



# EUROPEAN COMMISSION

Directorate-General for Trade

Directorate H - Trade defence

Trade defence instruments: investigations II

- LIMITED VERSION**
- VERSION OPEN FOR CONSULTATION**

(tick box as appropriate)

## ANTI-DUMPING QUESTIONNAIRE

- **Intended for:** Producers of **(prod. in question)** in the European Union
- **Product in question:** **(prod. in question)** originating in ...
- **Investigation period:** xxxxxx
- **Statutory reference:** Council Regulation (EC) No 1225/2009 on protection against dumped imports from countries not members of the European Union
- **Regulatory reference:** Notice of initiation,
- **Internal registration numbers:** AD
- **Deadline for response to the questionnaire:**

### Officials in charge:

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**PLEASE NOTE THAT THIS QUESTIONNAIRE HAS TO BE COMPLETED TWICE, ONCE AS A LIMITED VERSION AND ONCE AS A VERSION OPEN FOR CONSULTATION BY INTERESTED PARTIES. THANK YOU FOR FOLLOWING THE SUGGESTED FORMAT AS THIS WILL HELP TO TREAT THE INFORMATION EASILY AND CORRECTLY.**

\* Please note that confidential information falls under the term 'limited' according to the internal rules of the European Commission. Hence, only documents labelled 'limited' are considered confidential documents pursuant to Article 19 of Council Regulation (EC) No 1225/2009 (OJ L 56, 6.3.1996 p.1) and Article 6 of the WTO Agreement on Implementation of Article VI of the GATT 1994 (Anti-dumping Agreement). Documents which do not contain this label are considered to be non-confidential documents pursuant to

these provisions. Therefore, any replies which contain confidential information must be labelled '*Limited*'.

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## SECTION A – INTRODUCTION

### IMPORTANT NOTICE

Please note that this questionnaire is intended for producers of **(prod. in question)** in the European Union.

Please note that in case your company has one or more related companies (see Annex I for a definition of ‘related company’) located in the Union that produce and/or sell the product in question your company should immediately contact the Commission services for clarification as to whether any of these related companies also have to submit their response to the questionnaire or any part thereof. The Commission services' contact details can be found on the cover page of this questionnaire.

#### **Before completing the questionnaire you should read the following information notes:**

- 1) The details requested in this questionnaire will provide the Commission services with the information needed to carry out its investigation. All questions should therefore be answered in the format requested and within the time limits specified. It is imperative for the continuation of the proceeding that your company co-operates fully with the Commission services.
- 2) The confidentiality of information will be fully respected in the proceeding. Therefore, information and supporting evidence may be given on a confidential basis (e.g. business secrets, such as list of customers, etc.) and will not be made available to any other interested party or any administration, except DG Trade, Directorate H of the European Commission. If you provide such confidential information, it must – in accordance with the Commission’s internal rules on markings – be labelled as “limited”. Moreover, pursuant to Articles 19 and 21 of Council Regulation (EC) No 1225/2009, any party providing such “limited” information is required to furnish a non-confidential summary thereof which is open for inspection to other parties. Such summaries shall be in sufficient detail to permit a reasonable understanding of the substance of the information submitted as “limited”. In exceptional circumstances, such party may indicate that such information is not susceptible to such summary. Where a meaningful summary is not provided, and where the information is susceptible to such summary, the information submitted as “limited” may be disregarded.

All documents which are submitted to the Commission services which are not labelled “limited” are open for inspection (upon appointment with the casehandlers) to all interested parties in order to ensure the necessary transparency of the investigation.

- 3) Do not leave any question or section blank. If an answer is ‘no’ or ‘not applicable,’ you should say so. It is in your own interest to reply as accurately and completely as possible and to attach all the supporting documents as requested.
- 4) Please note that the period referred to as “IP” throughout the questionnaire refers to the investigation period, which is **xxx**.
- 5) Please note that “**the country/ies** concerned” throughout the questionnaire refer to **xxx**

