

## Guideline for completing the A6 form

- The form A6 must be filled by all members.
- If you fill in the forms by typewriter or by hand, please follow the following instructions:

A photocopy of the original may be used if the quality is good. Please keep the forms as clean as possible and do not fold, staple or amend them with correction fluid.

Please enter your data only in the white space on the forms, do not type outside the boundaries or the data is likely to be truncated in the Commission's database. For questions requiring a choice between different boxes, please enter X in the appropriate space. You may find it easier to do this by hand in black ink, rather than try to line up a single typed character.

When appropriate when completing the form, please replace the characters listed below by the corresponding double characters:

Ø	OE	Ä	AE	Ö	OE
ø	Oe	ä	ae	ö	oe
Æ	AE	Û	UE	Å	AA
æ	Ae	ü	ue	å	aa
ß	Ss				

For numbers, (amount, duration, percentages, person-months), please round to the nearest whole number. Do not insert any character or space to separate the digits in a number.

### 8. Gender (F(emale) / M(ale))

This information is required for statistical purposes only. Please indicate with a cross as appropriate.

### 10. Institute / Department / Laboratory Name

Name of the institute, department or laboratory in the organisation, which will be carrying out the work and for which the contact person is working. The address details given in the following fields must be for the department/laboratory/institute and not the legal address of the organisation.

### 11. P. O. Box

If applicable, indicate number of Post Office Box for surface mail delivery.

### 12. Post Code

If applicable, enter numerical (alphanumeric for United Kingdom and The Netherlands) post code without being prefixed by the country identifier, e.g. 1000 and not B-1000 or SW1H 9AS and not UK-SW1H 9AS.

### 13. Cedex

If applicable, indicate Cedex for surface mail delivery.

#### **14. Country Code / Name**

Use the relevant country code and country name as indicated in the list in Annex 1. For any country not included in the list, please indicate the full name of the country in the "Country Name" and leave the "Country Code" blank.

#### **15. Telephone No and Fax No**

Please give the telephone and fax numbers in the following format; for example (a European Commission telephone number in Brussels, Belgium) (32-2) 29888888 (32 being the country code number; 2 the area code number for international calls; 29888888 the subscriber's number).

#### **37. Registration No with the European Community's Research Programmes**

If applicable. If the organisation has already received a registration number under the Fifth Framework Programme, please enter it here, and only give the organisation details if they have changed since the registration number was received. A large organisation may have more than one registration number. If this is the case, please make sure that you use the one relevant to your legal address. This registration number will only be issued once the organisation has been validated during the negotiation of a contract with the Commission.

#### **38. Organisation Legal Name**

If applicable, name under which the participant is registered in the official trade registers.

#### **39. Short Name**

The short name chosen by the participant for this project. This should normally not be more than 20 characters and the same should be used for the participant in the A2 and A3 forms.

#### **40. Legal Registration No**

If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

#### **41. VAT No**

If applicable, please provide the organisation's Value Added Tax (VAT) number in the VAT register.

#### **42. Activity Type**

Indicate the principal activity of your organisation. Please use one of the following codes:

- REC: Research (i. e. organisations only or mainly established for research purposes);
- HES: Higher Education (i. e. organisations only or mainly established for higher education/training, e. g. universities, colleges);
- IND: Industry (i. e. industrial organisations private and public, both manufacturing and industrial services – such as industrial software, design, control, repair, maintenance);
- OTH: Others

#### **43. Legal Status**

Please use one of the following codes:

- GOV: Governmental (local, regional or national public or governmental organisations e. g. libraries, hospitals, schools);

- **INO:** International Organisation (i. e. an international organisation established by national governments);
- **JRC:** Joint Research Centre (i. e. the Joint Research Centre of the European Commission);
- **PUC:** Public Commercial Organisation (i. e. commercial organisation established and owned by a public authority) ;
- **PRC:** Private Commercial Organisation including Consultant (i. e. any commercial organisations owned by individuals either directly or by shares);
- **EEI:** European Economic Interest Group;
- **PNP:** Private Organisation, Non Profit (i. e. any privately owned non profit organisation).

