



**REPUBLIC OF TURKEY
PRIME MINISTRY
UNDERSECRETARIAT FOR FOREIGN TRADE**

**ANTI-DUMPING QUESTIONNAIRE
FOR PRODUCER/EXPORTER IN EXPORTING
COUNTRY**

**DIRECTORATE GENERAL OF IMPORTS
Department of Dumping and Subsidy Investigations**

Product Under Investigation:

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CN Codes (for information only) :

Countries Of Origin:

Period Of Investigation:

Initiation Communiqué:

Legislative References :

- Agreement on the Implementation of Article VI of GATT 1994 annexed to the Agreement Establishing World Trade Organization (Anti-Dumping Agreement)
- Law on the Prevention of Unfair Competition in Imports (Law No. 3577)
(Official Gazette, 01.07.1989 / 20212)
- Law on the Prevention of Unfair Competition in Imports (Law No. 4412 – Amendment)s
(Official Gazette, 25.07.1999 / 23766)
- Decree on the Prevention of Unfair Competition in Imports
(Official Gazette, 30.10.1999 / 23861)
- Regulation on the Prevention of Unfair Competition in Imports
(Official Gazette, 30.10.1999 / 23861)
- Regulation Concerning Addendum of Article to Regulation on The Prevention of Unfair Competition In Imports
(Official Gazette, 02.05.2002 / 24743)

Competent Authority :

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PLEASE NOTE THAT A NON-CONFIDENTIAL VERSION OF YOUR RESPONSE TO THIS QUESTIONNAIRE ALSO HAS TO BE FILED ALONG WITH THE RESPONSE

CONTENTS

This questionnaire is made up of the following Sections and Appendices:

- **Introduction**
- **Section A: (General Information)** requests general information concerning your company.
- **Section B: (Product Description)** specifies the product that is covered by this proceeding.
- **Section C: (Operating Statistics)** requests statistical data.
- **Section D: (Export Sales Of The Product To Turkey)** requests information on export sales of the product concerned to Turkey.
- **Section E: (Domestic Sales Of The Product)** requests information on domestic sales of the product concerned.
- **Section F: (Export Sales Of The Product To Third Countries)** requests information on export sales to third countries.
- **Section G: (Cost Of Production)** requests information on the cost of production of the product concerned.
- **Section H: (Allowances – Fair Comparison)** asks you to state all allowances which are necessary to make a fair comparison between normal value and export price.
- **Section I: (Certification)** asks you to certify all information that will be submitted in response to this questionnaire.
- **Section J: (Computerized Information Required)** provides you with certain detailed information about the format of the computer files to be provided.
- **Section K: Market Economy And/Or Individual Treatment Claim**
- **Appendix A :** Specifications of products exported to Turkey (SpecTur&SpecDom.xls in the floppy)
- **Appendix B:** Specifications of products sold in domestic market (SpecTur&SpecDom.xls in the floppy)
- **Appendix C:** Profit and Loss Statements (P&L Statements.xls in the floppy)
- **ATTACHMENT: A floppy disk containing the following files**
 - Instructions for Computerized Data.Doc
 - SalesCopCodematch.Mdb (CodeMatch; COP; SalesDom; SalesTur tables)
 - Questionnaire for Exporter-Producer.Doc
 - P&L Statements.Xls
 - SpecTur&SpecDom.Xls

INTRODUCTION

When answering the questionnaire please read all the instructions carefully.

The purpose of this questionnaire is to permit the Turkish Authorities to obtain the information it deems necessary for this investigation.

Article 22 of the Regulation on Prevention of Unfair Competition in Imports states that information obtained shall only be used in investigations related with dumping and/or subsidy. The parties concerned may request the information they provide to be kept confidential. With a view to ensure transparency in the investigation and to provide maximum protection of the mutual interest of the parties, requests to be made for such purposes must contain the grounds for the confidentiality request and a meaningful non-confidential summary of all information submitted, or in case the impossibility of presenting such a summary, a certificate evidencing the justification thereof must be submitted. If the request for confidential treatment is not warranted or the meaningful non-confidential summary of the information is not submitted or in the event the supplier of the information advises that, partial or full disclosure of the information would be inconvenient, such information may be disregarded.

It is in your own interest to reply as accurately and completely as possible and to attach supporting documents. You may supplement your response with additional data. This information can only be in addition to the specific responses to the questions addressed in this questionnaire. If any question does not apply to your company, please explain clearly why this is the case.

The Authorities 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 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 material corrections are submitted within the time limits provided for this purpose, since considerable amount of preparatory work and analysis of replies have to be carried out prior to verification visits.

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 might have unfavorable consequences for your company. In any of these circumstances, the Turkish authorities would apply Article 6.8 of the Anti-Dumping Agreement and Article 26 of the Regulation on Prevention of Unfair Competition in Importation 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 Authorities decide to disregard a reply to the questionnaire it will establish preliminary or final findings on the basis of facts available, which may include the information set out in the complaint.

Please do not hesitate to contact the Department of Dumping and Subsidy Investigations (In Turkish: Damping ve Sübvansiyon Araştırma Dairesi) with any questions you may have regarding your responses to the questions or any difficulties in completing the questionnaire.

Some general instructions:

1. All producers/exporters in the exporting country should complete this questionnaire. If you are just a trader of the product concerned you must pass this questionnaire onto your supplier producer, and you must complete export sales information to Turkey together with your supplier producer. If you are just a producer of the product concerned and you export to Turkey via a trader company you must complete this questionnaire together with your trader. Both producers and traders are responsible for coordinating the submission of all the information requested.
2. Although the questionnaire is addressed to your company it is understood that all subsidiaries or other related companies are also parties to the proceeding. Detailed questions about your corporate structure are included in Section A of the questionnaire. Your attention is drawn to the fact that in cases where subsidiaries or other related companies are involved in the sales or marketing of the product concerned to Turkey, some tables in several sections have to be completed for each and every related company concerned.
3. Answer questions in the order presented in the questionnaire. **Listed information and tables should conform to the requested formats and should be clearly labeled.** If you encounter difficulties with this you should contact the Department of Dumping and Subsidy Investigation to find an acceptable solution. If there is insufficient space in any Section of the questionnaire to provide the detail asked for, you should attach Annexes indicating clearly to which Sections they relate. *If a question is not applicable to your company you must explain the reason(s) for it, i.e. please do not just put "not applicable" as the answer to a question.*
4. Each of the **Sections A to K** should be submitted in separate files and each document in each file should be clearly marked with the appropriate letter, e.g. Section A and stapled or binded.
5. 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 during the on-the-spot investigation.
6. To facilitate verification, identify sources of information and specify where the source documents are maintained. During the verification you should be prepared to substantiate all information you submitted. Every part of the response should be able to be traced to regular company documents in the ordinary course of business.
7. All documents and source material submitted in response to this questionnaire must be accompanied by a Turkish translation, or if it is not possible, accompanied with an English translation.
8. It is essential to the investigation that information be submitted on a computer media. All data should be given preferably on CD-ROM or on 3.5" floppy disks formatted with MS-DOS Version 3.0 or higher. Data files SALESTUR, SALESDOM, COP and

CODEMATHCH requested in Section J shall be submitted in a Microsoft Access database file. The other data files have to be in MS Excel worksheets.

