

# Filling in the Enterprise Size Declaration (ESD) Form

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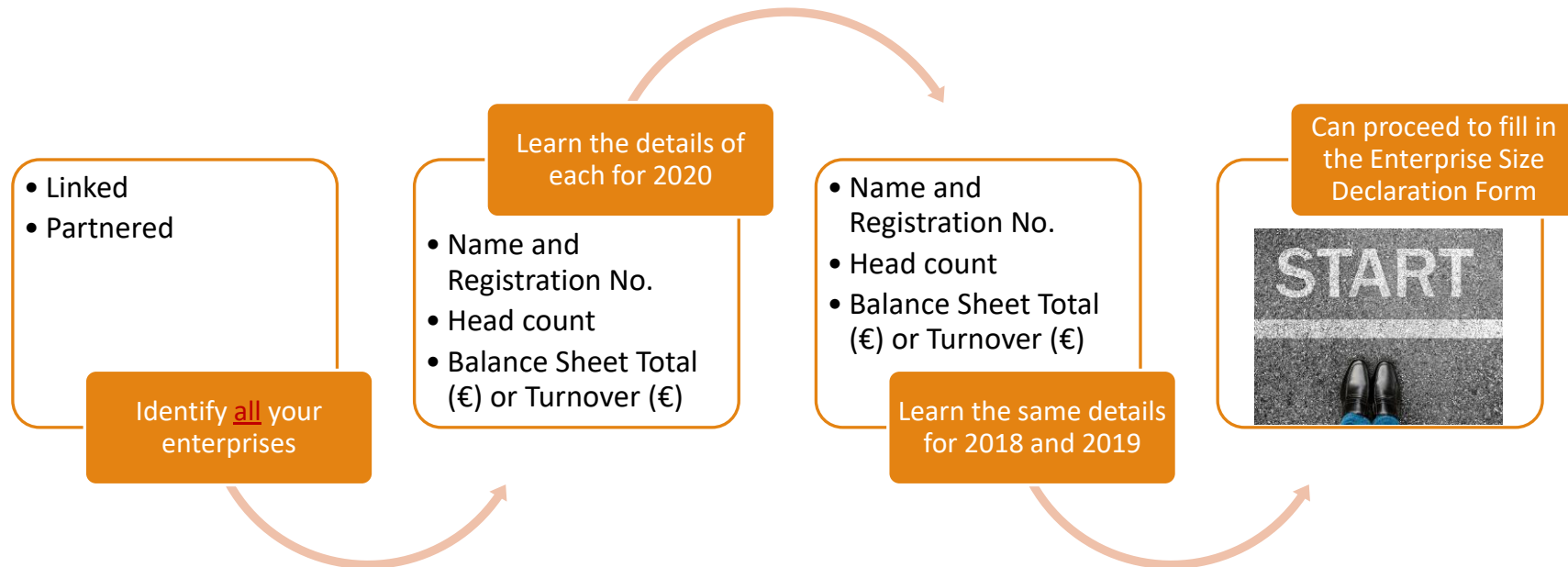
THE MALTA COUNCIL FOR SCIENCE AND TECHNOLOGY (MCST)

DECEMBER 2020

# Before you start ...

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... you need to:



# SECTION 1: Details of enterprise requesting aid

To which category does your enterprise belong to?

## Companies

- Write down the legal name specified in the Memorandum and Articles of Association
- Write down the registration number of the company

## Partnerships

- Write down the name specified in the partnership deed
- Write down the partnership number

<b>Section 1</b>	<b>Name of Undertaking</b>	<input type="text"/>
	Specify the legal name of the undertaking as defined in the Memorandum and Articles of Association. In the case of partnerships and co-operatives outline the name in the deed of partnership. In the case of Sole Traders, insert the name of the sole trader.	
	<b>Undertaking Registration Number</b>	<input type="text"/>
	Companies should provide the company registration number. Partnerships should enter their partnership number. A sole trader must insert the identity card number.	

