.

#### **1.4. Construction in progress and payments in advance:**

As long as the property, plant and equipment element is not ready for operation, it remains included under this caption. As soon as it is ready for operation, it is transferred to one of the captions above. Prepayments on property, plant and equipment should be included here.

**2. Investment property** is property (land or a building, or part of a building, or both) held (by the owner) to earn rentals or for capital appreciation or both, rather than for:

- use in the production or supply of goods or services or for administrative purposes; or
- sale in the ordinary course of the business

### **3. Intangible assets and goodwill**

#### **3.1. Goodwill, net**

Any excess of the cost of an acquisition (business combination) over the acquirer's interest in the fair value of the identifiable assets and liabilities acquired as at the date of the business combination shall be described as goodwill and recognised as an asset.

#### **3.2. Development costs**

They are costs related to the application of research findings or other knowledge to a plan or design for the production of new or substantially improved materials, devices, products, processes, systems or services prior to the commencement of commercial production or use.

#### **3.3. Computer software, copyrights, patents and other industrial property rights, service and operating rights**

Enter the mentioned acquired intangible assets here.

#### **3.4. Remaining intangible assets**

*Exploration and evaluation assets:* Exploration and evaluation assets are expenditures incurred by an entity in connection with the exploration for and evaluation of mineral resources before the technical feasibility and commercial viability of extracting a mineral resource are demonstrable (Appendix A of IFRS 6). Such assets must be classified according to their nature. Thus, those meeting the definition of intangible assets shall be included here (for example, drilling rights).

*Assets arising from service concession arrangements:* According to IFRIC 12, an entity shall recognize an intangible asset when it has a right to charge users of the infrastructure.

*Other identifiable intangible assets, net*

### **4. Rights of use**

For all leases, both finance and operating leases, a right-of-use asset is recognised on the balance sheet and measured in the amount of the lease liability and initial direct costs. Then, it is adjusted by the lease payments made before or on commencement date, lease incentives received, and any estimate of dismantling and restoration costs. If the information is available, all rights of use assets must be included here, independent of the nature of the leased asset (property, plant and equipment, intangible asset or investment property).

## 5. Biological assets

Under this item the following elements are included:

*Biological assets* are living animals or plants such as sheep, trees in a plantation forest, pigs, vines, fruit trees.

*Agricultural produce at the point of harvest* is the harvested product of the enterprise's biological assets, at the point of harvest, such as wool, logs, carcass, grapes, picked fruit.

## 6. Investments in related parties

Here the below-explained captions must be disclosed:

*Investments in subsidiaries, at cost:* It includes investments in controlled entities that are not consolidated, but valued at cost. Control is presumed to exist when the parent owns directly or indirectly through subsidiaries, more than one half of the voting power

*Investments in associates, at cost:* An associate is an enterprise in which the investor has significant influence and which is neither a subsidiary nor a joint venture. Significant influence is presumed to exist if the investor holds, directly or indirectly through subsidiaries, 20% or more of the voting power. This caption only includes those investments in associates that are left outside the consolidation perimeter and that are valued at cost.

*Investments in joint ventures, at cost:* A joint venture is a contractual arrangement whereby two or more parties undertake an economic activity which is subject to joint control. Please only include those joint ventures valued at cost.

*Equity method accounted investments, total:* These investments can be either investments in associates or investments in joint ventures.

**Of which, equity accounted investments:** It should be separately disclosed here the total amount of investments in associates or investments in joint ventures accounted by the equity method.

## 7. Deferred tax assets

If transactions recorded during the current period will give rise to a lower **current** tax liability in a subsequent year, a **deferred** tax asset should be recorded in the year of the transaction.

## 8. Other financial assets, non-current

The detail required is based on the type of financial assets held.

*securities, non-current:*

*Shares, non-current (including participations):* Participations in investment funds and individual shares, for the purpose of speculation.

*Securities other than shares, non-current:* Treasury securities (treasury bonds or certificates, treasury time deposits with a repurchase option, REPOS) and other securities (commercial paper and others).

*loans to related parties, non-current:* Loans to subsidiaries, to associates, to joint ventures and to other related parties are included under this element.

**of which, derivatives (including hedging assets), non-current:**

It reports derivatives, including hedging assets. Hedging item is a designated derivative or a designated non-derivative financial asset or liability (for a hedge of the risk of changes in foreign currency exchange rates only) whose fair value or cash flows are expected to offset changes in the fair value or cash flows of a designated hedged item (IAS 39.9).

## 9. Remaining assets, non-current:

*Finance lease receivables, non-current:* These receivables appear in the lessor's financial statements.

*Prepayments, non-current:* Prepaid expenses, such as rent, insurance costs, and costs resulting from a maintenance contract must be included under this heading.

*Cash restricted or pledged:* Examples are the amounts deposited as continuous security, among other things at public administrations or government services (customs, excise taxes, telephone, rent, etc.)

*Assets pledged as collateral subject to sale or repledging, non-current*

*Post-employment benefit surplus:* A surplus is an excess of the fair value of the plan assets over the present value of the defined benefit obligation (IAS 19.58B).

*Other assets, non-current*

**of which, non-current trade receivables:**

If reported, trade receivables, non-current, should be included within remaining assets and entered in this element.

## **II. ASSETS, CURRENT, TOTAL**

### **10. Inventories**

They are assets held for sale in the ordinary course of business; in the process of production for such sale; or in the form of materials or supplies to be consumed in the production process or in the rendering of services. In case of a service provider, inventories include the costs of a service, for which the entity has not yet recognised the related revenue (IAS 2.8). Advance payments on account of stock supplies must be included under heading 14. Remaining assets, current.

### **11. Other financial assets, current**

*securities, current:*

*Shares, current (including participations):* Participations in investment funds and individual shares, for the purpose of speculation.

*Securities other than shares, current:* Treasury securities (treasury bonds or certificates, treasury time deposits with a repurchase option, REPOS) and other securities (commercial paper and others).

*loans to related parties, current:* Loans to subsidiaries, to associates, to joint ventures and to other related parties are included under this element.

**of which, derivatives (including hedging assets), current:**

It reports derivatives, including hedging assets. Hedging item is a designated derivative or a designated non-derivative financial asset or liability (for a hedge of the risk of changes in foreign currency exchange rates only) whose fair value or cash flows are expected to offset changes in the fair value or cash flows of a designated hedged item (IAS 39.9).

