

IMPORTER REQUEST FOR INFORMATION

Information requested under the
Special Import Measures Act concerning
Canada's review of the normal values and export prices of

**certain stainless steel wire
originating in or exported from India, the Republic of Korea,
Switzerland and the United States of America**
(See page 3 for a complete definition of the goods under review)

RELEVANT PERIODS The Canada Border Services Agency (CBSA) requires sales and costing information on all subject goods **imported** into Canada during the period **October 1, 2007 to March 31, 2008 inclusive**. The CBSA refers to this as the **Period of Investigation (POI)**.

DUE DATE FOR RESPONSE Your complete response to this Request for Information must be received at the CBSA's office in Ottawa by **June 12, 2008**.

RETURN YOUR RESPONSE TO Canada Border Services Agency
Anti-dumping and Countervailing Program
11th Floor, 100 Metcalfe Street
Ottawa, Ontario
K1A 0L8

Attention: SIMA Registry & Disclosure Unit

FOR FURTHER INFORMATION Contact the following officers:

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<i>IMPORTANT NOTE:</i>	Information provided by your firm is deemed to be public unless clearly marked <u>confidential</u>. Refer to Part D for further information.
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DEFINITION OF SUBJECT GOODS

For the purpose of this review, subject goods are:

“Cold drawn and annealed stainless steel round wire, up to and including 0.300 inches (7.62 mm) in maximum solid cross-sectional dimension, originating in or exported from India, the Republic of Korea, Switzerland, and the United States of America.”

The following goods are excluded from the definition of subject goods. These goods are not subject to anti-dumping duty or countervailing duty and are not subject to this review.

- Nickel-coated stainless steel wire.
- Copper-coated stainless steel wire.
- Stainless steel wire for use in the manufacture of springs, per ASTM A313, matte finish, lubricant coated (all types), in all grades and in all diameters.
- Stainless steel wire in diameters of 0.032 inches (0.813 mm) and smaller.
- Stainless steel lashing wire.
- Type 27-7MO (trade name) stainless steel wire, also identified as UNS S31277, or equivalent.
- Types 302 and 430 stainless steel cold-heading wire for use in the manufacture of semi-tubular solid rivets.
- Types 308LHS, 309LHS, 387, 409CB and 430LCB stainless steel welding wire packaged in fibre-drum bulk packs, drum packs or barrel packs, known as "Tech Paks" or equivalent, in sizes of 250 lbs. (113.4 kg) or greater, for use in long-run welding applications.
- Type 439 titanium stabilized, solid stainless steel welding wire packaged in 500-lb. (226.8-kg) drums.
- Type A-286 stainless steel cold-heading wire, also identified as AISI No. 660, UNS K66286 DIN-1.4980, with the following composition: 0.08% max. carbon, 2.00% max. manganese, 1.00% max. silicon, 0.025% max. phosphorous, 0.025% max. sulfur, 13.50/16.00% chromium, 24.00/27.00% nickel, 1.00/1.50% molybdenum, 0.50% max. copper, 1.00% max. cobalt, 0.35% max. aluminum, 1.90/2.35% max. titanium, 0.10/0.50% vanadium and 0.003/0.010% boron.
- Type A286/A286SF stainless steel cold-heading wire.
- Type XM-19 stainless steel wire, also identified as UNS S20910.

INSTRUCTIONS

Confidential and Non-Confidential Information

Part D of this Request for Information (RFI) describes the treatment of confidential and non-confidential information submitted to the CBSA in connection with proceedings under SIMA.

It should be noted that confidential information submitted to the CBSA will be disclosed to independent counsel for other parties in this investigation on request. **Part D** outlines the instances where the CBSA will disclose confidential information submitted by parties. As well, if your company submits confidential information to the CBSA and the requirements outlined in **Part D** are not fulfilled, your information cannot be used in this investigation.

You are advised to review **Part D** for additional information respecting the CBSA's treatment of confidential and non-confidential information. **Parts E and F** of this RFI must also be completed in respect of non-confidential declarations.