#### **44. 'If 'PRC', Specify'**

If you are a Private Commercial Organisation (PRC), please indicate the type of organisation (e.g.: SA, Ltd., GmbH, independent person...).

#### **45. Business Area (NACE)**

For statistical purposes, the Commission services need to classify the principal economic activity of each participant. This is done for the programmes in the 5th Framework programme according to the 2-digit or 3-digit NACE Rev. 1 classification, listed in Annex 2. (NACE is "Nomenclature générale des activités économiques dans les Communautés européennes"). You should identify the single principal economic activity of your organisation, or, in the case of a larger organisation, of the executive division of your organisation making the project.

#### **46. User/Supplier**

Only if applicable. Please indicate whether the participant is principally a user (i. e., a participant in the project who participates as a user of the project's result) or a supplier (i. e., a participant in the project who provides the solution or result to solve the users problem) in this project.

#### **47. Legal address of the organisation**

Provide here the address where the organisation is legally registered.

#### **48. Organisation details**

This section is for statistical information. The fields should be filled by all private organisations and other participants who have an analytical accountancy system, but public research institutions, such as universities only have to fill fields 53-56 (see the notes to the fields in this section).

#### **57. Independence**

An organisation is independent if less than 25% of the capital or the voting rights is owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly).

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has fewer than 250 full time equivalent employees, has an annual turnover not exceeding EUR 40 million, or an annual balance sheet total not exceeding EUR 27 million, and is not controlled by 25% or more by a company which is not an SME (on the issue of control, see note 59 and 60).

### **58. Owners**

Please provide the legal name(s) of the organisation(s) controlling the organisation by 25% or more (on the issue of control, see notes 59 and 60).

### **59. Affiliation**

An organisation is affiliated to another organisation if:

- It is under the same direct or indirect control as another organisation, or
- It directly or indirectly controls another organisation, or
- It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

- A, directly or indirectly, holds more than 50% of the share capital of B, or,
- A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, or,
- A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

### **60. Affiliated Organisations**

Please provide the participant number, short name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

- D: Direct control;
- I: Indirect control.

### **61. Address of department carrying out the work**

Provide here the name and address of the department carrying out the work

### **62. Authorised administrative official**

This is a person within the organisation with authority to sign the research contract with the European Commission.

### **63. Function**

The function, which the person has within the organisation, for example: director, vice-president, managing director, vice chancellor, etc.

### **64. Scientific officer in charge of the project**

If applicable. If the contact person is NOT the scientific person responsible for the project, please provide here the details for the scientific officer in the organisation responsible for the project in the organisation.

### **86. Linked to Contractor No**

Is completed by the Service Center

### **87. Cost Summary in Euro**

Does not need to be completed.

# Annex 1

## Country Codes

Reference No. annex\_formsa2\_en.pdf.

### CODE COUNTRY

B Belgium	CL Chile	KR South Korea	QA Qatar
DK Denmark	CM Cameroon	KW Kuwait	RO Romania
D Germany	CN China	KZ Kazakhstan	RU Russia
EL Greece	CO Colombia	LA Laos	RW Rwanda
E Spain	CR Costa Rica	LB Lebanon	SA Saudi Arabia
F France	CU Cuba	LC Saint Lucia	SB Solomon Islands
IRL Ireland	CV Cape Verde	LI Liechtenstein	SC Seychelles
I Italy	CY Cyprus	LK Sri Lanka	SD Sudan
L Luxembourg	CZ Czech Republic	LR Liberia	SG Singapore
NL Netherlands	DJ Djibouti	LS Lesotho	SI Slovenia
A Austria	DM Dominica	LT Lithuania	SK Slovakia
P Portugal	DO Dominican Republic	LV Latvia	SL Sierra Leone
FIN Finland	DZ Algeria	LY Libya	SM San Marino
S Sweden	EC Ecuador	MA Morocco	SN Senegal
UK United Kingdom	EE Estonia	MC Monaco	SO Somalia
AD Andorra	EG Egypt	MD Moldova	SR Suriname
AE United Arab Emirates	ER Eritrea	MG Madagascar	ST São Tomé and Príncipe
AF Afghanistan	ET Ethiopia	MH Marshall Islands	SV El Salvador
AG Antigua and Barbuda	FJ Fiji Islands	MK Former Yugoslav Republic of Macedonia	SY Syria
AL Albania	FM Micronesia	ML Mali	SZ Swaziland
AM Armenia	GA Gabon	MM Myanmar	TD Chad
AO Angola	GD Grenada	MN Mongolia	TG Togo
AR Argentina	GE Georgia	MR Mauritania	TH Thailand
AU Australia	GH Ghana	MT Malta	TJ Tajikistan
AZ Azerbaijan	GM The Gambia	MU Mauritius	TM Turkmenistan
BA Bosnia and Herzegovina	GN Guinea	MV Maldives	TN Tunisia
BB Barbados	GQ Equatorial Guinea	MW Malawi	TO Tonga
BD Bangladesh	GT Guatemala	MX Mexico	TR Turkey
BF Burkina Faso	GW Guinea-Bissau	MY Malaysia	TT Trinidad and Tobago
BG Bulgaria	GY Guyana	MZ Mozambique	TV Tuvalu
BH Bahrain	HN Honduras	NA Namibia	TW Taiwan
BI Burundi	HR Croatia	NE Niger	TZ Tanzania
BJ Benin	HT Haiti	NG Nigeria	UA Ukraine
BN Brunei	HU Hungary	NI Nicaragua	UG Uganda
BO Bolivia	ID Indonesia	NO Norway	US United States
BR Brazil	IL Israel	NP Nepal	UY Uruguay
BS The Bahamas	IN India	NR Nauru	UZ Uzbekistan
BT Bhutan	IQ Iraq	NZ New Zealand	VA Vatican City
BW Botswana	IR Iran	OM Oman	VC Saint Vincent and the Grenadines
BY Belarus	IS Iceland	PA Panama	VE Venezuela
BZ Belize	JM Jamaica	PE Peru	VN Vietnam
CA Canada	JO Jordan	PG Papua New Guinea	VU Vanuatu
CD Democratic Republic of the Congo	JP Japan	PH Philippines	WS Samoa
CF Central African Republic	KE Kenya	PK Pakistan	YE Yemen
CG Congo	KG Kyrgyzstan	PL Poland	YU Yugoslavia
CH Switzerland	KH Cambodia	PS Occupied Palestinian Territory	ZA South Africa
CI Côte d'Ivoire	KI Kiribati	PW Palau	ZM Zambia
	KM The Comoros	PY Paraguay	ZW Zimbabwe
	KN Saint Kitts and Nevis		
	KP North Korea		

# Annex 2

## NACE codes for business activities

Reference No. annex\_formsa3\_en.pdf.Appendix 1 –Annex3 –

### NACE codes for business activities

<b>Division</b>	<b>Description</b>
<i>Section A</i>	<i>Agriculture, hunting and forestry</i>
01	Agriculture, hunting and related service activities
02	Forestry, logging and related service activities
<i>Section B</i>	<i>Fishing</i>
05	Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing
<i>Section C</i>	<i>Mining and quarrying</i>
10	Mining of coal and lignite; extraction of peat
11	Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying
12	Mining of uranium and thorium ores
13	Mining of metal ores
14	Other mining and quarrying
<i>Section D</i>	<i>Manufacturing</i>
15	Manufacture of food products and beverages
16	Manufacture of tobacco products
17	Manufacture of textiles
18	Manufacture of wearing apparel; dressing and dyeing of fur
19	Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear
20	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
21	Manufacture of pulp, paper and paper products
22	Publishing, printing and reproduction of recorded media
23	Manufacture of coke, refined petroleum products and nuclear fuel
24	Manufacture of chemicals and chemical products
25	Manufacture of rubber and plastic products
26	Manufacture of other non-metallic mineral products
27	Manufacture of basic metals
28	Manufacture of fabricated metal products, except machinery and equipment
29	Manufacture of machinery and equipment n.e.c.
30	Manufacture of office machinery and computers
31	Manufacture of electrical machinery and apparatus n.e.c.
32	Manufacture of radio, television and communication equipment and apparatus
33	Manufacture of medical, precision and optical instruments, watches and clocks
34	Manufacture of motor vehicles, trailers and semi-trailers
35	Manufacture of other transport equipment
35.1	Building and repairing of ships and boats
35.2	Manufacture of railway and tramway locomotives and rolling stock
35.3	Manufacture of aircraft and spacecraft
a	<i>Manufacture of helicopter</i>
b	<i>Manufacture of aeroplanes for the transport of goods or passengers, for use by the defence forces, for sports or other purposes</i>

