IMPORTER QUESTIONNAIRE

ZINC COATED (GALVANISED) STEEL EXPORTED TO AUSTRALIA FROM INDIA AND THE SOCIALIST REPUBLIC OF VIETNAM

This questionnaire seeks information in relation to your imports and sales of zinc coated (galvanised) steel exported to Australia from India and the Socialist Republic of Vietnam (Vietnam).

The questionnaire is accompanied by the attached Excel document ‘*Galvanised Steel - importer questionnaire spreadsheet*’, which provides a template for you to complete in relation to Parts B and C of this questionnaire (as outlined below).

Information provided in response to this questionnaire may be used to assist in determining export prices and non-injurious prices, to construct the Australian market for galvanised steel and in the assessment of the applicant’s injury claims.

The attached Anti-Dumping Notice No. 2014/55 provides details of the goods the subject of the investigation, the application and the investigation procedures.

This questionnaire comprises three parts:

|  |  |  |
| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return as quickly as possible, but no later than 18 July 2014** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the detailed list of your imports of galvanised steel, but no later than 30 July 2014** |
| **Part C** | **Sales and expenses** |

**RETURN ADDRESS**

**Mail (on CD-ROM):** Director Operations 1

 Anti-Dumping Commission

 1010 La Trobe Street

 Docklands VIC 3008

**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: |  |

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 galvanised steel – 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 galvanised steel (using a new box for each supplier).

If you source galvanised steel from a country other than the two countries subject to this application, please provide details of the supplier(s) of this galvanised steel.

|  |  |
| --- | --- |
| COMMODITY:  | **GALVANISED STEEL** |
| Supplier name: |  |
| Is the supplier the manufacturer?If ‘no’, please also answer question A.3 in relation to this supplier. |  |
| Finish(es) 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 galvanised steel supplied, please complete the table below for each manufacturer of the galvanised steel, using a new box for each supplier.

|  |  |
| --- | --- |
| COMMODITY:  | **GALVANISED STEEL** |
| 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 within import questionnaire responses and discuss the investigation as soon as possible from early to mid-August 2014.

Can you please advise what dates are suitable to your company for this 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 the detailed list of your imports of galvanised steel, and return this part, along with your response to Part C, no later than 30 July 2014.

To assist with the identification of imports of galvanised steel subject to the investigation, the Commission will provide you with a detailed list of your imports of galvanised steel from 1 July 2013 to 30 June 2014.

This information will be provided from the Australian Customs and Border Protection Service’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 worksheet titled ‘Part B – cost to import & sell’ in the ‘*Galvanised Steel - importer questionnaire spreadsheet*’ document provided by the Commission in the initiation package, with details for the highlighted selected shipments.

The worksheet should contain costs and sales data for the selected shipments of galvanised steel exported from India and Vietnam since 1 July 2013. The completed worksheet should be returned as part of your Part B response, along with details of your forward orders (see question B.3 below).

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

**B.2 Documents required 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 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 retain these copies for presentation at the Commission’s visit.

**B.3 Forward orders**

Please complete the worksheet titled ‘Part B – forward orders*’* in the ‘*Galvanised Steel - importer questionnaire spreadsheet*’ document provided by the Commission in the initiation package. The completed worksheet should be returned as part of the Part B response, along with details of your selected shipments as discussed in question B.1 above.

Part C – Sales and selling expenses

Please return your responses to Part C, along with your response to Part B, no later than 30 July 2014.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of galvanised steel exported from India and Vietnam from 1 July 2013 to 30 June 2014.

If possible, and where appropriate, the following data should be provided in Microsoft Excel format (suggested worksheet titled ‘Part C – sales’ in the ‘*Galvanised Steel - importer questionnaire spreadsheet*’ document that was provided by the Commission in the initiation package).

Provide the data on a ‘line-by-line’ basis, showing details of each invoiced line, as opposed to aggregate information.

Please include:

* customer name;
* customer level of trade (distributor, end user etc);
* location – state;
* location – city;
* invoice number;
* invoice date;
* delivery terms (e.g. FIS, ex-warehouse);
* credit terms (days);
* finish/dimensions/thickness/width/coating;
* 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 galvanised steel for the period 1 July 2013 to 30 June 2014 and enter this information into the worksheet ‘Part B – cost to import and sell*’* included in the ‘*Galvanised Steel - importer questionnaire spreadsheet*’ document from the initiation package.

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 galvanised steel 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.

## Checklist

* Return by **18 July 2014**
* Part A response:
	+ - your company details;
		- supplier/manufacturer details;
		- suitable dates for verification meeting with the Commission.
* Return by **30 July 2014**
* Part B response:
	+ - completed ‘cost to import and sell’ worksheet – for highlighted imports
		- completed ‘forward orders’ worksheet.
* Part C response:
	+ - completed Sales worksheet
		- selling, general and administration expenses included in the Cost to import and sell worksheet.
* During verification visit (may be required to assist verification):
	+ copies of source documents of post-exportation costs for selected 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.