Note: The files should be in European or American versions of the said software.

A lack of computerized response may be considered as non-cooperation. If you feel that you cannot present the information as requested please contact the Authorities forthwith.

9. Identify clearly all units of measurement and currencies used in tables, lists and calculations. Where it's requested that any unit of measurement be used as the unit of measurement for the response, you must report in that unit. In cases where it is necessary to identify a product using two different units of measurement together (e.g. for definition of universal lathes Kg and Piece units are required) please do so.
10. Unless otherwise specified, the reply should relate to the investigation period as defined on page 1 of this questionnaire.
11. While answering the questions please quote the full question from the Questionnaire which is provided on the floppy diskette and provide your answer below it as in example:

Question A-1: Identity and Communication
Supply the following details of your company.
Answer A-1: Name: X Company, located in Betaland, etc.

CHOICES OF MARKET ECONOMY AND/OR INDIVIDUAL TREATMENT

Market economy treatment will be granted to those exporting producers which submit a duly completed claim form and can demonstrate that they meet the conditions defined in Addendum-1 of Regulation.

To the extent that market conditions prevail, this treatment may lead to the application of domestic prices and costs from the exporting producer in question where analogue third country data would otherwise have been used. This also implies that, in the event of anti-dumping measures being imposed, the company would be subject to its own individual duty rate, if any, instead of the single country wide duty, i.e. it would automatically be deemed to be eligible for individual treatment.

Individual treatment can be granted where an exporting producer can show that its decisions concerning export sales (in terms of prices and quantities) are made independently from the State. In this context, emphasis will be put on whether the export activities are totally free from State intervention and thus that there is no risk of circumvention of anti-dumping measures by the exporting producer requesting individual treatment, should the investigation result in imposition of anti-dumping duty.

The granting of individual treatment on export sales means the determination of an individual dumping margin for an exporting producer, which applies as an exception from the single countrywide dumping margin. An exporting producer receiving individual treatment on its export sales would, in the event of anti-dumping measures being imposed, be subject to its own individual duty-rate, if any, instead of the country-wide duty.

For companies receiving individual treatment but not market economy status, normal value will be established on the basis of information obtained in the analogue country which will then be compared with the exporting producer's own export prices to Turkey.

Please specify, by ticking the appropriate box, what type of treatment your company requests:

- Market economy treatment, on the understanding that should the investigation reveal that your company does not meet the conditions set then individual treatment is requested instead. THEN all sections and appendices of the questionnaire should be replied.
- Individual treatment. THEN section A, B, C, D, I, J and their appendices, and marked (IT \blacktriangleright) questions in Section K of the questionnaire should be replied.
- Non-market economy treatment. THEN only section A, B, C, D, I, J and their appendices of the questionnaire should be replied

SECTION A - GENERAL INFORMATION

A - 1 Identity and Communication

Supply the following details about your company:

Company Name :
Company Address :
Contact Person :
Telephone :
Telefax :
E-mail :
Web Site Address :

A - 2 Legal Representative in Turkey

In case you appoint a legal representative to assist you in this proceeding provide the following details (Please note that your company's legal representation "in Turkey" can only be made by a legal representative "based in Turkey." A properly documented power of attorney will be required in this case, as well.):

Name of the legal representative:
Address :
Phone :
Fax :
E-mail :

A - 3 Corporate information

1. Legal form of your company:
2. List principal shareholders (who own more than 1% of the shares during the investigation period) of the company and indicate the activities of these shareholders.

Name of Shareholder	Percentage of Share Holding	Activity of Shareholder

3. Supply a diagram outlining the internal hierarchical and organizational structure of your company. The diagram should show all units involved in the production, sales, marketing and distribution of the product concerned in both the domestic and export markets.

4. Provide a list of all 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 names and addresses of persons, agents, distributors and marketing companies in Turkey involved in sales/after sales of all products of your company.
7. Provide the names and addresses, telephone and facsimile numbers of all subsidiaries or other related companies in all countries, which are involved in the production of 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 or on whose behalf you sell the product in this proceeding. Specify what percentage of stock your company owns in each of these entities and what percentage of stock 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 in the production of the product concerned <input type="checkbox"/>	List activities	Please tick if manufacturer of product concerned <input type="checkbox"/>	Please tick if supplier for manufacturing of product concerned <input type="checkbox"/>	Percentage of share-holding in related company	Percentage of share-holding of related company in your company

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

10.

A - 4 General Information on the Management Information System (MIS) of Your Company

1. Provide general information on your MIS and an organization chart of it, e.g. links between different locations/segments/activities like between headquarter and factories. Explain how different segments of the system are integrated if so.
2. Which activities can be controlled from the headquarters (stock control, product planning, production orders, production lines, sales orders, loading, etc.)

3. Please briefly explain your computer system (hardware and software, such as SAP or company developed one) used for your MIS.
4. List the databases kept and give brief information about their contents.

SECTION B - PRODUCT DESCRIPTION

B - 1 Scope of the investigation

Please refer to page 1 of this questionnaire for the product description and the CN codes covered by this proceeding. CN Codes are given only for information and are not binding with respect to the classification of the product.

Any reference to the product concerned in this questionnaire refers to the above mentioned product description.

B - 2 Product Specifications

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, which your company and its related companies sold in the domestic market, Turkey and third countries.

Please note: Internal product codes given in this section, must coincide exactly with the codes supplied in the following sections. Please use the table below for the following listings ("SPECTUR", "SPECDOM") requested in paragraphs 1, 2 and 3.

Provide detailed product description for the product under investigation For example for woven fabrics of synthetic filament yarn, product description should include inputs and their percentages, like %66 polyester, %30 cotton, %4 Lycra, number of warp-weft per cm, grams/m2, dyed/non-dyed, grade and any other specification you find important.

