



## Import instruction Outward Foreign Affiliates Statistics

You can import the data on the foreign group companies at once in the questionnaire through the import option. You may be able to export the requested data from your administration and then import it, which might be more convenient than fill in manually the requested information into the questionnaire. To import the data, it must be saved in a semicolon separated file (file with extension CSV). On the first line, the different variable names must be separated by a semicolon. See example below for illustration:

**"CountryCode";"SbiCode";"Name";"Subsidiaries";"Turnover";"Wages";"Employees";"Investments"**

Towards last year, a variable has been added: Subsidiaries. This variable can be used if, for one country and SBI combination, several (grand) subsidiaries are merged on one line.

The values can be included from line 2 and must also be separated by a semicolon. See example below for illustration:

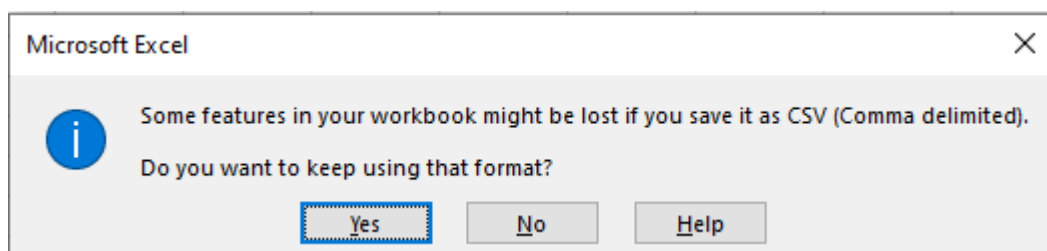
**"BE";"11";"Belgian subsidiary";1;500;110;2;20"**

As a table, this example looks like this:

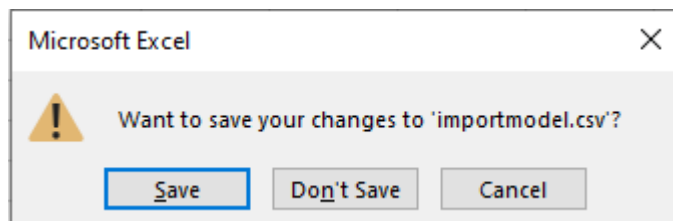
"CountryCode"	"SbiCode"	"Name"	"Subsidiaries"	"Turnover"	"Wages"	"Employees"	"Investments"
"BE"	"11"	"Belgian subsidiary"	1	500	110	2	20

If necessary, use [this link](#) for an empty file containing only the variable names and save it in your own environment. NB! If you add/edit the data in Excel, the file must be saved as CSV.

You will then receive the message:

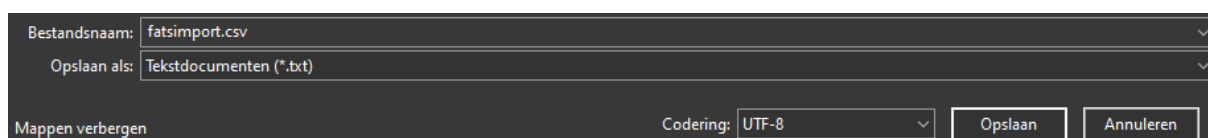


You click on "Yes" and a follow-up question appears:



If you want to save the file in Excel format for your own administration, choose "Save" and then "Excel workbook".

If letters with a **diacritical mark** (eg ë or à) are included in the company names of the foreign (grand)daughters, these are not entered correctly in the questionnaire. You can avoid this by opening the CSV file with a text editor (such as "Notepad++" ) and converting it to UTF-8 encoding or saving it with UTF-8 encoding.



Group companies that score zero for each variable (Net turnover, Personnel costs, Number of employees and Gross investments in tangible fixed assets), for example because it is a "dormant" entity, do not have to be declared.

To avoid error messages when importing this file into the questionnaire, you should take the following error checks into account:

**Figures (Subsidiaries, Turnover, Wages, Employees, Investments):**

The file may not contain decimal numbers and/or thousand separators. Only whole numbers are allowed.

**Country of residence (LandCode):**

The country code is the code according to the 2-letter ISO code 3166 (for example BE for Belgium, DE for Germany, FR for France, etc.). A full country list can be found [here](#).

**Activity code (SbiCode):**

The activity code is based on the first 2 digits of the Standard Industrial Classification as registered with the Chamber of Commerce, among others. A complete list of the 2-digit SBI code, to be used in this questionnaire, can be found [here](#). If the SBI code of the foreign (grand) subsidiary is unknown, you can determine it using this [module \(Dutch only\)](#).

**Name of foreign (grand) daughter (Name):**

State the official or current company name here.

**(Grand)daughters (Subsidiaries):**

Indicate here the number of (grand)daughters, with the same SBI in the same country, merged on this line.



**Net turnover rounded to 1000 Euro (Turnover):** Write down € 23.669,- as 24.

Net turnover consists of all income during the financial year in the normal course of business from the sale of goods, the provision of services and/or rental income of assets. Excluded from the net turnover are: all taxes, duties and levies directly related to the income and all income not arising from normal business operations.

If the company in question does not (yet) generates turnover in the reporting period, state a zero (0) here.

**Personnel costs rounded to 1000 Euro (Wages):** Write down € 23.669,- as 24.

Personnel costs includes all expenses related to employee benefits during the financial year. Employee benefits are all forms of compensation in return for service rendered by employees or for termination of employment.

If the company in question has no personnel costs (yet) in the reporting period, state a zero (0) here.

**Number of employees rounded to the nearest whole number (Employees):** Write down 1,5 as 2.

The number of employees is the average number of persons who were employees of the foreign subsidiary at any time during the financial year. (No FTE).

If the company in question has (had) no employees in the reporting period, state a zero (0) here.

**Gross investments in tangible fixed assets rounded to 1000 Euro (Investments):** Write down € 23.669,- as 24.

Gross investment in tangible fixed assets includes all additions to property, plant and equipment recorded as such during the financial year. Not included are increases in revaluations, reversals of previously recorded impairment losses and from reclassifications (transfers) of other property, plant and equipment. Property, plant and equipment are acquired through (rental)purchase or financial lease (do not include operational lease). In the case of inhouse production, this concerns the full production costs. In the case of major maintenance, this concerns the full maintenance costs. If the company concerned has not made any investments in the reporting period, state a zero (0) here.

If the file imported into the questionnaire still contains errors, you can choose to correct them in the questionnaire or to submit the import file again after adjustment.