

NON-CONFIDENTIAL/CONFIDENTIAL

Questionnaire intended for Trinidad and Tobago Importers

**REPUBLIC OF TRINIDAD AND TOBAGO
MINISTRY OF TRADE AND INDUSTRY AND CONSUMER AFFAIRS
ANTI-DUMPING AUTHORITY**

**ANTI-DUMPING PROCEEDING CONCERNING IMPORTS OF
.....(The Product in Question)
ORIGINATING IN**

Product description H.S. Code.....

The purpose of this questionnaire is to permit the Anti-Dumping Authority to obtain the information it deems necessary for its investigation. It is in your own interest to reply as accurately and completely as possible and to attach all the supporting documents as requested. If all the information is not communicated to the Anti-Dumping Authority within the time limit specified, the later may make preliminary or final decisions on the basis of the factual data available in accordance with section 14 of the Anti-Dumping and Countervailing Duties Act, 1992.

If you experience difficulties in filling in all or part of the questionnaire or require clarification on any question asked, contact should be made within 15 days of receipt of the questionnaire with the officials in charge of the case, stating the difficulties experienced or clarifications required.

Case handlers: Tel.
..... Tel.

General instructions for completing the questionnaire

1. Unless otherwise specified, replies should relate to the investigation period, namely References to Years 1, 2, 3 and 4 respectively to the years and Year 5 and 6 to years.....
2. Where there is insufficient space in any question of the questionnaire details asked for should be given in an annex to the questionnaire, indicating clearly to which section it relates.

3. A non-confidential summary of your reply **MUST** be provided within the time limit specified. Failure to supply any information that can be expressed in a non-confidential summary may lead the Authority to disregard that information altogether, pursuant to section 20(2) of the Anti-Dumping and Countervailing Duties Act, 1992.
4. All preparatory sheets and documents compiled to answer the questionnaire, in particular those linking the information supplied with management records, should be retained for inspection.

GUIDELINES FOR THE MAKING OF NON-CONFIDENTIAL SUMMARIES

The basic principle behind a non-confidential summary is that the person reading it should be able to understand the arguments being made or, at the very least, the general nature of the information being provided, without disclosing any confidential information. Confidential information here means information which is not in the public domain and which, if disclosed, would have significant adverse effects on the supplier or the source of the information.

The first step in preparing a non-confidential summary is to take the confidential text and delete the confidential statements. Where possible, an indication of the general nature of the information deleted should be given. Thus for example, a confidential statement such as “Our company plans to double its production capacity over the next five years” could be replaced by “[Confidential statements as to future investment projects]”

As a general rule, numerical information provided in questionnaires should be summarized on an indexed basis, provided the index does not disclose any confidential information. For example, figures showing quantities produced over the last five years might be as follows:

“1989	1990	1991	1992	1993
105,236	126,341	132,457	125,321	141,899”

The non-confidential summary should look something like the following:

“1989	1990	1991	1992	1993
100	120	126	119	139

Indexed on basis year 1989 = 100”

Care should also be taken not to index two different items to the same base. For example, if quantities sold are indexed to base 100 = quantity sold in 1990, the values sold should be indexed to base 100 = value sold in 1990. If values were indexed to base 100 = quantity sold in 1990, it would be possible to work out the unit price by dividing the indexed price by the indexed quantity.

Where information cannot be summarized on a non-confidential basis, reasons must be given as to why that is the case.

GENERAL INFORMATION

1. Name of Company (address, telephone, fax, email, contact person)

2. Legal form of your firm

3. Owner or principal shareholders

4. Relationship (if any) with exporters in the country (countries) concerned
 - Trinidad and Tobago

 - Other Trinidad and Tobago importers / traders / brokers / agents / distributors

5. Do you act as importer on own account / agent/ sole distributor / other (specify)

6. Range of products handled by your company
7. Total turnover in last accounting year

8. Total numbers currently employed

9. Profit/loss situation (please attached audited accounts for last three financial years)

II. INFORMATION RELATING TO IMPORTS

1. Quantities

Total imports per exporting country concerned of the product which is subject of the proceeding during the last four years and current year to date:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Investigation period</u>	<u>Projected</u>	<u>Year 5</u>	<u>Year 6</u>
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2. Prices and Costs

The following information should be given for each purchase transaction for the period subject to the investigation.

- (a) Invoice number and date
- (b) Name and full address of supplier
- (c) Quantity
- (d) Invoice value (specify the currency)
- (e) Unit price (specify delivery terms)
- (f) Reduction / discounts / rebates
- (g) Terms of payment
- (h) Transport costs
- (i) Customs and import charges
- (j) Other costs included in the above price

Calculation of the net profit margin per unit sold of the product in question

1. Average net resale price

2. Average purchase price

3. Average other purchasing costs

4. Average selling and administrative costs (please itemise)

5. Average delivery costs to customers (where applicable)

6. Any other costs (please itemise)

7. Net Profit/loss

(NB) If any costs are allocated from larger costs categories, indicate the method of allocation in detail, including the basis of allocation and the formula utilised).
Webb/importers