



# Directory of Enterprises and Establishments (DEE)

## Instructions for Filling Out Form

San José, Costa Rica

2014

## 1. Location

**Province:** refers to the name of the province where the company is located.

**Canton:** refers to the name of the canton where the company is located.

**District:** refers to the name of the district where the company is located.

## 2. Company Identification

1. **Trade name of business:** refers to the company's market name; that is, the name known by most people or clients.
2. **Legal name of business:** refers to the name under which the business is legally registered.
3. **Identification number:** refers to the company's identification number.
4. **Corporate name:** refers to the company's legal identification and whether it is registered by personal identification number, corporate identification number or passport.
5. **Type of company or legal nature:** specifies the type of company; the options being: (i) single-member limited liability company; (ii) corporation [S.A.]; (iii) limited liability company; (iv) limited partnership; (v) general partnership; (vi) company, (vii) cooperative; (viii) foundation; (ix) board of education; (x) mutual savings bank; or (xi) other [if you selected "other" please specify, i.e.: non-profit co-op organization, etc.]
6. **Identification numbers 2 and 3:** refers to whether or not the company has other identification numbers in addition to the main one; for example, one identification number for payroll, another for exports, etc.
7. **Exact business address:** refers to the company's exact location; please specify any and all corresponding landmarks, cardinal points, etc.
8. **Telephone:** specifies the company's telephone number.
9. **Fax:** specifies the company's fax number.
10. **Website:** specifies the company's website.
11. **E-mail:** specifies the company's e-mail address and/or general e-mail address.
12. **Regime:** specifies under which of the following regimes the company fall under: (i) Standard Regime; (ii) Free Trade Zone Regime; or (iii) Inward Processing Regime.

## 3. Employees

13. **How many people work for this business?:** refers to the number of employees currently working at the company. It is important to itemize the data by number of men and women, either in exact numbers or percentages.

## 4. Starting Year

**14. On what year did the business commence its activities?:** refers to the year the company started operating; however, if there has been a change in ownership or legal name, the year in which these changes occurred should also be indicated.

## 5. Company Characteristics

**15. The main activity the business is devoted to:** specifies the activity that generates the greatest profit for the company or that has the greatest number of assigned employees or amount of invested time. It is important to be as clear and exhaustive as possible in the description; remember to specify the type of process, the product parameters and characteristics, and the raw materials required. (Ex.: Manufacturing of wood furniture).

## 6. Other Data Regarding the Main Activity

**16. Is the business an exporter?:** refers to whether or not the company directly exports goods of any kind; that is, does the company export products with no third party intervention? If the business is indeed a direct exporter, then the frequency in which the company engages in this activity should also be indicated, please specify if the company exports goods: one, two, three or four times per year.

**17. Is the business an importer?:** refers to whether or not the company directly imports goods of any kind; that is, does the company import products with no third party intervention? If the business is indeed a direct importer, then the frequency in which the company engages in this activity should also be indicated, please specify if the company imports goods: one, two, three or four times per year.

**18. Does the business have access to computer equipment?:** refers to whether or not company has computer equipment for exclusive company use.

**19. Does the business use Internet?:** refers to whether or not the company has Internet service for exclusive company use; access to the internet can be via computer equipment, mobile devices, or Wi-Fi, among others.

**20. Is it a subsidiary of a foreign company?:** refers to whether or not the company's central branch is located abroad. If such is the case, please specify the country.

**21. Does it have subsidiaries in other countries?:** refers to whether or not the company directly manages foreign subsidiaries in other countries.

**22. What countries does it have subsidiaries in?:** if the answer to the previous question is "Yes", please specify up to three of the countries in which the company has foreign branches.

**23. Does the business perform other activities in the same location?:** refers to whether or not the company is engaged in other activities, in addition to the main commercial activity, at the same location. If such is the case, please specify the number of activities performed.

## Data Regarding Activity nº 1 in the Same Location

**24. Description of the activity in the same location:** refers to whichever secondary activities, if any, the company is engaged with in the same location. It is important to be as clear and exhaustive as possible in the description; remember to specify the type of process, the product parameters and characteristics, and the raw materials required. (Ex.: Manufacturing of wood furniture).

**24.1. Corporate name:** refers to the company's legal identification and whether it is registered by personal identification number, corporate identification number or passport.

**24.2. Identification number:** refers to the company's identification number. Fill in and specify only should the ID number under which secondary activity # 1 is registered be different from the main activity's registered ID number.

