annual report 2003

Martela

### **C**ontents

The year in brief	
Information for shareholders	2
Martela in brief	3
Managing Director's Review	4
Business units and organisation 2003	6
Business unit Finland	6
Business unit Scandinavia	9
Business unit Poland	П
Martela brand	12
Product process	13
Quality and environment	14
Personnel	15
Board of Director's report	16
Income statement	20
Statement of source and application of funds	21
Balance sheet	22
Notes to the financial statements	24
Statistics on Martela Oyj shares	31
The Martela Group 1999-2003	33
Proposal of the Board of Directors for	
the distribution of profit	34
Auditor's report	35
Corporate Governance	36
Formulae for the calculation of financial indicators	37
Martela Group's Board of Director's 2003	38
ManagementTeam of Martela Group 2003	39
Addresses	40

### The Year in Brief

	2003	2002
€ million	102.1	121.2
%	-15.7	-19.7
€ million	-10,7	-11.7
%	-10.5	-9.7
€ million	-11,3	-12.0
%	-11.0	-9.9
	-20.9	-19.0
€ million	59.7	72.0
%	36.8	49.3
€	-5.3	-5.8
€	10.6	17.3
€	0.25*)	0.25
€ million	1.0	3.1
	767	930
%	-17.5	-10.6
	% € million % € million % € million % € million	€ million 102.1 % -15.7 € million -10,7 % -10.5 € million -11,3 % -11.0 -20.9  € million 59.7 % 36.8  € -5.3 € 10.6 € 0.25*)  € million 1.0 767

<sup>\*)</sup> Proposal of the Board of Directors



Aura table, design Pekka Toivola and Iiro Viljanen Roy chair, design Eero Aarnio

## Information for shareholders

#### **Annual General Meeting**

The Annual General Meeting of Martela Oyj will be held on Tuesday, 16 March, 2004, starting at 4.30 p.m. at Takkatie 1,00370 Helsinki. The names of shareholders wishing to attend the meeting should be entered in the shareholder register at the Finnish Central Securities Depository Ltd no later than Friday, 5 March, 2004, and be made known to the Company's head office, Terhi Talvio, tel. +358 (0)10 345 5301, fax +358 (0)10 345 5345, or sent to Martela Oyj, PL 44, Fl-00371 Helsinki, no later than Thursday, 11 March, 2004. Shareholders whose shares have not been transferred to the Book Entry Securities System are also entitled to attend the Annual General Meeting, provided

such shareholders have been registered in the Company's Share Register before 10 February, 1995.

#### Payment of dividends

The Board of Directors proposes to the Annual General Meeting that a dividend of EUR 0.25 per share be distributed for the year ended 31 December, 2003. Only shareholders registered in the shareholder register maintained at the Finnish Central Securities Depository Ltd on the record date for dividend distribution, Friday, 19 March, 2004, will be entitled to the dividend declared by the Company. Dividend payments will be made on Friday, 26 March, 2004.



### Annual and Interim Reports

Martela's Annual and
Interim Reports are available in English and Finnish.
The Annual Report will
be mailed to all shareholders and it can also be ordered through the Group's
Internet pages (www.martela.fi and www.martela.com). Martela will publish three Interim Reports in 2004:
First quarter 27 April, 2004
Second quarter 10 August, 2004
Third quarter 26 October, 2004

Interim Reports are published in the Group's Internet pages. Annual and Interim Reports can be ordered from:

Martela Oyj / Terhi Talvio, Takkatie I, PL 44, Fl-0037 I Helsinki. Telephone +358 (0) I 0 345 530 I, fax +358 (0) I 0 345 5345, or email terhi.talvio@martela.fi

Exchange announcements will be published on the Martela Group's Internet pages.

Scheletro, design Kari Asikainen

Martela is Finland's largest designer, manufacturer and supplier of working environment solutions for offices. Its business idea is to create interior solutions that are excellent in terms of quality and ergonomics, are ideally suited to customers' needs and can be delivered rapidly. Martela has been furnishing offices and public premises for over 58 years.

Martela's individual customer service, its extensive range of high-quality products, fast deliveries and efficient sales network have strengthened its position as the leading office furnisher in Finland. Martela is the third largest office furniture supplier in Scandinavia and one of the major suppliers in Europe.

Martela Oyj, domiciled in Helsinki, is the parent company of the Group and has subsidiaries in Finland, Sweden, Norway and Poland.

The Group's production plants are located at Nummela, Kitee and Raisio in Finland, Bodafors in Sweden and Warsaw in Poland. The Kitee plant makes desktops and components for cabinets and pedestals. The Nummela, Bodafors and Warsaw plants are logistics centres as well as furniture factories. The Raisio plant makes furniture by means of form-pressing technology.

At the end of 2003, Martela employed 715 persons, 531 of them in Finland. The Group's turnover for 2003 was EUR 102.1 million.



### **Managing Director's Review**



## A year of adjustment and development

The exceptionally difficult period in our business sector continued in 2003. The uncertainty and nervousness prevailing in global markets has long affected our business which is very sensitive to the economic climate and very cyclical in nature. The whole European market for office furniture has contracted from the level of 2000 by over 40 per cent.

There are signs that the decline in demand is coming to a halt, although no significant growth in office furniture markets can yet be forecast this year. We expect real growth to take place only when key economic indicators start to rise more consistently. An exception, however, will be Martela's subsidiary in Poland which is expected to grow substantially this year already.

strengthen our competitiveness in core business areas. This was achieved by reducing our cost structure, developing and further expanding our competitive range and by active sales and customer service."

### We have adapted to the new market realities

In 2003 our invoicing fell for the third year running and the result was a loss. There has been plenty of over-capacity in the sector since demand began to decline in 2001. Companies have generally been making losses and all the major office furniture manufacturers have had to make adjustments of various kinds. It is expected that sector restructuring will accelerate in the coming years. Only the customers have benefited from this situation, since hard competition has pushed margins down.

Different adaptations have been needed for the new market realities. Martela's personnel, which totalled 1,064 at the end of the upswing in 2001, is now 715. The parent company divested the majority shareholdings in its U.K. and German subsidiaries after finding new partners to continue selling Martela's furniture. We also made rearrangements relating to our premises in Sweden, Norway and the U.K. which will reduce our costs and release capital. Martela's export organisation was renewed and the sales organisations of the P.O.Korhonen Oy subsidiary and exports and Finnish sales were transferred to the parent company. They were revamped for better customer service.

Martela's Kitee furniture plant was incorporated and it began 2004 as an independent company in the Martela Group under the name Kidex Oy. It will operate as a contract manufacturer for furniture manufacturers outside the Martela Group, too. The first new co-operation agreements have already been signed and the aim is for Kidex to grow as a major supplier of Nordic wood-based furniture components.

#### Plenty of new products and services

In 2003 we launched many notable innovations – about ten new product ranges and scores of new furniture items. The new line of Axia office chairs has been very well-received. The distinguished international design prize awarded to the Clash chair also speaks of successful product development. Our enlarged service concept was enthusiastically received and offers much that our customers have desired, such as furniture maintenance, a Martela rental service and the recycling of used office furniture.

We also streamlined and refined the Martela brand during the year, to communicate top quality customer service and ergonomic products that are known not only for their innovation, but also for their top design. The brand also denotes rapid, reliable deliveries and an extensive, excellent range.

We succeeded in 2003 to strengthen our competitiveness in core business areas. This was achieved by reducing our cost structure, developing and further expanding our competitive range and by active sales and customer service. We will continue these efforts in 2004 to secure our short-term profitability and create a good basis for growth when the market turns up.

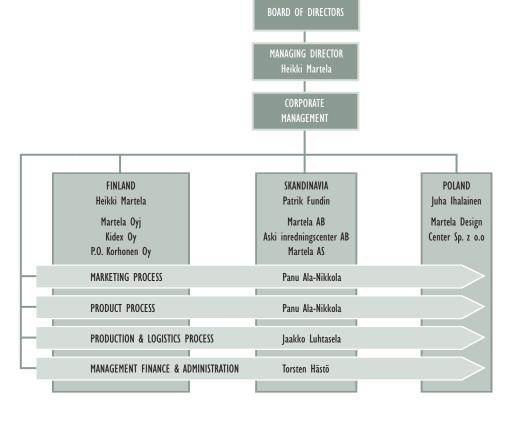
I wish to thank our customers, staff, partners and shareholders for the past year.

Takkatie, February, 2004

Heikki Martela Managing Director

#### **Business units**

The Martela Group is divided into three business units according to their geographical location. The business units are: Finland, Scandinavia and Poland.



#### **Business unit Finland**

The Finnish business unit consists of Martela Oyj, the Group's parent company, Kidex Oy, the Kitee furniture plant incorporated on I January 2004, and P.O. Korhonen Oy, the furniture company.

The Finnish unit is in a key position within the Group, as the Finnish market accounts for 66.9% of the Group's turnover. Products made in Finland are mainly exported to countries in Scandinavia, Central Europe and Eastern Europe. Exports accounted for 13.6% of the unit's turnover in 2003.

Unit's production plants are at Nummela, Raisio and Kitee. The logistics centre, which coordinates production and deliveries, is located at Nummela.

#### **Performance**

The period of economic uncertainty that began in Finland in late 2001 was reflected in the business unit's sales throughout 2003.

Despite the challenges the company was able to retain its strong position in the Finnish market, even though domestic demand in 2003 fell by 12.3% from the previous year. The company's market share in Finland remained at 45%. Martela has a well-established clientele who appreciate comprehensive, high-quality office furnishing services. Market research shows that in Finland the Martela brand is well-known

and strong. P.O.Korhonen is also well-known, especially among those who have dealings with the furniture sector.

#### MARTELA OYJ

Martela Oyj is the Group's parent company. Its head office in Helsinki houses the company's marketing, some of the sales force, the top management and administration. I 03 people are employed in these functions. Martela also has service centres in 23 locations in Finland.

Martela's logistics centre is located at Nummela. The centre includes surface treatment, chair and furniture plants, a control centre and a purchasing department. The plants manufacture cabinets, tables and desks, screens and chairs.

The manufacture of office furniture is highly automated and is based on the extensive sub-contracting of components and their assembly at Martela's own plants. As production is driven by customer orders, the need for storage of finished products is minimised.

Nummela also houses the Group's research centre and product development department. The aim of product development is to create innovative office furnishing solutions for even the most challenging customer applications. The research centre examines and tests properties such as product durability and quality. The plants at Nummela and logistics process employ 223 people.

BU Finland	2003	2002	change
Invoicing (EUR million)	79.9	92.3	-13.5%
Average personnel	564	669	-15.7%
Martela Oyj	2003	2002	change
Invoicing (EUR million)	74.9	87.1	-14.0%
Average personnel	486	590	-17.6%
P.O. Korhonen Oy	2003	2002	change
Invoicing (EUR million)	9.7	9.0	7.8%
Average personnel	78	79	-1.3%

Martela's Kitee production plant was incorporated in 2003 and started operations on I January 2004 as a contract manufacturer for the Group, under the name Kidex Oy.

#### **Export operations**

The process of integrating the Group's export operations was begun in the autumn and brought to a conclusion on 31 December 2003. In this process the export units of both the parent company Martela Oyj and the subsidiary P.O. Korhonen Oy were combined into the same organisation. Export operations were integrated in order to improve internal efficiency and customer service. In addition combined resources gave more comprehensive distribution network for Group's collections.

In the summer, Martela divested its subsidiaries in Germany and the UK. Operations continue in both countries under the local management of the new owners using the Martela name and will continue as a part of our export operations.

Exports from Finland decreased compared to last year's level. Invoicing declined particularly in Germany and the UK.

