

Directory of Enterprises and Establishments

Importance

The Directory of Enterprises and Establishments (DEE by its acronym in Spanish), is an organized register of the private sector's institutional units residing in Costa Rica, in addition to their establishments, that are devoted to activities related to the production of goods and services, with data characterizing them by identification, location, economic activity and size.

A Directory of Enterprises and Establishments is essential for the country, since it serves as a basis for generating economic statistics that allow for the dynamic and economic structure of the country to be studied in detail.

According to existing legislation (Act N° 7839) it is guaranteed that the National Institute of Statistics and Censuses (INEC by its acronym in Spanish), will use the provided data for statistical purposes, and will therefore keep statistical confidentiality. Exceptions to this confidentiality are the following data: trade name, legal name, corporate name, address of the establishment, telephone and fax numbers, P.O. Box and economic activity.

1. Location

Province: _____ Canton: _____

District: _____

2. Identification of the Institutional Unit

1. Trade name of the business: _____

2. Legal or corporate name of the business: _____

3. Identification number: _____

4. The corporate name corresponds to: Corporate identification number

Personal identification number

Foreign passport or other...

5. Legal nature or type of company:

Single-member limited liability company.

Company

Corporation (S. A.)

Cooperative

Limited liability company.

Foundation

Limited partnership

Boards of Education

General partnership

Mutual Savings Bank.

Others (non-profit organizations, cooperatives,
... specify)

6. Identification number 2) _____

Identification number 3) _____

7. Exact business address: (indicate landmarks, for example: school, church, etc.) _____

8. Telephone: 1) _____ Ext. 1) _____ Tel. 2) _____ Ext. 2) _____

9. Fax: 1) _____ Fax 2) _____

10. Website: _____

11. E-mail: _____

12. Regime: Standard Regime (R.R by its acronym in Spanish) . .

Free Trade Zone Regime (FTZR)

Inward Processing Regime (IP)

3. Employees

13. How many people work for this business? _____

Men _____ Women _____ (This data can be represented as a percentage if the exact values are unknown)

4. Starting Year

14. What year did this business commence its activities? _____

5. Characteristics of the Institutional Unit

15. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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6. Other Data Regarding the Main Activity

16. Is the business an exporter? Yes . . . No . . .

Frequency: Once a year . . . Twice a year . . . 3 times per year . . . 4 or more times per year . . .

17. Is the business an importer? Yes . . . No . . .

Frequency: Once a year . . . Twice a year . . . 3 times per year . . . 4 or more times per year . . .

18. Does the business have access to computer equipment? Yes . . . No . . .

19. Does the business use Internet? Yes . . . No . . .

20. It is a subsidiary of a foreign company? Yes . . . Country of parent company _____ No . . .

21. Does it have subsidiaries in other countries? Yes . . . No . . . Continue on to question 23

22. What countries does it have subsidiaries in? _____

23. Is the business devoted to any other activities at this same location?

Yes..... How many? _____ No Continue on to question 25

Data Regarding Activity n° 1 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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- 24.1 The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____

If the business has more activities in the SAME LOCATION, please provide the information in the space provided at the end of the questionnaire.

25. Does the business develop activities in other locations?

Yes..... How many? _____ No Continue on to question 27

Data Regarding Activity n° 1 in Another Location

26. The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

26.1 Identification number: _____

26.2 Legal nature or type of company:

- | | | | |
|--|-----------------------|-------------------------------|-----------------------|
| Single-member limited liability company. | <input type="radio"/> | Company. | <input type="radio"/> |
| Corporation (S. A.) | <input type="radio"/> | Cooperative | <input type="radio"/> |
| Limited liability company. | <input type="radio"/> | Foundation | <input type="radio"/> |
| Limited partnership | <input type="radio"/> | Boards of Education | <input type="radio"/> |
| General partnership | <input type="radio"/> | Mutual Savings Bank. | <input type="radio"/> |
| Others (specify) | <input type="radio"/> | | |

26.3 Identification number 2) _____ Identification number 3) _____

26.4 Legal or corporate name of the business: _____

26.5 Trade name of the business: _____

26.6 Province: _____ Canton: _____ District: _____

26.7 Exact business address: *(indicate landmarks, for example: school, church, etc.)* _____

26.8. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this activity: _____

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

- 26.17** Regime: Standard Regime (R.R by its acronym in Spanish) . . .
- Free Trade Zone Regime (FTZR).
- Inward Processing Regime (IP).