**24.3. Legal name of the business:** refers to the name under which the business is legally registered. Fill in and specify only should the ID number under which secondary activity # 1 is registered be different from the main activity's registered ID number.

**24.4. Trade name of the business:** refers to the company's trade name; that is, the name known by most customers or clients. Fill in and specify only should the ID number under which secondary activity # 1 is registered be different from the main activity's registered ID number.

**24.5. Number of employees who are assigned to this activity:** refers to the number of employees currently employed and assigned to this activity by the company.

**25. Does the business perform activities in other locations?:** refers to whether or not the company is engaged in activities performed in locations other than the main registered location; that is, if the company has branches. If such is the case, please specify the number of activities performed.

## Data Regarding Activity n<sup>o</sup> 1 in Another Location

**26. Corporate name:** refers to whether the company is registered under a personal identification number, corporate identification number or passport

**26.1. Identification number:** refers to the company's identification number.

**26.2. Type of company or legal nature:** specifies the type of company; the options being: (i) single-member limited liability company; (ii) corporation [S.A.]; (iii) limited liability company; (iv) limited partnership; (v) general partnership; (vi) company, (vii) cooperative; (viii) foundation; (ix) board of education; (x) mutual savings bank; or (xi) other [if you selected "other" please specify, i.e.: non-profit co-op organization, etc.].

**26.3. Identification numbers 2 and 3:** refers to whether or not the company has other identification numbers in addition to the main one; for example, one identification number for payroll, another for exports, etc.

**26.4. Legal name of the business:** refers to the name under which the business is legally registered. Fill in and specify only should the ID number under which secondary activity # 1 is registered be different from the main activity's registered ID number.

**26.5. Trade name of the business:** refers to the company's trade name; that is, the name known by most customers or clients. Fill in and specify only should the ID number under which secondary activity # 1 is registered be different from the main activity's registered ID number.

**26.6. Province:** refers to the name of the province in which the company is located; Canton: refers to the name of the canton in which the company is located; District: refers to the name of the district in which the company is located.

**26.7. Exact business address:** refers to the company's exact location; please specify any and all corresponding landmarks, cardinal points, etc.

**26.8. The main activity that the business is devoted to:** specifies the activity that generates the greatest profit for the company or that has the greatest number of assigned employees or amount of invested time. It is important to be as clear and exhaustive as possible in the description; remember to specify the type of process, the product parameters and characteristics, and the raw materials required. (Ex.: Manufacturing of wood furniture).

**26.9. Number of employees who are assigned to this activity:** refers to the number of employees currently employed and assigned to this activity by the company.

**26.10. Telephone:** specifies the company's telephone number.

**26.11. Fax:** specifies the company's fax number.

**26.12. On what year did the business commence its activities?:** refers to the year the company started operating; however, if there has been a change in ownership or legal name, the year in which these changes occurred should also be indicated.

**26.13. Website:** specifies the company's website.

**26.14. E-mail:** specifies the company's e-mail address and/or general e-mail address.

**26.15. Name of the person who can provide more information about this business:** refers to the name of the informant in

charge.

**26.16. Informant's job position:** refers to the job position of the person who provided the information

**26.17. Regime:** specifies under which of the following regimes the company fall under: (i) Standard Regime; (ii) Free Trade Zone Regime; or (iii) Inward Processing Regime.

**26.18. Is the business an exporter?:** refers to whether or not the company directly exports goods of any kind; that is, does the company export products with no third party intervention? If the business is indeed a direct exporter, then the frequency in which the company engages in this activity should also be indicated, please specify if the company exports goods: one, two, three or four times per year.

**26.19. Is the business an importer?:** refers to whether or not the company directly imports goods of any kind; that is, does the company import products with no third party intervention? If the business is indeed a direct importer, then the frequency in which the company engages in this this activity should also be indicated, please specify if the company imports goods: one, two, three or four times per year.

**26.20. Does the business have access to computer equipment?:** refers to whether or not company has computer equipment for exclusive company use.

**Does the business use Internet?:** refers to whether or not the company has Internet service for exclusive company use; access to the internet can be via computer equipment, mobile devices, or Wi-Fi, among others.

## 7. Informant Data

**27. Informant's name:** refers to the name of the person who provided information about the company.

**28. Job position:** refers to the informant's job position in the company.

**29. E-mail:** refers to the informant's e-mail address, in case he/she needs to be contacted to answer any further questions regarding the data provided.

**30. Interview date:** refers to the date on which the interview was conducted and the data was sent to INEC.

## 8. Observations

This space can be used in the event that the informant wishes to contribute additional information to the interview that he/she considers important.