ANNUAL REPORT QUESTIONNAIRE 2013

COMPANY INFORMATION

Name Company: ____________________________
Doing Business As (DBA): ____________________
Company contact person: ____________________
Telephone: __________________ Fax: ________
Email: ____________________

IMPORTANT NOTICE

In accordance with the Statistics Ordinance AB 2013, GT no. 450, the survey will be conducted entirely confidentially and your participation is obligatory.

IMPORTANT: The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 5-7

INDUSTRY: 55100-56300 ACCLOMMODATION AND FOOD SERVICE ACTIVITIES
GENERAL QUESTIONS

1 Main activity: ____________________________________________

2 The fiscal year of this company ran from __________ through __________ 2013
   (If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2013)

3 Was the company active for the whole fiscal year 2013 (not counting vacations)? Yes ☐ No ☐

PERSONNEL

4 Number of full-time paid personnel (on the payroll)
   June 2013 ☐ Dec 2013 ☐

5 Number of part-time (working less than 25 hours a week) paid personnel (on the payroll)

6 Total number of paid personnel on payroll (full-timers plus part-timers)

7 Number of non-paid personnel (owner or members of the family not on the payroll)

8 Average number of personnel (paid plus non-paid) in 2013

PROFIT AND LOSS ACCOUNT 2013

INCOME

9 Revenue from food and beverage serving services

10 Revenue from Room Sales (Hotels only)

11 Other Revenue received

12 Total receipts (9 through 11)

13 Cost of sales (excluding costs of personnel; see explanatory notes)

14 Gross profit (12 minus 13)

COSTS

15 Depreciation on tangible fixed assets

16 Gross wages and salaries (own personnel only) and other personnel costs

17 Social security contributions by employer

18 Other operational costs (excluding profit tax and turnover tax)
   18a - Rent
   18b - Utilities
   18c - Telephone/fax/internet
   18d - Costs of transportation
   18e - Marketing costs
   18f - Professional services
   18g - Other operational costs

19 Total costs (15 through 18)

20 Net income from normal operations before taxes (14 minus 19)
### PROFIT AND LOSS ACCOUNT (CONT.)

All amounts in thousands of guilders

<table>
<thead>
<tr>
<th>21 Other extraordinary income</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Other extraordinary expense</td>
</tr>
<tr>
<td>23 Total extraordinary income/expense (21 minus 22) (+/-)</td>
</tr>
<tr>
<td>24 Book profit on sales of the company's capital goods</td>
</tr>
<tr>
<td>25 Book loss on sales of the company's capital goods</td>
</tr>
<tr>
<td>26 Total book loss/profit on sales on capital goods (24 minus 25) (+/-)</td>
</tr>
<tr>
<td>27 Total other income/expenses (23 plus 26) (+/-)</td>
</tr>
<tr>
<td>28 Profit/loss before taxes (29 plus 27)</td>
</tr>
</tbody>
</table>

The following questions are only applicable for NV's or BV's

#### 2013

| 29 Profit tax (NV's or BV's only) |
| 30 Retained profits over the fiscal year |
| 31 Dividend to be paid over |
| 32 Dividend benefits/investment income to be received |
| 33 Turnover tax paid |

### BALANCE SHEET

| 34 Tangible fixed assets (book value after accumulated depreciation from fiscal accounts)
| 35 Balance sheet total (see explanatory notes) |

Please check the end value of the fixed assets as follows:

End value 2012 + investments 2013 -/- disposals 2013 -/- depreciation 2013 +/- book profit(loss)

= end value 2013.

#### 2013 end of 2013

| 36 Own products (finished goods) |
| 37 Work in progress (ALSO on construction projects) |
| 38 Raw and auxiliary materials for production |
| 39 Merchandise (goods purchased for resale) + |
| 40 Total inventories on balance sheet (36 thru 39) |

---

2
### NOTES TO THE TANGIBLE FIXED ASSETS

*(Use the depreciation schedule to answer the following questions)*

<table>
<thead>
<tr>
<th>Investments</th>
<th>Disposals (proceeds, not bookvalue!)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments in/disposals of tangible fixed assets</td>
<td>2013</td>
</tr>
<tr>
<td>41 Buildings (including lots)</td>
<td></td>
</tr>
<tr>
<td>42 Other construction and groundwork</td>
<td></td>
</tr>
<tr>
<td>43 Land and sites (unbuilt on)</td>
<td></td>
</tr>
<tr>
<td>44 Transportation equipment</td>
<td></td>
</tr>
<tr>
<td>45 Computers, softwares and databases</td>
<td></td>
</tr>
<tr>
<td>46 Machinery and other business equipment</td>
<td></td>
</tr>
<tr>
<td>47 Research and Development</td>
<td>+</td>
</tr>
</tbody>
</table>

