

**Exporter Questionnaire**

**Case number:** 583

**Product:**A4 Copy PaperA4 Copy Paper

**From:** Republic of Indonesia

**Investigation period:** 1 April 2020 to 31 March 2021

**Response due by:** **Friday 9 July 2021**7-November-99

**Return completed questionnaire to:** investigations@adcommission.gov.au

**Anti-Dumping Commission website:** [www.adcommission.gov.au](http://www.adcommission.gov.au)

**Responses to the exporter questionnaire must be submitted via SIGBOX. Please contact the Commission on the above email address to request access to SIGBOX.**

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# Instructions

**Why you have been asked to fill out this questionnaire?**

The Anti-Dumping Commission (the Commission) is conducting a dumping investigation into A4 copy paper exported to Australia from the Republic of Indonesia (Indonesia) by PT Pabrik Kertas Tjiwi Kimia Tbk.

The Commission will use the information you provide to determine normal values and export prices over the investigation period (the period). This information will determine whether A4 copy paper is dumped.

Any information provided may be used by the Commission for any purpose consistent with its statutory functions.

**If you do not manufacture the goods**

If you play a role in the export of the goods but do not produce or manufacture the goods (for example, you are a trading company, broker, or vendor dealing in the goods), it is important that you forward a copy of this questionnaire to the relevant manufacturers and inform the Commission of the contact details for these manufacturers **immediately**.

The Commission will still require your company to complete this exporter questionnaire except Section G – Cost to make and sell.

**What happens if you do not respond to this questionnaire?**

You do not have to complete the questionnaire. However, if you do not respond, do not provide all of the information sought, do not provide information within a reasonable time period, or do not allow the Commission to verify the information, we may deem your company to be an uncooperative exporter. In that case the Commission must determine a dumping margin having regard to all relevant information.

Therefore, it is in your interest to provide a complete and accurate response to this exporter questionnaire, capable of verification.

**Extension requests**

If you require a longer period to complete your response to this exporter questionnaire, you must submit a request to the Commission, in writing, for an extension to the due date for all or part of the questionnaire. This request must be made prior to the due date. A request for extension will be rejected if received after the due date.

When considering the extension request, the Commission will have regard to:

* the Commission’s responsibility to conduct the case in a timely and efficient manner;
* the reasons why you could not provide a response within the whole period and not only the period remaining between the request and the due date;
* ordinary business practices or commercial principles;
* the Commission’s understanding of the relevant industry;
* previous correspondence and previous dealings with your company; and
* information provided by other interested parties.

More information on extensions can be found in the Customs (Extension of Time and Non-cooperation) Direction 2015 at <https://www.legislation.gov.au/Details/F2015L01736>.

You will be informed of the decision whether your request for an extension has been rejected, granted in full or granted in part. For example, you may be granted an extension to submit all sections except for Section A or you may be granted a shorter extension than you requested.

A summary of any requests and grants of extensions to submit a response to this exporter questionnaire will be published in the public record.

**Submitting a response to the exporter questionnaire**

Responses to the exporter questionnaire should be lodged via SIGBOX, a secure online document repository. Please contact the Commission on the email address listed on the cover page to request access to SIGBOX.

In submitting the response to the exporter questionnaire, you must answer all questions, include all attachments and spreadsheets, and provide a non-confidential version of your response to this exporter questionnaire.

If your response to this exporter questionnaire contains major deficiencies that, in the Commissioner’s view, cannot be quickly and easily rectified in a further response, then your company may be considered as an uncooperative exporter.

**Confidential and non-confidential responses**

You are required to lodge a confidential version (OFFICIAL: Sensitive) and a non-confidential version (for publishing on the public record) of your response to this exporter questionnaire by the due date. Please ensure that *each page* of information you provide is clearly marked either “**OFFICIAL: Sensitive**” or “**PUBLIC RECORD**”.

All information provided to the Commission in confidence will be treated accordingly. The public record version of your questionnaire will be placed on the public record, and must contain sufficient detail to allow a reasonable understanding of the substance of the information without breaching confidentiality.

A person is not required to provide a summary for the public record if the Commission can be satisfied that no such summary can be given that would allow a reasonable understanding of the substance of the information.

All questionnaires are required to have a bracketed explanation of deleted or blacked out information for the public record version of the questionnaire. An example of a statement to accompany deleted/blacked out text is:

[Explanation of cost allocation through the divisions, by reference to machine hours or weight].

If such an explanation is not provided, the Commission may disregard the information in the submission. Where the public record version of your response to the exporter questionnaire does not contain sufficient detail, your company may be requested to resubmit your response with the required level of detail or, if deadlines have passed, the Commission may not have regard to it.

**Verification of the information that you supply**

The Commission may wish to conduct a verification of your questionnaire response for completeness, relevance and accuracy of the information to your company’s records.

The verification is not meant to be a chance for you to provide new or additional information. The Commission expects your response to the questionnaire to be relevant, complete and accurate.

The verification may include Commission staff visiting your company to conduct on onsite verification[[1]](#footnote-2). Any onsite verification typically commences approximately 2 to 4 weeks after the due date of the response to the exporter questionnaire. To assist with the planning of a verification, please contact the Commission as soon as possible for a potential verification date to be scheduled.

The onsite verification is usually conducted over 4 days. However, in complex cases, it may be scheduled over 5 days. A verification will include a detailed examination of your company’s records and we will collect copies of relevant documents. The verification will require the participation of key staff, including your financial accountant, production manager and sales staff. A tour of the manufacturing facility may also be required during the verification.

The Commission may elect to undertake an alternative verification methodology, rather than an onsite verification, to satisfy itself of the completeness, relevance and accuracy of the data.

Note that the Commission may disregard any data or information that is not verified, including new or additional information provided after the verification.

A report will be prepared following the verification, which details the outcomes of the verification. This report will be placed on the public record and may include the publication of the preliminarily-assessed dumping margin. The Commission considers that the dumping margin is not confidential information, but rather an aggregate figure derived from confidential data.

You will be provided with an opportunity to comment on the accuracy and confidentiality of the verification report prior to its publication on the public record.

For information on the Commission’s verification procedures, refer to Anti-Dumping Notice No. 2016/30 available on the Commission’s website.

**Important instructions for preparing your response**

* All questions in this exporter questionnaire must be completed. If a question is not applicable to your situation, please answer the question with “Not Applicable” and provide an explanation as to why.
* All questions must be answered in English. An English translation must be provided for documents not originally in English. To the extent that the foreign language version differs, the English translation will be given priority as a matter of interpretation in Australia.
* Clearly identify all units of measurement (e.g. KG) and currencies (e.g. AUD) used. Apply the same measurement consistently throughout your response to the questionnaire.
* Label all attachments to your response according to the section of the questionnaire it relates to (e.g. label the chart of accounts as Attachment A-4.6)
* The data must be created as spreadsheet files in Microsoft Excel.
* If you have used formulas to complete spreadsheets, these formulas must be retained and not hard-coded.
* You must retain all worksheets used in answering the questionnaire. Be prepared to provide these worksheets during the Commission’s verification of your data.
* If you cannot present electronic data in the requested format contact the case officer as soon as possible.
* Where possible, electronic data should be shared with the Commission via SIGBOX, a secure online document repository. Please contact the Commission to request access to SIGBOX if required.

# Checklist

This section is an aid to ensure that you have completed all sections of this questionnaire.

|  |  |
| --- | --- |
| **Section** | Please tick if you have responded to all questions |
| Section A Company Information |[ ]
| Section B Export Sales to Australia |[ ]
| Section C Exported Goods and Like Goods |[ ]
| Section D Domestic Sales |[ ]
| Section E Due Allowance |[ ]
| Section F Third Country Sales |[ ]
| Section G Cost to Make and Sell |[ ]
| Section H Market Situation |[ ]
| Section I Indonesian Market |[ ]
| Section J Production and Production Costs | [ ]  |
| Section K Australian Market | [ ]  |
| Exporter’s Declaration | [ ]  |
| Non-Confidential Version of Response | [ ]  |

| **Attachments** | Please tick if you have provided spreadsheet |
| --- | --- |
| B-2 Australian sales |[ ]
| B-2.2 Australian Sales Source Data | [ ]  |
| B-4 Upwards sales |[ ]
| B-5 Upwards selling expenses |[ ]
| D-2 Domestic sales |[ ]
| D-2.2 Domestic Sales Source Data | [ ]  |
| E-2.3 Packing Costs | [ ]  |
| E-3 Delivery | [ ]  |
| E-4 Other Direct Expenses | [ ]  |
| F-2 Third country sales |[ ]
| F-2.2 Third country sale source | [ ]  |
| G-3 Domestic CTM |[ ]
| G-3.2 domestic CTM source | [ ]  |
| G-4 Domestic CTM - PULP | [ ]  |
| G-5 Domestic CTM - WOOD CHIP | [ ]  |
| G-6.1 SG&A listing | [ ]  |
| G-6.2 Dom SG&A calculation | [ ]  |
| G-7 Australian CTM | [ ]  |
| G-7.2 Australian CTM source | [ ]  |
| G-8 Australian CTM - PULP | [ ]  |
| G-9 Australian CTM - WOOD CHIP | [ ]  |
| G-10.2 Sample Allocation Calculation |[ ]
| G-11 Raw material purchases | [ ]  |
| G-11.2 Source Data for G-11 | [ ]  |
| G-12 Upwards costs |[ ]
| G-13 Volume and Inventory | [ ]  |
| G-14 Capacity Utilisation |[ ]

# Goods under consideration

The goods under consideration (the goods) i.e. the goods exported to Australia, allegedly at dumped prices, are:

*Uncoated white paper of a type used for writing, printing or other graphic purposes, in the nominal basis weight range of 67 to 100 gsm (grams per square metre) and cut to sheets of metric size A4 (210mm x 297mm) (also commonly referred to as cut sheet paper, copy paper, office paper or laser paper).*

**Model Control Code**

Details of the model control code (MCC) structure for the goods are detailed in the table below. Export sales data (Section B-2), domestic sales data (Section D-2) and cost to make and sell data (Section G) submitted in this response must follow this MCC structure. At a minimum, the data must report sales and cost data separately for each of the mandatory MCC categories identified by the Commission.

| **Category** | **Sub-category** | **Identifier** | **Sales Data** | **Cost data** |
| --- | --- | --- | --- | --- |
| Weight (grams per square metre (gsm)) | 67 gsm to 70 gsm | W1 | Mandatory | Mandatory |
| 71 gsm to 80 gsm | W2 |
| 81 gsm to 100 gsm | W3 |
| Recycled content | 51% to 100% | R1 | Mandatory | Mandatory |
| 21% to 50% | R2 |
| 0% to 20% | R3 |

In constructing a MCC, use a "-" between each category. For example: W1-R1

The MCCs will be used to match export models to the identical or comparable domestic models. In addition, the MCCs will be used to determine the profitability of domestic sales in the ordinary course of trade by comparing domestic selling prices to the corresponding cost to make and sell. The MCC may also be used to compare the export price to the cost to make the exported model as part of the constructed normal value.

If there are models manufactured and sold by your company that do not align within the MCC structure above, this should be raised by lodging a submission with the Commission as soon as is practicable, but no later than the time this questionnaire is due, otherwise the response may be considered deficient.

1. COMPANY INFORMATION
	1. Company representative and location
2. Please nominate a contact person within your company:

|  |  |
| --- | --- |
| Name: | *Enter Response Here* |
| Position in the company: | *Enter Response Here* |
| Telephone: | Enter Response Here |
| E-mail address: | *Enter Response Here* |

1. If you have appointed a representative, provide the their contact details:

|  |  |
| --- | --- |
| Name: | *Enter Response Here* |
| Telephone: | *Enter Response Here* |
| E-mail address: | *Enter Response Here* |

*In nominating a representative, you are granting authority to the Commission to discuss matters relating to the case with the nominated representative, including your company’s confidential information.*

1. Please provide the location of the where your company’s financial records are held.

*Enter Response Here*

1. Please provide the location of the where your company’s production records are held.

*Enter Response Here*

1. Please provide the location of your company’s production plant manufacturing the goods under consideration.

*Enter Response Here*

* 1. Company information
1. What is the legal name of your business?

