



DIGITAL TRADE QUESTIONNAIRE

Interactive Completion Version

United States International Trade Commission
Attention: Digital Trade Project Team
Office of Industries, Room 511
500 E Street, SW, Washington, DC 20436
Fax: 202-205-2018

The U.S. International Trade Commission (USITC) has been asked by the U.S. Senate Committee on Finance to estimate the value, linkages, and contributions of U.S. digital trade to the U.S. economy and examine the effect of notable barriers to such trade. The USITC's report is intended to help policymakers better understand the role of digital trade in the U.S. economy. This report will consider U.S. commercial activity related to products and services advertised, ordered, or sold online (regardless of their mode of delivery); and also digitally intensive industries where Internet technologies are a key element in the production process.

This questionnaire has been designed to collect information to fulfill this request. More information about this report and the investigation for which it is being prepared (no. 332-540) can be found by clicking on the following button:

Your organization is required by law to respond to this questionnaire.

Please read all instructions and return the completed questionnaire
to the USITC no later than December 6, 2013.

The information is requested under the authority of section 332(g) of the Tariff Act of 1930 (19 U.S.C. § 1332(g)). Completing the questionnaire 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)). For more information on this questionnaire, contact these project team members:

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Confidentiality

The Commission has designated as "confidential business information" the information you provide in response to this questionnaire, to the extent that such information would reveal the operations of your organization and is not otherwise available to the public. The Commission will not disclose such confidential business information except as provided for in section 7 of this questionnaire. Information received in response to this questionnaire will be aggregated with information from other questionnaire responses and will not be published in a manner that would reveal the operations of your organization.

Instructions

1. **Completing the questionnaire.** The best way to answer this questionnaire is to use an interactive version that is available online. To retrieve this version, go to the website shown below. Follow the instructions on this web page and save the questionnaire to your computer. This version of the questionnaire is appropriate only if you are completing it interactively.

<http://www.usitc.gov/digitaltrade>

If you prefer not to use the interactive version, you must contact the project team (see cover for contact information) and request a hard copy of the questionnaire. This is the only way to obtain a hard copy of the questionnaire; if you print out the interactive version, you will not have access to drop-down menus and critical information will be missing.

2. **Accessing the file.** Open the questionnaire file using Adobe Reader software. If you have an old version of this software, you may be prompted by your computer operating system to upgrade (this is free software). **Contact the project team if you cannot open the file (see cover for contact information).**

Note: Once opened, the file will accept information. It has been designed to make it easy for you to complete the questionnaire electronically, and minimize the need for the Commission's project team to contact you for clarifications.

3. **Entering information.** Please answer each question that applies to your organization. You can answer questions using the provided checkboxes, drop-down lists, and type-in entry areas. These entry areas are normally highlighted in blue, although this color may vary depending on your computer's settings. Some questions with drop-down lists let you customize the way you enter information (these cases will be indicated in the question text).

You will not be able to change the questionnaire itself or enter information outside the entry areas. Certain type-in entry areas will accept only numbers and not text.

4. **Navigation.** Move to entry areas by clicking on them. You can use the tab key to do this, but only within a page. Use the navigation buttons on the bottom of the page to move directly to a specific section.
5. **Entering numeric data.** Note that data for sales, employees, etc. should be entered as full figures, not in thousands, millions, or similar format. For example, enter "123400000," not "123.4 million." (Commas between digits will appear automatically after entering numbers.)
6. **Entering percentage data.** Enter data in percentages as whole numbers or up to two decimal positions. For example, "78", "78.1", or "78.15 are all acceptable.
7. **Submitting the questionnaire.** After completing the questionnaire, there are four ways you can submit it. These options are shown on the last page of the questionnaire. Please keep the file as an Acrobat pdf file and do not convert it to another file format.