**48 Total Investments/disposals (41 thru 47)**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2013</th>
</tr>
</thead>
</table>

**49 Which part of the investments was produced or installed on own account (see explanatory notes)**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2013</th>
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</table>

**50 of which: wages and salaries of own personnel**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2013</th>
</tr>
</thead>
</table>

**51 of which: overhead/general costs**

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2013</th>
</tr>
</thead>
</table>

Experience has shown that the filling out of the part on investments and disposals poses many problems. You can prevent many questions from the side of STAT by adding to your survey form a copy of the note to the balance sheet in which the movement of the fixed assets is shown. Also a copy of the specification of personnel expenses is highly appreciated.
ADDITIONAL QUESTIONS

52 Does this company have an off-shore permit? (a company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

Yes [ ] No [ ]

53 Legal organisation [ ]
   1 N.V. (see question 54) [ ]
   2 B.V. (see question 54) [ ]
   3 Individual proprietorship (with or without personnel) [ ]
   4 Foundation [ ]
   5 Partnership [ ]
   6 V.O.F. [ ]
   7 Public Corporation [ ]
   8 Union [ ]
   9 Association [ ]
   0 Other (e.g. C.V.) [ ]

54 What percentage of your (company's) assets is owned by a foreign company? Please specify your answer with the percentage and the country of establishment of the foreign company

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

55 Is there data included in the figures supplied that relate to branches on other islands of the former Netherlands Antilles or in other countries?

Yes [ ] No [ ]

Percentage included [ ] %

56 List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

57 Would you like to receive the forms by email in the future? If yes, please fill out email address.

Yes [ ] No [ ]

Email address: ________________________________

Contact information for the person filling out this questionnaire

Name ________________________________

Tel. ________________________________

Email ________________________________

If filled in by accountants office please specify:

Name office ________________________________
EXPLANATORY NOTES:

A company is the smallest unit with its own balance sheet and profit and loss account. In terms of
the National Accounts a company consists of one or more establishments on the same island.
For this purpose foreign branches and branches on the other islands of the former Netherlands
Antilles are considered third parties.

1. The main activity is the activity which generates the largest revenue, or in which the
largest number of employees is engaged. The first criterion is preferred. The main activity
will be given a code by STAT.

4. Includes all full-time paid personnel on the payroll (loonstaten) of the months under
study. Part-time workers on the payroll should be mentioned in question 5

5. Part-time workers on the payroll (loonstaten) should be mentioned here. Part-time personnel are all
personnel working less than 25 hours a week.

7. Non-paid personnel: proprietors and family members working in the company who are not
on the payroll. These don’t include casual laborers cleaning the office or the garden, etc.

8. The average number of personnel preferably should be calculated as the average over the
12 months of the financial year. Non-paid personnel should be included in this average.

Completion of questions 9 thru 11 depends on the main activity of the company:

13. Wages and salaries should **not** be included under cost of sales. The costs of own
personnel should be mentioned at questions 16 and 17, whereas work from third parties
should be provided under other operational costs (question 18g)

15. Mention only the depreciation on tangible fixed assets, **not** the depreciation on goodwill for
example.

16. Only basic salaries of the company's personnel should be included. Payments to third
parties (contractors, employment agencies, etc.) should be included in question 18g (other
operational costs). Income of owners should only be included if it is on the payroll. Deduct
the sickness benefits which have been received from the social and health insurances
(SZV).

Do not include wage costs pertaining to investments on own account. These should be
stated at question 50.

**Other personnel expenses** cover overtime pay, staff bonuses, gratuities, dearness and
holiday allowances, value of wages in kind (free lodging, free meals, transportation), social
events and commissions to own sales staff. Distribution of profits to directors and other
personnel should also be mentioned here. Expenses for training and professional working
clothes are **not** personnel expenses, these expenses fall under other operational costs
(question 18g).

17. Social security contributions include the **employers** part of premiums paid to the SZV
(AOV/AWW and sickness insurance), and other private insurances paid on behalf of the
personnel (e.g. pension premiums and private sickness insurances). Include severance
payments (cessantsia) if these were paid out directly to the employee.

