



# Bangladesh Tariff Commission

## *ANTIDUMPING QUESTIONNAIRE*

*FOR*

**IMPORTERS**

Product Under Investigation (IP) -----  
Period of Investigation (POI) -----  
Officer in charge -----  
Title -----  
Telephone -----  
Fax -----  
E-mail -----

**PLEASE NOTE THAT THIS QUESTIONNAIRE HAS TO BE COMPLETED TWICE, ONCE AS CONFIDENTIAL VERSION AND ONCE AS NON-CONFIDENTIAL VERSION FOR INSPECTION BY INTERESTED PARTIES**

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## **INTRODUCTION**

The Bangladesh Tariff Commission (herein-after referred to as the “Commission”) forwards this questionnaire for importers. As an importer of the allegedly dumped product, please furnish the information requested in sections A to E *infra*. However, before proceeding to reply to the questions, please read carefully the general comments contained in pages 3 to 7.

You are required to furnish the response within the deadline set forth below. Wherever required, you should annex copies of requisite documents to substantiate your statements and figures indicated. Upon analysis of your reply, the Commission may get back to you if clarifications to the originally submitted information or additional information are required.

**You should be aware that your response to the questionnaire – and any subsequent additional requests formulated by the Commission – will constitute the body of information on the basis of which preliminary and final findings will be made with regard to your company. In this respect, it is essential that your reply to the questionnaire, and any significant correction to it, is submitted within the time limits provided for this purpose as a considerable amount of preparatory work and analysis of replies have to be carried out.**

**You should also be aware that the non-submission of all relevant information within the specified time limits, or the submission of incomplete, false or misleading information, can have unfavourable consequences for your company. In any of these circumstances, the Commission may apply sub-rule (8) of rule 6 of SRO No. 209-Law/95/1642/Customs dated 30-11-1995 (the Customs Rules) and disregard any late response, or any responses which are significantly incomplete, false or misleading to an extent that they would be likely to impede the investigation process.**

**Where the Commission decides to disregard a reply to a questionnaire and/or to any subsequent additional requests formulated by the Commission, sub-rule (8) of rule 6 states that the Commission will establish preliminary or final findings on the basis of any other facts available, which may include the information set out in the application.**

In light of the above, if you experience any problem in preparing the response to this questionnaire, please contact the officer in charge promptly. The Commission is willing to consider alternate methods of reporting if they provide the Commission with adequate information in time to complete the investigation timely and do not deprive other parties of their rights of participation.

## **DEFINITION OF DUMPING**

Dumping occurs when a product is exported to Bangladesh at less than the normal value of the merchandise, *i.e.*, a price that is less than the price at which identical or similar merchandise is sold on the domestic market of the exporting country, or less than the constructed value of the merchandise in or the export price thereof from the exporting country to third countries.

Where dumping causes or threatens to cause material injury to a domestic industry, remedial measures can be imposed. The imposition of duties is subject to the results of the investigation into dumping, injury and causation, carried out in accordance with the Customs Rules, and other related legislation, and the WTO Anti-Dumping Agreement. Anti-dumping measures must not exceed the margin of dumping.

## **PERIOD OF INVESTIGATION**

The period of investigation for determining the existence, extent and effect of any dumping is [ADD

**DATE].**

## **TIMEFRAME FOR THE SUBMISSION OF THE QUESTIONNAIRE RESPONSE AND EXTENSIONS**

Your response to this questionnaire (including a non-confidential version or summary) and any supporting evidence should be with the Commission by close of business on **[ADD DATE]**, or earlier if possible. The Commission is working to a statutory deadline for the completion of the anti-dumping investigation; therefore it is important that responses from interested parties are received by the due dates given.

Should you require an extension, **please contact the officer(s) in charge before the expiry of the deadline to discuss this matter.** Under no circumstances, the time limit set by the Commission for returning the questionnaire will be extended **unless you can show good cause for extension.**

**Please note that the Commission may reject a questionnaire response that is not submitted within the timeframes by the due dates given.**

## **DOCUMENTATION PROVIDED**

It is important that your responses to questions asked are **supported by evidence.** Additional documentation in support of your response may be required during the investigation. Original source material for all documents submitted should be available at the time any verification is undertaken, including source documents used in preparing computerised summaries and calculations.

## **LANGUAGE OF THE INVESTIGATION/TRANSLATIONS**

According to **[ADD REFERENCE TO THE APPROPRIATE STATUTE]**, this investigation is to be conducted in English and Bengali languages.

