

Annual Report

Guidelines to fill in the form

To be sent to :
Office d'impôt des personnes morales
Rue du Nord 1 - 1400 Yverdon-les-Bains

Reporting period / Financial year	Beginning and end dates of the reporting period. This normally starts on January 1st and ends on December 31st of the related year unless specified otherwise in the federal and cantonal decisions. When federal and cantonal periods differ, please state the beginning and end of the financial year relative to the corresponding year. Please refer to the federal and cantonal decisions.
Company: Name Contact person Address Postal code / Town	Current name and address of the company. This enables the Cantonal Tax Administration (ACI) and the State Secretariat for Economic Affairs (SECO) to check and, if required, update the relevant databases. The contact person is the person the ACI or SECO may contact in case of questions or further informations requirements.
Cantonal taxpayer number Cantonal tax holiday decision by the State Council dated Beginning / end of cantonal tax holiday period	The number that is shown on the cantonal tax declaration, enabling a correct identification of the company. The date that is shown on the first page of the cantonal State Council decision. The dates of the beginning and end of the tax holiday period at cantonal level are generally shown on the first page of the cantonal State Council decision.
Federal project number allocated by DFE or DEFR Federal tax holiday decision by the DFE or DEFR dated Beginning / end of federal tax holiday period Business identification number (IDE)	The number that is shown at the bottom of the first page of the DFE or DEFR decision. It consists of the cantonal abbreviation followed by a group of three digits (e.g. VD - 006). The date that is shown on the first page of the decision of the DFE or DEFR decision. The dates of the beginning and end of the federal tax holiday period are shown on the DFE or DEFR decision. If the dates are not shown on the decision, please contact the ACI. Since January 2011, every company operating in Switzerland has been assigned a unique business identification number (IDE). This number consists of the prefix "CHE" indicating the Swiss origin, nine digits and a final digit that represents the control code (C).

1. Tax holiday follow-up procedure - annual report

a. Cantonal tax holiday

Workforce-related information <i>Workforce to be included in the annual report</i> <i>Definition of Full-Time Equivalents (FTE) and average FTE</i> <i>Definition of local employees</i> <i>Definition of seconded / expatriate employees</i> <i>Definition of cross-border employees</i> FTE at the beginning of the tax holiday period FTE at the end of the reporting period / financial year Average FTE Number of employees at the end of the reporting period / financial year Gross aggregate salaries of the local, seconded / expatriate and cross-border employees	<p><i>The workforce is determined by the conclusion of an employment contract under Swiss law, subject to taxation in Switzerland, for a limited or unlimited period of time, between the company named in the tax holiday decision and an employee. This contract states the place of work, the employment rate (in %) and the duration of the agreement. Work contracts under Swiss law between another company in the same corporation established in Switzerland and an employee are also accepted, as an exception to the rule and if necessary for business reasons. Seconded or expatriate employees, holding an employment contract with a foreign employer, are only included in the cantonal decision.</i></p> <p><i>An FTE is a unit that reflects the workload of a full time employee. This unit is frequently used to measure the level of involvement of an employee in a project or the costs reductions in an organisation. FTE are measured at the end of the financial year.</i></p> <p><i>1.0 FTE at the closing date indicates that the employee has an employment rate of 100% and is under contract at the closing date, irrespective of the period during which he/she has worked throughout the financial year. Thus, 0.8 FTE indicates that the employee works at 80% and is employed at the end of the financial year.</i></p> <p><i>If FTE is balanced with the employee effective working period throughout the financial year, the result is the average FTE. Thus, three employees working at 100% from July 1 to the end of the year amount to an average of 1.5 FTE (3.0 / 12 months x 6 months).</i></p> <p><i>Employees having an employment contract under Swiss law, for a limited or unlimited period of time, with the company named in the tax holiday decision. They can be Swiss citizens or foreign nationals holding a work permit, subject to taxation and social security charges in Switzerland. The hiring of services as defined in Article 27 of the Federal Ordinance on Employment Services (temporary employment) is excluded.</i></p> <p><i>Employees with a managerial function and all types of specialists having a contract with their foreign employers and seconded temporarily to Switzerland. Work assignments over five years at most are considered temporary or of limited duration. During their assignment in Switzerland, these employees are counted as FTE, similarly to local employees, for cantonal tax purposes.</i></p> <p><i>Employees who carry out their professional work on Swiss territory and are resident in the territory of another member state of the EU/EEA. As far as the canton of Vaud is concerned, this relates exclusively to France. In fiscal terms, cross-border employees relate to any person domiciled in France who carries out work in Switzerland and returns every day to his/her principal place of residence as certified by the French Tax Administration. These employees are similarly counted as FTE just like local employees.</i></p> <p>FTE at the beginning of the tax holiday period, as of the date shown on the first page of the cantonal State Council decision. FTE at December 31 of the reporting period or the closing date, if different. Actual FTE within the reporting period / financial year, calculated by balancing the FTE with the effective work period (see definition above). Number of people actually employed at the end of the reporting period / financial year (1 person = 1 unit). Gross aggregate salaries without social security charges.</p>
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Investments in property and / or production in the canton

Annual office rent (lease of at least 10 years)
Purchases of buildings, land and premises
Purchases of machinery & equipment
Long-term leases (machinery & equipment)
Investments in intangible assets (purchases and / or transfers)
Investments in other companies in the canton (subcontractors)

All investments made with industrial subcontractors in the canton exclusively as part of the project presented in the business plan. This also includes long-term leases (minimum 10 years) related to the project presented in the business plan.
All annual rent under long-term rental agreements of at least 10 years.
All direct investments in real estate and premises leased from third parties (please refer to the conditions listed in the cantonal tax holiday decision).
All direct investments in machinery and equipment.
All long-term leases of machinery and equipment from companies in the canton.
All investments in R&D, brands, copyrights, licences and goodwill.
All indirect investments with Vaud-based industrial subcontractors.

