U.S. PURCHASERS' QUESTIONNAIRE

INVESTIGATION TITLE

This questionnaire must be received by the Commission by <u>DATE</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 countervailing duty/antidumping investigation(s) concerning #abbrproduct from #ctrysubs (inv. No. 701/731-TA-xxx (Preliminary/Final)). 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 ECONOMIST (202-205-xxxx, NAME@usitc.gov).

Name of firm _____

City	State Zip Code
Website	
	ed, or <mark>imported for its own use or retail sale</mark> , #abbrproduct (as defined on next page) from or foreign) at any time since January 1, #bopyear?
NO (Sign the	e certification below and promptly return only this page of the questionnaire to the Commission)
YES (Comple	te all parts of the questionnaire, and return the entire questionnaire to the Commission)
•	e via the U.S. International Trade Commission <i>Drop Box</i> by clicking on the ://dropbox.usitc.gov/oinv/. (PIN: XXXX)
dge and belief and under	CERTIFICATION erein supplied in response to this questionnaire is complete and correct to the be stand that the information submitted is subject to audit and verification by the Commiss so grant consent for the Commission, and its employees and contract personnel, to
dge and belief and under ing this certification I al	erein supplied in response to this questionnaire is complete and correct to the be stand that the information submitted is subject to audit and verification by the Comm so grant consent for the Commission, and its employees and contract personnel, to stionnaire and throughout this proceeding in any other import-injury proceedings cond
dge and belief and under ing this certification I all tion provided in this que amission on the same or sundersigned, acknowledge ling or other proceedings and evaluations relations 3; or (ii) by U.S. governing or 1	erein supplied in response to this questionnaire is complete and correct to the be stand that the information submitted is subject to audit and verification by the Comm so grant consent for the Commission, and its employees and contract personnel, to stionnaire and throughout this proceeding in any other import-injury proceedings cond
dge and belief and under ing this certification I all tion provided in this que amission on the same or sundersigned, acknowledge ling or other proceedings and evaluations relations 3; or (ii) by U.S. governing or 1	erein supplied in response to this questionnaire is complete and correct to the bestand that the information submitted is subject to audit and verification by the Commisso grant consent for the Commission, and its employees and contract personnel, to stionnaire and throughout this proceeding in any other import-injury proceedings continuitar merchandise. It that information submitted in response to this request for information and through may be disclosed to and used: (i) by the Commission, its employees and Offices, and maintaining the records of this or a related proceeding, or (b) in internal investigation and the programs, personnel, and operations of the Commission including under ment employees and contract personnel, solely for cybersecurity purposes. I understan

PART I.—GENERAL INFORMATION

<u>Background.</u>--This proceeding was instituted in response to a petition filed on <u>DATE</u>, by <u>COMPANY NAME</u>, <u>CITY</u>, <u>STATE</u>. <u>Countervailing/antidumping</u> 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 ("Commerce") makes an affirmative determination of <u>subsidization/dumping</u>. Questionnaires and other information pertinent to this proceeding are available at <u>LINK</u>.

#abbrproduct covered by these investigations is . . . COMMERCE SCOPE LANGAUGE

#abbrproduct is/are currently imported under statistical reporting numbers XXXX.XXXX of the Harmonized Tariff Schedule of the United States (HTSUS). It/They may also be imported under HTSUS statistical reporting number XXXX.XXXXX. The HTSUS provisions are for convenience and customs purposes; the written description of the scope is dispositive.

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

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.

<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 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-1a.	<u>Establishments covered.</u> Provide the name and address of your U.S. 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 response. " <u>Establishment</u> "Each facility of a firm involved in the <u>purchase</u> of #abbrproduct, including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.				
I-1b.	Stock symbol information stock exchange and trading	·	is publicly traded, please specify the		
I-1c.	External counsel If your fi this proceeding, please spec		ented by external counsel in relation to mand the lead attorney(s).		
	Law firm:				
	Lead attorney(s):				
I-2.					
	Firm name	Country	Extent of ownership (percent)		
I-3.	foreign, which import #abbr United States?		ny related firms, either domestic or ates or which export #abbrproduct to the		
			a service.		
	Firm name	Country	Affiliation		

	<u>Related producers.</u> Does your firm have any related firms, either domestic or foreign, which produce #abbrproduct?					
No	YesList the	following information.				
Firm name		Country		Affiliation		

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	

II-1. <u>Purchases and imports.--</u>Report <u>separately</u> your firm's domestic purchases and imports of #abbrproduct.

