Import instruction Outward foreign affiliates statistics

Contents

Introduction

You can import the data on the foreign subsidiaries with the import functionality.

The information below shows the settings and content requirements your file must meet.

If the file contains errors in the settings, the import is likely to fail.
If the imported file still contains errors in your data, you can choose to correct them in the questionnaire or to correct them in the file and resubmit.

Tip

You can use the “Import model”. This is an file which you can use instantly. All you need to do is put your data in the correct columns.

Ready a file for importing

Make use of the ‘Import model’

Use the empty file with the correct columns.

1. Click on the link for the “Import model OFATS” in the questionnaire or under “Related items” at the bottom of the OFATS webpage on the CBS website.
2. Fill this file with your data.
3. Save the file.
   a. Does your file contain diacritical marks (for example ë or à)? Please follow the steps below for “Process diacritical marks (for example ë or à)” on the next page.
4. The file is now ready to be imported.

Use your own document

1. Save the file with the settings below.
   - The file format is CSV, with the data separated by a tab or a comma.
   - The file must contain the following columns:
     CountryCode, SbiCode, Name, Subsidiaries, Turnover, Wages, Employees, Investments
2. Fill this file with your data.
3. Save the file.
   a. Does your file contain diacritical marks (for example ë or à)? Please follow the steps below for “Process diacritical marks (for example ë or à)” on the next page.
4. The file is now ready to be imported.

Note:

The file cannot contain decimals and/or thousands separators.
Only whole numbers are allowed.

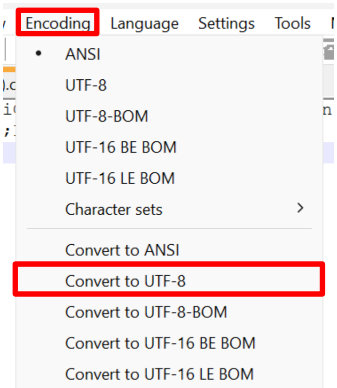
Only active subsidiaries

Subsidiaries 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.

Process diacritical marks (for example ë or à)

Are there any text fields that contain diacritical marks (for example ë or à), such as in the "Name" column? If so, please follow the steps below.

1. Open the CSV file in a text editor, such as Notepad++ (recommended) or Notepad.
2. Do you use Notepad++? If no, then go to step 3.
    a. Select the tab "Encoding" and choose "Convert to UTF-8".



    b. Click "Save".
    c. The file is now ready to be imported.
3. Do you use Notepad?
    a. Click "Save as".
    b. For "Encoding", select "UTF-8" (to the left of the "Save" button).

    a. Click "Save".
    b. The file is now ready to be imported.

Columns (or which data to put in your import)

LandCode

Country of residence

The country code is the code according to the 2-letter ISO code 3166-1 (for example BE for Belgium, DE for Germany, FR for France).

- A full country list can be found in the questionnaire or under “Related items” at the bottom of the OFATS webpage on the CBS website.

SbiCode

Activity code

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 in the questionnaire or under “Related items” at the bottom of the OFATS webpage on the CBS website. *This list is available in English.*
- If the SBI code of the foreign (grand) subsidiary is unknown, you can search for it using the typing module. The link can be found in the questionnaire or under “Related items” at the bottom of the OFATS webpage on the CBS website. *Note: the typing module is only available in Dutch.*

Note: we now make use of SBI (Standard Industrial Classification) 2025, instead of SBI 2008.

Name

Name of the foreign direct or indirect subsidiary

State the official or current company name here.

Subsidiaries

Direct or indirect subsidiaries

Indicate here the number of direct and indirect subsidiaries with the same SBI in the same country, merged on this line.

Turnover

Net turnover

- Round the number to the nearest 1000 Euro. 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, all income not arising from normal business operations, and intercompany sales.
- If the company in question does not (yet) generates turnover in the reporting period, state a zero (0) here.

Wages

Personnel costs

- Round the number to the nearest 1000 Euro. 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 (excluding manpower supplied to the unit by other enterprises) or for termination of employment.
- If the company in question has no personnel costs (yet) in the reporting period, state a zero (0) here.

Employees

Number of employees

- Count the number of persons, not the FTE.
- Fill in whole numbers.
- The number of employees is the average number of persons who were employees of the foreign subsidiary at any time during the financial year.
- If the company in question has (had) no employees in the reporting period, state a zero (0) here.

Investments

Gross investments in tangible fixed assets

- Round the number to the nearest 1000 Euro. 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 full business acquisitions, increases in revaluations, reversals of previously recorded impairment losses and reversals of reclassifications (transfers) of other tangible fixed assets.
- Tangible fixed assets are acquired through purchase, rental purchase, financial or 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.