



MINISTRY OF COMMERCE
UDYOG BHAWAN
NEW DELHI

IMPORTERS
QUESTIONNAIRE

DIRECTORATE GENERAL
OF
ANTI-DUMPING & ALLIED DUTIES

INTRODUCTION

This Directorate has considered the need to streamline Exporters & Importers Questionnaire to elicit information required in Anti-dumping investigations. This publication contains the reversed format and guidelines for the questionnaire seeking information from importers of the product under investigation.

The importers are required to furnish complete and correct information as called for in the revised format and footnotes in each part thereof within the time limits prescribed by the designated authority. Wherever required the importers should annex copies of requisite documents to substantiate facts and figures indicated.

The officers of the directorate will be available for any clarification required in completing the questionnaire.

GENERAL

1. The Sections 9A, 9B and 9C of the Customs tariff Act, 1975 as amended in 1995 and the Customs Tariff (Identification, Assessment and collection of Anti-Dumping duty on Dumped Articles And for determination of Injury) Rules, 1995 framed thereunder form the legal basis for anti-dumping investigations and for the levy of anti-dumping duties. These laws are based on the Agreement on Anti-Dumping which is in pursuance of Article VI of GATT 1994.

Once a prima facie case of dumping, injury and causal link has been established, the Designated Authority initiates investigation. The case is to be fully investigated before recording preliminary and/or final findings. The investigation process includes eliciting of information on various parameters through a questionnaire from known interested parties, notably exporters/producers, importers and the petitioner/s, and verification thereof, if deemed necessary.

2. The questionnaire in the following pages has been designated to enable the designated authority under Customs Tariff (amendments) Act, 1995 and the rules made thereunder to obtain the information deemed necessary from the interested party for the present investigation. It is in the party's own interest to reply to the questionnaire as accurately and completely as possible and to attach supporting documents, wherever feasible.
3. The information provided should be strictly as per the questionnaire and preferably be in the same order as in the questionnaire and be affixed to the declaration provided. Where Statistical or accounting data is required, Appendices have been provided giving the format for presentation of the data.
4. An interested party supplying information must ensure that all the information supplied is clearly marked either "Confidential" or "Non-confidential" at the top of each page. Information supplied without any mark shall be treated as non-confidential and the Designated Authority shall be at liberty to allow the other interested parties to inspect any such non-confidential information. Confidential information must be accompanied by non-confidential summary, if it is conducive to summarisation, However, if the designated authority is satisfied that the request for confidentiality is not warranted, the said information may be regarded as non-confidential.
5. A copy of all non-confidential submissions shall be placed in a public file, open for inspection by an interested party participating in the investigation, on request.
6. Also an interested party supplying the information must ensure the information supplied should clearly

indicate/marked "Name of the Company -----" at the top of each page.

- 7. The confidential and non-confidential version, so supplied should invariably be documented/indexed.**
- 8. Please complete the certificate at Appendix "A" and Appendix "B" for submission alongwith the replies to the Questionnaire.**
- 9. Please ensure submission of all information as required by the Designated Authority within time limits specified**

CERTIFICATE

Having made the enquiry, I hereby certify that the information contained in this submission is true, Complete and correct to the best of my knowledge and belief, on the basis of the records available and generally maintained by the company, and no material has been concealed or misrepresented.

Date_____

(Signature)

(Name/Designation)

- Note :** (1) This page should be completed and appended at the beginning of your submission.
(2) The certificate should be signed by Chief Executive of the Co./Directors/Partners or the proprietor of the firm filing response to this questionnaire.

AUTHORISATION LETTER

We hereby appoint the following person/firm in India to represent us in the anti-dumping investigation being conducted by the Designated Authority.

(Name, address, telephone, fax number of the person/firm who may represent you)

M/s(name) is authorised, inter-alia for the following :

- 1) To receive communication from the Designated Authority.**
- 2) To make submission on our behalf**
- 3) To appear for and on our behalf.**

(Please strike off whichever activity is not to be authorised)

Date _____

(Signature)

(Name/Designation)

Note: This letter should be signed by the Chief Executive of the Company or the proprietor of the firm filing response to this questionnaire.

IMPORTERS QUESTIONNAIRE

GENERAL

Please enclose the following information as Annexure.

1. Name of the company, address, telephone, telefax, telex, persons to contact
2. Legal form of your company
3. State whether you act as importer on own account, agent, distributor, dealer, end user, or any other (Please specify).
4. Nature of Activity of your company
(Trading or Manufacturing, specify)
5. Owner or principal shareholders
List each shareholder in your company who owned more than 5% of the shares during the investigation period and list the activities of those shareholders.
6. Name all companies to which group your company belongs :
7. Specify financial or contracted links with other Indian and/or foreign companies concerning sales in India for the product in question.
8. List all related companies
9. List Range of products handled by your company.
10. Brand name(s) owned by your company.
11. Attach a copy of your audited balance sheet and a detailed Profit and Loss account for the last two financial years.
12. Purchasing and payment procedure :
 - Please give a detailed description of how purchases are made in terms of contacts with exporters' representatives, where you place your orders, the means, of resolving problems concerning delivery and your technical problems associated with the product after delivery.
 - A full explanation of the procedure for invoicing, payment and retroactive discount, commissions etc should also be provided.