Purpose

The purpose of this Request for Information (RFI) is to elicit the information necessary to determine the *export price* of the subject goods imported into Canada by your firm pursuant to sections 24 to 28 of the *Special Import Measures Act* (SIMA).

Glossary

Part C of this RFI is a glossary of terms. The glossary contains an explanation of the italicized and bolded words and terms, for example *dumped*. Refer to the Table of Contents for the page where the Glossary starts.

Verification Visits

Following the analysis of your response, the Canada Border Services Agency (CBSA) may find it necessary to request additional information from your firm. Officers from the CBSA may visit your firm in order to verify the information submitted. If a decision is made to visit your premises, you will be notified in advance and a mutually agreeable date will be set.

Source Documents

Source documents and working papers used to prepare replies to this RFI should be kept available for examination during the verification visit. Copies of some of these documents, as selected by the case officers, may be required.

Failure to Cooperate

The CBSA is required to make a decision on the basis of the best information available. Your cooperation will ensure that the CBSA has all the relevant facts available when a decision is made. If verification of any information is not possible or not allowed, it may affect the consideration of the information that is unverified and may also affect the consideration of any other information, whether the other information is verified or not.

Specific Response

Replies to this RFI should be as specific as possible and clearly reflect the existing situation. While the information requested is extensive, it is essential to submit a complete and detailed response to each question. Where a question does not apply to your company, an appropriate explanation should be given and cross-referenced to the specific question.

Clarification of Information

If you feel you are unable to answer any part of a question or require clarification of the meaning of a question, please contact one of the case officers identified on the cover page.

Currency of Transaction

All values, costs, charges, etc. should be quoted in the currency in which they occur and should not be converted.

Format For Written Responses

Your responses to the RFI should be clear and complete. Complete responses will allow us to fully understand your information and will provide better results for your company. If a question does not apply to your company, explain in detail why it does not apply.

When preparing your response, copy the question from the RFI and then put your full response below the question.

Please do not staple the pages; instead use paper clips or elastics to hold your response together. Number all of the pages in order, including the appendices and attachments.

Your response must be in either English or French. Provide any material that you have used to prepare your response in its original language and provide a translation in either English or French.

Format for Electronic Responses

If your company cannot provide information in any of the electronic formats requested below or if you have questions on how to prepare your electronic responses, contact one of the officers listed on the cover page.

Electronic information should be submitted using the following **software programs**:

Data Base/Spreadsheet

- Microsoft Excel up to version 2000;

Word Processing

- Microsoft Word up to version 2000

You can submit electronic information using compact disc IBM compatible media. **Please check all CDs for computer viruses before sending.**

Number of Copies to be Submitted

Your response must consist of an original plus two (2) printed photocopy ready copies of your confidential submission and of your edited non-confidential version. One of the confidential copies must include all appendices as described in this RFI, the other two copies should include a cover page for each Appendix indicating that a hard copy of the appendix has been included with one of the three copies. A submission without a non-confidential version or the required copies is an incomplete response. In addition, a complete copy of your submission must be maintained at your company's premises should an on-site verification of your submission be conducted.

Please submit two (2) copies of your confidential response on compact disc. In addition, please submit two (2) copies of your non-confidential response on separate compact discs. Please affix labels to all compact discs describing the contents and indicating whether the material is confidential or non-confidential. Please ensure that all compact discs provided to the CBSA are free of viruses.

Counsel

If your company has hired counsel or a consultant to represent you, we need a letter of authorization from your company. This letter of authorization will allow us to discuss confidential information, release confidential material and provide copies of all correspondence about your company to your representative. We will not discuss any confidential matters about your company with your representative until a letter of authorization has been provided to us.