General information

1. **Coordinating your organization's response.** If separate persons or departments within your organization will share responsibility for completing this questionnaire, please coordinate your responses so that the information your organization gives us is consistent. This will minimize our need to call you back for clarifications.
2. **Relationship to corporate structure.** Please provide a single response for your organization's activities. This may require your organization to combine information from two or more business units.

If it is not possible to combine responses, or it is unreasonably burdensome, then your organization may provide separate responses for business units, but please ensure that the information is complete and there is no double-counting.

Joint venture organizations operating in the United States should submit their own response, and there should be no double-counting with other business units of the joint venture partners.

3. **U.S. affiliates of foreign companies.** Please respond as if the affiliate were an independent organization operating in the United States. For example, show total sales for the affiliate only, and not for the foreign corporation.
4. **"You" and "Your."** Parts of the questionnaire refer to "you" and "your." These words refer to the organization that is responding to the questionnaire.
5. **"United States."** This refers to the Customs territory of the United States, which includes the 50 states, the District of Columbia, and Puerto Rico.
6. **Questionnaire structure.** This questionnaire is composed of eight sections, as shown below.

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Definitions

1. **Data privacy and protection requirements:** Laws that regulate the movement of personal data across borders.
2. **Digital trade:** Commerce in products and services delivered via the Internet.
3. **Digitally intensive industries:** industries for which digital information and communication technologies, including the Internet, play an important role in facilitating the design, development, production, marketing, or delivery of products and services.
4. **Intellectual property rights infringement:** The violation of intellectual property rights, such as copyright, patent, or trademark infringement, or trade secret misappropriation.
5. **Localization requirements:** Measures designed to protect, favor, or stimulate domestic industries, service providers, or intellectual property (IP) at the expense of goods, services, or IP from other countries. Examples include:
 - A. Local-content requirements, including government procurement preferences for local goods, services, or IP;
 - B. Subsidies or other preferences conditioned on the use of local goods, services, or IP;
 - C. Requirements to provide services using local facilities, such as local servers or data storage requirements;
 - D. Measures or practices that force the transfer of technology or IP;
 - E. Domestic standards or duplicative conformity assessment requirements that create unnecessary obstacles to trade.
6. **Market access limitations:** Measures that limit your organization's access in foreign markets, including restrictions on investment, trading rights, distribution rights, or other core business functions..
7. **Online products or services:** Products or services that are delivered over the Internet, such as books and other content, games, music, videos that are downloaded or streamed, web-hosted email, software downloaded from the Internet or accessed online, etc.
8. **Products or services ordered online and delivered/received online:** Includes all transactions online, regardless of how payment was made, where the product or service is delivered over the Internet. Examples include ordering music, videos, games, software, apps, and books to be downloaded or streamed, buying online advertising space, online tax preparation, information technology and cloud-based services, etc.
9. **Products or services ordered online and delivered/received physically or in person:** Includes all transactions online, regardless of how payment was made, where the product or service was received in person. Examples include ordering parts or other goods online, reserving a car or other services over the Internet, etc.
10. **Social networking websites:** Provides a means for people to connect to others who share interests, activities, backgrounds, or real-life connections. For examples, see:

http://en.wikipedia.org/wiki/Social_networking_service

Section 1: Contact Information and Overview

1.1 Please list your organization's primary address and a contact person.

Organization name

Address

City

State

Zip code

Website address (www.name.domain)

Contact person's name

Contact person's job title

Contact person's telephone number (xxx-xxx-xxxx)

Contact person's e-mail address (xxx@xxx.xxx)

1.2 Does the organization named above have any joint ventures that operate in the United States?

☐ Yes

☐ No

If your organization has joint venture operations, each of these operations should complete and submit its own questionnaire.

1.3 Is the organization named above a subsidiary of an organization operating in the United States?

☐ Yes

☐ No

If this questionnaire has been sent to one or more subsidiaries and/or the related parent company, then there should be one coordinated response. If it is not possible to coordinate responses, or it is unreasonably burdensome, then your organization may provide separate responses for subsidiaries, but please ensure that the information is complete for your entire organization and there is no double-counting.