"Purchase" – Purchase from a U.S. entity such as a U.S. producer, a U.S. importer, or other U.S. firm.

"Import" – Purchase directly from a foreign supplier and your firm is the importer of record.

	2016	2017	2018
Item		Quantity (in #units)
Purchases of #abbrproduct produced			
in—			
United States			
#ctrysubA			
#ctrysubB			
#ctrysubC			
All other countries ¹			
Sources unknown ²			
Total purchases	0	0	0
Imports of #abbrproduct from—			
#ctrysubA			
#ctrysubB			
#ctrysubC			
All other countries ¹			
Total imports ³	0	0	0
1-1			

¹ Please identify these countries: _____.

² Please indicate the firm(s) from which you purchased this merchandise: _____.

³ If your firm imported #abbrproduct at any time since January 1, #bopyear, please also complete and return a U.S. importers' questionnaire in this proceeding.

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

Source of purchases	Did not purchase	Decreased	Increased	Constant	Fluctuated	Explanation for trend
United States						
#ctrysubA						
#ctrysubB						
#ctrysubC						
All other countries						
Sources unknown						

II-3. <u>Country knowledge.</u>--Please indicate the countries of origin with which your firm has experience or information in the #abbrproduct market.

United States	#ctrysubA	#ctrysubB	#ctrysubC	Other countries	Other countries (specify)

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

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

PART III.--MARKET CHARACTERISTICS AND PURCHASING PRACTICES

III-1.	Firm typeWhich of the following best describes your firm as a purchaser of #abbrproduct
	(check all that apply)?

End user (type 1)	End user (type 2)	Distributor	Other	Describe other

If your firm is a distributor of #abbrproduct, please answer questions III-2 and III-3.

III-2.	Competition for salesDoes your firm compete for sales to customers with the manufacturers
	or importers from which your firm purchases #abbrproduct?

No	Yes	If yes, please describe.

III-3.	<u>Types of customers</u> What are the major types of consumers to which your firm sells
	#abbrproduct?

If your firm is an end user of #abbrproduct, please answer questions III-4 and III-5.

III-4. <u>End uses.</u>—List the top 3 products your firm makes using #abbrproduct and estimate the percent of your <u>total production cost</u> that is accounted for by #abbrproduct and by other inputs (such as labor, energy, and other raw materials).

	Share of total cost in each of the product(s) your firm produces accounted for by			Total (should	
Product(s) your firm produces	#abbrproduct		Other inputs		sum to 100.0% across)
	%	+	%	=	0.0 %
	%	+	%	=	0.0 %
	%	+	%	=	0.0 %

III-5.	Demand for end-use	products

(a)	Has the demand for your firm's final products incorporating #abbrproduct changed
	since January 1, #bopyear?

Increased	No change	Decreased	Fluctuated

(b) Has this had any effect on your firm's demand for #abbrproduct?

No	Yes	Explain

	U.S. F	ourchasers' (Substitut				DDUCT (Pre e substitute			•
		Γ	No		YesPle	ease fill out	the tak	ole.	
				F	nd use in w	hich this			changes in the price of this substitute ected the price for #abbrproduct?
		Substitut	е	_	substitute		No	Yes	Explanation
	1.								
	2.								
	3.						П	П	
		· · · · · · · · · · · · · · · · · · ·	-		•	_			ary 1, #bopyear. Explain any trends changes in demand.
	Ma	rket		verall crease	No change	Overall decrease		uate n no trend	Explanation and factors
Withir	Within the United States								
Outsid	e the	United State	es						
	III-8.					our custome ssible sourc		•	ifically order #abbrproduct from one
		No	Yes	If yes	, identify t	he countrie	s and e	xplai	1.

III-9.	Importance of purchasing domestic productPlease fill out the table below, estimating the
	percentage of your firm's total #termyear purchases of #abbrproduct that required
	#abbrproduct produced in the United States.

	Estimated percentage of your firm's total #termyear purchases of #abbrproduct
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-10. Conditions of competition.--

(a) Is the #abbrproduct market subject to business cycles (other than general economywide conditions) and/or other conditions of competition distinctive to #abbrproduct?