- 6) If you have any problems completing the questionnaire, please contact the Commission officials in charge of the proceedings who will assist you. Their contact details can be found on the cover page. If the requested information is not received by the Commission within the time limit specified, i.e. **xxx**, preliminary or final decisions may be made on the basis of facts available in accordance with Article 18 of Council Regulation (EC) No 1225/2009. Failure to answer pertinent questions accurately may compel the Commission to use the best information available from other sources. If the Commission finds that any interested party has supplied false or misleading information, it shall disregard such information and make use of the facts available.
- 7) The Commission services may carry out on-spot visits to examine the records of your company in order to verify the information provided in this questionnaire.
- 8) Member States of the European Union are listed in the glossary in Annex I. Answers to questions referring to the "Total Union" or "European Union" should include **all** these countries.
- 9) Some questions require narrative or explanatory answers. If you need to use extra sheets in your response refer clearly to the specific question you are answering. Answer questions in the order presented in the questionnaire.
- 10) All worksheets and documents used in answering this questionnaire, in particular those linking the information supplied with accounting and management records, should be retained for on the spot verification purposes by the European Commission.**
- 11) All correspondence must refer to the **internal Commission Registration number** of the proceedings as shown on the cover page.
- 12) Always identify all units of measurement and currencies used in tables, lists and calculations.
- 13) If you intend to have another party acting on your behalf, e.g. a law, accountancy or consultancy firm, please ensure that the Commission receives an original power of attorney.

**Guidelines to answer the excel tables of the questionnaire:**

A CD-R containing the questionnaire and the excel file is enclosed. The excel file includes numbered sheets which correspond to the numbered tables in the questionnaire

- The grey areas that you will find in the excel sheets contain formulas and should not be changed.
- Before you start entering the information in the excel sheet, you have to set the currency in which your accounts are drawn in the table '1-4\_Corporate info' line 2.
- Please provide all the electronic files either on a **CD-R**. The data files should not contain any separators, links, spaces, etc., between individual records. If you feel that you cannot present the responses as requested, please contact the officials in charge.

## SECTION B – PRODUCT IN QUESTION CONCERNED BY THIS PROCEEDING

### B.1 Scope of the investigation

The product covered by this proceeding is *(prod. in question)* originating in **xxx** currently classifiable within CN code **xxx**. This CN code is only given for information.

Any reference to ‘**product in question**’ in this questionnaire refers to the above product description. This proceeding does not concern products that do not fit the above description. **Please limit your reply where requested only to information relating to the product in question. Should you have any queries concerning this, please contact one of the officials in charge.**

### B.2 Product categories

In order to ensure a fair comparison between prices of the imports from **xxx** and prices charged and costs incurred by the Union producers, the Commission intends to classify the product in question into different categories. The product has been categorised according to a Product Control Number (PCN) (see table below).

Whenever requested in this questionnaire, a PCN is to be provided in one row (in one cell in an Excel file) without spaces, commas or other separators.

The product control number will be used to compare prices of imports from the countries concerned and prices charged by Union producers. **In this respect, it is of great importance that you apply the product control numbers throughout your questionnaire response (including the computer files) in an absolutely correct and consistent manner.** Please contact the official in charge should you have any questions on the application of product control numbers.

*Code table for the creation of the ‘Product Control Number’ (PCN)*


**Example of the product control number;**

Please provide a list of the various PCN’s produced and sold by your company in the format of the table below (B3). Please use and provide us with an Excel table, each PCN being included in one row without spaces, commas or other separators.

**B.3 Company Control Number (CCN)**

1. Describe your own company’s coding system (CCN) for the product in question and provide a list of all such codes. Please provide a table in the following format to show the correspondence between your internal codes and the PCN.

Company code (CCN)	PCN equivalent

2. Does your company use the same product codes in the production, sales and invoicing department? If not, provide a cross-reference table linking the codes used in the production department with those used in the sales department and on the invoices. If sales to independent customers in the EC or on your domestic market are made via a related company provide a cross-reference table between your production codes and the codes on the invoices of the related company.

**B.4 Technical description of the product in question**

Please provide for each type of the product in question sold by your company in the Union a technical description together with, if available, sales brochures.

**B.5 Product comparability**

Briefly explain the comparability of the product in question produced and sold by your company in the Union with that imported from xxx as well as other third countries, noting any differences in technical and physical characteristics and end uses. If possible, this comparison should be provided in the format of the table below.

Characteristics of the product produced in the Union	Characteristics of the product exported from the countries concerned (indicate country)	Characteristics of the product exported from other third countries (indicate country)	Quantify the value of the difference and substantiate

## SECTION C – GENERAL INFORMATION

In this section the Commission services aim to familiarise themselves with your company's organisation and accounting practices.

### C.1 Company details

Please fill in *Table 1 - Company details in the Excel file*

1. Please supply a diagram outlining the overall organisational structure of your company/ies, clearly identifying the departments involved in the production, sale, research and development (R&D), distribution and supply of the product in question in both the Union and export markets
2. Please provide the names, addresses, telephone and fax numbers of all related companies (see annex I) inside and outside the Union, which are involved in the production, sale, R&D, distribution and supply of the product in question. Specify the activities of each related company and the percentage of shares owned.