1.4 Is the organization named above a holding company operating in the United States?

☐ Yes

☐ No

If your organization is a holding company, then this submission should reflect all the activities of the held companies that have U.S. operations. Alternatively, each held company with U.S. operations could provide a separate questionnaire response.

1.5 Does your organization have a chief privacy officer (or similar position focused on privacy)?

☐ Yes

☐ No

How to report numerical figures	
If sales or costs are \$1,200,500, enter in full figures as:	1200500
If the number of employees is 1,550, enter in full figures as:	1550
If a figure is 49.5 percent, report in full figures as:	49.5
Note: After entering numeric data, commas between digits will appear automatically.	

- 1.6 Please list (1) the value of your organization's total world sales in 2012 for all activities, and (2) the number of full-time employees in 2012 for your organization's world operations. **Your best estimates are acceptable.** If your organization is an affiliate of a foreign organization, include only sales and employees that can be directly attributed to your organization's U.S. operations.

**Total sales should include sales in both domestic and foreign markets.
Total employees should include employees in U.S. and foreign operations.**

#	Item	2012
1	Total sales for all your organization's activities in the world (in full-figure dollars, not "thousands" or other format)	
2	Total number of full-time employees engaged in your organization's world activities (in full figures, not "thousands" or other format)	
Note: If your organization is an affiliate of a foreign organization, include only sales and employees that can be directly attributed to your organization's U.S. operations.		

- 1.7 Of the full-time employees shown in question 1.6, what percentage mainly develop, manufacture, sell, or support online products or services (more than 50 percent of the time)?

Percent of total full-time employees

Do you expect this percentage to be higher in calendar year 2014?

☐ Yes

☐ No

- 1.8 Which category best describes your industry? If your organization is in multiple categories, please select the category that composes the highest percentage of your revenue.

Category

Section 2: Use of the Internet

2.1 In which of the following ways does your organization use the Internet and other digital networks?

#	Use	Rank (1-5, with 1 being never and 5 being always)
1	Advertising and marketing	<input type="text"/>
2	Business-to-business communication	<input type="text"/>
3	Business-to-consumer communication	<input type="text"/>
4	Internal communication (email, videoconferencing, etc.)	<input type="text"/>
5	Market research	<input type="text"/>
6	Ordering products or services that are delivered online	<input type="text"/>
7	Ordering products or services that are physically delivered	<input type="text"/>
8	Selling online products or services	<input type="text"/>
9	Selling physical products or services	<input type="text"/>
10	Supply chain management (automated procurement, automated sales, data exchange with customers online, joint business process with suppliers, cooperation with partners online, etc.)	<input type="text"/>
11	Other (specify):	<input type="text"/>

2.2 How has the Internet (and other digital networks) affected your organization's ability to do the following?

#	Item	Rank (1-5, with 1 being no effect to 5 being a major effect)
1	Process data or information	<input type="text"/>
2	Enter new businesses or markets	<input type="text"/>
3	Expand market for existing products or services	<input type="text"/>
4	Improve interaction with customers	<input type="text"/>
5	Improve interaction with suppliers	<input type="text"/>
6	Match competitor's offerings	<input type="text"/>
7	Reduce inventory costs	<input type="text"/>
8	Reduce other costs	<input type="text"/>
9	Other (specify):	<input type="text"/>

[illegible]

Section 3: The Internet and Your Business

This section covers both sales and purchases your organization made using the Internet. These sales and purchases may include either or both of the following:

Products or services ordered online and delivered/received online: Includes all transactions online, whether the payment occurred over the Internet or in person. Examples include purchasing MP3s, ordering software to be downloaded, buying online advertising space, online tax preparation, etc.

Products or services ordered online and delivered/received physically or in person: Includes all transactions online, whether the payment occurred over the Internet or in person. Examples include ordering parts online, reserving a car over the Internet, etc.