26.18 Is the business an exporter? Yes ... No ...

Frequency: Once a year ... Twice a year ... 3 times per year ... 4 or more times per year ...

26.19 Is the business an importer? Yes ... No ...

Frequency: Once a year ... Twice a year ... 3 times per year ... 4 or more times per year ...

26.20 Does the business have access to computer equipment? Yes ... No ...

Does it use Internet? Yes ... No ...

If the business has more activities in ANOTHER LOCATION, please provide the information in the space provided at the end of the questionnaire.

7. Data Regarding the Informant

27. Informant's name: _____

28. Job position: _____

29. E-mail: _____

30. Interview date: _____

8. Observations

If the business has more activities in the SAME LOCATION or in ANOTHER LOCATION, please continue with the questionnaire

Data Regarding Activity nº 2 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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24.1 The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____

Data Regarding Activity nº 3 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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24.1 The corporate name corresponds to: Corporate identification number

Personal identification number

Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____



Data Regarding Activity nº 4 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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24.1 The corporate name corresponds to: Corporate identification number

Personal identification number

Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____

Data Regarding Activity nº 5 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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- 24.1 The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____



Data Regarding Activity nº 6 in the Same Location

24. Description of the activity in the same location (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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- 24.1 The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

24.2 Identification number: _____

24.3 Legal or corporate name of the business: _____

24.4 Trade name of the business: _____

24.5 Number of employees who are assigned to this activity: _____

Data Regarding Activity nº 2 in Another Location

26. The corporate name corresponds to: Corporate identification number
Personal identification number
Foreign passport or other ...

26.1 Identification number: _____

26.2 Legal nature or type of company:

- | | |
|---|---|
| Single-member limited liability company. <input type="radio"/> | Company. <input type="radio"/> |
| Corporation (S. A.) <input type="radio"/> | Cooperative <input type="radio"/> |
| Limited liability company <input type="radio"/> | Foundation <input type="radio"/> |
| Limited partnership <input type="radio"/> | Boards of Education <input type="radio"/> |
| General partnership <input type="radio"/> | Mutual Savings Bank. <input type="radio"/> |
| Others (specify) <input type="radio"/> | |

26.3 Identification number 2) _____ Identification number 3) _____

26.4 Legal or corporate name of the business: _____

26.5 Trade name of the business: _____

26.6 Province: _____ Canton: _____ District: _____

26.7 Exact business address: *(indicate landmarks, for example: school, church, etc.)* _____

26.8. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this activity: _____

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

- 26.17 Regime: Standard Regime (R.R by its acronym in Spanish)...
 Free Trade Zone Regime (FTZR)...
 Inward Processing Regime (IP)...
- 26.18 Is the business an exporter? Yes... No...
Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...
- 26.19 Is the business an importer? Yes... No...
Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...
- 26.20 Does the business have access to computer equipment? Yes... No...
 Does it use Internet? Yes... No...

Data Regarding Activity nº 3 in Another Location

26. The corporate name corresponds to: Corporate identification number
 Personal identification number
 Foreign passport or other...
- 26.1 Identification number: _____
- 26.2 Legal nature or type of company:
- | | |
|---|---|
| Single-member limited liability company. <input type="radio"/> | Company. <input type="radio"/> |
| Corporation (S. A.). <input type="radio"/> | Cooperative <input type="radio"/> |
| Limited liability company <input type="radio"/> | Foundation <input type="radio"/> |
| Limited partnership <input type="radio"/> | Boards of Education <input type="radio"/> |
| General partnership <input type="radio"/> | Mutual Savings Bank. <input type="radio"/> |
| Others (specify) <input type="radio"/> | |
- _____
- 26.3 Identification number 2) _____ Identification number 3) _____
- 26.4 Legal or corporate name of the business: _____
- 26.5 Trade name of the business: _____
- 26.6 Province: _____ Canton: _____ District: _____
- 26.7 Exact business address: *(indicate landmarks, for example: school, church, etc.)* _____
- _____

26.8. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this activity: _____

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

26.17 Regime: Standard Regime (R.R by its acronym in Spanish)...

Free Trade Zone Regime (FTZR)...

Inward Processing Regime (IP)...

26.18 Is the business an exporter? Yes... No...

Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.19 Is the business an importer? Yes... No...

Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.20 Does the business have access to computer equipment? Yes... No...

Does it use Internet? Yes... No...

Data Regarding Activity nº 4 in Another Location

26. The corporate name corresponds to: Corporate identification number...

Personal identification number...

