IMPORTER QUESTIONNAIRE

AMMONIUM NITRATE

EXPORTED TO AUSTRALIA FROM THE PEOPLE’S REPUBLIC OF CHINA, SWEDEN AND THE KINGDOM OF THAILAND

This questionnaire seeks information in relation to your imports and sales (if any) of ammonium nitrate exported to Australia from the People’s Republic of China (China), Sweden and the Kingdom of Thailand (Thailand).

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

Anti-Dumping Notice No. 2018/103 provides details of the goods under consideration, the application and the investigation procedures.

|  |  |  |
| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return as quickly as possible but no later than** **2 July 2018** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Commission’s detailed list of your imports, but no later than 16 July 2018** |
| **Part C** | **Sales and expenses** |
| **Part D** | **List of supply contracts** |
| **Part E** | **Purchases of ammonium nitrate** |

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* (the Direction). More details on this direction are explained in Anti-Dumping Notice 2015/129, available on the Commission’s website at [www.adcommission.gov.au](http://www.adcommission.gov.au).

**Return address**

**E-mail**: investigations2@adcommission.gov.au

**Mail:** Director, Investigations 2

 Anti-Dumping Commission

 GPO Box 2013

 Canberra ACT 2601

Part A - Company and overseas supplier information

**A.1 Your company**

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

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

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

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

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

Please complete the table below for each of your overseas suppliers of ammonium nitrate (using a new box for each supplier).

If you source ammonium nitrate from a country other than China, Sweden or Thailand, please provide details of the supplier(s) of these goods.

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

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

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

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

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

The Commission would like to commence visits to importers to verify the data submitted in the questionnaire and discuss the investigation from mid to late July 2018.

Please advise what dates are suitable to your company for such visit.

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

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

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

Part B - Imports and forward orders

Please complete this part after the Commission has provided you with your detailed list of imports, and return this part, along with your responses to Parts C, D and E, no later than 16 July 2018.

To assist with the identification of imports of ammonium nitrate (the goods under investigation), the Commission will provide you with a list of your imports of ammonium nitrate from 1 April 2017 to 31 March 2018.

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

Within this spreadsheet, the Commission will select several shipments (by highlighting them) that it wishes to examine in more detail. If we have selected shipments that do not relate to the goods under investigation, please contact the case manager at investigations2@adcommission.gov.au.

**B.1 Import details**

Please complete the Part B - Cost to import & sell spreadsheet included in the “Importer questionnaire spreadsheets - ammonium nitrate” excel workbook, with details for the selected shipments.

This spreadsheet should contain costs and sales data for the selected shipments of ammonium nitrate exported from China, Sweden or Thailand. 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 listing of your imports.

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

In relation to the shipments selected by the Commission for verification (i.e. those shipments highlighted in the spreadsheet which will be provided by the Commission), please prepare copies of the relevant supplier commercial invoices, bills of lading, packing lists and any other documents (e.g. invoices) supporting post-exportation costs including:

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

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

**B.3 Forward orders**

Please complete the Part B - Forward Orders spreadsheet included in the “Importer questionnaire spreadsheets - ammonium nitrate” excel workbook. The completed spreadsheet should be returned as part of the Part B response, along with details of your selected shipments as discussed in B.1 above.

Part C - Sales and selling expenses

Please return your response to Part C, along with your response to Parts B, D and E, no later than 16 July 2018.

**C.1 Your sales**

Please provide details of all your sales in the Australian market (**if any**) of ammonium nitrate imported from China, Sweden or Thailand from 1 April 2017 to 31 March 2018.

The sales data should be provided in MS excel format (a suggested spreadsheet Part C - Sales is provided within the “Importer questionnaire spreadsheets - ammonium nitrate” excel workbook).

Please provide this data on a ‘line-by-line’ basis, showing details of each sales transaction.

