



Australian Government
Australian Customs and
Border Protection Service

PUBLIC
FILE 105

Importer questionnaire

SILICONE EMULSION CONCRETE ADMIXTURES EXPORTED TO AUSTRALIA FROM THE UNITED STATES OF AMERICA

This questionnaire seeks information in relation to your imports and sales of silicone emulsion concrete admixtures (SECA). The attached ACDN No. 2009/27 provides more detail of the goods under consideration (the goods). The information you provide will be used to establish export prices, to construct the Australian market for the goods, and in assessment of the applicant's claims.

**Part A Company and
overseas supplier
information**

Return by 21 August 2009

**Part B Imports and forward
orders**

Return by 4 September 2009

Part C Sales and expenses

Return by 4 September 2009

Return address

Mail:

Director Operations 1
Trade Measures Branch
Australian Customs and Border Protection Service
5 Constitution Avenue
CANBERRA ACT 2600

Facsimile: 02 6275 6990

E-mail: tmops1@customs.gov.au

SECURITY CLASSIFICATION

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.

Describe the role of your company in the Australian market for the goods - for example, buying or selling agent, importer/distributor, importer/wholesaler or importer/retailer.

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

[illegible]

2. Your overseas supplier/s of the goods

Commodity	Silicone emulsion concrete admixture
Grade(s)(if applicable)	
Company:	
Contact name:	
Position:	
Mailing address:	
Telephone:	
Facsimile:	
E-mail address:	

3. Overseas manufacturer/s of the goods [if different from overseas supplier]

Commodity	Silicone emulsion concrete admixture
Grade(s)(if applicable)	
Company:	
Contact name:	
Position:	
Mailing address:	
Telephone:	
Facsimile:	
E-mail address:	

4. Timing of proposed visit by Customs and Border Protection

Customs and Border Protection would like to undertake visits to importers between **7 and 18 September 2009**. Can you please advise what dates are suitable for the Customs and Border Protection visit? Please note that it may be helpful to consider the availability of key staff, such as your accountant, purchasing officer or sales staff.

Address for proposed visit:

Street address:	
Telephone:	
Facsimile:	

Part B – Imports and forward orders

The good the subject of the application (the goods) are silicon emulsion admixtures for concrete.

The following additional information was provided by the applicant to assist in understanding the goods:

"(The imported goods) contains n-octyltriethoxysilane as the key active component. N-octyltriethoxysilane is part of the alkylalkoxysilane group or one of the organic silicone family including alkylalkoxysilanes with linear or branched alkyl carbon chain length from C1 to C20 or with a phenyl group. Such silicones also include alkylalkoxysiloxanes (siloxanes), polysiloxanes, silicone resins and functional silicones also including materials which contain silicones. The (imported goods) may also contain the above mentioned silicones as the key active or co-active ingredients. The product also contains non-silicone ingredients such as ionic or nonionic surfactants or stabilisation agents or additives including silicone additives which not only help to stabilise the emulsion but also contribute to the performance of the final product.

This silicone emulsion admixture is...used for water-repellency and efflorescence control applications for concrete or similar cementitious products including concrete block, concrete paving, retaining wall units, concrete roof tiles and pre-cast or pre-stressed concrete. (T)his product also enables increased production rates and better visual appeal of the manufactured concrete products. The product also helps to increase strength and improve colour vibrancy of concrete and provides excellent wind-driven rain resistance...

Silicone emulsion admixtures are claimed to be higher value products than those of traditional concrete admixtures such as fatty acid types of concrete admixtures..."

1. Identification of imports of silicone emulsion concrete admixture under investigation from the United States of America (USA)

Customs and Border Protection will shortly provide you with a list of your imports for the period 1 July 2008 to 30 June 2009. When received, please confirm whether the shipments are the goods and the quantities and value are correct.

Please complete the "Part B – Cost to Import and Sell" spreadsheet included in the *IMP spreadsheets1.xls* file with details for each selected shipment. Customs and Border Protection will advise you which shipments have been selected for this more detailed examination.

(Please note 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).

2. Documents required at the Customs and Border Protection visit

Should Customs and Border Protection decide to visit you, for the selected shipments, 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. Please retain these copies for presentation at the Customs and Border Protection visit.

3. Forward orders

Please provide the following details of any forward orders of the goods from the USA in the "Part B – Forward Orders" spreadsheet included in the *IMP spreadsheets1.xls* file.

Supplier	Terms	Expected arrival date	Quantity	Type/ Grade	Unit price

Part C – Sales and expenses**1. Your Sales**

Please provide details of all your sales of silicone emulsion concrete admixtures in the Australian market for the period 1 July 2008 to 30 June 2009 in the "Part C – Sales" spreadsheet included in the *IMP spreadsheets1.xls* file:

- 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);
- Grade;
- 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.

2. Selling, General and Administration expenses

Please calculate the selling, general and administration (SG&A) expenses for SECA for the period **1 July 2008 to 30 June 2009**.

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 SECA is only a part of overall company sales, allocations of SG&A expenses may have to be made.

Customs and Border Protection will seek to verify your sales data and your estimate of SG&A expenses at the importer visit.

Checklist

☐ Return by **21 August 2009**

☐ Part A response

- o Your company details
- o Supplier/manufacturer details
- o Suitable dates for verification meeting with Customs and Border Protection

☐ Return by **4 September 2009**

☐ 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