



**ARAB REPUBLIC OF EGYPT
MINISTRY OF TRADE & INDUSTRY
TRADE AGREEMENTS SECTOR
Anti-dumping, Subsidy & Safeguard Department**

(Manufacturer) Domestic Producer's Questionnaire

**Of
Product x
Originating or Exported from
Country y**

**This questionnaire should be completed on the company's forms and to be provided in a
confidential and non-confidential version**

General instructions concerning the questionnaire

1. All cost & pricing information etc, should be provided for the investigation period of investigation, if your company's financial year different from the investigation period, please give a detailed explanation of how the information was compiled for the investigation period.
2. Please answer in the right place in the questionnaire or attach the answer on a separate paper with the number of the question and the extent of confidentiality.
3. Any assumptions made to allocate costs & revenue to different models & types ... etc, should clearly be stated.
4. In case you use a computer to answer this questionnaire, please attach a copy of the discs, the names of the files, and the program used. The values, costs, expenses,... etc. must be in the original currencies.
5. The answers must be supported by sufficient evidence. The Department has the right to ask for more evidence or information whether in writing anytime during the investigation stage or during the on-spot verification visit. It is very important that the persons who are responsible for replying to this questionnaire are able to provide the sources of the documents they used when required.
6. Answers must be precise and sufficiently detailed to reflect the current situation. In case the Department requires more information, the reply must be accompanied by a non-confidential version of any confidential data with the reasons for confidentiality.

For more information please contact the Department at the address referred to in this questionnaire.

Introduction:

The International Trade Policies Department of the Egyptian Ministry of Foreign Trade (hereinafter referred to as the "Department" or the "Investigating Authority") is responsible for administering the Egyptian anti-dumping law. The law provides a mechanism for maintaining fair levels of import competition for Egyptian producers when dumping causes material injury or threatens to cause material injury to an established Egyptian industry. The law reflects Egypt's obligations under the World Trade Organisation (WTO) Anti-Dumping Agreement.

The Ministry of Foreign Trade has initiated an investigation into claims by z Company that dumped imports of product x originating in or exported from y have been and are causing material injury to the Egyptian industry.

The attached questionnaire is designed to assist your company in providing the necessary information to determine the extent, if any, to which exports of the products under investigation are being dumped.

It is in your best interests to complete the questionnaire as, in the absence of a response, a decision can be based on the best information available. As this information is usually supplied by the Egyptian applicant, it is considered necessary that your company be given the opportunity to respond so that a fair investigation can be conducted.

Goods under Investigation

The goods subject to investigation are:

.....

Further Information:

The subject products are classified in the tariff schedule under H.S.Heading item:

.. . . .

Period of Investigation

The period of dumping investigation (POI) is from / / to / / .

Verification

Department officials may need to visit your company to verify information supplied. Such a visit is normally undertaken once a completed questionnaire response has been received and analysed. You will be contacted at a later date concerning such a visit.

Documentation Provided

It is important that your responses to the questionnaire be backed up by evidence such as commercial invoices and cost sheets etc, in support of your claims.

Additional documentation in support of your response may be requested during the investigation. Original source material for all documents submitted, including source documents used in loading computers (if you are using a computer system in the company) should be made available at the time that any verification visit is made.

Confidential Information

The Department is required to ensure that all interested parties to an 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 Department in the course of the investigation.

Any information which is by nature commercially confidential (for example, because its disclosure would be of significant competitive advantage to a competitor) or which is provided on a confidential basis by parties to an anti-dumping investigation will upon good cause being shown be treated as confidential by the Department.

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,
- (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.

Note ** As provided for in Article 6.5.2 of the WTO Anti-dumping Agreement, the Investigating Authority may disregard any information for which the party submitting it fails to provide a satisfactory non-confidential version or summary or satisfactory reasons why such summary cannot be provided.

** Information for which confidential treatment is not requested will be treated as non-confidential and will be included in the Public File of the investigation. The Public File is available for perusal by any interested party.

You should indicate obviously on each page in your submission what information you consider to be confidential and forward an accompanying non-confidential version of your reply.

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

Time Frame

Your reply to this questionnaire along with any supporting documentation must be with the Department at the address given below, by close of business 30 days from the date of the sending of this questionnaire, or earlier if possible.

Language

Your reply to this questionnaire must be in the Arabic language. An Arabic translation of any supporting documentation and evidence should also be provided.