PART A

THIS PART APPLIES TO ALL IMPORTERS

- A1. Please provide:
- (a) the names and addresses of all exporters from whom your company imports the subject goods;
 - (b) the name and address of the firm that manufactures the subject goods if an exporter is not the manufacturer, and
 - (c) details of any corporate affiliation or other relationship between your firm and the exporters and manufacturers listed in response to (a) and (b) above.
- A2. Please provide descriptive product literature for the subject goods imported by your firm.
- A3. Please indicate the level of trade, such as manufacturer, national distributor, distributor, retailer or end-user at which your firm operates in Canada.
- A4. Please provide an explanation of the ordering/billing process used in the purchase of the subject goods by your firm.
- A5. If there are any third parties such as purchasing, buying or selling agents involved in any way in the transaction between your company and the exporter, please provide:
- their names and addresses;
 - a description of the functions they perform; and
 - the salary or commission involved.
- A6. Please indicate the payment terms (e.g. 2 %/ 10, net/30) and shipping terms (e.g. f.o.b. plant, c.i.f. destination) for the subject goods from your various exporters and provide a short explanation of the applicable terms.
- A7. If the exporters provide any goods, services, rebates, warranties or guarantees covering the subject goods, provide details concerning the nature and value of such benefits.
- A8. a) For the *Period of Investigation*, please provide a summary list of your company's importations of the subject goods from each exporter in the format specified in the attached **Appendix A**.

If your firm has placed orders for the subject goods during the Period of Investigation which have not been imported by the end of this period, please include these orders as part of Appendix A. The report should be provided on a computer-generated format and sorted by transaction date.

- A9. For **each** exporter identified in Appendix 1, select **three sales** and submit copies of the following documents:
- (a) the purchase order and the acknowledgment or acceptance of the order, or the contract of sale. Please provide the terms and conditions of sale, including the payment and shipping terms, if not shown on those documents;
 - (b) commercial invoices and credit/debit notes issued in respect of the sales;
 - (c) Customs entry documentation and Customs invoice(s);
 - (d) bill of lading;
 - (e) *freight* invoices for any expenses incurred by or on behalf of your company for the movement of the goods from the factory to the final destination in Canada;
 - (f) letter of credit or proof of payment; and
 - (g) mill certificate or certificate of analysis.
- A10. Please indicate if any agreement, either oral or written, exists between your company and the exporter or between any parties, regarding the payment or reimbursement of anti-dumping duties which have been paid or may become payable. Provide a copy of any written agreement.
- A11. Please indicate any arrangements or agreements, financial or otherwise between your company and any exporters or between any parties that would directly or indirectly affect your purchase price for the subject goods, affect the exporter's or manufacturer's net return on the sale of the subject goods, or affect the net cost of the subject goods to the ultimate consumer in Canada. If so, please elaborate.
- A12. If you re-sell subject goods in Canada, please provide your audited income statement covering sales of the subject goods for the last fiscal year. If such a statement does not exist, provide your audited income statement relating to the narrowest range of products that includes the goods in question.

In addition, please provide income statements covering the period from **October 1, 2007 to March 31, 2008** for the subject goods or for the narrowest range of products that includes the goods in question. If your company is an end-user of subject goods, it is not necessary to provide an answer to this question.

PART B

THIS PART APPLIES ONLY TO GOODS IMPORTED FROM ASSOCIATED EXPORTERS AND THEIR RE-SALE IN CANADA

For a definition of *associated* persons, refer to the Glossary in **Part C**.

