IMPORTER QUESTIONNAIRE

CERTAIN ALUMINIUM EXTRUSIONS

EXPORTED TO AUSTRALIA FROM THE PEOPLE’S REPUBLIC OF CHINA

This questionnaire seeks information in relation to your imports and sales of aluminium extrusions exported to Australia from the People’s Republic of China (China).

The questionnaire is accompanied by the attached Excel workbook “Aluminium Extrusions - Importer Questionnaire Spreadsheets”, which provides a template for your response to various parts of the questionnaire

The information provided in response to the questionnaire, may be used to assist in determining whether the selling prices of the goods subject to measures have failed to increase in line with the anticipated effect of duties payable.

Anti-Dumping Notice No 2014/31 provides details of the circumvention goods under consideration, the application and the inquiry procedures and is available on the Anti-Dumping Commission (Commission) website [www.adcommission.gov.au](http://www.adcommission.gov.au)

This questionnaire comprises of three parts:

|  |  |
| --- | --- |
| **Part A**  | **Company and overseas supplier information** |
| **Part B** | **Imports and the goods** |
| **Part C** | **Sales and expenses** |

**Due date for response (all three parts): COB Monday 21 May 2014**

**Return address**

**Mail (on CD or USB):** Director, Operations 3

Anti-Dumping Commission

 Customs House

 1010 La Trobe Street

 Docklands VIC 3008

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

What happens if you do not respond to this questionnaire?

You do not have to complete this questionnaire. However, if you do not respond, do not provide all of the information sought, do not provide information within a reasonable time period, or do not allow the Commission to verify the information, we may deem you uncooperative. In that case, the Commission may be required to rely on information supplied by other parties (possibly information supplied by the Australian industry) and it may assess that the selling price has not increased in line with the anticipated effect of duties payable and may make a recommendation that the Minister alter the original notices.

It is in your interest, therefore, to provide a complete and accurate submission, capable of verification.

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 aluminium extrusions – for example, buying or selling agent, importer/distributor, importer/wholesaler, importer/retailer or importer/end-user.

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Describe any arrangements with any other companies in the Australian market, including licensing, joint ventures, or related party arrangements. Please provide a copy of any relevant agreement.

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

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

Please complete the below information for each of your overseas supplier of aluminium extrusions (using a new box for each supplier).

If you source aluminium extrusions from a country other than the country subject to the application, please provide details of the supplier(s) of these aluminium extrusions.

|  |  |
| --- | --- |
| Commodity:  | **Aluminium extrusions** |
| 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: |  |

|  |  |
| --- | --- |
| Commodity:  | **Aluminium extrusions** |
| 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 inquiry

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

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

A.4 Timing of proposed visit by the Anti-Dumping Commission (the Commission)

The Commission would like to commence visits to importers to verify the data submitted within import questionnaire responses and discuss the inquiry as soon as possible from 02 June 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: |  |
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|  |
|  |
|  |
| Telephone: |  |
| Facsimile: |  |

Part B – Imports

Attached to this questionnaire, the Commission has provided you with a detailed listing of your imports of aluminium extrusions from China during the period 01 January 2013 to 31 December 2013. This information has been sourced from the Australian Customs and Border Protection Services’ imports database.

Within this listing, the Commission has highlighted several selected imports in yellow. These imports have been selected for detailed assessment (see below).

B.1 Import details

Please complete the “Part B – Cost to import and sell” spreadsheet included in the “Aluminium Extrusions Importer Questionnaire Spreadsheets” workbook in this package, with details for the highlighted selected shipments from the attached import listing for your company.

The spreadsheet should contain costs and sales data for the **selected 30 shipments** of aluminium extrusions **exported** from China during the period **01 January 2013 to 31 December 2013**. The completed spreadsheet should be returned as part of your Part B response.

B.2 Documents required at the Commission visit

In relation to the 30 shipments selected by the Commission for verification (i.e. those shipments highlighted in the import listing spreadsheet, in Worksheet 2 – THE GOODS), please prepare copies of the following commercial documents, including:

* Full Import Declaration (FID);
* purchase order;
* contract of sale;
* order confirmation (including online);
* arrangement emails;
* commercial invoice;
* bill of lading / airway bill;
* packing list;
* overseas freight and insurance;
* customs duties;
* landing and wharfage charges;
* freight forwarding fees;
* cartage/delivery fees;
* any other charges between the FOB point and the landed, duty paid into-store point; and
* evidence of payment, which may include letter of credit, bank transfers, receipt, PayPal, EFT, credit card or bank account statements.

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 visit.

B.3 The goods?

The Commission has **selected 20 shipments** which have either claimed a dumping duty exemption type on importation or classified to a tariff subheading which is not subject to the notice (i.e. those shipments highlighted in the import listing spreadsheet, in Worksheet 3 – GOODS NOT UNDER CONSIDERATION). In relation to these shipments selected by the Commission for verification, please complete “Part B – The Goods?” within the Aluminium Extrusions Importer Questionnaire Spreadsheets” workbook. The completed spreadsheet should be returned as part of the Part B response, along with details of the 30 selected shipments as discussed in B.1 and B.2 above.

At the importer visit, the Commission will also seek to verify information supplied by you in claiming the dumping exemption type or classifying the goods to a tariff subheading not subject to the notice. Please provide sufficient information to verify the reason for this. For example, the aluminium alloy used, the profile size or level of fabrication or further processing beyond that covered by the notices.

Part C – Sales and selling expenses

C.1 Your sales

Please provide details of all your sales in the Australian market of aluminium extrusions exported from China for the period 01 January 2013 to the 31 December 2013 by completing the “Part C – Sales” spreadsheet in the attached “Aluminium Extrusions Importer Questionnaire Spreadsheets” workbook.

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 “Aluminium Extrusions Exporter Questionnaire Spreadsheets” workbook in this package).

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 aluminium extrusions for the period 01 January 2013 to 31 December 2013 and enter this information into the “Part B – Cost to import and sell” spreadsheet included in the “aluminium extrusions Importer Questionnaire Spreadsheets” workbook in this 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 aluminium extrusions are 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. The Commission will seek to obtain the following commercial documents relating to the selected sales.

* purchase order;
* contract of sale;
* order confirmation (including online);
* arrangement emails;
* selling price
* commercial invoice;
* rebates and or discounts provided, including how your customers qualify for the rebates/discount, method of payment and how they are accounted for;
* packing list;
* freight and delivery charges; and
* evidence of payment, which may include letter of credit, bank transfers, receipt, PayPal, EFT, credit card or bank account statements.

## Checklist

* Return by **21 May 2014**
* 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
* Part C response
	+ Sales spreadsheet of sales
	+ Selling, General and Administration expenses
* 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