3.1A Please provide the following information about your global online **sales**. **Your best estimates are acceptable.**

#	Item	2012 sales (full-figure dollars)	Increase as compared with 2011 (Y/N)	Do you project an increase in 2013 (Y/N)?
1	Products or services sold by your organization online and delivered online			
2	Products or services sold by your organization online and physically delivered			
3	Total sales of products or services sold online			

3.1B If you sell bundled Internet- and non-Internet-based products or services (e.g., antivirus software with updates, hardcover books and e-books, DVD purchases and downloads, etc.) and cannot disaggregate the sales value, please provide the bundled sales total for 2012. There should be no double counting with the sales reported in question 3.1A. **Your best estimate is acceptable.**

Bundled sales (in full figure dollars)

3.2 Your global sales of products or services ordered online represent (check one):

- ☐ Mostly existing customers shifting from traditional sales to online orders
- ☐ Mostly new customers (i.e., customers that did not previously purchase your products or services)
- ☐ An even mix of new and old customers

3.3 Please provide the following information about your global online **purchases**. **Your best estimates are acceptable.**

#	Item	2012 purchases (full-figure dollars)	Increase as compared with 2011 (Y/N)	Do you project an increase in 2013 (Y/N)?
1	Products or services ordered online and received online			
2	Products or services ordered online and physically received			
3	Total products or services ordered online			

3.4 A. Has your organization replaced some of its traditional information technology (IT) services and other services with services provided over the Internet or other digital networks (otherwise known as "cloud computing")? These could include software services provided over the Internet; Internet-based data processing and storage; online communication and network services (e.g., instant messaging, videoconferencing, Web-based email, etc.); online computing platform services (such as platforms for application development and management); and nonbank Internet payment systems.

☐ Yes. Continue with parts B and C of this question

☐ No. Skip parts B and C of this question and go to question 3.5

B. Does your organization expect the replacement of traditional services with Internet-based services to save money?

☐ Yes

If yes, please estimate how much money your organization expects to save per year using these services compared with traditional business services. **Your best estimate is acceptable.**

Savings (full figure dollars)

☐ No

If no, please estimate the additional costs your organization expects to spend per year using these Internet-based services compared with traditional business services. **Your best estimate is acceptable.**

Spending (full figure dollars)

C. Which services provided over the Internet or other digital networks have replaced your traditional services? Check all that apply.

☐ Software services provided over the Internet

☐ Online communication services

☐ Online infrastructure services

☐ Online computing platform services

☐ Online nonbank payment processing

☐ Other-specify

3.5 How much did you spend on Internet-based services in 2012? **Your best estimate is acceptable.**

Amount (in full-figure dollars)

Advertising

- 3.6 How much did you spend on traditional advertising (billboards, magazines, newspapers, radio, television, etc.) in 2012?
Your best estimate is acceptable.

Amount spent (full-figure dollars)

- 3.7 Does your organization advertise its products or services on the Internet?

☐ Yes If yes, how much was spent in 2012 (full-figure dollars)?

☐ No

- 3.8 On how many social networking websites do you pay for advertising?

Number of websites

- 3.9 On how many social networking websites does your organization have an official page or account (this includes only pages or accounts for the organization, not pages or accounts for individual employees)?

Number of websites

- 3.10 Does your organization provide an application (app) or website intended for use specifically on a smartphone or tablet?

☐ Yes

☐ No

Cyber Incidents

A cyber incident is an electronic attack that harmed the confidentiality, integrity, or availability of your organization's network data or systems.

3.11 How many cyber incidents did your organization experience in 2012?

Number of incidents

3.12 How has your organization been impacted by cyber incidents in 2012? Check all that apply.

☐ Compromise of brand or reputation

☐ Financial losses

☐ Information losses

☐ Intellectual property theft

☐ Loss of shareholder value

☐ Loss of customers

☐ Loss of partners or suppliers

☐ Other (specify)

3.13 To whom do you attribute your most serious cyber incident in 2012. Pick only one entity and one country.

Entity

Country

Section 4: International Trade Over the Internet

In your responses for this section, please include all cross-border trade, regardless of the headquarters of the organization that products or services are purchased from or sold to. **Your best estimates are acceptable.**

Imports

4.1	#	Item	Percentage
	1	Of the 2012 orders you reported in item 1 of question 3.3, what percentage were from suppliers outside the United States?	
	2	Of the 2012 orders you reported in item 2 of question 3.3, what percentage were from suppliers outside the United States?	