- B1. Please outline your methods of marketing and distribution in Canada. Describe your company's sales responsibilities regarding the subject goods after importation.
- B2. Please provide an explanation of the ordering/billing process on your firm's sales in Canada of the subject goods.
- B3. Please indicate the payment terms (e.g. 2%/10, net/30) and the freight terms (e.g. f.o.b. plant, common delivered, c.i.f. destination) given to your domestic customers. Provide a short explanation of your company's interpretation of the applicable terms.
- B4. Please outline all *discounts* (cash, quantity, deferred, etc.), rebates and credit terms granted to your domestic customers. Explain the requirements that must be fulfilled by customers in order to be granted discounts or rebates and the basis of the calculations.
- B5. Please describe any Canadian taxes included in the selling price that are or will become payable when the subject goods are sold in Canada.
- B6. For **each model** listed in Appendix A, please provide the detailed information in the format as specified in the attached Appendix B, namely:
 - i. a list of all sales made to your unrelated domestic customers during the POI (columns 1 to 12). Where your company has sold the subject goods to customers in Canada at different *trade levels*, please provide a separate chart or table for sales to each such trade level;
 - ii. the costs, charges and expenses incurred by your company (columns 13 to 21)
 - a) in obtaining the subject goods from the associated exporter(s);
 - b) on and after the importation of the subject goods;
 - c) resulting from their sale in Canada;
 - d) where the subject goods are sold to your customers in Canada in a condition that is not the same as imported or if they are assembled, packaged or further manufactured in Canada prior to their sale.

The report should be provided on a computer-generated format with a primary sort by *model* number (column 1) and a secondary sort by *date of sale* (column 4).

PART B

- B7. Please provide copies of sales contracts, purchase orders, commercial invoices and proofs of payment for the sales to customers in Canada listed in B6.
- B8. Please provide copies of your domestic price lists in effect for the subject goods during the period of investigation, applicable to each trade level for which sales are listed in B6. If your company did not utilize price lists, describe the methods by which prices were established.
- B9. Please provide details on any allowances, such as those of an advertising or promotional nature, granted by any of your exporters to your firm.
- B10. If any of your Canadian customers is related to your firm, please provide full details. Refer to the Glossary in **Part C** for an explanation of *associated* persons.

PART C - GLOSSARY

Associated, Associated Exporter, Associated Customer	<i>Persons</i> or companies <i>related</i> to each other, or that do not deal with each other at arm's length. For example, individuals are related by blood, marriage or adoption. Companies directly or indirectly controlled by the same person, or by the same company, that are not dealing with each other at arm's length. See also definition for ' <i>related</i> .'
Brokerage Fees	The amount paid to a customs broker for import or export services.
Cash Discount	This is a discount to the selling price of the goods, given to customers for the early payment of invoices. It is also called a prompt payment discount. Example: 2% 10, net 30 days.
Date of Sale	The date of sale is the date that the parties establish the material terms of <i>sale</i> . This is usually the date the order is confirmed. In some situations, the date of the contract or invoice may be the date of sale, if this is when the material terms of the sale were established. If any of the terms of sale are subsequently revised, the date of the revision becomes the date of sale.
Date of Shipment	The date of shipment is the date the goods began their continuous journey from the vendor to the customer.
Discount or Factor Accounts Receivable	The sale, usually at a discount, of a company's accounts receivable.
Dumped	Dumped means that the <i>normal value</i> of the goods exceeds the <i>export price</i> .
Export Price	Export price is the price assigned to a product exported to Canada. Export price is the usually the lesser of the exporter's adjusted selling price for the goods, or the Canadian importer's adjusted purchase price. In certain circumstances, export price is the resale price in Canada of imported goods, to unrelated purchasers, deducting expenses and an amount for profit.
Freight	All costs, charges and expenses associated with shipping products by air, water, or overland by rail or truck. The costs, charges and expenses associated with shipping products by land may sometimes include the charges and expenses associated with inland waterways. These costs may be requested separately in the appendices.

