



C-XXX-XXX  
Investigation  
**Public Document**  
[OFFICE/ANALYST TAG]

DATE

NAME/ADDRESS  
OF GOVERNMENT REPRESENTATIVE

Re: INVESTIGATION/COUNTRY/PRODUCT: Countervailing Duty Questionnaire

Dear NAME:

The U.S. Department of Commerce (Commerce) is conducting a countervailing duty investigation of PRODUCT LONG NAME (SHORT NAME) from COUNTRY LONG NAME (SHORT NAME).<sup>1</sup> See NAME OF INITIATION FR, XX FR XXX (DATE). As part of our investigation, we are requesting that your government and certain companies provide answers to the enclosed questionnaire. We have selected the following companies as respondents in this investigation: COMPANY LONG NAME (SHORT NAME). See FULL CITE TO RESPONDENT SELECTION MEMORANDUM. Please note that your government is responsible for forwarding copies of this cover letter and questionnaire to these respondent companies.

In this questionnaire, we are requesting information on programs which may constitute subsidies under U.S. law which were alleged in the petition and on which Commerce initiated an investigation. Commerce has taken no position on whether these programs provide subsidies in this case, and our request for information on these programs does not imply that we will necessarily find them to provide countervailable subsidies. Our decisions on those questions will be made on the basis of information received during this proceeding (including information from you) in light of the applicable provisions of U.S. law.

Please refer to the cover page and general instructions of the enclosed questionnaire<sup>2</sup> for the due dates for responding to this questionnaire, the official in charge, and the instructions for filing the response. The companies identified above must complete Section III of the questionnaire and must submit their responses to Commerce by the deadlines noted. Your government must complete Section II of the questionnaire and submit a response by the same deadline.

With certain, limited exceptions, all submissions for all proceedings must be filed electronically using Enforcement and Compliance's Antidumping and Countervailing Duty Centralized Electronic Service System (ACCESS). An electronically filed document must be received successfully in its entirety by ACCESS by 5 p.m. Eastern Time (ET) on the dates indicated on

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<sup>1</sup> On DATE, Commerce published in the Federal Register the initiation of the countervailing duty investigation on PRODUCT LONG NAME from COUNTRY LONG NAME. See INITIATION CITE, XX FR XXXXX.

<sup>2</sup> This questionnaire has been updated as of August 24, 2026.



the cover page of the enclosed questionnaire.<sup>3</sup> Note that Commerce has amended certain requirements pertaining to the service of documents in section 351.303(f) of our regulations.<sup>4</sup>

For your convenience, Commerce has the following resources available online to assist you in complying with these electronic filing procedures:

ACCESS: Help Link

<https://access.trade.gov/help>

ACCESS: [External User Guide](#)

ACCESS: [Handbook on Electronic Filing Procedures](#)

*Federal Register* notice: *Antidumping and Countervailing Duty Proceedings: Electronic Filing Procedures; Administrative Protective Order Procedures*, 76 FR 39263 (July 6, 2011)

<http://www.gpo.gov/fdsys/pkg/FR-2011-07-06/pdf/2011-16352.pdf> and *Enforcement and Compliance: Change of Electronic Filing System Name*, 79 FR 69046 (November 20, 2014)

<http://www.gpo.gov/fdsys/pkg/FR-2014-11-20/pdf/2014-27530.pdf>

Please note that revised certification requirements are in effect for company/government officials as well as their representatives. In all segments of antidumping duty or countervailing duty proceedings, parties submitting factual information must use the formats for the revised certifications provided at the end of the *Final Rule*.<sup>5</sup> Templates for these certifications are included as an attachment to this questionnaire.

Commerce must conduct this investigation in accordance with statutory and regulatory deadlines. If you are unable to respond completely to every question in the attached questionnaire by the established deadlines, or are unable to provide all requested supporting documentation by the established dates, you must notify the official in charge and submit a request for an extension of the related deadline for all or part of the questionnaire response. If you require an extension for only part of your response, such a request should be submitted separately from the portion of your response filed under the current deadlines. Statements included within a questionnaire response regarding a respondent's ongoing efforts to collect part of the requested information, and promises to supply such missing information when available in the future, do not substitute for a written extension request. Section 351.302(c) of Commerce's regulations requires that all extension requests be in writing and state the reasons for the request. Any extension granted in response to your request will be in writing; otherwise the original deadline will apply. Extensions for your government and for the respondent companies identified above must be

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<sup>3</sup> We are also requesting that the company respondents submit certain information within 14 days of the date of this questionnaire. See Section III, page 1.

<sup>4</sup> See *Administrative Protective Order, Service, and Other Procedures in Antidumping and Countervailing Duty Proceedings; Final Rule*, 88 FR 67069 (September 29, 2023).

