

---

**LOST SALES AND LOST REVENUE SURVEY**  
**CERTAIN NEW PNEUMATIC OFF-THE-ROAD TIRES FROM**  
**CHINA, INDIA, AND SRI LANKA**

---

This survey must be received by the Commission by January 22, 2015

*See last page for filing instructions.*

The information called for in this survey is for use by the United States International Trade Commission in connection with its antidumping and countervailing duty investigations concerning certain new pneumatic off-the-road tires ("OTR tires") from China, India, and Sri Lanka (Inv. Nos. 701-TA-551-553 and 731-TA-1307-1308 (Preliminary)). The information requested in the survey 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 survey can be obtained from Lauren Gamache (202-205-3489, [lauren.gamache@usitc.gov](mailto:lauren.gamache@usitc.gov)).

Name of firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Website \_\_\_\_\_

Has your firm purchased OTR tires (as defined on next page) at any time since January 1, 2012?

**NO** (Sign the certification below and promptly return **only** this page of the survey to the Commission)

**YES** (Complete all parts of the survey, and return the entire survey to the Commission)

**Return survey via the U.S. International Trade Commission *Drop Box* by clicking on the following link:**

<https://dropbox.usitc.gov/oinv/>. Select "CERTAIN NEW PNEUMATIC OFF-THE-ROAD-TIRES FROM CHINA, INDIA, AND SRI LANKA" in the drop down menu. **(PIN: OTR2)**

**CERTIFICATION**

*I certify that the information herein supplied in this survey is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the Commission.*

*By submitting this certification I also grant consent for the Commission, and its employees and contract personnel, to use the information provided in this survey and throughout this proceeding in any other import-injury proceedings conducted by the Commission on the same or similar merchandise.*

*I, the undersigned, acknowledge that information submitted in response to this request for information and throughout this investigation or other proceeding may be disclosed to and used: (i) by the Commission, its employees and Offices, and contract personnel (a) for developing or maintaining the records of this or a related proceeding, or (b) in internal investigations, audits, reviews, 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 all contract personnel will sign appropriate nondisclosure agreements.*

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email address

**GENERAL INFORMATION**

These proceedings were instituted in response to petitions filed on January 8, 2016, by Titan Tire Corporation of Des Moines, Iowa and the United Steel, Paper and Forestry, Rubber, Manufacturing, Energy, Allied Industrial and Service Workers International Union, AFL-CIO, CLC of Pittsburgh, Pennsylvania. Antidumping and/or countervailing duties may be assessed on the subject imports as a result of these proceedings if the Commission makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce makes an affirmative determination of subsidization and/or dumping. Questionnaires and other information pertinent to these proceedings are available at

[https://www.usitc.gov/investigations/701731/2016/certain\\_new\\_pneumatic\\_off\\_the\\_road\\_tires\\_china/preliminary.htm](https://www.usitc.gov/investigations/701731/2016/certain_new_pneumatic_off_the_road_tires_china/preliminary.htm).

**OTR tires** covered by these investigations include the following: new pneumatic tires designed for off-the-road (OTR) and off-highway use, subject to exceptions identified below. Certain OTR tires are generally designed, manufactured and offered for sale for use on off-road or off-highway surfaces, including but not limited to, agricultural fields, forests, construction sites, factory and warehouse interiors, airport tarmacs, ports and harbors, mines, quarries, gravel yards, and steel mills. The vehicles and equipment for which certain OTR tires are designed for use include, but are not limited to: (1) agricultural and forestry vehicles and equipment, including agricultural tractors,<sup>1</sup> combine harvesters,<sup>2</sup> agricultural high clearance sprayers,<sup>3</sup> industrial tractors,<sup>4</sup> log-skidders,<sup>5</sup> agricultural implements, highway-towed implements, agricultural logging, and agricultural, industrial, skid-steers/mini-loaders;<sup>6</sup> (2) construction vehicles and equipment, including earthmover articulated dump products, rigid frame haul trucks,<sup>7</sup> front end loaders,<sup>8</sup> dozers,<sup>9</sup> lift trucks, straddle carriers,<sup>10</sup> graders,<sup>11</sup> mobile cranes,<sup>12</sup> compactors; and (3) industrial vehicles and equipment, including smooth floor, industrial, mining,

---

<sup>1</sup> Agricultural tractors are dual-axle vehicles that typically are designed to pull farming equipment in the field and that may have front tires of a different size than the rear tires.

