

COMPETITION AND TARIFF COMMISSION

NO. 1 KWAME NKURUMAH AVENUE, BLOCK ONE, 2ND FLOOR,

P. BAG 7774, CAUSEWAY, HARARE, ZIMBABWE

TEL: 263-4-775041(2/14/5), 771126/9, 773564, 771563, 771317, 754660

AX: 263-4-770175. E-MAIL: info@compitandtariff.co.zw



APPLICATION FORM

FOR

CUSTOMS DUTY/TARIFF REVIEW

This form has been designed to seek information from the applicant when filing an application for duty/tariff review to the Competition and Tariff Commission. Please complete the form in duplicate and forward it to the:

*The Director
Competition and Tariff Commission
No. 1 Kwame Nkurumah Avenue
Block One, Second Floor
P. Bag 7774, Causeway
Harare*

Please note that your request will not be processed if the requisite information is not fully provided as per the format prescribed in this form.

General Information

- i) Applicants should not be restricted to areas indicated in this form but should feel free to submit any other information considered relevant to the application.
- ii) It is advisable that the Office of the Commissioner General, ZIMRA be consulted in connection with tariff classification and description of the product concerned.
- iii) If amendment of the custom duty on more than one product is required, information should be furnished separately throughout the questionnaire for each product.
- iv) Note that in accordance with the Competition Act [Chapter 14:28], Section 47- Powers of Entry and inspection, the Commission retains the right to verify the accuracy of the information supplied to it by any party.
- v) The Commission may undertake factory visits to validate the information provided by the applicant in the form.

**Please indicate what you are applying for
by ticking the relevant block below:**

<input type="checkbox"/>	Reduction in customs duty
--------------------------	----------------------------------

<input type="checkbox"/>	Upward review in customs duty
--------------------------	--------------------------------------

<input type="checkbox"/>	Tariff split
--------------------------	---------------------

COMPETITION AND TARIFF COMMISSION

INFORMATION REQUIRED TO SUPPORT AN APPLICATION FOR TARIFF REVIEW

A) APPLICANT INFORMATION

- 1. Name of trading business/association and registration number
.....
.....

- 2. Addresses

Physical Address.....
Postal Address.....
Email Address.....

- 3. Contact details of the applicant’s representative

Contact person.....
Position in the Company.....
Tel. no..... Cell no.....
Fax no..... Email Address.....

- 4. Describe the nature of business conducted by the applicant

.....
.....
.....

B. PROBLEMS FACED AND JUSTIFICATION FOR ASSISTANCE SOUGHT

Please note that information given hereunder will form the basis of the application and that this may be availed to interested parties.

- 5. State precisely difficulties faced by the applicant with illustrations to support your assertions.
.....
.....
.....
.....

- 6. a) State the nature of the assistance sought
.....
.....
.....
.....

- b) Provide in the table below the proposed level of duty being applied for.

COMPETITION AND TARIFF COMMISSION

Tariff Code (8 digit)	Product Description*	Unit of measure	Proposed Rate of duty %	
			MFN	SADC
	P ¹			
	P ²			
	P ³			

*This description must correspond with the description in the National Tariff Book.
P denotes the product affected

- c) Describe how the proposed import duty(ies) on the product(s) will affect industry in particular and trade in general.

.....

.....

.....

.....

.....

7. Furnish details, supported by letters or otherwise, of efforts made to obtain the product or a substitute locally and the result of such efforts(*in the case of a raw material or intermediate product*)

.....

.....

.....

.....

.....

C. PRODUCT DESCRIPTION AND TARIFF CLASSIFICATION

8. a) Tick in the appropriate box to indicate the category

<input type="checkbox"/> Capital Equipment	<input type="checkbox"/> Raw material	<input type="checkbox"/> Intermediate product	<input type="checkbox"/> Finished product
--	---------------------------------------	---	---

- b) Provide in the table below the existing tariff sub-heading under which the product is classifiable and the current rate of customs duty applicable.

Tariff Sub-heading	Description as stated in the Zimbabwean Tariff Book	Unit of measure	Rate of duty %		
			MFN	SADC	COMESA
(4 digit)	Tariff heading description				
(8 digit)	Tariff sub-heading description				

9. Provide the description, composition and uses of the product for which protection/assistance is being sought. Such description should be supported, where possible, with clearly illustrated literature in respect of the product which amendment of duty is required.

- a) Description

COMPETITION AND TARIFF COMMISSION

b) Composition

c) Use/uses of the product(s)

10. Indicate manufacturing standards being followed and ISO certification obtained (if any).

D. SOURCES OF RAW MATERIAL /INPUTS

11. Provide the tariff codes and the duty applicable on all inputs applied in the manufacturing (by the applicant company) of the product concerned and each input's contribution as a percentage of the end product in the table below.

