IMPORTER QUESTIONNAIRE

CERTAIN KRAFT PAPERBOARD

EXPORTED TO AUSTRALIA FROM THE UNITED STATES OF AMERICA

This questionnaire seeks information in relation to your imports and sales of certain kraft paperboard exported to Australia from the United States of America (USA).

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 2020/032 provides details of the goods under consideration, the application and the investigation procedures.

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| --- | --- | --- |
| **Part A** | **Company and overseas supplier information** | **Return as quickly as possible but no later than 6 April 2020** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Commission’s detailed spreadsheets but no later than 20 April 2020** |
| **Part C** | **Sales and expenses** |

The timeliness of your response is important. The Commissioner must consider the direction from the Minister for Industry, Innovation and Science as set out in the *Customs (Extensions of Time and Non-cooperation) Direction 2015* (the Direction). More details on this direction are explained in Anti-Dumping Notice 2015/129, available on the Commission’s website at [www.adcommission.gov.au](http://www.adcommission.gov.au).

**Return E-mail**: [investigations3@adcommission.gov.au](mailto:investigations3@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 kraft paperboard, or if alternatively the kraft paperboard is converted to a final product, the Australian market for the final product – 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?

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| --- | --- |
| **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 kraft paperboard (using a new box for each supplier).

|  |  |
| --- | --- |
| Commodity: | Certain kraft paperboard |
| Supplier name: |  |
| Is the supplier the manufacturer?  If ‘no’, please also answer question A.3 in relation to this supplier. |  |
| Goods supplied: |  |
| 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 kraft paperboard supplied, please complete the below for each manufacturer of the kraft paperboard supplied (using a new box for each supplier).

|  |  |
| --- | --- |
| Commodity: | Certain kraft paperboard |
| 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 verification by the Commission**

The Commission would like to commence verification of importers’ data, submitted in the import questionnaire responses, and discuss the investigation as soon as possible from 31 May 2020. Verification may be completed onsite or via remote methods.

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

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, should an onsite verification be required (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 20 April 2020.

To assist with the identification of imports of the kraft paperboard under investigation, the Commission will shortly provide you with spreadsheets of your imports of kraft paperboard from 1 January 2018 to 31 December 2019.

This information will be provided from the Commission’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 “Certain Kraft Paperboard Importer Questionnaire Spreadsheets” workbook, with details for the highlighted selected shipments.

The spreadsheet should contain costs and sales data for the selected shipments of kraft paperboard **exported** from the USA since 1 January 2018. 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 during the verification**

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, should a visit be required. For remote verification please compile documents into one electronic file.

**B.3 Forward orders**

Please complete the “Part B – Forward Orders” spreadsheet within the “Certain Kraft Paperboard 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 20 April 2020.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of kraft paperboard exported from the USA from 1 January 2018 to 31 December 2019 using the “Part C – Sales” spreadsheet. Alternatively, if the kraft paperboard is converted to a final product in Australia, sales of the final product. Please outline the processes undertaken by your company to convert the kraft paperboard to a final product.

If you have used formulas to complete this spreadsheet, please retain the formulas.

**Model Control Code**

The Commission does not propose an MCC structure at the outset of this investigation. However, please provide information regarding the fibre content breakdown, if imported in rolls or sheets and size of the goods.

The Commission may implement an MCC structure if considered necessary.

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

Please calculate your selling, general and administration (SG&A) costs for kraft paperboard, or if alternatively the kraft paperboard is converted to a final product, the SG&A and conversion costs of the final product, for the period 1 January 2018 to 31 December 2019 and enter this information into the “Part B – Cost to import and sell” spreadsheet included in the “Certain Kraft Paperboard 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 kraft paperboard, or the final product, 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 during the importer verification activities.

**Checklist**

* Return by **6 April 2020**
* Part A response
  + Your company details
  + Supplier/manufacturer details
  + Suitable dates for verification meeting with the Commission
* Return by **20 April 2020**
* 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 (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