*Enter Response Here*

1. Does your company trade under a different name and/or brand?

If **YES**, provide details.

*Enter Response Here*

1. Was your company ever known by a different legal and/or trading name? If **YES**, provide details

*Enter Response Here*

1. Provide a list of your current board of directors and any changes in the last two years.

*Enter Response Here*

1. Is your company part of a group (e.g. parent company with subsidiaries, common ownership, joint-ventures)?

If **YES**, provide:

* 1. A diagram showing the complete ownership structure; and
	2. A list of all related companies and its functions
1. Is your company or parent company publically listed?

If **YES**, please provide:

* 1. The stock exchange where it is listed; and

*Enter Response Here*

* 1. Any principle shareholders[[2]](#footnote-3)

*Enter Response Here*

If **NO**, please provide:

1. A list of all principal shareholders and the shareholding percentages.

*Enter Response Here*

1. What is the overall nature of your company’s business? Include details of the products that your company manufactures and sells and the market your company sells into.

*Enter Response Here*

1. If your business does not perform all of the following functions in relation to the goods under consideration, then please provide names and addresses of the companies which perform each function:
2. produce or manufacture;
3. sell in the domestic market;
4. export to Australia; and
5. export to countries other than Australia.

*Enter Response Here*

1. Provide your company’s internal organisation chart.

*Enter Response Here*

1. Describe the functions performed by each group within the organisation.

*Enter Response Here*

1. Does your company produce brochures, pamphlets or other promotional material? If **YES**, please provide them.

*Enter Response Here*

* 1. General accounting information
1. What is your financial accounting period?

*Enter Response Here*

1. Are your financial accounts audited?

If **YES**, who is the auditor?

*Enter Response Here*

1. What currency are your accounts kept in?

*Enter Response Here*

1. What is the name of your financial accounting system?

*Enter Response Here*

1. What is the name of your sales system?

*Enter Response Here*

1. What is the name of your production system?

*Enter Response Here*

1. If your financial accounting, sales and production systems are different, how do the systems interact? Is it electronically or manual? Please provide a detailed explanation and include diagrams.

*Enter Response Here*

1. Do your accounting practices differ in any way from the generally accepted accounting principles in your country?

If **YES**, please provide details.

*Enter Response Here*

1. Have there been any changes to your accounting practices and/or policies over the last two years?

If **YES**, please provide details.

*Enter Response Here*

* 1. Financial Documents
1. Please provide the two most recently completed annual reports and/or financial statements for your company and any other related companies involved in the production and sale of the goods.

*Enter Response Here*

1. If the financial statements in A-4.1 are unaudited, provide for each company:
2. the tax returns relating to the same period; and
3. reconciliation of the revenue, cost of goods sold, and net profit before tax between the financial statements and tax returns.

*Enter Response Here*

1. Does your company maintain different profit centres?

If **YES**, provide profit & loss statements for the profit centre that the goods falls into for:

1. the most recent financial year; and
2. the period.

*Enter Response Here*

1. If the period is different to your financial period, please provide:
2. Income statements directly from your accounting information system covering the most recent financial period and the period; or
3. Quarterly or half yearly income statements directly from your accounting system covering the most recent financial period and the period.

*Enter Response Here*

1. Please provide a copy of your company’s trial balance (in Excel) covering the period and the most recent financial year.

*Enter Response Here*

1. Please provide your company’s chart of accounts (in Excel).

*Enter Response Here*

*If any of the documents are not in English, please provide a complete translation of the documents.*

1. EXPORT SALES TO AUSTRALIA
	1. Australian export sales process
2. Provide details (and diagrams if appropriate) of the export sales process of your company and representatives (e.g. agents) including:
	1. Marketing and advertising activities
	2. Price determination and/or negotiation process
	3. Order placement process
	4. Order fulfilment process and lead time
	5. Delivery terms and process
	6. Invoicing process
	7. Payment terms and process
	8. names and addresses of intermediaries or third party entities involved in the sale, outlining the nature of the relationship to your company.

*Enter Response Here*

1. In what currency do you invoice your customers for goods exported to Australia? If it is not in your local currency:
	1. Do your customers pay you into a foreign currency denominated account?

If **YES**, provide details;

*Enter Response Here*

* 1. Do you use forward contracts to lock in the foreign exchange rate relating to the export sales?

If **YES**, provide details;

*Enter Response Here*

* 1. How is the exchange rate determined in your accounting system and how often is it updated?

*Enter Response Here*

1. Are there any customers of the goods exported to Australia related to your company?

If **YES**, please provide a list of each related customer and provide details on how the selling price is set.

*Enter Response Here*

1. If sales are in accordance with price lists or price extras list, provide copies of these lists.

*Enter Response Here*

1. Do your export selling prices vary according to the distribution channel identified?

If **YES**, provide details. Real differences in trade levels are characterised by consistent and distinct differences in functions and prices.

*Enter Response Here*

1. Did you provide on-invoice discounts and/or off-invoice rebates to any customer or an associate of the customer in relation to the sale of the goods exported to Australia during the period?

If **YES**, provide a description and explain the terms and conditions that must be met by the customer to obtain the discount and/or rebate.

*Enter Response Here*

1. Did you issue any credit or debit notes (directly or indirectly) to the customer or associate of the customer in relation to the sale of the goods exported to Australia during the period?

If **YES**, provide details of the credit/debit notes including the reasons the credit/debit notes were issued.

*Enter Response Here*

1. In establishing the date of sale, the Commission will normally use the date of invoice as it best reflects the material terms of sale. If you are making a claim that a different date should be taken as the date of sale:
	1. What date are you claiming as the date of sale?

*Enter Response Here*

* 1. Why does this date best reflect the material terms of sale?

*Enter Response Here*

* 1. Australian sales listing
1. Complete the worksheet named “**B-2 Australian sales**”
* This worksheet lists all sales (i.e. transaction by transaction) exported to Australia of the goods invoiced within the period. This includes exports to Australia sold through a domestic customer.
* If you have claimed in B-1.8 that the date of sale is one other than the invoice date, then add the sales within your claimed date of sale.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If there are any direct selling expenses incurred in respect of the exports to Australia not listed in the spreadsheet, add a column. For example, if the delivery terms make you responsible for arrival of the goods at an agreed point within Australia (e.g. delivered duty paid), insert additional columns in the spreadsheet for all other costs incurred.
1. Complete worksheet “**B-2.2 Australian sales source**” showing the relevant source of the data used for each column of worksheet “B-2 Australian sales”.
	1. Sample export documents
2. Select the **TWO** largest invoices by **INVOICE VALUE** and provide the following documentation:
* Contracts
* Purchase order and order confirmation
* Commercial invoice and packing list
* Proof of payment and accounts receivable ledger
* Documents showing bank charges
* Invoices for inland transport
* Invoices for port handling and other export charges
* Bill of lading
* Invoices for ocean freight & marine insurance (if applicable)
* Country of origin certificates (if applicable)

*If the documents are not in English, please provide a translation of the documents.*

1. For **EACH** document, please annotate the documents or provide a table reconciling the details in the “B-2 Australian sales” listing to the source documents in B-3.1.

* 1. Reconciliation of sales to financial accounts
1. Please complete the worksheet named “**B-4 Upwards sales**” to demonstrate that the sales listings in **B-2**, **D-2** and **F-2** are complete.
* You must provide this list in electronic format using the template provided.
* Please use the currency that your accounts are kept in.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Please provide **ALL** documents, other than those in A-4, B-2 and D-2, required to complete the “**B-4 Upwards sales**” worksheet. If the documents include spreadsheets, all formulas used must be retained.
2. For any amount in the “B-4 Upwards sales” worksheet that is hard coded (i.e. not a formula), please cross-reference by providing:
* the name of the source document, including the relevant page number, in column D of the worksheet; and
* highlight or annotate the amount shown in the source document; and
* provide the account code and sub-account code (if applicable) at column E of the worksheet.
	1. Reconciliation of direct selling expenses to financial accounts
1. Please complete the worksheet named “**B-5 Upwards selling expense**” to demonstrate that the direct selling expenses (e.g. Inland transport) in B-2 and D-2 are complete.
* You must provide this list in electronic format using the template provided.
* Please use the currency that your accounts are kept in.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Please provide all documents, other than those in A-4, B-2 and D-2, required to complete the “B-5 Upwards selling expense” worksheet. If the documents include spreadsheets, all formulas used must be retained.
2. For any amount in the “B-5 Upwards selling expense” worksheet that is hard coded (i.e. not a formula), please cross-reference by providing:
* the name of the source document, including the relevant page number, in column C of the worksheet; and
* highlight or annotate the amount shown in the source document; and
* provide the account code and sub-account code (if applicable) at column D of the worksheet.
1. EXPORTED GOODS AND LIKE GOODS

The Commission considers the MCC structure in and of itself is not likely to be commercially sensitive information. Any claim that disclosing the MCC information is confidential or would adversely affect your business or commercial interests must be raised by lodging a submission as soon as practicable, but no later than the time this questionnaire is due.

* 1. Models exported to Australia
1. Fully describe all of the goods your company exported to Australia during the period. Include specification details and any technical and illustrative material that may be helpful in identifying, or classifying, the goods exported to Australia.

*Enter Response Here*

1. Provide a list of MCCs of the goods exported to Australia. This must cover all MCCs listed in the Australian sales listing in B-2.
* This list must be disclosed in the public record version of the response.

*Enter Response Here*

* 1. Models sold in the domestic market
1. Fully describe all like goods your company sold on the domestic market during the period. Include specification details and any technical and illustrative material that may be helpful in identifying, or classifying, the like goods sold on the domestic market.

*Enter Response Here*

1. Provide a list of MCCs of like goods sold on the domestic market. This must cover all MCCs listed in the domestic sales listing in D-2.
* This list must be disclosed in the public record version of the response.

*Enter Response Here*

* 1. Internal product codes
1. Does your company use product codes or stock keeping unit (SKU) codes?

If **YES**:

* 1. Provide details of the product or SKU coding system for the goods, such as a legend or key of the meaning for each code within the product or SKU code.

*Enter Response Here*

* 1. Provide details on how you mapped the product or SKU codes to the MCC for the purpose of completing this questionnaire.

*Enter Response Here*

* 1. Provide a table of showing the product or SKU codes for each MCC.

*Enter Response Here*

If **NO**:

1. Provide details on the method used to identify the MCC in the sales and cost spreadsheets.

*Enter Response Here*

1. DOMESTIC SALES
	1. Domestic sales process
2. Provide details (and diagrams if appropriate) of the domestic sales process of your company and any other related entities including:
	1. Marketing and advertising activities
	2. Price determination and/or negotiation process
	3. Order placement process
	4. Order fulfilment process and lead time
	5. Delivery terms and process
	6. Invoicing process
	7. Payment terms and process
	8. names and addresses of intermediaries or third party entities involved in the sale, outlining the nature of the relationship to your company.

*Enter Response Here*

1. Are any domestic customers related to your company?

If **YES**, please provide a list of each related customer and provide details on how the selling price is set.

*Enter Response Here*

1. If sales are in accordance with price lists or price extras list, provide copies of these lists.

*Enter Response Here*

1. Do your domestic selling prices vary according to the distribution channel identified?

If **YES**, provide details. Real differences in trade levels are characterised by consistent and distinct differences in functions and prices.

