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| **REPUBLIC OF AZERBAIJAN**Description: http://cdn.trend.az/media/pictures/2012/05/27/Azerbaijan_flag_gerb_Album_270512.jpg |
|  | **SAFEGUARDS QUESTIONNAIRE****FOR USERS NOT RELATED TO EXPORTING PRODUCERS** |  |

|  |  |
| --- | --- |
| Description: http://cdn.trend.az/media/pictures/2012/05/27/Azerbaijan_flag_gerb_Album_270512.jpg | REPUBLIC OF AZERBAIJAN |

**COMPLETE THIS PART**

*( tick box as appropriate and enter company name)*

* **CONFIDENTIAL VERSION (\*)**
* **NON-CONFIDENTIAL VERSION**

**COMPANY NAME:**

**SAFEGUARDS QUESTIONNAIRE FOR USERS NOT RELATED TO EXPORTING PRODUCERS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Users not related to exporting producers of | (prod. in question) | in |
| * **Country(ies) concerned**
* **Product under investigation:**
* **Product concerned:**
* **Investigation period (IP):**
* **Statutory reference:**
* **Regulatory reference:**
* **Internal registration number:**
* **Deadline for response to the questionnaire:**
 | Azerbaijan (country(ies) concerned)(prod. in question)From to Notice of initiation, Official Gazette of Azerbaijan date**AD xxx** **Date** |  |  |

**Officials in charge:**

|  |  |  |
| --- | --- | --- |
|  | **HEAD OF SECTION:** | **CASE HANDLERS** |
| **Name: Tel.:****e-mail:** |  |  |  |

**Address:**

**PLEASE NOTE THAT THIS QUESTIONNAIRE HAS TO BE COMPLETED TWICE, ONCE AS A LIMITED VERSION AND ONCE AS A VERSION OPEN FOR CONSULTATION BY INTERESTED PARTIES**

(\*) Please note that confidential information falls under the term 'confidential' according to the internal rules of the Competent authority. Hence, only documents labelled 'confidential' are considered confidential documents pursuant to Article 3 of the Law on anti-dumping, countervailing and safeguard measures. Documents, which do not contain this label, are considered to be non- confidential documents pursuant to these provisions. **Therefore, any replies which contain confidential information must be labelled '*Confidential*'.**

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 **INTRODUCTION**

The purpose of this questionnaire is to allow the Competent authority to obtain the information it deems necessary for its investigation.

Before completing the questionnaire, you are requested to carefully review the covering letter and all the instructions therein.

When answering the questionnaire, please read all the instructions carefully. It is in your own interest to reply as accurately and completely as possible and to attach supporting documents. You may supplement your response with additional data. This information can only be in addition to the specific responses to questions addressed in this questionnaire. Do not leave any question or section blank. If a question does not apply to your company, please explain clearly why this is the case. If the answer to the question is "zero", "no", “none” or "not applicable", then write "zero", "no", “none” or "not applicable".

The Competent authority may carry out inspection(s) at your factory or other premises 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 or final findings will be made with regard to your company. In this respect, it is essential that your reply to the questionnaire and any significant correction to it is submitted within the time limits provided for this purpose, as a considerable amount of preparatory work and analysis of the replies has to be carried out prior to verification visits.

You should also be aware that the non-submission of necessary information within the specified time limits or the submission of false or misleading information within the specified time limits can have unfavorable consequences for your company. In any of these circumstances or if the investigation process is significantly impeded, the Competent authority would apply Article 27.14 of the Law on anti-dumping, countervailing and safeguards measures and disregard any late response, or any responses which are false or misleading to an extent that any deficiencies are such as to cause undue difficulty in arriving at a reasonably accurate finding and that the information is not verifiable, and that the party has not acted to the best of its ability.

Where the Competent authority decides to disregard a reply to a questionnaire it will establish preliminary or final findings on the basis of any other facts available which may include the information set out in the complaint.

Please do not hesitate to contact the Competent authority officials in charge named on the cover page of this questionnaire with any questions you may have regarding your responses to the questions or any difficulties in completing the questionnaire or to see whether a timely and duly motivated request for an extension of the deadline on page 1 can be accommodated in the framework of the current investigation.

All correspondence with the Competent authority must refer to the Registration Number of the proceeding indicated on page 1.