Please fill in *Table 2- Related companies in the Excel file*

### C.2 Owner or principal shareholders of controlling entity

Please give the name of your company's ultimate controlling entity and list each shareholder that owned more than 5% of its shares during the IP. Where known, please give details of their activities in the following table.

Please fill in *Table 3 - Principal shareholders in the Excel file*

### C.3 Legal Representative

If you have appointed a legal representative to act on your behalf in this proceeding, please give the contact details in the following table and provide an original power of attorney.

Please fill in *Table 4 – Legal representative in the Excel file*

### C.4 Operational links with other companies or persons

1. Where your company has contractual links with any other company/ies located in the Union or in third countries, for the production (e.g. sub-contracting), supply and sale of the product in question or other licensing, technical patent or compensatory agreements, please explain the nature of the agreement, indicating clearly the country where the company is located.
2. Give details of any other area of activity where your company has other commercial relationships with **country(ies) concerned** (e.g. production facilities, joint ventures).

### C.5 Range of other products

Please describe all other products produced or otherwise dealt with by your company in the Union.

### C.6 Accounting practices

1. What is the period for which your company draws up its accounts (for example 1 January – 31 December)? If any changes have occurred with respect to this accounting period or in your accounting practices over the last three financial years, please explain these changes.

2. Please attach:

- audited accounts for all the years considered (XXXX-XXXX), i.e. balance sheet, profit and loss statement, auditor's opinion and notes to the accounts;
  - the balance sheet at the beginning and the end of the IP as well as the profit and loss account for the whole duration of the IP;
  - management accounts or internal management reports concerning the nearest sector of activity covering the product in question for each year of the period considered (XXXX-IP).
3. If your company is part of a group of companies, also supply the consolidated accounts of the group for the years in question.
4. Please indicate the address where your company's accounting records are kept. If they are maintained in different locations indicate which records are kept at which location.
5. Please give a brief description of your financial accounting system and describe in detail your management information system and provide a chart showing its main components (i.e. the accounting system, the costing system, the payroll system, etc.) and their linkages.

## SECTION D – PRODUCTION, PURCHASES AND STOCKS

### D.1 Production and production capacity

1. Please complete the following table with details of your production in **tonnes/metres/pieces** of the product in question during the investigation period.

**Please fill in Table 5 - Production in volume in the Excel file**

**Please fill in Table 6 - Production capacity in **tonnes/metres/pieces** in the Excel file**

2. Indicate on which basis you have calculated your capacity (number of shifts, working days per year, idle time for machinery maintenance and changes in the production process etc).

**Please fill in Table 7 - Capacity utilisation in the Excel file**

3. If you have production plants located in different sites, please indicate the location and country, within or outside the EC.
4. If your company produces other products on the same production equipment and machinery used for the production of the product in question, list these products and explain the basis for your allocation.
5. Please provide full details, in particular production volumes, of any future plans to commence production or increase capacity in the EU and / or in other countries of the product in question.

### D.2 Purchases of the product in question

Please complete the following tables for the product in question **purchased** by your company. Please show purchases in value in table 8 exclusive of VAT and net of credit notes and trade discounts (discounts immediately deducted on the invoice) received from suppliers. Please show purchases in volume in table 9 net of returns outwards (purchases returned to the supplier).

**Please fill in Table 8 – Value of purchases in the Excel file**

**Please fill in Table 9 – Volume of purchases in **tonnes/metres/pieces** in the Excel file**

If your company purchased any of the product in question, please give your main reasons for doing so. In answering this point you should give special emphasis to those products which originate in **XXX**

### D.3 Development of stocks of finished product

1. Complete the following table in respect of the product in question, distinguishing between own production and purchased goods as appropriate. **Please make sure that the production figure matches the figure indicated in table 5 and the purchases correspond with table 9.**

**Please fill in Table 10 – Volume of stocks in **tonnes/metres/pieces** in the Excel file**

2. Do you consider that the level of stocks has been abnormally high in any of the years/periods covered by this investigation. If yes, please substantiate.