Internal Product Code	Name of the product	Technical definition of the product	Application Field of the Product (Where to Use)

1. Describe in detail your company's product coding system. Provide a key to your product codes, including all prefixes, suffixes, or other notation, which identify special product specifications. Explain whether identical types are listed under different product codes in the export and domestic market. If so, provide a listing named "CODEMATCH" showing how each type is identified in each market and matching the product codes used for export purposes with those used for domestic market. Also submit the "CODEMATCH" table in MS Access format (see Section J).
2. Prepare a listing showing the technical definitions of the products exported to Turkey named "SPECTUR" providing information for all types of the product concerned. Also submit the table in MS Excel format (see Section J).

- Prepare a listing showing the technical definitions of the products types sold in your domestic market named "SPECDOM" providing information for all types of the product concerned. Also submit the table in MS Excel format (see Section J).

B - 3 Comparison of Export and Domestic Products

- Indicate in the table below **all types** sold by your company and its related companies **in the domestic market or to Turkey** during the investigation period (do not forget to state the unit of measurement and the currency):

Internal Product Codes	Product Names	Quantity sold domestically	Domestic Sales Value	Quantity exported to Turkey	Export Sales Value to Turkey	Indicate the quantity sold domestically as % of quantity sold to Turkey

- Explain in detail all differences between the types of the product concerned listed in the tables above sold by your company and its related companies in the domestic market and those exported to Turkey. Points to be covered should include material, design, specifications and production processes. Explain any other factors that lead to a pricing differential between the types.

SECTION C - OPERATING STATISTICS

All values in this section should be provided in the currency in which your accounts are kept and the currency should be indicated in each table.

Please describe the method used in the conversion of foreign currencies into your domestic currency, e.g. daily, monthly, yearly weighted, etc:

C - 1 Turnover

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

	CY ₹ 2		CY ₹ 1 ¹		Investigation period	
	Independent Customers	Related Customers	Independent Customers	Related Customers	Independent Customers	Related Customers
Total company turnover (all products)						
Domestic market						
Turkey						
Other Countries						
Turnover of the sector including the product concerned						
Domestic market						
Turkey						
Other Countries						
Turnover of the product concerned						
Domestic market						
Turkey						
Other Countries						

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:

	CY ₹ 2	CY ₹ 1	Investigation Period
Total company group turnover			
-Domestic market			
-Turkey			
-Other Countries			
Turnover of the sector including the product concerned			
-Domestic market			
-Turkey			
-Other Countries			
Turnover of the product concerned			

-Domestic market			
-Turkey			
-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** along with the unit of measurement and the value in local currency of all sales made by your company of the product concerned to **unrelated purchasers** in the following format:

Sales Volume	CY $\bar{\text{r}}$ 3	CY $\bar{\text{r}}$ 2	CY $\bar{\text{r}}$ 1	Investigation Period
Domestic Market				
Export to Turkey				
Export to Other Countries				
Total Sales Volume				

Sales Value	CY $\bar{\text{r}}$ 3	CY $\bar{\text{r}}$ 2	CY $\bar{\text{r}}$ 1	Investigation Period
Domestic Market				
Export to Turkey				
Export to Other Countries				
Total Sales Value				

Unit Price	CY $\bar{\text{r}}$ 3	CY $\bar{\text{r}}$ 2	CY $\bar{\text{r}}$ 1	Investigation Period
Domestic Market				
Export to Turkey				
Export to Other Countries				
Aggregate				

2. Provide an identical table for each subsidiary and other related company, which sold the product concerned.
3. Provide an identical table showing the total of sales of the product concerned made by your company and all subsidiaries and other related companies.

C - 3 Production and Capacity Statistics

1. Provide information concerning the total production and, if applicable, purchases¹ of the product concerned of your company including all subsidiaries and other related companies in the following table:

	CY $\bar{\text{r}}$ 2	CY $\bar{\text{r}}$ 1	Investigation period

¹ Purchases mean all purchases of the product concerned in a finished state. Minor alterations to the purchased product (e.g. repackaging) before resale do not normally affect the consideration of such purchases as purchase of finished product.

Production Capacity			
Actual Production Volume			
Capacity Utilization (%)			
Purchases of Product Concerned			
- Quantity			
- Value			

2. Explain your calculation method of capacity and capacity utilization.
3. In the event that your company produces the product concerned outside the exporting country (including Turkey) the above information should also be provided in separate tables for each relevant manufacturing plant in question.
4. Please provide full details of future plans to commence production or increase capacity in your country, in Turkey or in third countries.

C - 4 **Inventories**

Complete the following table showing the values and volumes of inventories of **your company and each related production company** separately.

	All products (value)	Product concerned (value)	Product concerned (quantity)
Beginning of CY $\text{\text{R}}$ 2			
End of CY $\text{\text{R}}$ 2			
Beginning of CY $\text{\text{R}}$ 1			
End of CY $\text{\text{R}}$ 1			
Beginning of Investigation Period			
End of Investigation Period			

C - 5 **Employment**

Complete the following table showing the number of people employed by your company:

	CY $\text{\text{R}}$ 2	CY $\text{\text{R}}$ 1	Investigation period
Total personnel employed (excluding contract labor)			
Total personnel employed for the production of the product concerned (excluding contract labor)			
Total personnel employed in sales, general and administration (excluding contract labor)			
Total personnel employed in sales and general administration of the product concerned (excluding contract labor)			
Total contract labor employed			

Total contract labor employed for the product concerned			
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Please note: Complete an identical table for each related company involved in the production of the product concerned.

C - 6 Investments

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

	CY 2	CY 1	Investigation period	Forecast (CY + 1)
Buildings				
Machinery				
Other (specify)				

Please note: Complete an identical table for each related company involved in the production of the product concerned.

SECTION D - EXPORT SALES OF THE PRODUCT TO TURKEY

This Section asks for specific information on your export sales of the product concerned **to Turkey**. In particular you should provide sales prices and pricing methods for these sales.

All values in this section should be provided in the currency in which your accounts are kept and the currency should be indicated in each table.

In order to determine which sales fall within the investigation period the invoice date should normally be used as the date of sale.