Please supply an English or Bengali translation of all information supplied where the original document is not in English or Bengali. **Only information for which an English or Bengali version or translation is provided will be taken into account in the investigation.**

## **SUBMISSION OF INFORMATION**

The response to this questionnaire, as well as to any other additional request formulated by the Commission subsequently, is to be made **in hard copy and electronic form**, as indicated below:

- **Hard copies:** Any document – whether questionnaire response and subsequent documents requested by the Commission – submitted to the Commission must include the **original and three (3) copies identical to the original (in both confidential and non-confidential versions).** The original document must be initialled in every page and the declaration of accurateness and completeness must be signed by the company's responsible officer.
- **Electronic submissions:** Confidential versions, and non-confidential summaries, of the questionnaire response and other documents for which the Commission expressly requires that should be submitted electronically must be provided in any of the following formats:

| <b>Document Type</b>   | <b>Formats supported</b> | <b>Latest Version Supported</b> |
|------------------------|--------------------------|---------------------------------|
| <b>Word Processing</b> | Microsoft Word           | Word 2000                       |
| <b>Spreadsheet</b>     | Microsoft Excel          | Excel 2000                      |
| <b>Database</b>        | Microsoft Access         | Access 2000                     |
| <b>Other</b>           | Adobe Acrobat (PDF)      | 6.0                             |
|                        | PowerPoint               | 2000                            |

**If you feel that you cannot present the information as requested, please contact the officials in charge immediately.**

Electronic submissions must be made in a CD-ROM, **free of viruses**. CD-ROMs must be labelled clearly indicating:

1. Party's name;
2. Product(s) concerned;
3. Type of information on the disc;
3. Software used; and
5. Whether the information is confidential.

**CD-ROMs must be write-protected.**

Any documents – whether hard copies or electronic submissions – **not complying with the above formalities may be returned to the party submitting them and not be used by the Commission for the purpose of this investigation.**

Note that a copy of this questionnaire is available in electronic format on request. In addition, all tables and Annexures are available in electronic format in Excel on request. Should you require an electronic version, please contact the investigating officer using the information contained on the front page.

## **CONFIDENTIALITY OF INFORMATION**

**Information submitted in confidence will be treated as such by the Commission. Access to confidential information will be restricted to the officers in charge of the investigation as well as to the Members of the Commission. The Commission has set up means to ensure that only authorised personnel can have access to all documentation submitted in confidence.**

However, the Commission is required by law to ensure that all interested parties to an anti-dumping investigation are given reasonable opportunity to have access to all **non-confidential information** relevant to the presentation of their case and that is used by the Commission.

Any information which is by nature commercially confidential (for example, because its disclosure would be of significant competitive advantage to a competitor, or would have a significantly adverse effect on the person supplying the information or the person from whom the information was acquired,) or which is provided on a confidential basis by parties to an investigation will, **upon good cause being shown**, be treated as confidential by the Commission.

Parties requesting that information be treated as confidential should:

- (a) clearly identify the information for which confidential treatment is requested;

- (b) provide justification for the request for confidential treatment; and
- (c) provide a non-confidential version or non-confidential summary of the information for which confidential treatment is requested, or if it is claimed that the information is not susceptible to such a summary, a statement of the reasons why such a summary is not possible. A non-confidential version should reproduce the original but have information considered to be confidential either omitted or summarised. Non-confidential versions should contain sufficient details to allow other interested parties a reasonable understanding of the information submitted in confidence. Annexure I to this questionnaire provides guidelines on how to prepare a non-confidential summary of the confidential information.

**Please Note** \*\* As provided for in sub-rule (3) of rule 7 of the Customs Rules, if the Commission finds that the request for confidentiality is not warranted and the supplier of the information is either unwilling to make the information public or to authorise its disclosure in generalised or summary form, it may disregard such information unless it can be demonstrated to their satisfaction from appropriate sources that the information is correct.

\*\* Information for which confidential treatment is **not** requested will be treated as non-confidential and will be included in the Commission's public file of the investigation. The public file is available for perusal or copying by any interested party or member of the public.

**You should indicate clearly in any submission, including your questionnaire response, what information you consider to be confidential.**

It should be noted that if any further submissions are made, non-confidential versions are also required.

## **PUBLIC FILE**

The Commission is required to ensure that all interested parties are given reasonable opportunity to have access to all non-confidential information that is relevant to the presentation of their case and that is used by the Commission in the investigation. To meet this requirement the Commission places all non-confidential documents relating to an investigation on a public file. The public file is held in hard copy form at the Commission's office in Dhaka (Bangladesh). Interested parties (or any member of the public) can peruse and copy the public file at our office.

## **INVESTIGATION PROCESS AND TIMELINE**

A flow chart is enclosed as Annexure II to this questionnaire showing the major steps in this investigation and the indicative dates by which they should be completed.

Rule 13 of the Customs Rules states that the Government may, on the basis of the preliminary findings recorded by the Commission, impose a provisional duty not exceeding the margin of dumping. No such duty shall be imposed before the expiry of sixty (60) days from the date of issuance of the public notice by the Commission regarding its decision to initiate the investigation. The earliest date from which provisional duties could be applied in this case is [**ADD DATE**].

The Commission must make a final determination within a year from the date on which the investigation was initiated, which in this case means no later than [**ADD DATE**].

## VERIFICATION OF INFORMATION PROVIDED

Commission officials may need to visit your business to verify any information you supply in response to this questionnaire or any subsequent information requests. Such a visit would normally only be undertaken once a completed questionnaire has been received and analysed. You may be contacted at a later date concerning such a visit.

