U.S. PURCHASERS' QUESTIONNAIRE

CASED PENCILS FROM CHINA

This questionnaire must be received by the Commission by <u>April 14, 2017</u>

See last page for filing instructions.

The information called for in this questionnaire is for use by the United States International Trade Commission in connection with its review of the antidumping duty order concerning cased pencils from China (Inv. No. 731-TA-669 (Fourth Review)). The information requested in the questionnaire is requested under the authority of the Tariff Act of 1930, title VII. This report is mandatory and failure to reply as directed can result in a subpoena or other order to compel the submission of records or information in your possession (19 U.S.C. § 1333(a)). Further information on this questionnaire can be obtained from Grace Kenneally (202-708-1669, Grace.Kenneally@usitc.gov).

State	Name of firm		
Website Has your firm purchased cased pencils (as defined on the next page) from any source (domestic or foreign) at any time since January 1, 2011? NO (Sign the certification below and promptly return only this page of the questionnaire to the Commission) YES (Complete all parts of the questionnaire, and return the entire questionnaire to the Commission) Return questionnaire via the Commission Drop Box by clicking on the following link: https://dropbox.usitc.gov/oinv/. (PIN: PENCIL) CERTIFICATION certify that the information herein supplied in response to this questionnaire is complete and correct to the best of m cowledge and belief and understand that the information submitted is subject to audit and verification by the Commission. B cans of this certification I also grant consent for the Commission, and its employees and contract personnel, to use the formation provided in this questionnaire and throughout this proceeding in any other import-injury proceedings or review inducted by the Commission on the same or similar merchandise. the undersigned, acknowledge that information submitted in response to this request for information and throughout this proceeding or other proceedings may be disclosed to and used: (i) by the Commission, its employees and Offices, and contract resonnel (a) for developing or maintaining the records of this or a related proceeding, or (b) in internal investigations, audits views, and evaluations relating to the programs, personnel, and operations of the Commission including under 5 U.S.C. appendix 3; or (ii) by U.S. government employees and contract personnel, solely for cybersecurity purposes. I understand that an intract personnel will sign appropriate nondisclosure agreements. Phone: Phone: Email address	Address		
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gnature Email address	ne of Authorized Official	Title of Authorized Official	Date
_		Phone:	
Fax	•		

PART I.—GENERAL INFORMATION

Background.--On December 28, 1994, the Department of Commerce ("Commerce") issued an antidumping duty order on imports of cased pencils from China. On June 1, 2016, the Commission instituted a review pursuant to section 751(c) of the Tariff Act of 1930 (19 U.S.C. § 1675(c)) (the Act) to determine whether revocation of the order would be likely to lead to continuation or recurrence of material injury to the domestic industry within a reasonably foreseeable time. If both the Commission and Commerce make an affirmative determination, the order will remain in place. If either the Commission or Commerce makes a negative determination, Commerce will revoke the order. Questionnaires and other information pertinent to this proceeding are available at https://usitc.gov/investigations/701731/2016/cased_pencils_china/fourth_review_full.htm

<u>Cased pencils</u> covered by these investigations are shipments of certain cased pencils of any shape or dimension (except as described below) which are writing and/or drawing instruments that feature cores of graphite or other materials, encased in wood and/or man-made materials, whether or not decorated and whether or not tipped (e.g., with erasers, etc.) in any fashion, and either sharpened or unsharpened.

The pencils subject to the order are currently classifiable under subheading 9609.10.00 of the Harmonized Tariff Schedule of the United States ('HTSUS').

Specifically excluded from the scope of the order are mechanical pencils, cosmetic pencils, pens, noncased crayons (wax), pastels, charcoals, chalks, and pencils produced under U.S. patent number 6,217,242, from paper infused with scents by the means covered in the above-referenced patent, thereby having odors distinct from those that may emanate from pencils lacking the scent infusion. Also excluded from the scope of the order are pencils with all of the following physical characteristics: (1) Length: 13.5 or more inches; (2) sheath diameter: not less than one-and-one quarter inches at any point (before sharpening); and (3) core length: Not more than 15 percent of the length of the pencil. In addition, pencils with all of the following physical characteristics are excluded from the scope of the order: Novelty jumbo pencils that are octagonal in shape, approximately ten inches long, one inch in diameter before sharpening, and three-and-one eighth inches in circumference, composed of turned wood encasing one-and-one half inches of sharpened lead on one end and a rubber eraser on the other end. Although the HTSUS subheading is provided for convenience and customs purposes, the written description of the scope of the order is dispositive.