### **12. Current tax receivables (only income tax)**

This caption only includes receivables relating to income taxes.

### **13. Trade receivables, net, total**

The amount of trade receivables shall be reported in this item, including those with related parties.

*Of which, receivables arising from construction contracts: it should be disclosed here only those trade receivables arisen from construction contracts.*

### **14. Cash and cash equivalents**

Cash includes cash at hand, bank balances and short-term deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value (IAS 7.6).

**15. Remaining assets, current**

*Assets pledged as collateral subject to sale or repledging, current*

*Finance lease receivables, current:* These receivables appear in the lessor's financial statements.

*Other receivables, net, total:* Advance payments on inventories must be included under this caption. Other examples are receivables from VAT tax authorities, receivables from social security, receivables from employees...

*Other assets, current*

***of which, prepayments, current***

*Prepaid expenses must be included under this heading, such as rent, insurance costs and costs resulting from a maintenance contract.*

Suppose an entity must pay its rent in advance as per July 1st N for the period July 1st N till June 30th N+1 and suppose the closing date of the financial statements is December 31st. Then the entries relating to the rent are as follows:

July 1st N

Debit: Rental costs	X: 2	
Debit: Prepayments, current		X: 2
Credit: Bank account		X

January 1st N+1

Debit: Rental costs	X: 2	
Credit: Prepayments, current		X: 2

**16. Non-current assets and disposal groups held for sale or held for distribution to owners**

An entity shall classify a non-current asset (or disposal group) as held for sale if its carrying amount will be recovered principally through a sale transaction rather than through continuing use (IFRS 5.6). The asset (of a disposal group) must be available for immediate sale in its present condition subject only to terms that are usual and customary for sales of such assets and its sale must be *highly probable* (IFRS 5.7). It also requires non-current asset (or disposal group) that is classified as held for distribution to owners acting in their capacity as owners (IFRS 5.5A).

## VI. STATEMENT OF FINANCIAL POSITION: LIABILITIES AND EQUITY

### Preliminary remarks

Dividends proposed or declared after the statement of financial position date should not be recognised as a liability at the statement of financial position date (IAS 10.12). Such dividends are disclosed in the notes to the financial statements in accordance with IAS 1.

(IAS 1.69) A liability should be classified as a current liability when it:

- is expected to be settled in the normal course of the enterprise's operating cycle; or
- is due to be settled within twelve months of the statement of financial position date.

All other liabilities should be classified as non-current liabilities.

### I. EQUITY, TOTAL

#### A. EQUITY ATTRIBUTABLE TO OWNERS OF PARENT AND OTHER HOLDERS OF EQUITY INSTRUMENTS

##### A1. EQUITY ATTRIBUTABLE TO OWNERS OF PARENT

A **parent** is an entity that has one or more subsidiaries.

##### 1. Share capital

*Issued capital (including paid-in and unpaid capital):* It corresponds to the total amount of contribution invested by the entity's shareholders and is represented by issued shares. The shares can be paid-in or not.

( - ) *Unpaid capital not called for:* Please refer in this line the outstanding amount of share capital issued but still not paid as it has not been called for.

##### 2. Share premium

It is the difference (or the bonus) between the offering price and the face value of the share.

##### 3. Retained earnings (accumulated losses)

*Profit (loss) of the year:* It concerns the profit or the loss realised by the entity during the year. It should show the same amount as line 12 in statement of profit or loss.

*Interim dividends:* This line asks for those dividends paid in advance (before year end) in anticipation of the appropriation of the profit (loss) of the current year.

*Remaining retained earnings (accumulated losses):* it includes all the profits recorded by the entity from its setting up, diminished by all the losses possibly realised and excluding dividends and other components that would be retained.

*Reserves built up by retained earnings:* any reserve built up by retained earnings, should be included here.

##### **Of which, legal and statutory reserves**

*Legal and statutory reserves build by retained earnings over the years.*

##### 4. Other reserves.

These are amounts stemming from non-distributed profits. This item is neither a real obligation nor an eventual liability and is not related to any depreciation of assets. It corresponds to the increase of the entity's value and belongs to the shareholders. Reserves include translation reserves, hedging reserves, financial assets at fair value through OCI reserves, share-based payments reserves, reserve of remeasurements of defined benefit plans, and miscellaneous other reserves not built up by retained earnings of the company.

## 5. ( - ) Treasury shares

They are issued shares hold by the company (or the group) itself.

## A2. OTHER EQUITY INTEREST

It should be classified here the equity attributable to the owners of the parent derived from the compound financial instruments issued by the entity and the rest of instruments or components classified as equity in the financial statements of the entities.

## B. NON-CONTROLLING INTERESTS

Non-controlling interests are that part of the net assets of a subsidiary attributable to interests which are not owned, directly or indirectly through subsidiaries, by the parent.

## II. LIABILITIES, TOTAL

### A. LIABILITIES, NON-CURRENT, TOTAL

#### 6. Interest-bearing borrowings, non-current

The distinction between the periods (up to one year and more than one year) is requested to classify the amounts in the current or non-current category but in both cases the items are the same, only the maturity date is different. It should only be considered interest-bearing borrowings.

It should include following items:

##### **Borrowings from financial institutions, non-current:**

*Bank borrowings:* This item concerns the amounts of money lent by a bank to the entity.

*Bank overdrafts:* Bank overdrafts correspond to the treasury facilities consented by a bank to its client, whose current account can be, on agreement, overdrawn during a given period.

##### **Leases, non-current**

Both finance lease and operating lease liabilities are included here. The lease liability is in fact all payments not paid at the commencement date discounted to present value using the interest rate implicit in the lease (or incremental borrowing rate if the previous one cannot be set). These payments may include fixed payments, variable payments, payments under residual value guarantees, purchase price if purchase option will be exercised, etc.

##### **Bonds issued, non-current**

This component is related with the bonds delivered by the entity to investors, generally in the frame of long-term borrowings.

##### **Convertible borrowings, non-current**

Amount of money borrowed by the entity that can be converted into shares or sometimes into other bonds according to the investors during a given period.

##### **Borrowings with related parties, non-current**

For further guidance about related parties, please refer to annex 3. Borrowings with related parties must be classified in this line, regardless of their nature or if they could fit in any of the categories already disclosed in this heading.