Exports

- 4.2 Of the 2012 sales you reported in item 1 of question 3.1A, what percentage came from customers outside the United States?
- 4.3 Customers from which foreign countries (up to 5) spent the most money on your organization's product or services delivered over the Internet in 2012?
- Country 1
- Country 2
- Country 3
- Country 4
- Country 5
- 4.4 Of the 2012 sales you reported in item 2 of question 3.1A, what percentage came from customers outside the United States?
- 4.5 What were your organization's top markets (up to 5) for exports of physical products or services outside the United States?
- Country 1
- Country 2
- Country 3
- Country 4
- Country 5

4.6 Please list your top competitors (up to three) in the foreign markets shown in your responses to questions 4.3 and 4.5.

#	Name of competitor
1	
2	
3	

Section 5: Obstacles to Doing Business across Borders over the Internet

- 5.1 Please rate each of the following possible obstacles to your organization's current ability to conduct business across borders over the Internet.

#	Obstacle	Rating (make selection for each obstacle)
1	Localization requirements	
2	Privacy or data protection requirements	
3	Intellectual property rights infringement	
4	Uncertain legal liability rules	
5	Censorship	
6	Compliance with customs requirements	
7	Market access limitations	
8	Other (specify):	

- 5.2 Please indicate the top foreign countries (up to three) where these obstacles have limited your organization's business online.

#	Obstacle	Country 1	Country 2	Country 3
1	Localization requirements			
2	Privacy or data protection requirements			
3	Intellectual property rights infringement			
4	Uncertain legal liability rules			
5	Censorship			
6	Compliance with customs requirements			
7	Market access limitations			
8	Other specified in previous question			

- 5.3 As a percentage of global sales, how much did your organization spend in 2012 (including capital, human resources, legal, financial, or other types of expenditures) to address the obstacles identified in response to question 5.1?

Percentage of global sales

[illegible][illegible]

5.6 In which of the following countries do you have customers (or had them in the past)? Check all that apply.

<input type="checkbox"/> Algeria	<input type="checkbox"/> Argentina	<input type="checkbox"/> Australia	<input type="checkbox"/> Austria	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> Belgium
<input type="checkbox"/> Brazil	<input type="checkbox"/> Canada	<input type="checkbox"/> Chile	<input type="checkbox"/> China	<input type="checkbox"/> Colombia	<input type="checkbox"/> Czech Rep.
<input type="checkbox"/> Egypt	<input type="checkbox"/> France	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> India	<input type="checkbox"/> Indonesia
<input type="checkbox"/> Israel	<input type="checkbox"/> Italy	<input type="checkbox"/> Japan	<input type="checkbox"/> Malaysia	<input type="checkbox"/> Mexico	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Nigeria	<input type="checkbox"/> Norway	<input type="checkbox"/> Pakistan	<input type="checkbox"/> Paraguay	<input type="checkbox"/> Peru	<input type="checkbox"/> Philippines
<input type="checkbox"/> Poland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Romania	<input type="checkbox"/> Russia	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Singapore
<input type="checkbox"/> South Africa	<input type="checkbox"/> South Korea	<input type="checkbox"/> Spain	<input type="checkbox"/> Sweden	<input type="checkbox"/> Switzerland	<input type="checkbox"/> Taiwan
<input type="checkbox"/> Thailand	<input type="checkbox"/> Turkey	<input type="checkbox"/> Ukraine	<input type="checkbox"/> United Arab Emirates	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Venezuela
<input type="checkbox"/> Vietnam	<input type="checkbox"/> Other (specify up to one only):				

5.7 Of the countries in which you have customers, in which ones have you faced one or more of these obstacles (localization requirements, privacy/data protection requirements, piracy or other IPR infringement, uncertain legal liability rules, censorship, compliance with customs requirements, standards, or other obstacles)? Check all that apply.