18 Other operational costs include all other non-durable goods and services purchased from third parties, with the exception of donations to provisions (p.e. dubious debtors) or other extraordinary expenses, like difference in prices etc. Extraordinary, non-operational costs, should be filled out at question 22.

A breakdown is asked at question 18a through 18g in order to be able to further analyze the data, especially the operating result in comparison with previous years. Transportation costs include fuel, lease of company cars (freight is included in question 13). Marketing costs concern all advertising and publicity costs. Professional services include notary, legal services, and accountancy.

21 & 22 Other extraordinary income and expenses include costs such as damages, donations to or release of provisions and such-like.

24 & 25 Look at the notes to questions 41 through 47, concerning the disposals, for the amount that needs to be filled in at this question.

33 Ninety percent of the turnover tax paid or the complete amount is probably included at question 18g (other costs) already. So this question pertains to the complete amount of turnover tax paid over the fiscal year.

35 Total assets on the balance sheet are the combined possessions on the balance date.

36 to 39 State inventories "net"; after provisions for unmarketable inventories.

Construction companies should also report work in progress at question 37.

Use the depreciation schedule to answer the questions about investments and disposals.

41 to 47 Investments in tangible fixed assets include the purchase value of all durable means of production (capital goods) purchased during the financial year. Durable means of production are goods which have an expected life of more than 1 year. Capital goods that are leased by way of an operational lease should not be included here.

Investments should also include the cost of installations, architect costs, notary and other transfer costs, cost of permanent fixture in buildings, as well as expenses for capital repairs.

Funds invested during the fiscal year in construction projects which have not yet been delivered should also be included.

Do not include; investments in foreign branches or other islands of the former Netherlands Antilles, takeover of existing firms which will continue their operations unchanged, and investments in intangible assets like goodwill, copyright and patents, also no portfolio investments.

42 Other construction and groundwork includes non-commercial buildings, such as dwellings association buildings, sports facilities, construction of parking lots and asphalting.

43 This refers to land improvements only (inclusive cost of ownership transfer)
In the column for **Disposals** the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company should be stated. Differences between proceeds of the sale and book value of the capital goods sold should be in question 26.

Investments produced or installed on own account include the manufacturing, construction and/or installation of fixed assets (buildings, machinery, installations, etc.) for the company's use (not for sales purposes). In this case, all goods and services obtained from third parties should be deducted. The remaining part of the investments on own account consists of two parts: labour costs of own personnel and overhead costs. This subdivision should be given at the questions 50 and 51.

Purpose of this question is to get an insight at the level at which local companies are owned by foreign companies.
ANNUAL REPORT QUESTIONNAIRE 2013

FINANCIAL INTERMEDIARY INSTITUTIONS

COMPANY INFORMATION

Name Company:_____________________________________________________

Doing Business As (DBA):__________________________________________

Company contact person:___________________________________________

Telephone:_________________ Fax:__________________________

Email:___________________________________________________________

IMPORTANT NOTICE

In accordance with the Statistics Ordinance AB 2013, GT no. 450, the survey will be conducted entirely confidentially and your participation is obligatory.

IMPORTANT: The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 5-7

INDUSTRY: 64100 - 66390  FINANCIAL AND INSURANCE ACTIVITIES
ANNUAL REPORT QUESTIONNAIRE 2013

GENERAL QUESTIONS

1 Main activity:

2 The fiscal year of this company ran from __________ through __________ 2013 (If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2013)

3 Was the company active for the whole fiscal year 2013 (not counting vacations)?
   Yes [ ] No [ ]

PERSONNEL

4 Number of full-time paid personnel (on the payroll)
   [June 2013] [Dec 2013]

5 Number of part-time (working less than 25 hours a week) paid personnel (on the payroll)

6 Total number of paid personnel on payroll (full-timers plus part-timers)

7 Number of non-paid personnel (owner or members of the family not on the payroll)

8 Average number of personnel (paid plus non-paid) in 2013

PROFIT AND LOSS ACCOUNT 2013

All amounts in thousands of guilders

INCOME

9 Interest on loans
10 Interest on deposits

11 Balance (9 minus 10)

12 Other income received

13 Total output (11 plus 12)

EXPENSES

14 Depreciation on tangible fixed assets

15 Gross wages and salaries (own personnel only) and other personnel expenses

16 Social security contributions by employer

17 Other operational costs (NO profit taxes)
   17a Rent
   17b Utilities
   17c Telephone/fax/internet
   17d Transportation costs
   17e Marketing costs
   17f Professional services
   17g Other operational costs

