



**Australian Government**

**Australian Customs and  
Border Protection Service**

## IMPORTER QUESTIONNAIRE

### CERTAIN HOLLOW STRUCTURAL SECTIONS EXPORTED TO AUSTRALIA FROM THE PEOPLE'S REPUBLIC OF CHINA, THE REPUBLIC OF KOREA, MALAYSIA, TAIWAN AND THAILAND

This questionnaire seeks information in relation to your imports and sales of certain hollow structural sections (HSS) exported to Australia from the any or all of the People's Republic of China (China); the Republic of Korea (Korea); Malaysia; Taiwan; and Thailand.

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 Customs Dumping Notice No 2011/43 provides details of the goods under consideration, the application and the investigation procedures.

<b><u>Part A</u></b>	<b>Company and overseas supplier information</b>	<b>Return as quickly as possible but no later than 26 September 2011</b>
<b><u>Part B</u></b>	<b>Imports and forward orders</b>	<b>Return as soon as possible after receiving Customs and Border Protection's detailed spreadsheets but no later than 17 October 2011</b>
<b><u>Part C</u></b>	<b>Sales and expenses</b>	

#### Return address

**Mail:** Director  
International Trade Remedies Branch  
Australian Customs Service  
5 Constitution Avenue  
CANBERRA ACT 2600

**Facsimile:** (02) 6275 6990

**E-mail:** [tmops3@customs.gov.au](mailto:tmops3@customs.gov.au)



**A.2 Your overseas supplier(s) of the goods under consideration**

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

If you source HSS from a country other than the five countries/regions subject to the application, please provide details of the supplier(s) of this HSS.

Commodity:	DELETED SUPPLIER INFORMATION
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 HSS supplied, please complete the below for each manufacturer of the HSS supplied (using a new box for each supplier).

**A.4 Timing of proposed visit by Customs**

Customs and Border Protection 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 late October.

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.

**As discussed with Rebecca Higgins on the phone on 29/9/11, ThyssenKrupp have asked for an extension regarding the supply of the information required by Customs due to September being our financial year end. Between the 4<sup>th</sup> to the 17<sup>th</sup> of October the financial auditors will be at our offices undertaking an audit which will consume most of our personnel resources.**

**This being the case we are asking for a 4 week extension for this information to be due. In regards to the visit from customs the best time for us at this stage would be between 7/11/11 – 11/11/11.**

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

Street address:	Level 1, 267 Pacific Highway, North Sydney NSW 2060, Australia
Telephone:	+61 2 9955 0978
Facsimile:	+61 2 9925 0084

**Part B – Imports and forward orders**

**Please complete this part after Customs and Border Protection has provided you with your detailed spreadsheets of imports, and return this part, along with your response to Part C no later than 17 October 2011.**

To assist with the identification of imports of the HSS under investigation, Customs and Border Protection will shortly provide you with spreadsheets of your imports of HSS from 1 July 2010 – 20 June 2011.

This information will be provided from the Customs and Border Protection's import database.

Within this spreadsheet, Customs and Border Protection will select 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 "HSS Importer Questionnaire Spreadsheets" workbook on the disk in this package, with details for the highlighted selected shipments.

The spreadsheet should contain costs and sales data for the selected shipments of HSS **exported** from China, Korea, Malaysia, Taiwan and Thailand since 1 July 2010. 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 that you cannot complete this part of the questionnaire until Customs and Border Protection provides you with the respective listing of your imports. Customs and Border Protection will contact you shortly in this regard after receiving Part A of the questionnaire).

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

In relation to the shipments selected by Customs and Border Protection for verification (i.e. those shipments highlighted in the spreadsheet which will be provided by Customs), 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 Customs and Border Protection visit.

**B.3 Forward orders**

Please completed the "Part B – Forward Orders" spreadsheet within the "HSS Importer Questionnaire Spreadsheets" workbook on the disk in the package that will be provided. 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 responses to Part C along with your response to Part B no later than 17 October 2011.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of HSS exported from China, Korea, Malaysia, Taiwan and/or Thailand from 1 July 2010 to 30 June 2011.

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 "HSS Exporter Questionnaire Spreadsheets" workbook on the disk 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 HSS for the period **1 July 2010 to 30 June 2011** and enter this information into the "Part B – Cost to import and sell" spreadsheet included in the "HSS Importer Questionnaire Spreadsheets" workbook on the disk 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 HSS is only a part of overall company sales, allocations of selling, general and administrative expenses may have to be made.

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

**Checklist**

- Return by **26 September 2011**
  - Part A response
    - o Your company details
    - o Supplier/manufacturer details
    - o Suitable dates for verification meeting with Customs and Border Protection
  
- Return by **17 October 2011**
  - Part B response
    - o Sales Route spreadsheet of imports
    - o Information on forward orders
  - Part C response
    - o Sales spreadsheet of sales
    - o Selling, General and Administration expenses
  
- During verification meeting (may be required to assist verification)
  - o Copies of source documents of post-exportation costs for shipments
  - o Financial statements
  - o Bank records
  - o Import and post-exportation documents for other shipments
  - o Sales invoices
  - o Documentation to support selling costs (eg freight, warehousing)
  - o Documentation to support SG&A expenses