## CONTACT DETAILS AT THE COMMISSION

If you have any difficulty in interpreting the information requested in this questionnaire, please contact the case officer(s) at the Commission on:

| Contact   | Number         | Email address  |
|---|----------------|--|
| [INCLUDE OFFICER NAME AND RELATED INFORMATION]      |                |  |
| [INCLUDE OFFICER NAME AND RELATED INFORMATION]      |                |  |
|   | +88-02-9336411 |  |
| Bangladesh Tariff Commission                        | +88-02-9336477 | <a href="mailto:btariff@intechworld.net">btariff@intechworld.net</a> |
|   | +88-02-9335993 |  |
| Bangladesh Tariff Commission confidential facsimile | +88-02-xxxxxxx |  |

## SECTION A – GENERAL INFORMATION

### A-1 Identify your company

Name:  
Address:  
Telephone No:  
Fax No:  
Webpage:  
E-mail address:

### A-2 Identify the authorised contact person for your company for this investigation

Name:  
Designation:  
Address:  
Telephone No:  
Fax No:  
E-mail address:  
Note that this person should be able to speak either English or Bengali.

### A-3 Legal Representative

If you have appointed a legal representative to assist you in this proceeding, please provide following details about him/her:

Name:  
Address:  
Telephone No:  
Fax No:  
E-mail address:

**If you have not done so before the submission of the response to this questionnaire, you must submit an authorization for the legal representative to act on your behalf. A template is enclosed as Annexure A-3.**

### A-4 Corporate Information

A-4.1 State the legal form of your company

A-4.2 State the nature of your business (retailer, wholesaler, agent, etc)

A-4.3 List each shareholder in your company who owned more than 5% of the shares during the POI and list their activities in the table in Annexure A-4.3.

A-4.4 Are you related to any of the exporters of the investigated product (IP) in the investigated country? If so, with whom? For the purpose of this investigation, parties are deemed to be related, and sales may be considered **not** to be at arm's length, if:

- (a) one directly or indirectly owns, controls or holds five per cent or more of the equity shares of the other;
- (b) one has the power to directly or indirectly nominate or appoint a director to the management of the other;



- (c) one is an officer or director of the other's business;
- (d) they are legally recognised partners in business;
- (e) one is employed by the other;
- (f) they are both directly or indirectly controlled by a third person;
- (g) together they directly or indirectly control a third person;
- (h) they appear to be related by virtue of their conduct;
- (i) they are blood relatives or are related by marriage, common-law partnership or adoption;  
or
- (j) their relationship is otherwise of such a nature that trade between them cannot be regarded to be at arm's length.

A-4.5 Please supply a chart outlining the hierarchical and organisational structure of your company. The chart should include all units involved in the purchases, sales and distribution of the IP in Bangladesh.

A-4.6 Where your company has, with respect to the IP, contractual links with another company concerning the purchases, sales or licensing, technical and patent agreements, please explain.

**A-5 Range of products**

Please indicate the products manufactured/imported/traded and sold by your company. If available, please include a brochure or catalogue of your company's range of the IP and their most recent prices (preferably for the period of investigation).

**A-6 Accounting practices**

Please indicate the financial year of your company.

Attach audited accounts, i.e. balance sheet, profit and loss account, cash flow and notes to these documents for the years [INSERT YEARS]. Include provisional accounts and/or management accounts for the period of investigation.

If your company is part of a group of companies, also supply the consolidated accounts of the group for the years in question.

Please indicate the address where the accounting records concerning the activities of the company are located. If they are maintained in different locations indicate which records are kept at which location.

**A-7 Total turnover of your company**

Please complete the table in Annexure A-7. Report amounts net of taxes.

## SECTION B – PRODUCT UNDER CONSIDERATION

### B-1 Introduction

The product being investigated (hereinafter referred as the “IP”) is [INSERT DETAILED DESCRIPTION OF THE PRODUCT BEING INVESTIGATED] currently classified under Bangladesh Customs Tariff (hereinafter referred as “BCT”) No. [INSERT BCT CODE(S)]. These BCT Nos. are only given for information.

The like product is a product manufactured by the Bangladeshi domestic industry which is:

- Identical, i.e. alike in **all** respects to the IP, or
- A product which, although not alike in all respects, has **characteristics closely resembling** those of the IP. In order to determine whether the product manufactured by the Bangladeshi industry has characteristics closely resembling those of the IP, the Commission requires, and examines, information on the following 7 factors:
  - the raw materials and other inputs used in producing the products;
  - the production process;
  - physical characteristics and appearance of the product;
  - the end-use of the product;
  - the substitutability of the product with the product under investigation;
  - tariff classification; and/or
  - any other factor proven to the satisfaction of the Commission to be relevant.

No one or several of these factors can necessarily give decisive guidance.

### B-2 Specifications of the product under consideration

B-2.1 Explain in detail the types of the IP which are imported and re-sold by your company in Bangladesh. Also provide different characteristics and final uses of the different types of the like product. Provide a set of catalogues issued by your company covering all types of the IP.

### B-3 Comparison of export and domestic products

B-3.1 Please comment on the comparability of the IP with the like product manufactured by the Bangladeshi industry, identifying any differences (e.g. technical or physical characteristics, prices, product mix, etc.). Please insert your comments in the table in Annexure B-3.1.