*Enter Response Here*

1. Did you provide on-invoice discounts and/or off-invoice rebates to the customer or an associate of the customer in relation to the sale of the like goods during the period?

If **YES**, provide a description; and explain the terms and conditions that must be met by the customer to obtain the discount and/or rebate.

*Enter Response Here*

1. Did you issue any credit or debit notes (directly or indirectly) to the customer or associate of the customer in relation to the sale of the like goods during the period?

If **YES**, provide details of the credit/debit notes including the reasons the credit/debit notes were issued.

*Enter Response Here*

1. In establishing the date of sale, the Commission will normally use the date of invoice as it best reflects the material terms of sale. If you are making a claim that a different date should be taken as the date of sale:

*Enter Response Here*

* 1. What date are you claiming as the date of sale?

*Enter Response Here*

* 1. Why does this date best reflect the material terms of sale?

*Enter Response Here*

* 1. Domestic sales listing
1. Complete the worksheet named “D-2 Domestic sales”
* This worksheet lists all domestic sales (i.e. transaction by transaction) of like goods invoiced within the period, even if they are models not exported to Australia
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then add the sales within your claimed date of sale.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If there are any other costs, charges or expenses incurred in respect of the sales listed which have not been identified in the table in question D-2 above, add a column for each item. For example, certain other selling expenses incurred.
1. Complete worksheet “D-2.2 domestic sales source” listing the source of the data used for each column in worksheet “D-2 domestic sales”.
	1. Sample domestic sales documents
2. Select the **TWO** largest invoices by **INVOICE VALUE** and provide the following documentation:
* Contracts
* Purchase order and order confirmation
* Commercial invoice and packing list
* Proof of payment and accounts receivable ledger
* Documents showing bank charges
* Delivery invoices

*If the documents are not in English, please provide a translation of the documents.*

1. For EACH document supplied in response to D-3.1, please annotate the documents or provide a table reconciling the details in the “D-2 Domestic sales” listing to the source documents in D-3.1.
	1. Reconciliation of sales to financial accounts

This section is not required if you have completed B-4.

1. Please complete the worksheet named “B-4 Upwards sales” to demonstrate that the sales listings in D-2 and F-2 are complete.
* You must provide this list in electronic format using the template provided.
* Please use the currency that your accounts are kept in.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Please provide all documents, other than those in A-4, D-2 and F-2, required to complete the “B-4 Upwards sales” worksheet. If the documents include spreadsheets, all formulas used must be retained.
2. For any amount in the “B-4 Upwards sales” worksheet that is hard coded (i.e. not a formula), please cross-reference by providing:
* the name of the source document, including the relevant page number, in column D of the worksheet; and
* highlight or annotate the amount shown in the source document; and
* provide the account code and sub-account code (if applicable) at column E of the worksheet.
1. DUE ALLOWANCE
	1. Credit expense
2. Do you provide credit to any domestic customers in relation to sales of like goods (i.e. payment terms that are not on a cash or pre-payment basis)? If yes:
	1. Do you provide a rolling credit facility to your domestic customers (i.e. no specific payment terms agreed at the time of sale)?

If **YES**:

* + 1. Calculate the accounts receivable turnover for each domestic customer (credit sales divided by the average accounts receivable).
		2. Calculate the average credit term for each domestic customer by dividing 365 by the accounts receivable turnover
	1. Do you have short term borrowings or an overdraft facility?

If **YES**, what is the interest rate, or average of interest rates and explain how this is determined?

*Enter Response Here*

* 1. Do you have term deposits or other cash product (e.g. bonds)?

If **YES**, what is the interest rate, or average of interest rates and explain how this is determined?

*Enter Response Here*

1. Do you provide credit to any Australian customers in relation to sales of the goods (i.e. payment terms that are not on a cash or pre-payment basis)?

If **YES**:

* 1. Do you provide a rolling credit facility to your Australian customers (i.e. no specific payment terms agreed at the time of sale)?

If **YES**:

* + 1. Calculate the accounts receivable turnover for each Australian customer (credit sales divided by the average accounts receivable).
		2. Calculate the average credit term for each Australian customer by dividing 365 by the accounts receivable turnover
	1. If your Australian customers pay you into a foreign currency denominated account (question B-1.2(a) refers):
		1. Do you have short term borrowings or an overdraft facility denominated in the same foreign currency?

If **YES**, what is the interest rate, or average of interest rates and explain how this is determined?

*Enter Response Here*

* + 1. Do you have term deposits or other cash product (e.g. bonds) denominated in the same foreign currency?

If **YES**, what is the interest rate, or average of interest rates and explain how this is determined?

*Enter Response Here*

* 1. Packaging
1. Describe packaging used for your domestic sales of like goods?

*Enter Response Here*

1. Describe the packaging used for your export sales of the goods to Australia?

*Enter Response Here*

1. If there are distinct differences in packaging between your domestic and export sales:
	1. Describe the differences between the packing for your domestic sales and export sales, e.g. costs, materials, process.

*Enter Response Here*

* 1. **Calculate** the weighted average packaging cost for each model, or all models generally, sold on the domestic market by completing the table “***Domestic Sales Packing Costs***” in worksheet “**E-2.3 Packing Costs**”.

Ensure to cross reference the source of the data from your accounting records (worksheet “D-2.2 Domestic sales source” refers).

* 1. **Calculate** the weighted average packaging cost for each model, or all models generally, exported to Australia by completing table **“*Australian Sales Packing Costs”***in worksheet “**E-2.3 Packing Costs**”.

Ensure to cross reference the source of the data from your accounting records (worksheet “B-2.2 Australian sales source” refers)

* 1. Delivery
1. Are any domestic sales of like goods delivered to the customer?

If **YES**

1. Please state if you outsource delivery of like goods to a third party transport provider or use company owned (in-house) delivery assets and functions?

*Enter Response Here*

1. How did you calculate the transportation costs reported in the domestic sales listing in D-2?

*Enter Response Here*

1. Provide workings by completing table ***“E-3.2 Domestic Sales Inland Transport Expense”***in worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “D-2.2 domestic sales source” and “B-5 Upwards selling expense”.
2. What are the delivery terms of the export sales of the goods to Australia?

*Enter Response Here*

If you export (sold) the goods to Australia through an intermediary, identify the name of the intermediary or third party and state the delivery terms relating to the intermediary or third party?

*Enter Response Here*

Please state all forms of delivery terms. Delivery terms reported in the Australian sales listing in B-2 will be validated against the source documentation relevant to your Australian sales.

*Enter Response Here*

1. Do the delivery terms of your Australian sales include charges relating to transport of the goods to the port export?
2. If **YES**, identify the entity that incurred the expense.

*Enter Response Here*

1. Do you outsource delivery of the goods to a third party transport provider or use company owned (in-house) delivery assets and function?

*Enter Response Here*

1. How did you calculate the inland transport charges to the port of export reported in the Australian sales listing in B-2?

*Enter Response Here*

1. Provide workings by completing table ***“E-3.3 Australian sales inland transport expense to port of export”*** in worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”.
2. Do the delivery terms of your Australian sales include charges relating to the port of export?
3. If **YES**, identify the entity that incurred the expense.

*Enter Response Here*

1. How did you calculate the port charges reported in the Australian sales listing in B-2?

*Enter Response Here*

1. Provide workings by completing table ***“E-3.4 Australian sales port of export handling charges”*** in worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”.
2. Do the delivery terms of your Australian sales include charges for ocean freight?
3. If **YES**, identify the entity that incurred the expense.

*Enter Response Here*

1. How did you calculate the ocean freight expenses reported in the Australian sales listing in B-2?

*Enter Response Here*

1. Provide workings by completing table “***E-3.5 Australian sales post exportation expenses”*** in worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”.
2. Do the delivery terms of your Australian sales includes charges for marine insurance?
3. If **YES**, identify the entity that incurred the expense.

*Enter Response Here*

1. How did you calculate the marine insurance expenses reported in the Australian sales listing in B-2?

*Enter Response Here*

1. Provide workings by completing table “***E-3.5 Australian sales post exportation expenses”*** in worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”.
2. Do the delivery terms of your Australian sales include Australian importation expenses and costs associated with the delivery to the Australian customer?
3. If **YES**, identify the entity that incurred the expense.

*Enter Response Here*

1. How did you calculate the Australian importation expenses and costs associated with the delivery to the Australian customer reported in the Australian sales listing in B-2?

*Enter Response Here*

1. If **NO**, is the Australian customer compensated, reimbursed or otherwise to offset or cover the cost of Australian importation expenses and costs associated with the delivery to the Australian customer;

*Enter Response Here*

1. Provide workings by completing table “***E-3.5 Australian sales post exportation expenses”*** worksheet **“E-3 Delivery”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”.
	1. Other direct selling expenses
2. Do you provide sales commissions for domestic sales of like goods and/or export sales of the goods?

If **YES**, provide details below.

*Enter Response Here*

1. Are there any differences in tax liability between domestic and export sales?

If **YES**, provide details, for example:

* What is the rate of value-added tax (VAT) on sales of the goods and like goods?
* How is VAT accounted for in your records in relation to sales of the goods and like goods?
* Do you receive a VAT refund in relation to sales of the goods and/or like goods?
* Do you receive a remission or drawback of import duties on inputs consumed in the productions of the goods or like goods?

*Enter Response Here*

1. Are there any other direct selling expenses incurred by your company in relation to domestic sales of like goods?

If **YES**, provide details:

* Clearly identify each expense item your response below
* Provide workings by completing table ***“E-4.3 Domestic Sales Other Direct Selling Expenses”*** in worksheet **“E-4 Other Direct Expenses”** and cross reference relevant data sources consistent with your response to worksheet “D-2.2 Domestic sales source” and “B-5 Upwards selling expense”
* These direct selling expenses must be included in the reconciliation of direct selling expenses in B-5

*Enter Response Here*

1. Are there any other direct selling expenses incurred by your company in relation to export sales of the goods to Australia?

If **YES**, provide details:

* Clearly identify each expense item your response below
* Provide workings by completing table ***“E-4.4 Australian Other Direct Expenses”*** in worksheet **“E-4 Other Direct Expenses”** and cross reference relevant data sources consistent with your response to worksheet “B-2.2 Australian sales source” and “B-5 Upwards selling expense”
* These direct selling expenses must be included in the reconciliation of direct selling expenses in B-5

*Enter Response Here*

* 1. Other adjustment claims
1. Are there any other adjustments required to ensure a fair comparison between the export price and the normal value (based on domestic sales, costs and/or third country sales)?

If **YES**, provide details specific to each claimed adjustment item.

* An adjustment will only be made where there is evidence that the difference affects price comparability.
* Refer to Chapter 15 of the *Dumping and Subsidy Manual (November 2018)* for more information.

*Enter Response Here*

1. Please specify below for which adjustment outlined above in E-5.1 the data has been provided.

*Enter Response Here*

1. THIRD COUNTRY SALES
	1. Third country sales process
2. Are your sales processes to any third country (i.e. exports to countries other than Australia) different to the sales process described in B-1.1?

If **YES**, provide details of the differences.

*Enter Response Here*

1. Are there any third country customers related to your company?

If yes, please provide a list of each related customer and provide details on how the selling price is set.

*Enter Response Here*

1. In establishing the date of sale, the Commission will normally use the date of invoice as it best reflects the material terms of sale. If you are making a claim that a different date should be taken as the date of sale:
	1. What date are you claiming as the date of sale?

*Enter Response Here*

* 1. Why does this date best reflect the material terms of sale?