Following these changes Martela Oyj's exports will be focused on Scandinavia, on Eastern Europe (Russia and the Baltic countries), Western Europe (Germany, the Netherlands and the UK) and Japan, where P.O. Korhonen has gained a strong position. In Sweden, Norway and Poland, other of the Group's companies act

as the distribution channel for exports. In other market areas, sales are handled by established, long-term partners. Direct project export deliveries are also carried out from Finland.

#### Highlights of the year

In 2003, Martela continued to develop its strategic strengths. The core of the service concept, efficient and flexible customer service and well co-ordinated logistics, was strengthened. Martela's service concept was expanded and includes new service products such as the receipt and recycling of old furniture and removal co-ordination in furnishing projects, premises maintenance services and the Martela rental service. Information systems were developed to better meet the needs of customer service.

The product launches of 2003 included new furniture for meeting environments, first previewed at the Stockholm Furniture Fair in February. In the autumn, numerous occasions were arranged in Finland to launch the new Axia task chair range. This was combined with an extensive marketing campaign which was very well received.

Martela also continued as the other main partner of the Finnish National Theatre and engaged in many joint events and communications efforts with the theatre.

In 2003 Martela participated in the EDUCA school furniture event and in the Secretary & Personal Assistant trade fairs.

#### Outlook for the near future

No major changes are expected in the market in the near future. The goal is to further develop the service concept to better address changing customer needs. Product development faces challenges related to innovations in ergonomics and new products responding to customer needs. Electronic services will become increasingly important.

#### KIDEX OY

The Kitee furniture plant was incorporated as a subsidiary of the Martela Group on 1 January 2004. The company's name is Kidex Oy, and Martela Oyj holds 100% of the company's shares.

Kidex Oy also operates as a contract manufacturer of board furniture components for customer companies outside the Martela Group.

The Kitee plant was established in 1975 and currently manufactures components for cabinets, pedestals and free-form table tops. It also assembles pedestals and manufactures cabinets. The materials used are coated particle boards and MDF boards. In 2003, Kidex won its first orders from customers outside the Martela Group.

Kidex Oy's production equipment has been renewed and expanded in recent years. All of its main machines have also been renewed. Kidex currently employs 95 persons.

Cube, design Mikko Halonen



Kidex Oy will actively develop and carry out contract manufacturing in its sector in Scandinavia, offering flexible, cost-efficient and high-quality services to its customers.

#### • P.O. KORHONEN OY

P.O. Korhonen, a part of the Finnish business unit located in Raisio is a subsidiary of Martela Oyj. It manufactures wooden furniture based on moulding technology.

#### **Performance**

In 2003, P.O. Korhonen continued to grow, although more slowly than expected. Turnover totalled EUR 9.7 million, an increase of approximately 7.9 per cent over the previous year.

Exports accounted for 35.3 per cent of invoicing in 2003. Exports decreased by 10.7% compared with the previous year. However, domestic invoicing increased by 21.8%. The company's profitability improved significantly over the previous years. At the end of 2003, the company employed 74 people (74).

#### Highlights of the year

During the year under review, P.O.Korhonen Oy continued efforts to develop its staff and operations, as a result of which the company was awarded the IIP standard at the end of 2003. The international Investors in People (IIP) standard ensures that the business unit invests in developing the skills of individuals and teams. The purpose of the standard is to develop skills in order to achieve business goals and to measure the effectiveness of personnel investments. The IIP standard is the only standard that is directed at people.

The company continued to invest strongly in product development and introduced several new products during the year. The Clash chair designed by Samuli Naamanka won the FX Design Award in England.

P.O. Korhonen took part in many industry fairs in Finland and abroad and also organised several exhibition events in Finland and in many export countries.

The company's investments of EUR 74,000 were focused mainly on new products.

#### Outlook for the near future

The sales organisations of P.O. Korhonen Oy and Martela Oyj were combined at the beginning of 2004. P.O. Korhonen's sales people were transferred to Martela and thereafter P.O. Korhonen's sales were handled mainly through Martela's sales organisation.

P.O. Korhonen aims to increase its business with new products, by using current marketing channels. Growth is being sought especially in exports and the market for auditorium furniture.

The investments made in product development, operational efficiency, productivity improvement and auditorium furniture were other focal points of the year.



2002

change

2003

**BU Scandinavia** 

2003	2002	change
4.2	5.7	-26.1%
20	23	-13%
	4.2	4.2 5.7

Martela AS	2003	2002	change
Average personnel	5	9	-44.4%

#### **Business unit Scandinavia**

The Group's business unit Scandinavia comprises Martela AB, Aski inredningscenter AB and Martela AS, and is focused on the Swedish, Norwegian and Danish markets. The logistics centre of the Scandinavian unit is situated in Bodafors, Sweden.

Scandinavia is Martela's second largest market and the company has established a strong presence here. 22.8 per cent of the Group's invoicing comes from the Scandinavian market. Martela's position is especially strong in Sweden with approximately 10 per cent market share.

Sales in Sweden, Norway and Denmark are organised mainly through dealers.

#### Financial development

The year 2003 was weaker than the previous year for Martela in Scandinavia. The overall turnover and profit targets for 2003 were not achieved and the company's market position remained more or less the same. Invoicing in 2003 totalled EUR 21.9 million. Market demand decreased significantly due to weak overall economic development and uncertainty. Invoicing decreased all over in Scandinavia.

### SWEDEN Martela AB is Martela Ovi's Swedish subsidia

**Scandinavian operations** 

Martela AB is Martela Oyj's Swedish subsidiary and designs, markets and manufactures furniture for offices and public places. Its principal products are desks, pedestals, cabinets, screens, full height partitions and chairs for both working and meeting environments. The production plant is located at Bodafors, Sweden. Sales are handled through a dealer network covering the whole country. Martela AB employs 114 people (134).

The sales company, Aski inredningscenter AB, operates in Southern Sweden and has offices in Malmö and Helsingborg. The company's product range comprises products related to the comprehensive furnishing of office interiors, in addition to products manufactured by the Group's other companies. The company employs 14 people (20).

The weak market situation in Sweden continued during 2003. Invoiced sales totalled EUR 16.5 million in 2003, which represents a decrease of 19.3 per cent. Martela AB's turnover decreased by 13.9 per cent from the previous year, and Aski Inredningscenter AB's by 26.1 per cent.

 $\textit{KopplaT}, \, \text{design Jerry and William Zetterman}$ 



9

#### NORWAY

Martela AS, a marketing company located in Oslo, operates as a support organisation for the Norwegian sales network. Sales are handled through a dealer network that covers the whole country. The company employs 4 people (6).

Martela has achieved a stable position in the Norwegian market and is counted among the biggest suppliers of office furniture. Its market share is approximately 6 per cent.

The Norwegian market was in decline in 2003. The invoiced sales of the Group totalled EUR 5.5 million, a decrease of 23 per cent from the previous year.

#### • DENMARK

Sales in Denmark are conducted via local importers and their sales network.

In Denmark, the demand for office furniture has decreased in recent years. Martela Group's Danish exports totalled EUR 1.6 million in 2003. Invoicing decreased by 16.1 per cent compared to the previous year.

#### Highlights of the year

During the review year, Martela introduced the new product range Surroundings.

Operations at the Bodafors plant have been significantly altered to correspond with Martela's new logistics centre operating model. The key elements of the model are customer service, speed and reliability of deliveries, and capacity flexibility. This includes the possibility to create market-specific product lines with different variations of Group products. Another important aspect is being able to change the products according to customer needs.

#### Outlook for the near future

Martela does not expect to achieve substantial total growth in Scandinavian markets during 2004. Due to the very weak market situation, the company's operations have produced substantial losses in recent years. All the Group's companies continue with measures to improve their cost structures and make their operations profitable. Special attention is paid to improv-

ing the efficiency and developing the customer service of the Bodafors plant. The company will also focus on developing its sales organisation and marketing functions.



Martela's strengths in the Polish market are its comprehensive sales network covering the country's main population centres (Warsaw, Wrocław, Katowice, Gdańsk, Poznań and Kraków), its price competitiveness due to local assembly and subcontracting and its ability to adapt products to the needs of the local market.

#### **Performance**

Following a period of strong growth in the 1990s, the Polish economy came to almost a halt in the early 2000s. The tide turned in late 2003 and growth is expected to accelerate in the coming years due to Poland's accession to the EU in May 2004.

#### Highlights of the year

In 2003, Martela continued to develop its business operations in Poland in accordance with its strategy. The sales network was strengthened by the addition of a sales outlet in Kraków, brand recognition was improved and additional products were transferred for local assembly and subcontracting. During the year the skills of the sales force were improved through an extensive development project. External consultants spent three days coaching all sales personnel in sales planning and implementation of sales plans, starting from initial customer contacts.

As a result of the pick-up in economic growth, the demand for office furniture has begun to improve in Poland, which was reflected in an increase in Martela's sales in the second half of the year. Martela employed 53 people in Poland in 2003.

#### Outlook for the near future

Poland's office furniture market is still rather immature. Market positions will be established in the coming years. With its 5% market share, Martela can already be counted as one of the

BU Poland	2003	2002	change
Invoicing (EUR million)	3.7	4.4	-15.5%
Average personnel	53	53	0

country's leading office furniture suppliers. The company has all the prerequisites for strengthening its position further:

Personnel and process development will be continued in 2004 on the basis of the personnel survey carried out in 2003.

Local component purchasing will be increased to a level where 70% of the furniture sold in Poland is assembled in Poland.

Distribution channels will be strengthened either by opening the company's own new sales offices or by co-operation with dealers in 1-3 new towns.

During 2004 architectural events will be organised in six cities, to which the sector's most important architectural offices will be invited.

Combo, design liro Viljanen



П

The Martela Group has developed a uniform brand for the office furniture it sells in all markets. Other brands acquired through acquisitions have been absorbed into the Martela brand and no separate product brands are used. The only exception was the subsidiary, P.O. Korhonen Oy, which used its own visual image in communications concerning different product or target groups until the end of 2003 when its marketing and sales were integrated with Martela's organisation and the Martela brand.

goals. As more and more information floods the market, it will become increasingly important to rely on a well-known brand and the images and experiences that are associated with it.

#### Highlights of the year

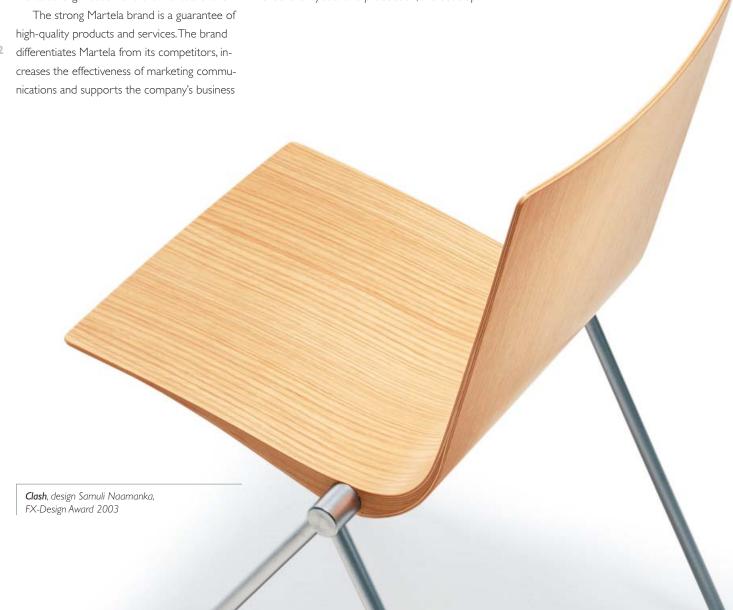
The key values and substance of the Martela brand were revised in 2003. The brand idea has been summed up as "Furniture that fits you". This will guide all of the Group's activities and marketing communications from now on. In its communications with stakeholders Martela will highlight certain issues that are felt to be important in office furnishing – excellent customer service, ergonomics, design and innovation, quick and reliable deliveries and an extensive range of top-quality products.

