IMPORTER QUESTIONNAIRE

ZINC COATED (GALVANISED) STEEL

EXPORTED TO AUSTRALIA FROM THE REPUBLIC OF INDIA, MALAYSIA AND SOCIALIST REPUBLIC OF VIETNAM

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

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 Anti-Dumping Notice No 2016/105 provides details of the goods under investigation, the application and the investigation procedures.

|  |  |  |
| --- | --- | --- |
| **Part A**  | **Company and overseas supplier information** | **Return as quickly as possible but no later than** **14 October 2016** |
| **Part B** | **Imports and forward orders** | **Return as soon as possible after receiving the Commission’s detailed spreadsheets but no later than 21 October 2016** |
| **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, Operation 5

 Anti-Dumping Commission

 SAP House, Level 4

 224 Bunda Street, Canberra

 ACT 2601

**E-mail**: operations5@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: |  |

**A1.1** Provide details on the ownership of your company and major shareholders:

**A1.2** Describe the role of your company in the Australian market for Galvanised steels – for example, buying or selling agent, importer/distributor, importer/wholesaler, importer/retailer or importer/end-user.

**A1.3** At what level of trade is each of your customers – for example, distributor, wholesaler, retailer or end-user? This information may be provided in a spreadsheet format.

|  |  |
| --- | --- |
| **Customer** | **Level of trade** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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

Please complete the below information for each of your overseas suppliers of galvanised steel (using a new box for each supplier). Alternatively, you may provide the information in a spreadsheet format. Please advise if the information required to complete this section is provided in another format and attachment.

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

|  |  |
| --- | --- |
| **Commodity:**  | **Zinc coated (Galvanised) steel** |
| Supplier name: |  |
| Is the supplier the manufacturer?If ‘no’, please also answer question A.3 in relation to this supplier. |  |
| Models/grades 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 below for each manufacturer of the galvanised steel (using a new box for each supplier). Alternatively, you may provide the information in a spreadsheet format. Please advise if the information required to complete this section is provided in another format and attachment.

|  |  |
| --- | --- |
| **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**

**A4.1** 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 **25 October 2016**.

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.

*Dates are in order of preference.*

**Date 1:**

**Date 2:**

**Date 3:**

**A4.2** 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 your detailed information of imports, and return this part, along with your response to Part C no later than 21 October 2016.

To assist with the identification of imports of the galvanised steel under investigation, the Commission will shortly provide you with spreadsheets of your imports of galvanised steel from **1 July 2015 to 30 June 2016 (the investigation period)**.

This information will be provided from the Australian Border Force’s (ABF’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 “Part B – Cost to import and sell” spreadsheet included in the “galvanised steel 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 from [country/ies] from 1 July 2015. 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 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 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 provided scanned copies of these documents together with parts B and C responses and retain hard copies for presentation at the Commission’s visit.

**B.3 Forward orders**

Please complete the “Part B – Forward Orders” spreadsheet within the “Galvanised steel 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

Please return your responses to Part C along with your response to Part B no later than 21 October 2016.

**C.1 Your sales**

Please provide details of all your sales in the Australian market of galvanised steel exported from India, Malaysia and Vietnam from 1 July 2015 to 30 June 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 “Galvanised Steel 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;
	+ Base Steel (hot rolled or cold rolled)
	+ Hot Dipped coating type
	+ Coating mass (weight)
	+ Grade Designation ( e.g. AS 1397/JIS 3302 )
	+ Thickness (BMT)
	+ Width
	+ Form (Coil or Sheet)
	+ Prime / Non Prime
	+ 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 2015** to **30 June 2016** and enter this information into the “Part B – Cost to import and sell” spreadsheet included in the “Galvanised Steel 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 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 **14 October 2016**
* Part A response
	+ Your company details
	+ Supplier/manufacturer details
	+ Suitable dates for verification meeting with the Commission
* Return by **21 October 2016**
* 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 (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