## SECTION E – SALES

This section of the questionnaire is intended to enable the Commission to review the developments in the sales volume, values and average prices for the Union industry over time. Please provide sales value at an ex-works (factory) level, i.e. sales value net of any transport cost to your customer's premises. In order to facilitate the verification process, should the sales value not be reported on such basis in your company's accounting records or internal financial reporting, please identify on an individual line the corresponding transport cost. Please indicate them exclusive of VAT and net of credit notes and trade discounts allowed (discounts immediately deducted on the invoice). The sales in volume of the product in question should be shown net of goods returned to your company by your customers. Sections E.1/E.2 are for sales of your own production while sections E.3/E.4 are for resales of purchased product in question.

### **E.1 Total sales of the product in question produced by your company to unrelated customers**

**Please fill in Table 11 - Sales value to unrelated customers in the Excel file**

**Please fill in Table 12 - Sales volume in tonnes/metres/pieces to unrelated customers in the Excel file**

### **E.2 Total sales of the product in question produced by your company to related customers**

**Please fill in Table 13 - Sales value to related customers in the Excel file**

**Please fill in Table 14 - Sales volume in tonnes/metres/pieces to related customers in the Excel file**

### **E.3 Resales to unrelated customers**

**Please fill in Table 15 - Resales in value to unrelated customers in the Excel file**

**Please fill in Table 16 - Resales in volume to unrelated customers in the Excel file**

### **E.4 Resales to related customers**

**Please fill in Table 17 - Resales in value to related customers in the Excel file**

**Please fill in Table 18 - Resales in volume to related customers in the Excel file**

### **E.5 Internal use**

Please indicate the volume / value of the product in question produced by your company and used internally by your company. What is the product in question used for?

**Please fill in Table 19 – Captive use in the Excel file**

## **SECTION F – DISTRIBUTION SYSTEM AND SELLING PRICES**

### **F.1 Distribution system and channels of sale**

1. Please provide a detailed description of sales made respectively directly and through related companies, indicating the procedure followed between the order and the delivery to the first unrelated customer.
2. Please explain and describe your company's distribution channels for sales in the Union, starting from the factory gate up to the first (re)sale to unrelated customers
3. Give also a full explanation of how the invoicing and payment is made.
4. Please describe each type of after sales cost (warranty, technical assistance, etc.) and explain under which circumstances they are incurred and how they are charged (included in the sales price of the product paid by the customer, charged separately etc.). Explain if the after sales service is available to all customers on the same basis or is negotiated on a case by case basis.
5. Please describe the type of commission paid during the IP (including the method used to calculate them).

### **F.2 Price setting**

1. Please explain what are the main factors/characteristics having a decisive impact on prices of the product in question produced/sold by your company.
2. If prices are based on price lists, please provide for each Member State the price lists applicable during the IP. Please explain how these price lists are used to establish the final sales price to the customer.
3. If price lists are not used, explain how and on which basis prices are fixed during sales negotiations. If your salesmen use a standard contract please provide a copy.
4. If you purchased the product in question originating in third countries, please explain how resale prices are set for these products and how and where these prices fit into the price structure of the products produced by your company.
5. Please explain if any change in product mix has had an impact on the evolution of the average unit price of the product in question as derived from the tables in section E. If so, please elaborate.

## SECTION G – TRANSACTION BY TRANSACTION LISTING

### G.1 Sales transactions in the Union during the IP

Please complete the **table 32** in the Excel file with **all sales to unrelated customers in the Union during the IP**, on a transaction-by-transaction basis, of the product in question produced by your company.

It is very important that you strictly follow the requested format: each column is to be shown even if the values are all zero; zero values are to be shown as 0 and not as blank spaces; and each transaction must correspond to one row in the Excel sheet.

Please note that the table should reconcile with corresponding figures reported in section E

### G.2 Explanation of the apportionment of costs to transactions shown in the tables to be completed under point G.1 above

Please indicate whether the transaction-by-transaction amounts shown as discounts deducted on the invoice (column 11 of table 32), delivery costs (column 16 of table 32), commissions (column 17 of table 32) and deferred discounts (column 18 of table 32) are actual costs or have been apportioned to each transaction. In the latter case, please explain the method used to apportion each of those four types of costs.

### G.3 Credit notes

Please complete the **table 33** in the Excel file relating to the credit notes issued **concerning sales of the product in question during the IP** (even if they are issued after the IP) made to **unrelated customers in the Union**.

It is very important that you strictly follow the requested format: each column is to be shown even if the values are all zero; zero values are to be shown as “0” and not as blank spaces; and each transaction must correspond to one row in the Excel sheet.

The credit notes should be listed on a transaction-by-transaction basis and should relate to the transactions shown under point G.1.