18 Total costs (14 through 17)

19 Net income from normal operations before taxes (13 minus 18) (+12)
### PROFIT AND LOSS ACCOUNT 2013

#### EXTRAORDINARY INCOME AND EXPENSES

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>Other extraordinary income</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Other extraordinary expense</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Total extraordinary income/expense (20 minus 21)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Book profit on sales of the company's capital goods</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Book loss on sales of the company's capital goods</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Total book loss/profit on sales on capital goods (23 minus 24)</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Total other income/expenses (22 plus 25)</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Profit/loss before taxes (19 plus 26)</td>
<td></td>
</tr>
</tbody>
</table>

All amounts in thousands of guilders

The following questions are only applicable for NV's or BV's

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>Profit tax</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Retained profits over the fiscal year</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Dividend to be paid over</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Dividend benefits/investment income to be received</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Turnover tax (BBO) paid</td>
<td></td>
</tr>
</tbody>
</table>
BALANCE SHEET

All amounts in thousands of guilders

<table>
<thead>
<tr>
<th></th>
<th>end of 2013</th>
<th>end of 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>33 Tangible fixed assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(book value after accumulated depreciation from fiscal accounts)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check the end value of the fixed assets as follows:


<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>34 Balance sheet total (see explanatory notes)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES TO THE TANGIBLE FIXED ASSETS

(Use the depreciation schedule to answer the following questions)

<table>
<thead>
<tr>
<th>Investments in/disposals of tangible fixed assets:</th>
<th>Investments 2013</th>
<th>Disposals (proceeds, not bookvalue) 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>35 Buildings (including lots)</td>
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</tr>
<tr>
<td>36 Other construction and groundwork</td>
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</tr>
<tr>
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</tr>
<tr>
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<td>39 Computers, softwares and databases</td>
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</tr>
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<td>40 Machinery and other business equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41 Research and Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 Total investments/disposals (35 thru 41)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Experience has shown that the filling out of the part on investments and disposals poses many problems. You can prevent many questions from the side of STAT by adding to your survey form a copy of the note to the balance sheet in which the movement of the fixed assets is shown. Also a copy of the specification of personnel expenses is highly appreciated.
ADDITIONAL QUESTIONS

46 Does this company have an off-shore permit? (A company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)

Yes ☐ No ☐

47 Legal organisation ☐ 1 N.V. (see question 48) ☐ 6 V.O.F.
☐ 2 B.V. (see question 48) ☐ 7 Public Corporation
☐ 3 Individual proprietorship (with or without personnel) ☐ 8 Union
☐ 4 Foundation ☐ 9 Association
☐ 5 Partnership ☐ 0 Other (e.g. C.V.)

48 What percentage of your (company's) assets is owned by a foreign company? Please specify your answer with the percentage and the country of establishment of the foreign company

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

49 Is there data included in the figures supplied that relate to branches on other islands of the former Netherlands Antilles or in other countries?

Yes ☐ No ☐ Percentage included ☐ %

50 List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
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</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

51 Would you like to receive the forms by email in the future? If yes, please fill out email address.

Yes ☐ No ☐ Email address: ____________________________

Contact information for the person filling out this questionnaire

Name ____________________________
Tel. ____________________________
Email ____________________________

If filled in by accountants office please specify:
Name office ____________________________
EXPLANATORY NOTES
(Source: System of National Accounts 1993)

A company is the smallest unit with its own balance sheet and profit and loss account. In terms of the National Accounts a company consists of one or more establishments on the same island. For this purpose foreign branches and branches on the other islands of the former Netherlands Antilles are considered third parties.

1 The main activity is the activity which generates the largest revenue, or in which the largest number of employees is engaged. The first criterion is preferred. The main activity will be given a code by STAT.

4 Includes all full-time paid personnel on the payroll (loonslagen) of the months under study.

5 Part-time workers on the payroll (loonslagen) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week.

7 Non-paid personnel: proprietors and family members working in the company who are not on the payroll. These don’t include casual laborers cleaning the office or the garden, etc.

8 The average number of personnel preferably should be calculated as the average over the 12 months of the financial year. Non-paid personnel should be included in this average.

9 & 10 These questions are only for interest received on deposits of members, respectively paid interest on deposits of members.

14 Mention only the depreciation on tangible fixed assets, not on goodwill for example.

15 Only basic salaries of the company’s personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in question 17g (other operational costs). Include income of owners only if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV). Do not include wage costs pertaining to investments on own account. These should be stated at question 44.

