

Your company letterhead *(optional)*

Note: *This document is a guide for interested parties wishing to make submissions to the Trade Measures Branch of the Australian Customs and Border Protection Service.*

The Director
Trade Measures Branch
Australian Customs and Border Protection Service
Customs House, 5 Constitution Avenue
Canberra ACT 2601

Date

Subject

Dear sir or madam,

Please make the points that you wish Customs and Border Protection to consider here...

Guidance that may assist you

1. Submissions must be clearly marked as confidential or non-confidential (please select the relevant classification from the footer section at bottom of page).
2. Customs and Border Protection maintains a public record for most investigations, reviews and inquiries – and requires a non-confidential version of each submission for inclusion on the public record.

The only exception to the non-confidential version requirement is:

A person is not required to give the CEO a summary of information ... for inclusion in the public record if the person satisfies the CEO that there is no way such a summary can be given to allow a reasonable understanding of the substance of the information.

3. An explanation, in brackets, of any deleted or redacted information in non-confidential submissions is required, e.g.

*Management accounts can be extracted for individual operation segments, global business units, value centres, etc. Accounts can be [redacted]
[Explanation of cost allocation through divisions of Company X].*

4. Submissions are generally most effective when they:
 - i) retain as much information as possible in the non-confidential version¹;
 - ii) include or attach relevant supporting material; and
 - iii) summarise the relevance of supporting material in the body of the submission.

Sincerely,

Your name

Your position

Your company

(If letterhead is not used, please include your contact details).

¹ without adversely affecting a business or commercial interest