*Enter Response Here*

* 1. Third country sales listing
1. Complete the worksheet named “F-2 Third country sales”
* This worksheet lists all export sales, summarised by country and customer, to third countries of like goods invoiced within the period.
* If you have claimed in F-1.3 that the date of sale is one other than the invoice date, then add sales with your claimed date of sale.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Complete worksheet “F-2.2 third country sales source” listing the source of the data for each column in the worksheet “F-2 third country sales”.
	1. Differences in sales to third countries
2. Are there any differences in sales to third countries which may affect their comparison to export sales to Australia?

If **YES**, provide details.

*Enter Response Here*

1. COST TO MAKE AND SELL
	1. Production process
2. Describe the production process for the goods and provide a flowchart of the process. Include details of all products manufactured using the same production facilities as those used for the goods. Also specify all scrap or by-products that result from producing the goods.

*Enter Response Here*

1. Are any of your suppliers related to your company (regardless of whether it is relevant to the manufacture of the goods)? If yes, please provide details including the product or services supplied by the related company.

*Enter Response Here*

* 1. Cost accounting practices
1. Is your company’s cost accounting system based on actual or standard costs (budgeted)?

*Enter Response Here*

1. If your company uses standard costs:
2. Were standard costs used as the basis of actual costs in your responses G-3.1 & G-7.1?

*Enter Response Here*

1. Have all variances (i.e. differences between standard and actual production costs) been allocated to the goods?

*Enter Response Here*

1. How were those variances allocated?

*Enter Response Here*

1. Provide details of any significant or unusual cost variances that occurred during the period.

*Enter Response Here*

1. Do you have different cost centres in your company’s cost accounting system?

If **YES**, list the cost centres, provide a description of each cost centre and the allocation methodology used in your accounting system.

*Enter Response Here*

1. To what level of product specificity (models, grades etc.) does your company’s cost accounting system normally record production costs?

*Enter Response Here*

1. Are there any costs for management accounting purposes valued differently to financial accounting purposes?

If **YES**, provide details of the differences.

*Enter Response Here*

1. Has your company engaged in any start-up operations in relation to the goods?

If **YES**:

1. Describe in detail the start-up operation giving dates (actual or projected) of each stage of the start-up operation.

*Enter Response Here*

1. State the total cost of the start-up operation and the way that your company has treated the costs of the start-up operation it its accounting records.

*Enter Response Here*

1. What is the method of valuation for raw material, work-in-progress, and finished goods inventories (e.g. last in first out –LIFO, first in first out- FIFO, weighted average)?

*Enter Response Here*

1. What are the valuation methods for damaged or sub-standard goods generated at the various stages of production?

*Enter Response Here*

1. What are the valuation methods for scrap, by products, or joint products?

*Enter Response Here*

1. Are any management fees/corporate allocations charged to your company by your parent or related company?

If **YES**, provide details

*Enter Response Here*

* 1. Cost to make like goods (A4 copy paper) on domestic market
1. Complete the worksheet named "**G-3 Domestic CTM**".
* This worksheet lists the quarterly cost to make the domestic models of like goods by MCC manufactured within the period, even if they are models not exported to Australia.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold) for each MCC.
* If any imputation tax (e.g. value-added tax) is payable on the purchase of goods or services to manufacture like goods, report the costs excluding the imputation tax. All other taxes payable (e.g. import duty) must be included as ‘other costs’ if not already included, for example, under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then provide the cost for the quarters that all domestic sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the period.
1. Complete worksheet titled “**G-3.2 domestic CTM source**” listing the source of the data for each column of the worksheet “G-3 domestic CTM”.
	1. Cost to make PULP for domestic market like goods
2. Are you a fully integrated producer who makes **PULP** to manufacture A4 copy paper sold on your domestic market?

*Enter Response Here*

If **NO**, go to question G-11.

If **YES**, complete the worksheet named "**G-4 Domestic CTM – PULP**".

* Raw material costs should be reported at the WOOD CHIP level in this worksheet.
* This worksheet lists the monthly pulp production costs used as a raw material input to manufacture A4 copy paper sold on your domestic market, even if the A4 copy paper models are not exported to Australia.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold)
* If any imputation tax (e.g., value-added tax) is payable on the purchase of goods or services to manufacture like goods, report the costs excluding the imputation tax. All other taxes payable (e.g., import duty) must be included as ‘other costs’ if not already included, e.g., under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then provide the cost for the months that all domestic sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the review period.
	1. Cost to make WOOD CHIP for domestic market like goods
1. Are you a fully integrated producer who makes **WOOD CHIP** to manufacture A4 copy paper sold on your domestic market?

*Enter Response Here*

If **NO**, go to question G-11.

If **YES**, complete the worksheet named "**G-4 Domestic CTM – WOOD CHIP**".

* Raw material costs should be reported at the LOG level in this worksheet.
* This worksheet lists the monthly WOOD CHIP production costs used as a raw material input to manufacture PULP which is consumed in the production of A4 copy paper sold on your domestic market, even if the A4 copy paper models are not exported to Australia.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold)
* If any imputation tax (e.g., value-added tax) is payable on the purchase of goods or services to manufacture like goods, report the costs excluding the imputation tax. All other taxes payable (e.g., import duty) must be included as ‘other costs’ if not already included, e.g., under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then provide the cost for the months that all domestic sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the review period.
	1. Selling, General & Administration expenses
1. Complete the worksheet named "**G-6.1 SG&A listing**".
* This worksheet lists all selling, general and administration expenses by account code for the most recent accounting period and the period.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Complete the worksheet named "**G-6.2 Domestic SG&A calculation**".
* This worksheet calculates the unit domestic SG&A for each MCC.
* You must provide this list in electronic format using the template provided.
* Please use the formulas provided.
	1. Cost to make the goods (A4 copy paper) exported to Australia
1. Complete the worksheet named "**G-7 Australian CTM**".
* This worksheet lists the quarterly cost to make the Australian models of the goods under consideration by MCC manufactured within the period.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold) for each MCC.
* If any imputation tax (e.g. value-added tax) is payable on the purchase of goods or services to manufacture the goods, report the costs excluding the imputation tax. All other taxes payable (e.g. import duty) must be included as ‘other costs’ if not already included, for example, under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 that the date of sale is one other than the invoice date, then provide the cost for the quarters that all Australian sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the period.
1. Complete worksheet titled **“G-7.2 Australian CTM source**” listing the source of the data for each column of worksheet “G-7 Australian CTM”.
	1. Cost to make PULP for sales of the goods exported to Australia
2. Are you a fully integrated producer who makes **PULP** to manufacture A4 copy paper sales exported to Australia?

*Enter Response Here*

If **YES**, complete the worksheet named "**G-8 Australian CTM - PULP**".

* Raw material costs should be reported at the WOOD CHIP level in this worksheet.
* This worksheet lists the monthly pulp production costs used as a raw material input to manufacture A4 copy paper sold on your domestic market, even if the A4 copy paper models are not exported to Australia.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold)
* If any imputation tax (e.g., value-added tax) is payable on the purchase of goods or services to manufacture like goods, report the costs excluding the imputation tax. All other taxes payable (e.g., import duty) must be included as ‘other costs’ if not already included, e.g., under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then provide the cost for the months that all domestic sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the review period.
	1. Cost to make WOOD CHIP for sales of the goods exported to Australia
1. Are you a fully integrated producer who makes **WOOD CHIP** to manufacture A4 copy paper sales exported to Australia?

*Enter Response Here*

If **NO**, go to question G-11.

If **YES**, complete the worksheet named "**G-9 Australian CTM – WOOD CHIP**".

* Raw material costs should be reported at the LOG level in this worksheet.
* This worksheet lists the monthly WOOD CHIP production costs used as a raw material input to manufacture PULP which is consumed in the production of A4 copy paper sold on your domestic market, even if the A4 copy paper models are not exported to Australia.
* The costs must be based on actual cost of production (i.e. not standard costs or cost of goods sold)
* If any imputation tax (e.g., value-added tax) is payable on the purchase of goods or services to manufacture like goods, report the costs excluding the imputation tax. All other taxes payable (e.g., import duty) must be included as ‘other costs’ if not already included, e.g., under material costs.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* If you have claimed in B-1.8 and/or D-1.7 that the date of sale is one other than the invoice date, then provide the cost for the months that all domestic sales are made within your claimed date of sale, even if doing so means that such cost data predates the commencement of the review period.
	1. Cost allocation method
1. What is the allocation method used to complete in G-3 domestic CTM and G-7 Australian CTM for:

|  |  |
| --- | --- |
| * + 1. Raw Material
 | *Enter Response Here* |
| * + 1. Labour
 | *Enter Response Here* |
| * + 1. Manufacturing overheads
 | Enter Response Here |

1. Select the domestic model (export model if you have no domestic production of like goods) with the largest production volume over the period and provide worksheets demonstrating the allocation method described in G-10.1 from your normal cost accounting system to the cost for that model reported in G-3.1.

Provide your worksheets as **Confidential Attachment G-10.2**.

* 1. Major raw material purchases
1. For each raw material (pulp, wood chips or logs) which individually account for 10% or more of the total cost to make, complete the worksheet named **“G-11 Raw material purchases”.**
* This worksheet lists all raw material purchases (i.e. transaction by transaction) purchased by your company within the period.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Provide a table listing the source of the data for each column of the **“G-11.2 Source Data for G-11”** listing.
2. For each raw material:
	1. Select the **TWO** largest invoices by value and provide the commercial invoice and proof of payment.
	2. Reconcile the total value listed in **“G-11 Raw material purchases”** listing to relevant purchase ledgers or trial balances in your accounting system.
	3. Provide copies of all documents used to demonstrate the reconciliation.
3. Are any of the suppliers reported in worksheet “G-11 Raw material purchases” related to your company?

If **YES**,

* + - 1. State the name of each supplier and the relevant material below

*Enter Response Here*

* + - 1. Provide details on how the price is set for the material purchased from each of the suppliers identified in the above response

*Enter Response Here*

* 1. Reconciliation of cost to make to audited financial statements
1. Please complete the worksheet named **“G-12 Upwards costs”** to demonstrate that the cost listings in G-3 and G-7 are complete.
* You must provide this list in electronic format using the template provided.
* Please use the currency that your accounts are kept in.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Please provide any documents, other than those in A-4, G-3 and G-7, required to complete the “G-12 Upwards costs” worksheet.
2. For any amount that is hard coded (i.e. not a formula), please cross-reference by providing:
* the name of the source document, including the relevant page number, in column D of the worksheet; and
* highlight or annotate the amount shown in the source document; and
* provide the account number and sub-account number (if applicable) at column E of the worksheet.
	1. Production of the goods under consideration
1. Complete the worksheet named “**G-13 Volume and Inventory**”.
* This worksheet requests completion of quarterly inventory movement data relating to all production of
1. like goods for the domestic market at table “**G-13.1 Domestic Market**”; and
2. the goods for the Australian market at table “**G-13.2 Australian Market**”.
* The value and volume of the inventory should be based on the actual cost or value as represented in the financial accounts (i.e. not standard costs or cost of goods sold) for each MCC.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
* **Ensure any supporting worksheets, calculations or documents relating to data are clearly marked as confidential exhibit to G-13.**
1. Describe your company’s practices for capturing the production quantities reported at worksheets “G-3 domestic CTM” and “G-7 Australian CTM”. Consider using a flowchart in answering this question.

*Enter Response Here*

1. Outline the types of source documents kept by the company in relation to production quantities and how the production quantities are entered into the accounting system. Consider using a flowchart in answering this question.

*Enter Response Here*

1. Briefly explain the reasons for any differences between:
	1. the production quantities reported at worksheet “G-3 domestic CTM” and the sales volumes reported at worksheet “D-2 domestic sales”;

*Enter Response Here*

**AND**

* 1. the production quantities reported at worksheet “G-7 Australian CTM” and the sales volumes reported at worksheet “D-2 domestic sales”.