In addition to further defining the brand, the main achievements of 2003 included the launch in trade fairs and numerous customer events of new furniture for meeting environments and a new task chair range, the streamlining of brochure layouts and production, the develop-

ment of a design database for interior designers and the electronic distribution of product information.

#### Outlook for the near future

In 2004 Martela will support sales and improve its contacts with customers and architects with a revised product catalogue and material samples and an expanded design database and electronic communication. The product range will be renewed, particularly concerning storage furniture, while numerous additional features and materials will be developed for other furniture and introduced at trade fairs and other events. Marketing communications will become more consistent and effective through the application of the brand idea and better targeting.



#### **Product Process**

Since the beginning of 2002, product development, marketing and design have operated in one organisation, known as the Product Process. The goal of the Product Process is to strengthen Martela's position as the Scandinavian leader in developing offices and working environments and in creating ergonomic solutions.

Product development is responsible for processes such as technical modelling, testing in the laboratory and the manufacture of prototypes. Product collections are developed with a close eye on new market requirements and demand and with a focus on innovative solutions. Product design is one of the key aspects of product development. Product collections aim at achieving durable, ergonomic solutions that are simple in their design and contribute to wellbeing in the workplace.

#### Highlights of the year

A strategic objective of 2003 was to strengthen Martela's collection of furniture for meeting environments or networking spaces (NWS furniture). Accordingly, nine new boldly-designed items or ranges of NWS furniture, all part of a project begun in 2001, were launched at the Stockholm Furniture Fair in early February. The new collection was well-received, and it was created by leading young Finnish designers. The year was spent in enthusiastic marketing and training for the use of these products — a process which will continue in 2004 with the aim of further strengthening Martela's market position in NWS furniture.

Martela's emphasis on innovative design brought success in November 2003 to interior designer Samuli Naamanka when his Clash chair won the internationally prestigious FX Design Award in London.

Another significant advance occurred at the beginning of October with the launch on the Finnish market of the Axia range of task chairs. Sales of this product have boomed, showing that when an excellent task chair range is combined with a well-targeted marketing campaign, quick success is possible.

A major share of the development resources of the Product Process was focused on several



large projects to develop and improve work station furniture. They included the competitive desk variants launched at the end of 2003 and the completely new Combo range of storage furniture launched at the beginning of 2004. New models of the Koppla T desk, important in Scandinavian markets, were developed for launch in early 2004. Development of the Aura desk range, first introduced in 2002, was continued and an even higher quality and more practical version will be introduced in 2004.

The combined school furniture collection and the collections of Martela's partners increased the sales of the Martela Group significantly especially in the Finnish markets.

Despite the cost savings implemented, the operations of the Product Process were revised and improved in 2003. No product develop-

ment projects were put on ice because of the cost restraints. Instead, investments in projects supporting sales and profitability were implemented according to plan.

#### Outlook for the near future

In the near future, the Product Process will focus on marketing the launched collections and products, and especially on improving the profitability and competitiveness of those product groups that are the most crucial for short-term and long-term business goals.

Martela will strive to reach the set targets more quickly and cost-efficiently by the speedy utilisation of accurate market information and by the successful setting of priorities in all its activities.

### Quality and The Environment

Martela's aim is the long-term development of the Group's quality management and environmental management culture. The objective is to offer customers excellent customer service and durable, long lasting products that promote safety and high quality in working environments, and whose production harms the environment as little as possible.

Martela's quality management system utilises the ISO 9001:2000 standard, and the Group's environmental management system meets the ISO 14001 standard. The aim of the company's environmental management programs is to reduce the environmental load of Martela's products throughout their life cycles, and to increase the reuse and recycling of materials.

#### Highlights of the year

During the year under review Det Norske Veritas certified Martela Ab's operations on the basis of the ISO 9001:2000 standard. The objective of certification is to bring uniformity to the Group's operating systems through quality management. It has also been decided to start building an environmental management system for Martela Ab, with the aim of being certified under ISO 14001 during 2004.

Systematic work has continued in the chair and surface finishing factories operating at the Nummela logistics centre to reduce solvent emissions and make the factories more environmentally friendly. For the chair factory, this means using solvent-free glues and for the surface finishing factory using solvent-free finishing agents in product manufacturing.

The system for recycling old furniture developed by Martela and its partners has demonstrated its usefulness and has expanded into a nationwide service.

The everyday activities of Martela employees are still benefiting from lessons learnt in the "driving habits" courses started in 2002. The results have been positive and fuel consumption per kilometres driven has further decreased.

Martela has continued to be actively involved in different environmental protection projects that aim to improve environmental co-operation between different companies and institutions.

#### Outlook for the near future

The greatest challenges for environmental management in 2004 will be to reduce the consumption of energy in production and to minimise environmental impacts by using new products and technology

Concerning the Group's management systems, the main aim will be to certify Martela Ab's environmental management system during 2004 and to upgrade and adapt Kidex Oy's systems.



14

#### **Personnel**

For the personnel, 2003 was a year of rapid changes. The organisation was renewed, the number of employees was adjusted to correspond better with weakened demand, and long-term development projects designed to change working methods tied up resources throughout the organisation.

#### Highlights of the year in Finland

At the end of December 2003, Martela Oyj had 457 employees, 199 of whom were classified as white-collar employees and 258 as blue-collar employees. During the year, 18 employees were made redundant for financial and production reasons. Some employees were also laid off for fixed or indefinite periods.

As in 2002, every attempt was made in planning and implementing personnel reductions to use a compassionate approach. Briefings on unemployment benefits and job seeking, as well as outplacement training were arranged for the employees who were leaving in order to help them find new jobs. In addition, they were able to use the services of occupational health and HR experts.

The two major personnel development projects of the year concerned the development of management skills and the pay system. Managers play a key role in maintaining job satisfaction and wellbeing among the personnel. This role is critical in times of uncertainty. Therefore in 2003 Martela began a management skills

development project aimed at systematically strengthening the skills of managers and giving them the necessary support. A competence profile was defined for Martela's managers, and this was used as a basis for performing a "360-degree survey" of management practices. Based on the feedback, each manager made a personal development plan that will be implemented through the management skills development project in 2004.

In order to promote the principles of fairness, equality and motivation embodied in the pay policy, Martela worked with employees to develop a new pay system in which the pay structure includes job-specific, personal and bonus components. Development of the new system took several years and involved a large number of Martela employees. The new pay system concerns all personnel groups and was introduced on 1 January 2004.

The development of multi-skilled employees was a particular focus area in personnel training. The objective of the main training programs was to give employees new and fresh ideas and skills to implement in their work. A significant number of Martela employees from all Group sectors and offices took part in training in 2003. There was an average of four training days per employee during the year.

P.O. Korhonen Oy employed 74 people at the end of the year. The company continued to develop its personnel and operations, and as a result gained the IIP (Investors in People) certificate toward the end of 2003. The results of the 2003 job satisfaction survey were gone over in each department. The remarkable thing was that, despite the difficult times, job satisfaction did not decline. Martela promoted the wellbeing of its employees by supporting sport, cultural and other leisure time activities.

### Key events of the year in Scandinavia and Europe

Due to the exceptionally weak demand, personnel adjustments were made during the year under review in Martela AB, Aski Inredningscenter AB and Martela AS. The Scandinavian unit's personnel were reduced during the year by 28 persons to 132 at the end of the year. In November, Martela AB began new negotiations concerning personnel reductions.

The Group's personnel were reduced by 24 persons due to the sale of majority holdings in the Group's German and UK subsidiaries.

During 2003, the Group's Polish operations carried out a large-scale sales personnel development project.

#### Outlook for the near future

The ability to develop the right competence for the company will be a key success factor in the future. Competence management will be an area of focus in 2004. The management skills development process got off to a good start in 2003. The areas in which management skills are to be improved have been identified, both on the individual and corporate level, and the management skills development process will be in full implementation in 2004.

The introduction of the new pay system on I January 2004 and its further development are a key priority in 2004. The development of multi-skills and co-operation skills will remain important areas of focus and new training programs will be linked to these themes.

As in previous years, the Group will measure job satisfaction in the spring of 2004 and plan the necessary development measures for each department based on the results. The management survey will also be repeated in autumn, 2004, at which time it will be possible to see what influence the development measures have had.



## **Board of Directors' Report**

Market conditions remained weak in 2003. Turnover fell by 15.7% to EUR 102.1 million (121.2). Profit before extraordinary items and taxes was a negative EUR 11.3 million (-12.0). The result for 2003 was burdened by non-recurring expenses resulting from structural changes and cost-cutting measures and amounting to EUR 1.1 million. The equity ratio fell to 36.8% (49.3) and the financing situation remained good. The average number of employees decreased by 17.5%, with the personnel at the end of the year numbering 715 (856).

Market conditions are not expected to change significantly in 2004. As a result of the cost-cutting measures completed in 2003 and still to be implemented in 2004, the Group's cost structure will be streamlined and the average number of personnel will be about 10% smaller in 2004 than it was in 2003. The goal is to reach a positive result in 2004, first half year may however still be at loss.

#### **Market situation**

The overall demand for office furniture has been in decline since 2001 as a result of weak economic growth and a slowdown in corporate investment activity. In 2003, market conditions remained weak in all the principal market areas. The office furniture market is post-cyclical and sensitive to economic fluctuations, and changes in general economic growth have often led to substantial fluctuations in overall demand. Over-capacity and tight price competition have decreased margins and many companies in the sector have recently had profitability problems

and been forced to adjust their operations to the difficult market situation.

#### Group structure and organisation

In May 2003 the Group sold the majority holding in both its English and German sales companies. The Group now holds less than 20% of both companies. Sales to the English and German markets continue to be channelled through these companies, however. The divestment resulted in significant non-recurring expenses, which are presented under extraordinary expenses.

Martela Oyj's furniture plant in Kitee, Finland, was incorporated at the beginning of 2004. The company operates as a contract manufacturer of wood-based components for the Martela Group's companies and also for outside customers.

The sales organisations of P.O. Korhonen Oy and Martela Oyj were merged at the beginning of 2004, with the sales personnel of P.O. Korhonen being transferred to Martela Oyj's employment. As a result, P.O. Korhonen Oy will now sell its products primarily through Martela Oyj's sales organisation.

#### Turnover

Turnover started to decline in 2001 and fell by a further 15.7% in 2003. The Group's turnover totalled EUR 102.1 million (121.2). Turnover declined in all the principal market areas.

#### **Profit and profitability**

The Group's profit before extraordinary items and taxes was a negative EUR 11.3 million (-12.0). The continuation of loss-making operations was influenced by the continued decline in turnover and by the competitive environment,

which once again kept margins at low levels.

The Group undertook measures to improve its cost structure throughout the year, and the average number of employees was reduced by 17.5% compared with 2002. The personnel reductions, premises rearrangements and other cost-cutting measures carried out in 2003 led to non-recurring expenses of EUR 1.1 million, which are included in the operating profit.

The operating profit for the final quarter includes EUR 0.6 million in non-recurring items. The divestment of the English and German subsidiaries in May resulted in non-recurring expenses of EUR 1.4 million, which are presented under extraordinary items.

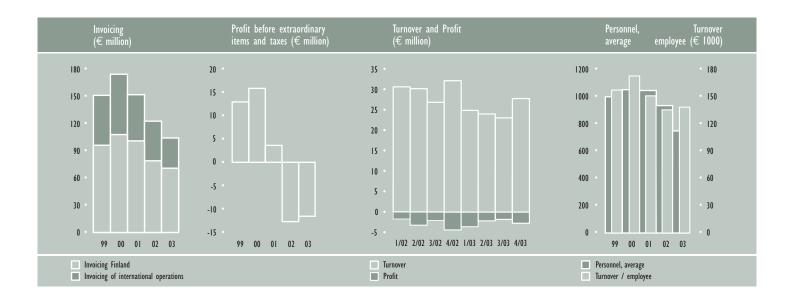
#### Capital expenditure

The Group's gross capital expenditure for the year was EUR 1.0 million (3.1), and mostly concerned replacement investments at production facilities, and investments in R&D and information technology. The property of the English subsidiary was sold in January for EUR 1.3 million. Investments have been curbed in recent years due to the operating losses made. As a result, the level of depreciation has also declined significantly. The curbing of investments is not expected, however, to require a substantial increase in capital expenditure in the coming years.

#### Personnel

The personnel declined by 141 in 2003, and totalled 715 (856) at the end of the year. The Group employed an average of 767 (930) persons in 2003, a reduction of 17.5%.

The Group's parent company, Martela Oyj, has adjusted its capacity through redundancies and layoffs. Further personnel adjustments will take place in early 2004.



Aski Inredningscenter AB reduced its personnel by about a third in autumn 2003.

Turnover per person has started to rise. Further personnel reductions will take place in 2004 as a result of decisions made. At the end of 2004, the personnel will number substantially less than 700 and on average about 10% less than in 2003.

#### **Product development**

Product development employed 24 persons (25) in 2003, and product development expenditure was 2.5% (2.6) of turnover. A number of new products have been introduced to the markets. Nine new product ranges, intended primarily for lobbies and similar meeting areas,

were presented at the Stockholm furniture fair in early 2003. A new line of Axia office chairs was launched in October, supported by an extensive marketing campaign in Finland. In November, the new Clash chair was chosen as the best in its class in an international FX-design competition in London. The Aura office desk line, first introduced in 2002, was also improved during the year.

Martela's range of storage furniture was expanded during the year, and a new line of storage furniture, the Combo line, was introduced at the Stockholm fair in February 2004.

The scope of the furniture maintenance service was broadened to cover all of Finland. Within the framework of its service concept, Martela is able to offer its customers not only design and installation services, but also continuous maintenance and management of total furniture concepts, removal services, old furniture recycling, and financing.

#### Quality and the environment

In its quality management Martela adheres to the ISO 9001:2000 quality standard and the ISO 14001 environmental standard. Martela AB's quality management system was certified by Det Norske Veritas in 2003, and the aim is to certify the company's environmental management system in 2004. Both Martela Oyj and P.O. Korhonen Oy already have valid quality management and environmental management certification.

#### **Financing**

The equity ratio fell to 36.8% (49.3), and the gearing ratio to 69.4% (28.3). Net interest bearing liabilities grew by EUR 1.6 million and totalled EUR 22.5 million at the end of the year. Liquid assets at year's end totalled EUR 7.4 million (10.9).

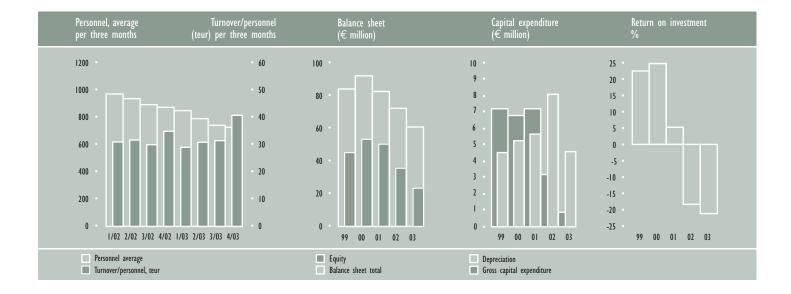
17

#### Invoicing in principal market areas (EUR million)

	2003	Share %	2002	Share %	Change %
Finland	69.3	67.0%	79.0	64.5%	-12.3%
Scandinavia	23.6	22.8%	29.5	24.1%	-20.0%
Europe	9.0	8.7%	11.9	9.7%	-24.4%
Other areas	1.5	1.5%	2.0	1.6%	-25.0%
Group total	103.4	100.0%	122.4	100.0%	-15.5%

#### Personnel

	31.12.2003	31.12.2002	Change
Martela Oyj, Finland	457	547	-90
P.O. Korhonen Oy, Finland	74	74	-0
Martela AB, Sweden	114	134	-20
Aski Inredningscenter Sweden	AB, 14	20	-6
Martela AS, Norway	4	6	- 2
Martela Plc, UK	0	16	-16
Martela GmbH, Germany	0	8	- 8
Martela Design Center Poland	er, 52	51	- I
Group total	715	856	-141



#### **Annual General Meeting**

The Annual General Meeting was held on 18 March 2003. The Meeting appointed Heikki Ala-Ilkka, Tapio Hakakari, Matti T. Martela, Heikki Martela, Pekka Martela, Jori Keckman and Jaakko Palsanen to the Board of Directors. Hannu Kosonen was elected to the Board as the personnel representative, and Matti Lindström as his deputy. The Board chose Heikki Ala-Ilkka as Chairman and Pekka Martela as Deputy Chairman.

The Annual General Meeting decided to extend for a further year the Board's authorisation to raise share capital, issue convertible bonds and decide on the acquisition and/or disposal of the company's own shares in deviation from the pre-emptive rights of shareholders.

#### Own shares

Martela did not acquire any of its own shares in 2003. On 31 December 2003, Martela held 33,850 of its own shares, which were purchased at an average price of EUR 21.29. Martela's holding of its own shares amounts to 1.6% of all shares and 0.4% of all votes.

### Proposals to the Annual General Meeting

The Board of Directors will propose to the Annual General Meeting, to be held on 16 March

2004, that the authorisations granted to the Board during the 2003 Annual General Meeting to raise the share capital, issue convertible bonds and decide on the acquisition and/or disposal of the company's shares, should be extended for another year. The Board will also propose that a dividend of EUR 0.25 per share be distributed, totalling EUR 510,987.50.

### Outlook for 2004 and revitalisation measures

The Group has made substantial losses for the past two years. The key objectives for 2004 are to achieve a turnaround and to make a profit. Though it seems that the general economic decline has come to an end, the office furniture markets are still not expected to substantially change for the better in 2004.

Profitability improvement will be based on the following measures:

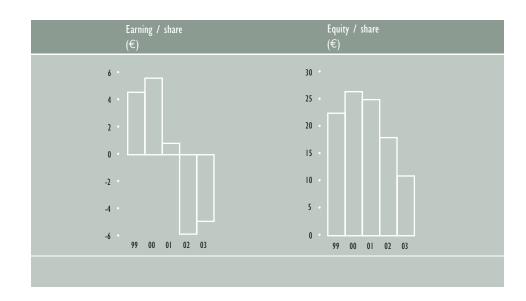
- Focus on the current principal markets in Scandinavia and Europe
- Launch several new products and services, supported by a more active sales effort
- The Kitee plant, which was incorporated at the turn of the year and operates as a contract manufacturer starts its deliveries to external customers

- Gain improved competitiveness in Scandinavia by new products and by developing logistics and the order/delivery chain
- Achieve more efficient export operations by pooling the resources of Martela Oyj and P.O. Korhonen Oy.
- Continue actions to improve cost-efficiency
- The average number of personnel decereases further by 10% in 2004
- Increase sales margins by more competitive new products and new component subcontractors
- Move to cheaper office premises in Stockholm, Oslo and Malmö

The measures decided on to streamline the cost level will improve the result in 2004. Invoicing for the first quarter of the year has usually been poorer than that for the last quarter of the previous year. It is expected that this will also occur in 2004. The goal is to achieve a positive result in 2004 but the first half of the year may still be at loss.

Martela Oyj

Board of Directors





		Group	P	arent company	
(EUR 1000)	Ref.	1.1. – 31.12.2003	1.1. – 31.12.2002	1.1. – 31.12.2003	1.1. – 31.12.200
URNOVER	I	102 130	121 165	73 577	85 93
Change in manufacturing inventories	'	-281	-326	-2	03 / 2
Production for own use		19	83	17	7
Other income from operations	2	574	334	260	12
Materials and services	3	-80 I77	-92 542	-57 945	-66 80
Personnel expenses	4	-28 257	-32 476	-I7 947	-20 60
Depreciation and reduction in value	5	-4 699	-7 937	-3 548	_4 33
PERATING PROFIT (LOSS)		-10 691	-11 699	-5 588	<b>-</b> 5 58
Financial income and expenses	6	-583	-315	-2 309	8
DOFIT (LOSS) REFORE					
ROFIT (LOSS) BEFORE XTRAORDINARY ITEMS		-11 274	-12 014	_7 897	F F/
	7	-II 2/4 -I 372		-7 897 -3 716	-5 50
Extraordinary items	/	-1 3/2	0	-3 /16	
ROFIT (LOSS) BEFORE					
PPROPRIATIONS AND TAXES	•	-12 646	-12 014	-11 613	-5 50
Appropriations	8	0	0	I 430	34
Income taxes	9	372	-137	<u>-55</u>	-25
ROFIT (LOSS) FOR THE NANCIALYEAR		-12 274	-12 150	-10 237	-5 40

### **Statement of Source and Application of Funds**

(EUR 1000) Ref.	<b>Group</b> 1.1. – 31.12.2003	1.1. – 31.12.2002	Parent company 1.1. – 31.12.2003	1.1. – 31.12.2002
UNDS GENERATED FROM OPERATIONS				
	102 427	125 502	72.004	89 022
Cashflow from sales	102 427	125 502	73 904	
Cashflow from other income from operations	421	316	110	174
Payments on operational costs	-107 887	-123 511	-72 719	-86 233
Cashflow from operations before financial items and taxes	<b>–</b> 5 039	2 308	I 295	2 963
Interests paid and other financial payments	<b>-953</b>	-367	-173	6.5
Taxes paid	570	249	-11	35
Cashflow from operations before extraordinary items	-5 422	2 191	1 111	3 380
Cashflow from extraordinary items (net)	-140	0	-140	(
Cashflow from operations (A)	<i>–</i> 5 561	2 191	971	3 380
APITAL EXPENDITURE				
Capital expenditure on intangible and tangible assets	-819	-2 601	-644	-1 580
Cashflow from assignments of intagible and tangible assets	2 083	34	198	29
Loans granted	-217	0	-935	-2 239
Capital expenditure on other short term investments	0	0	<u>-4</u> 147	(
Repayments of receivables	0	0	1 045	
Cashflow from capital expenditure (B)	I 047	-2 567	-4 483	-3 792
NANCING				
Own shares	0	-358	0	-358
New short-term loans	1 267	0	0	4.
Repayments on short-term loans	0	0	0	(
New long-term loans	5 952	7 302	5 400	6 800
Repayments on long-term loans	-5 67 I	-2 786	-5 I30	-2 120
Dividends	_511	-2 472	_511	-2 472 -2 472
Cashflow from financing (C)	1 037	1 686	-241	1 89.
HANGE IN LIQUID FUNDS (A+B+C)				
· INCREASE, - DECREASE)	-3 477	1 310	-3 753	1 483
quid funds at the beginning of financial year 1)	10 897	9 587	10 580	9 096
quid funds at the end of financial year I)	7 421	10 897	6 829	10 580
Liquid funds include cash, bank receivables and other shares and	d equities			

### **Balance Sheet**

		Group		arent company	
(EUR 1000)	Ref.	31.12.2003	31.12.2002	31.12.2003	31.12.2002
ASSETS					
FIXED ASSETS AND OTHER	10				
NON-CURRENT INVESTMENT	. •				
Intangible assets Intangible rights		407	473	355	390
Other long-term expenditure		908	1712	731	I 238
Advance payments		l 8	13 2 198	18	13   641
Tangible assets		2.444	2.215	210	210
Land and water areas Buildings and constructions		2 446 8 773	3 215 10 977	219 5 260	219 5 953
Machinery and equipment		8 735	11 693	7 387	9 718
Other tangible assets		24	24	20	20
Advance payments and construction in progre	ess	538 20 516	260 26 169	463 13 349	177 16 087
Investments Change in such aidiraises	17		0	F 1/2	7.010
Shares in subsidiaries Shares in associated companies	17 17	8 22	0 22	5 162 22	7 010 22
Own shares	17	721	721	721	721
Other shares and participations  Loan receivables	17 10	2 I53 0	2 I77 0	2 096 7 418	2 116 4 592
Loan receivables	10	2 904	2 920	15 419	14 461
CURRENT ASSETS Inventories	1.1				
Materials and supplies	П	5 682	7 427	3 113	4 276
Work in progress		I 685	I 633	880	921
Completed products / goods Prepaid expenses		2 749 10	2 878 22	I 584 0	1311
теран ехрепзез		10 126	11 960	5 577	6 509
Receivables Trade receivables	12	16 178	16 290	11 453	14 909
Loan receivables		292	16 290	3 700	4 654
Accrued income and prepaid expenses		977	477	545	396
		17 447	17 813	15 698	19 959
Financial asset securities		5 187	9 099	5 187	9 099
Other securities		5 187	9 099	5 187	9 099
Cash and banks		2 234	1 797	1 642	1 481
		59 748	71 958	57 976	69 237

#### 23

### **Balance Sheet**

(EUR 1000)	Ref.	<b>Group</b> 31.12.2003	31.12.2002	arent company 31.12.2003	31.12.2002
LIABILITIES					
LIABILITIES					
SHAREHOLDERS' EQUITY	13				
Shareholders' equity					
Share capital		3 500	3 500	3 500	3 500
Share premium account		4 6 1 6	4616	4 6 1 6	4 616
Own shares fund Reserve fund		72 l 12 l	72 I 12 I	721	72 I
Retained earnings		25 774	38 628	11 30 968	37 218
Profit for the year		-12 274	-12 I50	-10 237	-5 405
Total		22 458	35 436	29 579	40 661
APPROPRIATIONS	13			2 088	3 518
CREDITORS	15				
Deferred tax liability	14	742	l 173	0	0
Long-term					
Loans from credit institutions		12 899	9 129	9 846	6 135
Pension loans		2 960	3 664	2 825	3 532
Other long-term liabilities		382	338	338	338
Current		16 241	13 131	13 009	10 005
Interest-bearing					
Loans from credit institutions		3 485	6 304	2 875	5 609
Pension loans		706	706	706	706
Overdraught facilities Other current liabilities		2 078 0	811	0 639	0 596
o their current habilities		6 269	7 822	4 220	6911
Non-interest bearing					
Advances received Trade payables		15 6 989	114 7 330	0 4 639	0 3 227
Accrued liabilities and prepaid income		4 068	3 829	2 560	2 317
Other current liabilities		2 966	3 124	1 882	2 597
		14 038	14 396	9 081	8  4
Creditors, total		37 290 59 748	36 522 71 958	26 310 57 976	25 058 69 237
		37 /40	/1 736	37 776	67 Z37

#### Notes to the financial statements 31.12.2003

#### **Consolidated financial statements**

The consolidated financial statements include Martela Oyj and its subsidiaries. Inter-company share ownership within the Group has been eliminated using the acquisition cost method. Intra-Group transactions, unrealized margins on intracompany deliveries, internal receivables and debts as well as the internal distribution of profit have been eliminated. The difference between the purchase price of shares in subsidiaries and their equity at the time of acquisition has been partly allocated to real estate, the remainder constituting goodwill. The buildings will be depreciated in the same way as the amortization of the goodwill. Associated companies are not included in the Group financial statements as they have no essential influence on Group result or equity. Martela Oyj's subsidiaries in Germany and the UK were divested in May 2003. The income statements of the divested companies are included in the Group income statement for January-March.

### Receivables and debts denominated in foreign currency

The parent company and its subsidiaries in Finland have translated receivables and debts denominated in foreign currency into Eur amounts at the Central Bank of Europe average exchange rate on the balance sheet date. Exchange rate differences have been entered in the income statement in net amounts. The assets and liabilities of subsidiaries abroad have been translated into Eur at the Central Bank of Europe average exchange rate on the balance sheet date. The income statements were translated at the average exchange rate for the year. The translation adjustments arising from the conversion of shareholders' equity have been booked to the Group's non-restricted equity.

Depreciation according to plan is calculated on the economic life of fixed assets on a straight-line basis from the original acquisition cost.

#### The depreciation periods are:

Buildings	30 years
Housing and other buildings	20 years
Factory machinery and equipme	ent 4–8 years
Other fixtures	6 years
Vehicles	5 years
Product development and	
ADP software and hardware	3 years
Other long-term expenditure	5 and 10 years

In the calculation of the deferred tax liability shown in the balance sheet revaluations nor tax losses of the subsidiaries have been noted. Other deferred tax liabilities or receivables of consolidations are minor and they have not been noted.

#### The retirement plan

The retirement plans for company employees have been arranged through pension insurance companies.

The age at which Martela's Managing Director may retire on full pension is 60 years.

#### TRANSITION TO IFRS REPORTING

The European Union requires that all listed companies in the EU produce financial reports in accordance with the International Financial Reporting Standards (IFRS) by 2005. The purpose of adopting internationally uniform financial reporting standards is to increase the efficiency of EU capital markets by improving the reliability, transparency and comparability of financial statements issued by companies in the area.

### The IFRS adoption project and transition schedule

The Martela Group will start using the IAS/IFRS standards in its interim reports and financial statements prepared in 2005. Preparation for the adoption of the IFRS was started in 2003 with the establishment of an IFRS project group. A preliminary assessment was made in 2003 to identify the differences between the IFRS and the Finnish financial reporting practices and principles used at Martela. In 2003, training was also organised for the staff on the adoption of the IFRS and the key standards contained in it. During 2004, decisions will be made on the optional financial reporting principles and the opening IFRS balance sheet information, as well as the comparison information between the 2004 and 2005 interim reports. Any system changes required by the IFRS will also be made in order to start using the new system at the beginning of 2005. The project has proceeded on schedule.

### Effects of the introduction of the IFRS on financial statements

According to the preliminary assessment, changes may have to be made in the following parts of the financial statements:

#### Leases

According to the IFRS, assets leased under finance leases will be recognised in the balance sheet as assets and liabilities.

#### Employee benefits

An asset or liability that results from benefitbased pension arrangements or other employee benefits will be recognised in the financial statements on the basis of actuarial calculations.

#### Impairment testing

Goodwill impairment testing is mandatory at the moment of transition. The units generating cash flow and the testing methods will have to be defined for this testing.

#### Deferred tax liabilities and assets

In general, deferred tax liabilities or assets for all temporary differences between the Group balance sheet and taxable balance sheet values should be recognised.

#### Inventories

IFRS requires that the cost of inventories should include all fixed production overheads. Until now, only variable production overheads have been capitalised in inventories.

Requirements related to presentation
IFRS requires more comprehensive segment
reporting on the division of operations by
business segment and geographical segment.
Moreover, IFRS-compliant financial statements
should present more comprehensive notes,
explain the accounting policies in more detail
and present a new financial statements calculation concerning equity. In addition, the cash flow
statement should report cash flows, and there
are new requirements on the notes to the cash
flow statement.

### Changes to be made in the IFRS standards

The first IFRS-compliant financial statements for 2005 with comparative information should be prepared in accordance with the standards valid on the balance sheet date. Final versions of some of these standards are expected only at the end of QI in 2004, and the effects of these standards are partly still open. The existing standards also include optional accounting principles, concerning which no decisions have yet been taken in Martela Group, as is also the case with the application of the relief possibilities granted by the IFRS I transition standard. In these respects, all the future changes are not necessarily known with sufficient certainty. It is also possible that as the project proceeds, changes or effects other than those mentioned above will arise.

EUR 1000)	<b>Group</b> Ref. 31.12.2003	31.12.2002	Parent company 31.12.2003	31.12.200
NCOME STATEMENT				
T.,,,,,				
.Turnover breakdown of turnover by market area, % of turnover				
inland	67.0	64.5	90.1	88
weden	15.9	16.7	1.1	0
Norway Denmark	5.3 1.5	5.9	1.5	2
Jnited Kingdom	1.5	1.6 1.6	0.8 0.4	C
Germany	0.6	1.1	0.4	C
Other Western Europe	1.3	1.4	0.9	C
oland	3.5	3.6	1.5	l l
Russia The Baltic countries	1.3 0.5	1.1 0.4	1.8 0.7	1
Other Eastern Europe	0.6	0.5	0.5	C
Other exports	1.5	1.7	0.3	0
otal	100.0	100.0	100.0	100
2. Other income from operations	LEO	2.4	144	2
Gains on sale of assets Rental income	158 257	34 188	144	:
Other income from operations	159	112	16	
otal	574	334	260	13
. Materials and services				
1aterials and supplies				
Purchases during the financial year	53 290	61 641	40 875	46 0
Change in inventories of materials and supplies	1 426	I 430	929	1.1:
otal	54 716	63 07 1	41 804	47 1
External services  **Aaterials and services, total**	25 461 80 177	29 47 I 92 542	16 141 57 945	19 65
Salaries of board of directors and managing directors Other salaries Pension expenses Other salary-related expenses Personnel expenses in the income statement	805 20 753 4 055 2 644 28 257	88 I 24 470 3 785 3 339 32 476	278 13 694 2 858 1 117 17 947	28 15 97 2 90 1 43 20 60
Fringe benefits	558	726	436	47
Total	28 815	33 201	18 383	21 0
Personnel				
Average personnel	767	930	486	5
Personnel at year-end	715	856	457	5.
Average personnel in Finland	564	669	486	59
Average personnel in Sweden	145	172	0	
Average personnel in Norway  Average personnel in Germany	5	9	0	
Average personnel in the United Kingdom	0	16	0	
Average personnel in Poland	53	53	0	
Total	767	930	486	59
. Depreciation				
Depreciation according to plan ntangible assets				
Goodwill	0	425	0	
Other long-term expenditure	908	I 765	739	1 42
angible assets		1.21.6	25.4	
Buildings and constructions  Machinery and equipment	607 3 184	1 314 3 433	356 2 453	3 <sup>2</sup> 2 56
Decrease in value of land and water areas	0	1 000	2 453	∠ 30
Depreciation according to plan, total	4 699	7 937	3 548	4 33

