

Updated September 2, 2011

A-[XXX-XXX]  
[PERIOD OF REVIEW]  
Public Document  
[OFFICE/ANALYST TAG]

[DATE]

[NAME]

[ADDRESS]

Dear Sir or Madam:

I am writing to you on behalf of Import Administration, a unit of the United States Department of Commerce. On [INSERT DATE], we initiated an administrative review of the antidumping duty order on [INSERT PRODUCT NAME] in order to determine whether merchandise imported into the United States that you are believed to produce and/or export is being sold at dumped prices. Dumping occurs when imported merchandise is sold in, or for export to, the United States at less than the normal value of the merchandise; *i.e.*, the United States price is less than the price at which identical or similar merchandise is sold in a foreign market (usually the home market of the producer and/or exporter of the merchandise), or is less than the constructed value of the merchandise. The product covered by this review is [INSERT SHORT NAME OF PRODUCT] from [INSERT COUNTRY]. We are examining sales, entries or shipments during the period [INSERT PERIOD OF REVIEW DATES]. We initiated the review based on a request filed by [INSERT NAME(S); IF REQUEST FILED BY PETITIONERS, ALSO INSERT: on behalf of the United States industry producing the merchandise under review.]

We are soliciting the information requested in the enclosed questionnaire to determine whether subject merchandise that you produced and/or exported was in fact sold in, or to, the United States at dumped prices. General instructions for responding to the questionnaire follow immediately after the table of contents. We have divided the questionnaire into five sections, A through E, and attached supplemental information, including a glossary of terms, in Appendices I through VII. Please review the contents page and ensure that you have received all the sections of the questionnaire. If you have not received the entire questionnaire, please contact the official in charge immediately.

You are requested to respond to sections A (General Information), B (Sales in the Home Market or to Third Countries), and C (Sales to the United States). If, after examining sections A and C of the questionnaire, you conclude that your company and its affiliates did not have any U.S. sales or shipments during the review period identified above, please submit a statement to that effect, following the data submission requirements specified in the general instructions. If you do not submit such a statement for the administrative record in this case, we may conclude that your company has not been

responsive to this questionnaire and may proceed on the basis of the facts otherwise available, as defined in the glossary at Appendix I of the attached questionnaire.

**[USE THESE SENTENCES IF WE DISREGARDED ANY BELOW-COST SALES IN THE INVESTIGATION OR MOST RECENTLY COMPLETED REVIEW OF THIS COMPANY:** In accordance with section 773(b)(2)(A)(ii) of the Act, because we determined to disregard sales by your company that were below the cost of production in the investigation or the most recently completed administrative review of your company, you are requested to respond at this time to section D of the questionnaire. ] **[USE THESE SENTENCES IF A COST OF PRODUCTION INQUIRY HAS NOT BEEN INITIATED:** You are not currently required to respond to section D (Cost of Production/Constructed Value). However, if the petitioner alleges that your sales in the home or third-country market are at prices below the cost of production in accordance with section 773(b)(2)(A)(i) of the Act, we may request that you respond to section D at a later date. Additionally, you are requested to respond to the constructed-value portion of section D with respect to products or models sold in the United States for which you had no sales of comparable merchandise in the home or third-country market. If you believe that you might need to respond to section D, please contact the official in charge noted on the cover sheet to the questionnaire. ]

If any of the products covered by this review underwent additional processing in the United States before they were delivered to customers unaffiliated with your company, you are in general required to respond to section E (Cost of Further Manufacturing or Assembly Performed in the United States). However, if you believe the value added in the United States exceeds substantially the value of the merchandise imported into the United States (*i.e.*, the value added in the United States represents at least 65 percent of the price of the merchandise charged to the first customers unaffiliated with your company), please contact the official in charge in writing immediately.

Please refer to the cover page and general instructions of the enclosed questionnaire for the time period covered by this review, the due dates for responding to the questionnaire, and the instructions for filing the response. We remind you that, beginning August 5, 2011, with certain, limited exceptions, all submissions for all proceedings must be filed electronically using Import Administration's Antidumping and Countervailing Duty Centralized Electronic Service System (IA ACCESS). An electronically filed document must be received successfully in its entirety by the Department's electronic records system, IA ACCESS, by 5 p.m. Eastern Time (ET) on the **[DATE INDICATED ON THE COVER PAGE OF THE ENCLOSED QUESTIONNAIRE, OR STATE DATE HERE]**.

Documents excepted from the electronic submission requirements must be filed manually (*i.e.*, in paper form) with the APO/Dockets Unit in Room 1870 and stamped with the date and time of receipt by 5 p.m. ET on the due date established here within.

For your convenience, the Department has the following resources available online to assist you in complying with these electronic filing procedures:

IA ACCESS: [Help Link](#)

<https://iaaccess.trade.gov/help.aspx>

IA ACCESS: External User Guide

<https://iaaccess.trade.gov/help/IA%20ACCESS%20User%20Guide.pdf>

IA ACCESS: Handbook on Electronic Filing Procedures

<https://iaaccess.trade.gov/help/Handbook%20on%20Electronic%20Filing%20Procedures.pdf>

Federal Register notice: [Antidumping and Countervailing Duty Proceedings: Electronic Filing Procedures; Administrative Protective Order Procedures](#), 76 FR 39263 (July 6, 2011)

<http://www.gpo.gov/fdsys/pkg/FR-2011-07-06/pdf/2011-16352.pdf>

Please note that the Department's certification requirements also changed, effective March 14, 2011. Additional changes regarding the certification of factual information by governments participating in a proceeding became effective on September 2, 2011. Any submissions made to the Department pursuant to proceedings initiated on or after March 14, 2011, must be accompanied by the appropriate company, government, and representative certifications (as applicable). Templates for these certifications are included as an appendix to this questionnaire. For more information refer to 76 FR 7491 (February 10, 2011) and 76 FR 54697 (September 2, 2011).

The Department must conduct this administrative review in accordance with statutory and regulatory deadlines. If you are unable to respond completely to every question in the attached questionnaire by the established deadline, or are unable to provide all requested supporting documentation by the same date, you must notify the official in charge and submit a request for an extension of the deadline for all or part of the questionnaire response. If you require an extension for only part of your response, such a request should be submitted separately from the portion of your response filed under the current deadline. Statements included within a questionnaire response regarding a respondent's ongoing efforts to collect part of the requested information, and promises to supply such missing information when available in the future, do not substitute for a written extension request. Section 351.302(c) of the Department's regulations requires that all extension requests be in writing and state the reasons for the request. Any factual statements made in support of such reasons must be accompanied by the certifications required under section 351.303(g) of the regulations. An extension request submitted without a proper certification for any factual information contained therein will be considered improperly filed and, as with any other improperly filed document, will not be accepted. Any extension granted in response to your request will be in writing; otherwise the original deadline will apply.

If the Department does not receive either the requested information or a written extension request before 5 p.m. ET on the established deadline, we may conclude that your company has decided not to cooperate in this proceeding. The Department will not accept any requested information submitted after the deadline. As required by section

351.302(d) of our regulations, we will reject such submissions as untimely. Therefore, failure to properly request extensions for all or part of a questionnaire response may result in the application of partial or total facts available, pursuant to section 776(a) of the Act, which may include adverse inferences, pursuant to section 776(b) of the Act.

Should you have any questions about this matter, please contact [\[LEAD ANALYST OR PROGRAM MANAGER\]](#) at (202) 482-[\[XXXX\]](#).

Sincerely,

[\[XXX\]](#)

Enclosure