

Chapter 4 QUESTIONNAIRES

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References:

The Act

Section 777A - sampling for the selection of exporters and producers

Section 782(a) - treatment of voluntary respondents

The Department's Regulations

19 CFR 351.201 and 351.202 - initiation of an antidumping duty investigation

19 CFR 351.204(b)(1) - period of investigation

19 CFR 351.204(c) - exporters and producers examined

19 CFR 351.204(d) and 351.213(f) - voluntary respondents

19 CFR 351.301(c)(2)(iii) - time limit for response to questionnaire

19 CFR 351.301(c)(2)(iv) and 351.302(b) and (c) - extension of time limit

19 CFR 351.301(c)(2)(v) - questionnaire presentation

19 CFR 351.302(d)(1) - untimely and unsolicited material

19 CFR 351.302(d), 351.104(a)(2), and 351.303(b) - materials received after the deadline

19 CFR 351.303 - filing, format, translation services and certification of documents

19 CFR 351.213(b) - requests for administrative reviews

19 CFR 351.213(e) - period of review

19 CFR 351.221(b)(2) - time for sending out questionnaire

19 CFR 351.221(c)(ii) - time limit for sending out the questionnaire

SAA

Section C.4 - evidentiary and procedural requirements (p. 864)

I. OVERVIEW

A questionnaire is a tool that the Department uses to obtain information from respondents in order to determine whether dumping is occurring, and, if so, to determine a dumping margin. The Department may conduct a verification to confirm the accuracy and completeness of the questionnaire responses received.

A. Investigations

- Identify respondents: The respondents are the parties that will be receiving and responding to the questionnaire. There is a complex respondent selection process conducted by the Department. For a better understanding of this process, refer to section IV of this chapter, below, entitled, “Recipients of a Questionnaire.”
- Create a questionnaire: There are templates for questionnaires available online on the IA website at <http://www.trade.gov/ia/>. Currently they can be found under the “Decisions and Data” section.
- Edit the questionnaire: Each questionnaire needs to accurately reflect the product under investigation. The analyst will need to set the product matching characteristics to reflect the product under investigation in the appropriate questionnaire template. The analyst should incorporate all comments, updates and/or changes to the product characteristics and scope made by the Department since the initiation.
- Release the Questionnaire: When the PM or OD has signed off on the questionnaire, the analyst should release the public version or the public document to all of the parties on the public service list. If there is BPI in the questionnaire, send the proprietary version only to parties who have a valid APO on file for the case, and to the party whose proprietary information is included in the document (as long as no other party’s proprietary information is included in the document). If the questionnaire contains BPI, the analyst must release it through the APO office. If there is no BPI in the questionnaire, the analyst may release it through the courier’s office.

B. Administrative Reviews

Identify respondents: The respondents are the parties who will receive the questionnaires. The petitioners or other interested domestic parties may submit requests for reviews naming the respondents they wish the Department to review. Respondents may request a review for their own sales (or shipments or entries), and importers may request reviews of exporters from whom they imported during the POR. If an importer requests a review of an exporter, we review all of the sales (or shipments or entries) of that exporter, not only those to the importer who requested the review. We publish initiation notices on a monthly basis. The Customs Unit is currently compiling those notices.

- Create a questionnaire: There are templates for all questionnaires available online on the IA website at <http://www.trade.gov/ia/>. Currently they can be found under the “Decisions and Data” section.
- The analyst should ensure that the scope section of the questionnaire contains the most up to date and accurate information. If this is the first review, refer to the questionnaire used in the investigation and update that questionnaire to reflect any changes in scope that may have occurred during or after the investigation. If this is a second or later review, refer to the previous review for information. Scopes may be changed through changed circumstance reviews.
- The analyst should ensure that the appropriate product characteristics and product characteristic subcategories are included.
- Be sure to remove any “For Department Use Only” boxes that appear in the standard questionnaires.
- Release the Questionnaire: When the PM has signed the questionnaire, the analyst should release the public version or the public document to all of the parties on the public service list. If there is BPI in the questionnaire, send the proprietary version only to parties who have a valid APO on file for the case, and to the party whose information is included in the document (as long as no other party’s proprietary information is included in the document). If the questionnaire contains BPI, the analyst must release it through the APO office. If there is no BPI in the questionnaire, the analyst may release it through the courier’s office.