Identical Goods	Identical goods are goods that are identical in all respects to the <i>subject goods</i> exported to Canada.
Like Goods	Like goods are goods in the exporter's domestic market that are identical in all respects to the goods exported to Canada. If there are no <i>identical goods</i> , like goods are goods with similar characteristics and uses - <i>similar goods</i> .
Ministerial Specification	A Ministerial specification is a method used to determine <i>normal value</i> , <i>export price</i> or amount of <i>subsidy</i> , when the regular methods do not apply. It is often used when an exporter does not cooperate in an investigation, for new products exported to Canada, or when a new exporter begins shipping to Canada.
Model	Model is the generic term used throughout this RFI to identify individual products, with various distinct characteristics.
Normal Value	<p>Normal value is a price assigned to a <i>model</i>. The basis of the normal value is the price at which an exporter sells <i>like goods</i> in their domestic market, for consumption in the ordinary course of trade, to unrelated purchasers. Where the CBSA cannot determine a normal value using domestic selling prices, we calculate a normal value using the total cost of production, plus an amount for administrative, selling and all other costs, and an amount for profit.</p> <p>When the above methods cannot be used, the SIMA provides for alternate methods of calculating normal value. We base the normal value on a <i>Ministerial specification</i> in the absence of the required information.</p>
Period of Investigation (POI)	The POI is the period during which importations into Canada will be investigated, to determine if they have been <i>dumped and/or subsidized</i> . For this investigation the POI is from October 1, 2007 to March 31, 2008 .
Person or Persons	Person includes an individual, partnership, corporation or association.

<p>Related</p>	<p><i>Persons</i> are considered to be related if:</p> <ul style="list-style-type: none"> • they are connected by blood relationship; • a person is an officer or director of the other; • a person is an officer or director of the same two corporations, associations, partnerships or other organizations; • they are partners; • one is the employer of the other; • they directly or indirectly control or are controlled by the same person; • one directly or indirectly controls or is controlled by the other; • any other person directly or indirectly owns, holds or controls 5% or more of the outstanding voting stock or shares of each such person or; • one directly or indirectly owns, holds or controls 5% or more of the outstanding voting stock or shares of the other.
<p>Sale or Sales</p>	<p>Is an exchange of goods, property or services for an agreed sum of money or credit. A sale includes leasing, renting and an irrevocable tender. A sale also includes an agreement to sell, lease or rent.</p>
<p>Similar Goods</p>	<p>Similar goods are goods that are not identical in all respects but have similar uses and characteristics.</p>
<p>Subject Goods</p>	<p>Subject goods are the goods that are subject to this investigation. Subject goods imported into Canada have <i>identical goods</i> or <i>similar goods</i> produced in Canada.</p> <p>A description of these goods is provided on page 3 of this RFI.</p>
<p>Subsidy</p>	<p>A financial contribution by a government of a country that gives a benefit to persons engaged in the production, manufacture, growth, processing, purchase, distribution, transportation, sale, export or import of goods. A subsidy includes any form of income or price support that gives a benefit.</p> <p>A subsidy does not include any duty or internal tax that is refunded on export.</p>

Trade Level	Trade level is the level a company occupies in the distribution chain for a product. The most important factor in determining the trade level of a company is the trade level of their customer. An example of typical trade levels is, in order: manufacturer; national distributor; regional distributor; wholesaler; retailer; and end-user.
Transaction Number	The transaction number refers to the Canada Customs Coding Form – B3, for commercial importations. This is a 14-digit number on the form, in Field No. 2 - Transaction Number.
Warehousing	All costs, charges and expenses associated with storing goods while en route to Canada, such as bonded warehouse fees.

PART D: TREATMENT OF CONFIDENTIAL & NON-CONFIDENTIAL INFORMATION

Why Provide Confidential and Non-confidential Information?

The Special Import Measures Act requires that confidential information submitted to the CBSA be accompanied by a non-confidential (public) version of the information. The following explains how non-confidential and confidential information will be handled and how to prepare both confidential and non-confidential submission of your information.

How Your Non-Confidential Information is Handled

Your non-confidential information will be given to any party that asks for this information for the purposes of the proceeding.

How Your Confidential Information is Handled

There are certain times when we will release your confidential information: first, to independent counsel for a party to the proceeding; and second, to Canadian courts, tribunals and panels.

1. Confidential information will be provided to independent counsel for a party to the proceeding. Counsel includes any *person* who represents another party in the proceeding and includes legal counsel. A party is a person, or business, that participates in and has a direct interest in the proceeding.