##### **Remaining interest-bearing borrowings, non-current**

*Redeemable preference shares, non-current:* This item corresponds to shares that the entity has the possibility to buy back or write off<sup>1</sup>.

Disclosures on some previous details are required:

##### **of which, borrowings from financial institutions, non-current:**

---

<sup>1</sup> This type of liabilities does not exist in France except in the very specific case of liquidation.



**of which, leases, non-current**  
**of which, bonds issued, non-current**

#### **7. Deferred income, non-current**

**of which, government grants**

It corresponds to a capital grant (definition IAS 20.3) agreed by the government which will be gradually reported in the profit and loss account (IAS 20.26).

#### **8. Provisions for employee benefits, non-current**

This item corresponds to all kind of employee benefits, including termination benefits which are payable after the completion of employment.

#### **9. Other provisions, non-current**

A provision is (IAS 37.10 & 37.14)

- A present obligation of the entity arising from past events,
- The settlement of which is expected to result in an outflow from the entity of resources embodying economic benefits and,
- For which a reliable estimate can be made of the amount of the obligation.

Main classes of provisions are explained below:

##### *Warranty provisions*

Example: An entity sells goods with a warranty under which customers are covered for the cost of repairs of any manufacturing defects that become apparent within the first six months after purchase. Based on past experience, a provision has to be recognized for the best estimate of the costs of repair of the goods, sold during the last six months before the statement of financial position date, taking into account the statistical possibility for defects.

*Restructuring provisions:* A restructuring (IAS 37.10) is planned and controlled by management, and materially changes either the scope of a business undertaken by an entity or the manner in which that business is conducted.

The following are examples of events that may fall under the definition of restructuring (IAS 37.70):

- (a) Sale or termination of a line of business;
- (b) The closure of business locations in a country or region or the relocation of business activities from one country or region to another;
- (c) Changes in management structure (for example, eliminating a layer of management); and
- (d) Fundamental reorganizations that have a material effect on the nature and focus of the entity's operations.

Example: On 12 December Y, the Board of Directors decided to close down a division in the summer of Y+1. During the next week, a detailed plan was agreed by the Board. Before year-end letters were sent to customers, warning them to seek an alternative source of supply, and redundancy notices were sent to the staff of the division. As per 31 December Y, a provision should be recognised for the best estimate of the costs of closing down the division.

##### *Legal proceedings provisions*

Example: A caterer delivers a bunch of oysters for a party, after which a number of employees die as a result of food poisoning. The catering entity is not insured against such professional mistakes. Legal proceedings are started seeking damages from the caterer. At statement of financial position date, the lawyers of the catering entity advise that it is probable that the entity will be found liable. Thus, the best estimate of the amount to settle the obligation has to be provided for.

*Onerous contracts provisions:* An onerous contract (IAS 37.10) is a contract in which the unavoidable costs of meeting the obligations under the contract exceed the economic benefits expected to be received under it.

Example: An entity operated profitably from a factory that it has leased under an operating lease. During the year the entity relocated its operations to a new factory. The lease on the old factory continues for the next four years, it cannot be cancelled and the factory cannot be re-let to another user. A provision is recognized for the best estimate of the unavoidable lease payments.

*Environmental provisions*

Example: An entity in the oil industry causes contamination. National legislation requires the entity to clean up the contaminated land, which will result in a significant cost in the future. Therefore, these clean-up costs have to be provided for.

*Provisions for waste electrical and electronic equipment:* According to the European Union's Directive on Waste Electrical and Electronic Equipment (WE&EE) producers are responsible of the collection, treatment, recovery and disposal of the waste equipment. The waste management implied in these operations gives rise to a provision according to IFRIC 6.

*Provisions for contributions to decommissioning, restoration and rehabilitation funds:* Contributions to one of these funds in which the entity does not own control must be accounted for as a provision, according to IFRIC 5.

*Contractual obligations from service concession arrangements:* According to IFRIC 12, contractual obligations derived from the concession arrangement created to maintain or to restore an infrastructure must be accounted for according to IAS 37.

## **10. Deferred tax liabilities**

Amounts of income taxes payable in future periods in respect of taxable temporary differences. This item is always classified as non-current even if it is supposed to be settled within twelve months after the statement of financial position date.

## **11. Other non-interest-bearing liabilities, non-current**

***of which, derivatives (including hedging liabilities), non-current:***

it reports derivatives, including hedging liabilities. Hedging item is a designated derivative or a designated non-derivative financial asset or liability (for a hedge of the risk of changes in foreign currency exchange rates only) whose fair value or cash flows are expected to offset changes in the fair value or cash flows of a designated hedged item (IAS 39.9).

***of which, trade payables, non-current:***

if reported, trade payables, non-current, should be included within remaining assets and entered in this element.

## **B. LIABILITIES, CURRENT, TOTAL**

### **12. Interest-bearing borrowings, current**

See point 6 above.

### **13. Deferred income, current**

See point 7 above.

### **14. Provisions for employee benefits, current**

See point 8 above.

**15. Other provisions, current**

See point 9 above.

**16. Current tax payables (only income tax)**

Outstanding amounts of income taxes payable at the end of the year.

**17. Trade payables, total**

It discloses to the amount of money due by the entity to its suppliers for goods or services received, including those with related parties.

*of which, liabilities arising from construction contracts: only those liabilities arising from construction contracts must be classified in this element.*

**18. Other non-interest-bearing liabilities, current**

*Other payables*

*Accrued payroll and amounts due to employees*

*Accrued administrative liabilities*

*Dividends to pay*

*Other liabilities, current*

**of which, advances received**

*Amount of money paid by the clients or other partners for goods or services to be delivered by the entity.*

**of which, derivatives (including hedging liabilities), current**

*See point 11 above.*

**19. Liabilities included in disposal groups held for sale**

According to IFRS 5.38, the liabilities of a disposal group classified as held for sale shall be presented separately from other liabilities in the statement of financial position. As the result of discontinued operations, liability must be classified as liability held for sale. This item is current by nature as the disposal should normally occur in the short term.