1. Explain your company's channels of distribution to Turkey starting from the factory gate until the first resale to independent customers. Include a detailed flow chart indicating terms of sale and pricing to each class of customer (e.g. converter, distributor, etc.) including related companies.
2. Describe each step in sales negotiation process, from the first point of contact with purchaser through any after-sale price adjustments and include a diagram showing the sales process. If this sales process varies between classes of customers, please describe each variation for each market separately.
3. If your sales are made pursuant to contracts (either long term or short term), describe in detail the process by which the contracts, and the prices and quantities herein, are agreed to. Describe each of the types of the contracts applicable to product concerned, including the terms, the requirements for a price change or renegotiation by either side, etc. Explain any commitments on either, should the contract be terminated prematurely.
4. Please explain your after sales services in Turkish market.
5. Complete the following table showing the total export sales of your company to Turkey of the product concerned and the corresponding average export prices in the investigation period:

Product Codes	Total Quantity Sold in Turkey	Total Net Invoice value		Net Invoice Value Per Unit	
		USD	Accounting Currency	USD	Accounting Currency

6. For all sales through related companies give a detailed description of how sales are made indicating the procedure followed between time of order and delivery to the first independent customer. A full explanation of how the invoicing and payment is made should be given.
7. Regarding your all export sales to Turkey of the product concerned for the investigation period,
 - a) supply a clear copy of all (i) proforma export invoices; (ii) export invoices issued to importers for customs declarations; and (iii) export sales invoices issued pursuant to your domestic tax law with a sample Turkish or English translation,
 - b) provide a listing showing your export sales to Turkey in a Microsoft Access database table using the format given in the floppy disk in the attachment (see Section J). Name the table "SALESTUR". Also submit the printout of the table.
8. Provide daily official exchange rates of the currency(s) used in the export sales to Turkey for the investigation period as announced by the Central Bank of your country. Please note that these rates should be used for the conversion of exchange rates on the date of sale.
9. For the delivery terms reported in SALESTUR table, please explain responsibilities of your company and the customers
10. Provide copies of all price lists (in Turkish or English) issued or in use during the investigation period for all customer types in Turkish market including those used by related companies.
11. Indicate any price offers for export of product concerned to Turkey and submit all necessary documents.
12. Complete the following table showing the names of the **related companies in Turkey**, total export sales of product concerned to these the related companies and the corresponding average prices . Explain the differences in the invoicing and payment processes between the unrelated and related customers if there exist.

Product Codes	Name of the Related Company	Total Quantity Sold in Turkey	Total Net Invoice value		Average Net Sales Value ²	
			USD	Accounting Currency	USD	Accounting Currency

² Average net sales value is the average net turnover per unit of the product concerned after all discounts, rebates, etc.

SECTION E - DOMESTIC SALES OF THE PRODUCT

This Section asks for specific information on all of your sales of the product concerned in **your domestic market**. In particular you are requested to provide your sales prices and pricing methods for these sales.

In order to determine which sales fall within the investigation period the invoice date should normally be used as the date of sale.

1. Explain your company's channels of distribution in your domestic market starting from the factory gate until the first resale to independent customers. Include a detailed flow chart indicating terms of sale and pricing to each class of customer (e.g. converters, distributors, etc.) including related companies.
2. Describe each step in the sales negotiation process, from the first point of contact with purchaser through any after-sale price adjustments and include a diagram showing the sales process. If this sales process differs between and among classes of customers, please describe each variation for each market separately.
3. If your sales are made pursuant to contracts (either long term or short term), describe in detail the process by which the contracts, and the prices and quantities herein, are agreed to. Describe each of the types of the contracts applicable to product concerned, including the terms, the requirements for a price change or re negotiation by either side, etc. Explain any commitments on either, should the contract be terminated prematurely.
4. Complete the following table showing the total sales and average prices of sales of the products concerned in your domestic market in the investigation period.

Product Codes	Total Quantity Sold in Domestic Market	Total Net Invoice value (Accounting Currency)	Net Invoice Value Per Unit

5. Regarding your domestic sales of the product concerned for investigation period,
 - a) Supply a clear copy of **all invoices** (if the number of invoices is too many then you may provide the copies of the sales transactions realized during the first three working days of the each month) with a sample Turkish or English translation,
 - b) Provide a listing showing your domestic sales in a Microsoft Access database table using the format given in the floppy disk in the attachment (see Section J). Name the table "SALESDOM". Also submit the printout of the table.
6. For the delivery terms reported in SALESDOM table, please explain responsibilities of your company and the customers

7. Provide copies of all price lists (in Turkish or English translation) issued or in use during the investigation period for all customer types in your domestic market including those used by the related companies.
8. Provide a listing showing the names of the **related companies** and explain the differences in the invoicing and payment processes between the unrelated and related customers if there exist.

Product Codes	Name of the Related Company	Total Quantity Sold in Domestic Market	Total Net Invoice value (Accounting Currency)	Net Invoice Value Per Unit

9. For all sales through related companies give a detailed description of how sales are made indicating the procedure followed between time of order and delivery to the first independent customer. A full explanation of how the invoicing and payment is made should be given.

SECTION F - EXPORT SALES OF THE PRODUCT TO THIRD COUNTRIES

This Section asks for specific information on all of your export sales of the product concerned to third countries. In particular you should provide sales prices and pricing methods for these sales.

In order to determine which sales fall within the investigation period the invoice date should normally be used as the date of sale.

1. Complete the following table showing the total export sales of the products concerned to third countries in the investigation period and the corresponding average prices:

Product Codes	Total Quantity Sold to Third Countries	Total Net Invoice value (Accounting Currency)	Net Sales Value Per Unit

2. Supply your country's foreign trade statistics (imports and exports) for the product concerned for the last 2 years and for the investigation period.

SECTION G - COST OF PRODUCTION

In this section detailed information on the cost of production (COP) of the product concerned has to be provided. The COP includes: 1) The cost of manufacturing (COM) and 2) Total selling, general, and administrative expenses including total interest expenses (SG&A), i.e. full costs.

You are requested to reply as comprehensively as possible to each of the following questions. Be as thorough as possible in cases where explanations are requested.

G-1 Accounting system and policies

All documents requested in this section must be provided in Turkish or English.