Foreign passport or other...

26.1 Identification number: _____

26.2 Legal nature or type of company:

- | | | | |
|--|-----------------------|-------------------------------|-----------------------|
| Single-member limited liability company. | <input type="radio"/> | Company. | <input type="radio"/> |
| Corporation (S. A.). | <input type="radio"/> | Cooperative | <input type="radio"/> |
| Limited liability company | <input type="radio"/> | Foundation | <input type="radio"/> |
| Limited partnership | <input type="radio"/> | Boards of Education | <input type="radio"/> |
| General partnership | <input type="radio"/> | Mutual Savings Bank. | <input type="radio"/> |
| Others (specify) | <input type="radio"/> | | |
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26.3 Identification number 2) _____ Identification number 3) _____

26.4 Legal or corporate name of the business: _____

26.5 Trade name of the business: _____

26.6 Province: _____ Canton: _____ District: _____

26.7 Exact business address: *(indicate landmarks, for example: school, church, etc.)* _____

26.8. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this activity: _____

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

- 26.17** Regime: Standard Regime (R.R by its acronym in Spanish)...
Free Trade Zone Regime (FTZR)...
Inward Processing Regime (IP)...

26.18 Is the company an exporter? Yes... No...

Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.19 Is the company an importer? Yes... No...

Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.20 Does the company have access to computer equipment? Yes... No...

Does it use Internet? Yes... No...

Data Regarding Activity n° 5 in Another Location

26. The corporate name corresponds to: Corporate identification number

Personal identification number

Foreign passport or other . . .

26.1 Identification number: _____

26.2 Legal nature or type of company:

- Single-member limited liability company Company
- Corporation (S. A.) Cooperative
- Limited liability company Foundation
- Limited partnership Boards of Education
- General partnership Mutual Savings Bank
- Others (specify)

26.3 Identification number 2) _____ Identification number 3) _____

26.4 Legal or corporate name of the business: _____

26.5 Trade name of the business: _____

26.6 Province: _____ Canton: _____ District: _____

26.7 Exact business address: (indicate landmarks, for example: school, church, etc.) _____

26.8. The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this job: _____

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

26.17 Regime: Standard Regime (R.R by its acronym in Spanish) . . .

Free Trade Zone Regime (FTZR)

Inward Processing Regime (IP)

26.18 Is the business an exporter Yes . . . No . . .

Frequency: Once a year . . . Twice a year . . . 3 times per year . . . 4 or more times per year . . .

26.19 Is the business an importer? Yes . . . No . . .

Frequency: Once a year . . . Twice a year . . . 3 times per year . . . 4 or more times per year . . .

26.20 Does the business have access to computer equipment? Yes . . . No . . .

Does it use Internet? Yes . . . No . . .

Data Regarding Activity nº 6 in Another Location

26. The corporate name corresponds to: Corporate identification number

Personal identification number

Foreign passport or other . . .

26.1 Identification number: _____

26.2 Legal nature or type of company:

Single-member limited liability company Company

Corporation (S. A.) Cooperative

Limited liability company Foundation

Limited partnership Boards of Education

General partnership Mutual Savings Bank

Others (specify)

26.3 Identification number 2) _____ Identification number 3) _____

26.4 Legal or corporate name of the business: _____

26.5 Trade name of the business: _____

26.6 Province: _____ Canton: _____ District: _____

26.7 Exact business address: (indicate landmarks, for example: school, church, etc.) _____

26.8 The main activity that the business is devoted to (be detailed in the description; remember that you should mention the process type, the product qualities and the raw materials that are used. Ex. Manufacturing of leather sports shoes).

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26.9 Number of employees who are assigned to this activity:

26.10 Telephone: _____ Ext.: _____

26.11 Fax: _____

26.12 What year did this business commence its activities? _____

26.13 Website: _____

26.14 E-mail: _____

26.15 Name of the person who can provide more information about this business: _____

26.16 Informant's job position: _____

- 26.17 Regime: Standard Regime (R.R by its acronym in Spanish)...
Free Trade Zone Regime (FTZR)...
Inward Processing Regime (IP)...

26.18 Is the business an exporter? Yes... No...
Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.19 Is the business an importer? Yes... No...
Frequency: Once a year... Twice a year... 3 times per year... 4 or more times per year...

26.20 Does the business have access to computer equipment? Yes... No...
Does it use Internet? Yes... No...

Observations:
