IMPORTER QUESTIONNAIRE

CERTAIN CRYSTALLINE SILICON PHOTOVOLTAIC MODULES OR PANELS

EXPORTED TO AUSTRALIA FROM THE PEOPLE’S REPUBLIC OF CHINA

This questionnaire seeks information in relation to your imports and sales of certain crystalline silicon photovoltaic modules or panels (PV modules or panels) exported to Australia from the People’s Republic of China (China).

This information will be used to assist in determining export prices and non-injurious prices, to construct the Australian market for the goods, and in the assessment of the applicant’s injury claims.

The attached Australian Dumping Notice No 2014/38 provides details of the goods under consideration, the application and the investigation procedures.

|  |  |  |
| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return as quickly as possible but no later than** **21 May 2014** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Commission’s detailed spreadsheets but no later than 28 May 2014** |
| **Part C** | **Sales and expenses** |

**Return address**

**Mail:** The Director

Operations 3

Level 5 Customs House

Anti-Dumping Commission

5 Constitution Ave

Canberra City ACT 2601

**Facsimile**: 1300 882 506

**E-mail**: operations3@adcommission.gov.au

Part A – Company and overseas supplier information

**A.1 Your company**

|  |  |
| --- | --- |
| Company Name |  |
| ABN: |  |
| Contact name: |  |
| Position: |  |
| Mailing address: |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

Provide details on the ownership of your company and major shareholders:

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Describe the role of your company in the Australian market for PV modules or panels – for example, buying or selling agent, importer/distributor, importer/wholesaler, importer/retailer or importer/end-user.

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At what level of trade is each of your customers – for example, distributor, wholesaler, retailer or end-user?

|  |  |
| --- | --- |
| **Customer** | **Level of trade** |
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**A.2 Your overseas supplier(s) of the goods under consideration**

Please complete the below information for each of your overseas supplier of PV modules or panels (using a new box for each supplier).

If you source PV modules or panels from a country other than China, please provide details of the supplier(s) of this PV modules or panels.

|  |  |
| --- | --- |
| Commodity:  | PV modules or panels |
| Supplier name: |  |
| Is the supplier the manufacturer?If ‘no’, please also answer question A.3 in relation to this supplier. |  |
| Forms / Types supplied (E.g. Mono or Poly crystalline; AC or DC PV modules or panels): |  |
| Country of origin: |  |
| Contact name: |  |
| Position: |  |
| Mailing address: |  |
|  |
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|  |
|  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

**A.3 Overseas manufacturer(s) of the goods under investigation**

If the supplier(s) listed in your response to question A.2 above is not the manufacturer of the PV modules or panels supplied, please complete the below for each manufacturer of the PV modules or panels supplied (using a new box for each supplier).

|  |  |
| --- | --- |
| Commodity:  | PV modules or panels |
| Supplier name (from A.2): |  |
| Manufacturer name: |  |
| Country of origin: |  |
| Manufacturer contact name: |  |
| Position: |  |
| Mailing address: |  |
|  |
|  |
|  |
|  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

**A.4 Timing of proposed visit by the Commission**

The Commission would like to commence visits to importers to verify the data submitted within import questionnaire responses and discuss the investigation as soon as possible from **2 June 2014**.

Can you please advise what dates are suitable to your company for this visit?

Please note that it may be helpful to consider the availability of key staff, such as your accountant, purchasing officer or sales staff.

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Address for proposed visit (the address at which your accounting records are held):

|  |  |
| --- | --- |
| Street address: |  |
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|  |
|  |
| Telephone: |  |
| Facsimile: |  |

Part B – Imports and forward orders

Please complete this part after the Commission has provided you with your detailed spreadsheets of imports, and return this part, along with your response to Part C no later than 28 May 2014.

To assist with the identification of imports of the PV modules or panels under investigation, the Commission will shortly provide you with spreadsheets of your imports of PV modules or panels from 1 July 2012 to 31 December 2013.

This information will be provided from the Australian Customs and Border Protection Service’s import database.

Within this spreadsheet, the Commission will select several shipments (by highlighting them) that it wishes to examine in more detail.

**B.1 Import details**

Please complete the “Part B – Cost to import and sell” spreadsheet included in the “PV modules or panels - Importer Questionnaire Spreadsheets” workbook, with details for the highlighted selected shipments.

The spreadsheet should contain costs and sales data for the selected shipments of PV modules or panels exported from China since 1 July 2012. The completed spreadsheet should be returned as part of your Part B response, along with details of your forward orders (see B.3 below).

(Please note that that you cannot complete this part of the questionnaire until the Commission provides you with the respective listing of your imports. The Commission will contact you shortly in this regard after receiving Part A of the questionnaire).

**B.2 Documents required at the visit**

In relation to the shipments selected by the Commission for verification (i.e. those shipments highlighted in the spreadsheet which will be provided by the Commission), please prepare copies of the commercial invoice, bill of lading, packing list and any other documents supporting post exportation costs including;

* overseas freight and insurance;
* customs duties;
* landing and wharfage charges;
* freight forwarding fees;
* cartage/delivery fees; and
* any other charges between the FOB point and the landed, duty paid into-store point.

It would be appreciated if these documents could be assembled into one bundle for each shipment selected. Please retain these copies for presentation at the Commission’s visit.

**B.3 Forward orders**

Please complete the “Part B – Forward Orders” spreadsheet within the “PV modules or panels - Importer Questionnaire Spreadsheets” workbook. The completed spreadsheet should be returned as part of the Part B response, along with details of your selected shipments as discussed in B.1 above.

Part C – Sales and selling expenses

Please return your responses to Part C along with your response to Part B no later than 28 May 2014.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of PV modules or panels exported from China from 1 July 2012 to 31 December 2013.

If possible, and where appropriate, the following data should be provided in Microsoft Excel format (a suggested spreadsheet “Part C – Sales” is provided within the “PV modules or panels - Importer Questionnaire Spreadsheets” workbook).

Please include:

* + Customer name;
	+ Customer level of trade (Distributor, End user etc);
	+ Location – state;
	+ Location – city;
	+ Invoice number;
	+ Invoice date;
	+ Delivery terms (eg. FIS, Ex-warehouse);
	+ Credit terms (days);
	+ Product description Mono or poly crystalline;
	+ Power output (watts (indicate whether AC or DC ));
	+ Quantity (units);
	+ Packing;
	+ Total invoiced price;
	+ Unit invoiced price;
	+ Off invoice discount/rebate amount (if applicable, list each type of discount/rebate individually);
	+ Net unit sales price;
	+ Your supplier of the goods;
	+ Purchase order number to supplier; and
	+ Country of origin.

**C.2 Selling, general and administration expenses**

Please calculate your selling, general and administration costs for PV modules or panels for the period 1 July 2012 to 31 December 2013 and enter this information into the “Part B – Cost to import and sell” spreadsheet included in the “PV modules or panels - Importer Questionnaire Spreadsheets” workbook.

These expenses are normally derived from profit and loss statements or other management records and are typically expressed as a percentage of sales revenue. Where PV modules or panels is only a part of overall company sales, allocations of selling, general and administrative expenses may have to be made.

The Commission will seek to verify your sales data and your estimate of selling, general and administrative expenses at the importer visit.

## Checklist

* Return by **21 May 2014**
* Part A response
	+ Your company details
	+ Supplier/manufacturer details
	+ Suitable dates for verification meeting with the Commission
* Return by **28 May 2014**
* Part B response
* Sales Route spreadsheet of imports
	+ Information on forward orders
* Part C response
	+ Sales spreadsheet of sales
	+ Selling, General and Administration expenses
* During verification meeting (may be required to assist verification)
	+ Copies of source documents of post-exportation costs for shipments
	+ Financial statements
	+ Bank records
	+ Import and post-exportation documents for other shipments
	+ Sales invoices
	+ Documentation to support selling costs (eg freight, warehousing)
	+ Documentation to support SG&A expenses