

BALANCE SHEET LAYOUT

Subdivisions of balance sheet items may be disclosed in the notes on the accounts instead of in the balance sheet. Taking into account the materiality principle, immaterial balance sheet items may be aggregated. The titles of balance sheet items may be further specified and additional items or subdivisions of items may be added if this makes for greater clarity and legibility of the balance sheet.

Assets

Current assets

Cash

Short-term investments

Receivables and prepayments

Trade receivables

Prepaid and deferred taxes

Other short-term receivables

Prepayments for services

Total

Inventories

Raw materials

Work in progress

Finished goods

Goods for resale

Prepayments for inventories

Total

Total current assets

Fixed assets

Long-term investments

Shares in subsidiaries

Shares in associated undertakings

Other shares and securities

Long-term receivables

Total

Investment properties

Tangible assets

Land

Buildings

Machinery and equipment

Other tangible assets

Construction-in-progress and prepayments

Total

Intangible fixed assets

Goodwill

Development costs

Other intangible assets

Prepayments for intangible assets

Total

Total fixed assets**Total assets****Liabilities and owners' equity****Obligations**

Current liabilities

Loan liabilities

Short-term loans and notes

Current portion of long-term loan liabilities

Convertible debt

Total

Debts and prepayments

Trade creditors

Employee-related liabilities

Taxes payable

Other payables

Prepayments received

Total

Short-term provisions

Total current liabilities

Long-term liabilities

Long-term loan liabilities

Loans, notes and financial lease payables

Convertible debt

Total

Other long-term payables

Long-term provisions

Total long-term liabilities

Total liabilities

Owners' equity

Minority shareholding¹

Owners' equity of shareholders or partners of parent undertaking²

Share capital (nominal value)³

Share premium

Less: Own shares

Legal reserve

Other reserves

Retained profit/loss

Net profit/loss for financial year

Total owners' equity

Total liabilities and owners' equity.

¹ The item is used only in consolidated reports.

² The item is used only in consolidated reports.

³ Accounting entities which do not have share capital shall replace it with an item characteristic to the corresponding category of owners' equity.

INCOME STATEMENT FORMATS

Subdivisions of income statement items may be disclosed in the notes on the accounts instead of in the income statement. The titles of income statement items may be further specified and additional items or subdivisions of items may be added if this makes for greater clarity and legibility of the income statement.

Format 1

Sales revenue

Other operating revenue

Changes in inventories of finished goods and work in progress

Work performed by the undertaking for its own purpose and capitalised

Goods, raw materials and services

Other operating expenses

Staff costs

 wages and salaries

 social security costs

 pension expenses

Depreciation and impairment of fixed assets

Other operating charges

Operating profit (loss)

Financial income and expenses

 financial income and expenses from shares in subsidiaries

 financial income and expenses from shares in associated
 undertakings

 financial income and expenses from other long-term financial
 investments

interest expense

profit (losses) on translation of foreign currencies

other financial income and expenses

Total financial income and expenses

Profit (loss) before income tax

Income tax expense

Net profit/loss for financial year

Incl: Share of profit of shareholders or partners of parent undertaking⁴

Share of profit of minority holding⁵

Format 2

Sales revenue

Cost of sales

Gross profit (loss)

Marketing expenses

Administrative and general expenses

Other operating revenue

Other operating charges

Operating profit (loss)

Financial income and expenses

financial income and expenses from shares in subsidiaries

financial income and expenses from shares in associated undertakings

financial income and expenses from other long-term financial investments

interest expense

profit (losses) on translation of foreign currencies

other financial income and expenses

Total financial income and expenses

Profit (loss) before income tax

Income tax expense

Net profit/loss for financial year

Incl: Share of profit of shareholders or partners of parent undertaking⁶

Share of profit of minority holding⁷.

⁴ The item is used only in consolidated reports.

⁵ The item is used only in consolidated reports.

⁶ The item is used only in consolidated reports.

⁷ The item is used only in consolidated reports.

