

# **WELCOME TO THE EXPORTER'S QUESTIONNAIRE FOR A GENERAL SAFEGUARD MEASURES INVESTIGATION**

This questionnaire will help you respond to the allegations made by a Philippine industry that the increased importation of your product(s) - the subject article(s) of this protest causes or threatens to cause serious injury to their operations. Based on the application filed by the affected Philippine producers a general safeguard measures investigation was initiated by the Department of Trade and Industry (DTI) through its Bureau of Import Services (BIS). The Department will now conduct a preliminary determination to evaluate whether increased importations of the product(s) under consideration causes or threatens to cause serious injury to the Philippine industry producing like and/or directly competitive product(s).

The Department in the conduct of its preliminary determination is guided by the provisions of RA 8800 - The Safeguard Measures Act and its Implementing Rules and Regulations. The concerned foreign producers and/or exporters are requested to respond to this questionnaire and return it to the Department within five (5) working days from the date of its transmittal to the respondent or to the appropriate diplomatic or official representative of the exporting country in the Philippines. There is a statutory time limit imposed for the inquiry and the Department may not be able to give full consideration to submissions received after this period.

Part of this Questionnaire requests you to provide comments on market trends and the applicant(s) claim of injury. This provides you with the opportunity to provide information on factors that affect the industry in which you operate and refute claims of injury made by the applicant(s). The information you provide will give the Department a broader understanding of the various relevant factors affecting the Philippine market and the Philippine industry producing the like or directly competitive product(s).

You are strongly recommended to respond to the questions asked. The absence of responses to individual questions or lack of a response to the questionnaire will cause the Department to use the best information available, which may be the information provided in the original complaint which triggered the investigation. A copy of the DTI initiation report is enclosed,

**IT IS TO YOUR INTEREST TO COMPLETE THE QUESTIONNAIRE  
BECAUSE THE OUTCOME OF THE DEPARTMENT'S PRELIMINARY  
DETERMINATION MAY AFFECT YOUR BUSINESS.**

<b>BIS-IRM-SGM-SF-04</b> Exporter's Questionnaire
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## **BEFORE YOU BEGIN...**

### **1. Note the following Instructions for using the questionnaire:**

This questionnaire provides a space to record your required actions at each stage. This questionnaire is not designed to be filled in except for the request to complete the declaration which is to be returned.

Please follow the numbering system used in the workbook and clearly identify the questions to which your answers and any supplementary material provided relates (in sequence).

The questionnaire is in a number of parts to make it easier for you to complete. It is possible that some questions will not be relevant to your situation and, in these circumstances, a brief explanation of the reasons why you have not responded should be provided. On the other hand, there may be matters not covered in the questionnaire that you believe should be addressed. If this is so, please include those details.

While some information could be difficult to obtain. Please complete all sections as thoroughly as possible and provide as much evidence as possible for your claims. Additional information may be requested from your company as necessary.

Please retain the worksheet after you have submitted it to the Department as it provides a valuable record of your sources if further evidence is required during a subsequent investigation.

### **2. Please prepare and submit within five (5) working days from receipt of notice a minimum of:**

- two (2) confidential copies of the accomplished questionnaire and its annexes
- two (2) copies of the non-confidential version or summary of accomplished questionnaire and its annexes

### **3. Make sure that all information provided to the Department in confidence are clearly marked so they can be treated accordingly.**

Please ensure that the confidential information you provided is clearly marked as such, and that there is a non-confidential version (or summary) of that data. Failure to provide a non-confidential summary may result in the information being disregarded by the Department.

The recommended method of satisfying the requirements for confidential and non-confidential copies is to place confidential data in the appendices.

The non-confidential version of the submission is placed on a public file and made available to interested parties. This allows your claims to be considered by the other parties, who have a right to see the information relevant to the presentation of their case. Similar arrangements apply to submissions made by other interested parties.

**4. Please make sure to sign the declaration form and have it notarized.**

<b>1. EXPORTER'S PROFILE</b>			
<b>1.1</b>	<b>Complete Company Name</b>		
<b>1.2</b>	<b>Address</b>		
<b>1.3</b>	<b>a) Phone No.</b>		<b>b) Fax No.</b>
	<b>c) Email Address:</b>		
	<b>d) Provide details of any other business names which you use to export and/or sell your products.</b>		
<b>1.4</b>	<b>Names and Titles of Contact Person for this case</b>		
<b>1.5</b>	<b>Ownership details and/or shareholdings. Please provide evidentiary documents, if possible. Provide broad details of shareholdings e.g. 100% privately owned or 45% XYZ Corp., 55% ABC Corp.</b>		
<b>1.6</b>	<b>Describe organizational structure, functions, nature of business and distribution channels, both export and domestic.</b>		
	<b>(Please provide a copy of your most recent annual report and/or any brochures and/or pamphlets of your business activities.)</b>		
<b>1.7</b>	<b>Briefly describe all the types of articles you produce and or/sell</b>		