## SECTION C – PURCHASES AND STOCKS

Unless indicated otherwise, the information in Section C is requested for imports:

- of the IP, i.e. [PLEASE INSERT THE PRODUCT INVESTIGATED]
- from the country investigated, i.e. [PLEASE INSERT THE COUNTRY]
- for the POI only, i.e. [PLEASE INSERT THE PERIOD OF INVESTIGATION]

### C-1 General

C-1.1 Please provide the following information for each of your foreign suppliers in the country investigated:

- Name:
- Address:
- Telephone and fax numbers:
- Email address:
- Webpage:

Please provide any written agreement that you have concluded with any of the above foreign suppliers.

C-1.2 Please provide the same information requested in C-1.1 regarding other producers/exporters of the IP in the country investigated which you may know of.

C-1.3 Did your company import goods other than the IP from the above foreign suppliers? If so, which and from whom?

C-1.4 From which countries have you imported the IP during the last three years? Where did these goods originate from?

C-1.5 Detail how:

- a) your company orders the IP from the exporters and indicate the lead time required to fill an order
- b) the exporter invoices your company for the sales; and
- c) your company pays the exporters, including the payment terms.

C-1.6 Identify and explain the various shipping terms (for example CIF, FOB, etc) for your imports of the IP.

C-1.7 Provide details of any direct or indirect services, rebates, other goods, warranties or guarantees offered by the exporters or manufacturers to your customers.

C-1.8 Identify any third parties involved in the transaction between your company and the exporter, such as purchasing, buying or selling agents. Provide their name, address and describe the functions

they perform and their salary or commission, if know. Indicate if any of these agents is related to your company.

**C-2 Purchases/imports of the IP**

C-2.1 Please complete Table C-2.1 for your company's purchases/imports of the IP from the country(ies) investigated and separately for each type or model of the IP. Please also provide for each transaction the costs (packing; handling; storage; duties; warranties; guarantees; technical assistance; after sales service; etc.) incurred by you to the Bangladeshi frontier.

If the invoiced price is prior to C&F Bangladeshi border level, please indicate per unit (tonne, kg., etc) costs incurred by your company for transport costs and/or ocean freight to the Bangladeshi frontier.

C-2.2 Select four importations from those listed in Table C-2.1. Provide the following documents for each of the importations selected:

- 1) Purchase order
- 2) Order confirmation
- 3) Bangladesh entry form
- 4) Customs invoice
- 5) Commercial invoice
- 6) Bill of lading
- 7) Freight invoice for any expenses incurred by, or on behalf of your company, for the movement of goods from the point of shipment to the final destination in Bangladesh
- 8) Credit or debit notes
- 9) Proof of payment
- 10) Any other documents, including required certificates for the exportation or importation of the IP.

**C-3 Development of stocks of the IP**

C-3.1 Complete the table in Annexure C-3.1 in respect of the IP stock (**in volume**)

C-3.2 Complete the table in Annexure C-3.2 in respect of the IP stock (**in value**)

## SECTION D - SALES IN BANGLADESH

Section D of the questionnaire is intended to enable the Commission to review the evolution of the sales volume, values and average prices of the IP in Bangladesh. Unless indicated otherwise, the information in this section is requested for:

- the IP, i.e. [PLEASE INSERT THE PRODUCT INVESTIGATED]
- the POI only, i.e. [PLEASE INSERT THE PERIOD OF INVESTIGATION]

### **D-1 Distribution System and Channels of sale**

Please explain your company's distribution network in Bangladesh and describe your different channels of sale:

1. Distributors
2. Converters
3. OEMs
4. End users
5. Others (to be specified) up to the first independent customer.

Please fill in the table in Annexure D-1.

### **D-2 Price setting and market conditions**

If prices are based on price lists, please provide the price lists applicable during the POI. Explain how these price lists are used to establish the final sales price to the individual customers. If standard contracts are used provide a copy of such contract(s).

If price lists are not used, explain how and on which basis prices are fixed during sales negotiations. Provide full documentation (from sales contract to final payment) on two randomly selected sales of the IP to independent customers in different channels within Bangladesh. Include order forms, transport documents, credit terms, receipts of payments etc.

### **D-3 Turnover, volume and average price of sales of the IP during the POI**

Please fill out the tables in Annexure D-3.

### **D-4 Re-sales in Bangladesh**

Complete the table in Annexure D-4 with all your sales of the IP during the period of investigation on a **transaction-by-transaction basis** to unrelated customers. It is important that you follow the requested format.

## SECTION E – COMMENTS ON THE APPLICATION, INJURY AND CAUSALITY

### **E-1 Comments on the application, injury and causality**

Submit any other information you believe necessary to enable the Commission to reach a fair conclusion, including comments on the application, injury and causality.

### **E-2 Information on threat of material injury**

Where the initiation of the investigation is based on threat of material injury, or where the Commission does not have evidence of material injury being suffered by the Bangladeshi industry, upon request from a party the Commission will examine the threat of injury to the industry as a result of the allegedly dumped imports.

In considering whether there is a threat of injury to the Bangladeshi industry, the Commission will take account of factors including the following:

- The likelihood of substantially increased importations, including:
  - Exporters' freely disposable capacity, or imminent substantial increase in capacity, indicating the likelihood of substantially increased exports into Bangladesh
  - Importers' ability to easily source and distribute substantially increased volumes of dumped imports
  - The ability of an importer to easily enter the market.
- Whether imports are entering at prices that will have a significant depressing or suppressing effect on domestic prices, and would likely increase demand for further imports.
- The inventory levels in Bangladesh and the country of the goods being investigated.