(EUR I 000) Ref.	<b>Group</b> 31.12.2003	31.12.2002	Parent company 31.12.2003	31.12.2002
/ E:				
6. Financial income and expenses				
Financial income and expenses	21	11	10	10
Dividend income	21 120	140	19 58	10 85
Interest income on short-term investments	120	140	38	83
Interest income on short-term investments	0	0	1.57	1.1.4
from Group companies	0	0	157	114
Gains on foreign exchange and other financial income	442	566	439	566
Interest expenses	-882	-873	-609	-583
Losses on foreign exchange	-174	-59	-193	-56
Other financial expenses	-110	-100	<b>-53</b>	-49
Value adjustment of loan receivables	F02	215	-2 I27	87
Total Total	-583	-315	-2 309	8/
Foreign exchange differences				
Realized	-91	441	-112	38
Unrealized		66	0	67
Total	-90	507	-112	105
7 Fator and a serit cons				
7. Extraordinary items  Costs for sold subsidiaries in England and Germany				
8. Appropriations				
Change in depreciation reserve (– increase, + decrease)				
Other long-term expenditure	0	0	0	0
	0	0	121	74
Buildings and constructions				
Machinery and equipment	0	0	1 309 1 430	272 346
Total	U	U	1 430	346
0 Income tower				
9. Income taxes	272	127	r.r	250
Income taxes from operation	-372	137	55	250
Change in deferred tax liability  Total	0 372	0	0 55	<u>0</u> 250
BALANCE SHEET  10. Fixed assets and other long-term investments Intangible rights				
Acquisition cost 1.1.	775	716	650	595
Increases 1.1. – 31.12.	155	59	155	55
Decreases 1.1. – 31.12.	0	0	0	0
Accumulated depreciation 1.1.	-302	-129	-260	-121
Depreciation 1.1. – 31.12.	-221	-173	-190	-139
Book value 31.12.	407	473	355	390
Other long-term expenditure  Acquisition cost 1.1.	8 089	7 268	5 803	5 361
			5 005	3 301
Sold subsidiaries, acquisition cost Increases 1.1. – 31.12.	–517 42	0 701	42	441
Increases 1.1. – 31.12.  Decreases 1.1. – 31.12.	0	701	42	
	200	120	0	0
Foreign exchange differences 1.1. – 31.12.				
Accumulated depreciation 1.1.	-6 377	-4 612	-4 565	-3 281
Sold subsidiaries, accumulated depreciations	379	1.7/5	F 40	1.204
Depreciation 1.1. – 31.12.  Book value 31.12.	<u>–908</u> 908	-1 765 1 712		-I 284 I 238
Advance payments	703	1 / 12	,31	1 230
navance payments				
Acquisition cost 1.1.	13	39	13	39
Increases 1.1. – 31.12.	25	73	25	73
Decreases 1.1. – 31.12.	-20	-99	-20	-99
Foreign exchange differences 1.1. – 31.12.	0	0	0	0
Book value 31.12.	18	13	18	13
Intangible assets book value 31.12.	I 333	2 198	1 104	1 641

(EUR 1 000)	Ref.	<b>Group</b> 31.12.2003	31.12.2002	arent company 31.12.2003	31.12.2002
Tangible assets					
Land and water areas					
Acquisition cost 1.1.		3 215	3 643	219	219
Increases 1.1. – 31.12.		0	611	0	0
Decreases 1.1. – 31.12.		-684	-1 045	0	0
Foreign exchange differences 1.1. – 31.12.		-85	6	0	0
Book value 31.12.		2 446	3 215	219	219
Buildings and constructions					
Acquisition cost 1.1.		26 637	25 284	16 416	15 281
Sold subsidiaries, acquisition cost		-25	0		
Increases 1.1. – 31.12.		2	I 428	0	1 134
Decreases 1.1. – 31.12.		-2 823	-3 72	-336	0
Foreign exchange differences 1.1. – 31.12.		-26 -15 660	-72 -14 346	0	0 -10 123
Accumulated depreciation 1.1.  Sold subsidiaries, accumulated depreciations		-13 660 1 275	-14 346 0	-10 463	-10 123
Depreciation 1.1. – 31.12.		-607	-1 314	-356	-340
Book value 31.12.		8 773	10 977	5 260	5 953
Machinery and equipment		42.427	40.755	24.224	21.042
Acquisition cost 1.1.		43 637 -1 537	40 755 0	34 326	31 968
Sold subsidiaries, acquisition cost Increases 1.1. – 31.12.		-1 537 456	2 943	156	2 362
Decreases 1.1. – 31.12.		-103	2 743 -50	-34	2 362 -5
Foreign exchange differences 1.1. – 31.12.		-103 53	_50 _	-54 0	_3 0
Accumulated depreciation 1.1.		-31 944	-28 511	-24 608	-22 039
Sold subsidiaries, accumulated depreciations		1 357	0	21000	22 037
Depreciation 1.1. – 31.12.		-3 184	-3 433	-2 453	-2 569
Book value 31.12.		8 735	11 693	7 387	9 718
Manufacturing machinery and equipmer	it. book value 31.12.	6 927	7 877	6 447	7 676
	- <b>,</b>				
Other tangible assets					
Acquisition cost 1.1.		24	24	20	20
Increases 1.1. – 31.12.		0	0	0	0
Decreases 1.1. – 31.12.		0	0	0	0
Foreign exchange differences 1.1. – 31.12. Accumulated depreciation 1.1.		0	0	0	0
Depreciation 1.1. – 31.12.		0	0	0	0
Book value 31.12.		24	24	20	20
Advance payments and construction in p	progress	2.42	2 2//		2.752
Acquisition cost 1.1.		260	3 366	177	2 752
Increases 1.1. – 31.12.  Decreases 1.1. – 31.12.		399 -109	I 850 -4 877	395 -109	I 368 −3 943
Foreign exchange differences 1.1. – 31.12.		-10 <del>9</del> -12	<del>-4</del> 677 <del>-7</del> 9	-109	-5 745 0
Book value 31.12.		538	260	463	177
Tangible assets book value 31.12.		20 516	26 169	13 349	16 087
Revaluations of fixed assets		2 809	2 145	1 050	2 104
Buildings Revaluations have been formed in Martela Oyj	505 TEUR in 1977 and 1 682 <sup>-</sup>		3 145 D.Korhonen Ov 959 TE	1 850 EUR in 1986	2 186
Value adjustment of buildings –336 TEUR in Mai		. 2011 1700 a a	oee	-31111111111111111111111111111111111111	
Shares, participations and loan receivabl Group companies	es booked under long-ter	m investments			
Shares		8		5 162	7 010
Capital Loan receivables		9		7 418	4 592
Total		8		12 580	11 602
Shares in associated companies		22	22	22	22
		22	22		
II. Inventories					
Inventories are valued at the direct acquisition of	ost.				

(EUR I 000)	Ref.	<b>Group</b> 31.12.2003	<b>P</b> 31.12.2002	arent company 31.12.2003	31.12.2002
12. Receivables					
Receivables from Group and associated compa	nies				
Trade receivables from Group companies				I 836	4 257
Loan receivables from Group companies				3 413	4 608
Trade receivables					
Trade receivables falling due within 12 months		16 178	16 290	11 453	14 909
Trade receivables falling due after 12 months		0	0	0	0
Loan receivables					
Loan receivables falling due within 12 months		292	46	2 109	3 075
Loan receivables falling due after 12 months		0	0	1 591	I 579
13. Shareholders' equity					
Share capital I.I.		3 500 0	3 500 0	3 500	3 500
Increase in share capital  Share capital 31.12.		3 500	3 500	3 500	3 500
Share premium account 1.1.  Share premium account 31.12.		4 616	4 6 1 6 4 6 1 6	4 6 1 6 4 6 1 6	4 6 1 6 4 6 1 6
Share premium account 31.12.		7 010	7 010	7 010	7 010
Own shares fund I.I		721	363	721	363
Payment of own shares Own shares fund 31.12.		0 721	358 721	0 721	358 721
		, 21	,	721	,
Reserve fund I.I.		121	119	11	11
Transferred from retained earnings Other change		0	0 2	0	0
Reserve fund 31.12.		121	121	11	П
Potained counings		26 478	41 444	31 815	40 048
<b>Retained earnings 1.1.</b> Foreign exchange differences and translation adjustn	nents	143	14	0	0
Payment of dividend		-511	-2 472	-511	-2 472
Payment of own shares		0	-358 0	0	-358 0
Increase in share capital  Value adjustment of buildings		-336	0	-336	0
Retained earnings 31.12.		25 774	38 628	30 968	37 220
Profit for the year		-12 274	-12 I50 35 436	-10 237 29 577	<u>-5 405</u>
Shareholders' equity		22 458	33 436	27 3//	40 661
Appropriations I.I.				3 5 1 8	3 864
Change in the income statement  Appropriations 31.12.				-I 430 2 088	<u>-346</u> 3 518
The appropriations of Martela Oyj are from accum	mulated depreciatio	n difference		2 000	3 310
Market value of own shares 31.12.2003: 484055 EUR	maiated depreciatio	Trainerence.			
IA Defermed to a P. 1994					
<b>14. Deferred tax liability</b> Accumulated depreciation difference		2 558	4 044		
29% of above		742	1 173		
Transferred to equity		1816	2 871		
15. Creditors					
Debts falling due in five years or more					
Loans from financial institutions		2 520	986	1 951	336
Pension loans		134	838	0	706
Total		2 654	I 824	1 951	1 042

(EUR I 000)	Ref.	<b>Group</b> 31.12.2003	31.12.2002	arent company 31.12.2003	31.12.2002
Debts to Group and associated companies					
Trade payables to Group companies				578	526
Other short-term debts to Group companies				639	596
Accrued liabilities to Group companies				224	236
Current liabilities  Non-interest bearing debts		14 038	14 396	9 081	8  4
Next year's repayments on long-term loans		4 191	7 010	3 581	6315
Other interest-bearing debts		2 078	811	639	596
Total		20 307	22 218	13 301	15 052
Accrued liabilities and prepaid income					
Accrued liabilities, personnel expenses		3 076 72	l 970 26	I 843 44	1 787
Accrued liabilities, taxes Other accrued liabilities and prepaid income		919	I 833	673	0 530
Total		4 067	3 829	2 560	2 317
16. Pledges granted and contingent liabilities	es				
Debts, mortgages given as securities					
Pension loans		3 666	4 370	3 532	4 238
Real estate mortgages  Corporate mortgages		4 205 0	4 205 224	4 205 0	4 205 0
Loans from financial institutions		16 367	15 434	12 721	11 744
Real estate mortgages		8 731	9 452	6 188	6 928
Corporate mortgages		7 511	6 028	3 700	2 859
Shares pledged		37	55	37	55
Securities total		20 484	19 964	14 130	14 047
Mortgages to financial institutions include general se	ecurities of parent compa	ny's pension Ioans 3.6 M	eur (4.3)		
Other pledges					
Other pledges concerning rents		28	28	28	28
Securities granted for Group companies Real estate mortgages				1 160	1 160
Corporate mortgages				168	168
Securities for Group companies total				I 328	I 328
Guarantees for Group companies				3 47 I	3 682
On behalf of others					
Guarantees		67	80		
Leasing commitments					
Leasing commitments falling due within 12 months		671 614	911 697	517 477	639
Leasing commitments falling due after 12 month Total	15	1 285	1 608	994	492   131
Repurchase sureties		364	308	361	305
Other commitments					
Rent commitments		12 088	13 552	11 787	13 146
Loans to the buyers of subsidiaries in England and (	Germany, repayment of lo	ans depends on future e	earnings.		

P	arent company's holding (%)	No of shares	Par value (EUR 1000)	Book value (EUR 1000)
17. Shares and participations 31.12.2003				
Group companies				
The Group's holding is 100%. The Group's share of voting rights is I	00%.			
Kidex Oy	100	100	8	8
Martela AB, Bodafors, Sweden	100	50 000	T SEK 5 000	550
Aski Inredningscenter AB, Malmö, Sweden	100	12 500	T SEK   250	1010
Martela AS, Oslo, Norway	100	200	T NOK 200	24
Kiinteistö Oy Oulun Kaarnatie 14, Oulu, Finland (real-estate company	/) 100	150	3	I 65
Kiinteistö Oy Ylähanka, Vantaa, Finland (real-estate company)	100	510	9	
P.O. Korhonen Oy, Raisio, Finland	100	5 750	967	97
Martela Design Center Sp. z o.o., Warsaw, Poland	100	3 483	T PLN 3 483	93.
Total Associated companies				5 162
Essa Office Systems AG, Switzerland	30	34	TCHF 34	22
Rom for Design AS, Norway  Total				2
Own shares		33 850	57	72
Other shares and participations owned by the parent com	pany			
As.Oy Kivipellonpolku (housing corporation)		287		2
As.Oy Kivipellonpiha (housing corporation)		2 590		3
Elisa Communications Oyj		14 918	7	4
Technopolis Oulu Oyj		15 000	25	3
Nordea Ab		5 312	19	- 1
Kiinteistö Oy Turun Pitkämäki (real-estate company)		306	5	1 80
Other shares and participations				13.
Total				2 09

### Statistics on Martela Oyj shares

#### Share capital

The paid-in share capital. which has been entered in the Trade Register, is EUR 3,500,000.