<sup>2</sup> Combine harvesters are used to harvest crops such as corn or wheat.

<sup>3</sup> Agricultural sprayers are used to irrigate agricultural fields.

<sup>4</sup> Industrial tractors are dual-axle vehicles that typically are designed to pull industrial equipment and that may have front tires of a different size than the rear tires.

<sup>5</sup> A log-skidder has a grappling lift arm that is used to grasp, lift and move trees that have been cut down to a truck or trailer for transport to a mill or other destination.

<sup>6</sup> Skid-steer loaders are four-wheel drive vehicles with the left-side drive wheels independent of the right-side drive wheels and lift arms that lie alongside the driver with the major pivot points behind the driver's shoulders. Skid-steer loaders are used in agricultural, construction and industrial settings.

<sup>7</sup> Haul trucks, which may be either rigid frame or articulated (*i.e.*, able to bend in the middle) are typically used in mines, quarries and construction sites to haul soil, aggregate, mined ore, or debris.

<sup>8</sup> Front loaders have lift arms in front of the vehicle. They can scrape material from one location to another, carry material in their buckets, or load material into a truck or trailer.

<sup>9</sup> A dozer is a large four-wheeled vehicle with a dozer blade that is used to push large quantities of soil, sand, rubble, etc., typically around construction sites. They can also be used to perform "rough grading" in road construction.

<sup>10</sup> A straddle carrier is a rigid frame, engine-powered machine that is used to load and offload containers from container vessels and load them onto (or off of) tractor trailers.

<sup>11</sup> A grader is a vehicle with a large blade used to create a flat surface. Graders are typically used to perform "finish grading." Graders are commonly used in maintenance of unpaved roads and road construction to prepare the base course onto which asphalt or other paving material will be laid.

<sup>12</sup> *i.e.*, "on-site" mobile cranes designed for off-highway use.

counterbalanced lift trucks, industrial and mining vehicles other than smooth floor, skid-steers/mini-loaders, and smooth floor off-the-road counterbalanced lift trucks.<sup>13</sup> The foregoing list of vehicles and equipment generally have in common that they are used for hauling, towing, lifting, and/or loading a wide variety of equipment and materials in agricultural, construction and industrial settings. Such vehicles and equipment, and the descriptions contained in the footnotes are illustrative of the types of vehicles and equipment that use certain OTR tires, but are not necessarily all-inclusive.

While the physical characteristics of certain OTR tires will vary depending on the specific applications and conditions for which the tires are designed (*e.g.*, tread pattern and depth), all of the tires within the scope have in common that they are designed for off-road and off-highway use. Except as discussed below, OTR tires included in the scope of the proceeding range in size (rim diameter) generally but not exclusively from 8 inches to 54 inches. The tires may be either tube-type<sup>14</sup> or tubeless, radial or non-radial, and intended for sale either to original equipment manufacturers or the replacement market.

Certain OTR tires, whether or not attached to wheels or rims, are included in the scope. However, if a subject tire is imported attached to a wheel or rim, only the tire is covered by the scope. Subject merchandise includes certain OTR tires produced in the subject countries whether attached to wheels or rims in a subject country or in a third country.

Excluded from the scope of these investigations are any products covered by the existing antidumping and countervailing duty orders on certain OTR tires from the People's Republic of China. *See Certain New Pneumatic Off-the-Road Tires From the People's Republic of China: Notice of Amended Final Affirmative Determination of Sales at Less Than Fair Value and Antidumping Duty Order*, 73 Fed. Reg. 51,624 (Dep't Commerce Sept. 4, 2008); *Certain New Pneumatic Off-the-Road Tires From the People's Republic of China: Countervailing Duty Order*, 73 Fed. Reg. 51,627 (Dep't Commerce Sept. 4, 2008).<sup>15</sup>

In addition, specifically excluded from the scope are new pneumatic tires designed, manufactured and offered for sale primarily for on-highway or on-road use, including passenger cars, race cars, station wagons, sport utility vehicles, minivans, mobile homes, motorcycles, bicycles, on-road or on-highway trailers, light trucks, and trucks and buses. Such tires generally have in common that the symbol "DOT" must appear on the sidewall, certifying that the tire conforms to applicable motor vehicle safety standards. Such excluded tires may also have the following designations that are used by the Tire and Rim Association:

---

<sup>13</sup> A counterbalanced lift truck is a rigid framed, engine-powered machine with lift arms that has additional weight incorporated into the back of the machine to offset or counterbalance the weight of loads that it lifts so as to prevent the vehicle from overturning. An example of a counterbalanced lift truck is a counterbalanced fork lift truck. Counterbalanced lift trucks may be designed for use on smooth floor surfaces, such as a factory or warehouse, or other surfaces, such as construction sites, mines, etc.

<sup>14</sup> While tube-type tires are subject to the scope of this proceeding, tubes and flaps are not subject merchandise and therefore are not covered by the scope of this proceeding, regardless of the manner in which they are sold (*e.g.*, sold with or separately from subject merchandise).

<sup>15</sup> In these prior investigations, the Department found that imports of OTR tires mounted on wheels were not within the scope of subject merchandise. *See Certain New Pneumatic Off-The-Road Tires from the People's Republic of China: Final Affirmative Determination of Sales at Less Than Fair Value and Partial Affirmative Determination of Critical Circumstances*, 73 Fed. Reg. 40,485 (Dep't Commerce July 15, 2008) and accompanying Issues and Decision Memorandum at Comment 19.

Prefix letter designations:

P--Identifies a tire intended primarily for service on passenger cars;  
LT--Identifies a tire intended primarily for service on light trucks; and,  
ST--Identifies a special tire for trailers in highway service.

Suffix letter designations:

TR--Identifies a tire for service on trucks, buses, and other vehicles with rims having specified rim diameter of nominal plus 0.156" or plus 0.250";  
MH--Identifies tires for Mobile Homes;  
HC--Identifies a heavy duty tire designated for use on "HC" 15" tapered rims used on trucks, buses, and other vehicles. This suffix is intended to differentiate among tires for light trucks, and other vehicles or other services, which use a similar designation.  
Example: 8R17.5 LT, 8R17.5 HC;  
LT--Identifies light truck tires for service on trucks, buses, trailers, and multipurpose passenger vehicles used in nominal highway service; and  
MC--Identifies tires and rims for motorcycles.

The following types of tires are also excluded from the scope: Pneumatic tires that are not new, including recycled or retreaded tires and used tires; non-pneumatic tires, including solid rubber tires; tires of a kind designed for use on aircraft, all-terrain vehicles, and vehicles for turf, lawn and garden, golf and trailer applications. Also excluded from the scope are radial and bias tires of a kind designed for use in mining and construction vehicles and equipment that have a rim diameter equal to or exceeding 39 inches. Such tires may be distinguished from other tires of similar size by the number of plies that the construction and mining tires contain (minimum of 16) and the weight of such tires (minimum 1500 pounds).

The subject merchandise is currently imported under Harmonized Tariff Schedule of the United States ("HTSUS") statistical reporting numbers: 4011.20.1025, 4011.20.1035, 4011.20.5030, 4011.20.5050, 4011.61.00.00, 4011.62.00.00, 4011.63.00.00, 4011.69.00.50, 4011.92.00.00, 4011.93.40.00, 4011.93.8000, 4011.94.4000, 4011.94.8000, 8431.49.9038, 8431.49.9090, 8709.90.0020, and 8716.90.1020. Tires meeting the scope description may also be imported under the following HTSUS provisions: 4011.99.4550, 4011.99.8550, 8424.90.9080, 8431.20.0000, 8431.39.0010, 8431.49.1090, 8431.49.9030, 8432.90.0005, 8432.90.0015, 8432.90.0030, 8432.90.0080, 8433.90.5010, 8503.00.9560, 8708.70.0500, 8708.70.2500, 8708.70.4530, and 8716.90.5035. While HTSUS provisions are provided for convenience and customs purposes, the written description of the subject merchandise is dispositive.

**Unmounted OTR tires.** -- OTR tires that are not attached to wheels or rims.

**Mounted OTR tires.** -- OTR tires that are attached to wheels or rims.

**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 (*i.e.*, a producer, importer, and/or purchaser questionnaire), you need not respond to duplicated questions.