**EQUITY AND LIABILITIES, TOTAL**

**Additional information**

**1. Dividends distributed (Owners and Non-Controlling Interests):**

This item must contain all the dividends already distributed during the period, regardless of the year where they were obtained. The monetary amount that goes out from the accounting group which includes those dividends from subsidiaries that are distributed to Non-Controlling Interests and the dividends distributed by the parent company to its shareholders.

**2. Proposal of dividends to be distributed (Owners)**

This item must contain the amount of dividends proposed to be distributed. This amount is still within the statement and has not left the entity yet.

## VII. STATEMENT OF CASH FLOWS

The statement of cash flows sets out all the incoming and outgoing cash flows during the financial year, broken down by origin: cash flows from operating, investing or financing activities. It provides a summary of the cash resources available during the period and how those resources have been used. The statement of cash flows gives an indication of the ability of the reporting entity to generate cash flows, and provides additional information facilitating more accurate assessment of liquidity, solvency and the results achieved.

Cash flows from operating activities can be recorded by the direct or the indirect method. The direct method adds up the major types of cash receipts and payments: cash receipts from customers, payments to suppliers, payments to employees, etc. The indirect method is based on the net profit or loss and eliminates the effects of:

- non-cash transactions such as impairment losses, depreciation, additions to provisions, reversals of provisions, etc;
- the attribution to a particular period of revenues and expenses which have no cash implication in the reporting period (e.g. outstanding amounts due from customers and amounts payable to suppliers);
- revenues and expenses connected with cash flows from investing and financing activities.

### I. CASH AND CASH EQUIVALENTS, BEGINNING BALANCE

This field shows the amount of the cash and/or cash equivalents at the beginning of the balance year. It is the amount that was identified in the previous year as "VII. Cash and cash equivalents, ending balance".

### II. NET CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES

#### *Of which, operating cash flow from discontinued operations*

According IFRS5.33c, cash flows from discontinued operations has to be reported separately.

Interests paid and received and dividends paid and received to fulfil IAS 7.33 and 7.34 will also be shown separately in this statement.

#### *Of which, (-) interest paid*

#### *Of which, interest received*

#### *Of which, (-) dividends paid*

#### *Of which, dividends received*

### III. NET CASH FLOW FROM (USED IN) INVESTING ACTIVITIES

#### 1. (-) Payments for investments

##### 1.1. (-) Acquisitions of intangible and tangible assets (incl. investment properties)

Cash flows paid for acquisitions of intangible and tangible assets, including investment properties, should be disclosed in this element.

##### 1.2. (-) Acquisitions of financial assets

Cash flows paid for acquisitions of current and non-current financial assets should be disclosed in this element. It includes cash flows for acquisitions of subsidiaries and joint ventures, but also acquisitions of associates.

**Of which, (-) acquisitions of subsidiaries and joint ventures**

**2. Divestment receipts**

**2.1. Sales of intangible and tangible assets (incl. investment properties)**

Cash flows from divestments of intangible and tangible assets, including investment properties, should be disclosed in this element.

**2.2. Sales of financial assets**

Cash flows from divestments of current and non-current financial assets should be disclosed in this element. It includes cash flows from divestments of subsidiaries and joint ventures, but also cash flows from divestments of associates.

**Of which, sales of subsidiaries and joint ventures**

***Of which, investing cash flow from discontinued operations***

According IFRS5.33c, cash flows from discontinued operations has to be reported separately.

Interests paid and received and dividends received to fulfil IAS 7.33 and 7.34 will also be shown separately in this statement.

***Of which, (-) interest paid***

***Of which, interest received***

***Of which, (-) dividends paid***

***Of which, dividends received***

**IV. FREE CASH FLOW (II + III)**

Total field will be calculated by sum of Cash Flows from operating and investing activities.

**V. NET CASH FLOW FROM (USED IN) FINANCING ACTIVITIES**

***Of which, financing cash flow from discontinued operations***

According IFRS5.33c, cash flows from discontinued operations has to be reported separately.

Interests paid and received and dividends paid and received to fulfil IAS 7.33 and 7.34 will also be shown separately in this statement.

***Of which, (-) interest paid***

***Of which, interest received***

***Of which, (-) dividends paid***

***Of which, dividends received***

***Of which, proceeds from borrowings***

Gross amounts should be entered, unless only net amounts are available.

***Of which, (-) repayment of borrowings***

Gross amounts should be entered, unless only net amounts are available.

***Of which, capital increase***

## **VI. NET INCREASE IN CASH AND CASH EQUIVALENTS**

This line is to be obtained as the addition of the main lines II. Net cash flows from (used in) operating activities, III. Net cash flows from (used in) investing activities, and IV. Net cash flows from (used in) financing activities.

## **VII. EFFECT OF EXCHANGE RATE CHANGES ON CASH AND CASH EQUIVALENTS**

In order to reconcile cash and cash equivalents at the beginning and at the end of the period, the effect of exchange rate changes on cash and cash equivalents held or due in a foreign currency is reported here.

## **VIII. EFFECTS OF CHANGES IN SCOPE OF CONSOLIDATION ON CASH AND CASH EQUIVALENTS**

In order to reconcile cash and cash equivalents at the beginning and at the end of the period, the effect of changes in the scope of consolidation on cash and cash equivalents is reported here.

Example: a subsidiary is bought in period 01 but not consolidated because it is not material. In period 02 the subsidiary is growing fast and consolidation is necessary. The presentation in the cash flow statement would be as followed:

The price the company paid is shown in cash flow from investing operations in period 01. However, the balance of cash of the subsidiary is not included in period 01 as it is not consolidated. In period 02 it is consolidated for the first time and its cash cannot be presented in the beginning figure of cash and cash equivalents for period 01. Therefore this change must be accounted in this item.

A similar issue would appear if a subsidiary is not part any more in the consolidated group but it is not sold.

## **IX. CASH AND CASH EQUIVALENTS, ENDING BALANCE.**

This field shows the amount of the cash and/or cash equivalents at the end of the balance year. It consists of the "Cash and cash equivalents, beginning balance" plus "Net Increase in cash and cash equivalents" plus the "Effects of the exchange rate changes on cash and cash equivalents" and "Effect of changes in scope of consolidation on cash and cash equivalents" (lines I., V., VI and VII.) It must equal in most cases the amount identified in the following year as "I. Cash and cash equivalents, beginning balance".