<input type="checkbox"/> Algeria	<input type="checkbox"/> Argentina	<input type="checkbox"/> Australia	<input type="checkbox"/> Austria	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> Belgium
<input type="checkbox"/> Brazil	<input type="checkbox"/> Canada	<input type="checkbox"/> Chile	<input type="checkbox"/> China	<input type="checkbox"/> Colombia	<input type="checkbox"/> Czech Rep.
<input type="checkbox"/> Egypt	<input type="checkbox"/> France	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> India	<input type="checkbox"/> Indonesia
<input type="checkbox"/> Israel	<input type="checkbox"/> Italy	<input type="checkbox"/> Japan	<input type="checkbox"/> Malaysia	<input type="checkbox"/> Mexico	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Nigeria	<input type="checkbox"/> Norway	<input type="checkbox"/> Pakistan	<input type="checkbox"/> Paraguay	<input type="checkbox"/> Peru	<input type="checkbox"/> Philippines
<input type="checkbox"/> Poland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Romania	<input type="checkbox"/> Russia	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Singapore
<input type="checkbox"/> South Africa	<input type="checkbox"/> South Korea	<input type="checkbox"/> Spain	<input type="checkbox"/> Sweden	<input type="checkbox"/> Switzerland	<input type="checkbox"/> Taiwan
<input type="checkbox"/> Thailand	<input type="checkbox"/> Turkey	<input type="checkbox"/> Ukraine	<input type="checkbox"/> United Arab Emirates	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Venezuela
<input type="checkbox"/> Vietnam	<input type="checkbox"/> Other (selected in question 5.6)				

5.8 In which of the countries listed below have you decided not to do business because of one or more of the obstacles listed in question 5.1? Check all that apply.

<input type="checkbox"/> Algeria	<input type="checkbox"/> Argentina	<input type="checkbox"/> Australia	<input type="checkbox"/> Austria	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> Belgium
<input type="checkbox"/> Brazil	<input type="checkbox"/> Canada	<input type="checkbox"/> Chile	<input type="checkbox"/> China	<input type="checkbox"/> Colombia	<input type="checkbox"/> Czech Rep.
<input type="checkbox"/> Egypt	<input type="checkbox"/> France	<input type="checkbox"/> Germany	<input type="checkbox"/> Greece	<input type="checkbox"/> India	<input type="checkbox"/> Indonesia
<input type="checkbox"/> Israel	<input type="checkbox"/> Italy	<input type="checkbox"/> Japan	<input type="checkbox"/> Malaysia	<input type="checkbox"/> Mexico	<input type="checkbox"/> Netherlands
<input type="checkbox"/> Nigeria	<input type="checkbox"/> Norway	<input type="checkbox"/> Pakistan	<input type="checkbox"/> Paraguay	<input type="checkbox"/> Peru	<input type="checkbox"/> Philippines
<input type="checkbox"/> Poland	<input type="checkbox"/> Portugal	<input type="checkbox"/> Romania	<input type="checkbox"/> Russia	<input type="checkbox"/> Saudi Arabia	<input type="checkbox"/> Singapore
<input type="checkbox"/> South Africa	<input type="checkbox"/> South Korea	<input type="checkbox"/> Spain	<input type="checkbox"/> Sweden	<input type="checkbox"/> Switzerland	<input type="checkbox"/> Taiwan
<input type="checkbox"/> Thailand	<input type="checkbox"/> Turkey	<input type="checkbox"/> Ukraine	<input type="checkbox"/> United Arab Emirates	<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Venezuela
<input type="checkbox"/> Vietnam	<input type="checkbox"/> Other (selected in question 5.6)				

Section 6. Other Information

- 6.1 If your organization would like to further explain any of the responses in this questionnaire, use the space below (500 character limit). Please do not use the Enter or Tab keys when entering text.