Check all that apply.		Please describe.
	No	Skip to question III-11.
	Yes-Business cycles (e.g. seasonal business)	
	Yes-Other distinctive conditions of competition	

(b) Have there been any changes in the business cycles or conditions of competition for #abbrproduct since January 1, #bopyear?

No	Yes	If yes, describe.

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III-11.	Decisions based on producer and country-of-originHow often does your firm, and if known,
	do your customers, make purchasing decisions involving #abbrproduct based on its producer or
	country of origin?

Always	Usually	Sometimes	Never	If at least sometimes, explain.						
Decision based on producer										
	Decis	ion based on co	ountry of	origin						
	Always	D	Decision based of							

III-12. **Availability of supply.--**Has the availability of #abbrproduct in the U.S. market changed since January 1, #bopyear?

Availability in the U.S.			Please explain, noting the countries and reasons for the
market	No	Yes	changes.
U.Sproduced product			
Subject imports			
Nonsubject imports			

III-13. <u>Supply constraints.</u>—Has any firm refused, declined, or been unable to supply your firm with #abbrproduct since January 1, #bopyear (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, being unable to meet timely shipment commitments, etc.)?

No	Yes	If yes, please describe.

III-14. **Availability of specific product types.**--Are certain grades/types/sizes of #abbrproduct only available from certain country sources?

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

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III-15.	Purchas	ing freq	uency.	,						
	(a)	How fre	quentl	y do	es your firm	make purch	ases of #abb	rproduct	(check one)?	
		Daily	Week	кlу	Monthly	Quarterly	Annually	Other	If other, specify	
]						
	(b)	Has this	purch	asing	frequency	changed sinc	e January 1,	#bopyea	r?	
		No	Yes	If [,]	yes, please	describe.				
III-16.	Raw ma	iterial pi	rices.—	-						
		Is your f #abbrpr			with the pr	rices for raw	materials us _	ed in the	production of	
		N	0	Υ	'es – please	answer (b)				
			rmation on raw material prices affected your firm's negotiations or contracts to e #abbrproduct since #bopyear?							
		No	Yes	Expl	ain					
III-17.	. Number of suppliers contactedHow many suppliers does your firm generally contact before making a purchase? Between and firms									
III-18.		r negotia n supplie			-	purchases of	#abbrprodu	ct usually	y involve negotiations	
	No Yes If yes, explain the factors your firm generally negotiates and note whether your firm quotes competing prices during negotiations.									

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III-19.	<u>Change i</u>	n supplie	e rs Has yo	our firm changed suppliers since January 1, #bopyear?						
	No	Yes		ease list the supplier(s), whether the firm was added or dro easons for the change.	pped,					
III-20.			-	are of any new suppliers, either foreign or domestic, that han nuary 1, #bopyear?	ave					
	No	Yes	If yes, ple	ease identify the firms.						
III-21.		<u>Supplier qualification.</u> Do you require your suppliers to be or to become certified or qualified to sell #abbrproduct to your firm?								
	• 1 • #	The numb Ageneral descriptio	er of days description on of the fa	information. to qualify a new supplier. on of the certification or qualification process. Also, a brief actors that you consider when qualifying a new supplier (e.g. y of supplier, etc.).	., qualit					
	No	Yes	Number of days	Process and factors						
III-22.	Failure to certifySince January 1, #bopyear, have any domestic or foreign producers failed in their attempts to certify or qualify their #abbrproduct with your firm or have any producers los their approved status?									
	No	Vec		ease identify these firms, the countries where they are loca	ited,					

2.			
3.			
Please list any other factors that are	very important in	vour purchase de	cisions:
Purchasing factorsPlease rate the ir purchasing decisions for #abbrproduc	nportance of the f		
Factor	Very important	Somewhat important	Not important
Availability			
Delivery terms			
Delivery time			
Discounts offered			
Minimum quantity requirements			
Packaging			
Payment terms			
Price			
Product consistency			
Product range			
Quality meets industry standards			
Quality exceeds industry standards			
Reliability of supply			
Technical support/service			
U.S. transportation costs			
Quality characteristics What charact	teristics does your	firm consider wh	en determinin

U.S. Purchasers' Questionna	re - #ABBRPRODUCT	(Preliminary/F	Final
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III-26.	Minimum qualityHow often does #abbrproduct 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					
#ctrysubA					
#ctrysubB					
#ctrysubC					
Other:					

III-27. <u>Frequency of decisions based on price</u>.--How often does your firm purchase the #abbrproduct that is offered at the lowest price?