<u>Purchaser</u>.--Any firm engaged, either directly or through a parent company or subsidiary, in purchasing cased pencils from another firm that produces, imports, or otherwise distributes cased pencils.

Reporting of information.-- If information is not readily available from your records, provide carefully prepared estimates. If your firm is completing more than one questionnaire in connection with this proceeding (i.e., a producer, importer, and/or purchaser questionnaire), you need not respond to duplicated questions.

<u>Confidentiality</u>.--The commercial and financial data furnished in response to this questionnaire that reveal the individual operations of your firm will be treated as confidential by the Commission to the extent that such data are not otherwise available to the public and will not be disclosed except as may be required by law (see 19 U.S.C. § 1677f). Such confidential information will not be published in a manner that will reveal the individual operations of your firm; however, general characterizations of

numerical business proprietary information (such as discussion of trends) will be treated as confidential business information only at the request of the submitter for good cause shown.

<u>Verification</u>.--The information submitted in this questionnaire is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all of your files, worksheets, and supporting documents used in the preparation of the questionnaire response. Please also retain a copy of the final document that you submit.

Release of information.--The information provided by your firm in response to this questionnaire, as well as any other business proprietary information submitted by your firm to the Commission in connection with this proceeding, may become subject to, and released under, the administrative protective order provisions of the Tariff Act of 1930 (19 U.S.C. § 1677f) and section 207.7 of the Commission's Rules of Practice and Procedure (19 CFR § 207.7). This means that certain lawyers and other authorized individuals may temporarily be given access to the information for use in connection with this proceeding or other import-injury proceedings conducted by the Commission on the same or similar merchandise; those individuals would be subject to severe penalties if the information were divulged to unauthorized individuals.

I-1. <u>OMB statistics.</u>--Please report the actual number of hours required and the cost to your firm of completing this questionnaire.

Hours	Dollars

The questions in this questionnaire have been reviewed with market participants to ensure that issues of concern are adequately addressed and that data requests are sufficient, meaningful, and as limited as possible. Public reporting burden for this questionnaire is estimated to average 40 hours per response, including the time for reviewing instructions, gathering data, and completing and reviewing the questionnaire.

We welcome comments regarding the accuracy of this burden estimate, suggestions for reducing the burden, and any suggestions for improving this questionnaire. Please attach such comments to your response or send to the Office of Investigations, USITC, 500 E St. SW, Washington, DC 20436.

I-2. <u>Establishments covered.</u>--Provide the name and address of establishment(s) covered by this questionnaire, if different from that listed on the cover page. Firms operating more than one establishment should combine the data for all establishments into a single report.

" <u>Establishment</u> "Each facility of a firm involved in the <u>purchase</u> of cased pencils, including
auxiliary facilities operated in conjunction with (whether or not physically separate from) such
facilities.

U.S. Purchasers' Questionnaire - Cased Pencils I-3. Ownership.--Is your firm owned, in whole or in part, by any other firm? Yes--List the following information. No **Extent of ownership** Address (percent) Firm name I-4. Related importers/exporters.--Does your firm have any related firms, either domestic or foreign, that import cased pencils into the United States or that export cased pencils to the United States? No Yes--List the following information. Affiliation Firm name Country I-5. Related producers.--Does your firm have any related firms, either domestic or foreign, that produce cased pencils? Yes--List the following information. No Affiliation Firm name and country Country I-6. Business plan.--Does your company or any related firm have a business plan or any internal documents that describe, discuss, or analyze expected market conditions for cased pencils? If yes, please provide these documents. If you are not providing the No Yes requested documents, please explain why not.

PART II.--PURCHASES

<u>Contact information.</u>— Please identify the responsible individual and the manner by which Commission staff may contact that individual regarding the confidential information submitted in this questionnaire.

Name	
Title	
Email	
Telephone	
Fax	

II-1. Purchases.—

(a) Please estimate your firm's total U.S. purchases of cased pencils in 2016. (Do not include imports for which your firm was the importer of record; such imports should be reported in your U.S. importer's questionnaire.) (Note 1 gross=144 pencils).