Counsel must ask for the confidential information in writing and must provide a written guarantee to the CBSA stating that they will:

- only use the information in relation to this proceeding;
- not give out the information;
- protect the information;
- not copy the information without the CBSA's permission;
- destroy the information when they are done;
- provide the CBSA with a written notice that the information is destroyed; and
- report any violations or possible violations to the CBSA.

We will not give your confidential information to independent counsel if we believe that it might cause harm to you or your business.

2. Confidential information will be given to the Canadian International Trade Tribunal, any Court in Canada, a Bi-national or a World Trade Organization (WTO) Panel, to act on appeals. These organizations will use your information to fulfill their responsibilities under Canadian law, NAFTA or WTO Agreements. The confidential information is subject to the rules of procedure of the court or panel to which it is provided.

Providing Only Non-confidential Information?

If you decide that your reply to this *RFI* does not contain confidential information, every page of your reply should be marked "NON-CONFIDENTIAL". You must make a statement, in a covering letter, that you do not consider any information in your submission to be confidential.

Providing Confidential Information?

If your reply to this *RFI* contains confidential information, this reply, along with all of the attachments and supporting documents, will be your confidential submission. You must:

1. clearly indicate, by either enclosing the information within square brackets or by shading the information, all confidential information contained in this submission. An example of the bracketing method is provided in the "Non-confidential Edited Version If Providing Confidential Information" section below; and
2. clearly mark "CONFIDENTIAL" on every page of the confidential submission, including all attachments.

If you have a submission with confidential information, for the CBSA to be able to use your information, you must provide a **non-confidential version**. It is important that your non-confidential version is complete, as it will be provided to other parties involved in this review if they ask for it.

Your non-confidential version may be in the form of:

- an edited version; or
- a non-confidential summary.

Non-confidential Edited Version If Providing Confidential Information

An edited version has the confidential information removed, to create a non-confidential version. You must leave enough detail to provide an understanding of the confidential information removed.

In Part E, **which must be attached with your non-confidential version, you must:**

A) explain briefly the nature of the confidential information removed in your non-confidential version; and

B) give the reasons why you request that the information be treated confidential, as explained in this part of the RFI.

In the following example, the text indicates the nature of the [confidential information] that has been deleted.

The confidential response to a request may be: The selling price of model ABC to our Canadian distributor was US\$[25.99] per unit.

The edited version of this response may be: The selling price of model ABC to our Canadian distributor was US\$[] per unit. In this example, the nature of the information removed in the non-confidential version relates to “selling price information”.

NOTE: the spacing between the brackets [] should reflect the same spacing as in the confidential version.

As a further example, the following would represent an acceptable edited version of an export sales listing. A sample page for a multi-page listing could look like this:

1	2	3	4	5	6	7
IMPTR	DATSHIP	INVNUM	INVDATA	QUANTITY	EXTSP	NETSP
[]	2007/02/16	14064555	2007/02/16	[]	[]	[]
[]	2007/03/14	14179020	2007/03/12	[]	[]	[]
[]	2007/04/14	14253018	2007/04/16	[]	[]	[]
[]	2007/05/09	14474937	2007/05/09	[]	[]	[]
			

Non-confidential Summary Where Non-confidential Edited Version Not Enough

Where deleting information for a non-confidential edited version would not leave enough detail to provide an understanding of the confidential information removed, a non-confidential summary of the deleted information must be included, describing the confidential information that has been removed.

If you intend to provide a non-confidential summary of an appendix or attachment, the non-confidential narrative would normally be accompanied by at least one (1) sample page, with the confidential data removed, of the related appendix or attachment.

Review of Non-Confidential Submission

The non-confidential version of your submission will be reviewed by the CBSA to ensure that it is in sufficient detail to convey a reasonable understanding of the substance of the information submitted in the confidential version.

