

BENCHMARKING WITHIN ECRF MEMBERSTATES

The objectives of this questionnaire are primarily to estimate benchmarks of the number of new business enterprises and alterations concerning business registration within ECRF.

This questionnaire covers the processes within the organizations that are responsible for registration of new business enterprises. It includes all types and all sizes of business enterprises. We have chosen 4 types of enterprises that we will separate and the other types that we will put together in a group that we call OTHERS. We are trying to identify how different or alike we are in these processes by showing the amount of new businesses, alterations in the registers, goals and outcomes concerning leading time, on-line registrations, type of alterations and so on.

The questionnaire is divided into three parts:

Section A: Basic information about population and organization.

Section B: Information about the registration process.

Section C: Benchmarks.

This questionnaire excludes the processes before and after the registration of business enterprises.

If you have any problems or questions please contact Mrs. Helén Högberg or Mr. Roine Amonsson.

Please reply before **26th January 2002**. Thank you very much for your help.

When completed, please return to:

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QUESTIONS No. DEFINITIONS, SECTION B

- (1) **Examination of application**
Counting the received number of documents, checking the type and contents of documents.

- (2) **Company name**
The name of the company that can be registered.

- (3) **Contacts with applicants**
Responsible contact point concerning the application and which one that can send in the application to the registration organization and who receives the certificate of registration.

- (4) **If fee for registration**
Applicants are paying a fee for the registration of the company or for the alterations.

BENCHMARKS**DEFINITIONS, SECTION C****No.**

(1)

Number of registered objects

The total number of objects in the register, regardless if they dormant or not.

(2)

New registered business enterprises

When the name is approved and the registration is legally valid.

(3)

Changes in the registered information

All kinds of changes that have to be registered including re-registering a business enterprise from one type into another.

(4)

The most common types of changes in the register

The type of alteration which is most common (change of address, company name etc.) Fill in the type of alteration not the numbers of these alterations.

(5)

Dissolved business enterprises

Business enterprises that are removed from the register or are no longer legal entities.

(6)

Time needed for registration in weeks

The average time it takes from when an application has been received until it is processed and registered. This is an average that includes all types of business enterprises and alterations. Five working days are the same as one week. If the leading time is less than a week, please specify it in number of days.

(6a)

Goal

If you have set some goals to fulfill a registration of an application, in average for all types of business enterprises and alterations.

(6b)

Typical

The average time it takes to register an application.

(6c)

Minimum

How quickly an application can be registered if everything is all right.

Type of business enterprise

See appendix B.

Comments

Please give some explanation about why, when or what effects the figures (if they are unusual or if the figures are missing). For example changes in law, new or other assignments and so on.

SECTION A: BASIC INFORMATION

Please provide some contact details in case of queries:

Country:	
Name:	
Organization:	
Telephone:	
Fax:	
E-mail:	

A. POPULATION, AS AT 31ST DECEMBER 2001

Population, million: _____

B. TYPE OF ORGANIZATION

Government	<input type="checkbox"/>
Private	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please specify what type: _____

C. ORGANIZATION FOR BUSINESS REGISTRATION

Centralized	<input type="checkbox"/>
Decentralized	<input type="checkbox"/>
Other	<input type="checkbox"/>

If decentralized, please fill in this question

Total number of offices: _____

Number of local offices: _____

Number of regional offices: _____

Other: _____

D. NUMBER OF EMPLOYEES

Total in your organization: _____

At the department which deals with registrations of business enterprises: _____

E. FINANCING SYSTEM

By fees	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
By government funding	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
By others	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you are financed by fees

Are you based on cost-covering principal?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Can you carry on profit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION B: REGISTRATION PROCESS

1. EXAMINATION OF APPLICATION

No examination (the application is registered as it is)

Formal examination

Formal and legal examination

If you approve an application and later something is found which is not according to the law

Is the organization responsible for the legality of a document connected with the application?
Yes No

2. COMPANY NAME

	Yes	No	Sometimes
Is there any formal approval of the company name?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you compare the proposed name with already registered names?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is the approval done by the registration organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By another organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Specify what kind of organization: _____

3. CONTACTS WITH APPLICANTS

	Yes	No	Sometimes
Can the entrepreneur send in the application for registration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the application need to pass through an agent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If an application is not correct

How do you communicate with the entrepreneur or agent?
By mail By phone By e-mail Other

4. IF FEE FOR REGISTRATION

How are the fees paid? In advance By invoice Other

5. IF YOU HAD A CHOICE, WOULD YOU PREFER A SYSTEM WITH

Easier routines and less checking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A system with possibility to more checking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am satisfied with the present system	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

SECTION C: BENCHMARKS

1. NUMBER OF REGISTERED OBJECTS

Numbers of registered objects for different types of business enterprises.
As at 31st December

Number of registered objects	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

a) How many different types of business entities do you register including these above?

1-10 11-20 21-

b) Comments:

2. NUMBER OF NEW REGISTERED BUSINESS ENTERPRISES

Number of new business enterprises	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

a) Comments:

3. ALTERATIONS – Numbers of changes in the registers

Alterations for different types of business enterprises

Number of alterations	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

a) Comments:

4. THE MOST COMMON TYPE OF ALTERATION IN THE REGISTER BY TYPE OF BUSINESS ENTERPRISE

Please give a comment if it was something special that did cause this type of alteration during these periods, for example changes in the law.