C. New Shipper Reviews

- Refer to Chapter 24 entitled, “New Shipper Reviews,” for procedures regarding this special type of review. The procedures regarding editing, preparing for release, and releasing the questionnaire are the same as for administrative review questionnaires.

II. PREPARATION

This section will explain the steps the analyst needs to take in order to prepare the questionnaire for release to the parties under investigation or review.

A. Background

Questionnaires in AD investigations are usually issued a few days after the ITC's preliminary injury determination, which occurs 45 days after the date on which the petition is filed. For administrative reviews, questionnaires should be issued as soon as practicable after initiation, usually by the 45th day after the last day of the anniversary month.

If the analyst is working on an administrative review, he or she should begin with the latest template and tailor it using case specific modifications. Each questionnaire needs to accurately reflect the product under review. The analyst will need to set the product matching characteristics to reflect the product under review in the appropriate questionnaire template. The analyst may refer to the questionnaire used during the investigation or the last review as a starting point in tailoring the standard questionnaire for the review in question.

The Department has five basic questionnaire templates. Determine which template is appropriate for the case. The analyst must determine if the case involves a market economy or NME country, and whether the case is an investigation, an administrative review, or a new shipper review. The Department has templates for all questionnaires available online on the IA website at <http://www.trade.gov/ia/>. Currently they can be found under the "Decisions and Data" section. This chart breaks down the five questionnaire options available:

Market Economy Questionnaires	NME Questionnaires:
Market Economy Investigation	NME Investigation
Market Economy Admin. Review	NME Admin. Review
	NME New Shipper Review

B. Period of Investigation or Review

The POI for a market economy investigation normally covers the four most recently completed fiscal quarters preceding the month in which the petition is filed. For NME investigations, the POI normally covers the two most recently completed fiscal quarters. In either case, the Department has the discretion of examining any additional or alternate period deemed appropriate. See 19 CFR 351.204(b).

The petitioner or a potential respondent may recommend altering the POI. 19 CFR 351.204(b)(1) gives the Department the authority to change the POI when appropriate. An example of this situation can be found in the investigation of large newspaper printing presses from Japan. See [Notice of Preliminary Determination of Sales at Less Than Fair Value: Large Newspaper Printing Presses and Components Thereof, Whether Assembled or Unassembled.](#)

[From Japan](#), 61 FR 8029, 8031 (March 1, 1996) (unchanged in [Final Determination](#), 61 FR 46621(September 4, 1996)).

The POR for the first administrative review is usually 16-17 months; it normally includes the period from the suspension of liquidation of entries of the merchandise (usually the date of the preliminary determination) through the eleventh month following the month of publication of the antidumping duty order. The POR for all subsequent reviews is 12 months, beginning with the anniversary month. The POR will be stated in the notice of initiation of the review. Alternative PORs are extremely rare. See 19 CFR 351.213(e).

III. CONTENT OF THE QUESTIONNAIRE

Generally, all antidumping questionnaires follow the format outlined below.

A. Sections

1. Section A

This section requests general information concerning the respondent's corporate structure, business practices, the merchandise under investigation or review that the respondent sells, and the quantity and value of sales of the merchandise in all markets. Specifically, the type of information requested in this section of the questionnaire should enable the Department to:

- Establish the size of the various markets to determine the best measure of NV – home market prices, third-country prices, or CV (see Chapter 8 for information on NV);
- Determine the appropriate basis for US price: export price (EP) or constructed export price (CEP) (see Chapter 7 for information on EP and CEP);
- Become familiar with the corporate organization (including relationships with other companies that may affect the investigation or review), the distribution systems, the sales process (including the methodology the company used to determine the appropriate date of sale), and accounting practices;
- Identify all affiliates that are involved with the production and sale of the products under investigation/review during the POI/POR;
- Define the merchandise sold in the United States and identify any identical or similar merchandise sold in other market
- Determine the extent of further manufacture or assembly in the United States;

- Determine if the product was exported through intermediate countries and if an unaffiliated producer supplied the product;
- Determine if the comparison market was undergoing high inflation during the POI/POR; and
- In NME cases, determine whether the company is eligible for a separate rate (see Chapter 10 for information on NME cases).