Other personnel expenses cover overtime pay, staff bonuses, gratuities, dearness and holiday allowances, value of wages in kind (free lodging, free meals, transportation) social events and commissions to own sales staff. Distribution of profits to directors and other personnel should also be mentioned here. Expenses for training and professional working clothes are not personnel expenses, these costs are included in other operational costs (question 17g).
Social security contributions include the employers part of premiums paid to the SZV (AOV/AWW and sickness insurance), and other private insurances paid on behalf of the personnel (e.g. pension premiums and private sickness insurances). Include severance payments (cessantie) if these were paid out directly to the employee.

Other operational costs include all other non-durable goods and services purchased from third parties, with the exception of donations to provisions (p.e. dubious debtors) or other extraordinary expenses, like difference in prices etc. Extraordinary, non operational costs, should be filled out at question 21. A breakdown is asked in order to be able to further analyze the data, especially the operating result in comparison with previous years. Transportation costs include fuel, lease of company cars and such. Marketing costs concerns all advertising and publicity costs. Professional services include notary, legal services, and accountancy.

Other extraordinary income/expenses include costs such as damages, donations to or release of provisions and such-like.

Look at the notes to questions 35 through 41, concerning the disposals, for the amount which needs to be filled out at this question.

Ninety percent of the turnover tax paid or the complete amount is probably included at question 17g (other costs) already. So this question pertains to the complete amount of turnover tax paid over the fiscal year.

Total assets on the balance sheet. These are the combined possessions on the balance date.

Use the depreciation schedule to answer the questions about investments and disposals.

Investments in tangible fixed assets include the purchase value of all durable means of production (capital goods) purchased during the financial year. Durable means of production are goods which have an expected life time of more than 1 year. Capital goods that are leased by way of an operational lease should not be included here.

Investments should also include the cost of installations, architect costs, notary and other transfer costs, cost of permanent fixture in buildings, as well as expenses for capital repairs. Funds invested during the fiscal year in construction projects which have not yet been delivered should also be included.

Do not include: investments in foreign branches or other islands of the former Netherlands Antilles, take-over of existing firms which will continue their operations unchanged, and investments in intangible assets like goodwill, copyright and patents, also no portfolio investments.
Other construction and groundwork includes non-commercial buildings, such as dwellings, association buildings, sports facilities, construction of parking lots and asphalting.

Land and sites (unbuilt on) refers to land improvements only (inclusive cost of ownership transfer)

In the column for disposals the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company should be stated. Differences between proceeds of the sale and book value of the capital goods sold should be in question 25.

Investments produced or installed on own account include the manufacturing, construction and/or installation of fixed assets (buildings, machinery, installations, etc.) for the company’s use (not for sales purposes). In this case, all goods and services obtained from third parties should be deducted. The remaining part of the investments on own account consists of two parts: labour costs of own personnel and overhead costs. This subdivision should be given at the questions 44 and 45.

Purpose of this question is to get an insight at the level at which local companies are owned by foreign companies.
ANNUAL REPORT QUESTIONNAIRE 2013

INSURANCE COMPANIES AND PENSION FUNDS

COMPANY INFORMATION

Name Company: ____________________________________________
Doing Business As (DBA): __________________________________
Company contact person ______________________________________
Telephone: __________________________ Fax:____________________
Email: ________________________________________________

IMPORTANT NOTICE

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IMPORTANT: The following questionnaire should be completed in conjunction with the supporting explanatory notes on pages 5-7

INDUSTRY: 66100 - 66300  FINANCIAL AND INSURANCE ACTIVITIES
**GENERAL QUESTIONS**

1. Main activity: ____________________________

2. The fiscal year of this company ran from _______ through _______. (If the fiscal year did not coincide with the calendar year, please supply data for the years ending in 2013)

3. Was the company active for the whole fiscal year 2013 (not counting vacations)?
   - Yes [ ] No [ ]

**PERSONNEL**

4. Number of **full-time** paid personnel (on the payroll)

5. Number of **part-time** (working less than 25 hours a week) paid personnel (on the payroll)

6. Total number of paid personnel on payroll (full-timers plus part-timers)

7. Number of non-paid personnel (owner or members of the family not on the payroll)

8. Average number of personnel (paid plus non-paid) in 2013

**PROFIT AND LOSS ACCOUNT 2013**

9. Premiums earned (for insurance companies: minus reinsurance)
   - a. Commercial:
     - Financial corporations
     - Non-financial corporations
   - b. Government
   - c. Individuals