**Confidentiality.**--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.

**Verification.**--The information submitted in this questionnaire is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all 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. In addition, if your firm is a U.S. producer, the information you provide on your production and imports of OTR tires and your responses to the questions in Part I of the producer questionnaire will be provided to the U.S. Department of Commerce, upon its request, for use in connection with (and only in connection with) its requirement pursuant to section 702(c)(4)/732(c)(4) of the Act (19 U.S.C. § 1671a(c)(4)/1673a(c)(4)) to make a determination concerning the extent of industry support for the petition requesting this proceeding. Any information provided to Commerce will be transmitted under the confidentiality and release guidelines set forth above. Your response to these questions constitutes your consent that such information be provided to Commerce under the conditions described above.

**Contact information.**--Please identify the responsible individual and the manner by which Commission staff may contact that individual regarding the confidential information submitted in this survey. This may or may not be the person whose signature is at the bottom of page 1.

|           |  |
|-----------|--|
| Name      |  |
| Title     |  |
| Email     |  |
| Telephone |  |

**PURCHASE INFORMATION**

1. **Purchases.**—Report your firm’s total U.S. purchases of OTR tires. Estimates are acceptable. Please assume the country-of-origin is where the tire was manufactured.

| Item  | 2012                              | 2013 | 2014 | January-<br>September<br>2015 |
|---|-----------------------------------|------|------|-------------------------------|
| <b>Purchases of <i>unmounted</i> OTR tires,<br/>purchased as <i>tire only</i>--</b>     | <b>Quantity (in actual tires)</b> |      |      |                               |
| <b>United States</b>  |                                   |      |      |                               |
| <b>China</b>  |                                   |      |      |                               |
| <b>India</b>  |                                   |      |      |                               |
| <b>Sri Lanka</b>  |                                   |      |      |                               |
| <b>All other countries:<sup>1</sup></b>   |                                   |      |      |                               |
| <b>Sources unknown</b>  |                                   |      |      |                               |
| <sup>1</sup> Please identify these countries:   |                                   |      |      |                               |
| <b>Purchases of <i>unmounted</i> OTR tires,<br/>purchased as <i>part of a kit</i>--</b> | <b>Quantity (in actual tires)</b> |      |      |                               |
| <b>United States</b>  |                                   |      |      |                               |
| <b>China</b>  |                                   |      |      |                               |
| <b>India</b>  |                                   |      |      |                               |
| <b>Sri Lanka</b>  |                                   |      |      |                               |
| <b>All other countries:<sup>2</sup></b>   |                                   |      |      |                               |
| <b>Sources unknown</b>  |                                   |      |      |                               |
| <sup>2</sup> Please identify these countries:   |                                   |      |      |                               |
| <b>Purchases of <i>wheel-mounted</i> OTR<br/>tires --</b>                               | <b>Quantity (in actual tires)</b> |      |      |                               |
| <b>United States</b>  |                                   |      |      |                               |
| <b>China</b>  |                                   |      |      |                               |
| <b>India</b>  |                                   |      |      |                               |
| <b>Sri Lanka</b>  |                                   |      |      |                               |
| <b>All other countries:<sup>3</sup></b>   |                                   |      |      |                               |
| <b>Sources unknown</b>  |                                   |      |      |                               |
| <sup>3</sup> Please identify these countries:   |                                   |      |      |                               |

2. **Changes in purchasing patterns.**— Please indicate how the shares of your firm’s purchases of OTR tires from different sources has changed since January 1, 2012.

| <b>Source of purchases</b> | <b>Did not purchase</b>  | <b>Decreased</b>         | <b>Increased</b>         | <b>Constant</b>          | <b>Fluctuated</b>        | <b>Explanation for trend</b> |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------------------------|
| <b>United States</b>       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| <b>China</b>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| <b>India</b>               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| <b>Sri Lanka</b>           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| <b>All other countries</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |
| <b>Sources unknown</b>     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                              |

3. **Major purchasing factors.**--Please list, in order of their importance, the main factors your firm considers in deciding from whom to purchase OTR tires.

|   |  |
|---|--|
| 1.  |  |
| 2.  |  |
| 3.  |  |
| Please list any other factors that are very important in your purchase decisions: |  |

