

1. INFORMATION ON THE AUDITED ORGANISATION

1.1. LEGAL STATUS

(Insert type of company, date of foundation, governing legal and financial regulation, national registration number (if any), etc.)

1.2. ACTIVITIES

(Insert main activities of the Beneficiary)

1.3. SUMMARY FINANCIAL FIGURES

| Financial Information ('000' Eur) – taken from financial statements | Year 2007 | Year 2008 | Year 2009 |
|--|-----------|-----------|-----------|
| Capital (issued) | | | |
| Net equity | | | |
| Total assets | | | |
| Short term assets minus short term debt (< 1 year) | | | |
| Financial debt, net of cash at banks (amount announced : financial debt – cash at banks) | | | |
| Net profit (loss) for the year | | | |
| Total revenues for the year | | | |
| * Of which: grants | | | |
| ** Grants in % of revenues | | | |
| * Of which EC grants | | | |
| ** EC grants in % of revenues | | | |

* Financial information audited by (insert name of statutory auditor).

1.4. DEPENDENCE ON EC FUNDING

Based on the analysis set out in paragraph 3.3 above an average of **xx%** of total income has been generated from participating in EC RTD funded programs in the past 3 closed financial years.

2. ANALYSIS OF RELEVANT INTERNAL CONTROLS

2.1. DESCRIPTION OF ACCOUNTING SYSTEM AND KEY INTERNAL CONTROLS

| | |
|------------------------|--|
| Accounting System | |
| Date of implementation | |
| Accounting basis | |

| | |
|--------------------|--|
| Reporting currency | |
| Project accounting | |

2.2. TIME RECORDING SYSTEM (INCLUDING THE PROCEDURE TO RECORD ABSENCE)

| | |
|-------------------------------------|--|
| Time recording system | |
| Product name | |
| Date of implementation | |
| Integrated with accounting system | |
| Certification by designated officer | |

2.3. PRODUCTIVE HOURS CALCULATION AND HOURLY RATE CALCULATION

The Beneficiary has adopted the following approach:

| | |
|---|--|
| Productive hours calculation | |
| Total days in a year | |
| Less: Weekends | |
| Subtotal | |
| Less: Annual Holidays | |
| Less: Statutory Holidays | |
| Less: Illness | |
| Workable days in a year | |
| Less: Other activities (describe in detail) | |
| Productive days per year | |
| Hours per day | |
| Productive hours per year | |