- 1) Indicate your normal corporate financial accounting period.
- 2) Submit the annual report and/or operation reports for the last fiscal year.
- 3) Attach a Turkish or English version of the audited accounts including balance sheet, profit and loss accounts and all reports, notes, footnotes and auditor's opinion to these documents for the last three fiscal years for your company as well as for those companies related to you who are involved in production, marketing and sales of the product concerned. If applicable, you should also provide consolidated financial statements of the group/holding for the same period. In case your company's financial accounts have not been audited attach the financial statement and other financial reports that are required by your country's business law. Provide copies of all financial statements or other financial reports filed with the local or national government of the country in which your company or the related companies were located for the three most recent financial years.
- 4) If you keep separate books for each department/division in the company please provide balance sheets and income statements for each department/division before consolidation for the last three fiscal years.
- 5) Provide copies of trial balances with account codes, headings and contents for the last fiscal year and the investigation period.
- 6) Please indicate the addresses where the accounting records concerning the activities of the company are located. If they are maintained in different locations please indicate one by one which records are kept at which location.
- 7) You are requested to describe your **financial accounting system** in detail. State whether your accounting practices are in accordance with the generally accepted accounting principles (GAAP) in the country of manufacture. Your description should include all principles which have a significant impact on the cost of product concerned, including the explanations of the following:
 - a) Average useful life for each class of production equipment and depreciation method and rate used for each.
 - b) Raw materials, work in process and finished goods inventory valuation methods, e.g. first in first out (FIFO), last in first out (LIFO), weighted average.

- c) Inventory write-off and write-down methods for raw materials and finished goods.
 - d) Value for damaged or sub-standard goods generated at the various stages of production.
 - e) Accelerated depreciation.
 - f) Capitalization of general expenses and/or plant shutdowns, planned or unplanned.
 - g) Provisions for bad debts.
 - h) Expense for idle equipment and/or plant shutdowns, planned or unplanned.
 - i) Closure costs.
 - j) Restructuring costs.
 - k) Exchange gains and losses from transactions and from year-end financial statements. Explain what exchange rates are used to convert purchases and sales in foreign currency into your domestic currency. Specify the date you use for the exchange rate, e.g. official exchange rate, or other rate used.
- 8) In the event that any of the accounting methods used by your company changed over the last three financial years, provide a detailed explanation of the changes, the date of change and the reasons for it.
- 9) Describe the **cost accounting system** used by your company to record the production cost of the product concerned. Your description should be provided in narrative form, and should include, but not limited to, the following items:
- a) A general description of the company's cost accounting method as it relates to applying production costs to individual units of the product concerned (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.
 - b) A description of the company's use of the standard or budgeted costs, if applicable, including:
 - i) the types of variances recorded under your company's cost accounting system and how they are used as part of its management reporting system;
 - ii) the period for which the variances are calculated and recorded;
 - iii) the methods used to develop your company's standard costs;
 - iv) the frequency of standard cost revisions, including the date of the most recent revision.
 - c) If your company uses a standard cost system state whether standard costs were used in your response and whether all variances between standard and actual costs have been allocated. Explain in detail the allocation method used, as well as any significant or unusual cost variances that occurred during the investigation period.
 - d) A list of the direct cost centers included as part of your company's cost accounting system. Briefly describe the segment of production activity attributed to the listed cost center.
 - e) A list of your company's indirect cost centers included as part of your company's cost accounting system. Briefly describe the indirect costs that are accumulated in each cost center and the method normally used to allocate those accumulated costs to the direct cost centers and to the product concerned.
 - f) Methods and bases used to allocate costs among the company's organizational units (e.g. parent company charges to subsidiaries, corporate charges to specific plants, inter-plant allocations).
 - g) Methods used to account for wastage, scrap, damaged or sub-standard goods generated at each stage of the production stage of the production process. Also state the method used to account for rework.
 - h) A description of your company's use of its cost accounting system to value the cost of sales and raw materials, work-in-process and finished goods inventories for the audited financial statements.

- i) A list of all costs which are valued or treated differently for the cost and financial accounting purposes. Identify the difference and explain the reason therefor.

G-2 Production process and cost of production of the product concerned

- 1) Describe the manufacturing process for the product concerned. Your description should include, but not limited to the following:
- A description of your company's production facility. If production or any one process takes place at more than one facility, list all facilities and provide brief descriptions of the production activities that takes place at the major facilities.
 - Explain the production process of the product concerned produced and sold by your firm and attach a complete flowchart of the production cycle, including descriptions of each stage in the process.
- 2) For the investigation period and the last financial year, supply the average cost of production figures **for all types** of the product concerned sold in domestic market. They should be prepared in the format given in the table below. If the format of the cost of production table is significantly different from the one used by your company internally and is not suitable to show the cost structure of the products, then cost of production table must be prepared in the format used by your firm internally.

Product Code/Type:	COP of Domestic Sales		COP of Export Sales to Turkey	
	Last Fiscal Year	Investigation Period	Last Fiscal Year	Investigation Period
Unit Costs (Accounting Currency/Unit)				
1. DIRECT COST CENTER: please identify (if process costing)				
1.1. DIRECT MATERIALS				
a)				
b)				
c)				
1.2. DIRECT LABOUR				
1.3. MANUFACTURING OVERHEADS				
a) Indirect materials				
b) Indirect labour				
c) Energy				
d) Depreciation				
e) Maintenance and repairs				
f) Quality control				
g) Packing				
h) Others				
1.4. VARIANCE (if standart costing)				
1.5. COST OF MANUFACTURING (COM1)				
2. DIRECT COST CENTER: please identify				
2.1. DIRECT MATERIALS				
a) Material transferrred fm.prev.process plus trans.cost				
b)				
c)				
2.2. DIRECT LABOUR				
2.3. MANUFACTURING OVERHEADS				

- 4) Explain in detail your allocation methods for manufacturing overheads.
- 5) Please complete the table “Part-1”, and if applicable, the tables “Part-2”, “Part-3” and “Part-4” of the MS Excel file “P&L STATEMENTS” in the floppy disk in the attachment (see Section J) that provide you with formats for detailed profit/loss statements of the company, for the sales of the product concerned in your domestic market and in Turkey, if applicable, of the holding/group and of the divisions of your company. Also submit the printouts of the tables. Please note that all SG&A and financial expenses incurred by the holding/group and trading companies of the group must also be allocated on a turnover basis to your company and the product concerned. If you think that allocations should be based on a basis other than turnover please explain the reasons therefor.
- 6) A chart showing the allocation of SG&A and financial expenses to the product concerned.
- 7) Please prepare a listing of cost of production for all types of the product concerned sold in the domestic market and exported to Turkey in a Microsoft Access database table using the format given in the floppy disk in the attachment (see Section J). Name the table “COP”. Also submit the printout of the table. The unit cost figures given in this table are expected to having been derived from the table “Part-1” in the “P&L STATEMENTS” file, and also expected to be the same as what you have produced for your internal purposes.