Some general instructions:

1. Answer questions in the order presented in the questionnaire. Listed information and tables should conform to the requested format and should be clearly labelled. If you encounter difficulties with this you should contact the officials in charge to find an acceptable solution. If there is insufficient space in any Section of the questionnaire to provide the details asked for, you should attach Annexes indicating clearly to which Section they relate.
2. It is imperative that all worksheets used in preparing the response to the questionnaire, in particular those linking the information supplied with management and accounting records, be retained for subsequent inspection during the on-the-spot verification by the Competent authority.
3. To facilitate verification, please identify sources and specify where the source documents are kept. During the verification you should be prepared to substantiate all information you submitted. For every part of the response the Competent authority should be able to trace it back to regular company documents in the ordinary course of business.
4. All documents and source material submitted in response to this questionnaire must be accompanied by an Azeri translation.
5. Although the questionnaire is addressed to your company it is understood that all subsidiaries or other related companies are also party 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:

* **where a subsidiary or other related company is also an exporting producer of the product under investigation, the full main questionnaire has to be completed separately by the company in question.**
* **where a subsidiary or other related company is not a producer but is involved in the sales or marketing of the product under investigation destined for Azerbaijan , Annex I of this questionnaire has to be completed for each and every related company concerned.**

**For the purpose of completing this questionnaire, natural persons or legal persons (i.e. companies) should be deemed to be related in cases specified by the relevant azeri legislation.**

For the purpose of replying to this questionnaire **you should use the amounts in your accounting currency as booked in your accounting records**. For amounts not booked in your accounting records, or where a conversion is needed, the average exchange rates provided by the Central Bank of Azerbaijan should be used.

Identify clearly all units of measurement and currencies used in tables, lists and calculations. You are requested to apply measurements consistently throughout your questionnaire response. Where we request quantities in specific units you must report in those units.

If your company does not produce the product under investigation please consult the officials in charge.

Unless otherwise specified, replies should relate to the investigation period ('IP') as defined on page 1 of this questionnaire**.**

If you intend to have another party acting on your behalf e.g. a law firm or an accountancy or consultancy firm, please ensure that the Competent authority receives a properly documented original power of attorney.

Where appropriate, certain information and supporting evidence may be given on a confidential (“confidential”) basis in the version of your response marked "Confidential" (see top of page 1). Confidential information, i.e. business secrets etc, will not be made available to any other interested party. However, a non-confidential version of your response open for consultation by interested parties must be provided. Where a meaningful summary is not provided, and where the information is susceptible of such summary, the information submitted may be disregarded. The non-confidential open versions of all responses submitted by parties to the Competent authority services are available to all interested parties, including your company, for inspection upon appointment with the officials in charge

 **SECTION A – GENERAL INFORMATION**

**A - 1. Identity and Communication**

Supply the following details of your company:

Name:

Legal form:

Address:

Telephone:

Telefax:

E-mail:

Website:

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

# A - 2. Legal Representative

In case you appointed a legal representative to assist you in this proceeding provide the following details and submit the original power of attorney:

Name of legal representative:

Address: Telephone:

Telefax:

E-mail:

# A - 3. Corporate information

* 1. Indicate the legal form of your company.
	2. List the names of the principal shareholders (who owned more than 5% of the shares during the investigation period) of your company as shown and indicate the percentage share-holding and the activities of these shareholders.

# With respect to the product under investigation:

* 1. Supply a diagram outlining the internal hierarchical and organizational structure of your company. The diagram should show all units linked to the product under investigation in Azerbaijan and export markets. Indicate clearly the role of your company.
	2. Outline your company’s corporate structure and affiliations, including parent companies, subsidiaries or other related companies which are involved with the product under investigation in Azerbaijan and export markets. For this purpose you may supply a chart.
	3. State how your company can be defined and explain why: downstream industry - user - other (specify).
	4. Indicate whether your company has, in respect to the product under investigation, contractual links with other companies, legal or natural persons, located in Azerbaijan or in third countries, concerning production, imports, exports and sales report the existence of these contractual links and keep available copies for possible inspection.

# A - 4. Range of products

1. Provide a **list of all main categories of products produced and/or sold** by your company. If the products fall into distinct product groups, indicate these groups, as well as the main products belonging to those groups.
2. Indicate the relevance of the product under investigation in the finished product/s (relative value in finished product).