Please answer the following questions (E-2.1 to E-2.9) in relation to the above indicators of threat of injury:

#### The Likelihood of Substantially Increased Imports

- E-2.1 What are your business' intentions regarding future imports of the IP to Bangladesh? Please include comments on how you perceive growth in such imports and your estimated import volume figures over the next 12 months.
- E-2.2 Please comment on the financial ability of your business, and the ability of your distribution system, to cope with a substantial increase in import of the product concerned to Bangladesh.
- E-2.3 Does your business have any contractual arrangements with any foreign producers of the IP for export to Bangladesh, including forward orders for future purchases of the IP? If so, please indicate the value and volume of the IP that you have arranged to purchase from them, and the intended dates or period of importation (listing category and quantity ordered, price paid or payable, and anticipated delivery dates) for the next twelve months.
- E-2.4 Does your foreign supplier(s) have freely disposable capacity? If so, what is the extent of the unused capacity (in number of units of the IP and as a percentage of annual sales)? Is your foreign supplier planning to increase its capacity? Please comment on the extent to which any such increase would enable your company to significantly increase imports to Bangladesh.

E-2.5 Is your business planning to increase its capacity to import the IP? If so, please provide details.

Pricing of Imported Goods

E-2.6 Please comment on the extent to which you consider pricing influences demand for the IP imported and re-sold by your business in Bangladesh.

E-2.7 Do you consider that demand in Bangladesh for the IP imported by your business is influenced by factors other than price, such as quality? If so, please comment on what these other factors are.



Inventory levels in Bangladesh and in the country(ies) exporting the allegedly dumped product

E-2.8 Please provide your inventory level (in number of units at the end of the period of investigation) of the IP imported from the investigated country(ies) available for re-sale in Bangladesh. What percentage of your annual sales does your level of inventory at the end of the period of investigation represent? Do you intend to increase this inventory level, in the foreseeable future? If so, by what amount and by what date?

E-2.9 What are the factors causing your business to stockpile inventory?

## SECTION F – CHECK LIST

The purpose of the following checklist is to ensure that you have answered all questions of the above sections and to permit a quick survey on information, which may be missing. You are requested to tick the box where complete information is submitted or where information has not sufficiently been provided:

| SECTION  | Please tick if you<br>submitted all<br>information requested  | Please tick if information<br>is not or insufficiently<br>submitted   |
|--|---|---|
| <b>SECTION A:</b> GENERAL INFORMATION                                  | <br><input type="checkbox"/> | <br><input type="checkbox"/> |
| <b>SECTION B:</b> PRODUCT UNDER CONSIDERATION                          | <input type="checkbox"/>  | <input type="checkbox"/>  |
| <b>SECTION C:</b> PURCHASES AND STOCKS                                 | <input type="checkbox"/>  | <input type="checkbox"/>  |
| <b>SECTION D:</b> SALES IN BANGLADESH                                  | <input type="checkbox"/>  | <input type="checkbox"/>  |
| <b>SECTION E:</b> COMMENTS ON THE APPLICATION,<br>INJURY AND CAUSALITY | <input type="checkbox"/>  | <input type="checkbox"/>  |
| <b>SECTION F:</b> CHECKLIST  | <input type="checkbox"/>  | <input type="checkbox"/>  |



## DECLARATION

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 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) Chief Executive of the Co./Directors/Partners or the proprietor of the firm filing response to this questionnaire should sign the declaration.

## ANNEXURE-I

### GUIDELINES FOR COMPLETING THE NON-CONFIDENTIAL VERSION OF THE QUESTIONNAIRE

When completing the questionnaire destined for inspection by interested parties (non-confidential version of the questionnaire) you should bear in mind that all the parties registered as interested parties in this investigation will have access to it. The reply destined for inspection by interested parties should be sufficiently detailed to permit a reasonable understanding of the substance of the information submitted as confidential. When completing the questionnaire destined for inspection by interested parties you may act as follows:

1. Use the completed 'confidential version' of questionnaire response as a basis. Identify all information in the 'confidential' response, which you consider is not confidential, and copy it to the file destined for inspection by interested parties.
2. After this, check again whether the information you did not copy to the response destined for inspection by interested parties is really confidential. If you still consider it to be confidential, you must give the reasons why, item by item, and summarise the confidential information in a form destined for inspection by interested parties. If, in exceptional circumstances, it is not possible to even summarise the confidential information, give reasons why summarisation is not possible.

#### **Examples on how to summarise confidential information.**

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

Example of **confidential** information:

| 2001        | 2002        | 2003        |
|-------------|-------------|-------------|
| 20.000 Taka | 30.000 Taka | 40.000 Taka |

The summary destined for inspection by interested parties could be as follows:

| 2001 | 2002 | 2003 |
|------|------|------|
| =100 | 150  | 200  |

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

Example of **confidential** figure:

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

The summary destined for inspection by interested parties could be as follows:

"My cost of production is Tk. 330 per tonne" (+ footnote saying: "actual numbers have been amended by a margin of maximum +/- 10%, to protect confidentiality").

