

SECTION A - GENERAL INFORMATION
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A - 1 Identity

Supply the following details of your company:

Name:

Address:

Telephone:

Telefax:

Telex:

Electronic mail address of contact person:

and indicate the names of the persons to contact and their functions within the company.

A - 2 Legal Representative

In case you appointed a legal representative to assist you in this proceeding provide the following details:

Name:

Address:

Telephone:

Telefax:

Telex:

Electronic mail address of contact person:

A - 3 Corporate information

1. Legal form of your company and the normal corporate financial accounting period.
2. List each shareholder in your company who owned more than 5% of the shares during the investigation period and list the activities of these shareholders in the following table:

Name of shareholder	Percentage of shareholding	Activity of shareholder

Table A 1

3. Supply a diagram outlining the internal hierarchical and organisational structure of your company. The diagram should show all units involved in the production, sales and distribution of the product concerned in both the domestic and export markets.
4. Provide a list of products produced and/or sold by your company. If the products fall into distinct product groups indicate these groups.
5. Outline your company's worldwide corporate structure and affiliations, including parent companies, subsidiaries or other related companies. For this purpose you may supply a chart.

6. Provide, for all countries, the names and addresses, telephone and facsimile numbers of all subsidiaries or other related companies that are involved with the product concerned. Specify the activities of each related company. In addition, please identify all related companies, who supply you with inputs used in the manufacture of the product under investigation (see Section B hereafter) or on whose behalf you sell the product subject in this proceeding. Specify what percentage of shares your company owns in each of these entities and what percentage of shares each of these entities owns in your company. For this purpose use the following table:

Name, address, telephone, fax of related company	Please tick if involved with product concerned	List activities	Please tick if manufacturer of product concerned	Please tick if supplier for manufacturing of product concerned	Percentage of share-holding in related company	Percentage of share-holding of related company in your company
	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Table A 2

7. In all cases, please describe the nature of your relationship. State whether you share any board members or senior executives with any of those entities. If so, identify these persons and the nature of their mutual affiliations. Attach copies of any arrangements between the parties.

8. Specify in detail any financial or contractual links and joint ventures with any other company concerning production, sales, licensing, technical and patent agreements for the product concerned.

SECTION B - PRODUCT DESCRIPTION

B - 1 Scope of the Investigation

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B - 2 Specifications of export and domestic products

The following information is necessary to define and distinguish the different types of the product concerned sold by your company and its related companies. Please be as thorough and detailed as possible in describing the different types of the product.

1. Explain in detail the types of the product concerned, produced and sold by your company and its related companies.
2. Please create a Product Control Number (PCN) for each unique combination of product characteristics shown in Section H-2 (follow the examples given on that page). The PCN will be used to match export sales to identical or most resembling products in the domestic market. In addition, the PCN will be used to merge data in the sales database with data in the cost of production. **In this respect it is of great importance that you apply the code numbers throughout your questionnaire response in an absolutely correct and coherent manner.** Please contact the officials in charge should you have any questions on the application of control numbers.
3. Prepare a listing named "SALSPEC" (computer file - for details see Section H-2) providing information of all types of the product concerned which were sold on the domestic market and of all types of the product concerned which were sold on European Community markets.

Please note: The 'Product Control Number' indicated in this listing must be coherent with all your listings throughout Section H.

4. Describe in detail your company's product coding system. Provide a key to your product codes, including all prefixes, suffixes, or other notations, which identify special specifications. Explain whether identical types are listed under different product numbers in the export and domestic market. If so, provide a listing showing how each type is identified in each market.
5. Provide a complete set of catalogues and brochures issued by your company and/or its related companies (in English or accompanied by English translations) covering all types of the product concerned sold on the domestic market and for export to the European Community

B - 3 Comparison of export and domestic products

1. Whenever possible, product types sold by your company and its related companies on the domestic market and for export to or sold in the European Community, which are identical, should be compared to each other. Therefore, please note that in the listing named “**SALSPEC**” (Section H-2) the quantity reported sold in the EU market (QTYEU) and in the domestic market (QTYDM) should correspond to identical product types with the same product control number.
2. For all types sold by your company and its related companies on the domestic market and for export to or in the European Community, which are not identical, but which closely resemble to each other, please prepare the table below. Use the same row for the closely resembling types:

Product Code domestic market	Sales code on your domestic market	PCN for your domestic market	Quantity sold domestically in Kgs	Product Code European Community market	Sales code European Community market	PCN for the European Community market	Quantity exported to the EC in Kgs	Indicate the quantity sold domestically as % of the quantity sold to the EC

Table B 1

- Please note that the listing named “SALSPEC” (section H-2) should include information on all types of the product concerned sold on the domestic market and exported to the EC whereas the above listing only asks for information on closely resembling types.
3. The PCNs indicated in the above should coincide exactly with data submitted in section H. Should you have any questions as how to complete the listing “SALSPEC” and the above table please do not hesitate to contact the Commission services without delay.
 3. Explain in detail all differences between the closely resembling types of the product concerned listed on the same rows in the table B 1 above sold by your company and its related companies on the domestic market and those sold for export to or in the European Community. Points to be covered should include inputs, design, specifications, standards, and production processes and facilities. Explain any other factors that lead to a pricing differential between the types. Quantify also the difference in market value (see also section G.2.1. – Allowance for differences in physical characteristics).
 4. Please describe and name the different norms/standards according to which the products concerned and destined for your domestic market are made. Describe any difference between these norms/standards and the norms/standards according to which the products concerned exported to the European Community (give the identification of those norms/standards) are made.