**Important: Please see the Important Notice at the beginning of Section A. A reply to Section G should be provided for your company. Do not aggregate information from different companies in the same table.**

## SECTION H – COST OF PRODUCTION

### H.1 Cost accounting system

1. Give a description of your cost accounting system, including an in-depth explanation of the following: cost centres, standard costs, variances, setting of standards, etc.
2. Describe the cost accounting system used by your company to record the production costs of the product in question. State whether standard costs or actual costs have been used in this reply. If you use a standard costing approach, how frequently are the standards revised and how are variances allocated?

### H.2 Production process

Provide a detailed flow chart of the production cycle, including brief descriptions of each stage in the process (to cover inputs, equipment, by products and their destination and details on the way the product is packed and stored). Please give the address of all locations at which you produce the product in question.

### H.3 Cost of production

1. Please use the following tables to show the full cost of production for the product in question produced by your company. Explain in detail how the costs of production have been allocated or apportioned. If you have decided to apportion costs using a method not normally used in your cost accounting, explain the reasons for your choice. It is important that you provide the costs of the most significant items such as raw materials, energy costs and labour separately. Please read the additional notes below before completing the table.

#### *Notes*

1. Identify all items involved in the production process, which are supplied by a party with whom your company is associated or has a compensatory agreement and explain how prices of such materials are determined.
2. Raw materials: please indicate the total cost for raw materials, including inward transport costs, duties and other costs incurred in obtaining them.
3. Direct labour: This should include the total cost of any labour, which can be identified or associated with the product. For more detail on this heading refer to the glossary in Annex I.
4. Manufacturing overheads: Include a list here of all expenses incurred and necessary for the production of the product.
5. Extraordinary items: These should not be included in this table but listed separately in sufficient detail to enable a proper understanding of their nature and impact. Please contact the casehandlers if you are in any doubt as to whether certain costs should be included or not.

**Please fill in *Table 20 - Cost of production in the Excel file***

**You should be aware that the figure for depreciation will be used in the cash flow calculation Section I.** You should therefore keep a note of how you calculated the depreciation figure and be able to reconcile it to your financial statements during the verification visit. **The quantity produced has to correspond with the information reported in table 5.**

2. For the main raw materials included in table 20, please indicate the volume used for the production of the product in question.

**Please fill in Table 21 – Consumption of raw materials in the Excel file (depending on product).**

3. For the investigation period, we would ask you to supply the cost of production per PCN – **Please fill in Table 34 – Cost of production / PCN in the Excel file**

#### **H.4 Comments on different levels of purity (depending on product)**

Please explain which factors determine the main cost differences between the various purities of the product in question produced by your company.

#### **H.5 Suppliers of direct materials**

Please indicate your five main suppliers (in terms of purchase value), during the IP, of direct materials used in the production of the product in question, and fill in the table below

**Please fill in Table 22 - Suppliers of direct materials in the IP in the Excel file**

## SECTION I – PROFITABILITY

### I.1 Profitability of the product in question

Please complete table 23 only with regard to sales of the product in question **produced by your company** (as opposed to resales of the product in question). **Therefore, the data entered for the “product in question sold to unrelated parties in the Union” (line D) has to correspond with the first line of table 11. The figures for the product in question sold to unrelated parties outside the Union has to match the second line of table 11.**

If you have indicated any amounts as extraordinary profit or loss in line (K) please explain in detail what is included and how they have been apportioned.

**Please fill in Table 23 – Profitability of the product in question in the Excel file**

### I.2 Profitability of the overall company

**Please fill in Table 24 – Profitability of the overall company in the Excel file**

### I.3 Profit in the absence of injurious dumping

Please indicate for the product in question what level of profit before tax, **as a percentage of turnover** (as defined in line N of the table 23), your company would expect to generate in the absence of injurious dumping and explain how you arrived at this figure. You could use for reference, for example : profit during the time before dumping, product segments without imports, regions without imports, etc.

### I.4 Cash flow for activities concerning the product in question

For the injury determination, a simplified cash flow calculation for the activities concerning the product in question is used. Please fill in table 25 accordingly. **We would like to remind you that line (C) has to match the data reported in table 20 for depreciation.**

If you have a cash flow calculation which you consider more appropriate, please attach the documentation as well.

**Please fill in Table 25 - Cash flow in the Excel file**

### I.5 Investments

1. Please give details of your company’s total additions to fixed assets and those that relate to the production of the product in question.