<p><b>1.8</b></p>	<p><b>Provide names of other manufacturers and/or exporters which the best of your knowledge have shipped subject product to the Philippines. Please include their business name, address, telephone/fax numbers and names of contact persons.</b></p>
<p><b>2. THE IMPORTED PRODUCT(S)</b> The Imported product(s) refer to the product subject(s) to the safeguard measures investigation.</p>	
<p><b>2.1</b></p>	<p><b>Please describe fully the product(s) you manufactured and/or exported to the Philippines. If the articles involve a number of models and/or types, please provide details for all models and/or types manufactured and or/exported to the Philippines. (Submit samples (if possible) brochures and/or catalogues and specifications.</b></p>
<p><b>2.2</b></p>	<p><b>Provide information on your total capacity, production, actual production, domestic and export sales (Philippines and other markets) and year-ending inventories for the product subject to the investigation for the last five (5) years. State your projected capacity utilization, production, and domestic and export sales for the next two (2) years.</b></p>
<p><b>2.3</b></p>	<p><b>State the total quantity and value of the products subject to the investigation which you have exported to the Philippines for the last five (5) years. Indicate also your projected shipments to the Philippines for the next two (2) years.</b></p> <p><b>For exportations covering the last two (2) years, please indicate the specific dates of each exportation, names of importer, level of terms of sale (FOB,CIF, cash sales, credit terms) any discounts, or special terms granted to the importer. Please attach copies of all relevant supporting documentary evidences (e.g. invoices, bill of lading, letters of credit).</b></p>

<b>3 PHILIPPINE MARKET/SERIOUS INJURY</b>	
The applicant(s) has made a number of statement regarding the Philippine market and serious injury. You may wish to provide comments on the Philippine market, market trends in general and/or any other factors you consider relevant to the claims of serious injury. If possible, any comments should be supported by documentary evidence.	
<b>3.1</b>	<b>Please provide a general outline of the domestic market from your perspective and provide comments on any other factors you believe that affect the Philippine industry such as supply and demand, prices, the relative importance of imports, etc.</b>
<b>3.2</b>	<b>Please comment on each specific claim made by the applicant(s) in regards to serious injury.</b>
<b>3.3</b>	<b>Please provide details of any factors you consider to be the cause of the serious injury claimed by the applicant(s).</b>
<b>4</b>	<b>GENERAL COMMENTS</b>
	This section gives you the opportunity to make general comments on the allegations made by the applicant(s) on its claim of serious because of the increased volume of imports of the product under investigation.
	You are also invited to comment on any other issues you consider relevant which you believe will assist in your rebuttal of the applicant’s allegations.
	Any rebuttal should be supported by documentary evidence, if possible.

# DECLARATION

I hereby declare that \_\_\_\_\_  
**Name of Company**

do export the articles under consideration and have completed the attached questionnaire. I also certify that the information contained in this submission is complete and correct to the best of my knowledge and belief.

I hereby declare that \_\_\_\_\_  
**Name of Company**

do not export the articles under consideration and therefore have not completed the attached questionnaire.

\_\_\_\_\_  
**Signature over printed name**

\_\_\_\_\_  
**Designation/Position**

\_\_\_\_\_  
**Date**

## **YES!**

You have reached the end of the exporter's questionnaire.

Please make sure you compile your responses using the numbering system used in this questionnaire.

- Have you signed the declaration and have it notarized?
- Have you covered everything in the list?
- Have you prepared two (2) copies of a non-confidential summary or version of your submission and its attachments, to be made available upon request to any interested party?

Hold on to your questionnaire, it will be useful if further questions arise during the investigation.

Should you have questions or inquiries in preparing and/or answering this questionnaire, advice or assistance can be obtained from:

**THE DIRECTOR**  
**Bureau of Import Services**

Department of Trade and Industry  
3/F TARA Building, 389 Senator Gil Puyat Avenue, Makati City

Telephone Nos.(632) 8896-4430

Fax No. to (632) 8896-4431

Email address: [bis\\_irmd@dti.gov.ph](mailto:bis_irmd@dti.gov.ph)

[bis@dti.gov.ph](mailto:bis@dti.gov.ph)