

If your original questionnaire included the most recent boilerplate filing instructions (regarding extension requests, new factual certifications, and IA Access – to be revised the week of July 25 or August 1), follow this example for your supplemental questionnaire cover letter. Your office may use additional language. Highlighted language, however, is mandatory.

A-xxx-xxx  
POR: xx/xx/xx-xx/xx/xx  
Analyst Tag  
Proprietary Document

**Date**

**Name of Company**  
c/o **Name of Counsel**  
**Name of Law Firm**  
**Address of Law Firm**

Re: Administrative Review of the Antidumping Duty Order on **[Product]** from **[Country]**:  
Supplemental Questionnaire

Dear **[Mr./Ms. Name of Counsel]**:

This letter concerns the ongoing administrative review of **[Product]** from **[Country]**. We have identified certain areas in the questionnaire response (Sections A-D) submitted by **[Full Company Name]** on **[Date]**, that require additional information (see Attachment 1). Please file your supplemental response in accordance with the filing requirements and guidelines (including the guidelines regarding English translations) as outlined in the Department's original questionnaire of **[Date]**, before **[5 p.m. (or earlier time you specify if appropriate) Eastern Time (ET), Month, Day, Year]**.

We remind you that, beginning August 5, 2011, with certain, limited exceptions, you were required to file electronically all submissions for all proceedings using Import Administration's Antidumping and Countervailing Duty Centralized Electronic Service System (IA ACCESS). Those instructions were provided in the original questionnaire.

Please note that the Department's certification requirements have also changed, effective March 14, 2011. Any submissions made to the Department pursuant to proceedings initiated on or after March 14, 2011, must be accompanied by the revised company, government, and representative certifications (as applicable) which were provided as an appendix to the original questionnaire. For more information refer to 76 FR 7491 (February 10, 2011).

The Department must conduct this **[investigation, administrative review, other]** 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 **[or other time]** 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 **[Analyst]** at (202) 482-**[xxxx]**.

Sincerely,

**[xxx]**  
Program Manager  
AD/CVD Operations, Office **[x]**

Attachment