*Enter Response Here*

1. Do you have warehousing facilities for the goods exported to Australia or sold domestically? If **NO**, what do you do with excess inventory?

*Enter Response Here*

If **YES**, please outline:

* 1. the volume capacity of these facilities;
	2. the monthly amount of inventory maintained during the period; and
	3. the average period of time that inventory is retained, and how this is calculated.

*Enter Response Here*

* 1. Capacity Utilisation
1. Please complete the worksheet named **“G-14 Capacity Utilisation”**.
* You must provide this list in electronic format using the template provided.
* If you have used formulas to complete this worksheet, these formulas must be retained.
1. Explain how the production capacity and capacity utilisation has been calculated.

*Enter Response Here*

1. MARKET SITUATION

The applicant has claimed that the situation in the market of the country of export is such that sales in that market are not suitable for use in determining normal value. The information provided in sections H, I J and K will assist the Commission to better understand the Indonesian and Australian markets and to assess whether sales in the Indonesian market are suitable for determining a normal value.

* 1. Reporting requirements
1. Describe generally all interaction that your business has with the Government of Indonesia at all levels, including (but not limited to):
2. reporting requirements;
3. payment of taxes;
4. senior management representation within your business;
5. approval/negotiation of business decisions (e.g. investment decisions, management decisions, pricing decisions, production decisions, sales decisions);
6. licensing;
7. restrictions on land use;
8. provision of loans; or
9. provision of grants, awards or other funds.

*Enter Response Here*

* 1. Business structure, ownership and management
1. Indicate whether your company is a state-owned or state-invested enterprise (SIE) (refer to the Glossary of Terms for definition).

*Enter Response Here*

1. List the Board of Directors and Board of Shareholders of your business and all other entities/businesses your business is related to. Indicate the names of common directors and officers between yours and related businesses, where applicable.

*Enter Response Here*

1. Are any members of your business’ (and/or all other entities your business is related to) Board of Directors or Board of Shareholders representatives, employees, or otherwise affiliated with the Government of Indonesia (at any level, from any agency, or otherwise associated entity)?

If **YES**, identify the individuals, their role on that Board and their affiliation with the Government of Indonesia.

*Enter Response Here*

1. Are any members of your business’ (and/or all other entities your business is related to) Board of Directors or Board of Shareholders appointed, managed or recommended by the Government of Indonesia? If yes, identify any relevant government department(s) they are affiliated with.

*Enter Response Here*

1. Indicate who owns what percentage of all shares in your business and identify whether they are:
* an affiliate, representative, agency or otherwise representative of the Government of Indonesia;
* employees of your business;
* foreign investors; or
* other (please specify).

*Enter Response Here*

1. Provide the details of any significant changes in the ownership structure of your business during the [original] investigation period.

*Enter Response Here*

1. Identify any positions within your business that are appointments or designated to act on behalf of Government of Indonesia authorities.

*Enter Response Here*

1. Explain whether there are requirements in law and in practice to have government representation at any level of your business. If there is such a requirement, explain the role of government representatives appointed to any level of your business.

*Enter Response Here*

1. If your business is a publicly-traded company, what are the rules regarding the issuance of shares by your business? Identify any stock exchanges on which your business is listed.

*Enter Response Here*

1. Provide the monthly trading volume and average monthly trading price of your listed security between 1 January 2015 and 31 December 2015.

*Enter Response Here*

1. Who has the ability to reward, fire or discipline your business’ senior managers?

*Enter Response Here*

1. Do any of your company’s senior managers hold positions in any Government of Indonesia departments or organisations, associations or Chambers of Commerce? If so describe the nature of these positions.

*Enter Response Here*

1. Provide the names and positions of your company’s pricing committee.

*Enter Response Here*

* 1. Licensing
1. Provide a copy of your business license(s).

*Enter Response Here*

1. Identify the Government of Indonesia departments or offices responsible for issuing the license(s).

*Enter Response Here*

1. Describe the procedures involved in applying for the license(s).

*Enter Response Here*

1. Describe any requirements or conditions that must be met in order to obtain the license(s).

*Enter Response Here*

1. Describe and explain any restrictions imposed on your business by the business license(s).

*Enter Response Here*

1. Describe any sanctions imposed on your business if you act outside the scope of your business license(s).

*Enter Response Here*

1. Describe and explain any rights or benefits conferred to your business under the license(s).

*Enter Response Here*

1. Describe the circumstances under which your business license(s) can be revoked, and who has the authority to revoke the license(s).

*Enter Response Here*

* 1. Decision making, planning and reporting
1. Provide a description of your business’ decision-making structure in general and in respect of the goods. This should identify the persons or bodies primarily responsible for deciding:
	1. what goods are produced;
	2. how the goods are produced;
	3. how levels of inputs such as raw materials, labour and energy are set and secured;
	4. how the use of your outputs, such as product mix, is determined; and
	5. how your business’ profit is distributed.

*Enter Response Here*

1. Provide a description of any Government of Indonesia input into the decision-making process respecting your manufacture, marketing and sale of A4 copy paper.

*Enter Response Here*

1. Provide a list of all government departments/offices that are involved, either directly or indirectly, in your manufacture, sale or purchase of A4 copy paper.

*Enter Response Here*

1. List and describe all reports that must be submitted to the Government of Indonesia periodically by your company, and identify the government department/office where each report is filed.

*Enter Response Here*

1. Provide copies of the minutes of your Board of Directors and Board of Shareholders meetings over the period.

*Enter Response Here*

1. Provide copies of the notes to company meetings where pricing decisions on the goods under consideration have been made over the period.

*Enter Response Here*

* 1. Government of Indonesia measures in the pulp and paper sector

The information requested in this part will allow for a better understanding of the Government of Indonesia’s measures in respect of A4 copy paper in Indonesia, in addition to your response to each of the questions, all necessary supporting documentation is requested.

1. Are there any Government of Indonesia opinions, directives, decrees, promulgations, measures, etc. concerning the pulp and paper industry/sector that were put in place or operating during the investigation period?

If **YES**, please provide a copy of that documentation and accompanied with an English translated version.

Also provide documentation concerning the Government of Indonesia or any association of the Government of Indonesia’s notification of the measures concerning A4 copy paper to your company over the investigation period.

*Enter Response Here*

1. Provide information concerning the name of any Government of Indonesia departments, bureaus or agencies responsible for the administration of all government measures concerning the A4 copy paper industry in the regions, provinces or special economic zones where your company is located. Ensure that your response includes contact information regarding the following areas:
* industrial policy and guidance on the A4 copy paper sector;
* market entry criteria for the A4 copy paper industry sector;
* environmental enforcement for the A4 copy paper industry sector;
* management of land utilization;
* investigation and inspection of new A4 copy paper expansion facilities;
* import licensing for raw materials relating to A4 copy paper manufacture.

*Enter Response Here*

1. Has the Government of Indonesia designated your company and/or industry (i.e. forestry and pulp and paper) as “strategic,” “encouraged,” “priority,” or any other designation?

If **YES**, please answer the following questions.

1. Explain the purpose of these designations, the criteria for receiving any such designation, and the benefits or obligations that arise from each such designation.
2. Is there any connection between these designations and other industrial and/or economic policies or administrative measures?
3. Please describe any instances in which your company cited Government of Indonesia plans, policies, or measures as support for receiving the financing that you report.

*Enter Response Here*

* 1. Taxation
1. Were there any export taxes on the exports of A4 copy paper during the investigation period?

*Enter Response Here*

1. What was the value-added tax (VAT) rebate applicable to A4 copy paper exports during the investigation period?

*Enter Response Here*

1. Have there been any changes to the VAT rebate applicable to A4 copy paper exports in the last five years?

If **YES**, provide:

1. a detailed chronological history of the VAT rebate rates;
2. products affected;
3. the effective dates of the rate changes;
4. fully translated copies of any Government of Indonesia notices regarding these changes, including the relevant appendices.

*Enter Response Here*

1. Are you aware of any tax changes being planned that would impact the A4 copy paper sector?

*Enter Response Here*

* 1. Sales Terms
1. Identify the person who authorises the sales terms, prices and other contract provisions for the sale of A4 copy paper by your business.

*Enter Response Here*

1. Explain how the selling prices of A4 copy paper by your business are determined, including any Government of Indonesia involvement in your business’ pricing decisions, and indicate if the goods are subject to Government of Indonesia direct or indirect pricing or government guidance pricing.

*Enter Response Here*

1. Does your business coordinate the selling prices or supply of A4 copy paper with other domestic producers or any Government of Indonesia departments?

If **YES**, provide details.

*Enter Response Here*

1. Explain whether your business provides information or data to the Government of Indonesia, other government officials or commercial/industry organisations, including those outside of Indonesia, which report on the pulp and paper sector.

*Enter Response Here*

1. Explain whether your business provides A4 copy paper price data to any other person at the provincial, regional or special economic zone level of government.

*Enter Response Here*

* 1. Industry associations
1. Is your business a member of any business associations?

If **YES**, explain your business’ relationship with the association and the involvement of the Government of Indonesia with the associations.

*Enter Response Here*

1. If your business is a member of an industry association, indicate whether this membership is voluntary or compulsory.

Explain the functions that the association provides for your business.

Explain in detail the role of the association with respect to the directives as provided by the Government of Indonesia concerning the pulp and paper industry/

*Enter Response Here*

* 1. Statistics submission and recording
1. Indicate if your business makes submissions to the Central Bureau of Statistics and/or any other government organisation.

If **YES**, explain the purpose of these submissions and the type of information submitted.

*Enter Response Here*

1. Provide a recent example of a submission that has been made to the Central Bureau of Statistics and/or any other government organisation.

For example, monthly data relating to sales, production and costs.

*Enter Response Here*

1. Do the organisations approve or assess your submission?

If **YES**, provide a detailed explanation.

*Enter Response Here*

1. Do the organisations provide feedback on your submission?

If **YES**, provide a detailed explanation.

*Enter Response Here*

* 1. Manufacturing Inputs
1. Is there a difference in purchase price for raw materials between your suppliers?

*Enter Response Here*

1. If your supplier is based outside Indonesia, what import duty rate is applied on the raw materials?

*Enter Response Here*

1. Does your business benefit from any concession on the purchase of any utility services (e.g. electricity, gas, etc.)? If so explain the nature and the amount of the concession?

*Enter Response Here*

* 1. Regional Differences
1. If you have production facilities in more than one region/province, are the laws and regulations in each region the same with respect to pricing? Provide details on any regional differences.

*Enter Response Here*

* 1. Production and output during the investigation period
1. Is any part of your production of A4 copy paper subject to any national/regional industrial policy or guidance?

If **YES**, provide details including a background of the policy/guidance and explain any restriction imposed by the policy/guidance.

*Enter Response Here*

1. To what extent are any of the policies/guidelines identified in a) applicable to your business?

*Enter Response Here*

1. Where applicable, how did your business respond to the policies/guidelines?

*Enter Response Here*

1. Provide details regarding any other restrictions (e.g. geographic/regional, downstream, use, etc.) to the sale of A4 copy paper that may be imposed by the Government of Indonesia.

*Enter Response Here*

1. Provide a list of all your domestic customers of the goods, include the location (city and province) of the customer and indicate whether each customer is an SIE.

*Enter Response Here*

1. Are there any restrictions and/or conditions in relation to the quality or quantity of the production of the goods placed upon your business?

If **YES**, provide details.

*Enter Response Here*

1. Does your business require an export licence?

If **YES**, provide details.

*Enter Response Here*

1. Are the goods sold by your business subject to any export restrictions and/or limits during the previous five year?

If **YES**, provide details.

*Enter Response Here*

1. Provide details regarding any other restrictions (e.g., geographic/regional, downstream, end use) placed upon your business on the sale of the goods.