<sup>5</sup> See *Certification of Factual Information To Import Administration During Antidumping and Countervailing Duty Proceedings*, 78 FR 42678 (July 17, 2013) (*Final Rule*); see also the frequently asked questions regarding the *Final Rule*, available at <https://www.trade.gov/sites/default/files/2026-08/FAQ%20for%20Certifications.pdf?v=1786638677653>. Templates for these certifications are included as an appendix to this questionnaire.

requested separately; any extension granted will apply only to the party identified in the written extension issued by Commerce.

If Commerce does not receive either the requested information or a written extension request before **5 P.M. ET** on the established deadlines, we may conclude that the government or the respondent company(ies) have decided not to cooperate in this proceeding. Commerce will not accept any requested information submitted after the established deadlines. As required by section 351.302(d) of our regulations, we will reject such submissions as untimely. Therefore, failure to properly request extensions for all or part of a questionnaire response may result in the application of partial or total facts available, pursuant to section 776(a) of the Act, which may include adverse inferences, pursuant to section 776(b) of the Act.

In the unlikely event that you have received this questionnaire after the deadlines to respond, you **MUST** contact the official in charge within 5 days of receipt of the questionnaire to receive further instructions and revised deadlines for the submission of the required information. Failure to do so may result in the presumption that you failed to cooperate by not acting to the best of your ability to comply with the request for information, and Commerce may use an inference that is adverse to your interests in selecting from the facts otherwise available, in accordance with section 776(b) of the Act.

**DEADLINE FOR SUBMISSION:** **Your response is due no later than 5:00 p.m. Eastern Time on xxx date.** Questionnaire responses normally entail the filing of many exhibits and databases on ACCESS. Accordingly, to the extent you submit your filing on the day it is due, rather than earlier, we strongly recommend that you begin uploading your response **no later than 12:00 noon on the above due date.** A questionnaire response must be filed in its entirety by the deadline to be considered timely.<sup>6</sup>

**EXTENSIONS:** **Note well:** Any extension request must be filed in writing. Extension requests filed after 5 p.m. on the due date will not be granted, except in extraordinary circumstances. An extraordinary circumstance is an unexpected event that could not have been prevented if reasonable measures had been taken, and that precludes a party or its representative from timely filing an extension request through all reasonable means.<sup>7</sup> An extraordinary circumstance is extremely rare and may include “a natural disaster, riot, war, *force majeure*, or medical emergency.”<sup>8</sup> Note that “the earlier an extension request is filed, the more likely Commerce may consider the extension request, decide on its disposition, and inform the requesting party of its decision before the time limit expires.”<sup>9</sup> For extension requests that are filed very close to the expiration of the time for filing the submission, Commerce may issue a verbal response to a party’s extension request before the applicable time limit expires and issue a written response as soon as practicable.<sup>10</sup>

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<sup>6</sup> 19 CFR 351.303(b)(1).

<sup>7</sup> 19 CFR 351.302(a)(2).

<sup>8</sup> See *Extension of Time Limits*, 78 FR 57790, 57793 (Sep. 20, 2013) (Preamble to the Final Rule).

<sup>9</sup> *Id.* at 57792.

<sup>10</sup> *Id.*

**Note well:**

Parties should be aware that **the likelihood of Commerce granting an extension will decrease the closer the extension request is filed to the applicable time limit** because Commerce must have time to consider the extension request and decide on its disposition. Parties should not assume that they will receive an extension of a time limit if they have not received a response from Commerce. For submissions that are due at 5:00 p.m., **if Commerce is not able to notify the party requesting the extension of the disposition of the request by 5:00 p.m., then the submission would be due by the opening of business (8:30 a.m.) on the next business day.** *See* 19 CFR 351.103(b).<sup>11</sup> **If a party requests an extension because of ACCESS/technical filing difficulties to which it did not receive a response from Commerce by 5:00 p.m., and the filing difficulties persist past 8:30 a.m. on the next business day, the party should contact the case analyst.**

If a party is experiencing issues with an ACCESS filing, the party should contact the ACCESS Help Desk by telephone to troubleshoot the filing issues. When experiencing filing issues on the day a submission is due, the filing party should also contact the case analyst if known, otherwise the official in charge, informing them of the filing difficulties. The submission for which a party is having difficulties filing on ACCESS should not be emailed to the case analyst or the official in charge.

Help Desk  
(202) 482-3150  
[access@trade.gov](mailto:access@trade.gov)  
<https://access.trade.gov>

Should you have any questions about this matter, please contact [Case Analyst Name] (202) 482-XXXX.

Sincerely,

X

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[Insert Name]  
Program Manager, AD/CVD Operations, Office X

Enclosure

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<sup>11</sup> *Id.* (emphasis added).