Tariff Code	Raw Material/Input	Source Country	Duty Regime %			% Contribution to end product
			SADC	COMESA	MFN	
	Input ¹					
	Input ²					
	Input ³					
	Input ⁴					

E. IMPORTS OF THE PRODUCT UNDER INVESTIGATION

12. State the quantity, FOB value and landed cost (excluding customs duty) of the product, the subject of this investigation, imported by your competitors during previous years and the estimated values for the current and the ensuing year in the format below threatening the viability of the applicant. This data may be sourced from ZIMSTAT.

Period	Tariff Code (8 digits)	Product Description	Country of import	Price/unit cost US\$	Total Quantity Imported	Total Landed Cost excl. Duty US\$	Total Landed Cost (incl. duty) US\$
200 ⁿ							
200 ⁿ⁻¹							
200 ⁿ⁻²							
200 ⁿ⁻³							

*n denotes current year. The table maybe replicated if more than one product is involved.

COMPETITION AND TARIFF COMMISSION

13. Give the breakdown of the importation costs in the table below.

Period	Tariff Code	Rates of duty/ % and value in US					Total imports US\$
		Customs duty	Surtax	VAT	Excise Duty	Any other Charges	
200 ⁿ							
200 ⁿ⁻¹							
200 ⁿ⁻²							
200 ⁿ⁻³							

*n denotes current year

14. Give the wholesale and retail price of the imported product(s) from different countries for the last years and the local price as reflected in the table below.

Period	Description of the product(s) with specification	Source country of imported product	Imported Price/ Unit in US\$		Price of locally produced product per unit in US\$
			Wholesale	Retail	
200 ⁿ					
200 ⁿ⁻¹					
200 ⁿ⁻²					
200 ⁿ⁻³					

*n denotes current year

15. How does the product(s) manufactured in Zimbabwe compare in quality with the imported product detailing the differences found, if any.

.....

.....

.....

.....

F. MAJOR IMPORTERS

Provide names and addresses of major importers of the product (s) for the product under investigation.

Name of Major Importer	Address of Major Importer	Country of Source
1.		
2.		
3		
4		

G. MAJOR CONSUMERS

17. Provide names and addresses of major consumers of the product under investigation.

Name of Major Consumer	Address of Major Consumer	Quantities consumed (estimate.)	Preferences Local/Imported product
1.			
2.			
3			

COMPETITION AND TARIFF COMMISSION

H. INDUSTRY AND MARKET

18. Give a brief background of the industry manufacturing the product(s), making reference to the following:

a) Historical background of the company and industry

.....

.....

.....

.....

.....

.....

b) Furnish the names and addresses of other local manufacturers of the product or suitable substitutes, for which the duty intervention is sought.

Name of Manufacturer	Address
C ¹	
C ²	
C ³	
C ⁴	

*C denotes name of company

c) Production/output by the industry and applicant.

Year	Industry		Applicant	
	Volume of industry output (kg/L/etc)	Value of Industry Output US\$	Volume of industry output (kg/L/etc)	Value of the Industry Output US\$
200 ⁿ⁺¹				
200 ⁿ				
200 ⁿ⁻¹				
200 ⁿ⁻³				

*n – current year

d) Furnish (in the table below) information for the previous 3 years, the current year and estimated figures for the ensuing year of the size of the local market in terms of quantity and sales value per annum for the product or substitute products competing for the same market share as the product that is the subject of this application, and the annual rate of increase in the local market. If the applicant is also a manufacturer of the product that is the subject of this application, please provide in the last 2 columns your company's share of total local sales in terms of (1) volume and (2) value, expressed as a percentage.

COMPETITION AND TARIFF COMMISSION

Year	Total quantity of Applicant's sales (Kg/L/Units)	Total value of Applicant's Sales US\$	Average Price per unit	Annual rate of increase		Percentage share of Applicant's sales to total national sales in terms of	
				Quantity	Value	Volume	Value
200 ⁿ⁻³							
200 ⁿ⁻²							
200 ⁿ⁻¹							
200 ⁿ							

*n - current year figure

I. PRODUCTION CAPACITY

19. Please complete the table below.

Year	Installed capacity	Actual capacity Utilised	Actual Production as a % of Installed capacity	Number of hours per week	Implied shifts per day
200 ⁿ⁺¹					
200 ⁿ					
200 ⁿ⁻¹					
200 ⁿ⁻²					
200 ⁿ⁻³					

*n refers to current year

20. Explain whether the production capacity indicated above can be increased with/without additions to machinery, equipment and buildings (e.g. by working more shifts), and, if so, to what extent.