Character count out of 500

- 6.2 If your organization would like to give us a written submission for the public record, click on the link below to view the *Federal Register* notice about this investigation and go to page 2 of this notice for instructions. All written submissions are due by March 21, 2014.

[Federal Register notice](#)

Section 7. Certification

The undersigned certifies that the information supplied herein in response to this questionnaire is complete and correct to the best of his/her knowledge and belief and understands that the information submitted is subject to audit and verification by the USITC.

Section 332(g) of the Tariff Act of 1930 (19 U.S.C. 1332(g)) provides that the Commission may not release information which it considers to be confidential business information unless the party submitting such information had notice, at the time of submission, that such information would be released by the Commission, or such party subsequently consents to the release of the information. The undersigned acknowledges that information submitted in this questionnaire response and throughout this investigation may be used by the USITC, its employees, and contract personnel who are acting in the capacity of USITC employees, for the purposes of developing or maintaining the records of this investigation or related proceedings for which this information is submitted, or in internal audits and in investigations relating to the programs and operations of the USITC pursuant to 5 U.S.C. Appendix 3. The undersigned understands that all contract personnel will sign nondisclosure agreements.

The information your organization provides in response to this questionnaire will be treated by the Commission as confidential and will not be disclosed to the public unless required by law. The information will be aggregated with information from other questionnaire responses and will be published in a manner that will not reveal the operations of your organization. The Senate Committee on Finance has asked that the Commission not include any confidential business information in the report it transmits to it.

Certifier's name and title

Date of certification

Certifier's signature (not necessary if submitting electronically)

If submitting an electronic version of this certificate to the Commission, check the box below in place of a written signature to indicate that the authorized official listed has certified the information provided.

☐ Certified

Section 8. Submitting the Questionnaire

- 8.1 Before submitting your organization's completed questionnaire, please report the actual number of hours required and the cost to your organization of completing this questionnaire, including all preparatory activities.

Hours

Cost (\$)

- 8.2 Please make sure that all numeric data are in full-figures, not thousands, millions, or similar format.
- 8.3 For a final quality check, please click on the button below after you have completed the questionnaire. You may get one or more error messages indicating which questions have possible inconsistencies. After completing the quality check, please return to the question(s) shown in the error message(s) and make corrections, then perform this quality check again. If you believe the responses are correct despite an error message, please explain in question 6.1.
- 8.4 Please save the questionnaire.
- 8.5 Please use one of the submission options shown below.



Use this option to transmit your completed questionnaire through our secure electronic drop box. Click on the link and follow the instructions. In the PIN entry box, type: **1969**



Use this option to send your completed questionnaire as an email attachment. Click on the button and follow the instructions. Note that submitting your questionnaire response by email will subject your organization's confidential business information (CBI) to transmission over an unsecured environment and to possible disclosure to third parties. Any risk of disclosure of CBI during transmission is assumed by your organization and not us. However, once we receive the email, we will store your questionnaire response in our secured environment and safeguard it as detailed in the certification in section 7.



Use this option if you prefer to send your completed questionnaire on a CD (or other removable media). Click on the button and save the questionnaire to a CD. Mail the CD to us (see address on page 1). We don't recommend sending the CD by regular U.S. mail because this type of mail undergoes extra processing to screen for hazardous material that will likely delay the delivery and may damage the CD. Instead, we recommend overnight mail service.



Use this option if you prefer to send your completed questionnaire in hard copy (paper) form. Click on the button and your print screen will appear. After printing, mail or fax the completed questionnaire to us (see address and fax number on page 1). We don't recommend sending the questionnaire by regular U.S. mail because this type of mail undergoes extra processing to screen for hazardous material that will likely delay the delivery. Instead, we recommend overnight mail service.