Please include:

* + customer name;
	+ customer level of trade (e.g. distributor, end-user etc.);
	+ customer location (e.g. state);
	+ invoice number;
	+ invoice date;
	+ delivery terms (e.g. free into store, ex-warehouse);
	+ payment terms (e.g. number of days);
	+ product code;
	+ product description;
	+ quantity;
	+ packaging;
	+ total invoice value;
	+ unit invoice price;
	+ off invoice discount/rebate amount (if applicable, list each type of discount/rebate individually);
	+ net unit sales price;
	+ your supplier of the goods;
	+ your purchase order number; and
	+ country of origin.

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

Please calculate your selling, general and administration expenses relevant to ammonium nitrate for the period 1 April 2017 to 31 March 2018 and enter this information into the Part B - Cost to import & sell spreadsheet included in the “Importer questionnaire spreadsheets - ammonium nitrate” excel 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 ammonium nitrate is only a part of overall company sales, allocations of selling, general and administrative expenses may have to be made.

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

Part D - List of supply contracts

Please return your response to Part D, along with your responses to Parts B, C and E, no later than 16 July 2018.

**Your supply contracts with customers**

Please provide a list of your existing ammonium nitrate (if relevant) and bulk explosives supply contracts in the Australian market (i.e. details of contracts effective during the period 1 April 2017 to 31 March 2018).

Please provide this information in the Part D - List of contracts spreadsheet provided in the “Importer questionnaire spreadsheets - ammonium nitrate” excel workbook.

Please include:

* + customer name;
	+ location of mine site;
	+ date contract entered into;
	+ contract commencement date;
	+ term of contract (e.g. years, months);
	+ type of product supplied;
	+ contracted volumes;
	+ contracted unit price (excluding GST);
	+ delivery terms (e.g. EXWs etc.); and
	+ if any supporting services provided, please indicate in a separate column.

**Part E - Purchases of ammonium nitrate**

Please return your response to Part E, along with your responses to Parts B, C and D, no later than 16 July 2018.

**Your purchases of ammonium nitrate**

Please provide details of all your purchases (domestic and imported) of ammonium nitrate during the period 1 April 2017 to 31 March 2018.

Please provide this information in the Part E - Purchases of AN spreadsheet provided in the “Importer questionnaire spreadsheets - ammonium nitrate” excel workbook.

Please provide this data on a ‘line-by-line’ basis, showing details of each purchase transaction. **You may provide this information (in MS excel format) directly from your relevant purchase ledger.**

Please include the following details:

* + supplier name;
	+ supplier location (e.g. state);
	+ invoice number and invoice date;
	+ delivery terms (e.g. EXWs, FOB, CIF etc.);
	+ payment terms;
	+ product description, including the bulk density and form of ammonium nitrate;
	+ quantity purchased;
	+ packaging type;
	+ purchase price and total purchase value;
	+ amount of any discounts/rebates;
	+ purchase order number;
	+ country of origin (if imported); and
	+ whether it is a ‘spot’ or contracted supply purchase.

## Checklist

* Return by **2 July 2018**
* **Part A response**
	+ Your company details
	+ Details of your ammonium nitrate suppliers
	+ Suitable dates for verification meeting with the Commission
* Return by **16 July 2018**
* **Part B response**
* Cost to import and sell information
* Information on forward orders
* **Part C response**
	+ Information in relation to ammonium nitrate sales (if any)
	+ Selling, general and administration expenses
* **Part D response**
	+ Information relating to your contracts for the supply of ammonium nitrate and bulk explosives
* **Part E response**
	+ Information relating to your purchases of ammonium nitrate (domestic and imports)
* During the verification meeting, the following documents may be required:
	+ copies of source documents of post-exportation costs for shipments
	+ financial statements
	+ bank records
	+ import and post-exportation documents for other shipments
	+ sales invoices
	+ documentation to support selling costs (e.g. freight, warehousing)
	+ documentation to support selling, general and administration expenses