# A - 5. Accounting system and policies

**Please note that in case you limit your reply to a number of companies representing a major proportion of your activities in Azerbaijan that are relevant for the purpose of this investigation, you are requested to provide the relevant information only for this/those company/companies.**

1. State your corporate financial year.
2. Attach a copy of the audited accounts (in Azeri) including balance sheet, profit and loss statement, notes to the accounts and all reports, other notes, and auditor's opinion to these documents for the last three financial years for your company as well as for those companies related to you that are involved in the production, marketing or sales of the product under investigation. If your company's accounts have not been audited attach the financial statements which are required by your country's commercial or tax legislation.
3. If internal and periodical financial statements, management reports, standard cost reviews etc. are prepared and maintained for the product under investigation, provide copies for the three most recent financial years.
4. Provide a copy of the chart of accounts (in Azeri) for each entity within the corporation that is involved with the production and/or sale of the product under investigation.
5. Provide the address where the accounting records of the company are kept. If they are maintained in different locations please indicate which records are kept at which location.

# A - 6. Turnover

Please complete the table below, corresponding with and in the currency of your financial report.

*Table A.6:* Turnover (specify currency)

|  |  |  |
| --- | --- | --- |
|  | **Last calendar or financial year ending within the IP1** | **IP** |
| Total company turnover (all products)Turnover of product/s using/incorporating the product under investigation (**IF APPLICABLE**) |  |  |
|  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 If the last calendar year coincides with the IP, complete with data for the previous calendar year

 **SECTION B – PRODUCT CONCERNED (ART.1.0.5, 1.0.17)**

* 1. **Scope of the Investigation**

The product covered by this proceeding is [ENTER DESCRIPTION] (**'the product under investigation'**). The product described and which is covered by this proceeding currently falls within CN codes [ENTER CODES].

These CN codes are given for information only and have no binding effect on the classification of the product.

Any reference to **product under investigation** in this questionnaire refers to the above product description.

It is obvious that all products corresponding to the above product description, regardless of the CN code under which they might be imported, are covered by this proceeding and have to be reported in the relevant section of this questionnaire.

* 1. **Product specifications**

The Competent authority intends to classify the product concerned into different categories.

The product has been categorised according to a Product Control Number (PCN).

The product control number will be used to compare prices of imports from the country concerned and prices charged by Azerbaijan producers. Please contact the official in charge should you have any questions on the application of product control numbers.

* 1. **Product comparability**

Please comment on the comparability of the product under investigation imported from the country concerned with that produced in Azerbaijan , identifying any differences (e.g. technical or physical characteristics, prices, uses, etc…). Where possible this comparison should be provided in the form of the following table.

**Table B.3.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type2 imported and/ or used by your company** | **Type manufactured by Azerbaijan producers** | **Characteristics of the imported product and differences with the Azerbaijan product** | **Average Price of the imported product3** |
|  |  |  |  |
|  |  |  |  |

To the extent possible please provide these data also with respect to the product under investigation imported from other third countries not covered by the current proceeding.

1. State the exact type denomination. This should correspond to the denomination of the product or the commercial reference in your company’s internal records such as sales invoices, product specification sheets, price lists etc.
2. Please specify currency and unit

 **SECTION C – INFORMATION RELATING TO PURCHASES**

If purchases are made through a subsidiary or an intermediary, please provide details.

**Purchases of the product under investigation – volume**

State the total [ENTER UNIT MEASUREMENT] of all purchases made by your company of the product under investigation in the following format:

*Table C.1:* Volume of purchases

|  |  |  |
| --- | --- | --- |
| **Purchase volume ( ENTER UNIT OF MEASUREMENT)** | **Last calendar or financial year ending within the IP** | **IP** |
| Originating in Azerbaijan  |  |  |
| Originating in country/countries concerned4 |  |  |
| Originating in other countries5 – please specify |  |  |
| TOTAL PURCHASE VOLUME |  |  |

**Purchases of the product under investigation – value**

State net CIF value at Azerbaijan frontier (or ex-works value if of Azerbaijan origin) after deduction of all discounts and rebates. If the invoiced price is prior to CIF AZERBAIJAN frontier level, please indicate costs incurred by you for transport and/or ocean freight and insurance to the AZERBAIJAN frontier.