Quantity (in 1,000 gross)	

(b) Estimate the percentage of the quantity of your firm's purchases of cased pencils in 2016 that were produced in each of the specified countries.

Item	Share of quantity of 2016 purchases (percent)
Cased pencils produced in United States	%
China (Beijing FILA Dixon Stationary Co.)	%
China (All other)	%
All other countries:	%
Total (should sum to 100.0%)	0.0 %
¹ Please identify these countries:	

II-2. <u>Changes in purchasing patterns.</u>--Please indicate how the shares of your firm's purchases of cased pencils from different sources have changed since January 1, 2011.

Source of nurchases	Did not	Docrossed	Incressed	Constant	Fluctuated	Evaluation for trand
Source of purchases	purchase	Decreased	Increased	Constant	Fluctuated	Explanation for trend
United States						
China (Beijing FILA Dixon Stationary Co.)						
China (All other)						
All other countries						
Sources unknown						
		e country or blain the reas		•	rchased case	d pencils from only one

II-4. <u>Supplier identification.</u>-- Please list your firm's <u>FIVE</u> largest suppliers for cased pencils since January 1, 2011. Also, provide the share of the quantity of your firm's total purchases of cased pencils that each of these suppliers accounted for in 2016.

No.	Supplier's name	City and state	Share of quantity of 2016 purchases
1			%
2			%
3			%
4			%
5			%

II-5. <u>Bundled purchases of cased pencils with other products.</u>—Does your firm purchase cased pencils in bundles that include other products?

		Estimated share	
		of your	
		purchases of	
		pencils in 2016	
		that were	
		purchased in a	
		bundle with	Describe the other products that are included in typical
No	Yes	other products	bundled purchases

PART III.-- MARKET CHARACTERISTICS AND PURCHASING PRACTICES

-	oe Whicl all that ap _l		following best	describes you	ır firm	n as a p	ourchaser of cased pencil	;
Retail	er su	ffice ipply erstore	School suppliers	Distributor	Ot	ther	Describe other	
-			o you compet I purchase cas		your c	custom	ers with the manufacture	ers
No	Yes	If yes, p	olease describ	oe.				
Types o	f custome	<u>rs.</u> Wha	at are the maj	or types of co	nsume	ers to v	which you sell cased pend	ils
Types o	f custome	 <u>:rs</u> Wha	at are the maj	or types of co	nsumo	ers to v	which you sell cased pend	ils
Types o		<u>ers</u> Wha	at are the maj	or types of co	nsumo	ers to v	which you sell cased pend	ils
	utes.—			or types of coi			vhich you sell cased pend	:ils´
Substitu	utes.—		ts be substitu		pencil		which you sell cased pend	ils
Substitu	<u>ites</u> .— Can othei	r produc	ts be substitu	ted for cased p	oencil ole.	s?	which you sell cased pend in the price of this subst ne price for cased pencils	itu
Substitu	utes.— Can othei No	r produc	ts be substitu	ted for cased p fill out the tak Ha	oencil ole.	s?	in the price of this subst	itu
Substitution (a)	utes.— Can othei No	r produc	ts be substitu YesPlease duse in which	ted for cased p fill out the tak Ha	oencil ole. ave ch affe	s?	in the price of this subst se price for cased pencils	itu

III-4.	Substitutes.	Continued
111-4.	Substitutes.	Continuea

(b)	Have there been any changes in the number or types of products that can be
	substituted for cased pencils since January 1, 2011? Do you anticipate any future
	changes?

Changes in substitutes	No	Yes	Explain
Changes since January 1, 2011			
Anticipated changes			

III-5. <u>Demand trends.</u>-- Indicate how demand within the United States and outside of the United States (if known) for cased pencils has changed since January 1, 2011, and how you anticipate demand will change in the future. Explain any trends and describe the principal factors that have affected, and that you anticipate will affect, these changes in demand.

Market	Overall increase	No change	Overall decrease	Fluctuate with no clear trend	Explanation and factors				
		Demand	d since Janua	ary 1, 2011					
Within the United States									
Outside the United States									
	Anticipated future demand								
Within the United States									
Outside the United States									

- III-6. Market studies.--Please provide as a separate attachment to this request any studies, surveys, etc. that you are aware of that quantify and/or otherwise discuss cased pencils supply (including production capacity and capacity utilization) and demand in (1) the United States, (2) each of the other major producing/consuming countries, including China, and (3) the world as a whole. Of particular interest is such data from 2011 to the present and forecasts for the future.
- III-7. <u>Country preferences.</u>--Do you or your customers ever specifically order cased pencils from one country in particular over other possible sources of supply?

