

Guidance notes for specific questions

2 If your company is based in Scotland then answer yes. If the company is based elsewhere, but has administrative offices with decision making autonomy relating to the Scottish operations then please also answer yes.

6 Services sales are sales of intangible products. This should include receipts for the right to use franchises, copyrights, licences, patents, processes, techniques, designs, manufacturing rights, trademarks etc. (unless they have already been included in the contract price of goods) and royalties on printed matter and recordings.

Where sales involve a combination of goods and services that cannot be separately valued please classify as either goods or services based on the majority of the value. If you have no information to provide goods and services separately please provide a total sales figure only.

8 Customers based in the rest of the UK are those that are not normally resident in Scotland. Direct transactions with companies and individuals in the rest of the UK, or sales to residents of another part of the UK while they are visiting Scotland are both counted. If you do not know exactly what proportion of your custom came from the rest of the UK please provide your best estimate.

If you cannot provide a breakdown of goods and services separately please provide a total sales breakdown.

Customers based outside the UK are those that are not normally resident in the UK. So, for example, a resident of the USA visiting Scotland and using services would be considered as a customer based outside the UK. As far as possible please allocate sales of goods based on the delivery address, not invoice address if different.

EU includes Republic of Ireland, and countries that joined the EU on 1 January 2004 - see overleaf Notes on Countries for the full list of EU members.

9 If you answered that you have customers based outside the UK, you should answer this question. Sales to these customers are counted as exports.

EXPORTS OF GOODS: the value of sales of products where the first destination is outwith the UK.

EXPORTS OF SERVICES: the provision of services to customers not resident in the UK.

Sales of goods or services to temporary visitors to Scotland should be included as exports. This includes, for example, all purchases made by tourists in shops, bars, restaurants, hotels, leisure facilities etc., fees received from overseas based students and charges to non-residents for other services such as transport, medical and dental fees, hairdressing etc. Where exact amounts are not available, your best estimates would be appreciated.

12 World Aid Funded Business includes opportunities offered by the various multilateral development agencies including the World Bank Group, European Commission, United Nations agencies and various regional development banks, also known as aid-funding agencies.

13 If you cannot provide a breakdown of goods and services separately please provide a total value. Where exact amounts are not available, your best estimates would be appreciated.

14 Please provide your best estimate if you do not know the exact proportions. If you cannot provide a breakdown of goods and services separately please provide a total purchases breakdown.

15 The following descriptions cover the types of overseas relationships/operations we are interested in:

Subsidiary: wholly or partly owned by a parent company, i.e. the parent company would hold a controlling interest (i.e. more than 50% of the stock, shares or other equity).

Sales Office: the representative's or agents working address

Joint venture: the establishment of a new independent enterprise, with or without equity share. Typically a joint venture has its own distinct identity and separate operation procedures. Strategic Alliances and Franchises should be included in this category.

Other: for example: technology licensing (a contract between independent firms to transfer novel technologies, rights or resources); R&D Alliances (agreements to undertake specific tasks which are generally terminated at the completion of these tasks); Outsourcing (generally involves a firm(s) agreeing that other firm(s) should carry out the production of its innovative goods or services); Value Chain Partnerships (are generally long term contracts, transfer of skills, managerial techniques & joint R&D).

Countries by region

The following lists show which countries to include in each region grouping

Rest of UK

England
Wales
Northern Ireland
Channel Islands
Isle of Man

Rest of EU

Austria
Belgium
Cyprus
Czech Republic
Denmark
Eire
Estonia
Finland
France
Germany
Greece
Hungary
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Poland
Portugal
Slovak Republic
Slovenia
Spain
Sweden

Rest of World

Rest of Europe

Albania
Andorra
Armenia
Azerbaijan
Belarus
Bosnia-Herzegovina
Bulgaria
Croatia
Faroe Islands
FYR Macedonia
Georgia
Gibraltar
Iceland
Liechtenstein
Moldova
Monaco
Norway
Romania
Russia
Serbia and Montenegro
Switzerland
Turkey
Ukraine

North America

Canada
USA
Central/ South America
Argentina
Brazil
Caribbean Islands (1)
Chile
Colombia
Mexico
Peru
Uruguay
Venezuela
Other Central America (2)
Other South America (3)

Middle East

Bahrain
Egypt
Iran
Iraq
Israel
Jordan
Kuwait
Lebanon
Libya
Oman
Qatar
Saudi Arabia
Syria
UAE (5)
Yemen
Other Middle East

Africa

Algeria
Angola
Botswana
Equatorial Guinea
Ghana
Kenya
Malawi
Mauritius
Morocco
Nigeria
South Africa
Tunisia
Zimbabwe
Other Africa (6)

Asia

Bangladesh
Brunei
China
Hong Kong
India
Indonesia
Japan
Kazakhstan
Malaysia
Pakistan
Philippines
Singapore
South Korea
Sri Lanka
Taiwan
Thailand
Vietnam
Other Central Asia (7)
Other South Asia (8)
Other Southeast Asia (9)

Australasia

Australia
New Zealand
Pacific Islands (4)

1. Incl Anguilla, Antigua & Barbuda, Aruba, Bahamas, Barbados, Bermuda, Caymans, Cuba, Dominica, Dominican Rep., Dutch Antilles, Grenada, Haiti, Jamaica, Montserrat, Puerto Rico, St Kitts & Nevis, St Lucia, St Vincent & Grenadines, Trinidad & Tobago, Turks & Caicos, Virgin Is.

2. Belize, Costa Rica, El Salvador, Guatemala, Honduras, Panama, Nicaragua

3. Bolivia, Ecuador, Falklands, French Guiana, Guyana, Paraguay, Suriname

4. Incl. Fiji, Tonga, Western Samoa, New Caledonia, Cook Islands, Vanuato, Papua New Guinea etc.

5. Abu Dhabi, Dubai, Fujairah, Sharjah, Ajman, Umm Al-Qaiwain, Ras Al-Khaimah

6. Benin, Burkina Faso, Burundi, Cameroon, Cape Verde Islands, Central African Rep, Ceuta, Comoros, Congo, Congo Dem Rep, Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Guinea, Ivory Coast, Liberia, Madagascar, Mali, Mauritania, Mayotte, Meilla, Mozambique, Namibia, Niger, Rwanda, Seychelles, Sierra Leone, St Helena, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia

7. Turkmenistan, Uzbekistan, Kyrgystan, Tajikstan, Afghanistan, Mongolia

8. Maldives, Nepal, Bhutan

9. Cambodia, Laos, Myanmar (Burma), North Korea