Information relating to imports in India

Give details of your firm's imports of the product under consideration during the investigation period
 Details are to be given for each country and sub-grouped supplier-wise within the country

Country name _____

Sl. No.	Supplier's Name & Address	Offer No. & date	Contract No. No. & date	Bill of landing No. & date	Invoice No. & date	Quantity	Invoice value	Rebate/ Discount/ Commission
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Ocean Freight	Ocean Insurance	CIF value	Exchange Rate	Exchange	CIF value Value (Rs.)	Landing charges	Assessable value	Handling charges	Customs duty Basic + Aux
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Countervailing Duty	Landed value Total	Per unit	Remarks
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Note: Copy of invoice and shipping bill of all imports to be attached
 Indicate and explaining applicable payment and delivery terms and specify conditions for discounts, reductions, rebates, commissions, etc. regarding above sales.
 Indicate the invoice value in US & as well if value contracted in any other foreign currency. Please also give rate of exchange applicable on the relevant date for conversion of contract value in US & and Indian Rupees.

**Give country-wise details of import of item, in question during
the last 3 years including period of investigation**

Sl.	Country	Year I		Year II		Year III		Remarks
		Q	V	Q	V	Q	V	
1	2	3	4	5	6	7	8	9
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Total

Note : Please indicate the value in contracted currency and give rate of exchange applicable on the relevant date in respect of US Dollar and Indian Rupee.

For product imported duty free (under advance license etc.)

Particulars	Currency		C.I.F. Value			Landed Value	
	Foreign	Currency equivalent	Quantity	Rate	Value	Rate	Value
1		2	3	4	5	6	7
For Year 1							
Specify name of the country							
1.							
2.							
3.							
4.							
etc.							
Total							
For Year II							
Specify name of the country							
1.							
2.							
3.							
4.							
etc.							
Total							
For the period under investigation							
specify name of the country							
1.							
2.							
3.							
4.							
etc.							
Total							

Note : 1. Copy of invoice and shipping bill of import of each quarter is to be attached.
2. Exchange rate of USD to Indian Rupees to be given.

For product liable to duty (other then mentioned in Annexure -3)

Particulars	Currency	C.I.F. Value			Landed Value	
	Foreign Currency equivalent	Quantity	Rate	Value	Rate	Value
1	2	3	4	5	6	7
For Year 1						
Specify name of the country						
1.						
2.						
3.						
4.						
etc.						
<hr/>						
Total						
<hr/>						
For Year II						
Specify name of the country						
1.						
2.						
3.						
4.						
etc.						
<hr/>						
Total						
<hr/>						
For the period under investigation						
specify name of the country						
1.						
2.						
3.						
4.						
etc.						
<hr/>						
Total						
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- Note : 1. Copy of invoice and shipping bill of largest of each quarter is to be attached.
2. Exchange rate of USD to Indian Rupees to be given.

Utilisation of imports of the product under consideration
Report of sale of imported product in India during the period of Investigation:-

Months	Quantity (Units)	Gross Turnover	Gross unit price	Reduction, Discounts, Rebates	Net Turnover	Net Price per unit
1	2	3	4	5	6 = 3-5	7 = 6/2

Total

- Note:**
1. Indicate and explain applicable payment and delivery terms and specify conditions for granting reductions, discounts, rebates, royalties, commissions regarding above sales.
 2. Copy of invoice of largest import of each quarter is to be attached.

**Report inventory, imports and utilisation of product
imported by your firm**

Particulars	Year I			Year II		Period under investigation			
	Q	R	V	Q	R	V	Q	R	V
1	2	3	4	5	6	7	8	9	10
I. Utilisation of Imports									
Opening Stock									
Add: Import									
Less: Closing Stock									
<hr/>									
Utilisation (I)									
<hr/>									
II. Break-up of utilisation of Imports									
(I) Product sold									
(a) Domestic*									
(b) Exported*									
(2) Product used for reprocessing/captive consumption									
(a) Use for End product sold domestically:									
(i) specify									
(ii) end									
(iii) product									
(b) Used for export sale of end product									
(i)									
(ii)									
(iii)									
(c) Losses/wastages etc.:									
<hr/>									
Total									
<hr/>									

*Copy of invoice/shipping bill of largest sale in each quarter is to be attached.

**Report for the product the quantity value and rate details of largest purchase by your company
(based on quantity) during each quarter from indigenous manufacturer**

S. No.	Period	Invoice No. & Date	name of Company	Quantity	Invoice Value	Rebates. Commissions, Discount	Net Value	Rate per Unit	Remarks
1	2	3	4	5	6	7	8	9	10

A. I Year

Apr. to June

July to Sept.

Oct. to Dec.

Jan. to March

B. II Year

Apr. to June

July to Sept.

Oct. to Dec.

Jan. to March

C. Period of Investigation**(Month-wise)**

Note: Indicate delivery and payment terms in the remark column.

For further details, please contact:

Directorate General of Anti-Dumping & Allied Duties

Ministry of Commerce

Udyog Bhawan, New Delhi -110 011

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