

QUESTIONNAIRE

EXEMPTION FROM THE EXTENDED ANTI-DUMPING DUTY ON IMPORTS OF CERTAIN BICYCLE PARTS ORIGINATING IN THE PEOPLE'S REPUBLIC OF CHINA

Statutory references:

Commission Regulation (EC) No 88/97 of 20 January 1997¹

Council Regulation (EC) No 71/97 of 10 January 1997²

Council Regulation (EC) No 384/96 of 22 December 1995, Article 13³

Due date of questionnaire response:

SAMPLE

¹ *Official Journal of the European Communities*, L 17 of 21 January 1997

² *Official Journal of the European Communities*, L 16 of 18 January 1997

³ *Official Journal of the European Communities*, L 56 of 6 March 1996

1. General instructions

The purpose of this questionnaire is to permit the European Commission to obtain the information it deems necessary for its examination of your request for an exemption from the extended anti-dumping duty on certain bicycle parts originating in the People's Republic of China.

When answering the questionnaire, please read all the instructions carefully. It is in your own interest to reply as accurately and completely as possible and to attach the supporting documents if and where requested.

The European Commission may carry out on-the-spot visits to examine the records of your company and to verify the information provided in this questionnaire.

You should be aware that your reply to the questionnaire will constitute the body of information on the basis of which a definitive decision will be made with regard to your request for exemption.

You should also be aware that the non-submission of all relevant information or the submission of incomplete, false or misleading information within the specified time limits can lead to the rejection of your request, following which your company will not be able to renew the request for an exemption for one year.

Please do not hesitate to contact the European Commission officials in charge of your file with any questions you may have.

All worksheets used in answering the questionnaire, in particular those linking the information supplied with management and accounting records, must be retained for subsequent inspection.

You should be prepared to substantiate upon request all information you submitted. Every part of the response should be verifiable and in accordance with regular company documents in the ordinary course of business.

Identify clearly all units of measurement and currencies used in tables, lists and calculations.

2. Contact Details

Legal name of the company:			
Full address :			
Telephone :		Telefax :	
Persons to contact :			
Legal form of the company :		Date of incorporation :	

3. Overview: Turnover, purchased parts, costs of production

	Last financial year				Period examined (minimum 6 months)			
Total company turnover								
Turnover in sales of bicycles								
Turnover in sales of bicycles assembled in-house								
Turnover in sales of bicycle parts								
Number of bicycles sold								
Number of bicycles assembled ⁴								
Total cost of bicycle parts produced by your own company ⁵								
Assembly Costs (labour depreciation, energy, ..)								
Total Other Costs (General, Sales and Administrative)								
Total cost of bicycle parts of Non-Chinese origin purchased by your company								
Total cost of bicycle parts of Chinese origin purchased by your company from importers or other exempted parties								
Total cost of bicycle parts of Chinese origin purchased by your company directly								
Cost and number of bicycle parts of Chinese origin purchased/used by your company by type of part (both directly imported from China or purchased from importers or other exempted parties)	Cost of parts Pur-Chased	Number of parts pur-chased	Cost of parts Used to produce bicycles	Number of parts used to produce bicycles	Cost of parts Pur-Chased	Number Of parts pur-Chased	Cost of parts used to produce bicycles	Number of parts used to produce bicycles
- raw frames								
- painted frames								
- raw forks								
- painted forks								
- complete wheels								
- derailleur gears								
- handlebars								
- other (just values)								

⁴ Either in the assembly operations of the company under examination or in the operations of subcontractors (if any). Please list by assembly operation if there is more than one.

⁵ Please report the total of bicycle parts produced by your company regardless of whether used in your own assembly operations or not.

4. Description of cost accounting system and assembly/production facilities

4.1. Please provide a general description of the company's cost accounting method as it relates to applying production/assembly costs to individual units of the bicycles produced (e.g. job order, process costing). State whether the cost accounting system is an integral part of your financial accounting system used for the financial statements. If your company does not keep cost accounting records please indicate the valuation and recording methods regarding the cost of sales, raw materials, work-in-progress and finished goods.

4.2. Please indicate whether the records concerning the essential bicycle parts delivered to your company and the use made of them by your company are integral part of your cost accounting system. If not please describe your system in place for keeping record of these movements.

4.3. Please describe your company's bicycle assembly/production facilities, including their addresses. If assembly/production or stages of the assembly/production process take place at more than one facility, list all facilities and explain the assembly/production activities at the major facilities. Explain whether stages of the production/assembly process are subcontracted

4.4. Please provide the address where the accounting records of the company are kept. If they are maintained in different locations please indicate which records are kept at which location. In particular, indicate where the verification of the following data can take place:

- General accounting (financial accounting records)
- Sales records
- Cost accounting records

Please note that, if this is deemed necessary, you may be asked for further information to substantiate or clarify the information submitted above. In particular, you might be asked for copies of invoices, certificates of origin, customs declarations and any other documents which may be deemed necessary to show how the information you have provided can be reconciled with the information shown in your accounting books and financial statements. Please keep available all working papers produced when preparing the above table.

Please make any other comments and provide any supplementary information which you believe would further clarify your situation.

I,(the undersigned), declare that the information provided above in respect of(company name) is accurate and complete.

Date and Place

Signature