NOTES ON THE ACCOUNTS

The notes describe the valuation methods used in the preparation of the annual accounts and disclose other information which is necessary to provide a true and fair view of the financial position, economic performance and cash flows of the accounting entity.

Notes on accounts which are prepared in accordance with this Act shall set out at least the following information:

- (1) The accounting framework specified in § 17 of this Act pursuant to which the annual accounts were prepared.
- (2) A description of the accounting policies used. If the valuation methods or presentation formats have been changed from the preceding accounting period, the content of and reasons for the changes and their effect on the figures presented in the accounts shall be disclosed.
- (3) Information concerning material balance sheet items, including:
 - 1) an analysis of shares, notes and other securities broken down by group, as at the beginning and end of the accounting period;
 - 2) a description of inventories broken down by group, and material amounts of write-downs of inventories;
 - 3) changes in investment properties and tangible and intangible assets broken down by group (acquisition cost, accumulated depreciation and net carrying value at the beginning and end of the period; fixed assets acquired and sold during the period; write-downs and write-ups of fixed assets; depreciation and other changes during the period; fixed assets acquired under financial lease conditions);
 - 4) a description of individually important loans, financial leases and other claims and liabilities (terms of payment, interest rates, underlying currency, other material conditions);
 - 5) a list of subsidiaries and associated undertakings, participation in their owners' equity, and participations acquired or transferred during the accounting period;
 - 6) an analysis of tax liabilities and claims broken down by type of tax;
 - 7) a description of material provisions and the expected timing of their realisation.
- (4) The information concerning significant income and expenses which affect the economic performance during an accounting period, including:
 - sales revenue broken down by field of activity and geographical area;
 - significant write-downs, provisions and other income and expenses not directly related to regular operating activities or occurring rarely.

[RT I 2008, 27, 177 - entry into force 10.07.2008]
- (5) An explanation of material cash flow statement items.

(6) owners' equity – the number and nominal value, at the beginning and end of the period, of shares issued and subscribed (broken down by type of share); the number and nominal value of shares issued during the period and the amounts received for the issue; the number and book value of shares redeemed, sold or cancelled during the period; the dividends and other changes in owners' equity approved by the general meeting if these are not shown in the statement of changes in owners' equity.

(7) If an accounting entity which is a company has acquired or taken as security its own shares during the financial year, the number and nominal value of the shares acquired or taken as security and transferred during the financial year and the number and nominal value of the shares acquired or taken as security and held by the company during the financial year, the proportion of the share capital which they represent, the amounts paid for such shares and the reasons for acquiring the shares or taking them as security.

(8) Other relevant information, including:

- a description and the book value of pledged assets;
- commitments, guarantees and contingent liabilities and the probability of their realisation;
- transactions with members of the management and the highest supervisory body and with other related parties (a description of the parties, the volume and balances of the transactions as at the balance sheet date);
- an overview of the funds allocated to the accounting entity directly or indirectly from the state budget or a local government budget during the accounting year, the use of such funds, and state aid received (this requirement does not apply to business transactions concluded under usual market conditions or to state accounting entities);
- significant events after the balance sheet date;
- number of members of an accounting entity which is a non-profit association broken down by natural and legal persons;

[RT I 2009, 54, 363 - entry into force 01.01.2010]

– overview of the amount of fees under audit firm client contract calculated during the accounting year and divided as follows:

- 1) audit fees;
- 2) fees for review service;
- 3) fees for other assurance services;
- 4) fees for related services;
- 5) fees for other business activities, including fees for tax advisory services;

[RT I 2010, 9, 41 - entry into force 08.03.2010]

– remuneration and other significant benefits (calculated on an accrual basis) calculated by the accounting entity for the members of the management and the highest supervisory body during the accounting year, and the contingent liabilities related to such members and the total amount of remuneration calculated for employees and the average number of employees during the previous financial year.

[RT I 2009, 54, 363 - entry into force 01.01.2010]