1. Separate for each country under investigation.
2. Specify the countries.

*Table C.2:* Value of purchases (specify currency)

|  |  |  |
| --- | --- | --- |
| **Purchase value** | **Last calendar or financial year ending within the IP** | **IP** |
| Originating in the AZERBAIJAN |  |  |
| Originating in country/countries concerned6 |  |  |
| Originating in other countries7 |  |  |
| TOTAL PURCHASE VALUE |  |  |

**Development of purchase prices**

*Table C.3:* Purchase prices (in <currency> per <volume unit>)

|  |  |  |
| --- | --- | --- |
| **Average purchase price** | **Last calendar or financial year ending within the IP** | **IP** |
| Originating in AZERBAIJAN |  |  |
| Originating in country/countries concerned 8 |  |  |
| Originating in other countries |  |  |
| TOTAL AVERAGE PURCHASE PRICE |  |  |

1. Separate for each country under investigation.
2. Specify the countries.
3. Separate for each country under investigation.

 **SECTION D – INFORMATION RELATING TO SALES**

State the total quantity and value of **all sales of finished products using or incorporating the product under investigation** made by your company to **unrelated customers** in the following worksheets. All the worksheets used for completing the tables below should be kept available for inspection in order to facilitate the reconciliation of these figures with your financial and management accounts.

**Table D.1: Volume**

|  |  |  |
| --- | --- | --- |
| Volume in <volume unit> | **Last calendar or financial year ending within the IP** | IP |
| **All Products** | ……………… | ……………… |
| *- sales inside AZERBAIJAN* |
| *- sales outside AZERBAIJAN* | ……………… | ……………… |
| **Products using/incorporating** | ……………… | ……………… |
| **the product under** |
| **investigation originating in** |
|  **AZERBAIJAN** |
| *- sales inside AZERBAIJAN* | ……………… | ……………… |
| *- sales outside AZERBAIJAN* |
| **Products using/incorporating** | ……………… | ……………… |
| **the product under** |
| **investigation originating in** |
| **the country/countries** |
| **concerned9** |
| *- sales inside AZERBAIJAN* | ……………… | ……………… |
| *- sales outside AZERBAIJAN* |
| **Products using/incorporating** | ……………… | ……………… |
| **the product under** |
| **investigation originating in** |
| **other countries10** |
| *- sales inside AZERBAIJAN* |
| *- sales outside AZERBAIJAN* | ……………… | ……………… |

1. Indicate origin
2. Indicate origin

**Table D.2: Value**

|  |  |  |
| --- | --- | --- |
| Value11 | **Last calendar or financial year ending within the IP** | IP |
| **All Products** | ……………… | ……………… |
| *- sales inside AZERBAIJAN* |
| *- sales outside AZERBAIJAN* | ……………… | ……………… |
| **Products using/incorporating the** | ……………… | ……………… |
| **product under investigation** |
| **originating in AZERBAIJAN** |
| *- sales inside AZERBAIJAN* | ……………… | ……………… |
| *- sales outside AZERBAIJAN* |
| **Products using/incorporating the** | ……………… | ……………… |
| **product under investigation** |
| **originating in the country/countries** |
| **concerned12** |
| *- sales inside AZERBAIJAN* | ……………… | ……………… |
| *- sales outside AZERBAIJAN* |
| **Products using/incorporating the** | ……………… | ……………… |
| **product under investigation** |
| **originating in other countries13** |
| *- sales inside AZERBAIJAN* |
| *- sales outside AZERBAIJAN* | ……………… | ……………… |

11 Net, free of all taxes, after all discounts. Indicate currency.

12 Indicate origin

13 Indicate origin

 **SECTION E- INFORMATION RELATING TO COSTS**

**E.1 Cost of raw material**

Please provide the cost of raw material for each of your products that incorporate the product under investigation.

|  |  |  |
| --- | --- | --- |
| **Your product name:** | **Last calendar or financial year ending within the IP** | **IP** |
| Raw material costs for the product in question |  |  |
| Other raw materials |  |  |
| Total costs for raw material |  |  |

**E.2. Total costs & employees**

Please provide the total cost for each of your products that use or incorporate the product under investigation. Please also provide the number of employees involved in the production of your product.

|  |  |  |
| --- | --- | --- |
| **Your product name:** | **Last calendar or financial year ending within the IP** | **IP** |
| Total costs for raw material (as above) |  |  |
| Labour costs |  |  |
| Indirect costs, Overheads |  |  |
| Full Costs |  |  |
| Quantity produced –please specify unit of measurement |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Number of employees |  |  |

 **SECTION F – PROFIT/ LOSS SITUATION**

This section refers to the profitability of your sales related to the product under investigation in Azerbaijan.