No	Yes	If yes, identify the countries and explain.

III-8.	Importance of purchasing domestic productPlease fill out the table below, estimating the
	percentage of your firm's total 2016 purchases of cased pencils that required cased pencils
	produced in the United States.

	Estimated percentage of your firm's total 2016 purchases of cased pencils
Purchases that did not require domestic product	%
Purchases that were required by law or regulation to be domestic product (e.g., government purchases under "Buy American" provisions)	%
Purchases that were not required by law or regulation, but were required by your customers to be domestic product	%
Purchases that were required to be domestic product for other reasons	
(explain:)	%
Total (should sum to 100.0%)	0.0 %

III-9. Conditions of competition.--

(a) Is the cased pencils market subject to business cycles (other than general economy-wide conditions) and/or other conditions of competition distinctive to cased pencils?

Check all th	at apply.	Please describe.
	No	Skip to question III-12.
	Yes-Business cycles (e.g. seasonal business)	
	Yes-Other distinctive conditions of competition	

(b) If yes, have there been any changes in the business cycles or conditions of competition for cased pencils since January 1, 2011?

No	Yes	If yes, describe.

III-10.	Decisions based on producer and country-of-originHow often does your firm, and if you
	know, do your customers, make purchasing decisions involving cased pencils based on its
	producer or country of origin?

	Always	Usually	Sometimes	Never	If at least sometimes, explain.					
Decision based on producer										
Your firm										
Your customers										
		Decis	ion based on c	ountry of	origin					
Your firm										
Your customers										

III-11. Availability of supply.--Has the availability of cased pencils in the U.S. market changed since January 1, 2011? Do you anticipate any future changes? Note: Nonsubject imports include imports from Beijing FILA Dixon Stationary Company.

Availability in the U.S. market	No	Yes	Please explain, noting the countries and reasons for the changes.							
Changes since January 1, 2	Changes since January 1, 2011:									
U.Sproduced product										
Subject imports										
Nonsubject imports										
Anticipated changes:										
U.Sproduced product										
Subject imports										
Nonsubject imports										

III-12. <u>Availability of specific product types</u>.--Are certain grades/types/sizes of cased pencils only available from certain country sources?

No	Yes	If yes, please identify the countries and the grade/type/size.

U.S. Pu	rchasers	' Questic	onnaire -	Cased Pencils				Page 12			
III-13.	<u>Supply constraints.</u> Has any firm refused, declined, or been unable to supply your firm with cased pencils since January 1, 2011 (examples include placing customers on allocation or "controlled order entry," declining to accept new customers or renew existing customers, delivering less than the quantity promised, been unable to meet timely shipment commitments, etc.)?										
	No Yes If yes, please describe.										
III-14.	<u>Purchas</u>	sing freq	uency								
	(a)	How fre	quently	do you make p	ourchases of	cased pencils	s (check c	one)?			
		Daily	Weekly	Monthly	Quarterly	Annually	Other	If other, specify			
	(b)	Do you	expect tl	nis purchasing	frequency to	change in th	ne next tv	vo years?			
		No	Yes	If yes, explair	1.						
III-15.	Number of suppliers contactedHow many suppliers do you generally contact before making a purchase? Between and firms.										
III-16.	<u>Supplier negotiations</u> Do your purchases of cased pencils usually involve negotiations between supplier and purchaser?										
		If yes, explain the factors you generally negotiate and note whether your firm quotes competing prices during negotiations.									
III-17.	Change in suppliers Has your firm changed suppliers since January 1, 2011?										

If yes, please list the supplier(s), whether the firm was added or

dropped, and the reasons for the change.