*Enter Response Here*

1. Have there been any changes to your production capacity of the goods over the last five years?

If **YES**, provide details.

*Enter Response Here*

* 1. Selling prices during the investigation period
1. Explain whether your business has been subjected to any direct or indirect price guidance or controls by the Government of Indonesia during the investigation period.

*Enter Response Here*

1. Explain whether your business has been subjected to any direct or indirect price guidance or controls by the Government of Indonesia during the investigation period, with respect to raw material inputs.

*Enter Response Here*

1. Explain whether your business has encountered any price guidance or controls established by regional or special economic zone officials and/or organisations.

*Enter Response Here*

1. Describe in detail how the selling price of the goods is determined. In particular, provide details of any restrictions, limitations, or other considerations imposed on your business.

*Enter Response Here*

1. Which organisation/business entity do you consider as the price leader of the goods?

*Enter Response Here*

1. Does your business have a pricing committee in respect of the goods? If so provide the names and positions of all members of the Committee.

*Enter Response Here*

1. How often does the pricing committee meet to discuss selling prices of the goods? Provide the minutes or any other relevant documents of all meetings of the pricing committee during the investigation period.

*Enter Response Here*

1. Identify the person who authorises the sales terms, prices and other contract provisions for the sale of the goods by your business.

*Enter Response Here*

1. If you have production facilities of the goods in more than one region and/or province, are the laws and regulations in each region the same with respect to pricing of the goods? If not, provide details on the differences.

*Enter Response Here*

* 1. Adding capacity and/or joint ventures
1. Provide a detailed explanation with respect to the government approval process on adding capacity and/or joint ventures in relation to your business.

*Enter Response Here*

1. Does the government have the right to request modifications in the terms of adding capacity and/or joint ventures?

If **YES**, provide a detailed explanation.

*Enter Response Here*

* 1. Raw Material Purchases
1. Provide a detailed listing of you raw material purchases (e.g. logs, pulp, or chemicals) by completing the worksheet named “G-11 Raw material purchases”).

*Enter Response Here*

1. Do you have more than one supplier of the raw materials?

If **YES**, provide an explanation of the reasons of price differences between these suppliers?

*Enter Response Here*

1. Describe in detail your business’ purchase procedures of the raw materials and the considerations in selecting a supplier. If it is by tenders, provide details of the criterions/conditions.

*Enter Response Here*

1. If any of your raw materials for the A4 copy paper are imported by your business, or related businesses:
2. Provide details including a description of the raw material imported, the supplier and country of origin.
3. Explain the process required to import the raw materials (e.g. obtaining an import licence, import declarations).
4. Provide details of any conditions to importing the raw materials (e.g. customs and/or quarantine).
5. Are you eligible for a duty drawback? If yes, provide details.

*Enter Response Here*

* 1. Provision of standing timber for less than competitive market prices

In the prior Investigation 341 and Review of Measures 551, the Commission assessed whether raw materials, in the form of standing timber, were supplied to producers at a price that is below what would otherwise be in a competitive market.

If your company, or a company that is related with your company, harvests standing timber from public land to use as the fibre source for the production of subject merchandise, please answer the below questions.

1. Please provide a description of each type of concession arrangement for public timber harvested during the [original] period of investigation by your company(ies) or cross-owned company(ies). Include in your answer whether the arrangement is long-term (greater than ten years) or short-term.

*Enter Response Here*

1. Provide copies of the applications, standard contracts, permit or other documents for each type of concession arrangement which specify the terms and conditions of the arrangements.

*Enter Response Here*

1. Please provide a description of each type of arrangement for private timber harvested during the period of investigation by your company(ies) or cross-owned company(ies).

Include the following in your answer;

1. whether the arrangement to harvest private timber is long-term (greater than ten years) or short-term
2. Indicate whether the private timber that is harvested is owned by your company(ies) or cross-owned company(ies) or is owned by an unaffiliated party.
3. For harvest of timber owned by your company(ies) or cross-owned company(ies), please provide documentation and conditions of ownership.
4. For arrangements involving the harvest of unaffiliated private party timber, provide copies of relevant contracts and other documents for each type of arrangement which specify the terms and conditions of the arrangements.

*Enter Response Here*

1. For each concession arrangement for public timber held by your company or a cross-owned company, and each arrangement to harvest private timber, provide the following information relevant to the investigation period:
2. For each species, the stumpage fee and the total quantity harvested and the value of fees and charges paid to the administering authority or owner.

Provide the value in Indonesian rupiah per cubic meter.

*Enter Response Here*

1. For each species harvested under the concession arrangements, or private arrangements, provide a breakdown of the volume and the value of fees and charges paid (expressed in Indonesian rupiah per cubic meter) to the administering authority or owner in respect of logs that were supplied to the following:
2. pulp and paper mills; and
3. other users

*Enter Response Here*

1. For each concession arrangement held by your company or a cross-owned company, please describe any contingent obligations that the concession-holder must fulfil in order to keep the right to harvest stumpage (e.g., silviculture).

*Enter Response Here*

1. For each concession arrangement, document and calculate any additional costs that the contingent obligations entail in terms of rupiah per cubic meter of logs harvested.

*Enter Response Here*

* 1. Government Prohibition of Log Exports

In the prior Investigation 341 and Review of Measures 551, the Commission assessed whether the domestic price of raw materials, in the form of logs, is artificially low due to a ban on the export of logs by the Government of Indonesia.

1. Provide the volume and value of all logs that your company and companies that are crossed-owned with your company purchased from unaffiliated parties during the investigation period.

Report the following information for purchases of domestic logs and imported logs separately.

1. Volume (cubic meters) and value of log purchases.

*Enter Response Here*

1. Weighted-average purchase price (FOB mill) by species, grade and quality.

*Enter Response Here*

1. All costs (rupiah/cubic meter) borne by the seller, including administrative, transportation, warehousing, and other selling expenses.

*Enter Response Here*

1. Describe whether the quality of any imported logs purchased by your company or a cross-owned companies differs from that of logs purchased domestically.

*Enter Response Here*

1. Of all the logs you have reported above as purchased from unaffiliated parties, please indicate the volume and value of those logs used in the production of uncoated paper.

*Enter Response Here*

1. Provide the names and addresses of the unaffiliated companies that supply the domestic logs that your company or cross-owned companies purchased.

*Enter Response Here*

1. Are the above named unaffiliated log suppliers subject to Indonesian log export restrictions?

If **YES**, identify the restrictions and indicate how these export restrictions influence your log price negotiations with these unaffiliated suppliers.

Provide documentation that outlines the freight expenses (per metric tonne) for transporting the type of goods in question from the nearest seaport to your company’s factory location during the investigation period.

If your company **DID NOT** incur freight expenses, please provide the same information for shipping a closely-related input product or finished product to or from the nearest seaport during the period of investigation.

*Enter Response Here*

1. INDONESIAN MARKET
	1. Prevailing conditions of competition in the Indonesian market
2. Describe the Indonesian market for A4 copy paper and the prevailing conditions of competition within the market, including:
3. Provide an overall description of the A4 copy paper market in Indonesia which explains its main characteristics and trends over the past five years;
4. Provide the sources of demand for A4 copy paper in Indonesia, including the categories of customers, users or consumers of the product;
5. Provide the proportion (%) of sales revenue from each of those sources of demand listed in (b);
6. Describe the factors that influence consumption/demand variability in Indonesia, such as seasonal fluctuations, factors contributing to overall market growth or decline, government regulation, and developments in technology affecting either demand or production;
7. Describe any market segmentations in Indonesia; such as geographic or product segmentations;
8. Provide the proportion of sales revenue from each of the market segments listed in (e);
9. Describe the way in which Indonesian and imported A4 copy paper compete in the Indonesian market;
10. Describe the ways that A4 copy paper are marketed and distributed in the Indonesian market; and
11. Describe any other factors that are relevant to characteristics or influences on the A4 copy paper market in Indonesia.

*Provide documentary evidence to support the responses made to questions 1(a) to (i).*

*Enter Response Here*

1. Provide a diagram which describes the Indonesian market structure for A4 copy paper, ensuring that all the categories of participants are included. In this diagram use linkages to illustrate the different levels of trade and distribution channels within the Indonesian market.

*Enter Response Here*

1. Describe the commercially significant market participants in the Indonesian market for A4 copy paper at each level of trade over the investigation period.

Include in your description:

* names of the participants;
* the level of trade for each market participant (e.g., manufacturer, reseller, original equipment manufacturer (EOM), retailer, corporate stationer, importer, etc.);
* a description of the degree of integration (either vertical or horizontal) for each market participant; and
* an estimation of the market share of each participant.

*Enter Response Here*

1. Identify the names of commercially significant importers in the Indonesian market for A4 copy paper over the investigation period and estimate their market share.

Specify the country each importer imports from and their level of trade in the Indonesian market, if known.

*Enter Response Here*

1. Describe the regulatory framework of the Indonesian market for A4 copy paper as it relates to competition policy, taxation, product standards and the range of the goods.

Provide a copy of any regulation described, if available.

*Enter Response Here*

1. Describe any entry restrictions for new participants into the Indonesian market for A4 copy paper. Your response could include information on:
* resource ownership;
* patents and copyrights;
* licenses;
* barriers to entry;
* import restrictions; and
* government regulations (including the effect of those government regulations).

In responding to question 6 ensure that relevant regulations are referenced.

*Enter Response Here*

* 1. A4 copy paper products in the Indonesian market
1. Generally describe the range of A4 copy paper products offered for sale in the Indonesian market. The description should include all like goods to the goods under consideration including those produced by your company. Your description could include information about:
* quality differences;
* price differences;
* supply/availability differences;
* technical support differences;
* the prevalence of private labels/customer brands;
* the prevalence of generic or plain labels;
* the prevalence of premium labels; and
* product segmentation.

*Enter Response Here*

1. Describe the end uses of A4 copy paper in the Indonesian market from all sources.

*Enter Response Here*

1. Describe the key product attributes that influence purchasing decisions or purchaser preferences in the Indonesian market. Rank these preferences or purchasing influencers in order of importance.

*Enter Response Here*

1. Identify if there are any commercially significant market substitutes in the Indonesian market for A4 copy paper.

*Enter Response Here*

1. Identify if there are any commercially significant market complements in the Indonesian market for A4 copy paper.

*Enter Response Here*

1. Have there been any changes in market or consumer preferences in the Indonesian market for A4 copy paper in the last five years?

If **YES**, provide details including any relevant research or commentary on the industry/sector that supports your response.

*Enter Response Here*

* 1. Relationship between price and cost in Indonesia
1. Describe the importance of the Indonesian market to your company’s operations. In your response describe:
	1. The proportion of your company’s sales revenue derived from sales of A4 copy paper in Indonesia; and
	2. The proportion of your company’s profit derived from sales of A4 copy paper in Indonesia.

Provide evidence supporting calculations.

*Enter Response Here*

1. Is your organisation/business the price leader of A4 copy paper in the Indonesian market?

If no, please explain the reasons behind your response and specify the name(s) of the price leaders.

*Enter Response Here*

1. Describe the nature of your product pricing (e.g., market penetration, inventory clearance, product positioning, price taker, price maker, etc.) and your price strategies (e.g., competition-based pricing, cost-plus pricing, dynamic pricing, price skimming, value pricing, penetration pricing, bundle pricing, etc.) in Indonesia.

If there multiple strategies are applied, please rank these by importance.

If there are different strategies for different products, please specify these.

Provide copies of internal documents which support the nature of your product pricing.

*Enter Response Here*

1. Explain the process for how the selling prices of A4 copy paper for the Indonesian market by your business are determined.

Provide copies of internal documents which support how pricing is determined.

*Enter Response Here*

1. How frequently are your Indonesian selling prices reviewed?

Describe the process of price review and the factors that initiate and contribute to a review.