**Please fill in Table 26 – Investments in the Excel file**

2. Please explain the reasons for the main investments in the product in question (e.g. environmental regulations, security standards, etc.) and how they were financed (cash flow, bank credits, increase in equity, etc.).

## **I.6 Ability to raise capital**

Has your ability to make investments and raise capital been affected over the period considered? If so, please explain what factors have caused this and give details of the effects on your activities in the area of the product in question, e.g. limitation or postponement of new investments, cutbacks in research and development (R&D).

## **I.7 Return on investment (return on net assets)**

Please complete the following table for the return on investment with the net book value (NBV = cost of asset in company books less accumulated depreciation) of assets related to the product in question. If you cannot complete the table at this level, for example because certain assets are used in the production of other products, you should base your answer on the next appropriate level of your business, explaining what impact this has on the level and trend of the return identified.

**Please fill in *Table 27 - Return on net assets* in the Excel file**

## SECTION J – EMPLOYMENT

This section is designed to assess the impact, if any, the imports allegedly being dumped have had on the levels of employment and wages in your business.

### J.1 Personnel employed

Please indicate in the tables below the average number of employees (in full-time equivalents) in your company in each period, first on a company-wide basis and then for the area of the product in question.

**Please fill in *Table 28 - Employment in the company in the Excel file***

**Please fill in *Table 29 - Employment in the production of the product in question in the Excel file***

1. If it is not possible to attribute the number of persons employed directly to the product in question, allocations should be made. Please explain on what basis the allocation has been made. If appropriate, please also describe the shift patterns in operation (duration and number of employees per shift).
2. Have you had to introduce reduced working hours for your workers or temporarily lay them off work because of the impact of the dumped imports? If yes, please describe the circumstances below.

### J.2 Wages

Please give details of the employment costs for your whole company and those personnel employed in the area of the product in question as identified.

**Please fill in *Table 30 – Labour costs in the company in the Excel file***

**Please fill in *Table 31 – Labour costs in the production of the product in question in the Excel file***

1. On what basis are wage levels determined in your company for those employees working in the area of the product in question?
2. Have the alleged dumped imports had an effect on the level of wages for those employed in the production of the product in question vis-à-vis other employees in your company? If yes, please explain.

## SECTION K – OTHER QUESTIONS

### **K.1 Other information on the injury you claim to be suffering**

Is there any more information you can provide on the effects of the imports of the product in question from **XXXX** on your business that you feel has a bearing on the present investigation? e.g. did you experience any loss of customers, market segments, etc .. due to dumping practices.

### **K.2 Price comparison with the imports under consideration**

Do you have any evidence of the prices being practised by imports of the product in question (e.g. price lists)? If so, please provide details and enclose copies of any relevant documents.

### **K.3 Causality**

Please indicate any other factors which might have caused injury e.g. volume and prices of imports not sold at dumped prices, contraction in demand or changes in patterns of consumption, restrictive trade practices of, and competition between, third country and Union producers, developments in technology and the export performance and the productivity of the Union. Please add any other factors which are important in your view.

### **K.4 Effect of imports**

1. What will happen to your business and the market in general if measures **are** imposed on imports of the product in question from **XXXX**? Please explain the reasons for your view.
2. What will happen to your business and the market in general if measures **are not** imposed on imports of the product in question from **XXXX**? Please explain the reasons for your view.
3. In addition, what will be, in your view, the effects of antidumping measures on interested parties with regard to the above mentioned factors.

The interested parties concerned by this proceeding include the following:

- Upstream industries (suppliers of raw materials and machinery producers)
  - Importers, traders, retailers and any intermediary parties
  - End-users and consumers
4. Please try to estimate the development for the consumption of the product in question in the European Union during the next three years.

**CERTIFICATION**

The undersigned certifies that the information contained in this response is complete and correct to the best of his / her knowledge and belief and understands that the information submitted may be subject to audit and verification by the European Commission.

I am willing to accept a visit from the Commission services to my premises to verify this reply.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorised person

\_\_\_\_\_  
Name and title of authorised person

## ANNEX I – GLOSSARY

**Delivery terms:** Please note that the following abbreviations in three letters given for each Incoterm are a standard reference agreed between the ICC and the Economic Commission for Europe of the United Nations:

Incoterms – Delivery terms

EXW - Ex Works

FCA - Free Carrier:

FAS - Free Alongside Shipnamed port terminal

FOB - Free On Board

CFR - Cost and Freight

CIF - Cost, Insurance and Freight

CPT - Carriage Paid To

CIP - Carriage and Insurance Paid To

DAT - Delivered at Terminal (DAT replaces DEQ, DES)

DAP - Delivered at Place (DAP replaces DAF, DDU)

DDP - Delivered Duty Paid

**Direct labour:** This should include the cost of any labour that can be identified or associated with a particular product or production process. The cost includes basic pay, overtime and incentive pay, bonuses, shift differentials, employee benefits (e.g. housing, holiday pay, retirement, social security programmes) and any other employee-related expense.

