

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
NATIONAL TARIFF COMMISSION**

**COUNTERVAILING
IMPORTER'S
QUESTIONNAIRE**

Product: _____

Country of Exportation: _____

Period of Investigation: _____

Official in Charge: _____

Address: State Life Building No. 5, China Chowk, Blue Area, Islamabad.

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Note:

The respondent must ensure that:

- ✍️ The information required to be kept confidential is marked as such and non-confidential summary of the confidential information is provided to place it in the public file. (Section 29 of Countervailing Duty Ordinance 2001)*
- ✍️ The information given meets the requirement of the questionnaire. In case any information could not be provided, the efforts made to obtain such information should be mentioned.*
- ✍️ Data required in the form should be provided for two years prior to date (mentioned in covering letter) when subsidization started till date of submission of the application.*
- ✍️ The declaration is completed and signed.*

General Instructions

This questionnaire is designed to obtain information the Commission deems necessary for its investigation in the subject case.

It is in your interest to reply as accurately and completely as possible and to attach all the supporting documents as requested. If the required information is not communicated to the Commission within the time limit specified, the Commission is authorized to make preliminary determination or final determination on the basis of information available in accordance with the section 28 (1) of the Countervailing Duties Ordinance 2001. If you do not cooperate with the Commission, it may use information adverse to your interest.

If you have any queries about how to respond to this questionnaire you should contact the Commission in writing within 15 days of receipt of the questionnaire.

You should follow the following instructions:

- 1) A covering letter to your response should describe your business, including a brief history of when it was established and its main lines of activity. The letter should include a table of contents of your response. You may also express any views; opinions or other information you feel will be helpful to the Commission in reaching its determinations concerning alleged subsidies and consequent material injury.
- 2) Answers to the questions must follow the respective format given in the questionnaire. In your response please repeat the questions, followed by your answers. Please ensure your answers are as full and complete as possible to enable the Commission to process the information.

The data base management consultant will use this space to provide instructions to respondents on what information the NTC will need to process the information in the appendices, such as the application used, the treatment of zero values, and any other information he thinks will be necessary to have to process the tapes, disks or other media used by the respondent. Also respondents should be advised as to any types of applications or media that the Commission does not have the means to utilize

- 3) All worksheets and documents compiled to answer the questionnaire, in particular those linking the information supplied with management records and audited or unaudited accounts, must be retained for inspection.
- 4) The pages of the answer to the questionnaire should be consecutively numbered. Appendices should have their own numbering system, which includes the number of the appendix, and page number, (*e.g.* 3-1, 3-2. etc.) If any of your answers to the question require an attachment, for example a copy of an agreement, the attachment should be identified by the question to which it responds, and page number. This will allow the Commission staff to readily relate the attachments to the response and refer to them in their written analysis of the investigation.

DECLARATION

I hereby declare that -----(name of company) is an importer of the investigated product. I certify that I have completed the questionnaire and the information provided is complete and correct to the best of my knowledge and belief.

Signature: _____

Name: _____

Title/ Position: _____

Date: _____

I hereby declare that ----- (name of company) is not importer of the investigated product and therefore I have not completed attached questionnaire.

Signature: _____

Name: _____

Title/ Position: _____

Date: _____

PART 1

IMPORTER'S IDENTIFICATION

1.1

a) Identification of importer

- i) Name:
- ii) Legal status: *(a company or partnership or sole proprietorship)*
- iii) Address:
- iv) Telephone No:
- v) Fax No:
- vi) E-mail Address:

b) Particulars of the importer's authorized officer to deal with the case.

- i) Name:
- ii) Designation:
- iii) Address:
- iv) Telephone No:
- v) Fax No:
- vi) E-mail address:

PART 2

EXPORTER'S/ SUPPLIER'S IDENTIFICATION

2.1 Provide following information of all those exporter(s)/ supplier(s) from whom you have imported the investigated product for last three years.

Name	Country	Address	Tel & Fax	E-mail	Contact Person

2.2 If any of your supplier(s) is/are not the manufacturer of the investigated product then provide following information about manufacturer(s)/ producer(s).

Name	Country	Address	Tel & Fax	E-mail	Contact Person

PART 3

PRODUCT IDENTIFICATION

The purpose of this section is a comparison of the product under consideration, which is imported in Pakistan, and the like product produced by the domestic industry of Pakistan.

Like Product: It is a product, which is alike in all respects to the investigated product and in the absence of such a product, another product that, although not alike in all respects, has characteristics closely resembling those of the investigated product.

3.1 Description of the Imported Product:

- i) Complete description of the imported product:
- ii) Harmonized Code:
- iii) Specific grade/ type/ model:
- iv) Major uses:

3.2 A complete description of the like product produced in Pakistan, as supplied by the applicant(s), is given in the accompanying letter. If there are any differences between the product being imported and product produced in Pakistan then please describe them in detail.

3.3 Any other comments about information given above that can assist the Commission to understand the nature of the investigated product and domestic like product.

PART 4

4.1 Provide the volume and value of the shipments of the subject product from each exporter in Appendix No. 1.

4.2 Explain the terms and conditions governing sales of the investigated product to your customers in Pakistan including selling price (provide relevant price lists) and discounts. The basic information may be given in Appendix No. 3, with any additional explanation provided in your answer to this question.

4.3 Indicate the level of trade at which your firm operates in Pakistan and outline your method/ system of marketing and distribution. The level of trade is distinguished by your place in the chain of distribution. (E.g. manufacturer, wholesaler, industrial user or retailer)

4.4 Please add any comments about information given above, which may help the Commission to understand it better.

APPENDIX NO 1

PURCHASES FROM SUPPLIERS

S. No.	Description of Product	Model/ Type/ Grade	Packing Size	Country of Export	Name of Exporter	Exporter Invoice No.	Exporter Invoice Date	Date of Shipment to Pakistan	Port of Entry	Bill of Entry Number	Terms of Sale (C&F, CIF or FOB)	Unit of Measurement	Quantity	Unit Purchase Price	Total Invoice Value

Note: 1) Provide the information separately for each consignment.

2) Provide the above information for the period of investigation and the two prior years. If you are unable to provide it on a sales specific basis, please contact the official in charge to discuss alternate forms of reporting.

COST OF THE IMPORTED PRODUCT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 =6+7+8+ 9+10+11 +13+14+ 5+16+17 +18	20	21= 19+20
Serial No. of Appendix No. 1	FOB Price	Expenses from port of embarkation to port of Importation in Pakistan				C&F or CIF Price Currency in which LC has been established	Taxes and Duties	Port handling Charges	Inland Transportation	Any other expenses (details)	Cost at the Go down	Warehousing	Labor overheads	Other material (if any)	Packing	Administrative/ selling/ Distributive expenses	Financial expenses	Total Costs	Net Profit	Sales Price
		Freight	Insurance	Others (specify)	Total															
		I n F E	In Rs																	

Note:

- i) *All information given above should be in terms of total quantity invoiced and as far as possible should be supported by documentary evidence.*
- ii) *There is a possibility that an importer may not be aware of the part of the information in the above table. In such a case he should answer from the point he is aware of.*
- iii) *Provide the information above for the period of investigation.*

SALES IN PAKISTAN

Customer Order No.	Date of Sale	Customer Name	Invoice No.	Destination	Terms & conditions of Sale	Quantity	Unit Selling Price		Sales Value	Discounts/ Expenses benefited or borne by the purchaser
							Inclusive of Sales Tax	Exclusive of Sales Tax		

Note: Provide the above information for the period of investigation and the two prior years. If you are unable to provide it on a sales specific basis, please contact the official in charge to discuss alternate forms of reporting.