## **X. ADJUSTMENTS TO RECONCILE WITH THE STATEMENT OF FINANCIAL POSITION**

In order to reconcile the amount of cash and cash equivalents disclosed in the Statement of financial position and the one reported in the Statement of Cash flows when they differ for example, due to non-current assets and disposal groups held for sale, the difference has to be included in this line. When the cash and cash equivalents do not match and the reason of the unbalance is not known, it will not be reconciled the cash and cash equivalents, and therefore, this element will not be fulfilled.

## **XI. CASH AND CASH EQUIVALENTS AS REPORTED IN THE STATEMENT OF FINANCIAL POSITION**

## VIII. NOTES

Within this new sheet, elements not included in national databases, e.g. CoCAS, will be included.

### GENERAL CHARACTERISTICS AND EMPLOYMENT

#### 2. Identification of the reporting entity (or the corporation in case of individual accounts)

##### 2.2. National identification code of the reporting entity

The national identification numbers or codes as the commercial register code must be noted.

##### 2.3. ERICA identification code of the reporting entity

The ERICA identification code, created for internal purposes by the ERICA WG, must be noted.

Note that German and Austrian groups use an internal code as group identifier, while the other ERICA groups use the identifier of the reporting entity as group identifier.

##### 2.4. ISIN identification code of the reporting entity

The ISIN code of the reporting entity must be noted (not the code of a subsidiary).

##### 2.5. LEI code of the reporting entity

The Legal Entity Identifier code of the reporting entity must be noted. For more information about the LEI code is referred to <https://www.lei-worldwide.com/what-is-a-legal-entity-identifier.html>

#### 3. Information on the ultimate parent entity of the group

##### 3.3. ERICA identification code of the ultimate parent entity of the group

##### 3.4. ISIN identification code of the ultimate parent entity of the group

##### 3.5. Country of the ultimate parent entity of the group

##### 5.3. Date of the end of the reporting period (yyyy-mm-dd)

These dates inform about the period that is covered by the financial statements (IAS 1.51.c). Additionally, the information is provided whether the balancing year is identical with the fiscal year.

#### 8.2. Description of activities by NACE code and revenue

In these columns, a brief description of the enterprise's operations and principal activities should be given as well as the specific NACE codes (4 digits) and the revenue of each activity (in same unit of the financial statements). Please remember that this information might not be 100% equivalent to information by segments (as requires IFRS 8).

#### 9. Listed companies (G017)

It should be selected the correct option for this element:

Listed with shares or other instruments on a EU regulated market

Non-listed

#### Capitalization (G0173):

When the option selected before in G017 is "Listed", some information on capitalization should be disclosed. The information should be always completed in *thousands of euros*. Considering Earning Per Shares (EPS) disclosed and reported according to IAS 8 for current and previous period, we could know the number of every kind of share issued by the parent company. Once we know the latter, we could check the quoted price for every kind of share and the product of them would lead us to that kind of share capitalization. The sum of the capitalisation of every kind of share would

give us the total capitalization of the parent company. The information considered should be at date of ending of the reporting period, however, if the information is not available at this date, the last day of the year.

#### **10. Data previous period (a)**

There is a choice between official data and recalculated data. ". If the company restates in its annual report the IFRS accounting data for the previous year, we note this as "recalculated data". In that case we mention the reason why the company recalculated its figures. If the company does not recalculate in its annual report the IFRS accounting data for the previous year, we mark this as "original data".

#### **Reasons of recalculated data:**

When recalculated data have been expressed, the reasons can be disclosed (ERICA+ groups).

1. Change in accounting policy resulting from amendments to standards:
  - 1.1. Leases (IFRS 16) (effective from 2019)
  - 1.2. Investment property (IAS 40) (effective from January 2018)
  - 1.3. Investment in associates and joint ventures (IAS 28) (effective from January 2019)
  - 1.4. Plan Amendment, Curtailment or Settlement (IAS 19) (effective from January 2019)
  - 1.5. Annual improvements to IFRS Standards (2015-2017) (effective from January 2019)
  - 1.6. Annual improvements to IFRS Standards (2018-2020) (effective from January 2022)
  - 1.7. Definition of Material (IAS 1 and IAS 8) (effective from January 2020)
  - 1.8. Business Combinations (IFRS 3) (effective from January 2020)
  - 1.9. Interest Rate Benchmark Reform (IFRS 9, IAS 39 and IFRS 7) (effective from January 2020)
  - 1.10. Leases Covid 19 - Related Rent Concessions (IFRS 16) (effective from April 2021)
  - 1.11. Interest Rate Benchmark Reform, Phase 2 (IFRS 4, 7, 9, 16, IAS 39) (effective from January 2021)
  - 1.12. Classification of Liabilities - Deferral of Effective Date (IAS 1) (effective from January 2023)
  - 1.13. References to the Conceptual Framework (effective from January 2020)
  - 1.14. Property, Plant and Equipment (IAS 16) (effective from January 2022)
  - 1.15. Provisions, Contingent Liabilities and Contingent Assets (IAS 37) (effective from January 2022)
2. Voluntary change in accounting policy (IAS 8)
3. Correction of prior periods errors (IAS 8)
4. Reclassifications (IAS 8) (all adjustments of the presentation in the statement of profit or loss that have an impact on the EBITDA and the statement of financial position that have an impact on the main elements)
5. Business Combinations (IFRS 3).
6. Non-current assets held for sale and discontinued operations (IFRS 5)
7. Other reason/ open field

#### **11. Opinion on the financial statements given by the auditor**



Here the opinion of the auditor concerning the financial statement must be disclosed; i.e. if he gives an unqualified opinion or if there are any restrictions. Mainly, an unqualified opinion represents financial statements without any restrictions, whereas qualified opinions contain restrictions or remarks. In the case the financial statements are not audited, it has to be informed.

1. Not Audited: when there are no financial statements for the period or there is no

2. Qualified opinion: Qualified report is given by the auditor in either of these two cases:

2.a) When the financial statements are materially misstated due to misstatement in one particular account balance, class of transaction or disclosure that does not have pervasive effect on the financial statements.

2.b) When the auditor is unable to obtain audit evidence regarding particular account balance, class of transaction or disclosure that does not have pervasive effect on the financial statements.

A Qualified Opinion report is issued when the auditor encountered one of these two types of situations which do not comply with generally accepted accounting principles, however the rest of the financial statements are fairly presented.

