IMPORTER QUESTIONNAIRE

HOT ROLLED COIL

EXPORTED TO AUSTRALIA FROM JAPAN, THE REPUBLIC OF KOREA, MALAYSIA AND TAIWAN

This questionnaire seeks information in relation to your imports and sales of hot rolled coil (the goods) exported to Australia from Japan, the Republic of Korea (Korea), Malaysia and Taiwan. This information will be used to assist in determining export and non-injurious prices.

The attached Anti-Dumping Notice No. 2017/173 provides details of the goods subject to measures, the application and the review procedures.

|  |  |  |
| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return as quickly as possible, but no later than 4 December 2017** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Anti-Dumping Commission’s detailed spreadsheets, but no later than 11 January 2018** |
| **Part C** | **Sales and expenses** |

The timeliness of your response is important. The Commissioner of the Anti-Dumping Commission must consider the direction from the Minister for Industry, Innovation and Science as set out in the *Customs (Extensions of Time and Non-cooperation) Direction 2015*. More details on this direction are explained in Anti-Dumping Notice No. 2015/129, available on the Anti-Dumping Commission’s (the Commission’s) website at [www.adcommission.gov.au](http://www.adcommission.gov.au).

**Return address**

**Mail:** Director, Operations 1

 Anti-Dumping Commission

 GPO Box 2013, Canberra

 ACT, 2601

**E-mail**: operations1@adcommission.gov.au

**Part A – Company and overseas supplier information**

**A.1 Your company**

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

**A1.1** Provide details on the ownership of your company and major shareholders:

**A1.2** Describe the role of your company in the Australian market for hot rolled coil. For example, buying or selling agent, importer/distributor, importer/wholesaler, importer/retailer or importer/end-user.

**A1.3** At what level of trade is each of your customers? For example, distributor, wholesaler, retailer or end-user. This information may be provided in a spreadsheet format.

|  |  |
| --- | --- |
| **Customer** | **Level of trade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**A.2 Your overseas supplier(s) of the goods subject to measures**

Please complete the table below for each of your overseas suppliers of hot rolled coil (using a new box for each supplier). Alternatively, you may provide the information in a spreadsheet format. Please advise if the information you are required to complete in this section is provided in another format and attachment.

If you source hot rolled coil from a country other than the four countries/regions subject to the review, please provide details of the supplier(s) of this hot rolled coil.

|  |  |
| --- | --- |
| **Commodity – hot rolled coil:**  | **Response:** |
| Supplier name: |  |
| Is the supplier the manufacturer?If ‘no’, please also answer question A.3 in relation to this supplier |  |
| Models/grades supplied: |  |
| Country of origin: |  |
| Contact name: |  |
| Position: |  |
| Mailing address: |  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

**A.3 Overseas manufacturer(s) of the goods subject to measures**

If the supplier(s) listed in your response to question A.2 above is not the manufacturer of the hot rolled coil, please complete the table below for each manufacturer of the hot rolled coil (using a new box for each supplier). Alternatively, you may provide the information in a spreadsheet format. Please advise if the information required to complete this section is provided in another format and attachment.

|  |  |
| --- | --- |
| **Commodity – hot rolled coil:**  | **Response:** |
| Supplier name (from A.2): |  |
| Manufacturer name: |  |
| Country of origin: |  |
| Manufacturer contact name: |  |
| Position: |  |
| Mailing address: |  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

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

**A4.1** The Commission would like to commence visits to importers to verify the data submitted within the responses to the questionnaire from **1 February 2018**.

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

 *Dates are in order of preference:*

 **Date 1:**

 **Date 2:**

 **Date 3:**

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

**A4.2** Address for proposed visit (the address at which your accounting records are held):

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

**Part B – Imports and forward orders**

Please complete this part after the Commission has provided you with your detailed information of imports, and return it (along with your response to Part C) no later than 11 January 2018.

To assist with the identification of imports of the hot rolled coil under review, the Commission will shortly provide you with a spreadsheet of your imports of hot rolled coil from1 October 2016 to 30 September 2017 (the review period).

This information will be provided from the Australian Border Force’s import database.

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

**B.1 Import details**

Please complete the ‘Part B – cost to import and sell’ worksheet included in the ‘HRC importer questionnaire spreadsheet” workbook, with details for the highlighted selected shipments.

The worksheet should contain costs and sales data for the selected shipments of hot rolled coil exported from Japan, Korea, Malaysia and/or Taiwan from 1 October 2016. The completed spreadsheet should be returned as part of your Part B response, along with details of your forward orders (see B.3 below).

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

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

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

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

It would be appreciated if these documents could be assembled into one bundle for each shipment selected. Please provided scanned copies of these documents together with parts B and C responses and retain hard copies for presentation at the Commission’s visit.

**B.3 Forward orders**

Please complete the ‘Part B – forward orders’ worksheet within the ‘HRC importer questionnaire spreadsheet” workbook. The completed worksheet should be returned as part of the Part B response, along with details of your selected shipments as discussed in B.1 above.

**Part C – Sales and selling expenses**

Please return your response to Part C, along with your response to Part B, no later than 11 January 2018.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of hot rolled coil exported from Japan, Korea, Malaysia and Taiwan from 1 October 2016 to 30 September 2017.

If possible, and where appropriate, the following data should be provided in Microsoft Excel format (a suggested worksheet ‘Part C – sales’ is provided in the ‘HRC importer questionnaire spreadsheet” workbook).

Please include:

* + customer name;
	+ customer level of trade (e.g. distributor, end user etc.);
	+ location – state;
	+ location – city;
	+ invoice number;
	+ invoice date;
	+ delivery terms (e.g. FIS, ex-warehouse);
	+ credit terms (in days);
	+ model;
	+ product code;
	+ grade;
	+ patterns in relief;
	+ surface finish;
	+ form;
	+ thickness;
	+ width;
	+ prime/non-prime product;
	+ quantity;
	+ packing;
	+ total invoiced price;
	+ unit invoiced price;
	+ off-invoice discount/rebate amount (if applicable, list each type of discount/rebate individually);
	+ net unit sales price;
	+ supplier of the goods;
	+ purchase order number with supplier; and
	+ country of origin.

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

Please calculate your selling, general and administrative expenses for hot rolled coil for the period **1 October 2016** to **30 September 2017** and enter this information into the ‘Part B – cost to import and sell’ worksheet included in the ‘importer questionnaire spreadsheet – HRC’ workbook.

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

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

## Checklist

* Return by **4 December 2017**
* Part A response
	+ Your company details
	+ Supplier/manufacturer details
	+ Suitable dates for verification meeting with the Commission
* Return by **11 January 2018**
* Part B response
* Sales route spreadsheet of imports
	+ Information on forward orders
* Part C response
	+ Worksheet of Australian sales
	+ Selling, general and administrative expenses
* During verification meeting (may be required to assist verification)
	+ Copies of source documents for post-exportation costs of shipments
	+ Financial statements
	+ Bank records
	+ Import and post-exportation documents for other shipments
	+ Sales invoices
	+ Documentation to support selling costs (e.g. freight, warehousing)
	+ Documentation to support selling, general and administrative expenses