Please ensure your response:

- Is signed
- Shows your name and title
- Is dated

And forward by fax to:

International Trade Policies Department
Foreign Trade Sector
Ministry Foreign Trade

19 Maahad Nasser St., Cornish El Nil, Aghakhan, Shoubra Cairo, Egypt

Attention: Mr. Abd El Rahman Fawzy
Head Of Anti-Dumping, Subsidy & Safeguard Department

Fax no: 20- 02 2026681/ 20-02 4325378/20-02 4321035

Important

Please ensure that your response to this questionnaire is faxed back to the International Trade Policies Department no later than the date specified. The original plus supporting documents (including a non-confidential version) should be forwarded by courier to the above address.

It is important that responses are received by the due dates.

Manufacturer Questionnaire

Manufacturer Questionnaire

General Information

- Please give details of your company name, address (both postal and street), and telephone and facsimile numbers.

- Please provide the names and titles of personnel in your company who can be contacted for further enquiries.

- Please advise your company's accounting year.

- Please, provide copies of the financial reports and annual lists as well as explanations of these lists accredited by the auditor during the period of investigation and the three preceding years. If such information is identified as confidential, please place it under "confidential information" and state the reason why it is considered confidential. A non-confidential version of this information or a summary of the confidential information should be provided.

- Please supply brochures and catalogues giving more information about your company and its products.

- If your company is a subsidiary wholly or partially owned by another company, please state the parent company's name and address showing the ownership system.

Name

Address

Ownership System

-----	-----	-----
-----	-----	-----

- If your company owns, wholly or partially, another subsidiaries, please state their names and addresses showing the ownership system.

- Please, specify the volume of your production and volume of production of the other domestic companies of the subject goods. Also specify the total size of the Egyptian market and the market share of your company/ the market share of both other domestic companies production and imports from all countries of the world including the countries concerned.

- Please, provide a full description of the physical characteristics and method of manufacturing the goods under investigation in both Arabic and English.

- Please, provide full price lists of the subject goods during the period of investigation and the three preceding years. If the lists cover other goods in line with the subject goods, please specify clearly the price of the subject goods.

- Please, provide a report on marketing and distribution methods of the subject goods for all goods you are producing particularly the subject goods.

- Concerning the price lists including the subject goods, please state details in relation to terms, discounts, allowances and any other considerations that may affect prices for the buyer. If there is a reduced price list used in selling the subject goods, please provide a copy of this list(s) that was in force during the investigation period and the last three years.

- Please, provide a description of the current situation of the market outside Egypt for the subject goods. Also provide, if possible, names of any documents showing the current position of the world market for the subject goods such as studies and article published in business magazines.

7. Is the difference between the goods produced by your company and the imported goods from the countries under investigation considered a fundamental factor in your company's sales of the subject goods?

Yes

No

(please circle the right answer)

If yes, please specify the difference in quality and explain whether it is in the favour of your company's sales or not.

8. What are the other countries other than the countries under investigation that can be trusted sources to supply the concerned goods?

Marketing

9. Please, provide the data required as shown in table (5) for most major ten customers at least for the subject goods and changes to such sales during the investigation period and the three preceding years.

10. Please, provide the data required as shown in table (6) for most major ten customers at least for the subject goods you consider that the (dumped) imports have caused a loss of sales, a decline in their purchases or a reduction in your company's prices attempting to maintain the same level of sales, and specify these changes.

11. What is the usual period required to meet the orders of the concerned goods?

12. What is the current period to deliver the orders?

13. If the volume of demand in Egypt allows to absorb more production or not, to what extent the company is ready to increase volume of production of the concerned goods during the next year?

Notes

Imports

- 14. Please, provide import statement on the concerned goods as shown in table (7). Also provide copies of import invoices of the concerned goods from the countries under investigation and copies of invoices of selling prices of the imported product in the Egyptian market at the same level of trade your company deals with.

- 15. In case you are importing the concerned goods, provide a statement on your imports during the investigation period.

Sales

- 16. Please, provide a statement on your sales (domestic, export) of the concerned goods during the investigation period and the preceding three years as shown in table (8) and submit an additional copy showing sales of imports.

- 17. What are the potentials of increasing your exports from the concerned goods?

- 18. How did the demand change during the investigation period and the three preceding years?

- 19. What are the main factors, which affected this change (e.g. exchange rate, interest rate or new products)?

- 20. What is effect of development in technology, if found, during the investigation period and the three preceding years on production in one hand and the end use of the concerned goods in the other hand and on your company's ability to compete with the local and foreign sources of the concerned goods?

Explain the development in technology in your company during above-mentioned period.

Labour and Wages

21. Provide a statement on the annual average numbers of labour working directly or indirectly in producing the concerned goods and other goods during the investigation period and the three preceding years as shown in the following table. Also provide a statement on the direct or indirect wages during the same period.