.....

.....

.....

.....

21. Explain the actual production figures of the product for the previous 3 years, the current year and estimated figures for the ensuing year, both in quantity and ex-factory sales value.

	200 ⁿ⁻³	200 ⁿ⁻²	200 ⁿ⁻¹	200 ⁿ	200 ⁿ⁺¹ (Estimate)
Production Quantity (Kg/L/Units)					
Sales Value (US\$)					

J. PROCESSES AND INVESTMENT DETAILS OF THE APPLICANT

22. Describe the process of manufacture, packing and distribution, its advantages or disadvantages compared with those of other local or foreign manufacturers, packers or distributors, and the methods you use to keep abreast of modern techniques. Attach a diagram or process flow chart.

.....

.....

COMPETITION AND TARIFF COMMISSION

.....

23. Provide the average age of machinery used by the applicant and compare these standards with the international norms.

.....

24. If there are current or any future intentions to further invest in the manufacturing of the product concerned in the Zimbabwe, please furnish/attach supporting documentation and comparative international norms citing the basis for this investment.

.....

25. Describe to what extent the availability of inputs limit the growth of your company and the steps being taken to increase the availability of inputs.

.....

K. EMPLOYMENT

26. Please complete the table below in terms of employees covering three years prior to the application and estimates for the coming year and the assumptions for arriving at this estimate

Year	Total Number of Employees For Applicant	Total number of employees for Industry
200 ⁿ		
200 ⁿ⁻¹		
200 ⁿ⁻²		
200 ⁿ⁻³		
200 ⁿ⁻⁴		

* n – Current year

L. STATISTICAL INFORMATION PERTAINING TO THE COST OF PRODUCTION AND SALES

27. Please provide the cost and price structure of the product under investigation and a price comparison of the imported and local product.

M. SALES AND SIZE OF MARKET

28. Furnish details in respect of the applicant’s sales of the product that is the subject of the application.

COMPETITION AND TARIFF COMMISSION

Please provide the details in both quantity and the sales value during the previous year and the estimated figures for the current and the ensuing year (separately).

	200 ⁿ⁻³	200 ⁿ⁻²	200 ⁿ⁻¹	200 ⁿ	200 ⁿ⁺¹ (Estimate)
Sales Quantity(Kg/L/Units)					
Sales Value (US\$)					

***n denotes current year**

N. EXPORTS

29. Please provide exports values for the applicant and the industry as in the format indicated in the Table below for the past four years.

	Applicant's Exports Volumes	Export Destinations	Applicant's Exports Values	Industry Export Volumes	Industry's Export Values
200 ⁿ⁺¹					
200 ⁿ					
200 ⁿ⁻¹					
200 ⁿ⁻²					

*n- current year data

O. COST IMPLICATIONS OF THE CUSTOMS DUTY

30. Give an assessment (consumer benefit or downstream benefit to a specific industry) of how your cost and price structure would be affected should the application succeed. To what extent will your firm's selling price for the product be influenced should the application for amendment in the duty be successful? How will the consumer and the economy in general benefit from this duty review?

.....

.....

.....

.....

.....

.....

.....

.....

P. IMPORTANCE OF THE SECTOR TO THE ECONOMY

31. Please elaborate the importance of your sector including but not limited to:

- a) Contribution to Gross domestic product
- b) Employment creation
- c) Value adding chain
- d) Exports
- e) Any other relevant factors

Q. SUPPORTING DOCUMENTATION

32. Furnish recent prices of imported substitute products of comparable types/grades/qualities indicating:

COMPETITION AND TARIFF COMMISSION

Country of Origin	Recent landed price of imported product	Normal domestic ex-factory selling price
1.		
2.		
3.		

NOTE: Wherever possible, the particulars in the table above should be substantiated with price lists, invoices, or other documentary evidence. If these are not available the sources of the information relating to this data should be furnished.

Questions 42 – 43: Only to be completed when applying for an increase in customs duty.

33. Comment with illustrations, on the extent to which foreign competition has detrimentally affected your activities in respect of the product.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

R. ANY OTHER FACTORS MATERIAL TO THE APPLICATION

34 Please state any other information which the applicant thinks might assist to clarify other issues not included in this application form.

.....

.....

.....

.....

.....

.....

.....

S. DECLARATION

35. I/We certify that the information given above is true to the best of my/our knowledge and belief. I/We undertake to furnish documentary and any other evidence when called upon to do so to substantiate the information contained above.

Place.....Signature.....

Date.....Name & designation.....