# SECTION 2: Details of enterprise requesting aid

Section 2	Declaration of head count and Balance Sheet/Turnover of Applicant Undertaking			
	List the head count as defined by full-time equivalent (FTE). Declare the balance sheet total amount or turnover amount. Either parameter should be chosen from the drop down menu based on the parameter to be used in this declaration. The same parameter must be used throughout.			
	Year	Full-Time Equivalent (FTE)*	Amount (€)	Balance Sheet Total* / Turnover*
	2020			Choose one
2019				
2018				



A **full-time equivalent (FTE)**, is a unit to measure employed persons or students in a way that makes them comparable although they may work or study a different number of hours per week.

The unit is obtained by comparing an employee's or student's average number of hours worked to the average number of hours of a full-time worker or student. A full-time person is therefore counted as one FTE, while a part-time worker / student gets a score in proportion to the hours he or she works or studies. For example, a part-time worker employed for 20 hours a week where full-time work consists of 40 hours, is counted as 0.5 FTE.

Write the head count (as determined by the full-time equivalent) for the years indicated in the table

Write the amount (€) from the Balance Sheet Total or Turnover for the years indicated in the table. Use one or the other for all three consecutive years.

Use the drop-down menu to choose between Balance Sheet Total or Turnover, depending on the details provided under Amount(€)

# Section 3: Details of ALL LINKED undertakings

**Section 3**

**Declaration of all undertakings which are linked\* to the applicant and applicant undertaking**  
 Fill in the table below by listing ALL the names of any linked undertakings, their corresponding registration number, full-time equivalents for the three consecutive years, the balance sheet total/turnover (based on your choice above) and the percentage holding of the linked undertaking.

Undertaking Name	Undertaking Registration N°	Full-Time Equivalent			Choose one			Percentage Holding
		2020	2019	2018	2020	2019	2018	



Percentage holding must be 50% or higher! For more info read the next slide.

List ALL the undertakings which are LINKED to the applicant; write their registration number as well as the percentage holding (%)



Insert the FTE and Balance Sheet/Turnover for each undertaking for the indicated years

# Section 3:

## Not sure what LINKED undertakings are?

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 In summary, two or more enterprises are 'linked' when they have any of the following relationships:

- (a) one enterprise holds a **majority** of the shareholders' or members' voting rights in another;
- (b) one enterprise is **entitled to appoint** or remove a majority of the administrative, management or supervisory body of another;
- (c) a contract between the enterprises, or a provision in the memorandum or articles of association of one of the enterprises, enables one to exercise a **dominant influence** over the other;
- (d) one enterprise is able, by agreement, to exercise **sole control over a majority** of shareholders' or members' voting rights in another.

# Section 4: Details of ALL PARTNERED undertakings

**Section 4**

**Declaration of all undertakings which are partnered\* to the applicant and applicant undertaking**  
Fill in the table below by listing ALL the names of any partnered undertakings, their corresponding registration number, full-time equivalents for the three consecutive years, the balance sheet total/turnover (based on your choice above) and the percentage holding of the linked undertaking.

Undertaking Name	Undertaking Registration N <sup>o</sup>	Full-Time Equivalent			Choose one			Percentage Holding
		2020	2019	2018	2020	2019	2018	



Percentage holding must be equal to or higher than 25% but lower than 50%!

List ALL the undertakings which are PARTNERED to the applicant; write their registration number as well as the percentage holding (%)



Insert the FTE and Balance Sheet/Turnover for each undertaking for the indicated years

## Section 3:

# Not sure what PARTNERED undertakings are?

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In summary, two or more enterprises are 'partnered' when they

- do not fall within the definition of linked undertakings (see previous slides) and
- which hold, either solely or jointly with one or more linked undertakings 25% or more (but less than 50%) of the capital or voting rights of another undertaking.



Section 5	Summary of above-inputted data						
	All Undertakings	FTE 2020	Choose one 2020	FTE 2019	Choose one 2019	FTE 2018	Choose one 2018
	Applicant Undertaking	0	0	0	0	0	0
	Linked Undertakings	0	0	0	0	0	0
	Partner Undertakings	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Table 1 provides a summary of the parameters that should be used to determine the size of an undertaking

Enterprise Size Guide	Head count (FTE)	Choose one
Large undertaking	≥ 250	> € 43 million
Medium-sized undertaking	< 250	≤ € 43 million
Small undertaking	< 50	≤ € 10 million

Compare the data in the summary table of Section 5, with the thresholds indicated in table 1, **to determine the size of your enterprise**. Repeat this for all the three years.

