IMPORTER QUESTIONNAIRE

ZINC COATED (GALVANISED) STEEL

**Exported from the People’s Republic of China,
the Republic of Korea and Taiwan**

This questionnaire seeks information in relation to your imports and sales of zinc coated (galvanised) steel exported to Australia from the People’s Republic of China (China), the Republic of Korea (Korea) and Taiwan.

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 2017/157 provides details of the goods under consideration, the application and the investigation procedures.

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| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return PART A as quickly as possible but no later than** **17 November 2017** |
| **Part B** | **Imports and forward orders** |
| **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 at [www.adcommission.gov.au](http://www.adcommission.gov.au).

**Return address**

**Mail:** Director Operations 1

 GPO BOX 2013

 Canberra ACT 2600

**E-mail**: [operations1@adcommission.gov.au](operations1%40adcommission.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 below information for your supply of galvanised steel.

If you source galvanised steel from a country other than China, Korea or Taiwan 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: |  |
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|  |
|  |
|  |
| Telephone: |  |
| Facsimile: |  |
| E-mail address: |  |

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

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 below for each manufacturer of the galvanised steel supplied (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 may visit importers to verify the data submitted within import questionnaire responses and discuss the review as soon as possible from 4 December 2017.

Can you please advise what dates are suitable to your company for a possible 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

To assist with the identification of imports of galvanised steel under review, the Commission has enclosed a spreadsheet of your imports of galvanised steel from 1 October 2016 to 30 September 2017.

This information has been provided from the Commission’s import database.

Within this spreadsheet, the Commission has selected 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” spreadsheet included in the “Importer Questionnaire Spreadsheets” workbook, with details for the highlighted selected shipments.

The spreadsheet should contain costs and sales data for the selected shipments of galvanised steel exported since 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).

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

In relation to the shipments selected by the Commission for verification 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 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 presentation at the Commission’s visit.

**B.3 Forward orders**

Please complete the “Part B – Forward Orders” spreadsheet within the “Importer Questionnaire Spreadsheets” 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

**C.1 Your sales**

Please provide details of all your sales in the Australian market of galvanised steel exported from 1 October 2016.

If possible, and where appropriate, the following data should be provided in Microsoft Excel format (a suggested spreadsheet “Part C – Sales” is provided within the Exporter Questionnaire Spreadsheets” workbook).

Please include:

* + Customer name;
	+ Customer level of trade (Distributor, End user etc);
	+ Location – state;
	+ Location – city;
	+ Invoice number;
	+ Invoice date;
	+ Delivery terms (eg. FIS, Ex-warehouse);
	+ Credit terms (days);
	+ 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 galvanised steel for the period 1 October 2016 to 30 September 2017 and enter this information into the “Part B – Cost to import and sell” spreadsheet included in the “Importer Questionnaire Spreadsheets” 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 the goods are only a part of overall company sales, an allocation for 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

* **Part A response**
	+ Your company details
	+ Supplier/manufacturer details
	+ Suitable dates for verification meeting with the Commission
* **Part B response**
* Sales Route spreadsheet of imports
	+ Information on forward orders
* **Part C response**
	+ Sales spreadsheet of sales
	+ Selling, General and Administration expenses
* **During verification meeting (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