In addition, the new shipper review questionnaire requests information on:

- Current and previous positions held by the owners, directors, and managers with other entities;
- Details regarding current and past manufacturing facilities; and
- Sales of subject merchandise subsequent to the POR.

2. Section B

This section requests a listing of sales transactions in the comparison market which is either the home market, or, if that is not viable (see Chapter 8), an appropriate third-country market. To determine the universe of sales that were made during the POI, respondents can refer to the definition of date of sale in Appendix I of the questionnaire. Note that Section B is not included in NME questionnaires.

Our request consists of two parts. First, we ask for a sales database with complete sales details, including product and customer identifiers, sale dates, quantities, prices, and adjustments to be made to the prices. Second, we ask for a narrative describing all of the variables reported in the sales listing. Normally the narrative should include the following:

- Product and customer identification;
- Terms of sale;
- Dates of sale;
- Discounts and rebates;
- Level of trade adjustment;
- Movement charges (freight, pre-sale warehouse, insurance), direct expenses (such as commissions, credit expenses, post-sale warehouse expenses, royalties and certain advertising, warranty, and technical service expenses);
- Indirect expenses (such as inventory carrying costs and product liability insurance);
- Packing costs;
- Difference in merchandise adjustments;
- Taxes; and
- Other expenses and/or special factors taken into account for determining NV.

The analyst should consult his or her PM if a respondent requests reporting of a sample of sales to determine if reporting by sample is appropriate. See section 777A of the Act.

3. Section C

For investigations, this section requests a listing of the U.S. sales transactions for the POI for use in determining the EP and/or CEP of the merchandise. For administrative reviews, we require companies to report each U.S. sale of merchandise entered for consumption during the POR, except: (1) for EP sales, if you do not know the entry dates, report each transaction involving merchandise shipped during the POR; and (2) for CEP sales made after importation, report each transaction that has a **date of sale** within the POR.

We ask for the same type of information and in the same format as for Section B described above. Generally, however, we request more data for U.S. sales, including:

- International movement charges (i.e., ocean freight, marine insurance, brokerage and handling, normal customs duties, etc.);
- Duty drawback (i.e., rebated foreign duties applied to raw material imports later exported in a finished form);
- For CEP transactions, selling expenses related to economic activity in the United States;
- Entered value; information.

Note that EP and CEP sales must be identified separately in a specific field.

4. Section D

This section requests COP and CV information. Unlike the previous three sections of the questionnaire, which focus on the sales of the subject merchandise, this portion focuses on the manufacture of the merchandise.

Often, a Section D response is required from the outset. However, occasionally the analyst will have to analyze a respondent's answers to Section A questions before being able to determine if answers to Section D questions are required. In market economy cases we request a response to section D if CV is, or is likely to be, used as NV and/or if we decide to investigate whether foreign market sales are made at prices below the COP. For investigations, Section D of the questionnaire is often prepared by accountants in OA. The case analyst should check with the PM before assuming OA will handle Section D.

In NME cases, Section D requests information on the factors used in producing the merchandise.

5. Section E

This section requests information about value added to the subject merchandise in the United States prior to delivery to unaffiliated U.S. customers. The information regarding further manufacturing or assembly in the United States is necessary to determine the cost of these operations so that we can make appropriate price comparisons. Although this section is included in the questionnaire, we usually do not ask the respondent to answer these questions until we analyze the answers to pertinent Section A questions. In an investigation, Section E of the questionnaire is often prepared by accountants in OA.