Always	Usually	Sometimes	Never

III-28. <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 #abbrproduct market since January 1, #bopyear.

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

III-29. Purchasing subject imports rather than domestic products.—

(a)	Since January #bopyear, did your firm import and/or purchase imports of #abbrproduc
	from #ctrysubs instead of purchasing U.Sproduced #abbrproduct? Respond for each
	subject country.

Source	Yes (also respond to parts (b) and (c))	No (If "No" for all countries, skip to next question)
#ctrysubA		
#ctrysubB		
#ctrysubC		

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

Source	Yes	No
#ctrysubA		
#ctrysubB		
#ctrysubC		

(c) If you responded "Yes" to part (a), was price a primary reason for importing and/or purchasing subject imports rather than domestic product?

Source	Yes	If Yes, estimate the quantity of imports purchased and/or imported instead of domestic product since January #bopyear (in #units)	No	If No, please indicate the reason your firm imported and/or purchased imports instead of domestic product
#ctrysubA				
#ctrysubB				
#ctrysubC				

III-30. <u>U.S. producers and import competition.</u>—

(a) Since January 1, #bopyear, in connection with a sale or offer to sell #abbrproduct to your firm, did U.S. producers reduce their prices of domestically produced #abbrproduct in order to compete with lower-priced imports of #abbrproduct from the 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
#ctrysubA			
#ctrysubB			
#ctrysubC			

(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
#ctrysubA	%	
#ctrysubB	%	
#ctrysubC	%	

PART IV.—PRODUCT COMPARISONS

IV-1. <u>Interchangeability.--</u>Is #abbrproduct produced in the United States and in other countries interchangeable (i.e., can they physically be used in the same applications)?

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	#ctrysubA	#ctrysubB	#ctrysubC	Other countries				
United States								
#ctrysubA								
#ctrysubB								
#ctrysubC								
For any country-pair producing #abbrproduct which is <i>sometimes</i> or <i>never</i> interchangeable.								

For any country-pair producing #abbrproduct which is *sometimes* or *never* interchangeable, please identify the country-pair and explain the factors that limit or preclude interchangeable use:

IV-2. **Factors other than price.**--Are differences other than price (e.g., quality, availability, transportation network, product range, technical support, *etc.*) between #abbrproduct produced in the United States and in other countries a significant factor in your firm's purchases of the products?

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	#ctrysubA	#ctrysubB	#ctrysubC	Other countries
United States				
#ctrysubA				
#ctrysubB				
#ctrysubC				

For any country-pair for which factors other than price *always* or *frequently* are a significant factor in your firm's purchases of #abbrproduct, identify the country-pair and report the advantages or disadvantages imparted by such factors:

prices/U.S. transportation costs than the second country.

IV-3. <u>Factor country comparisons.</u>--For the factors listed below, please rate how #abbrproduct produced in each country you identified in your response to the first question in Part IV compares with #abbrproduct produced in each of the other countries you identified. <u>Duplicate</u> (copy and paste) this table to account for a reasonable number of country comparisons given the number of countries subject to the proceeding and delete this note.

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

	Product from <u>United States</u> compared to product from <u>#ctrysubA</u>			Product from United States compared to product from #ctrysubB			Product from #ctrysubA compared to product from #ctrysubB			<u>A</u> to om	
Factor	Superior	Comparable	Inferior		Superior	Comparable	Inferior		Superior	Comparable	Inferior
Availability											
Delivery terms											
Delivery time											
Discounts offered											
Minimum quantity requirements											
Packaging											
Payment terms											
Price ¹											
Product consistency											
Product range											
Quality meets industry standards											
Quality exceeds industry standards											
Reliability of supply											
Technical support/service											
U.S. transportation costs ¹											
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.

IV-3. **Continued.**

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

PART V.—ADDITIONAL INFORMATION

V-1.	for which a narrative response box was not provided, please note the question number and the
	explanation in the space provided below.

V-2. <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 25 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.

HOW TO FILE YOUR QUESTIONNAIRE RESPONSE

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

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: XXXX

• E-mail.—E-mail the MS Word questionnaire to NAME@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 does not purchase this product, please fill out page 1, print, sign, and submit a scanned copy to the Commission.

Parties to this proceeding.—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 your firm submits (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.