No

Yes

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U.S. Pu	rchasers	' Questio	nnaire - Ca	sed Pencils Page 13
III-18.	New su	ppliers		
	(a)	-		ny new suppliers, either foreign or domestic, that have entered the ry 1, 2011?
		No	Yes If	yes, please identify the firms.
	(b)	Do you e	expect new	cased pencils suppliers to enter the U.S. market?
		No	Yes If	yes, please explain.
III-19.	to sell o	cased pen provide th The num A genera descript	cils to you be following ber of day al description of the f	you require your suppliers to be or to become certified or qualified r firm? g information. s to qualify a new supplier. on of the certification or qualification process. Also, a brief factors that you consider when qualifying a new supplier (e.g., quality ty of supplier, etc.).
	No	Yes	Number of days	Process and factors
III-20.	attemp	-	ify or quali	nuary 1, 2011, have any domestic or foreign producers failed in their fy their cased pencils with your firm or have any producers lost their
	No	Yes		lease identify these firms, the countries where they are located, and

1.			
2.			
Please list any other factors that are	very important in	vour nurchase de	cisions:
Purchasing factorsPlease rate the in purchasing decisions for cased pencils.	nportance of the		
Factor	Very important	Somewhat important	Not important
Availability			
Delivery terms			
Delivery time			
Discounts offered			
Extension of credit			
Minimum quantity requirements			
Packaging			
Price			
Product consistency			
Product range			
Quality exceeds industry standards			
Quality meets industry standards			
Reliability of supply			
Technical support/service			
U.S. transportation costs			

U.S. Purchasers	' Questionnaire -	Cased Pencils
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III-24.	Minimum qualityHow often do cased pencils from the following countries meet minimum
	quality specifications for your uses or your customers' uses?

Source	Always	Usually	Sometimes	Rarely or never	Don't know
United States					
China					
Other:					

III-25.	Frequency of decisions based on priceHow often does your firm purchase the cased pencils
	that is offered at the lowest price?

Always	Usually	Sometimes	Never

III-26.	Choice of product not based on priceIf you purchased cased pencils from one country source
	although a comparable product was available from another country source at a lower price,
	please explain your reasons for doing so (please specify by country).

<u></u>		

III-27. <u>Price leaders.</u>--A price leader is defined as (1) one or more firms that initiate a price change, either upward or downward, that is followed by other firms, or (2) one or more firms that have a significant impact on prices. A price leader is not necessarily the lowest-priced supplier.

Please list the names of any firms you considered price leaders in the cased pencils market since January 1, 2011.

Firm(s)	Describe how the firm(s) exhibited price leadership

III-28. Changes in U.S. industry.

Activities of your firm

Entire U.S. market

	(a) Please identify and discuss any improvements/changes in the U.S. cased pencils since January 1, 2011 and explain the factors, including the order(s) under review were responsible for each improvement/change.				
	(b)	Please discuss any improvements/changes that you anticipate in the future in the U.S. cased pencils industry. Identify the time period and causes for these improvements/changes.			
III-29.	antidur any pot	of revocationWhat do you think will be the likely effects of any revocation of the mping duty order for imports of cased pencils from China? As appropriate, please discuss cential effects of revocation of the antidumping duty order on (1) the future activities of m and (2) the U.S. market as a whole. Please note the future time period to which you erring.			

PART IV.-- PRODUCT COMPARISIONS

IV-1. <u>Country knowledge.</u>--Please indicate the countries of origin for cased pencils for which your firm has actual marketing/pricing knowledge.

United States	China	Other countries	Other countries (specify)

IV-2. <u>Interchangeability.</u>--Are cased pencils produced in the United States and in other countries interchangeable (*i.e.*, can they physically be used in the same applications)? If your answer differs for China (all other firms) and China (Beijing FILA Dixon Stationary Company), please explain.

Please indicate A, F, S, N, or 0 in the table below:

- A = the products from a specified country-pair are *always* interchangeable
- F = the products are *frequently* interchangeable
- S = the products are *sometimes* interchangeable
- N = the products are *never* interchangeable
- 0 = no familiarity with products from a specified country-pair

Country-pair	China	Other countries
United States		
China		
		is sometimes or never interchangeable, ors that limit or preclude interchangeable

IV-3. <u>Factors other than price</u>.--Are differences other than price (*e.g.*, quality, availability, transportation network, product range, technical support, *etc.*) between cased pencils produced in the United States and in other countries a significant factor in your firm's purchases of the products? If your answer differs for China (all other firms) and China (Beijing FILA Dixon Stationary Company), please explain.