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

Example of **confidential** information:

"TRADING COMPANY Ltd, told me that the prices of imports were 20% lower."

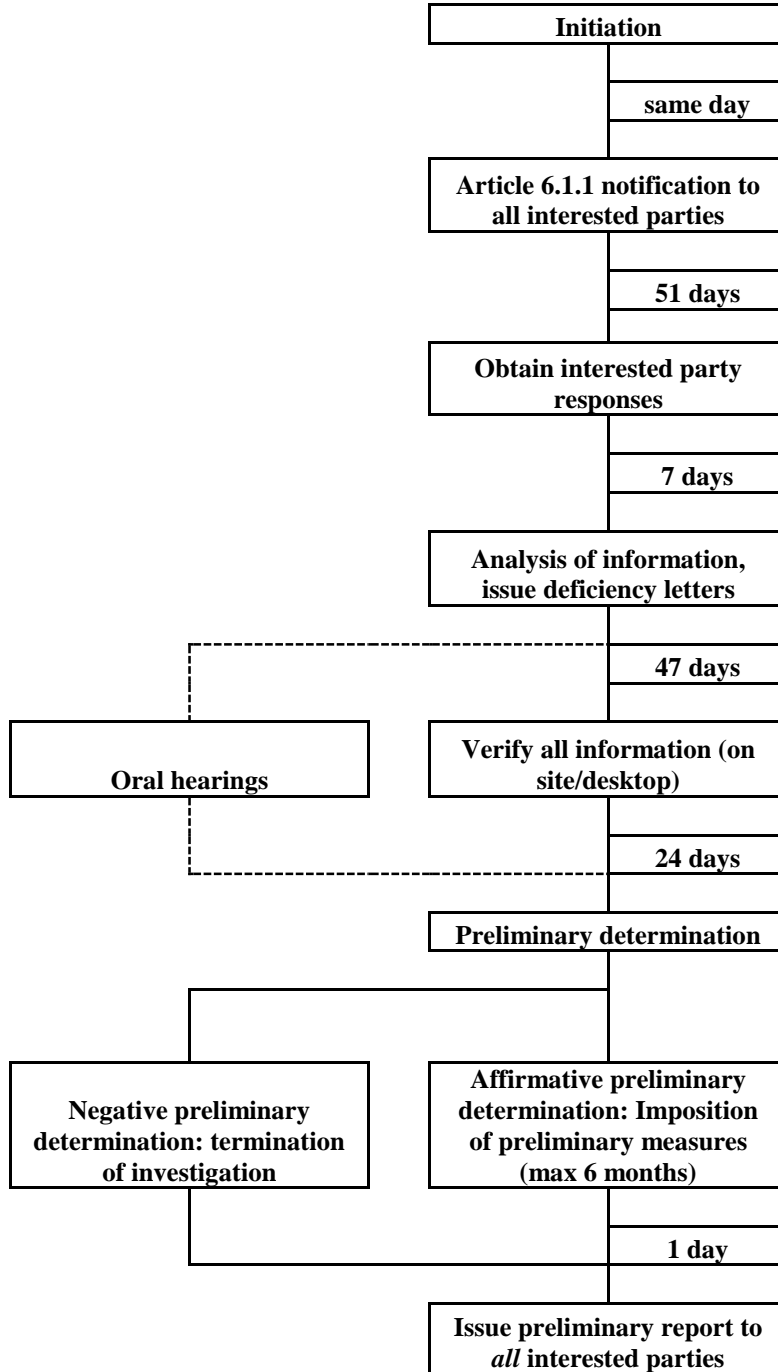
The summary destined for inspection by interested parties could be as follows:

"[One of my customers], told me that the prices of imports were 20% lower."