Type of alteration	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			

a) Comments:

5. DISSOLVED BUSINESS ENTERPRISES

Number of dissolved business enterprises	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

a) By liquidation

Number of liquidated business enterprises	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

b) By bankruptcy

Number of bankrupted business enterprises	1999	2000	2001
Individual enterprises			
General Partnership			
Private Limited Company			
Public Limited Company			
Others			
Totally			

c) Comments:

6. TIME NEEDED FOR REGISTRATION IN WEEKS

Leading time , year 2001	a) Goal	b) Typical	c) Minimum
New business enterprise			
Alteration			

a) Comments:

7. ONLINE REGISTRATION

Is it possible to register online? Yes No
 Make a complete registration? Yes No

If it's possible to register online, please answer the following questions;

Online-registration can be done for following type of application;

New business enterprises Yes No
 Alteration Yes No

Online-registration can be done for following type of business enterprises;

	New business enterprise	Alteration
Sole Trader	<input type="checkbox"/>	<input type="checkbox"/>
General Partnership	<input type="checkbox"/>	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

8. IF IT'S NOT POSSIBLE WITH ON-LINE REGISTRATION, PLEASE SPECIFY IN WHAT STATE YOU ARE TO PROVIDE FOR THIS KIND OF REGISTRATION

Planned to be introduced in 2002
 Planned to be introduced in 2003
 Not planned yet or planned to be introduced later

9. ARE THERE ANY MORE COMMENTS YOU WOULD LIKE TO INCLUDE?

APPENDIX A: MAIN TYPES OF BUSINESS ENTITY

	Individual Enterprise	General Partnership	Private Limited Company	Public Limited Company
Characteristics	<ul style="list-style-type: none"> - Owner has sole, personal responsibility for all business liabilities; - Liability is unlimited and extends to private assets; <p>- <i>Conducts general commercial activities.</i></p>	<ul style="list-style-type: none"> - Formed by two or more persons; - All partners are jointly and personally liable for the debts of the partnership; - Liability is unlimited and extends to personal assets; <p>- <i>Trading takes place under a common name;</i></p> <p>- <i>Carries out general commercial activities with the purpose of engaging in trade or industry.</i></p>	<ul style="list-style-type: none"> - Incorporated legal entity; - Legal identity separate from & independent of owners or shareholders; - Liability to creditors is limited to the extent of the company's assets; - Liability of shareholders/owners is limited to the amount of capital contributed and subscribed for; - More than one shareholder; - Unable to raise any form of capital through 'public' subscription or to be listed on a public capital market. - set up to trade actively (not dormant) 	<p><i>Similar to a private limited company, but some important differences:</i></p> <ul style="list-style-type: none"> - Can raise capital through public subscription and can be listed on public debt and equity markets; - No limits on numbers of shareholders; - Owners of the company hold shares
Austria	"Einzelunternehmen"	OHG ("offene Handelsgesellschaft") +KG (Kommanditgesellschaft)+OEG und KEG (Offene und Kommanditerwerbsgesellschaft)	GesmbH ("Gesellschaft mit beschränkter Haftung") und GesmbH u. Co KG	AG ("Aktiengesellschaft")
Belgium	"Zelfstandige/Commercant"	SNC/VOF (" <i>societe en nom collectif</i> ")	SPRL/BVBA (" <i>societe de personnes a responsabilite limitee</i> ")	SA/NV (" <i>Societe anonyme</i> ")
Denmark	(description needed)	(description needed)	ApS (" <i>Anpartsselskab</i> ")	A/S (" <i>Aktieselskab</i> ")
Finland	Yksityinen elinkeinonharjoittaja	Avoim yhtiö	(Yksityinen) osakeyhtiö	Julkinen osakeyhtiö
France	"Commercant"	" <i>societe en nom collectif</i> "	SARL (" <i>Societe a responsabilite limitee</i> ")	SA (" <i>Societe anonyme</i> ")
Germany	"Einzelkaufmann"	OHG ("offene Handelsgesellschaft")	GmbH ("Gesellschaft mit beschränkter Haftung")	AG (" <i>Aktiengesellschaft</i> ")
Greece	(description needed)	" <i>omorrythimi etaria</i> "	EPE (" <i>eteria periorismensis efthinis</i> ")	AE (" <i>anonymos eteria</i> ")
Ireland	"Sole Trader"	"General Partnership"	Ltd ("Limited company")	PLC (Public Limited Company)
Italy	"Impresa individuale commerciale"	SnC (" <i>societa in nome colectivo</i> ")	SrL (" <i>societa a responsibilita limitata</i> ")	SpA
Luxembourg	(description needed)	Senc (" <i>societe en nom collectif</i> ")	SARL (" <i>Societe a responsabilite limitee</i> ")	SA (" <i>Societe anonyme</i> ")
Netherlands	" <i>eemanszaak</i> "	VOF (" <i>vennootschap onder firma</i> ")	BV (" <i>besloten vennootschap</i> ")	NV (" <i>naamloze vennootschap</i> ")
Portugal	"Estabelecimento Individual"	SNC (" <i>societate em Nome Colectivo</i> ")	Lda (" <i>sociedade per quotas de responsabilidade limitada</i> ")	SA (" <i>sociedade anonima de responsabilidade limitada</i> ")
Spain	"Empresario individual"	"sociedad colectiva"	SL (" <i>sociedad limitada</i> ")	SA (" <i>sociedad anonima</i> ")
Sweden	"Enskild Näringsidkare"	"handelsbolag"	AB (" <i>Privat Aktiebolag</i> ")	AB (" <i>Publikt Aktiebolag</i> ")
United Kingdom	"Sole Trader"	"partnership"	Ltd ("Limited company")	PLC (Public Limited Company)