Please indicate A, F, S, N, or 0 in the table below:

A = such differences are *always* significant

F = such differences are *frequently* significant

S = such differences are *sometimes* significant

N = such differences are *never* significant

0 = no familiarity with products from a specified country-pair

Country-pair	China	Other countries					
United States							
China							
For any country-pair for which factors other than price <i>always</i> or <i>frequently</i> are a significant factor in your firm's purchases of cased pencils, identify the country-pair and report the advantages or disadvantages imparted by such factors:							

IV-4. <u>Factor country comparisons.</u>—For the factors listed below, please rate how cased pencils produced in each country you identified in your response to the first question in Part IV compares with cased pencils produced in each of the other countries you identified.

If you are unfamiliar with the product from a particular country, please leave the boxes for those country comparisons blank.

	Product from United States compared to product from China		Product from United States compared to product from Nonsubject countries			Product from <u>China</u> compared to product from <u>Nonsubject</u> <u>countries</u>			
Factor	Superior	Comparable	Inferior	Superior	Comparable	Inferior	Superior	Comparable	Inferior
Availability									
Delivery terms									
Delivery time									
Discounts offered									
Extension of credit									
Minimum quantity requirements									
Packaging									
Price ¹									
Product consistency									
Product range									
Quality exceeds industry standards									
Quality meets industry standards									
Reliability of supply									
Technical support/service									
U.S. transportation costs ¹									
¹ A rating of superior on price and U.S. transpo	¹ A rating of superior on price and U.S. transportation costs indicates that the first country generally has lower								

¹ A rating of superior on price and U.S. transportation costs indicates that the first country generally has lower prices/U.S. transportation costs than the second country.

Change in price.--

IV-5.

	(a)	Since January 1, 2011, has there been a change in the price of cased pencils? If so, has the price of U.Sproduced cased pencils changed more or less than the price of imported cased pencils from China?						
	No change in price.							
	Prices have changed by the same amount.							
	Price of U.Sproduced cased pencils has changed relative to the price cased pencils from China (Beijing FILA Dixon Stationary Company).							
	nas changed relative to the price of ms).							
	as changed relative to the price of cased ed cased pencils is now relatively							
		Higher	Lower					
				than those from China (Beijing FILA Dixon Stationary Company).				
				than those from China (all other firms).				
PART V	PART V.—ADDITIONAL INFORMATION							
V-1.	Other explanationsIf your firm would like to further explain a response to any question that did not provide a narrative response box, please note the question number and the explanation in the space provided below.							

HOW TO FILE YOUR QUESTIONNAIRE RESPONSE

This questionnaire is available as a "fillable" form in MS Word format on the Commission's website at:

https://usitc.gov/investigations/701731/2016/cased pencils china/fourth review full. htm

Please do not attempt to modify the format or permissions of the questionnaire document. Please submit the completed questionnaire using one of the methods noted below. If your firm is unable to complete the MS Word questionnaire or cannot use one of the electronic methods of submission, please contact the Commission for further instructions.

• <u>Upload via Secure Drop Box</u>.—Upload the MS Word questionnaire along with a scanned copy of the signed certification page (page 1) through the Commission's secure upload facility:

Web address: https://dropbox.usitc.gov/oinv/ Pin: PENCIL

• E-mail.—E-mail the MS Word questionnaire to Grace.Kenneally@usitc.gov; include a scanned copy of the signed certification page (page 1). Submitters are strongly encouraged to encrypt nonpublic documents that are electronically transmitted to the Commission to protect your sensitive information from unauthorized disclosure. The USITC secure drop-box system and the Electronic Document Information System (EDIS) use Federal Information Processing Standards (FIPS) 140-2 cryptographic algorithms to encrypt data in transit. Submitting your nonpublic documents by a means that does not use these encryption algorithms (such as by email) may subject your firm's nonpublic information to unauthorized disclosure during transmission. If you choose a non-encrypted method of electronic transmission, the Commission warns you that the risk of such possible unauthorized disclosure is assumed by you and not by the Commission.

If your firm <u>does not </u>**purchase this product**, please fill out page 1, print, sign, and submit a scanned copy to the Commission.

<u>Parties to this proceeding</u>.—If your firm is a party to this proceeding, it is required to serve a copy of the completed questionnaire on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties may be obtained from the Commission's Secretary (202-205-1803). A certificate of service must accompany the completed questionnaire you submit (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.