10. Net investment income earned allocated to technical provisions
    - a. Commercial:
      - Financial corporations
      - Non-financial corporations
    - b. Government
    - c. Individuals
    - d. The rest of the world (foreign)

11. Total receipts (9 plus 10)

12. Changes in technical reserves (see explanatory notes) (+/–)

13. Claims/benefits paid by insurance companies and pension funds
    - a. Commercial:
      - Financial corporations
      - Non-financial corporations
    - b. Government
    - c. Individuals

14. Other income

15. Total output (11, 12, 13 and 14)
## PROFIT AND LOSS ACCOUNT 2013

### EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amounts in thousands of guilders</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Depreciation on tangible fixed assets</td>
</tr>
<tr>
<td>17</td>
<td>Gross wages and salaries (own personnel only) and other personnel costs</td>
</tr>
<tr>
<td>18</td>
<td>Social security contributions by employer</td>
</tr>
<tr>
<td>19</td>
<td>Other operational costs (excluding profit tax and turnover tax)</td>
</tr>
<tr>
<td>19a</td>
<td>Rent</td>
</tr>
<tr>
<td>19b</td>
<td>Utilities</td>
</tr>
<tr>
<td>19c</td>
<td>Telephone/fax/internet</td>
</tr>
<tr>
<td>19d</td>
<td>Costs of transportation</td>
</tr>
<tr>
<td>19e</td>
<td>Marketing costs</td>
</tr>
<tr>
<td>19f</td>
<td>Professional services</td>
</tr>
<tr>
<td>19g</td>
<td>Other operational costs</td>
</tr>
<tr>
<td>20</td>
<td>Total costs (16 through 19)</td>
</tr>
<tr>
<td>21</td>
<td>Net income from normal operations before taxes (15 minus 20)</td>
</tr>
</tbody>
</table>

### EXTRAORDINARY INCOME AND EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Other extraordinary income</td>
</tr>
<tr>
<td>23</td>
<td>Other extraordinary expense</td>
</tr>
<tr>
<td>24</td>
<td>Total extraordinary income/expense (22 minus 23)</td>
</tr>
<tr>
<td>25</td>
<td>Book profit on sales of the company's capital goods</td>
</tr>
<tr>
<td>26</td>
<td>Book loss on sales of the company's capital goods</td>
</tr>
<tr>
<td>27</td>
<td>Total book loss/profit on sales on capital goods (25 minus 26)</td>
</tr>
<tr>
<td>28</td>
<td>Total other income/expenses (24 plus 27)</td>
</tr>
<tr>
<td>29</td>
<td>Profit/loss before taxes (21 plus 28)</td>
</tr>
</tbody>
</table>

### The following questions are only applicable for NV's or BV's

<table>
<thead>
<tr>
<th>Item</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Profit tax</td>
</tr>
<tr>
<td>31</td>
<td>Retained profits over the fiscal year</td>
</tr>
<tr>
<td>32</td>
<td>Dividend to be paid over</td>
</tr>
<tr>
<td>33</td>
<td>Dividend benefits/investment; income to be received</td>
</tr>
<tr>
<td>34</td>
<td>Gross insurance premiums paid to the rest of the world</td>
</tr>
<tr>
<td>35</td>
<td>Turnover tax (BBO) paid</td>
</tr>
</tbody>
</table>
BALANCE SHEET

All amounts in thousands of guilders

<table>
<thead>
<tr>
<th>36 Tangible fixed assets</th>
<th>end of 2013</th>
<th>end of 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>(book value after accumulated depreciation from fiscal account)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check the end value of the fixed assets as follows:


37 Balance sheet total (see explanatory notes)

<table>
<thead>
<tr>
<th>NOTES TO THE TANGIBLE FIXED ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Use the depreciation schedule to answer the following questions)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investments</th>
<th>Disposals (proceeds, not book value!)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investments in/disposals of tangible fixed assets:</td>
<td></td>
</tr>
<tr>
<td>38 Buildings (including lots)</td>
<td></td>
</tr>
<tr>
<td>39 Other construction and groundwork</td>
<td></td>
</tr>
<tr>
<td>40 Land and sites (unbuilt on)</td>
<td></td>
</tr>
<tr>
<td>41 Transportation equipment</td>
<td></td>
</tr>
<tr>
<td>42 Computers, softwares and databases</td>
<td></td>
</tr>
<tr>
<td>43 Machinery and other business equipment</td>
<td></td>
</tr>
<tr>
<td>44 Research and Development</td>
<td></td>
</tr>
<tr>
<td>45 Total investments/disposals (38 thru 44)</td>
<td></td>
</tr>
</tbody>
</table>