**Direct materials:** Means the total cost of raw materials and components, including inward transport, duties, and other costs incurred in obtaining them. Where the raw materials concerned are supplied by a related company, the cost reported should be that identifiable in that company's accounting records.

**Financing costs:** You should separate, if feasible, interest charges on long term loans from other interest and bank charges.

**Manufacturing overheads:** These include all expenses incidental to and necessary for the production of the product except direct materials and direct labour. Included are indirect labour, supervision, rent, power, maintenance and repairs etc.

**Member states:** Please refer to country / currency codes

Country	Code	Currency
Austria	AT	EUR
Belgium	BE	EUR
Bulgaria	BG	BGN
Croatia	HR	HRK
Cyprus	CY	EUR
Czech Republic	CZ	CZK
Denmark	DK	DKK
Estonia	EE	EUR
Finland	FI	EUR
France	FR	EUR
Germany	DE	EUR
Greece	EL	EUR
Hungary	HU	HUF
Ireland	IE	EUR
Italy	IT	EUR
Latvia	LV	LVL
Lithuania	LT	LTL
Luxembourg	LU	EUR
Malta	MT	EUR
Netherlands	NL	EUR
Poland	PL	PLN
Portugal	PT	EUR
Romania	RO	RON
Slovakia	SK	EUR
Slovenia	SI	EUR
Spain	ES	EUR
Sweden	SE	SEK
United Kingdom	UK	GBP

**Post importation costs:** Transport costs from point of importation to the premises of your company. Additional packing costs. Extra financing costs and costs covering customs agent/broker.

**Production:** Means all production in your establishment(s) in the European Union of the product in question, including production for internal consumption within your Company.

**Purchases:** Means all purchases of the product in question in a finished state. Minor alterations to the purchased product (e.g. repackaging) before resale by your company does not affect the consideration of such purchases as the finished product.

**Related companies:** Persons shall be deemed to be related only if:

- they are officers or directors of one another's businesses
- they are legally recognised partners in business
- they are employer and employee
- any person directly or indirectly owns, controls or holds 5% or more of the outstanding voting stock or shares of both of them, or
- one of them directly or indirectly controls the other, or
- both of them are directly or indirectly controlled by a third person, or
- together they directly or indirectly control a third person.
- they are members of the same family

**Stocks:** Finished goods and work-in-progress inventories should be reported.

## ANNEX II – VERSION OPEN FOR CONSULTATION BY INTERESTED PARTIES

When completing the questionnaire version open for consultation by interested parties you should bear in mind that all exporters, importers and other Union producers will have access to it. The reply open for consultation should be sufficiently detailed to permit a reasonable understanding of the substance of the information submitted in confidence.

In order to assist you in completing the questionnaire version open for consultation by interested parties, we advise you to act as follows:

1. Use the completed “limited” questionnaire response as a basis. Identify all information in the limited response which you consider is not limited and **copy** it to the file for consultation.
2. After this, check once more whether the information you did not copy to the file for consultation is really limited. If you still consider it to be confidential, you must give the reasons why, item by item and summarise the limited information in a form which is adequate for the consultation by interested parties. If, in exceptional circumstances, it is not possible to even summarise the limited information, give reasons why summarisation is not possible.

### Examples on how to summarise “limited” information.

- ◆ When the information concerns numbers for various years you can use indices.

Example of limited information:

2000	2001	2002
20.000 EUR	30.000 EUR	40.000 EUR

The summary open for consultation by interested parties could be as follows:

2000	2001	2002
=100	150	200

- ◆ When the information concerns a single number you can apply a % change to it .

Example of limited figure:

"My cost of production is EUR 300 per tonne."

The summary for consultation could be as follows:

"My cost of production is EUR 330 per tonne" (+ footnote saying: "actual numbers have been amended by a margin of maximum  $\pm$  10% to protect confidentiality").

- ◆ When the limited information concerns text you can either summarise it or eliminate the names of parties by indicating their function.

Example: TRADING COMPANY Ltd told me that the prices of imports were 20% lower.