4. **Switching to imports.**—

- (a) Since January 2012, did your firm switch any of its purchases from U.S.-produced OTR tires to imports of OTR tires from China, India and/or Sri Lanka? Respond for each subject country.

| Source    | Yes<br>(also respond to parts (b) and (c)) | No<br>(If "No" for all countries, skip to next question) |
|-----------|--|--|
| China     | <input type="checkbox"/>                   | <input type="checkbox"/>                                 |
| India     | <input type="checkbox"/>                   | <input type="checkbox"/>                                 |
| Sri Lanka | <input type="checkbox"/>                   | <input type="checkbox"/>                                 |

- (b) If you responded "Yes" to part (a), was the imported product priced lower than the domestic product?

| Source    | Yes                      | No                       |
|-----------|--------------------------|--------------------------|
| China     | <input type="checkbox"/> | <input type="checkbox"/> |
| India     | <input type="checkbox"/> | <input type="checkbox"/> |
| Sri Lanka | <input type="checkbox"/> | <input type="checkbox"/> |

- (c) If you responded "Yes" to part (a), was price a primary reason for the shift?

| Source    | Yes                      | If Yes, estimate the quantity of purchases that your firm shifted to imports since January 2012 because of price (in actual tires) | No                       | If No, please indicate the reason for the shift |
|-----------|--------------------------|--|--------------------------|---|
| China     | <input type="checkbox"/> |  | <input type="checkbox"/> |   |
| India     | <input type="checkbox"/> |  | <input type="checkbox"/> |   |
| Sri Lanka | <input type="checkbox"/> |  | <input type="checkbox"/> |   |



5. **U.S. producers and import competition.**—

(a) Since January 1, 2012, in connection with a sale or offer to sell OTR tires to your firm, did U.S. producers reduce their prices of domestically produced OTR tires in order to compete with lower-priced imports of OTR tires from subject countries? Respond for each subject country.

| Source    | Yes (also respond to question part (b)) | No (If “No” for all countries, skip to next question) | Don’t know               |
|-----------|---|---|--------------------------|
| China     | <input type="checkbox"/>                | <input type="checkbox"/>                              | <input type="checkbox"/> |
| India     | <input type="checkbox"/>                | <input type="checkbox"/>                              | <input type="checkbox"/> |
| Sri Lanka | <input type="checkbox"/>                | <input type="checkbox"/>                              | <input type="checkbox"/> |

(b) If your firm responded “yes” to any of the above countries, please provide an estimate of the reduction in U.S. producers’ prices, and any additional explanations, such as timing (e.g., months/years), frequency of price reductions, or other market/competitive factors.

| Source    | Estimated reduction in U.S. prices (percent) | Additional explanation, including such information as timing (e.g., months/years), frequency of price reductions, or other market/competitive factors |
|-----------|--|---|
| China     | %  |   |
| India     | %  |   |
| Sri Lanka | %  |   |

6. **Other explanations**--Please provide any additional comments in this box, including whether any of your answers to the preceding questions differed for unmounted tires, tires sold as part of a kit, and wheel-mounted OTR tires.

**OMB INFORMATION**

7. **OMB statistics.**--Please report the actual number of hours required and the cost to your firm of completing this survey.

| Hours | Dollars |
|-------|---------|
|       |         |

The questions in this survey 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 survey is estimated to average 4 hours per response, including the time for reviewing instructions, gathering data, and completing and reviewing the survey.

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

## HOW TO FILE YOUR SURVEY RESPONSE

***Please do not attempt to modify the format or permissions of the survey document.***

Please submit the completed survey using one of the methods noted below. If your firm is unable to complete the MS Word survey or cannot use one of the electronic methods of submission, please contact the Commission for further instructions.

- **Upload via Secure Drop Box.**—Upload the MS Word survey 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/>
- **Enter Investigation:** Select “CERTAIN NEW PNEUMATIC OFF-THE-ROAD-TIRES FROM CHINA, INDIA, AND SRI LANKA” in the drop down menu
- **Pin:** OTR2

- **E-mail.**—E-mail the MS Word survey to [lauren.gamache@usitc.gov](mailto:lauren.gamache@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 did not purchase this product**, please fill out page 1, print, sign, and submit a scanned copy to the Commission.