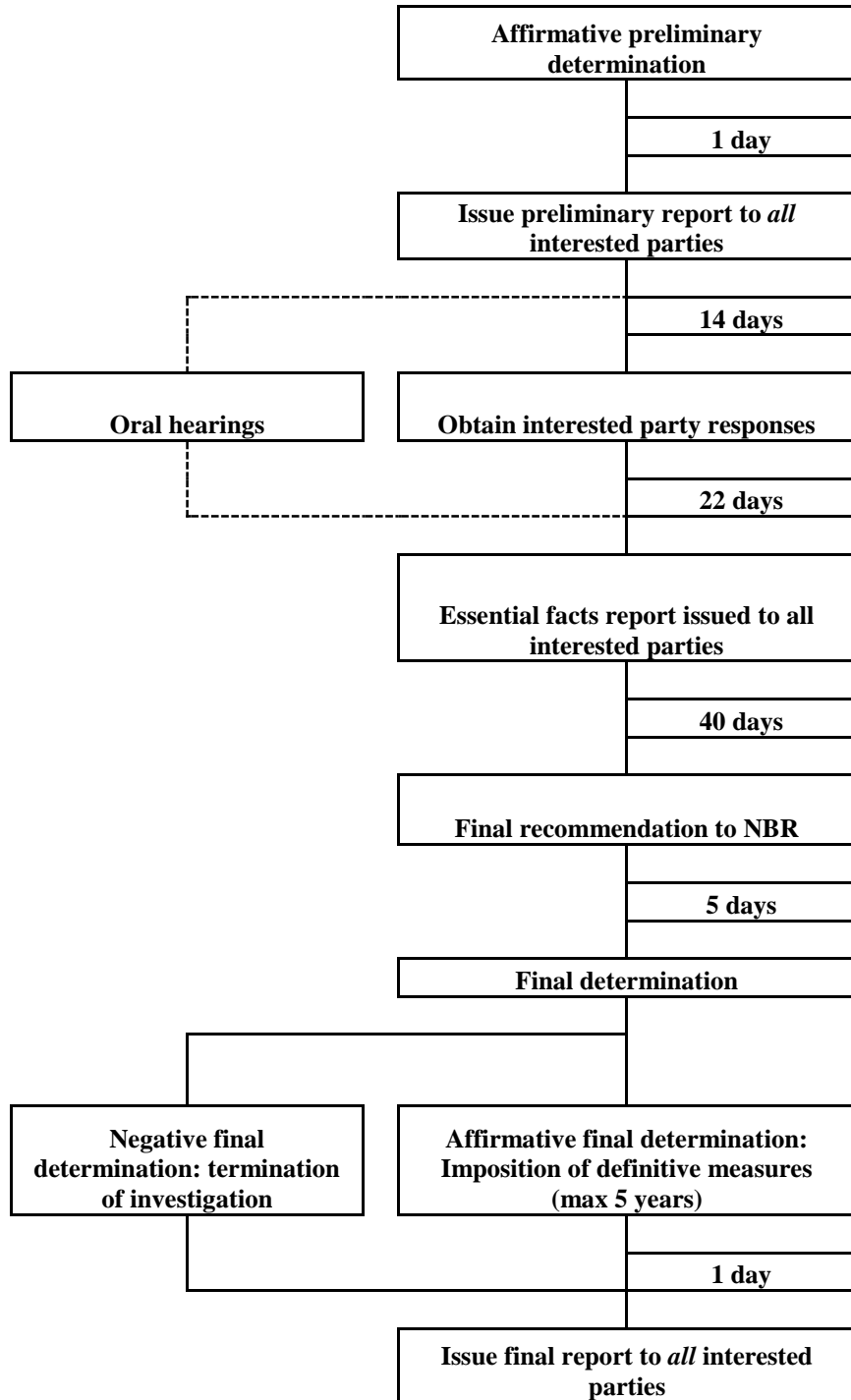
ANNEXURE-II

FLOW DIAGRAM FOR INVESTIGATIONS

**PRELIMINARY INVESTIGATION  
PROCEDURE**



**FINAL INVESTIGATION  
PROCEDURE**



**ANNEXURE A-3**

**AUTHORISATION LETTER**

We hereby appoint the following person/firm in Bangladesh to represent us in the anti-dumping investigation being conducted by the Bangladesh Tariff Commission.

(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 Commission.
- 2) To make submission on our behalf.
- 3) To appear for and on our behalf.

(Please strike off whichever activity is not authorised)

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name/Designation)

**Note:** The Chief Executive of the Company or the proprietor of the firm filing response to this questionnaire should sign this letter.

### ANNEXURE A-4.3

| Name of shareholder | % of shareholding | Activity of shareholder |
|---------------------|-------------------|-------------------------|
|                     |                   |                         |
|                     |                   |                         |
|                     |                   |                         |

### ANNEXURE A-7

| Per financial year                             |                                  | Year 1 | Year 2 | Year 3 | POI |
|--|----------------------------------|--------|--------|--------|-----|
| Total company turnover (in BDT)                | -Bangladesh<br>-Export<br>-Total |        |        |        |     |
| IP (In BDT)                                    | -Bangladesh<br>-Export<br>-Total |        |        |        |     |
| Other sectors (indicate activities):<br>in BDT | -Bangladesh<br>-Export<br>-Total |        |        |        |     |

### ANNEXURE B-3.1

| Imported product models<br>(please specify the country) | Comparable product models<br>manufactured by the Bangladeshi<br>industry | Comment on any different<br>characteristics of the imported<br>product model |
|---|--|--|
|   |  |  |
|   |  |  |
|   |  |  |

## ANNEXURE C-2.1

| Name of supplier | Invoice number | Invoice date | Model | Quantity (kgs, units, etc) | Invoice value | Currency | Payment terms | Delivery terms | Delivery costs | Customs and other duties paid | Other import costs | Commissions | Discounts (deducted on invoice and deferred) | Total net invoice value at frontier | Total net invoice value delivered | Price per kg/unit C&F at BD frontier |
|------------------|----------------|--------------|-------|----------------------------|---------------|----------|---------------|----------------|----------------|-------------------------------|--------------------|-------------|--|-------------------------------------|-----------------------------------|--------------------------------------|
|                  |                |              |       |                            |               |          |               |                |                |                               |                    |             |  |                                     |                                   |                                      |
|                  |                |              |       |                            |               |          |               |                |                |                               |                    |             |  |                                     |                                   |                                      |
|                  |                |              |       |                            |               |          |               |                |                |                               |                    |             |  |                                     |                                   |                                      |
|                  |                |              |       |                            |               |          |               |                |                |                               |                    |             |  |                                     |                                   |                                      |