Use the drop down menu to indicate the size of your enterprise in terms of Annex I of Commission Regulation (EC) No651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (General Block Exemption Regulation)

Choose Undertaking Size

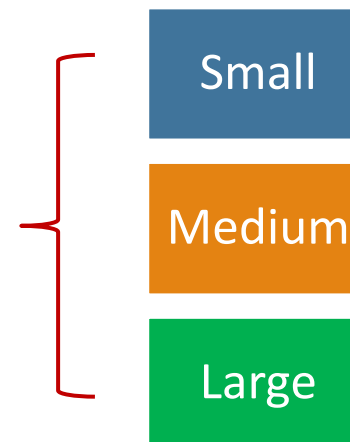


Table 2:

Case No	N (reference year) <sup>(5)</sup>	N-1	N-2	Status of SME
1	SME	Not SME	Not SME	Not SME
2	SME	SME	Not SME	SME
3	SME	SME	SME	SME
4	SME	Not SME	SME	SME
5	Not SME	SME	SME	SME
6	Not SME	Not SME	SME	Not SME
7	Not SME	SME	Not SME	Not SME
8	Not SME	Not SME	Not SME	Not SME

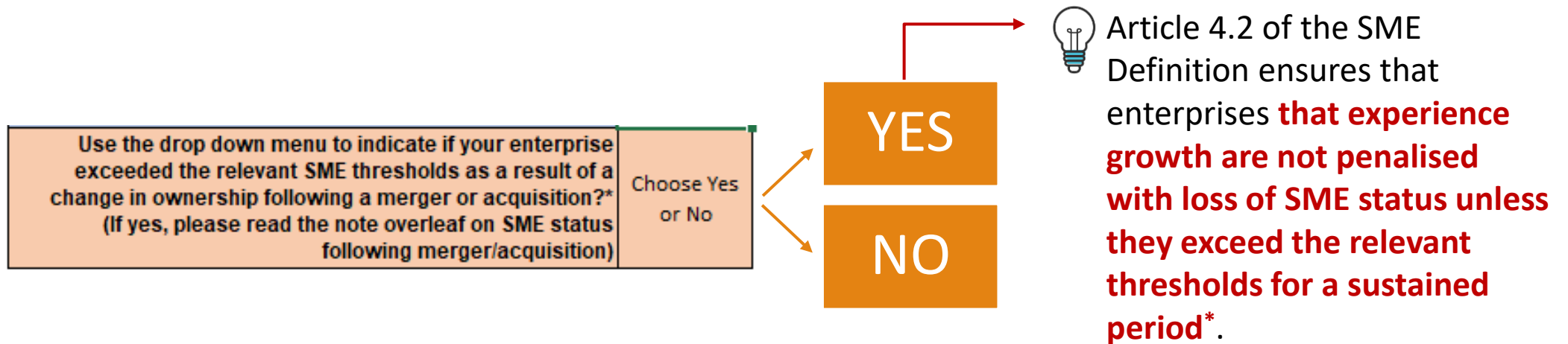


N.B. The Turnover/Balance Sheet Total takes precedence over the head count, when these thresholds are not in agreement.

N.B. If the size of the enterprise differs over the 3 years, use table 2 on this slide to determine the status of the SME:

Now you can answer this easily! What is the size of your enterprise based on your comparisons to the SME thresholds in Table 1?

# If your enterprise is LARGE, is this due to a recent MERGER or ACQUISITION?



## **\*Exception:**

if enterprise experiences a change in ownership following a merger or acquisition. This is so since this is not considered to be temporary and is not subject to volatility. **Enterprises that are subject to a change in ownership need to be assessed on the basis of their shareholder structure at the time of the transaction, not at the time of closure of the latest accounts.** Therefore, the loss of SME status may be immediate.

To learn more, follow this link: <https://ec.europa.eu/docsroom/documents/15582/attachments/1/translations>.

And the final  
step ...  
signatures



Name of a legal representative of the undertaking signing this declaration	
Designation of legal representative of the undertaking signing this declaration	
Signature	
Date	

Failure to fill in this form correctly will prolong the application submission process unnecessarily.

If you have any queries, kindly contact us on:

[international.mcst@gov.mt](mailto:international.mcst@gov.mt)