SECTION H - ALLOWANCES - FAIR COMPARISON

In accordance with Article 10 of the Regulation on the Prevention of Unfair Competition in Imports, a fair comparison shall be made between the export price and the normal value. This comparison will be made at the same level of trade, normally at the ex-factory level, and in respect of sales made at as nearly as possible the same time. Where domestic sales prices and export prices are not on a comparable basis, due allowances can be made for differences, which affect price comparability.

For this purpose, you may claim adjustments where it can be demonstrated that the factor concerned is one (relevant documents and calculations must be provided for this purpose, otherwise allowance claims may not be taken into consideration), which has resulted in a different price being charged to your customers.

Please note that all allowances must have already been included in the cost of production. For example, an adjustment for packing cost or export customs charges or export related banking charges must be included in the final cost of production as a component of COM or SG&A.

You are requested to explain in detail each adjustment you report. Report actual expenses other than averages. If you allocate any of these expenses, explain the reason for your choice of the method used.

1. Differences in physical characteristics

1. In comparing the types sold to Turkey with the most similar domestic market product an adjustment might be necessary to take into account the physical differences between the types.
2. The amount of the adjustment shall correspond to a reasonable estimate of the market value of the difference. Identify separately for each type the physical differences. Provide a detailed list of all physical differences with full explanation of each item listed. For each difference claimed provide detailed information on the market value of such difference.
3. Report the adjustments in the transaction-by-transaction listing SALES DOM.

2. Differences in discounts and rebates

1. Describe in detail your policy for granting, discounts and rebates to customers in the domestic market and in Turkey. List all different kinds of discounts or rebates you granted, e.g. cash discounts, quantity discounts, year-end rebates, etc. and describe their terms. Include deferred discounts. If discounts or rebates vary by class of customers, explain separately the discounts and rebates given to each class.
2. List all of your customers who were eligible for each discount or rebate program and their customer codes, and describe the criteria you used to determine their eligibility.
3. Provide your discount schedules, and be prepared to furnish, on request, contracts or agreements that reflect all discounts and rebates that were given.

4. Note that the term "rebate" includes credit on current or future purchases, promissory notes, extension of credit, or free goods or services.
5. Report the all discounts and rebates to the domestic customers in the transaction-by-transaction listing named SALES DOM, and those to the customers in Turkey in the transaction-by-transaction listing named SALESTUR.

3. Differences in transportation, insurance, handling, loading, and ancillary costs

1. All charges including custom charges, port charges and expenses, storage charges at ports, must be reported in the currency in which they were incurred.
2. List all charges included in domestic and export prices and explain how you have quantified each of these charges.
3. Make necessary adjustment only for transportation costs incurred subsequent to the sales, for moving the products from the production premises to the independent customer.
4. Report all such costs due to the domestic transactions in the transaction-by-transaction listing named SALES DOM, and those due to the transactions with the customers in Turkey in the transaction-by-transaction listing named SALESTUR.

4. Differences in packing costs

1. Specify the costs of packing for the products shipped to domestic customers and those shipped to Turkey. List material and labor costs separately. Be specific in describing packing materials and any special or extraordinary procedures used in preparing the product concerned for shipment to Turkey.
2. Report packing costs for the domestic transactions in the transaction-by-transaction listing named SALES DOM and those for the transactions with the customers in Turkey in the transaction-by-transaction listing named SALESTUR.

5. Differences in the cost of any credit for the sales

1. Credit refers to the cost of the time the buyer is given to pay the goods, i.e. agreed in the terms of the payment. Describe the method you have used to calculate the cost of credit. Indicate the interest rate(s) and the numbers of days (terms of payment) you used to compute expenses associated with granting credit on sales. Provide information on interest rates you paid for short-term borrowings for the currencies concerned.
2. Report the interest rate(s) and the terms of payment for the domestic transactions in the transaction-by-transaction listing named SALES DOM, and those for the transactions with customers in Turkey in the transaction-by-transaction listing named SALESTUR.

6. Bank charges

1. List all banking expenses incurred due to the domestic and export sales.
2. Report all such expenses incurred in the domestic transactions in the transaction-by-transaction listing named SALES DOM, and those incurred in the transactions with customers in Turkey in the transaction-by-transaction listing named SALESTUR.

7. Differences in commissions paid in respect of the sales under consideration

1. Where the commission expenses were incurred due to service of unrelated or related sellers, report the amount of commission expenses and explain the terms under which commissions were given.
2. Report all commissions for the domestic transactions in the transaction-by-transaction listing named SALES DOM, and those for the transactions with customers in Turkey in the transaction-by-transaction listing named SALESTUR.

8. Import charges or indirect taxes

An adjustment concerning import charges and taxes can be made under the conditions set out in Article 2.4. of the Anti-Dumping Agreement. For such adjustments provide the following information.

a) Duty drawback

1. Provide original and Turkish or English translations of statutes and regulations authorizing duty drawback on exported goods and governing the methods used to calculate duty drawback.
2. Report the total amount of duty drawback you received for your sales to Turkey.
3. Explain the method you used to connect the duty drawback amount to the specific sales to Turkey.
4. Report in the transaction-by-transaction listing SALESTUR the amount of duty drawback you received for each transaction to Turkey.
5. Explain how you calculated this amount.

b) Indirect taxes

1. List all internal taxes imposed on the domestic market products, which were either rebated upon exportation or not collected on the products exported to Turkey.
2. For each tax listed above, provide original and English translations of statutes and regulations authorizing the collection of the tax, including documents that explain the method of calculation, assessment, and payment of the tax.

3. For each tax listed above, separately provide information on the tax base or taxable price, the tax rate, the amount of taxes assessed, any deductions or offsets to the tax and the formula used to calculate the tax amount.
4. Indicate when you are legally obligated or liable for tax payment. Report when you actually paid taxes and whether you maintain separate accounts for these taxes.
5. Report in the transaction-by-transaction listing SALESTUR the amount of such taxes applicable to each domestic sale and provide the relevant documents.
6. Explain how you calculated this amount.

9. Differences in the level of trade

1. A level of trade adjustment may be granted where you can show that your domestic sales of the like product are being made at a level of trade different from the level of trade of your export sales and that such difference has affected price comparability. For this purpose, your claim should clearly identify the domestic and export levels of trade by demonstrating that functions and prices for the sales in question are shown to be appropriate to the alleged levels of trade on both markets.
2. Note that in the case of export sales between you and a related importer it is the level of trade of the sales between you and that party which needs to be identified, albeit with the “related” prices replaced with “reliable” prices through the construction of export prices.
3. Report the adjustments in the transaction-by-transaction listing SALESDOM.

