

CORRESPONDENCE WITH THE EUROPEAN COMMISSION IN TRADE DEFENCE CASES

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1. HOW TO SEND DOCUMENTS

European Commission
Directorate-General for Trade
Trade Defence Greffe

Delivery by hand:

Rue de la Loi, 170
1000 Brussels, Belgium
(every weekday from 09.00 to 12.30 and
from 14.00 to 18.00)

Postal address:

CHAR 04/039
1049 Brussels, Belgium

Email: **Case-specific functional mailbox, as mentioned in the Notice of Initiation**

- Please quote the Commission's case number in all correspondence.
- **The standard way of communication between the Commission and interested parties is by email.**
- Your use of email means that you accept the rules in the Annex.
- Please send documents from a functioning official business email indicated to the Commission in accordance with the Notice of Initiation.
- **The Commission will then only communicate with you by email to this address,** unless you explicitly request to receive all documents from the Commission by another means of communication or unless the nature of the document to be sent requires the use of registered mail. The rules in the Annex apply to such email communication.
- You may still send documents to the Commission by hand or by registered mail. **However, documents sent using one means of communication must not be re-sent by another means.**
- If your replies to claim forms, questionnaires or any updates are too large to be sent by email then they can be sent on a CD-ROM or DVD, by hand or by registered mail. However see the Annex point (8) which also allows you to send your reply split over several smaller emails.

2. RECEIVING DOCUMENTS FROM THE COMMISSION

- The Commission will use the TRON.tdi website to send documents and notifications to interested parties.

- You will receive an email from the Commission (to the email address you have given us) notifying you that there is a document available on TRON.tdi for you to read and download. The email will contain a link which will send you to the TRON.tdi website.
- Access to TRON.tdi is through your EU Login account.
- If you do not have a EU Login account then full instructions are available from the link below. You will need to register to get access to TRON.tdi.
- These documents may have an expiry date attached. This means that after a certain date the document will be deleted from TRON.tdi and you will no longer have access to it.

3. HOW TO ACCESS THE FILE FOR INSPECTION BY INTERESTED PARTIES

The file for inspection by interested parties may be accessed as follows:

- (1) Send an email to the functional case mailbox requesting access to the file for inspection by interested parties;
- (2) Usually within 2 working days you will receive by email a response to your request informing you whether access is granted;
- (3) If access is granted, the email will contain instructions on how to get access to TRON.tdi, the website allowing interested parties and their representatives to remotely access the non-confidential file.
- (4) If access is denied and you do not agree with the reasons for this decision, you may request the intervention of the Hearing Officer.

Full information on access to TRON.tdi is available from this link:

<https://webgate.ec.europa.eu/tron/resources/documents/gettingStarted.pdf>

If you have any questions then please contact the Trade Service Desk on TRADE-SERVICE-DESK@ec.europa.eu or telephone +32 2 297 97 97 during normal Brussels working hours.

Annex

Principles that apply to submissions by email

1. When you receive an email you must acknowledge receipt by sending a return email to the case-specific functional mailbox listing all documents received. This proves that you have received the email. In addition, you should not block the requested "delivery" and "read" receipts.
2. The following rules apply with regard to the date of delivery: If a document is sent by email before 5.00 p.m. of the local time of the recipient, it shall be presumed to have been received on the day on which it was submitted by the sender. If a document is sent by email after 5.00 p.m. of the local time of the recipient, it shall be presumed to have been received on the following day.
3. If the sender finds out that the email did not reach the recipient, the sender shall immediately send another copy by email. In such a case, the rules referred to in points 1. and 2. apply. If the second attempt also fails, the sender shall send the relevant document(s) by registered mail.
4. The calculation of periods and deadlines is governed by Regulation (EEC, Euratom) No 1182/71 of the Council of 3 June 1971 determining the rules applicable to periods, dates and time limits.
5. The Commission does not accept liability for any errors, delays or omissions which may arise as a result of any email transmission.
6. Attachments to emails should be in a spreadsheet application, word processor or in a searchable portable document format (PDF).
7. All emails relating to a case must be sent to the case-specific functional mailbox, even when addressed to a specific Unit or an official of the Trade Defence Directorate.
8. If an email with its attachments is over thirty megabytes (30MB), then the sender can either send a CD/DVD or divide the documents over separate emails that are under 30MB in size. These emails must be sequentially numbered in the subject line (1 of 7, 2 of 7 etc.).