The Articles of Association stipulate that the maximum share capital is EUR 14,000,000 and the minimum share capital is EUR 3,500,000. Martela Oyj's shares were transferred to the book-entry system on 10 February 1995.

#### Breakdown of share capital as at 31 December 2003

Total	2 077 800	3 500 000	100	7 823 400	100
Series A	I 775 400	2 990 750	85	I 775 400	23
Series K	302 400	509 250	15	6 048 000	77
	of shares	EUR	%	of votes	%
	Number	Total		Number	

Series A shares are quoted on the Helsinki Stock Exhange I list. In bookkeeping the counter value of one share is EUR 1.68. Series K shares have 20 votes at the Annual General Meeting and Series A shares I vote. Both series of shares have the same dividend rights.

#### Largest shareholders according to the Share Register as at 31 December 2003

	Series K	Series A			Number	
	no	no	Total	%	of votes	%
Marfort Oy	145 600	116 287	261 887	12.6	3 028 287	38.7
Ilmarinen Mutual Pension Insurance Company	0	166 700	166 700	8.0	166 700	2.1
Odin Norden	0	133 600	133 600	6.4	133 600	1.7
Palsanen Leena	34 243	65 574	99 817	4.8	750 434	9.6
Pohjola Indemnity Insurance Company	0	95 100	95 100	4.6	95 100	1.2
Martela Heikki J.	26 061	53 117	79 178	3.8	574 337	7.3
Suomen Itsenäisyyden juhlarahasto Sitra	0	76 100	76 100	3.7	76 100	1.0
Martela Matti T.	29 128	42 991	72 119	3.5	625 551	8.0
Pohjola Finland Value Sijoitusrahasto	0	69 900	69 900	3.4	69 900	0.9
Lindholm Tuija E.	21 561	47 012	68 573	3.3	478 232	6.1
Other shareholders	45 807	909 019	954 826	46.0	1 825 159	23.3
Total	302 400	I 775 400	2 077 800	100.0	7 823 400	100.0

This list includes all the shareholders who own more than 5% of the shares or voting rights. The members of the Board of Directors and the Managing Director own a total of 11.7% of the company's shares and 25.4% of the voting rights.

#### Breakdown of share ownership by number of shares held at 31 December 2003

Total			2 077 800	100.0	7 823 400	100.0
Shares not converted into book-entries			694	0.0	694	0.0
Total	647	100.0	2 077 106	100.0	7 822 706	100.0
over 5000	44	6.8	I 824 579	87.8	7 447 249	95.2
1001–5000	60	9.3	153 627	7.4	218 227	2.8
501-1000	40	6.2	30 258	1.5	62 558	0.8
1–500	503	77.7	68 642	3.3	94 672	1.2
of shares	of shareholders	%	of shares	%	of votes	%
Number	Number		Number		Number	

### Statistics on Martela Oyj shares

#### Breakdown of share ownership by sector as at 31 December 2003

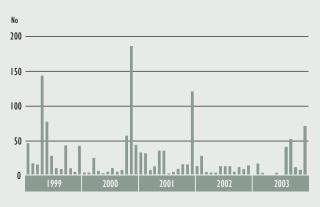
	N		<b>N</b>			
	Number	0/	Number	0/	Number	0/
	of owners	%	of shares	%	of votes	<u>%</u>
Private companies	47	7.3	435 415	21.0	3 201 815	40.9
Financial institutions and insurance companies	12	1.9	426 716	20.5	426 716	5.5
Public sector entities	8	1.2	249 300	12.0	249 300	3.2
Non-profit entities	14	2.2	123 734	6.0	123 734	1.6
Households	563	87.0	647 341	31.2	3 626 541	46.4
Foreign investors	3	0.5	194 600	9.4	194 600	2.5
Total	647	100.0	2 077 106	100.0	7 822 706	100.0
Shares not converted into book-entries			694	0.0	694	0.0
Total	647	100.0	2 077 800	100.0	7 823 400	100.0
Share issue-adjusted indicators						
		2003	2002	2001	2000	1999
Earning/share, EUR		-5.3	-5.8	0.8	5.4	4.4
Price/earnings multiple, P/E		-2.7	-2.4	31.9	4.8	6.4
Share par value		1.7	1.7	1.7	1.7	1.7
Equity/share, EUR		10.6	17.3	24.0	25.4	21.6
Dividend/share, EUR		0.25*	0.25	1.20	2.02	1.35
Dividend/earnings, %		-4.7	-4.3	160.0	28.2	30.7
Effective dividend yield, %		1.7	1.8	5.0	5.8	4.8
Market value capitalization, EUR million **)		29.7	29.1	49.7	54.0	58.2
Share issue adjusted number of shares (thousands)		2077.8	2077.8	2077.8	2077.8	2077.8
Average issue-adjusted number of shares (thousand	ls)	2077.8	2077.8	2077.8	2077.8	2077.8
Series A share	,					
Lowest price, EUR		10.75	14.02	17.80	20.50	22.00
Highest price, EUR		15.00	26.00	29.75	31.80	33.00
Average price, EUR		12.83	20.36	22.29	22.18	27.35
Price at 31.12.		14.30	14.02	23.90	26.00	28.00
Turnover, EUR million		2.5	2.4	7.0	7.6	11.9
Turnover, No. of shares, thousands		196.4	118.9	312.4	342.7	436.1
Turnover as a percentage of shares outstanding, %		11.1	6.7	17.6	19.3	24.6

<sup>\*)</sup> Proposal of the Board of Directors

#### Series A share compared with the HEX index



#### Monthly trading value of serie A shares



<sup>\*\*)</sup> The price of Series A shares has been used as the value of Series K shares.

### The Martela Group 1999–2003

#### **SCOPE OF OPERATIONS**

		2003	2002	2001	2000	1999
Turnover EUR million	EUR million	102.1	121.2	150.9	173.7	150.3
Change in turnover	%	-15.7	-19.7	-13.2	15.6	-0.2
Exports and international operations	EUR million	34.2	43.4	50.6	66.1	54.6
As a percentage of turnover	%	33.5	35.8	33.5	38.1	36.3
Export from Finland	EUR million	10.8	13.7	15.4	18.2	14.6
Gross capital expenditure on fixed assets	EUR million	1.0	3.1	7.0	6.6	7.0
As a percentage of turnover	%	1.0	2.6	4.6	3.8	4.7
Depreciation	EUR million	4.7	7.9	5.5	5.1	4.4
Research and development expenses	EUR million	2.6	3.1	2.2	1.9	1.6
As a percentage of turnover	%	2.5	2.6	1.5	1.1	1.1
Average personnel		767	930	1 040	1 046	994
Change in personnel	%	-17.5	-10.6	-0.6	5.2	5.5
Personnel at year end		715	856	987	1 038	972
Of whom in Finland		531	621	689	738	695
PROFITABILITY						
Operating profit	EUR million	-10.7	-11.7	4.1	15.7	13.1
As a percentage of turnover	%	-10.5	-9.7	2.7	9.0	8.7
Profit before appropriations and taxes	EUR million	-12.6	-12.0	3.5	15.3	12.5
As a percentage of turnover	%	-12.4	-9.9	2.3	8.8	8.3
Profit for the year *)	EUR million	-12.3	-12.2	1.6	11.1	9.1
As a percentage of turnover	%	-12.0	-10.0	1.0	6.4	6.1
Turnover/employee	EUR 1000	133.2	130.3	145.1	166.1	151.2
Return on equity	%	-38.6	-27.9	3.1	22.8	22.1
Return on investment	%	-20.9	-19.0	6.8	23.8	21.8
FINANCING AND FINANCIAL POS	ITION					
Balance sheet total	EUR million	59.7	72.0	82.2	91.7	83.7
Equity	EUR million	22.5	35.4	50.0	52.9	44.9
Interest-bearing net debt	EUR million	15.1	10.1	5.9	5.8	9.1
As a percentage of turnover	%	14.8	8.3	3.9	3.4	6.0
Equity ratio	%	36.8	49.3	60.9	57.7	53.8
Gearing ratio	%	69.4	28.3	11.8	11.1	20.2
Cash flow from operations	EUR million	-5.6	2.2	10.4	12.1	13.7
Dividend paid	EUR million	0.5	2.5	4.2	2.8	2.6

 $<sup>^{*})</sup>$  Profit for the years 2003. 2002, 2001, 2000 and 1999 include changes in deferred tax liability.

### **Proposal of the Board of Directors** for the distribution of profit

The consolidated distributable equity is EUR 11,682,331.39 after the deduction from the consolidated non-restricted equity of the item transferred from optional reserves and depreciation difference to shareholders' equity. The parent company's distributable equity is EUR 20,728,711.79, of which the loss for the financial year is EUR 10,236,977.07.

The Board of Directors proposes to the Annual General Meeting that the distributable equity be used as follows:

• distribution of a dividend of EUR 0.25 per share, totalling EUR 510,987.50

• to be left in retained earnings EUR 20,217,724.29

Helsinki, 23 February 2004

Heikki Ala-Ilkka Pekka Martela Heikki Martela

Chairman of the Board Managing Director

Matti T Martela Jaakko Palsanen Jori Keckman

Hannu Kosonen Tapio Hakakari

The financial statements have been prepared in accordance with Finnish Generally Accepted Accounting Standards. We have today issued a report on the audit performed by us.

Helsinki, 24 February 2004

Reino Tikkanen Authorized Public Accountant

### **Auditor's Report**

#### To the Shareholders of Martela Oyj

I have audited the accounting records and the financial statements as well as the governance by the Board of Directors and the Managing Director of Martela Oyj for the period ended 31 December 2003. The financial statements, which include the report of the Board of Directors, consolidated and parent company income statements, balance sheets and notes to the financial statements, have been prepared by the Board of the Directors and the Managing Director. Based on my audit I express an opinion on these financial statements and the company's administration.

I have conducted my audit in accordance with Finnish Generally Accepted Auditing Standards. Those standards require that we plan and perform the audit in order to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by the management, as well as evaluating the overall financial statement presentation. The purpose of my audit of the administration has been to examine that the Board of Directors and the Managing Director have complied with the rules of the Finnish Companies Act.

In my opinion, the financial statements have been prepared in accordance with the Finnish Accounting Act and other rules and regulations governing the preparation of financial statement in Finland. The financial statements give a true and fair view, as defined in the Accounting Act, of both the consolidated and parent company result of operations, as well as of the financial position. The financial statements can be adopted and the members of the Board of Directors and the Managing Director of the parent company can be discharged from liability for the financial year audited by me. The proposal made by the Board of Directors on how to deal with the retained earnings is in compliance with the Finnish Companies Act.

Helsinki, 24 February 2004 Reino Tikkanen Authorized Public Accountant



## **Corporate Governance**

Martela Oyj complies with the directives of the Central Chamber of Commerce and the Confederation of Finnish Industry and Employers concerning the governance of publicly listed companies, as is recommended by the Helsinki Exchanges. The company also complies with the Guidelines for Insiders published by the abovementioned organisations and approved by the Helsinki Exchanges.

#### **General Meeting and Board of Directors**

A General Meeting is usually held only once a year (the Annual General Meeting) and is the company's supreme decision-making body. The Board of Directors, elected by the Annual General Meeting, is responsible for the management and proper arrangement of the operations of the company in compliance with the Companies Act and the Articles of Association. In accordance with the Articles of Association, the Board of Directors consists of no fewer than three and no more than nine members. There are no more than five deputy members. The Board of Directors elects from among its members a Chairman and Vice Chairman to serve until the end of the Annual General Meeting that follows their election. Martela's employees have one representative and one deputy on the Board, both of whom participate in Board meetings. The employees elect their representative for a three-year period, and this choice must be confirmed annually by a General Meeting.