*c Manufacture of parts and accessories of the aircraft of this class*

Includes: major assemblies such as fuselages, wings, doors, control surfaces, landing gear, fuel tanks, nacelles, airscrews, helicopter rotors and propelled rotor blades, motors and engines of a kind typically found on aircraft, parts of turbojets and turbopropellers.

*Others*

36 Manufacture of furniture; manufacturing n.e.c.  
37 Recycling

*Section E Electricity, gas and water supply*

40 Electricity, gas, steam and hot water supply  
41 Collection, purification and distribution of water

*Section F Construction*

45 Construction

*Section G Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods*

50 Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel  
51 Wholesale trade and commission trade, except of motor vehicles and motorcycles  
52 Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

*Section H Hotels and restaurants*

55 Hotels and restaurants

*Section I Transport, storage and communication*

60 Land transport; transport via pipelines  
61 Water transport  
    61.1 Sea and coastal water transport  
        e *Transport of passenger or freight over water*  
        f *Operation of excursion, cruise or sightseeing boats*  
        g *Operation of ferries, water taxis, etc.*  
62 Air transport  
    h *Transport of passenger or freight by airlines*  
63 Supporting and auxiliary transport activities; activities of travel agencies  
    63.1 *Cargo handling and storage*  
    63.2 *Other supporting transport activities*  
        i *Operation of terminal facilities such as harbours and piers, waterway locks etc.*  
        j *Airport and air-traffic control activities*  
    63.3 Activities of travel agencies and tour operators; tourist assistance activities n.e.c.  
    63.4 Activities of other transport agencies  
        k *Forwarding of freight*  
64 Post and telecommunications

*Section J Financial intermediation*

65 Financial intermediation, except insurance and pension funding  
66 Insurance and pension funding, except compulsory social security  
67 Activities auxiliary to financial intermediation

*Section K Real estate, renting and business activities*

70 Real estate activities

This includes: manufacture of gliders, hang-gliders, manufacture of dirigibles and balloons, manufacture of spacecraft and spacecraft launch vehicles, satellites, planetary probes, orbital stations, shuttles, manufacture of aircraft launching gear, deck

arresters, etc., manufacture of ground flying trainers. However 35.3 should **exclude**: manufacture of parachutes, military ballistic missiles, ignition parts and other electrical parts for internal combustion engines, instruments used on aircraft, and air navigation systems..

71	Renting of machinery and equipment without operator and of personal and households goods
72	Computer and related activities
73	Research and development
	l <i>Research and experimental development on natural sciences and engineering</i>
	m <i>Research and experimental development on social sciences and humanities</i>
74	Other business activities
<i>Section L</i>	<i>Public administration and defence; compulsory social security</i>
75	Public administration and defence; compulsory social security
<i>Section M</i>	<i>Education</i>
80	Education
<i>Section N</i>	<i>Health and social work</i>
85	Health and social work
<i>Section O</i>	<i>Other community, social and personal service activities</i>
90	Sewage and refuse disposal, sanitation and similar activities
91	Activities of membership organisations n.e.c.
92	Recreational, cultural and sporting activities
93	Other service activities
<i>Section P</i>	<i>Private households with employed persons</i>
95	Private households with employed persons
<i>Section Q</i>	<i>Extra-territorial organisations and bodies</i>
99	Extra-territorial organisations and bodies