Experience has shown that the filling out of the part on investments and disposals poses many problems. 
You can prevent many questions from the side of STAT by adding to your survey form a copy of the note to the balance sheet in which the movement of the fixed assets is shown. 
Also a copy of the specification of personnel expenses is highly appreciated.
ADDITIONAL QUESTIONS

49 Does this company have an off-shore permit?
   (a company with an off-shore permit is not allowed to sell goods and services in the former Netherlands Antilles)
   Yes [ ] No [ ]

50 Legal organisation
   □ 1 N.V. (see question 51) □ 6 V.O.F.
   □ 2 B.V. (see question 51) □ 7 Public Corporation
   □ 3 Individual proprietorship (with or without personnel) □ 8 Union
   □ 4 Foundation □ 9 Association
   □ 5 Partnership □ 0 Other (e.g. C.V.)

51 What percentage of your (company's) assets is owned by a foreign company? Please specify your answer with the percentage and the country of establishment of the foreign company

<table>
<thead>
<tr>
<th>%</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

52 Is there data included in the figures supplied that relate to branches on other islands of the former Netherlands Antilles or in other countries?
   Yes [ ] No [ ] Percentage included [ ] %

53 List of other branches or units covered in this survey

<table>
<thead>
<tr>
<th>Branch/Unit</th>
<th>Chamber of Commerce Nr.</th>
<th>Location</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

54 Would you like to receive the forms by email in the future? If yes, please fill out email address.
   Yes [ ] No [ ] Email address: ____________________________

Contact Information for the person filling out this questionnaire

Name: ____________________________
Tel.: ____________________________
Email: ____________________________

If filled in by accountants office please specify:
Name office: ____________________________
Explanatory notes
(Source: System of National Accounts 1993)

A company is the smallest unit with its own balance sheet and profit and loss account. In terms of the National Accounts a company consists of one or more establishments on the same island. For this purpose foreign branches and branches on the other islands of the former Netherlands Antilles are considered third parties.

1 The main activity is the activity which generates the largest revenue, or in which the largest number of employees is engaged. The first criterion is preferred. The main activity will be given a code by STAT.

4 Includes all full-time paid personnel personnel on the payroll (loonstalen) of the months under study.

5 Part-time workers on the payroll (loonstalen) should be mentioned here. Part-time personnel are all personnel working less than 25 hours a week.

7 Non-paid personnel: proprietors and family members working in the company who are not on the payroll. These don’t include casual laborers cleaning the office or the garden, etc.

8 The average number of personnel preferably should be calculated as the average over the 12 months of the financial year. Non-paid personnel should be included in this average.

9 The premiums earned are equal to those parts of the premiums payable in the current or previous periods which cover the risks incurred during the accounting period in question. They are not equal to the premiums actually payable during the accounting period, as only part of the period covered by an individual premium may fall within the accounting period in which it is payable. These premiums cover risks in the current and future accounting period. The prepayment of premiums, which refer to those parts of the premium which cover risks in the subsequent accounting period or periods, form part of the technical reserves. Thus total premiums earned are equal to premiums receivable less the value of the changes in the reserves due to prepayment of premiums. Commissions should not be included.
For both insurance and pension funds, the total amount of claims/benefits paid often exceeds the amount of premiums receivable. This is possible because the contingencies covered by the policies do not occur in the same period as the premiums are paid. Premiums are paid regularly, whereas claims/benefits fall due later, especially in the case of life insurance. In the time whereas claims/benefits fall due later, especially in the case of life insurance. In the time dispossession of the companies to invest and earn income from it. The net investment income earned allocated to technical provisions is equal to the income from investment of the insurance technical reserves. These reserves consist of: 1) pre-paid premiums resulting from the difference between the actual premiums earned and the premiums payable, 2) reserves against outstanding claims resulting from the difference between the claims due and claims actually payable, 3) actuarial reserves for life insurance and reserves for with-profit insurance.

Changes in technical reserves are equal to the changes in the actuarial reserves and reserves for with-profit insurance. These consist of allocations to the actuarial reserves and reserves for with-profits insurance policies to build up the capital sums guaranteed under these policies. Most of these reserves are related to life insurance, but they may be needed in the case of non-life insurance when claims are paid out as annuities instead of lump sums.