*Table F.1:* Profitability

|  |  |  |
| --- | --- | --- |
| Profit/loss in % of turnover | **Last calendar or financial year ending within the IP** | **IP** |
| Total company |  |  |
| Total for the product/s using/incorporating the product under investigation |  |  |

Explain in short how the supporting data that was used to fill in each cell was compiled, namely the absolute amount of profit/loss.

 **SECTION G - CAUSALITY**

Please mention and elaborate any causes other than the imports of the product in question from the country concerned which may have contributed to the alleged injury suffered by the Azerbaijan Industry.

 **SECTION H – OTHER QUESTIONS**

The purpose of this section is to collect further information as to whether imposing safeguards measures would be in the interest of Azerbaijan and how any measure adopted would affect interested parties of the product under investigation. It should be noted that the information submitted under this point can only be taken into account if supported by the deemed necessary factual evidence at the time of its submission.

# Please note that:

1. If you form part of a group of companies you may indicate information referring either to the group or to your specific company. Please kindly clarify the above in your relevant replies.
2. If you feel you have insufficient knowledge to reply, please state 'insufficient knowledge'.
3. Please indicate whether your company would be in favor of the imposition of safeguards measures or against.
4. What is your estimated share of the Azerbaijan market of the products using/incorporating the product under investigation? If you sell the products using/incorporating the product under investigation outside Azerbaijan, please indicate the countries and your estimated market share.

|  |  |
| --- | --- |
| **Country** | **Market share** |
|  |  |
|  |  |
|  |  |

1. Customers -Please name your five main customers for the

products using/incorporating the product under investigation (within and outside AZERBAIJAN):

|  |  |
| --- | --- |
| **NAME** | **Sales value**(indicate currency) |
| 1) |  |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

1. Suppliers - Please name your five main suppliers of the product under investigation (within and outside AZERBAIJAN):

|  |  |  |
| --- | --- | --- |
| **NAME** | **Volume of purchase (indicate unit of measurement)** | **Value of purchase (indicate currency)** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

1. Please describe the relevant market(s) for the purpose of this investigation in which you operate by answering to the following questions:
2. What is the degree of concentration in your sector (number of companies operating)?
3. Who are your four main competitors on the AZERBAIJAN market and on the export markets?
4. What are their price levels?
5. Which are the elements that determine competition in your sector (i.e. prices, delivery times, service ...)? Please substantiate.
6. What has been the evolution in the past three years of trade volumes from third countries?
7. Has some external factor (trade arrangements, currency fluctuation, etc.) influenced the evolution of prices in your market in the past three years? Please explain and substantiate.
8. Are there products that could be easily substituted for the product under investigation? Please explain.
9. What is the possibility for your company to switch to other sources of supply for the product under investigation?
10. Do foreign producers/exporters have any comparative advantage in comparison with Azerbaijan Union producers? Please substantiate your comments by giving some examples.
11. Please comment on what would happen on the market if safeguards measures are imposed on the imports under consideration, in particular: what would be the effects on interested parties, what are the factors likely to accelerate or delay the adjustment to the new situation.

*The interested parties concerned by this proceeding would include the following economic operators in the AZERBAIJAN:*

* Upstream industries
* Producers
* Importers, traders and any intermediary parties
* Downstream industries, users and consumers
* Distributors

*In both cases special consideration should be given to the following factors:*

* Turnover (value and volume)
* Market share
* Sales prices
* Costs
* Profits
* Employment
* Other

**CERTIFICATION**

The undersigned certifies that all information herein supplied in response to the questionnaire is complete and correct to the best of his knowledge and belief and understands that the information submitted may be subject to audit and verification by the Azerbaijan Competent authority.