- Notes:
- Column "Invoice date" Date in the format as follows: 16 December 2006 should be reported as 16 dec 06
  - Column "Model": Please insert the code or model name
  - Column "Payment terms" Number of days granted, e.g. 30, 60, 90, 120 etc.
  - Column "Delivery terms" Delivery terms (e.g. FOB, C&F, CIF, DEL, etc.)
  - Column "Delivery cost" Indicate transport costs either as actual costs or as a function of invoice value, i.e. cost per unit
  - Column "Discounts" Cash, volume discounts; goods delivered free of charge; year-end rebates
  - Column "Price per kg/unit C&F at Bangladesh frontier" In cases where the terms of delivery are other than C&F Bangladesh Frontier, explain or estimate the calculation of the average unit C&F price, indicating costs incurred by you in respect of:
    - 1) transport costs and/or ocean/air freight to the Bangladeshi frontier per kg.
    - 2) insurance cost to the Bangladeshi frontier per kg.
    - 3) other costs (packing, handling, storage, etc.) incurred by your company to the Bangladeshi frontier.

### ANNEXURE C-3.1

| Volume  | Year 1 | Year 2 | Year 3 | POI |
|---|--------|--------|--------|-----|
| Opening stock                                 |        |        |        |     |
| <b>TOTAL</b>                                  |        |        |        |     |
| Imports from the<br>[INVESTIGATED<br>COUNTRY] |        |        |        |     |
| Closing stock                                 |        |        |        |     |
| <b>TOTAL</b>                                  |        |        |        |     |

### ANNEXURE C-3.2

| Value   | Year 1 | Year 2 | Year 3 | POI |
|---|--------|--------|--------|-----|
| Opening stock                                 |        |        |        |     |
| <b>TOTAL</b>                                  |        |        |        |     |
| Imports from the<br>[INVESTIGATED<br>COUNTRY] |        |        |        |     |
| Closing stock                                 |        |        |        |     |
| <b>TOTAL</b>                                  |        |        |        |     |

### ANNEXURE D-1

| Category of Customer<br>(1) to (5) above | Market Segment<br>(table C.2) | Proportion of sales of IP in Bangladesh (by value) | Delivery terms (ex-factory, CIF, FOB) | Terms of payment (Number of days of credit) | Rebates discount schemes (%) (listed on invoice and deferred) |
|--|-------------------------------|--|---------------------------------------|---|---|
|  |                               |  |                                       |   |   |
|  |                               |  |                                       |   |   |
|  |                               |  |                                       |   |   |

### ANNEXURE D-3

| Sales of IP (volumes)    | Year 1 | Year 2 | Year 3 | POI |
|--------------------------|--------|--------|--------|-----|
| In Bangladesh            |        |        |        |     |
| Exports to 3rd countries |        |        |        |     |
| Total                    |        |        |        |     |

| Sales of IP (values in BDT) | Year 1 | Year 2 | Year 3 | POI |
|-----------------------------|--------|--------|--------|-----|
| In Bangladesh               |        |        |        |     |
| Exports to 3rd countries    |        |        |        |     |
| Total                       |        |        |        |     |

| Sales of IP (average prices) | Year 1 | Year 2 | Year 3 | POI |
|------------------------------|--------|--------|--------|-----|
| In Bangladesh                |        |        |        |     |
| Exports to 3rd countries     |        |        |        |     |
| Total                        |        |        |        |     |



## ANNEXURE D-4

| Name of supplier | Inv no. | Invoice date | Model | Customer number | Category of customer | Quantity (kg, units, etc) | Invoice value in BDT | Payment terms | Delivery terms | Delivery costs | Com-mission | Discounts (deducted on the invoice and deferred) | Net invoice value | Price / (kg, units, etc) |
|------------------|---------|--------------|-------|-----------------|----------------------|---------------------------|----------------------|---------------|----------------|----------------|-------------|--|-------------------|--------------------------|
|                  |         |              |       |                 |                      |                           |                      |               |                |                |             |  |                   |                          |
|                  |         |              |       |                 |                      |                           |                      |               |                |                |             |  |                   |                          |
|                  |         |              |       |                 |                      |                           |                      |               |                |                |             |  |                   |                          |
|                  |         |              |       |                 |                      |                           |                      |               |                |                |             |  |                   |                          |

- Notes:
- Column "Invoice date" Date in the format as follows: 16 December 2006 should be reported as 16 dec 06
  - Column "Model": Please insert the code or model name
  - Column "Category of customer" Indicate the category of customer using the following codes: 1 = distributors; 2 = OEMs; 3 = retailers; 4 = end users; = 5 others, please specify
  - Column "Payment terms" Number of days granted, e.g. 30, 60, 90, 120 etc.
  - Column "Delivery terms" Delivery terms (e.g. FOB, C&F, CIF, DEL, etc.)
  - Column "Delivery costs" Indicate transport costs either as actual costs or as a function of invoice value, i.e. cost per unit
  - Column "Discounts" Cash, volume discounts, goods delivered free of charge; end of year rebates.