Although claims become due for payment by the insurance corporation when the contingency specified in the policy eventuates, they may not be actually payable until some time later, often because of negotiation about the amounts due. The claims in this question refer to the claims which become due for payment during the accounting period. They are equal to the claims actually payable within the accounting period plus the changes in the reserves against the actually payable within the accounting period plus the changes in the reserves against the outstanding claims.

Description of sectors
The non-financial corporations sector includes:
- all non-financial corporate enterprises (NV,BV,CV)
- non-financial holding corporations
- non-financial quasi sole proprietorship businesses
- non-financial quasi corporate partnerships
- non financial quasi corporate market non-profit institutions serving businesses

The government sector includes:
- the local and central government departments
- non-market non-profit institutions mainly controlled and financed by government
- unincorporated government enterprises which are not quasi corporate

Explanatory Notes
Note
A quasi corporation is an unincorporated enterprise that functions as a corporation in the sense that it has a complete set of accounts consisting of profit and loss accounts and balance sheets, and must be able to make independent decisions. According to the business census about two-third of all sole proprietorship businesses and almost all partnerships are quasi corporations.

16  Mention only the depreciation on tangible fixed assets, not on goodwill for example.

17  Only basic salaries of the company's personnel should be included. Payments to third parties (contractors, employment agencies, etc.) should be included in question 19g (other operational costs). Include income of owners only if it is on the payroll. Deduct the sickness benefits which have been received from the social and health insurances (SZV). Do not include wage costs pertaining to investments on own account. These should be stated at question 46.

Other personnel expenses cover overtime pay, staff bonuses, gratuities, dearness and holiday allowances, value of wages in kind (free lodging, free meals, transportation) social events and commissions to own sales staff. Distribution of profits to directors and other personnel should also be mentioned here. Expenses for training and professional working clothes are not personnel expenses, these costs are included in other operational costs(19g).

18  Social security contributions include the employers part of premiums paid to the SZV (AOV/AWW and sickness insurance), and other private insurances paid on behalf of the personnel (e.g. pension premiums and private sickness insurances). Include severance payments (cessantia) if these were paid out directly to the employee.

19  Other operational costs include all other non-durable goods and services purchased from third parties, with the exception of donations to provisions (p.e. dubious debtors) or other extraordinary expenses, like difference in prices etc. Extraordinary, non operational costs, should be filled out at question 23. A breakdown is asked at question 19a through 19g in order to be able to further analyze the data, especially the operating result in comparison with previous years. Transportation costs include fuel, lease of company cars and such. Marketing costs concerns all advertising and publicity costs. Professional services include notary, legal services, and accountancy.

22 & 23  Other extraordinary income/expenses include costs such as damages, donations to or release of provisions and such-like.

25 & 26  Look at the notes to questions 38 through 44, concerning the disposals, for the amount which needs to be filled out at these questions.

35  Ninety percent of the turnover tax paid or the complete amount is probably included at question 19g (other costs) already. So this question pertains to the complete amount of turnover tax paid over the fiscal year.

37  Total assets on the balance sheet. These are the combined possessions on the balance date.

Explanatory Notes
Use the depreciation schedule to answer the questions about investments and disposals.

**Investments** in tangible fixed assets include the purchase value of all durable means of production (capital goods) purchased during the financial year. Durable means of production are goods which have an expected life time of more than 1 year. Capital goods that are leased by way of an operational lease should not be included here.

Investments should also include the cost of installations, architect costs, notary and other transfer costs, cost of permanent fixture in buildings, as well as expenses for capital repairs. Funds invested during the fiscal year in construction projects which have not yet been delivered should also be included.

Do **not** include: investments in foreign branches or other islands of the former Netherlands Antilles, take-over of existing firms which will continue their operations unchanged, and investments in intangible assets like goodwill, copyright and patents, also no portfolio investments.

**Other construction and groundwork** includes non-commercial buildings, such as dwellings, association buildings, sports facilities, construction of parking lots and asphalting.

**Land and sites (unbuilt on)** refers to land improvements only (inclusive cost of ownership transfer)

In the column for **disposals** the total proceeds (sales value) from sales of tangible fixed assets that were in use by the company should be stated. Differences between proceeds of the sale and book value of the capital goods sold should be in question 27.

**Investments produced or installed on own account** include the manufacturing, construction and/or installation of fixed assets (buildings, machinery, installations, etc.) for the company’s use (not for sales purposes). In this case, all goods and services obtained from third parties should be deducted. The remaining part of the investments on own account consists of two parts: labour costs of own personnel and overhead costs. This subdivision should be given at the questions 47 and 48.

Explanatory Notes