3. Adverse opinion: An Adverse Opinion is issued when the auditor determines that the financial statements of an auditee are materially misstated and, when considered as a whole, do not conform with GAAP. It is considered the opposite of an unqualified or clean opinion, essentially stating that the information contained is materially incorrect, unreliable, and inaccurate in order to assess the auditee's financial position and results of operations.

4. Disclaimer of opinion: This type of report is issued when the auditor tried to audit an entity but could not complete the work due to various reasons and does not issue an opinion. A Disclaimer of Opinion is issued in either of the following cases:

- When the auditor is not independent or when there is conflict of interest.
- When the limitation on scope is imposed by client, as a result the auditor is unable to obtain sufficient appropriate audit evidence.
- When the circumstances indicate substantial problem of going concern in client.
- When there are significant uncertainties in the business of client.

5. Unqualified opinion: This type of report is issued by an auditor when the financial statements are free of material misstatements and are presented fairly in accordance with the Generally Accepted Accounting Principles (GAAP), which in other words means that the company's financial condition, position, and operations are fairly presented in the financial statements. It is the best type of report an auditee may receive from an external auditor.

6. Unqualified opinion with an emphasis of a matter paragraph: This type of report is issued by an auditor when the financial statements are free of material misstatements and are presented fairly in accordance with the Generally Accepted Accounting Principles (GAAP), however the auditor wants to add additional information to the report without changing the overall opinion of the report.

**12. Information about employment** (for further information, please refer to annex 2)

An option has been allowed according to which this information can be presented in FTE (Full-Time Equivalents) or in total number of employees. The first option is preferable but since it has been observed that some entities do not use FTE when disclosing information about employment, the second one has been enabled.

**Number of employees' average over period:** number of employees each month, expressed in full time equivalents, divided by the number of months of the accounting year.

The date of registration differs from country to country. More details are shown in the following table.

Country	Distinctions between registration date
Austria	Number of employees at the last working day of each month.
Belgium	Number of employees at the last working day of each month.
France	Non fixed rules <sup>1</sup>
Germany	No fixed rules, only broad recommendations
Greece	Number of employees at the last working day of each month.
Italy	Non-fixed rule: recommended daily average.
Portugal	People who have worked the last complete week of each month.
Spain	Number of employees at the last working day of each month.

(1) France: it exists only a recommendation of accounting practitioners that proposes to determine the average total employees with this formula: average total employees = total employees in full time during all the year + (with a calculation in proportion of the time of employment) total employees in partial time + (with a calculation in proportion of the time of employment) total employees hired during the year – (with a calculation in proportion of the time of employment) total employees having left the company during the year.

**Number of employees at end of period:** the number of employees at the last working day of the accounting period expressed in FTE.

**13.1. Method of presentation of cash-flow statement**

Direct method or indirect method.

**STATEMENT OF PROFIT OR LOSS: ADDITIONAL DISCLOSURES****1. Capitalized borrowing costs / interest expenses**

Borrowing costs which are directly related to the acquisition, building or production of qualified assets have to be activated. According IAS 23, the amount of capitalized borrowing costs, not included in profit or loss as interest expenses, should be disclosed. Borrowing costs are interest and other costs that an entity incurs in connection with the borrowing of funds. (IAS 23.5) A **qualifying asset** is an asset that necessarily takes a substantial period of time to get ready for its intended use or sale. (IAS 23.5) Borrowing costs may include (IAS 23.6) (i) Interest expense (calculated by effective interest method), (ii) Finance lease charges and (iii) Exchange differences.

Borrowing costs directly attributable to acquisition, construction or production of a qualifying asset shall be capitalized (IAS 23.8f.). Those costs could have been avoided, if there is no qualifying asset.

Capitalisation (IAS 23.17) starts when, (i) expenditures for the asset are incurred, (ii) borrowing costs are incurred and (iii) activities for preparation of asset have started. Capitalisation ends, when all necessary activities are completed (IAS 23.22).

The entity has to disclose (IAS 23.26) (i) the amount of borrowing costs capitalized during the period and (ii) the capitalization rate.

Capitalisation of borrowing costs leads to less interest expenses within profit or loss statement and therefore higher earnings. The capitalized amount will be amortised within the qualifying asset.

Amounts are normally reported within interest expense disclosures.

## **2. Variation of revenue by reasons (absolute values)**

The variation, positive or negative between previous and current period is divided into the following reasons:

- 2.1. Organic growth / decrease
- 2.2. Exchange currency
- 2.3. Changes in perimeter
- 2.4. Other

The information should be disclosed in absolute terms.

## **STATEMENT OF FINANCIAL POSITION: ADDITIONAL DISCLOSURES**

### **1. Pension benefit obligations (gross amount)**

This element should include the gross amount of provisions without considering the value of assets affected to the defined benefit obligation.

## **LEASES (IFRS 16): DISCLOSURES**

### **1. Lease payments (commitments due to IFRS 16 exemptions)**

In order to assess to what extent groups make use of the exemptions foreseen in IFRS 16, lease commitments that are excluded from the scope of IFRS 16 can be completed. In particular, IFRS 16 does not require a lessee to recognise assets and liabilities for (a) short-term leases (ie leases of 12 months or less) and (b) leases of low-value assets (for example, a lease of a personal computer). For such lease contracts, the total of future minimum lease payments at the end of the reporting period can be entered here.

### **2. ( - ) Annual rent expense**

For commitments falling under the IFRS 16 exemptions, this element includes all lease and sublease payments recognised as an expense in the statement of profit or loss during the period.

### **3. Rights of use, annual amortization (IFRS 16)**

This is the amount of amortization on rights of use assets recognised as an expense in the statement of profit or loss during the period.

### **4. Interest expense due to leases (IFRS 16)**

This is the amount of interest expense on lease liabilities (both finance and operating lease) recognised as cost in the statement of profit or loss during the period.

## NON-RECURRENT EFFECTS

### 1. Are there non-recurrent effects affecting EBIT?

Yes/ No/ No information

For the present or previous period: if both or at least just one of non-recurrent gains (cc3201) or non-recurrent losses (cc3202) are filled in with positive amounts, the generating rule will provide a “yes” in cc3200, if at least one of them is zero without the other being positive or both are zero, the generating rule will provide a “No” in cc3200 and, in the remaining cases, “No Information” will be provided by the generating rule.