10. Differences in the expenses of providing warranties, guaranties, technical assistance and services, as provided for by law and/or sales contract

1. List all expenses mentioned above which were incurred in the domestic and export sales, or were required by the law of the country concerned, e.g. the cost of materials concerned.
2. Report all such expenses incurred in the domestic market in the transaction-by-transaction listing named SALESDOM, and those incurred in Turkish market in the transaction-by-transaction listing named SALESTUR.

11. Other factors

1. Any adjustments should also be made for differences in other factors, such as packing, provided in the above paragraphs if it is demonstrated that they affect price comparability.
2. Report all such expenses incurred in the domestic market in the transaction-by-transaction listing named SALESDOM, and those incurred in Turkish market in the transaction-by-transaction listing named SALESTUR.

SECTION I - CERTIFICATION

The undersigned certifies that all information herein supplied in response to the questionnaire is complete and correct to the best of my knowledge and belief, and understands that the information submitted may be subject to audit and verification by the Undersecretariat for Foreign Trade.

Signature of authorized official

Date

Name and title of authorized official

SECTION J – COMPUTERIZED INFORMATION REQUIRED

You must submit all data in CDs or computer diskettes (see Point 8). In case your company is not in a position to submit the requested computerized data your attention is drawn to the "Introduction" part of the questionnaire. Please find the "Instructions for Computerized Data.doc" document file in the floppy disk in the attachment and read the instructions in this file thoroughly before filling out the MS Access database tables and MS Excel worksheet tables with the requisite data. It is compulsory that you prepare the information in accordance with the instructions.

Name of listings and tables

- a) Specification of products sold to Turkey in an MS Excel worksheet named "SPECTUR".
- b) Specification of products sold domestically in an MS Excel worksheet named "SPECDOM".
- c) Transaction-by-transaction listing showing the export sales to Turkey in an MS Access database table named "SALESTUR".
- d) Transaction-by-transaction listing showing the domestic sales in an MS Access database table named "SALESDOM".
- e) Cost of production for all types of the product under investigation in an MS Access database table named "COP".
- f) If applicable, comparative table of product codes for the product types sold in Turkey and those sold in your domestic market in an MS Access database table named "CODEMATCH".
- g) Detailed Profit and Loss statements with the formats in the worksheets "Part-1", "Part-2", "Part-3" and "Part-4" of the MS Excel file "P&L STATEMENTS".

"SPECTUR" and "SPECDOM" files should be submitted in the format mentioned in the Introduction-General Instructions. The other computerized data and information have to be submitted in the formats provided you with in the floppy disk in the attachment.

SECTION K- MARKET ECONOMY AND/OR INDIVIDUAL TREATMENT CLAIM

K - 1 Corporate information

IT➤ 1. What is the legal form of your company?

For companies located in China please state whether your company is:

- a sino-foreign (co-operative or equity) Joint venture,
- a wholly-owned foreign enterprise,
- a branch of a company established outside the PRC (including Hong Kong),
- a fully Chinese limited liability company,
- a state-owned enterprise (or owned by all people),
- a company limited by shares,
- a collectively owned enterprise,
- any other legal form (please specify).

If the legal form of your company has changed over the last five years, please list also the previous legal form(s) it had before during those years.

- IT72. List each shareholder in your company who owned **at least 1%** of the shares or of the value of the company during the Investigation Period and list the activities of these shareholders in a table with the following format:

Name of shareholder	Percentage of shareholding	Activity of shareholder	Other notes on shareholder

Under the heading of "Other notes on shareholder", please state whether it is a private person, a company, the State or a local/regional authority. In addition:

- ◆ if it is a private person, state whether this person has **Chinese** nationality or any other nationality (-ies);
- ◆ if it is a company, state whether it is a **Chinese** company, a foreign-owned company, or a Joint-venture with a foreign-owned company;
- ◆ if it is a **Chinese** company, state whether it is a privately owned company, a State-owned company or a company owned by local/regional authorities. If it is a company part-owned by the State or local/regional authorities, specify to what extent State or local/regional authorities are involved;
- ◆ if it is a local, or regional authority please give details.

- IT73. Please attach a copy of the Articles of Association and the Memorandum of Association (together with an English translation).

- IT74. List all members of the Board of Directors and of the Board of Shareholders. For each of the members, please state who they represent, what their function is and what their voting rights are.

If any of the shareholders or directors of the company is of **Chinese** nationality, please specify the quorum and what majority is required for taking decisions in Shareholders' meetings and in meetings of the Board of Directors. Are these rules set out in the Articles of Association or other documents? Please attach a copy of such documents (together with an English translation) if not already provided under I.C.6.

IT 5. Please specify and give the references of the following laws to the extent they are applicable to your company :

- ◆ company law
- ◆ labour law
- ◆ Joint-venture law
- ◆ accounting rules or law.

K - 2 Primary materials and other cost components for the production of the product concerned.

1) Please provide a list with the average unit costs of the main primary materials and other major costs components (including energy, gas, etc.) used for the production of the product concerned, during the IP. Summarise these purchases by filling in a table with the following format:

Type of Primary material / Cost component	Value	Quantity	<i>Average Cost per unit</i>

IT 2. Please explain how the primary materials and other relevant inputs for manufacturing the product concerned (specified above) are procured (short or long term contracts, spot market, number of suppliers for the various primary materials, purchased locally or abroad, etc.).

3. For the cost components mentioned above please state:

- i) the name and address of supplier. Please state whether the supplier is a private person, a company, the State or a local/regional authority:
 - ◆ if it is a private person, state whether this person has **Chinese** nationality or any other nationality;
 - ◆ if it is a company, state whether it is a **Chinese** company, a foreign-owned company or a Joint-venture with a foreign-owned company;
 - ◆ if it is a **Chinese** company, whether it is a privately owned company, a State-owned company or a company owned by local/regional authorities. If it is a company part-owned by the State or local/regional authorities, specify to what extent State or local/regional authorities are involved;
 - ◆ if it is a local/regional etc. authority, please give details.

IT➤ ii) whether there are any restrictions or conditions, either direct or indirect, on imports of primary materials you use. If so, please describe them. Provide a copy of the documents (together with an English translation) in which those restrictions or conditions are set and indicate the relevant provisions if not already provided under I.C.6 or I.C.7.