6. Questionnaire Appendixes

To supplement the other parts of the questionnaire, we include:

- A detailed glossary of terms (Appendix I);
- Instructions for submitting computer data (Appendix II);
- A description of the products under investigation/review (Appendix III);
- Forms for Company Official Certification and Certificate of Service (Appendix IV);
- Case-specific questions and modifications, including the matching criteria for market economy questionnaires (Appendix V);
- Arm's-Length Sales to Affiliated Parties (Appendix VI); and
- Sales Database Summaries (Appendix VII).

There are additional appendices in the NME questionnaire.

B. Drafting the Questionnaire

The Department's antidumping questionnaire is compiled in standard formats for investigations and reviews. The analyst can access current templates on the IA website at <http://www.ia.ita.doc.gov/questionnaires/questionnaires-ad.html>.

C. Modifications to Standard Questionnaires

After determining which template will best suit the case, the analyst will need to modify the questionnaire to reflect the specific product under investigation or review. Some common changes are listed below:

1. Scope

The product definition for administrative reviews and new shipper reviews should be based on the investigation or the most recent review unless it has changed (e.g., as a result of a changed circumstance review).

2. Developing Product Characteristics

If we are conducting simultaneous investigations of the same product from multiple countries, the analyst must coordinate with the teams for the other countries in developing product characteristics.

If the analyst thinks that additional outside input would be useful to develop product characteristics, he or she should consult the PM in order to determine if any of the following may be warranted:

- Solicit comments from the petitioner and any prospective respondents;
- Request the advice of a product expert from elsewhere within the Department or the federal government to assist in defining and classifying products; and
- Take a tour of a petitioner's production facility. (If a trip is taken, the analyst must place a detailed memo in the file describing what was learned.)

The Department may have investigated the same product, but from another country. In order to look up these products, the analyst should search in:

- Lotus Notes in the AD/CVD Case Management database;
- CRU - review the questionnaire and product information for these cases; and
- If the particular product has not been investigated before, the analyst should try to review questionnaires issued on similar products. For example, if the product is aluminum sheet and there has been no investigation on it before, look at steel or brass sheet and strip cases for questionnaire ideas.

3. CONNUMs

In most investigations, administrative reviews and new shipper reviews, the subject merchandise has different CONNUMs to identify the individual models of products for matching purposes.

- The CONNUMs are assigned to each unique product reported in the sales response. For example, if color were a product characteristic for widgets, blue widgets would have a different CONNUM than red widgets.
- Identical products are assigned the same CONNUM in both the comparison market sales database and U.S. sales database. For example, blue widgets would have the same CONNUM in the comparison market database as they would in the U.S. market database.
- The matching criteria are used to establish the most similar comparison market product to a given U.S. product.

4. Internal and External Review of the Questionnaire

After the analyst has modified the questionnaire, if there are no significant issues that would require the questionnaire to go through the formal concurrence process, the PM should review the questionnaire. Though there is no requirement to seek comments on questionnaires, in very limited circumstances, we may allow the petitioner to comment on the questionnaire. If we do this, we will grant the petitioner a 24-to-48-hour review period. Outside comments may prove useful as an aid, but we are under no obligation to incorporate any of the petitioner's comments into our final version of the questionnaire. Once the PM has approved the final draft, the questionnaire is ready to be released to parties, and, in very rare instances, for presentation.

5. Releasing the Questionnaire

Release the questionnaire to the interested parties. There are several steps that need to be taken:

- Refer to the public service list, which can be found in the Lotus Notes database or on the IA website, and make paper copies to send to each party on the list;
- Save the final draft of the questionnaire onto a disk or a CD-ROM for respondents that want an electronic version of the questionnaire;
- Make sure all documents are labeled as either proprietary or public documents;
- If it is a proprietary document the analyst must redact the information in brackets and create a public version of the questionnaire;