If CBSA determines that an adequate non-confidential edited version or a non-confidential summary of information designated as confidential has not been provided by the respondent, and the respondent fails to justify why it cannot be provided, does not take corrective action or does not submit a revised version, the CBSA will not use the CONFIDENTIAL information provided by your firm in the proceedings. As a result, the CBSA's determination will be based on the best information available. It is imperative that companies delete only the minimum information necessary to protect their interests and only what is confidential.

PART E: NON-CONFIDENTIAL STATEMENT

**Nature of information removed in the non-confidential version
and reasons for designating information as confidential**

[Note: this document should be reproduced, completed and signed on the letterhead of your company or of your counsel.]

Section 1 – Answers to the Request for Information (RFI)

- A) **Explain briefly the nature of the confidential information removed in your non-confidential version response to the RFI requests.**

- B) **Reasons why you request that the information be treated confidential, as explained in Part D of the RFI.**

Section 2 – Appendices, Attachments and Supporting Documents

- A) **Explain briefly the nature of the confidential information in Appendices, attachments and supporting documents, removed in your non-confidential version.**

- B) **Reasons why you request that the information be treated confidential, as explained in Part D of the RFI.**

I, _____, _____ of _____
(Print name) (Print Position) (Print name of company)

Signed: _____

PART F: REQUEST FOR INFORMATION CHECKLIST

Please respond to each of the following questions by placing a checkmark in the “yes” or “no” column. **If a response is no**, provide an explanation as to why you have not complied with the instructions.

Question 1:	Yes	No	
Did you provide a confidential and non-confidential version of your response, in accordance with the disclosure instructions in the Request?			If no, reason:
Question 2:	Yes	No	
Did you complete Part E, providing reasons for designating information as confidential?			If no, reason:
Question 3:	Yes	No	
Did you bracket or shade the confidential information in the confidential response?			If no, reason:
Question 4:	Yes	No	
Did you place empty brackets or shade area where information was omitted from the non-confidential version?			If no, reason:
Question 5:	Yes	No	
Did you provide the requested number of hard copies (3) of the confidential and non-confidential versions of your submissions?			If no, reason:
Question 6:	Yes	No	
Did you provide the requested number of electronic copies (2) of the confidential and non-confidential versions of your submissions?			If no, reason:
Question 7:	Yes	No	
Has your submission met the follow criteria:			
<ul style="list-style-type: none"> • Be single-sided only and not stapled or bound (pages should be held together by clips or elastics); 			
<ul style="list-style-type: none"> • Be numbered consecutively from start to finish, including appendices and attachments; 			
<ul style="list-style-type: none"> • Be provided on 8 ½” x 11” or A4 paper. If possible, please reduce any oversize documents to fit these paper sizes; and 			
<ul style="list-style-type: none"> • Be photocopy ready. For example company brochures and annual reports should be presented so that they can be copied as is. 			

APPENDIX A - IMPORTATIONS INTO CANADA

This Appendix is in reference to question A8 of the RFI.

1	2						3	4	5
MODEL NUMBER	a GRADE	b DIAMETER	c SURFACE FINISH	d TEMPER	e PACKAGING	f COATING	TRANSACTION NUMBER	DATE OF SHIPMENT	PORT OF ENTRY

6	7	8	9	10	11
DATE OF SALE	PURCHASE ORDER NO.	TERMS OF SALE	QUANTITY	UNIT SELLING PRICE	EXTENDED SELLING PRICE

12	13	14	15	16	17
COSTS, CHARGES AND EXPENSES INCLUDED IN EXPORTER'S SELLING PRICE, IF KNOWN					
INLAND FREIGHT	WAREHOUSING	BROKERAGE FEES	CDN DUTIES & TAXES	INSURANCE	OTHER (SPECIFY)