More information on the composition of the Board and the backgrounds of Board members can be found later in the Annual Report.

The Board of Directors follows an agreed annual programme in which its meetings are generally focused on a particular theme, in addition to regular supervisory tasks.

The Board met 10 times in 2003. On the agenda at these meetings were matters such as the principles governing the Board's work, the annual and interim financial statements, divestments and finance, the strategy and budget prepared by the company's management, key investments and the action plans and operations of the business units and Group processes.

The Board formed an internal panel to review earnings and, with Board approval, to determine the salaries and profit bonuses of the Managing Director, the Board members employed by the company and the members

of the Group Management Team. Members of the Board's internal earnings panel were in 2003 Heikki Ala-Ilkka, Jaakko Palsanen, Tapio Hakakari and Heikki Martela.

Board membership fees are not paid to those members employed by the company.

#### **Managing Director**

The Board appoints the Managing Director of Martela Oyj. The Managing Director is responsible for the operational management and supervision of the parent company and the Group in accordance with the guidelines set by the Board. The age at which Martela's Managing Director may retire on a full pension is 60 years.

#### **Organisation**

The Martela Group is managed in accordance with both its operational organisation and the legal Group structure. The Group is managed primarily through an operational matrix organisation. It is also divided into three business units based on the geographical location of resources. These business units are Finland, Scandinavia and Poland.

The Finnish business unit comprises the Group's companies operating in Finland. Martela Oyj, the Group's parent company, has a logistics centre at Nummela. The Kitee furniture factory was incorporated under the name Kidex Oy on I January 2004. Kidex operates as a contract manufacturer of wood-based components for customer companies in the Group and outside it. P.O. Korhonen Oy is a furniture factory located at Raisio whose product sales are handled primarily by Martela Oyj and Martela AB.



Approximately 90% of the turnover of the Finnish business unit is derived from the Finnish market

The Scandinavian business unit comprises the businesses of the Group's companies Martela AB, Aski Inredningscenter AB and Martela AS, and is almost entirely focused on the Swedish, Norwegian and Danish markets. The logistics centre of the Scandinavian unit is at Bodafors, Sweden.

The Polish business unit operates under the framework of the Martela Design Center Sp. z o.o. The company imports products and components from Group companies and assembles furniture in the Warsaw logistics centre. Local components are also used in the assembly of office furniture.

Business unit operations are co-ordinated by product, marketing, production and logistics, and support processes under Group management.

A manager has been appointed to manage each business unit and Group process.

#### **Group Management Team**

The Board of Directors and the Managing Director appoint the members of the Group Management Team. The Managing Director of Martela Oyj acts as the Chairman of the Group Management Team. The other members are the profit responsible managers of the Finnish, Scandinavian and Polish business units, and the managers who are responsible for the Group's processes. The Group Management Team prepares and reviews strategies, budgets and investment proposals, and monitors the financial situation of the Group, business units, processes and subsidiaries. The Group Management Team also monitors the implementation of operational targets and plans. The Management Team meets once a month. Profit bonuses are paid to members of the Group Management Team based on the success of the Group and their own areas of responsibility. No compensation based on membership of the Board or a subsidiary is paid.

#### Auditors

The auditors of Martela Oyj are the firm of authorised public accountants, Oy KPMG Wideri Ab, the principally responsible auditor being Mr Reino Tikkanen, Authorised Public Accountant.

#### 37

### Formulae for the Calculation of Financial Indicators

**Earnings / share**Profit before extraordinary items ± minority iterest – taxes for the financial year

Average share issue-adjusted nurmber of shares

Price / earnings multiple (P/E) = Share issue-adjusted share price at year end

Earnings per share

**Equity / share,**  $= \frac{\text{Equity}}{\text{Share issue-adjusted number of shares at year end}}$ 

**Dividend / share,** = Dividends for the financial year

Share issue-adjusted number of shares at year end

**Dividend / earnings,** % =  $\frac{\text{Dividend / share}}{\text{Family as (share)}} \times 100$ 

Earnings / share

Effective dividend yield, % = Share issue-adjusted dividend / share × 10

Share issue-ajdusted share price at year end

Market value

of shares outstanding, = Total number of shares at year end x share price on the balance sheet date

Return on equity, % = Profit/loss before extraordinary items – taxes for the financial year × 100

Equity + minority interest (Average during the year)

Return on investment, % = \frac{\text{Profit/loss before extraordinary items + interest expenses + other financial expenses}}{\text{Profit/loss before extraordinary items + interest expenses + other financial expenses}} \times 100

Balance sheet total – non-interest bearing liabilities (Average during the year)

Equity ratio, % = Equity + minority interest

Balance sheet total – advances received ^

Gearing ratio, % = Interest-bearing – cash and banks and financial asset securities × 100

Equity + minority interest

**Average personnel** = Month-end average calculation of the number of personnel in active employment

**Interest-bearing net debt** = Interest-bearing debt – cash and other liquid financial assets

### Martela Group's Board of Directors 2003

#### **CHAIRMAN OF THE BOARD**

Heikki Ala-Ilkka, born in 1952, M.Sc. (Econ)
Member of the Board of Martela Oyj since 2002,
Chairman of the Board since 2003.
Chief Financial Officer: Onninen Oy
Vice Chairman of the Board:
The Finnish Medical Foundation
Owns 300 series A shares of Martela Oyj.

#### VICE CHAIRMAN

Pekka Martela, born in 1950, M.Sc. (Econ)
Member of the Board of Martela Oyj since 1981,
Chairman of the Board 2002–2003,
Vice Chairman of the Board 1994–2001, 2003–
At Martela 1971–2001.
Managing Director: Marfort Oy
Owns 34,637 series K shares and
29,323 series A shares of Martela Oyj.

#### **BOARD MEMBERS**

**Tapio Hakakari**, born in 1953, LL.M.

Member of the Board of Martela Oyj since 2003,

Director, Secretary to the Board of Directors: Kone Oyj

Managing Director and Member of the Board:

Security Trading Oy

Member of the Board: Consolis Oy Ab

Owns 500 series A shares of Martela Oyj.

Jori Keckman, born in 1961, M.Sc. (Econ)
Member of the Board of Martela Oyj since 2000.
Managing Director: Lundia Oy
Does not own any shares of Martela Oyj.

**Hannu Kosonen**, born in 1961, Sales Manager, Kidex Oy Deputy of Personnel Representative and Member of the Board of Martela Oyj 1999–2001. Personnel Representative and Member of the Board of

Personnel Representative and Member of the Board of Martela Oyj since 2002. At Martela since 1980, Liaison Person 1994–2002.

Does not own any shares of Martela Oyj.

Heikki Martela, born in 1956, M.Sc. (Econ), MBA Member of the Board of Martela Oyj since 1986, full-time Chairman of the Board 2000–2002, Managing Director of Martela Oyj since 1 March 2002. At Martela since 1993, Managing Director of Martela AB and Aski Inredningscenter AB 1993–1999 Member of the Board: Marfort Oy Owns 26,061 series K shares and 53,117 series A shares of Martela Oyj.

Matti T Martela, born in 1939, M.Sc. (Econ)
Member of the Board of Martela Oyj since 1965,
Chairman of the Board 1986–2000.
At Martela 1961–1999.
Managing Director of Martela Oyj 1976–1986.
Chairman of the Board: Marfort Oy
Owns 29,128 series K shares and
42,991 series A shares of Martela Oyj.

Jaakko Palsanen, born in 1944, M.Sc. (Eng.)
Member of the Board of Martela Oyj since 1993.
Vice President, Business Development: UPM-Kymmene Oyj
Owns 1,600 series K shares and 30,984 series A shares
of Martela Oyj.

#### **DEPUTY OF PERSONNEL REPRESENTATIVE**

Matti Lindström, born in 1948,

Packer, Chief Shop Steward

Personnel representative and Member of the Board of Martela Oyj 1993–1996, Deputy of Personnel Representative and Member of the Board of Martela Oyj since 2002.

At Martela since 1966.

Does not own any shares of Martela Oyj.

#### SECRETARY OF THE BOARD

Torsten Hästö, see Management Team

The Martela Group's Board of Directors (from the left): Matti T. Martela, Pekka Martela, Tapio Hakakari, Hannu Kosonen, Heikki Ala-Ilkka, Jori Keckman, Jaakko Palsanen,



# Management Team of Martela Group 2003

**Heikki Martela**, see Board of Directors Areas of responsibility: Operational management of Martela Group.

Management of Business Unit Finland. Managing Director of Martela Oyj.

**Patrik Fundin**, born in 1964, B.Sc. MBA, Director Areas of responsibility: Management of

Business Unit Scandinavia.

business Offic Scaridinavia

Managing Director of Martela AB and Martela AS.

At Martela since 2002.

Does not own any shares of Martela Oyi.

Panu Ala-Nikkola, born in 1965, M. Sc. (Econ)

Marketing and Product Director.

Areas of responsibility: Marketing, product process and product development activities of the Group. At Martela since 2001.

Does not own any shares of Martela Oyj.

Torsten Hästö, born in 1948, M. Sc. (Econ)

Administration Director.

Areas of responsibility: Finance and Administration,

Personnel and IT Administration.

At Martela since 1993.

Owns 300 series A shares of Martela Oyj.

Juha Ihalainen, born in 1946, M.Sc. (Econ), Director

Areas of responsibility: Management of

Business Unit Poland.

Managing Director of Martela Design Center, Sp. z o.o.

since | February 2001.

At Martela since 1981.

Does not own any shares of Martela Oyj.

Ilkka Koskimies, born in 1955, M.Sc. (Econ)

Marketing Director (Finland)

Areas of responsibility: Sales and Marketing in Finland

At Martela since 1990 (excluding year 1999).

Does not own any shares of Martela Oyj.

Jaakko Luhtasela, born in 1954, M.Sc. (Eng.)

Production and Logistics Director.

Areas of responsibility: Production and logistics activities of the Group, Production and logistics of Martela Oyj.

At Martela since 1985.

Does not own any shares of Martela Oyj.





#### **Addresses**

#### **GROUP COMPANIES**

#### **FINLAND**

#### Martela Oyj, Head Office

Takkatie I PL 44, FI-0037 I Helsinki Tel.int. +358 (0) I 0 345 50 telefax int. +358 (0) I 0 345 5744

#### P.O.Korhonen Oy

www.martela.com

Tuotekatu 13, FI-21200 Raisio Tel.int. +358 (0)2 418 1500 telefax int. +358 (0)2 418 1550 www.po-korhonen.fi

#### Kidex Oy

Savikontie 25 FI-82500 Kitee Tel.int. +358 (0) | 0 345 72 | 1 telefax int. +358 (0) | 0 345 7244 www.kidex.fi

#### **SWEDEN**

#### Martela AB

Turbinvägen 8 Box 862, SE-131 25 Nacka Tel.int. +46 (0)8 556 09 400 telefax int. +46 (0)8 64 44 644 www.martela.se

#### Aski inredningscenter AB

Flygplansgatan 9 Box 1036, SE-212 10 Malmö Tel.int. +46-(0)40-18 13 60 telefax int. +46-(0)40-93 36 59 www.askiinredningscenter.se

#### **NORWAY**

#### Martela AS

Munkedamsveien 62A N-Postboks 2592-Solli, 0203 Oslo Tel.int. +47-45 26 33 33 telefax int. +47-22 83 00 76 www.martela.no

#### **POLAND**

#### Martela Design Center Sp. z o.o.

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www.martela.com