- Public documents or versions should be released to all the parties on the public service list;
- The proprietary document may only be released to those parties that have a valid APO on file with the Department, and to the party whose proprietary information is included in the document, as long as no other party's proprietary information is also included in the document;
- APO lists can be found in the Lotus Notes database or on the IA website;
- The proprietary version may ONLY be released through the APO office, and to the party whose information is included in the document, as long as no other party's proprietary information is included in the document;
- If the parties have consented to receiving information via e-mail, the analyst should only send the public document or version over e-mail. Do not e-mail the proprietary version to the parties. Additionally, the analyst should place the hard copies with the disks or CD-ROMs in the courier's office or the APO office, as applicable, and the parties should be called to notify the respondents or the respondents' representatives that the questionnaires are ready to be picked up;
- If the parties do not have representatives or offices in Washington, DC, the analyst will need to mail the questionnaires to them via express mail. For such deliveries, the analyst should: 1) track the letter and verify acceptance by the interested party; 2) if the analyst is not able to verify that the letter has been delivered to and accepted by the party, call the party to ensure that the proper representative of the company has received the questionnaire; and 3) write a memo to the file noting the delivery confirmation details and/or the verbal confirmation with the party's representative.

D. Special Circumstances Questionnaires

1. High Inflation Rates

Cases involving economies that have experienced high inflation rates during or around the POI or POR may require special methodologies involving home market pricing, COP, CV, difference in merchandise adjustments, and currency exchange.¹ Supporting information may be required in the questionnaire. Section A of the standard questionnaire asks companies if the annual inflation rate in the foreign market was in excess of 25 percent during any month of foreign

¹See, e.g., [Preliminary Determination of Sales at Less Than Fair Value: Certain Welded Carbon Steel Pipes from Turkey](#), 69 FR 18049 (April 6, 2004); and [Preliminary Determination of Sales at Less Than Fair Value: Silicomanganese from Brazil](#), 68 FR 61185 (October 27, 2003) (unchanged in [Final Results](#), 69 FR 29517 (May 24, 2004)).

market sales.

2. Sampling

In an administrative review, every U.S. sale made by every firm under review must be examined unless a decision is made to examine a sample of sales. For examples of “sampling,” research any recent administrative review for ball bearings from France, Germany, Italy, Japan, or the United Kingdom.

E. Presentation

Most companies retain representatives familiar with antidumping duty investigation and review processes. This has made “presentations of the questionnaire,” which are offered in the Department’s regulations, almost entirely obsolete. See 19 CFR 351.301(c)(2)(v). However, analysts should be aware of the process in case a presentation is requested. The process is as follows:

- Reserve a room at the Department and set a meeting time. The case analysts, team leader, and/or PM should attend the meeting, as should the case attorney;
- If the respondent is not represented by counsel or other representative, and a presentation is requested, the questionnaire will be presented directly to the respondent;
- If the respondent cannot send someone to Washington, DC for the presentation, we may be able to make an on-site presentation, on a case-specific basis;
- The purpose of the presentation is to review the questionnaire with the respondent and answer any questions the respondent has on the content of the questionnaire and to clarify any information the respondent may not fully understand;
- After the meeting, the analyst should draft a memorandum to the file covering what transpired during the meeting and any special requests and/or modifications the respondents requested. If respondent requests a modification to any portion of the questionnaire, that request must be submitted in writing and approved by the PM; and
- Any changes the team agrees to make to the questionnaire need to be distributed to all of the interested parties and placed on the record. **Under no circumstances should the analyst orally agree to change the questionnaire, even those regarding the reporting requirements.**

IV. RECIPIENTS OF A QUESTIONNAIRE

A. Respondents Based on Petition or Review Request

Section 351.204(c)(1) of the Department's regulations requires us to examine, where practicable, each known exporter and producer of the subject merchandise during the POI in an investigation. If it is not practicable to examine all known exporters/producers in an investigation or all parties for which we received a request for an administrative review, the Department may determine the weighted-average dumping margins for a reasonable number of exporters or producers by limiting its examination to either:

- A sample of exporters, producers, or types of products that are statistically valid based on the information available to the administering authority at the time of selection; or
- Exporters and producers accounting for the largest volume of the subject merchandise from the exporting country that can be reasonably examined. See section 777A(c)(2) of the Act.

In NME cases, exporters must pass a "separate rate" test to receive a rate that is separate from the NME-wide dumping margin. For further discussion, see Chapter 10 entitled, "Non-Market-Economy Cases."