#### 1.1. Amount of non-recurrent gain affecting EBIT (present and previous period)

This element includes the operating income which is considered non-recurrent (for example gains from derecognition of non-financial assets or compensation received considered non-recurrent by the entity).

#### 1.2. Amount of non-recurrent loss affecting EBIT (present and previous period)

This element includes the operating loss which is considered non-recurrent (for example loss from derecognition of non-financial assets, restructuring costs or impairment losses considered non-recurrent by the entity). They should be filled with a positive sign.

## ENVIRONMENTAL INFORMATION

### 1. CO2 Emissions

#### 1.1. Amount of CO2 emissions

If available, the amount of CO2 emissions reported by the group can usually be found in the (integrated) annual report (often in a separate chapter dedicated to non-financial reporting) or in a separate sustainability report. The amount reported here must be expressed in thousand tonnes.

#### 1.2. Type of emission

Available options are:

0.- CO2 Equivalent: this is the default value and the preferred option

1.- CO2

2.- No Information: in case the group does not specify the type of emission

A carbon dioxide equivalent or CO2 equivalent, abbreviated as CO2-eq is a metric measure used to compare the emissions from various greenhouse gases on the basis of their global-warming potential (GWP), by converting amounts of other gases to the equivalent amount of carbon dioxide with the same global warming potential. Carbon dioxide equivalents are commonly expressed as million metric tonnes of carbon dioxide equivalents, abbreviated as MMTCDE. The carbon dioxide equivalent for a gas is derived by multiplying the tonnes of the gas by the associated global warming potential.

(source:

[https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Carbon\\_dioxide\\_equivalent](https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Carbon_dioxide_equivalent))

### 1.3. Scope of the emission

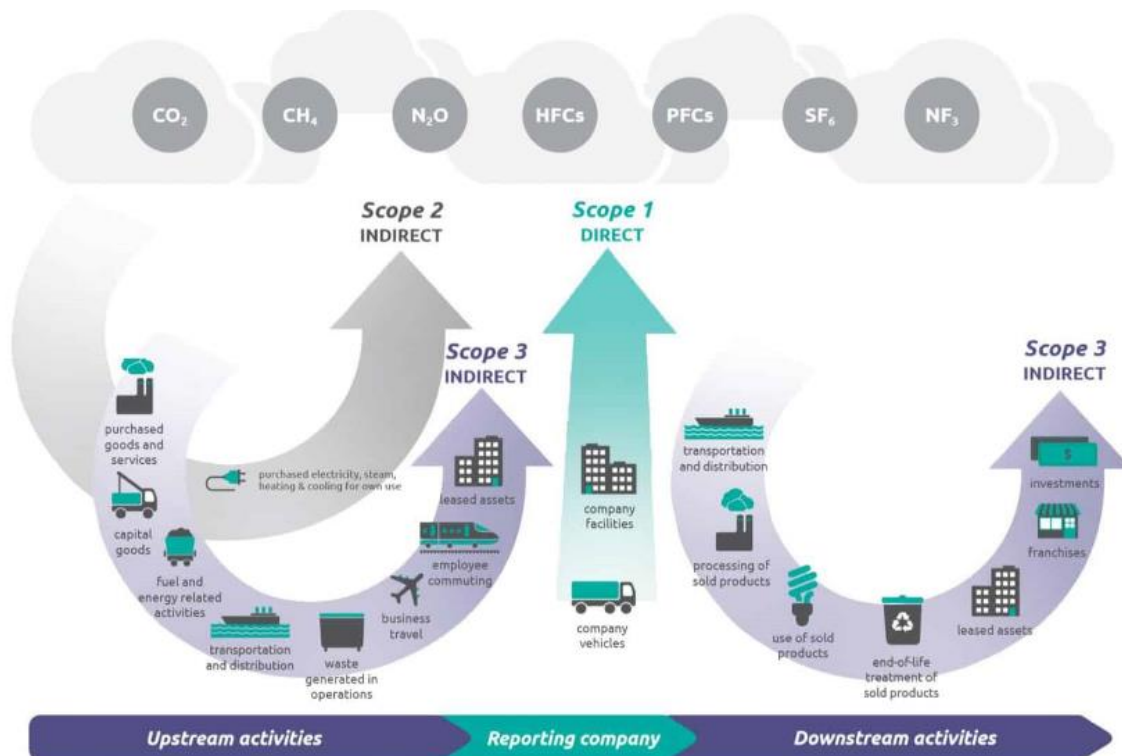
Available options are:

- 0.- Scope 1+2: this is the default value and the preferred option
- 1.- Scope 1
- 2.- Scope 1+2+3
- 3.- No Information: in case the group does not specify the type of the emission

Scope 1 – All Direct Emissions from the activities of an organisation or under their control. Including fuel combustion on site such as gas boilers, fleet vehicles and air-conditioning leaks.

Scope 2 – Indirect Emissions from electricity purchased and used by the organisation. Emissions are created during the production of the energy and eventually used by the organisation.

Scope 3 – All Other Indirect Emissions from activities of the organisation, occurring from sources that they do not own or control. These are usually the greatest share of the carbon footprint, covering emissions associated with business travel, procurement, waste and water.



(source: <https://compareyourfootprint.com/difference-scope-1-2-3-emissions/>)

### 1.4. Scope 2 reporting base

Available options are:

- 0.- Location based
- 1.- Market based
- 2.- No Information: in case the group does not specify which base is used to calculate scope 2 emissions

General requirement: 'dual reporting'

1. All companies have to give a **location-based** number. This number is based on the greenhouse gas emissions caused by the electricity production in the 'area' (usually the country) where the consumption takes place. For instance, the location-based number can be calculated by multiplying a) the electricity consumption of the company within the borders of a specific country (consumption expressed in kWh) and b) the average greenhouse gas emissions of 1 kWh in that country. Information about the average greenhouse gas emissions of the electricity on the national grid can be found with the grid operators or in reports of the International Energy Agency.