Cooperation agreements with non-profit organisations and substantiated links with universities/business schools and research institutes in the region

Active in the field of education
Active in the field of R&D
Active in the field of economics
Active in the field of culture
Active in the field of sport

Substantiated links with universities/business schools and research institutes in the region

} Value in CHF of cooperation agreements, if available. Please include the name of the institution and the differences, if any, from the criteria listed in the initial project.

For start-ups, all substantiated links with universities/business schools or research institutes in the region, effective at the time of the tax holiday request submission. If the links are financially valued, please state the amount in CHF, the name of the institution and the differences, if any, from the criteria listed in the initial project.

Project / activity development compared with the business plan

Significant deviation from the initial project during the reporting period / financial year

Amount in CHF of the significant deviation from the initial project

If the project has experienced a significant deviation from the initial plan (not only limited to turnover and profit), please state "yes" and briefly explain the nature of the deviation and the consequences that this change has or will have to the initial project. Significant deviation refers to any major change from the initial project. Every project being different, it is not possible to give a standard definition of a significant deviation.

Amount in CHF representing the financial impact of the significant deviation from the initial project.

Project-related net profit

Project-related net annual profit stated in the business plan
Actual project-related net annual profit generated in the reporting period / financial year

Projected net annual profit in CHF as shown in the initial business plan (at the time of the request submission).
Actual net profit in CHF as shown in the annual accounts for the reporting period / financial year. Please provide a brief explanation in the comments area addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

b. Federal tax holiday

Workforce-related information (ONLY to be completed if the tax holiday periods granted by the canton and federation differ)

FTE at the beginning of the tax holiday period
FTE at the end of the reporting period / financial year
Number of employees at the end of the reporting period / financial year

FTE at the beginning of the tax holiday period, in line with the date on the first page of the federal tax holiday decision of the DFE or DEFR.
FTE at the reporting date.
Number of people employed at the end of the reporting period / financial year (1 person = 1 unit).

Project / activity development compared with the business plan (ONLY to be completed if the relief periods granted by the canton and federation differ)

Significant deviation from the initial project during the reporting period / financial year

Amount in CHF of the significant deviation from the initial project

If the project has experienced a significant deviation from the initial plan (not only limited to turnover and profit), please state "yes" and briefly explain the nature of the deviation and the consequences that this change has or will have to the initial project. Significant deviation refers to any major change from the initial project. Every project being different, it is not possible to give a standard definition of a significant deviation.

Amount in CHF representing the financial impact of the significant deviation from the initial project.

Project-related net profit (ONLY to be completed if the relief periods granted by the canton and federation differ)

Project-related net annual profit stated in the business plan

Projected net annual profit in CHF as shown in the initial business plan (at the time of the request submission).

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Actual project-related net annual profit generated in the reporting period / financial year

Actual net profit in CHF as shown in the annual accounts for the reporting period / financial year. Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Other specific federal conditions specified in the DFE or DEFR decision

Conditions
To be fulfilled by
Amount according to the DFE / DEFR decision
F (fulfilled) / NF (not fulfilled)

Conditions listed in the DFE or DEFR decision. Only one condition per field.
If no final date has been given, please leave this field blank.
Amounts in CHF in line with the conditions listed in the DFE or DEFR decision.
Please only state "Fulfilled" or "Not fulfilled" if the final date for fulfilling the conditions is in the past.

2. Annual economic data

Results

Annual project-related turnover stated in the business plan

Actual annual project-related turnover in the reporting period / financial year

Projected turnover in CHF as shown in the initial business plan (at the time of the request submission). Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Actual turnover in CHF as shown in the annual accounts for the reporting period / financial year. Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Expenditures in Switzerland

Goods
Services / Fees
Leasing (IT and vehicles)
Rentals (other than long term)
Subcontracting

} For all spending in Switzerland, please state the amounts in CHF as shown in the annual accounts for the reporting period / financial year.
Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Other factors

Borrowings from Swiss banks
Other (list below)

} For loans from Swiss banks and any other factors that may ease the understanding of the evolution of the company's activities, please state the amounts in CHF as shown in the annual accounts for the reporting period / financial year. Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Balance sheet

Cash and cash equivalents
Trade accounts payable
Inventories / work in progress
Current assets
Noncurrent assets
Debt
Equity

} For balance sheet items, please state the amounts in CHF as shown in the annual accounts for the reporting period / financial year.
Please provide a brief explanation in the comments area, addressing the nature of any significant deviation from the figures stated and the initial project as well as the consequences of this change from the initial project.

Confirmation of the accuracy of the information provided by the company:

By affixing a stamp and signature, the company confirms the accuracy of the information provided in the annual report.

Appendices

Employment contracts with employees, list of FTE by position, documents related to investments and contracts with universities/business schools, among other things, may be required to validate the data provided.