1. Investigations

To determine which companies will be examined in an investigation (and will receive a complete questionnaire), we do one or more of the following:

- Issue only Section A of the questionnaire, which requests information on the quantity and value of subject merchandise sold to the United States;
- Issue a letter to all known producers to determine quantity and value of subject merchandise sold to the United States;
- Request a customs run that gives a detailed view of all manufacturers and lists the quantity and value of the imports of the subject merchandise into the United States. All of the information on the customs run is proprietary CBP information. The analyst should always consult the PM before relying upon with any information from the customs run;

The following commercial information may also be requested from the U.S. Embassy during the initiation process or, at the latest, immediately after the initiation of the investigation:

- The names of the manufacturers producing the investigated product, the U.S. quantities sold, the value of these sales, and, to the extent available, the same data for the current calendar year up to the filing of the petition and for the POI specifically;

- Any relationships between manufacturers and importers;
- Any relationships between manufacturers and resellers (such as trading companies). If there are such relationships, we may ask additional questions about resellers;
- Total value and quantity of home market or third country market sales of the like product for each company for the POI;
- If a request for information is sent to the U.S. Embassy in the exporting country, it should be sent via cable to the Commercial Service officer at the embassy in the foreign capital. We request a reply to our cable within 10 days. The “desk officer” and any other appropriate official in the MAC unit of ITA must clear these cables. Read a recent case initiation file for an example of the cable format to be used and the clearances that are required.
- For cases on Japanese products, we do not send a cable but instead send a letter to the Ministry of Economy, Trade and Industry (METI) official at the Embassy of Japan here in Washington to obtain this information.
- For cases on products from Taiwan, we send queries to the Economic Division of the Taiwan Economic and Cultural Representative’s Office (TECRO), here in Washington.
- For cases involving the People’s Republic of China, we send our queries to the Bureau of Fair Trade for Imports and Exports at the Ministry of Commerce (MOFCOM). In segments where the respondents do not already have representation, we ask MOFCOM to transmit the Department’s Quantity and Value request to all companies who manufacture and export subject merchandise to the United States, as well as to the manufacturers who produce the subject merchandise for companies who exported subject merchandise to the United States during the POI or POR.

2. Administrative Reviews

The parties that receive questionnaires in an administrative review are those specifically mentioned in the petitioners’, importers’, and respondent resellers’ or manufacturers’ requests for review. To identify the respondents, refer to the requests for administrative review that were filed. The analyst should provide a copy of any requests received to the analyst responsible for drafting initiation notices; currently, that responsibility resides in Office 4. The initiations of administrative reviews are published in the Federal Register every month and can be found online at <http://www.ia.ita.doc.gov/frn/>. The Federal Register publications can also be accessed the day they are published online at <http://www.gpoaccess.gov/fr/>. They are mostly found under “Notices Involving Multiple Countries.”

Quantity and value letters are also sometimes sent in cases where the Department receives review requests for a large number of companies. In those cases, the Department may not have the resources to individually review all the companies requested. We may send quantity and value letters to help determine whether the companies had shipments during the POR, or to gather information for limiting the individually reviewed companies to the largest companies, or to a statistical sample.

B. Voluntary Respondents

For investigations where we are unable to examine all exporters or producers, we write a memo naming the companies selected, and explaining our selection process. The memo should state our approach to “voluntary respondents.” Typically, if one of the selected companies does not participate in the investigation, we may replace it with a company that has requested to be a voluntary respondent. If accepted as a voluntary respondent, the company would be accorded the same treatment as all officially designated respondents in the investigation. This includes the application of facts available, if necessary. Voluntary responses will be accepted if:

- The response is timely filed; and
- The number of mandatory respondents is not so large as to make analysis of the voluntary responses unduly burdensome for the Department (see section 782(a) of the Act and 19 CFR 351.204(d)(2) for guidelines on the treatment of voluntary responses).

See Chapter 10 entitled, “Non-Market-Economy Cases,” for special procedures regarding NME cases.