Concerned Goods

statement year				
Direct Labour				
Indirect Labour				
Total Labour				
Direct wages				
Indirect wages				

Other Goods

statement year				
Direct Labour				
Indirect Labour				
Total Labour				
Direct wages				
Indirect wages				

- Direct labour includes workers who directly attributable the production of the concerned goods (this can be verified by watching), and whose activities in producing the concerned goods are reflected properly in the direct labour cost in the company's income statement that were requested before in table (1).
- Indirect labour includes the staff personnel of the plant such as supervisors, foremen and quality control staff but not including sales staff or administrative affaires.

22. Please, state the actual working hours for workers listed in the above-mentioned item.

23. How many workers used in producing the concerned goods that can be easily transformed to work in producing other goods currently produced in your company?

State specifically the main factors preventing reallocation of labour to produce other goods currently produced in your company.

Notes on the Main Factors Preventing Reallocation of Labour

Capacity Utilization

24. Please, complete the following table showing the actual available capacity (actual not theoretical) during the investigation period and the three preceding years.

Actual capacity of the plant (units)-----

Concerned Goods

Utilization (produced units) -----

Utilization rate (%)-----

In case it is supposed to increase the production capacity currently used, what is the cost per unit of the comparable product of the supposed production capacity?

Change % in the Unit Cost of the Concerned Goods

Year	Quantity (Unit)	Value(,000)
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

30-mention the way used to evaluate the above inventory, whether there was any changes in the way of evaluation during the period under consideration, and why?

31-what is the total demand volume for the product under consideration (the total consumption and the Egyptian domestic industry) during the investigation period and the preceding three years?

32-please clarify the growth rates, return on investment rate, the ability of increasing the capital, the actual and the potential negative effects on cash flow (and any other unmentioned causes of injury) during the investigation period and the preceding three years.

Tables:

Note: These forms stands for one year only and they are copied to show the investments during the investigation period and the preceding three years.

Table (1)

The income statement of the product under investigation for the period from ----to ----
Value (000, LE)

Quantity unit:

Statement	Domestic sales		Export sales	
	Partial	Total	Partial	Total
Total volume of sales		xxx		xx
Gross sales value		xxx		xxx
<u>-Deductions:</u>				
Sales returns	(xxx)		(xxx)	
Allowed discount	(xxx)		(xxx)	
Sales carriage	(xxx)		(xxx)	
		(xxx)		(xxx)
Net sales		xxx		xxx
<u>Cost of Sales:</u>				
Stock at first	xxx		xxx	
+ The production cost during the period	xxx		xxx	
	xxx		xxx	
- Stock at end	(xxx)		(xxx)	
Cost of sold production	xxx		xxx	
+ Sales and marketing expenses	xxx		xxx	
Cost of sales		(xxx)		(xxx)
Gross profit				
Administrative and general expenses		xxx		xxx
		(xxx)		(xxx)
Net profit before interests and taxes				
Financing expenses		xxx		xxx
Net profit before taxes		(xxx)		(xxx)
		xxx		xxx

Notes:

The previous figures should be based on the same regular fiscal year that is usually used by the company in making its reports about the financial conclusions. The total results of the operations should be identical to the results mentioned in the audited financial statements of the company. Please attach the work papers, the original documents (or summary reports) used in preparing results of the last period. If the auditing methods used now are completely different from the ones used before in the preceding years, please show this difference. It is requested to mention the method used to analyse costs in details, if the company always used this method in making its financial results or not, if any changes have been done to this method in the last period and why.

Table 2
Actual cost of production of the product under investigation during the investigation period and the preceding three years.

Statement	Domestic sales		Export sales	
	Value	Total	Value	Total
Production costs (manufacturing costs)				
1-direct costs				
A-direct material cost	xx		xx	
Stock at first				
+Purchased materials during the period	xx		xx	
	xxx		xxx	
- Stock at end	- xx		- xx	
Direct used materials		xxx		
B- direct wages		xx	xxx	
Direct cost or primary cost			xx	
2- indirect costs		xxx		
- Indirect materials			xxx	
- Indirect wages				
- Overhead expenses (indirect manufacturing expense)	xx	xxx		xxx
	xx		xx	
	xx	xxx	xx	xxx
Total production cost during the period			xx	
+ Product in process stock at first		+xxx		+xxx
- Product in process stock at end				
		xxxx		xxxx
Finished product cost during the period		-xxxx		- xxxx
		xxxx		xxxx

***The list mentioned above is a referential model, but if there are different cost elements than what mentioned in it ,the company should mention it from its records**
Directions about completing cost table No.2

Instructions regarding the completion of cost table No.2

-The previous lists should be prepared according to the product sold in the domestic market and the product assigned for export, each one separately.