Summary for consultation by interested parties: **[one of my customers]** told me that the prices of imports were 20% lower.

**ANNEX III – EXCHANGE RATE TABLE**

	ATS	BEF	CYP	CZK	DEM	DKK	EEK	ESP	FIM	FRF	GBP	GRD	HRK	HUF
	Öster- reich Schilling (AT)	Franc belge (BE)	Cyprus Pound (CY)	Czech Koruna (CZ)	Deutsche Mark (DE)	Dansk krone (DK)	Estonian Kroon (EE)	Peseta (ES)	Markka (FI)	Franc français (FR)	Pound sterling (UK)	Drachmi (EL)	Croatian Kuna (HRK)	Hungarian Forint (HU)
1999	13.7603	40.3399			1.95583	7.4355		166.386	5.94573	6.55957	0.6587	325.7570		
2000	13.7603	40.3399			1.95583	7.4538		166.386	5.94573	6.55957	0.6095	336.6300		
2001	13.7603	40.3399			1.95583	7.4521		166.386	5.94573	6.55957	0.6219	340.7500		
IP	13.7603	40.3399			1.95583	7.4433		166.386	5.94573	6.55957	0.6249	340.7500		
2001-10	13.7603	40.3399			1.95583	7.4367		166.386	5.94573	6.55957	0.6239	340.7500		
2001-11	13.7603	40.3399			1.95583	7.4452		166.386	5.94573	6.55957	0.6184	340.7500		
2001-12	13.7603	40.3399			1.95583	7.4431		166.386	5.94573	6.55957	0.6201	340.7500		
2002-01	Euro	Euro			Euro	7.4328		Euro	Euro	Euro	0.6166	Euro		
2002-02	Euro	Euro			Euro	7.4229		Euro	Euro	Euro	0.6116	Euro		
2002-03	Euro	Euro			Euro	7.4324		Euro	Euro	Euro	0.6157	Euro		
2002-04	Euro	Euro			Euro	7.4341		Euro	Euro	Euro	0.6141	Euro		
2002-05	Euro	Euro			Euro	7.4356		Euro	Euro	Euro	0.6282	Euro		
2002-06	Euro	Euro			Euro	7.4330		Euro	Euro	Euro	0.6441	Euro		
2002-07	Euro	Euro			Euro	7.4301		Euro	Euro	Euro	0.6387	Euro		
2002-08	Euro	Euro			Euro	7.4270		Euro	Euro	Euro	0.6363	Euro		
2002-09	Euro	Euro			Euro	7.4271		Euro	Euro	Euro	0.6306	Euro		

	IEP	ITL	LVL	LTL	MTL	NLG	PLN	PTE	SEK	SIT	SKK	USD
	<b>Irish pound (IE)</b>	<b>Lira italiana (IT)</b>	<b>Latvian Lats (LV)</b>	<b>Lithuanian Litas (LT)</b>	<b>Maltese Lira (MT)</b>	<b>Nederlandse gulden (NL)</b>	<b>Polish Zloty (PL)</b>	<b>Escudo (PT)</b>	<b>Svensk krona (SE)</b>	<b>Slovenian Tolar (SI)</b>	<b>Slovak Koruna (SK)</b>	<b>US dollar (USA)</b>
1999	0.787564	1,936.27				2.20371		200.482	8.8075			1.0658
2000	0.787564	1,936.27				2.20371		200.482	8.4452			0.9236
2001	0.787564	1,936.27				2.20371		200.482	9.2551			0.8956
IP	0.787564	1,936.27				2.20371		200.482	9.2547			0.9147
2001-10	0.787564	1,936.27				2.20371		200.482	9.5780			0.9059
2001-11	0.787564	1,936.27				2.20371		200.482	9.4166			0.8883
2001-12	0.787564	1,936.27				2.20371		200.482	9.4359			0.8924
2002-01	Euro	Euro				Euro		Euro	9.2275			0.8833
2002-02	Euro	Euro				Euro		Euro	9.1828			0.8700
2002-03	Euro	Euro				Euro		Euro	9.0594			0.8758
2002-04	Euro	Euro				Euro		Euro	9.1358			0.8858
2002-05	Euro	Euro				Euro		Euro	9.2208			0.9170
2002-06	Euro	Euro				Euro		Euro	9.1137			0.9554
2002-07	Euro	Euro				Euro		Euro	9.2689			0.9922
2002-08	Euro	Euro				Euro		Euro	9.2489			0.9778
2002-09	Euro	Euro				Euro		Euro	9.1679			0.9808