SECTION C - OPERATING STATISTICS

C - 1 Turnover

1. State your company's net turnover¹ (after all discounts), free of taxes in the format of the following table:

	Financial year before penultimate financial year		Penultimate financial year		Last financial year		Investigation Period	
	Unrelated Customers	Related Customers	Unrelated Customers	Related customers	Unrelated Customers	Related customers	Unrelated Customers	Related Customers
Table C-1								
Total company Turnover (all products)								
Domestic market								
EC								
Other Countries								
Turnover of the sector incl. Product concerned								
Domestic market								
EC								
Other Countries								
Turnover of the product concerned								
Domestic market								
EC								
Other Countries								

¹ Use the currency in which your accounts are kept.

2. In case the accounts of your company have been consolidated with related companies, prepare a table showing the consolidated turnover (after all discounts), free of taxes in the following format:

Table C 2	Financial year before penultimate financial year		Penultimate financial year		Last financial year		Investigation Period	
	Unrelated Customers	Related Customers	Unrelated Customers	Related customers	Unrelated Customers	Related customers	Unrelated Customers	Related Customers
Total company turnover (all products)								
Domestic market								
EC								
Other Countries								
Turnover of the sector incl. Product concerned								
Domestic market								
EC								
Other Countries								
Turnover of the product concerned								
Domestic market								
EC								
Other Countries								

3. Please explain in detail how the consolidation has been done.

C - 2 Total Quantity and Value of Sales

1. State the total quantity and value of all sales made by your company of the **product concerned to unrelated customers** in the following format.

Table C 4	Financial year before penultimate financial year	Penultimate financial year	Last financial year	Investigation Period
1. Sales - volume in Kg				
On your domestic market				
Austria				
Belgium				
Cyprus				
Czech Republic				
Denmark				
Estonia				
Finland				
France				
Germany				
Greece				
Hungary				
Ireland				
Italy				
Latvia				
Lithuania				
Luxembourg				
Malta				
Netherlands				
Poland				
Portugal				
Slovak Republic				
Slovenia				
Spain				
Sweden				
United Kingdom				
Total Community				
For export to other countries				
Total sales volume				

Section C: Operating Statistics

	Financial year before penultimate financial year	Penultimate financial year	Last financial year	Investigation Period
2 Sales - value ² (domestic curr.)				
On your domestic market				
Austria				
Belgium				
Cyprus				
Czech Republic				
Denmark				
Estonia				
Finland				
France				
Germany				
Greece				
Hungary				
Ireland				
Italy				
Latvia				
Lithuania				
Luxembourg				
Malta				
Netherlands				
Poland				
Portugal				
Slovak Republic				
Slovenia				
Spain				
Sweden				
United Kingdom				
Total Community				
For export to other countries				
Total sales value				

² Net turnover after deduction of all sales rebates, taxes, etc. in your domestic currency as reported in your accounting records.

2. State the total quantity and value of all sales made by your company of the **product concerned to related customers** in the same format as under C-2.1.

Note: As far as information on sales done by subsidiaries or other related companies which do not produce the product under investigation is concerned, your attention is drawn to the additional questionnaire intended for related companies which is attached as Annex I of this questionnaire.

C - 3 Production and Capacity Statistics

1. Provide information concerning the total production and, if applicable, purchases of the product concerned of your company including all subsidiaries or other related companies in the following table:

Financial year	Financial year before penultimate financial year	Penultimate financial year	Last financial year	Investigation Period	Forecast
Production capacity					
Actual production in volume (Kg)					
Capacity utilisation (%)					
Purchases of product concerned in Kg					

Table C-5

Please note: Production capacity should represent the total volume of the product concerned that would be manufactured under ideal working conditions.

Purchases mean all purchases of the product concerned in a finished state including purchases from subsidiaries or other related companies. Minor alterations to the purchased product (e.g. repackaging) before resale does not normally affect the consideration of such purchases as a finished product.

2. Describe your production line and its major components.
3. Explain the method used to calculate the capacity and capacity utilisation.
4. In the event that your company produces the product concerned outside the exporting country (including the European Community) the above

information should also be provided in separate tables for each relevant manufacturing plant in question.

5. Provide full details of future plans to commence production or increase capacity in the exporting country, in the European Community or in third countries.
6. Please indicate the country or countries of origin (refer to Annex III Glossary "Country of Origin") of the product concerned sold by your company and its related companies. Give a description of how the origin of the product is determined.

C - 4 Stocks

1. Complete the following table showing the values and volumes of stocks of your company.

Table C-6		Stock of product concerned produced by the company		Stock of product concerned purchased by the company	
<i>Period</i>	All products in value	Product concerned in value	Product concerned in Kg	Product concerned in value	Product concerned in Kg
Beginning of financial year before penultimate financial year					
End of financial year before penultimate financial year					
Beginning of Penultimate financial year					
End of Penultimate financial year					
Beginning of Last financial year					
End of Last financial year					
Beginning of Investigation period					
End of Investigation period					

As far as information on stocks of finished goods kept by subsidiaries or other related companies, which do not produce the product under investigation, is concerned, your attention is drawn to the additional questionnaire intended for related companies, which is attached as Annex I of this questionnaire.

Please specify whether, in your accounting practice, stocks of the product concerned are valued at cost or if any other stock valuation method is used.

C - 5 Employment

Provide a table showing the number of people employed by your company:

Financial year	End of financial year before penultimate financial year	End of penultimate financial year	End of last financial year	End date of investigation period
Total personnel employed in the whole company				
Total personnel employed on the product concerned				
Personnel employed in the production process of the product concerned				
Personnel employed in sales, general and administration of the product concerned				

Table C – 7

C - 6 Investments

Please indicate in the following table the amount of investments made for the production of the product concerned:

Table C - 8	Financial year before penultimate financial year	Penultimate financial year	Last financial year	Investigation Period	Forecast for next financial year
Buildings					
Machinery and Equipment					
Other (specify)					