-Mention details about the basic raw materials and auxiliaries used in production (quantity, value, basis of raw materials pricing and its elements.

-An analyzing detailed statement about the goods in process at the beginning and end of the period.

-Methodology of evaluating value of scraps income and whether that the raw material value in the list had been affected by this value of scrap or not.

-A detailed statement of the elements of the direct industrial expenses, overhead expenses, administrative, financial and marketing expenses.

- The method used to add the indirect costs mentioned in the list, and whether there is any change has been done to this method than to what was followed in the previous financial years.

- The previous figures should be based on the data of the financial year used regularly by the company while preparing its reports about the financial conclusions .The total conclusions of operations should be identical to the conclusions mentioned in the audited financial lists. Please attach the work papers and the original significant documents (or the simplified reports) used in preparing the conclusions of the end of the period

-If the methods used now are different from the ones used in the preceding years, please attach the work paper and the original documents for these years.

Table 3

Kinds of the Product Under Investigation.

Product description (Shape/type/size/grade)	Made in Egypt	Imports source (Exporter-country)

Table 4

Production of the product under investigation
Quantity of production (by unit and the value is by thousand pounds)

Year				
Production				
type				

Table 5

The value and volume of sales for the ten major clients s of the product under investigation

Account (Client): -----

Address: -----

Trade level: -----

Year	Quantities (unit)	Net delivery price	delivery costs (%)
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1-Please make a copy of these tables and complete table for every client of the ten clients.

2-The trade level includes the wholesaler distributors, major traders of the goods, the retailers and the original equipments manufacturers or users.

3-The net delivery price is the gross sales value of this client after deducting the cash discount, the quantity discount or referred discounts, allowances and taxes. From another point of view it includes any delivery costs incurred (like ocean freight, handling and insurance) paid by your company, and which included in the selling price, or constructed delivery cost if the buyer paid it.

Table (6)

The major accounts of the clients whom the company lost its sales volume with and/or its prices and sales from the product under investigation has been reduced

Account (Client): -----
Address: -----
Trade level: -----

Year

The product description (type. Etc.)
The date of loss or the price depression

Lost sales

Quantity(unit): -----
Net delivery price (by thousand):-----
Delivery cost (%):-----

Sales which quantities have been reduced:

The previous quantity-----
The current quantity -----
Net delivery price-----

Sales suffered from price depression

The previous net delivery price:-----
Delivery cost (%) :-----
The current net delivery price:-----
Delivery costs(%):-----

Competitors:

Name -----
Exporter -----
Price-----

1-Please make copies of this table ,and a complete copy for each account of the ten accounts that lost its sales or suffered from a decrease in sales volume and /or price depression.

2- The trade level includes: wholesaler, distributor, major traders of the good, retailers, the original equipments manufacturers or users .

3- The net delivery price is the total sales value of this client after deducting the cash discount, the quantity discount or referred discounts, allowances and taxes . From another point of view it includes any delivery costs incurred (like ocean freight, handling and insurance) paid by your company ,and which included in the selling price ,or constructed delivery cost if the buyer paid it .

4-In case that the buyer paid the delivery cost, please clarify this and make an estimation for these costs.

Table (7)

Imports of the product under investigation

During the investigation period and the preceding three years

The goods origin: -----

Country: -----

Quantity (unit): -----

Net delivery price (, 000):-----

Delivery costs: -----

- 1- Make copies of this table, and a complete copy of each country from which the product under investigation has been imported from.
- 2- The net delivery price is the product cost including the import cost like the custom duties, custom clearance agent charges, delivery cost (freight, handling and insurance) to your stores.
- 3- The delivery price should be mentioned in the Egyptian currency.

Table 8

Sales of the product under investigation

During the investigation period **and** the preceding three years

a- **Sales of domestic production**

Domestic consumption

Quantity (unit)
Net delivery price (, 000)
Delivery cost

For export

Quantity(unit)
Net delivery price (,000)
Delivery cost

b- **Import sale**

Country :-----

For the Domestic consumption

Quantity(unit)
Net delivery price (,000)
Delivery cost

- 1- Make copies of this table and complete them, for each country.
- 2- The net delivery price is the price after deducting the cash discounts, the referred discounts allowances and taxes .From another point of view it includes any delivery costs paid by your company or construct these costs if the buyer paid it.
- 3- Please clarify the delivery cost average as a percentage of net delivery price.
- 4- If the purchaser paid any of the delivery costs, please clarify this and make a constructed values for these costs.