K -3 Industrial property rights and legal requirements

1. Specify contractual links, including Joint ventures, with any other company, authority or with the government (national, regional or local) concerning R&D, production, sales, licensing, technical and patent agreements for the product concerned. Please attach copies of the agreements accompanied by an English translation.
 2. Please provide a list of any royalties or other payments you make in respect of any of the above, and state their amount.
- IT➤ 3. List and explain clearly all authorisations your company needs in order to produce, to sell in the **China** or to export the product concerned. Is your company subject to any direct or indirect quantitative or other restriction for any of these activities? Supply a copy of your business licence, your registration act and relevant permits. Please describe under what circumstances such a licence and/or registration can be withdrawn.
3. Please describe the bankruptcy and property laws applying to your company. Describe any special derogation or exemption you or the business sector you operate in have from these laws.
- IT➤ 5. State whether your company is subject to any restrictions on the distribution/repatriation of profits and repatriation of capital invested. If so, please provide details. Provide a copy of the documents (together with an English translation) in which those restrictions are set and indicate the relevant provisions.

K - 4 Labour

- IT➤ 1. Please describe how labour is organised for production purposes. How many skilled workers, unskilled workers, managers etc. are employed? What is the average wage paid to each of these categories in the I.P.?
- IT➤ 2. Please explain how company employees are remunerated (i.e. indicate in detail all elements of remuneration including salary, overtime pay, company car, holiday allowance etc.). What is the frequency of the remuneration ? Which legal entity is the final payer? Do your employees or their families benefit from other advantages such as housing, medical care, pension, education, etc.? Please specify. If you employ foreign staff, please give separate answers to the questions in this paragraph for them, and explain where the final payer is located.

- IT➤ 3. Describe in detail the procedure for hiring or dismissing employees. Indicate who is responsible for the final decision.

K - 5 Production facilities and production

1. Please provide monthly production figures of the product concerned in volume (specify unit) for I.P.
- IT➤ 2. If your company is a foreign owned company please give the total production in volume per product of the main products produced by your company during the I.P.

K - 6 Sales

1. Please provide monthly average domestic sales prices (specify currency) for the product concerned and monthly domestic sales quantities for I.P.
If your company is a foreign owned company please give the total sales in volume per product of the main products sold by your company on the domestic market during the I.P.
 2. Please provide domestic price lists for the product concerned used by your company for I.P.
- IT➤ Explain any local/regional authority or State involvement in setting prices/quantities. Provide a copy of the documents (together with an English translation) in which those involvements are set out and indicate the relevant provisions.
3. Please provide monthly average export sales prices (specify currency) for the product concerned and monthly export sales quantities for I.P.
- IT➤ 4. Please provide export price lists for the product concerned used by your company for I.P.
- IT➤ Explain any local/regional authority or State involvement in setting prices/quantities. Provide a copy of the documents (together with an English translation) in which those involvements are set out and indicate the relevant provisions.
- IT➤ 5. Please explain (e.g. by using a diagram) how the product concerned is sold for export to the Turkey and describe the physical (inputs and products) and financial (e.g. invoices and payments) flows involved.

K - 7 Financial statements

1. State the financial year of your company.
2. Which accounting documentation has to be registered for official purposes each year? Which authorities are involved in the official registration of these documents?

3. Please attach the complete financial statements (balance sheet, profit and loss statement, supporting schedules, notes to the financial statements and auditor's opinion) for the last two financial years, both in the original language version and an English translation. Please provide the name and address of your auditors (if any).
4. Audit requirements
If the financial statements of your company have not been audited, please explain why this is the case. Is there any legal requirement that accounts should be audited in full or in part?

K - 8 Accounting principles and practice

1. Statutory requirements and fundamental accounting principles

a) *Books and records*

Please describe briefly, specifying the reference, the essential statutory requirements such as the language and currency in which the accounts are to be kept and the period for which accounting records and other documents (e.g. important contracts, agreements, articles of association, minutes of board meetings, financial statements and audit reports) have to be kept.

b) *Methods and general principles of accounting*

Please describe briefly the general accounting principles and practices of your company if those have not been mentioned in the financial statements. Please address items such as consistency of valuation methods, separate identification of assets and liabilities, prudence of valuation, going concern principles, if income and charges relating to a particular financial year are taken into account in the accounts of the relevant year.

2. Sources of accounting principles

Please specify who has set the rules, which your company has to comply with, such as accounting regulations and standards of regulatory bodies (e.g. the Ministry of Finance, the tax authorities, securities regulations etc.). Please list these rules.

3. Specific accounting principles and practices

Please describe briefly the accounting principles and practices regarding the items listed below if these are not covered by the financial accounts:

IT 7a) *Asset valuation*

Explain the methods of depreciation and amortisation used for the main fixed and intangible assets. Please specify the acquisition value and the current book value. Please explain in each case how the asset was obtained (e.g. bought on the open market, transferred to the company by a shareholder, given for free or at a discount by the State or a third company). If the valuation of the above-mentioned assets has been changed during the last 10 years please explain on

what basis and give the reasons for the change in valuation. Give also the impact on the current book value.

List all facilities used for the production and/or commercial purposes that are not owned by your company (land, buildings, machines). Please attach contracts for lease or rent.

b) *Loans and subsidies*

Please provide a list of current loans held by your company as at **December 2001**. Give details of the amounts, repayment instalment and interest rates. Explain whether the company benefits from special loan or subsidy schemes (e.g. preferential interest rates and extended payback periods, subsidised energy supply, etc.).

c) *Foreign currency transactions*

Who sets foreign exchange rate(s) used for purchase of inputs, conversion of the proceeds of export sales? Is there only one rate which can be used?

Explain if there are any limits applicable to your company for the use/conversion of foreign currencies. If your company has a foreign exchange account, please submit the approval of your application (together with an English translation) by the relevant authority.

d) *Barter-Trade / Counter Trade*

Has the company been involved in barter-trade or counter-trade at any time in the last five years involving the exchange of goods or commodities for (foreign) equipment, services or commodities. Provide details and explain the accounting methods used.

e) *Compensation-Trade / Product Buy-back:*

Explain whether the company has been involved in compensation trade (also known as product buy-back) at any time in the past five years whereby a (foreign) company provides machinery and equipment for which it receives payment-in-kind, usually in the form of goods produced. Explain if such payments were structured as loans or as instalment sales. Explain the accounting methods used.

f) *Profit distribution.*

Please specify the profit distribution policy of your company for the last 3 years.