V. SUPPLEMENTAL QUESTIONNAIRES

The primary purpose of a supplemental questionnaire is to obtain information from respondents that was not received, or was not clearly stated, in the original questionnaire response. First, the analyst should examine the response to the questionnaire and create a list of questions raised based on the respondents’ responses. Second, the analyst should run the data integrity program. Try to order the questions similarly to those in the original questionnaire. Things to look for when examining the questionnaire include:

- Missing data, charts or graphs;
- Responses that need clarification where the plain meaning of the response is not obvious and understandable;
- Discrepancies among the narrative response, documents, and data submitted.

- Ensuring that the currency and unit of measure used by respondents is clear for each variable;
- Requesting new information if a response raises new questions. For example, if the response refers to comparison market sales to Trading Company A, follow up by asking whether the respondent knows if Company A then exports the merchandise. If so, does the respondent know the ultimate destination of goods sold to Company A? Is Company A related to the respondent? Answers to these questions will help establish whether the respondent has reported its sales, distribution channels, and corporate relationships correctly and completely; and
- If a CV and/or COP questionnaire response is involved, the analyst will need to coordinate with OA, which may be responsible for the analysis of Section D. The analyst may combine his or her supplemental questions with OA's and send them out as part of a single document that has been reviewed and signed by the PM, or OA can issue a CV and /or COP supplemental questionnaire separately.

When the analyst has completed a draft supplemental questionnaire and cover letter, the PM will review the document; the PM or OD will sign the supplemental questionnaire. At this point, the supplemental questionnaire should be released to the parties. This is done in the same manner as the questionnaire. Finally, although we strive to be as complete as possible in our first supplemental questionnaire, it may be necessary to draft other supplemental questionnaires later in the case. For example, as the analyst works on the analysis and computer programs, he or she may have questions that were not apparent in the initial examination of the original questionnaire and subsequent supplemental questionnaire responses.

Because of the short statutory deadlines for our preliminary determinations for investigations and results for reviews and the need to give respondents adequate time to reply, the analyst should try to draft a supplemental questionnaire within one or two weeks after the receipt of the questionnaire response. However, the analyst needs to take sufficient time to thoroughly analyze the response and incorporate any appropriate comments made by petitioner. Before the analyst finalizes the supplemental questionnaire, if comments have not been received from petitioners, contact petitioners to determine if they will be submitting comments on the initial questionnaire responses.

VI. DUE DATES

Time limits for submitting factual information, including questionnaire responses for investigations and administrative reviews, are described in 19 CFR 351.301. Under 19 CFR 351.301(c)(2)(ii), we are given the authority to set the time limit for the response. Under 19 CFR 351.302, a party may request an extension. This extension request must be submitted in writing and provide the reasons for the request. If approved, the Department must notify the parties in writing of the extension.

Typically, for investigations and reviews, respondents are given 21 days from the issuance of the questionnaire to complete Section A and 37 days from the issuance for the remainder. Extensions are usually granted for no more than 14 days. For supplemental questionnaires, our deadline will depend on the time remaining before a preliminary determination or verification. Generally, we try to grant no more than 14 days.

According to 19 CFR 351.301(b)(1), factual information relevant to an investigation should be submitted not later than seven days before the scheduled date of verification. For an administrative review, factual information should be submitted no later than 140 days after the last day of the anniversary month. However, 19 CFR 351.301(c)(2)(i) allows the Department to request information at any time. For information on due dates for questionnaire responses for new shipper reviews and expedited antidumping reviews, refer to 19 CFR 351.301(b)(4) and (5), respectively. For deadlines on NME surrogate factor valuation data, see 19 CFR 351.301(c)(3).

The regulations provide for rejection of untimely-filed documents. Under 19 CFR 351.302(d), if a submitting party does not meet the deadline, we may return the late documents to the party, along with written notice stating the reasons for the return.

As noted above, the submission of factual information under 19 CFR 351.301(b) is sometimes tied to the date that the verification commences or ends. If a respondent has both foreign and U.S. verifications, the date of its first verification is used to calculate the submission date for pre-verification submissions in investigations. The date of the last verification for a company is used to calculate its date for post-verification submissions in investigations or reviews.