

User guide for determining the types of Full Members

I. Types of Full Members

There are four types of Full Members:

- Full Industry Members
- Full SME Members
- Full Research Members
- Full Association Members.

There are two types of Full Industry Members:

- Medium-sized Industry Members
- Large Industry Members

There are two types of Full SME Members:

- Small or Micro SME Members
- Medium-sized SME Members and

This guide pertains to the determination of the Full Industry Members and the Full SME Members.

II. Definitions

Small or Micro SME Member means a legal entity that is a Full SME Member of the Association, which employs, or the Group it belongs to employs, fewer than 50 persons and whose annual turnover and/or annual balance sheet total or the annual turnover and/or annual balance sheet total of the Group the legal entity belongs to, does not exceed EUR 10 million.

Medium-sized SME Member means a legal entity that is a Full SME Member of the Association, which employs, or the Group it belongs to employs, fewer than 250 persons and which has an annual turnover or the Group it belongs to has an annual turnover not exceeding EUR 50 million, and/or has an annual balance sheet total or the Group it belongs to has an annual balance sheet total not exceeding EUR 43 million.

Medium-sized Industry Member means a legal entity that is a Full Industry Member of the Association, which employs, or the Group it belongs to employs, not more than 3000 persons.

Large Industry Member means a legal entity that is a Full Industry Member of the Association, which employs, or the Group it belongs to employs, more than 3000 persons.

III. Criteria

- Meeting the staff headcount is a mandatory criterion for determining in which type an entity falls.
- However, an enterprise may choose to meet **either** the turnover or the balance sheet total ceiling. It does not need to satisfy both requirements and **may exceed one of them** without impact on its status.

Please see herewith the overview:

Full Member type	Headcount	Annual turnover	Annual balance sheet total
Small or Micro SME Member	< 50	AND ≤ EUR 10 million	OR ≤ EUR 10 million
Medium-sized SME Member	< 250	AND ≤ EUR 50 million	OR ≤ EUR 43 million
Medium-sized Industry Member	≤ 3.000	AND > EUR 50 million	OR > EUR 43 million
Large Industry Member	> 3.000	AND > EUR 50 million	OR > EUR 43 million

For example: a Full Member having 200 AWU's(), an annual turnover of EUR 49 million and an annual balance sheet total of EUR 44 million shall be a Medium-sized SME Member.*

(* see explanation below in section IV)

IV. Data used for the staff headcount and the financial amounts and reference period

- When making the calculations, the data contained in the last approved annual accounts should be used.
- The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.
- Newly established enterprises that do not yet have approved annual accounts should make a declaration that includes a bona fide estimate made over the course of the financial year.
- The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:
 - o employees;
 - o persons working for the enterprise being subordinated to it and deemed to be employees under national law;
 - o owner-managers;
 - o partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise.

The headcount does not include:

- o Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract;
- o Employees on maternity or parental leave.

V. How to calculate the data:

When making the calculations, the data of the entire Group needs to be taken into account.

If an enterprise is autonomous, only its own staff headcount and annual turnover / balance sheet shall be taken into account in order to determine its Full Member type.

Group means a group of legal entities that is under common Control, including the legal entity that is directly or indirectly exercising the common Control.

- For the above purposes, "Control" of any entity shall exist through the direct or indirect
- ownership of more than 50% of the nominal value of the issued share capital of the entity or of more than 50% of the issued share capital entitling the holders to vote for the election of directors or persons performing similar functions
 - right by any other means to elect or appoint managing board members of the entity (or persons performing similar functions) who have a majority vote.