2. Companies operating on markets where "reliable tracking systems" are available, also have to report a **market-based** number. To calculate this number, the reporting company has to use the carbon emissions produced by the energy installations from which it gets its electricity. The origin of the electricity has to be "reliably tracked". To do this, companies need to use tracking certificates such as Guarantees of Origin in Europe, Renewable Energy Certificates in the USA, I-REC-certificates in some other countries. When companies, which are operating on markets where a reliable tracking system is available, decide not to use that system, then they have to calculate their market-based emissions by using the greenhouse gas emissions of the residual mix. For the market-based number, the Guarantee of Origin is the carrier of greenhouse gas emissions. If a company purchases renewable energy such as wind or solar, it can therefore claim the 0 emissions related to this wind and solar energy.

(source:

<https://static1.squarespace.com/static/55371f97e4b0fce8c1ee4c69/t/5a0460cf24a694f721a816a1/1510236370973/Greenhouse+Gas+Protocol+Scope+2+Guidance+-+Summary+by+EKOenergy.pdf>)

Example: Suppose that company X consumes its electricity in country Y and this electricity is produced by means of wind energy (independent where it is produced). In that case, company X can calculate its scope 2 emissions by multiplying the number of kWh electricity consumption by the average greenhouse gas emissions of 1 kWh in country Y (= location-based) or by multiplying the number of kWh electricity consumption by the average greenhouse gas emissions (for 1kWh) produced by the energy installations from which it gets its electricity, which may assumed to be zero in the case of wind energy (= market-based).

### **1.5. Additional information regarding CO2 emissions, per scope**

In order to improve comparability between groups, a breakdown of CO2 emissions according to the scope must be provided if available. This breakdown is independent of the option chosen in 1.3.

- 1.5.1. Amount of scope 1 CO2 emissions in thousand tonnes
- 1.5.2. Amount of scope 2 CO2 emissions in thousand tonnes
- 1.5.3. Amount of scope 3 CO2 emissions in thousand tonnes

## **2. Energy consumption within the organisation**

### **2.1. Energy consumption – reported value**

If the group is using the Global Reporting Initiative (GRI) Index, this amount corresponds with the information disclosed in GRI 302-1. The amount is entered as reported by the group, independent of the unit of measurement.

### **2.2. Energy consumption – unit of measurement**

This field indicates which unit of measurement the group uses to express the value in 2.1. above. The unit of measurement is selected from a drop-down box. Options are kWh, TWh, GWh, MWh, MJ, PJ, TJ, GJ and kJ.

### **2.3. Energy consumption within the organization expressed in MWh**

This field is automatically calculated based on the values in 2.1. and 2.2. above.

### **2.4. Energy intensity**

This field is automatically calculated by dividing the energy consumption expressed in MWh by the amount of revenue in thousand euro.

## **3. Water consumption**

### **3.1. Amount of water consumption**

The amount of water consumption is expressed in m<sup>3</sup>. If the group is using the Global Reporting Initiative (GRI) Index, this amount corresponds with the information disclosed in GRI 303-5.

## ANNEX - EMPLOYMENT

### 1. Definitions

#### 1.1. Target population

##### *Staff definition*

Staff has to be taken into account in the employment board if

- the worker has a contract of employment or a training contract directly with the entity (and not through an interim entity) and he is registered in a official document completed for the social security, and
- the worker is salaried (not self-employed persons)

The registration of some specific categories of workers depends on the national legislations summarized in the following table.

Category	Austria	Belgium	France <sup>(a)</sup>	Germany <sup>(a)</sup>	Greece	Italy <sup>(a)</sup>	Portugal	Spain
Fixed paid worker	X	X	X	X	X	X	X	X
Self employed person		–	–				--	–
Temporary employment agency	–	–	– <sup>5</sup>	–		–	–	–
Home worker	X	X	X	X		X	X	X
Students, apprentices	X	X	–	–		X	X	– <sup>1</sup>
On strike	X	X	X	X	X	X	X	X
Maternity leave, sickness	X	X	X	X	X	X	X	X
Career interruption	--	X	–	?		?	–	–
Early retirement	--	–	–	?		?	–	–
Workers of abroad branches	X	X <sup>3</sup>	X	?		?	X <sup>3</sup>	X <sup>3</sup>
Temporary assignment	--	– <sup>4</sup>	–	?	X	?	X <sup>4</sup>	–
Workers of state-owned companies	--	X	–	?		?	?	X
Civil servants	--	–	–	?		?	–	–

(a): based on "BACH" table on employment.

##### *Explanations*

- 1 (Spain): Grantees or scholarships are not included as employees in Spain. They collaborate and make practices at the same time they are studying. The maximum time possible of the scholarship is half of an university yearly period (about 4 and a half months). In fact, they contribute to the entity as a third party, rendering a service, because it does not contribute to the Social Security for them. The entity pays directly to the School or University and not to the students, as a result of an agreement between parties.
- 2 (Portugal): Sick leave of more than one month is excluded (except maternity).
- 3 (Belgium), (Portugal), (Spain): Workers of abroad branches (different from subsidiaries) are considered employees of the entity, although for National Accountancy purposes, it is necessary to know the amount of employees and salaries paid, because they must be treated as non-residents.
- 4 (Belgium): On the employment board of the entity with which they have the contract.



(Portugal): On the employment board of the entity where they temporary work.

- 5 (France): The accounting authorities recommend for individual accounts the calculation of two kinds of average number of employees: the number of employees that have a work contract with the entity and the number of employees that have worked for the entity during the year (including the workers that have a contract with an interim entity). For the consolidated accounts, the rules to determine the employment have not been specified. In the board we have presented the calculation of the number of employees that have a work contract with the entity.

## 1.2. Work schedule

Full time (unit): number of employees who perform the normal work schedule applied by the entity (e.g. 40 hours a week = 100%)

Part time (unit): number of employees who perform, on average, only a part of the normal work schedule

An apprentice is considered as part time taking into account the time spent on training sessions needed for his schooling.

Total in FTE: sum of all employees whereby

- Full time employed workers count for 1
- A part time employed worker counts for the number of hours performed by the part time worker divided by the number of hours normally performed by a full time worker

*Examples:*

- *An employee works 8 hours a day, but only for 3 days a week => part time at 60% (expressed in full time equivalents = 0,6)*
- *An employee is hired on July 1st and working at 50%. At the end of the accounting year, the number expressed in FTE for this employee = 0,5 and the average in FTE =  $0,5 \times 6/12 = 0,25$*