Provide the names and positions of all persons involved.

*Enter Response Here*

1. Rank the following factors in terms of their influence on your pricing decisions in the Indonesian market, with the most important factor ranked first and the least important factor ranked last:
* Competitors’ prices
* Purchase price of raw materials
* Cost to make and sell the goods
* Level of inventory
* Value of the order
* Volume of the order
* Value of forward orders
* Volume of forward orders
* Customer relationship management
* Supplier relationship management
* Desired profit
* Brand attributes
* Other [please define what this factor is in your response]

*Enter Response Here*

1. Describe the relationship between selling price and costs to make and sell in the Indonesian market.

Does your company maintain a desired profit margin for A4 copy paper?

*Enter Response Here*

1. Do you offer price reductions (e.g., commissions, discounts, rebates, allowances or credit notes) in the Indonesian market?

If **YES**, provide a description and explain the terms and conditions that must be met by the customer to qualify.

Explain how the cost to make and sell are considered in establishing these price reductions.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you offer bundled pricing in the Indonesian market?

If **YES**, explain how the pricing for bundled A4 copy paper is determined.

Explain how the costs to make and sell are considered in establishing these bundled prices for A4 copy paper.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Does the volume of sales to a customer or the size of an order influence your selling price in Indonesia?

If **YES**, advise how volume is used to determine selling prices.

Explain how the costs to make and sell are considered in establishing volume based prices for A4 copy paper.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Does your organisation/business use sales contracts in the Indonesian market?

If **YES**:

1. What proportion of your sales revenue would come from contracted sales versus uncontracted sales?
2. Do you offer exclusivity contracts? If yes, what proportion of your sales revenue would come from exclusivity contracts?
3. How frequently are sales contracts renegotiated?
4. How frequently are price reviews conducted between contracts?
5. Do you provide opportunities for price reviews for customers within contracts? If yes, provide a description of the process and an explanation of the circumstances that might lead to a price review.
6. Do changes in your costs to make and sell enable you to review prices for customers within contracts?
7. Provide a list of the customers under contract during the investigation period and copies of the two largest contracts in terms of sales revenue. Provide a complete translation of the documents.

*Enter Response Here*

1. Provide copies of any price lists for A4 copy paper used in the Indonesian market during the investigation period. If you do not use price lists, describe the transparency of your prices in the Indonesian market.

*Enter Response Here*

1. How do you differentiate pricing for different A4 copy paper products in the Indonesian market?
	1. Describe how your products are grouped for price differentiation and the methodology used.
	2. Describe any cost to make or selling cost differences between differentiated products.
	3. Describe how these cost differences (if any) influence pricing decisions.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you tier or segment your Indonesian A4 copy paper customers in terms of pricing?

If **YES**, provide:

1. a general description of how this is done;
2. list the factors that influence pricing differentiation in different tiers or segments; and
3. explain how cost to make and selling costs are considered in making pricing decisions for different tiers or segments.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you sell A4 copy paper to related entities in Indonesian?

If **YES**, describe how prices are set for related party transactions and specify what proportion of your sales in terms of sales revenue are to related party entities.

*If available, provide a copy of any internal document relevant to establishing pricing to related parties.*

*Enter Response Here*

* 1. Marketing and sales support in the Indonesian market
1. How does your company market A4 copy paper in the Indonesian market? Include in your response the value proposition used (e.g. price, quality, reliability, availability, etc.).

*Enter Response Here*

1. Does your company conduct brand segmentation in the Indonesian market for A4 copy paper?

If **YES**, describe the brand segmentation used and provide the proportion of sales revenue derived from each brand segment.

*Enter Response Here*

1. Provide examples of your Indonesian advertising of A4 copy paper over the past five years.

If you have not used advertising in Indonesian, provide examples of any other A4 copy paper promotion campaigns you have conducted over the investigation period.

*Enter Response Here*

1. Provide the following about your Indonesian sales function;
2. How many people are in your Indonesian sales team and where are they located?
3. In general terms, how are they remunerated?
4. If they are offered performance pay based on sales, describe the performance indicators used to establish the performance pay.

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

1. Describe what parameters are provided to sales staff to assist in establishing pricing for A4 copy paper when negotiating sales with customers.

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

1. PRODUCTION and PRODUCTION COSTS
	1. Production of A4 copy paper
2. Describe how your company determines its volume of production for A4 copy paper, product mix of production and the factors that contribute to these decisions.

How frequently are production volumes determined for A4 copy paper?

How frequently is the product mix determined for A4 copy paper?

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. What lead times are typically needed to adjust volumes of production for A4 copy paper? Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you have warehousing facilities for A4 copy paper? If no, what do you do with excess inventory?

If yes:

1. What is the volume capacity of these facilities?
2. What was the monthly volume of inventory maintained during the investigation period?
3. What is the average period of time that inventory is retained (describe how this is calculated)?

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

1. Have there been any changes to the type of capital or technology utilised by your company in the manufacturing of A4 copy paper in the last five years? If yes, provide details.

*Enter Response Here*

1. For each paper plant capable of producing paper that could be utilised to make A4 copy paper, provide the date that production facility came into operation and the production capacity of the plant over the past five years. The production capacity should be based on an actual production capacity, not a budgeted production capacity. Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. List any significant investments in the past five years to either upgrade, refurbish or build any of the following types of plants:
2. wood chipping;
3. pulp production;
4. paper manufacturing; and
5. paper cutting or rolling facilities.

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

1. Confirm whether management reports are prepared on production costs.

If yes:

1. specify how often these cost reports are prepared;
2. describe the level of detail in those reports and whether they enable the establishment of costs of producing A4 copy paper;
3. specify to whom within the company these reports are provided; and
4. provide copies of these reports for each month of the investigation period.

*Enter Response Here*

1. AUSTRALIAN MARKET
	1. Prevailing conditions of competition in the Australian market
2. Describe the Australian market for A4 copy paper and the prevailing conditions of competition within the market, including:
3. Provide an overall description of the A4 copy paper market in Australia which explains its main characteristics and trends over the past five years;
4. Provide the sources of demand for A4 copy paper in Australia, including the categories of customers, users or consumers of the product;
5. Provide the proportion (%) of sales revenue from each of those sources of demand listed in (b);
6. Describe the factors that influence consumption/demand variability in Australia, such as seasonal fluctuations, factors contributing to overall market growth or decline, government regulation, and developments in technology affecting either demand or production;
7. Describe any market segmentations in Australia, such as geographic or product segmentations;
8. Provide the proportion of sales revenue from each of the market segments listed in (e);
9. Describe the way in which Australian manufactured, Indonesian and other imported A4 copy paper compete in the Australian market;
10. Describe the ways that A4 copy paper are marketed and distributed in the Australian market; and
11. Describe any other factors that are relevant to characteristics or influences on the A4 copy paper market in Australia.

*Provide documentary evidence to support the responses made to questions 1(a) to (i).*

*Enter Response Here*

1. Provide a diagram which describes the Australian market structure for A4 copy paper, ensuring that all the categories of participants are included. In this diagram use linkages to illustrate the different levels of trade and distribution channels within the Australian market.

*Enter Response Here*

1. Describe the commercially significant market participants in the Australian market for A4 copy paper at each level of trade over the investigation period.

Include in your description:

* names of the participants;
* the level of trade for each market participant (e.g. manufacturer, reseller, EOM, retailer, corporate stationer, importer, etc.);
* a description of the degree of integration (either vertical or horizontal) for each market participant; and
* an estimation of the market share of each participant.

*Enter Response Here*

1. Identify the names of commercially significant importers in the Australian market for A4 copy paper over the investigation period and estimate their market share.

Specify the country each importer imports from and their level of trade in the Australian market, if known.

*Enter Response Here*

1. Describe the regulatory framework of the Australian market for A4 copy paper as it relates to competition policy, taxation, product standards and the range of the goods.

Provide a copy of any regulation described, if available.

*Enter Response Here*

1. Describe any entry restrictions for new participants into the Australian market for A4 copy paper. Your response could include information on:
* resource ownership;
* patents and copyrights;
* licenses;
* barriers to entry;
* import restrictions; and
* government regulations (including the effect of those government regulations).

In responding to question 6 ensure that relevant regulations are referenced.

*Enter Response Here*

* 1. Copy paper products in the Australian market
1. Generally describe the range of A4 copy paper products offered for sale in the Australian market. The description should include all goods under consideration including those produced by your company. Your description could include information about:
* quality differences;
* price differences;
* supply/availability differences;
* technical support differences;
* the prevalence of private labels/customer brands;
* the prevalence of generic or plain labels;
* the prevalence of premium labels; and
* product segmentation.

*Enter Response Here*

1. Describe the end uses of A4 copy paper in the Australian market from all sources.

*Enter Response Here*

1. Describe the key product attributes that influence purchasing decisions or purchaser preferences in the Australian market. Rank these preferences or purchasing influencers in order of importance.

*Enter Response Here*

1. Identify if there are any commercially significant market substitutes in the Australian market for A4 copy paper.

*Enter Response Here*

1. Identify if there are any commercially significant market complements in the Australian market for A4 copy paper.

*Enter Response Here*

1. Have there been any changes in market or consumer preferences in the Australian market for A4 copy paper in the last five years?

If **YES**, provide details including any relevant research or commentary on the industry/sector that supports your response.

*Enter Response Here*

* 1. Relationship between price and cost in Australia
1. Describe the importance of the Australian market to your company’s operations. In your response describe:
2. The proportion of your company’s sales revenue derived from sales of A4 copy paper in Australia; and
3. The proportion of your company’s profit derived from sales of A4 copy paper in Australia.

Provide evidence supporting calculations.

*Enter Response Here*

1. Is your organisation/business entity the price leader of A4 copy paper in the Australian market?

If no, please explain the reasons behind your response and specify the name(s) of the price leaders.

*Enter Response Here*

1. Describe the nature of your product pricing (e.g. market penetration, inventory clearance, product positioning, price taker, price maker, etc.) and your price strategies (e.g. competition-based pricing, cost-plus pricing, dynamic pricing, price skimming, value pricing, penetration pricing, bundle pricing, etc.) in Australia.

If there are multiple strategies applied, please rank these by importance.

If there are different strategies for different products, please specify these.

Provide copies of internal documents which support the nature of your product pricing.

*Enter Response Here*

1. Explain the process for how the selling prices of A4 copy paper for the Australian market by your business are determined.

Provide copies of internal documents which support how pricing is determined.

*Enter Response Here*

1. How frequently are your Australian selling prices reviewed?

Describe the process of price review and the factors that initiate and contribute to a review.

Provide the names and positions of all persons involved.

*Enter Response Here*

1. Rank the following factors in terms of their influence on your pricing decisions in the Australian market, with the most important factor ranked first and the least important factor ranked last:
* Competitors’ prices
* Purchase price of raw materials
* Cost to make and sell the goods
* Level of inventory
* Value of the order
* Volume of the order
* Value of forward orders
* Volume of forward orders
* Customer relationship management
* Supplier relationship management
* Desired profit
* Brand attributes
* Other [please define what this factor is in your response]

*Enter Response Here*

1. Describe the relationship between selling price and costs to make and sell in the Australian market. Does your company maintain a desired profit margin for A4 copy paper?

If not, does your company seek to maintain a desired profit margin for A4 copy paper?

*Enter Response Here*

1. Do you offer price reductions (e.g., commissions, discounts, rebates, allowances or credit notes) in the Australian market?

If **YES**, provide a description and explain the terms and conditions that must be met by the customer to qualify.

Explain how the cost to make and sell are considered in establishing these price reductions.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you offer bundled pricing in the Australian market?

If **YES**, explain how the pricing for bundled A4 copy paper is determined.

