IMPORTER QUESTIONNAIRE

STEEL PALLET RACKING

EXPORTED TO AUSTRALIA FROM THE PEOPLE’S REPUBLIC OF CHINA AND MALAYSIA

This questionnaire seeks information in relation to your imports and sales of steel pallet racking (the goods) exported to Australia from the People’s Republic of China (China) and Malaysia.

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

The attached Australian Dumping Notice No 2017/161 *(also available on the Commission’s website)* provides details of the goods under consideration, the application and the investigation procedures.

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| --- | --- | --- |
| **Part A** | **Your company and overseas supplier information** | **Return as quickly as possible but no later than 20 November 2017** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Commission’s detailed spreadsheets but no later than**  **4 December 2017** |
| **Part C** | **Sales and expenses** |

The timeliness of your response is important. The Commissioner must consider the direction from the Minister for Industry, Innovation and Science as set out in the *Customs (Extensions of Time and Non-cooperation) Direction 2015* (the Direction). More details on this direction are explained in Anti-Dumping Notice 2015/129, available on the Commission’s website.[[1]](#footnote-1)

Whilst email is the preferred option for receiving information, any of the below options of are available for your response to this questionnaire

|  |  |
| --- | --- |
| **Contact:** | The Director, Investigations 4  GPO Box 2013  CANBERRA ACT 2601 |
| **Email:**  **Fax:** | [investigations4@adcommission.gov.au](mailto:investigations4@adcommission.gov.au)  (03) 8539 2499 |
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**Part A – Your Company and overseas supplier information**

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| **Please provide your response to this section by 20 November 2017** |

**A.1 Your company**

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

**A.1.1** **Provide details on the ownership of your company and major shareholders.**

Click here to enter text.

**A.1.2** **Describe the role of your company in the Australian market for steel pallet racking.** **For example, buying or selling agent, importer/distributor, importer/wholesaler, importer/retailer or importer/end-user.**

Click here to enter text.

**A.1.3 Does your company manufacture any of the components for steel pallet racking such as beams, uprights and/or braces? If YES, please advise which components.**

Click here to enter text.

**A.1.3** **At what level of trade is each of your customers, for example: distributor, wholesaler, retailer or end-user/warehouse fitout which may include products and services in addition to steel pallet racking?**

**Please include all customers for the investigation period 1 October 2016 to 30 September 2017.**

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

Please complete the below information for each of your overseas suppliers of steel pallet racking (using a new box for each supplier) for the period 1 October 2016 to 30 September 2017.

|  |  |  |
| --- | --- | --- |
| **Supplier name:** | ***Business name here*** | |
| Is the supplier the manufacturer? | Choose an item. | *If ‘no’, please also answer question A.3 in relation to this supplier* |
| Components supplied (beams/uprights/braces/etc): |  |  |
| Are components assembled, unassembled or partially assembled?  *Please describe which components.* |  |  |
| Component finish(es) – ( for example bear/painted/galvanised etc) |  | |
| Country of origin: |  | |
| Contact name: |  | |
| Position: |  | |
| Mailing address: |  | |
| Telephone: |  | |
| Facsimile: |  | |
| E-mail address: |  | |

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

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

|  |  |  |
| --- | --- | --- |
| **Manufacturer name:** | ***Business name*** | |
| Supplier or suppliers name: |  | |
| Components supplied: |  |  |
| Component finish(es): |  | |
| Country of origin: |  | |
| Contact name: |  | |
| Position: |  | |
| Mailing address: |  | |
| Telephone: |  | |
| Facsimile: |  | |
| E-mail address: |  | |

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

The Commission will visit importers who hold a significant portion of Australian market share to verify the data submitted in importer questionnaire responses, to discuss the investigation and the applicant’s claims of injury. The Commission aims to have these visits as soon as possible from [insert date].

Can you please advise, in order of preference, which of the below dates are suitable to your company for this visit? Or please select a few dates as alternatives if some or none are suitable.

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

*Week start - Date 1*

*Week start - Date 2*

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

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

Part B – Imports and forward orders

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| **Please return your responses to Part B along with your response to Part C no later than 4 December 2017.** |

To assist with the identification of imports of steel pallet racking (the goods the subject of this investigation) the Commission has provided you with a spreadsheet of your imports of steel pallet racking (or components thereof) for the investigation period 1 October 2016 to 30 September 2017.