Internal registration number (see page 1): Company name:

* + **CONFIDENTIAL VERSION (\*) NON-CONFIDENTIAL VERSION**

Date Signature of authorized official

Company stamp

Name and title of authorized official

**GLOSSARY**

Explanations and definitions of some of the more specialized terms used in the questionnaire are provided here.

**Facts available**

In cases in which an interested party refuses access to, or otherwise does not provide, necessary information within the time limits, or significantly impedes the investigation, provisional or definitive findings can be made on the basis of the facts available. Where it is found that false or misleading information was supplied, the information can be disregarded and use may be made of the facts available. It is therefore in the interest of parties involved in an anti-dumping proceeding to actively cooperate. If an interested party does not co-operate or co-operates only partly, the result may be less favorable to the party than if it had co-operated.

**Country of origin**

The country of origin is normally either the country where the good has been wholly obtained or, when more than one country is concerned in the production of the good, the country where the last substantial transformation has been carried out.

**Exporting country**

The exporting country is normally the country of origin. However, it may be an intermediate country, except where, for example, the products are merely transshipped through that country, or the products concerned are not produced in that country, or there is no comparable price for them in that country.

**Export price**

The export price is the price actually paid or payable for the product under investigation when sold for export to Azerbaijan , or to other countries.

**Independent customers**

A customer is being considered independent if he cannot be defined as a related company; see under related company.

**Investigation period (IP)**

For the purpose of representative findings, an investigation period has to be selected which, in the case of dumping, normally covers a period of not less than six months immediately prior to the initiation of the proceeding. The investigation period is indicated in the questionnaire.

**Product under investigation**

The product under investigation is defined in the notice of initiation. It can be either the product concerned when it is sold for export or the like product; i.e. a product which is alike in all respects to the product under investigation or, in the absence of such a product, a product which closely resembles the product, when it is sold on the domestic market.

**Selling, general and administrative expenses (SG & A)**

The SG & A is part of the total cost :

 + cost of materials

 + cost of direct labor

 + cost of manufacturing overheads

 = cost of production

 + SG & A expenses

 = Total cost

The SG&A includes all selling, general and administration expenses, including finance costs.

**ANNEX I – NON-CONFIDENTIAL VERSION**

When completing the questionnaire version open for consultation by interested parties you should bear in mind that all exporters, importers and other Azerbaijan producers will have access to it. The reply open for consultation should be sufficiently detailed to permit a reasonable understanding of the substance of the information submitted in confidence.

In order to assist you in completing the questionnaire version open for consultation by interested parties, we advise you to proceed as follows:

1. Use the completed “confidential” questionnaire response as a basis. Identify all information in the confidential response which you consider is not confidential and **copy** it to the version open for consultation.

2. After this***,*** check once more whether the information you did not copy to the file for consultation is really confidential. If you still consider it to be confidential, you must give the reasonswhy, item by item and summarize the confidential information in a form which is suitable for consultation by interested parties. If, in exceptional circumstances,it is not possible to even summarize the confidential information, give reasons why summarization is not possible.

3. Please refer to Table INFORMATION - sheet "Confidential vs Non Confidential" for the general rules on confidential vs non confidential information (see Section I and computer file “Table INFORMATION”).

**Examples on how to summarize "confidential" information**

 When the information concerns numbers for various years you can use indices.

Example of confidential information:

|  |  |  |
| --- | --- | --- |
| 2006 | 2007 | 2008 |
| 20.000 MANAT | 30.000 MANAT | 40.000 MANAT |

The summary open for consultation by interested parties could be as follows:

|  |  |  |
| --- | --- | --- |
| 2006 | 2007 | 2008 |
| 100 | 150 | 200 |

 When the information concerns a single number you can apply a % change to it.

Example of confidential figure:

"My cost of production is MANAT 300 per tonne."

The summary for consultation could be as follows:

"My cost of production is MANAT 330 per tonne" (+ footnote saying: "actual numbers have been amended by a margin of maximum + 10% to protect confidentiality").

 When the confidential information concerns text you can either summarize it or eliminate the names of parties by indicating their function.

Example: TRADING COMPANY Ltd told me that the prices of imports were 20% lower.

Summary for consultation by interested parties: **[one of my customers]** told me that the prices of imports were 20% lower.