Explain how the costs to make and sell are considered in establishing these bundled prices for A4 copy paper. Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Does the volume of sales to a customer or the size of an order influence the selling price?

If **YES**, advise how volume is used to determine selling prices.

Explain how the costs to make and sell are considered in establishing volume based prices for A4 copy paper.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Does your organisation/business entity use sales contracts in the Australian market?

If **YES**:

1. What proportion of your sales revenue would come from contracted sales versus uncontracted sales?
2. Do you offer exclusivity contracts? If yes, what proportion of your sales revenue would come from exclusivity contracts?
3. How frequently are sales contracts renegotiated?
4. How frequently are price reviews conducted between contracts?
5. Do you provide opportunities for price reviews for customers within contracts? If yes, provide a description of the process and an explanation of the circumstances that might lead to a price review.
6. Do changes in your costs to make and sell enable you to review prices for customers within contracts?
7. Provide a list of the customers under contract during the investigation period and copies of the two largest contracts in terms of sales revenue.

*Enter Response Here*

1. Provide copies of any price lists for A4 copy paper used in the Australian market during the investigation period. If you do not use price lists, describe the transparency of your prices in the Australian market.

*Enter Response Here*

1. How do you differentiate pricing for different A4 copy paper products in the Australian market?
2. Describe how your products are grouped for price differentiation and the methodology used.
3. Describe any cost to make or selling cost differences between differentiated products.
4. Describe how these cost differences (if any) influence pricing decisions.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you tier or segment your Australian A4 copy paper customers in terms of pricing?

If **YES**, provide:

1. a general description of how this is done;
2. list the factors that influence pricing differentiation in different tiers or segments; and
3. explain how cost to make and selling costs are considered in making pricing decisions for different tiers or segments.

Provide copies of internal documents which support your claims in response to this question.

*Enter Response Here*

1. Do you sell A4 copy paper to related entities in Australia?

If **YES**, describe how prices are set for related party transactions and specify what proportion of your sales in terms of sales revenue are to related party entities.

*If available, provide copies of any internal documents relevant to establishing pricing to related parties.*

*Enter Response Here*

* 1. Marketing and sales support in the Australian market
1. How does your company market A4 copy paper in the Australian market? Include in your response the value proposition used (e.g. price, quality, reliability, availability, etc.).

*Enter Response Here*

1. Does your company conduct brand segmentation in the Australian market for A4 copy paper?

If **YES**, describe the brand segmentation used and provide the proportion of sales revenue derived from each brand segment.

*Enter Response Here*

1. Provide examples of your Australian advertising of A4 copy paper over the past five years.

If you have not used advertising in Australia, provide examples of any other A4 copy paper promotion campaigns you have conducted over the investigation period.

*Enter Response Here*

1. Provide the following about your Australian sales function;
2. How many people are in your Indonesian sales team and where are they located?
3. In general terms, how are they remunerated?
4. If they are offered performance pay based on sales, describe the performance indicators used to establish the performance pay.

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

1. Describe what parameters are provided to sales staff to assist in establishing pricing for A4 copy paper when negotiating sales with customers.

*Provide copies of internal documents which support your claims in response to this question.*

*Enter Response Here*

# Exporter's declaration

I hereby declare that.............................................................(company)

have completed the attached questionnaire and, having made due inquiry, certify that the information contained in this submission is complete and correct to the best of my knowledge and belief.

**Name :.............................................................................**

**Signature :.............................................................................**

Position in

**Company :.............................................................................**

**Date :.............................................................................**

# AppendixGlossary of terms

This glossary is intended to provide you with a basic understanding of technical terms that appear in the questionnaire.

**Adjustments**

To enable a fair comparison between the export price and the normal value Australian legislation provides for the adjustment of the domestic price paid for like goods. Adjustments are made to account for sales occurring at different times, specification differences, and differences in the terms or circumstances of the sales. The adjustment to the normal value may be upward or downward. Areas where you believe an adjustment is necessary should be identified. Section E of the questionnaire refers*.*

Examples of adjustments that may be made include: sa*les occurring at different times*

(it is sometimes necessary to compare domestic and export sales made at different times - in these circumstances an adjustment may be made to reflect price movements during that time); s*pecification differences; packaging; taxes; level of trade; advertising; servicing/warranty; inland freight; warehousing; export charges; credit terms; duty drawback; commissions.*

Adjustments may also be required where the normal value is based on costs to make and sell.

**Arms length**

Sales are not considered to be at “arms length” on your domestic market if there is any consideration payable for the goods other than their price, or there is an association between the buyer and the seller which affects the price, or there will be a reimbursement, compensation or benefit for, or in respect of, the price.

**Constructed value**

In cases where prices paid for like goods sold in the country of export cannot be used for the determination of normal value, i.e. when there are no or insufficient sales or where such sales were not made in the ordinary course of trade, normal value may be based on a constructed value. Constructed value is calculated on the basis of the cost of production of the goods under consideration plus a reasonable amount for selling, general and administration costs, and for profits, that are associated with sales on the domestic market of the country of export.

**Cost of production/manufacturing**

The cost of production or manufacture consists of all manufacturing costs associated with the goods. It is the sum of direct materials, direct labour and factory overheads.

**Cost to make and sell**

The cost to make and sell is the sum of the cost of production or manufacture, and the selling, general and administration costs associated with the sale of those goods.

**Country of origin**

The country in which the last significant process in the manufacture or production of the goods was performed.

**Date of sale**

The Commission will normally use the invoice date as recorded in the exporter or producer’s records. Another date may be used if this better reflects the material terms of sale. The questionnaire directs attention to matching data sets of domestic and export sales where some other date is used, as well as matching cost information.

**Direct labour cost**

Direct labour is categorised as a variable cost, i.e. the value varies with the level of production.

**Dumping**

Dumping occurs when the products of one country are exported to another country at a price less than their normal value.

**Dumping margin**

Where the export price is less than the normal value the dumping margin is the amount of the difference. It can be expressed as a value or as a percentage of the export price.

**Export price**

The export price of the goods is usually the price paid or payable to the exporter in arms length transactions, in most instances calculated at the Free on Board (FOB) level.

**Exporting country**

The country of export is normally the country of origin from which the goods are shipped. The country of export may be an intermediate country, except where the products are merely transhipped through that country, or the products concerned are not produced in that country, and there is no comparable price in that country.

**Factory overheads**

Factory overheads consist of variable costs e.g. power, supplies, indirect labour and fixed costs e.g. factory rent, factory insurance, factory depreciation etc.

**Goods under consideration (the goods)**

The goods to which the application for anti-dumping action relates. That is, the goods that you have exported to Australia allegedly at dumped prices.

**Incoterms**

The following abbreviations are commonly used (comment is provided concerning costs that are normally borne by the seller):

EXW ex works (the seller’s minimum obligation as costs relate to goods being made available at the sellers premises)

FCA free carrier (main carriage not paid by seller. Pay costs until such time that the goods have been delivered at the named point into custody of a carrier named by the seller. Customs formalities, taxes etc. paid if required)

FAS free alongside ship (main carriage not paid by seller. Deliver the goods alongside the ship)

FOB free on board (main carriage not paid by seller. Deliver the goods on board, provide export clearance if required, pay loading costs to the point the goods have passed the ship’s rail, pay customs formalities, taxes etc. payable upon exportation)

CFR cost and freight (main carriage paid by seller. Pay all costs until delivered as well as freight, loading and unloading, pay customs formalities, taxes etc. payable upon exportation)

CIF cost, insurance and freight (main carriage paid by seller. Pay all costs as under CFR as well as marine insurance)

the terms CFR and CIF are only used where goods are carried by sea or waterway transport

CPT carriage paid to

CIP carriage and insurance paid to

the terms CPT and CIP are used as alternatives to CFR and CIF where the goods are carried by air, road, rail etc.

DAF delivered at frontier (goods carried by rail or road and cleared for export at the named place at the frontier. Pay costs until delivered at the frontier plus any discharge costs incurred to place the goods at the customer’s disposal)

DES delivered ex ship (goods made available to the buyer on board the ship uncleared for import at the named port of destination. Pay all costs incurred in placed at the disposal of the buyer, pay customs formalities, taxes etc. payable upon exportation, and where necessary for transit through another country)

DDU delivered duty unpaid (Pay all costs for carriage to the agreed point, pay customs formalities, taxes etc. payable upon exportation, and where necessary for transit through another country)

DDP delivered duty paid (goods made available at the named place in the country of importation – all risks and costs being incurred by the seller including duties, taxes etc. incurred upon importation)

**The period**

A period defined by the Commission over which importations of the goods are examined.

**Like goods**

Like goods are goods sold on the domestic market of the country of export (or to a third country) that are identical in all respects to the goods or that, although not alike in all respects have characteristics closely resembling those of the goods. The term ‘like goods’ also refers to the goods produced by the Australian industry allegedly being injured by dumped imports.

**Normal value**

Australian legislation sets out several ways to assess "normal value".

The preferred method is to use the price paid for like goods sold for domestic consumption in the country of export. Usually, these sales are made by you, but there may be circumstances where it is appropriate to use sales made by other sellers on the domestic market.

Sale prices must be at arms length and in the ordinary course of trade. In the absence of relevant or suitable domestic sales, the normal value may be determined by constructing a price based on all costs to make and sell the goods, and an amount for profit. Alternatively the normal value may be ascertained using the price paid for like goods sold in the ordinary course of trade at arms length to customers in a country other than Australia, however this option is rarely used.

Finally, when a normal value cannot be ascertained by any of the above methods, or if no information is provided, the Commission will determine the normal value by considering all the relevant information, including the applicant's information. This allows the applicant's information to be used where sufficient information has not been furnished or is not available.

Where domestic price generally, and the trade of the exporting country are determined or substantially influenced by the government of the exporting country, an alternative/surrogate market economy is selected by the Commission and the normal value is determined as if the surrogate country were the export source.

**Ordinary course of trade**

Testing for "ordinary course of trade" includes a comparison of the selling price and the unit cost to make and sell for the same period. If sales in respect of a substantial quantity of goods over an extended period of time, usually 12 months, do not recover all costs and these losses are not likely to be recovered within a reasonable period of time, (again usually 12 months) then the sales are regarded as being not in the ordinary course of trade.

There may be circumstances where it is appropriate to use a period other than 12 months in assessing whether sales are in the ordinary course of trade.

Unprofitable sales are to be taken to have occurred in substantial quantities during an extended period where the unprofitable sales amount to 20% or more of the total volume of sales of the goods by the exporter over the period. An extended period of time is usually taken to be a period not less than 12 months. Where unprofitable sales are rejected, normal value is based upon remaining profitable sales provided they occur in sufficient number. Where all sales have been made at a loss, or profitable sales are insufficient, the normal value may be constructed from costs to make and sell.

**Selling, general and administration expenses (SG&A)**

The selling, general and administration expenses includes all selling, distribution, general and administration expenses including finance costs that would be incurred if the goods were sold for domestic consumption in the country of export. The amounts are determined in each case using all the available information and may include expenses incurred in:

. domestic sales of like goods;

. sale of goods of the same general category by the exporter; or

. sales in the industry in the country of export.

The expenses must, however, reflect the selling, general and administration costs of the goods. Administrative and selling expenses include: director’s fees, management salaries and benefits, office salaries and benefits, office supplies, insurance, promotion, entertainment, depreciation and corporate overheads.

1. The Commission has temporarily suspended onsite verification due to the COVID-19 pandemic (refer to Anti-Dumping Notice No. 2020/29). However, your response to the exporter questionnaire may still be subject to onsite verification should the suspension of onsite verifications be lifted. [↑](#footnote-ref-2)
2. Principal shareholders are those who are able to cast, or control the casting of, 5% or more of the maximum amount of votes that could be cast at a general meeting of your company. [↑](#footnote-ref-3)