Appendix A – Column Legend

- 1 Indicate the model number or identifier.
- 2 Indicate the characteristics of the product. Please refer to the product definition.
- 3 Indicate Customs *transaction number*.
- 4 Indicate the *date of* (direct) *shipment* to Canada using the YY/MM/DD format.
- 5 Indicate the port of entry into Canada (destination port).
- 6 Indicate the date of sale. The date to be inserted is the date of acknowledgment of the order (order confirmation) when all terms are finalized using the YY/MM/DD format.
- 7 Indicate the purchase order number.
- 8 Indicate the terms of sale (eg. CIF, FOB ex-factory, C&F).
- 9 Indicate the unit of measure and the quantity (weight).
- 10 Indicate the unit-selling price of the goods recorded on the invoice. At the top of the column, indicate the currency of settlement.
- 11 Indicate the invoice amount. This value should be the extended value of the quantity purchased multiplied by the unit-selling price.
- 12 Indicate the amount of inland freight charges that are included in the selling price of the goods. These are generally the charges from the mill to the port of shipment.
- 13 Indicate the amount of *warehousing* charges of the goods while en route to Canada.
- 14 Indicate the amount of *brokerage* fees.
- 15 Indicate the amount included in the selling price for Canadian customs duties and Canadian taxes.
- 16 Indicate the amount of insurance charges.
- 17 Indicate the amount for any other export charges included in the selling price to the importer in Canada. These include ocean freight, port charges, container freight charges, dock charges, bank charges.

APPENDIX B - SALES IN CANADA

This Appendix is in reference to question B6 of the RFI.

1	2					3	4	5	
MODEL NUMBER	a GRADE	b DIAMETER	c SURFACE FINISH	d TEMPER	e PACKAGING	F COATING	INVOICE NUMBER	DATE OF SALE	NAME OF CUSTOMER

6	7	8	9	10	11	12
DESTINATION OF SHIPMENT	SHIPMENT TERMS	QUANTITY SHIPPED	LIST PRICE	UNIT SELLING PRICE	EXTENDED SELLING PRICE	DISCOUNTS & REBATES

13	14	15	16	17	18	19	20	21
COSTS, CHARGES AND EXPENSES INCURRED BY YOUR COMPANY								
FREIGHT IN	WAREHOUSING	BROKERAGE FEES	CDN DUTIES & TAXES	INSURANCE	FREIGHT OUT	G. S. & A. EXPENSES	ASSEMBLY, PACKAGING, MANUFACTURING IN CANADA	OTHER (SPECIFY)

Appendix B – Column Legend

- 1 Indicate the model number or identifier.
- 2 Indicate the characteristics of the product. Please refer to the product definition.
- 3 Indicate Customs transaction number.
- 4 Indicate the date of sale. The date to be inserted is the date of acknowledgment of the order (order confirmation) when all terms are finalized using the YY/MM/DD format.
- 5 Indicate the port of entry into Canada (destination port).
- 6 Indicate the destination of shipment – City and Province.
- 7 Indicate the terms of sale (eg. CIF, FOB ex-factory, C&F).
- 8 Indicate the unit of measure and the quantity (weight) shipped.
- 9 Indicate the currency and unit of measure.
- 10 Indicate the unit-selling price of the goods recorded on the invoice. At the top of the column, indicate the unit of measure and the currency of settlement for the selling price.
- 11 Indicate the invoice amount. This value should be the extended value of the quantity sold multiplied by the unit-selling price.
- 12 Indicate the amount and type (cash, quantity, etc.) of discounts and rebates. Use as many columns as necessary to include all discounts and rebates to your domestic customers.

For columns 13 to 21, indicate the amount of the costs, charges and expenses incurred by your company

- 13 Indicate the amount of inland freight from the point of direct shipment to Canada.
- 14 Indicate the amount of warehousing charges of the goods while en route to Canada.
- 15 Indicate the amount of brokerage fees.
- 16 Indicate the amount of Canadian customs duties and Canadian taxes.
- 17 Indicate insurance charges.
- 18 Indicate the delivery cost to your Canadian customer.
- 19 Indicate the general, selling and administrative expenses.
- 20 Indicate any assembly, packaging or further manufacturing charges in Canada, if applicable.
- 21 Specify the type and amount of any other costs and charges.