This information has been obtained from the Australian Border Force (ABF) import database.

From this spreadsheet, the Commission has selected several shipments, which are listed in the “Part B.1.2 – Cost to import and sell” spreadsheet included in the “Importer Questionnaire Spreadsheets”. The Commission will verify your company’s imports in more detail.

**B.1 Import details**

B.1.1 Please review the ABF database extract of your steel pallet racking imports for completeness and accuracy. The extract is found at tab “B.1.1 DIBP database” in the Importer Questionnaire workbook (sent with this word questionnaire).

B.1.2 Please complete tab “B.1.2 – Cost to import and sell” in the Importer Questionnaire workbook and provide details and evidence of the sampled shipments.

The spreadsheet should contain costs and sales data for the selected shipments of steel pallet racking (or components thereof) **exported** from China and Malaysia between **1 October 2016 and 30 September 2017**. The completed spreadsheet and requested evidence should be returned as part of your Part B response, along with details of your forward orders (see B.3 below).

You should also refer to Part C.2 of this Questionnaire for an explanation of selling costs to be calculated.

B.1.2 **The following documents are required for each of the sampled shipments. Please provide a copy of:**

* the commercial invoice;
* bill of lading;
* packing list;

and any other documents supporting post exportation costs including;

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

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

**B.2 Imports during the injury analysis period**

Please complete tab “B.2 Previous imports in the Importer Questionnaire workbook. This section requests your annual imports of steel pallet racking, per country of origin (in aggregate, including beams, uprights and braces) from China and/or Malaysia for the injury analysis period from **1 October 2013 to 30 September 2016**.

**B.3 Forward orders**

Please complete tab “B.3 Forward Orders” for imports in the Importer Questionnaire workbook.

**Part C – Sales and selling expenses**

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| **Please return your responses to Part C along with your response to Part B no later than 4 December 2017.** |

**C.1 Your sales**

Please provide details of all your sales in the Australian market of steel pallet racking exported from China and Malaysia from **1 October 2016 to 30 September 2017**.

Please complete “C.1 – Sales” in the “Importer Questionnaire Spreadsheets” workbook. If you prefer to provide a system-generated report, please ensure your report contains the following fields and data:

* + Customer details – such as name, level of trade (distributor, end-user etc), location (state and city);
  + Invoice number;
  + Invoice date;
  + Project code / identifier (to identify products sold as part of a pallet racking system for a warehouse fitout);
  + Delivery terms (eg. FIS, Ex-warehouse);
  + Credit terms (days);
  + Product description;
  + Finish/dimensions/wall thickness;
  + 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;
  + Your supplier of the goods;
  + Purchase order number to supplier; and
  + Country of origin.

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

Please calculate your selling, general and administration costs for steel pallet racking for the period **1 October 2016 to 30 September 2017** in “C.2 SG&A” in the “Importer Questionnaire Spreadsheets” workbook. The calculation should also be entered into the “B.1.2 – Cost to import and sell” spreadsheet.

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 steel pallet racking is only a portion 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. Please ensure you include your calculation methodology and most recent audited financial statement with your Importer Questionnaire response.

## Checklist for return of responses and evidence

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| --- | --- | --- | --- | --- |
| **Part A** | | | **Returned by [dd month yyyy]** | |
| * Your company details | | | |  |
| * Supplier/manufacturer details | | | |  |
| * Suitable dates for verification meeting with the Commission | | | |  |
| **Part B** | | **Returned by [dd month yyyy]** | | |
| * Imports during the investigation period | | | |  |
| * Imports during the injury analysis period | | | |  |
| * Forward orders | | | |  |
| **Part C** | **Returned by [dd month yyyy]** | | | |
| * Sales | | | |  |
| * Selling, General and Administration expenses | | | |  |

Prior to and during verification meeting (may be required to assist verification)

* Copies of source documents of post-exportation costs for shipments
* Financial statements
* Bank records
* Import and post-exportation documents for other shipments
* Sales invoices
* Documentation to support selling costs (eg freight, warehousing)
* Documentation to support SG&A expenses

1. [www.adcommission.gov.au](http://www.adcommission.gov.au) [↑](#footnote-ref-1)