



20 September 2013

(13-5012)

Page: 1/2

Committee on Anti-Dumping Practices
Committee on Subsidies and Countervailing Measures

Original: English

**NOTIFICATION OF LAWS AND REGULATIONS
UNDER ARTICLES 18.5 AND 32.6 OF THE AGREEMENTS**

BRAZIL

Supplement

The following communication, dated 16 September 2013, is being circulated at the request of the Delegation of Brazil.

**MINISTRY OF DEVELOPMENT, INDUSTRY AND FOREIGN TRADE
SECRETARIAT OF FOREIGN TRADE**

ORDINANCE No. 3, DATED 7 FEBRUARY, 2013
(PUBLISHED in the Official Gazette of February 8, 2013)
(RATIFIED in the Official Gazette of February 14, 2013)

Provides for the Protocol Service of the Secretariat of Foreign Trade.

THE SECRETARY OF FOREIGN TRADE OF THE MINISTRY OF DEVELOPMENT, INDUSTRY AND FOREIGN TRADE, by using the prerogatives assigned to her according to sub-paragraphs I and XIX of Article 15 of Annex I of Decree No. 7.096, of 4 February, 2010, DECIDES:

Article 1º The Protocol Service of the Secretariat of Foreign Trade – SEP/SECEX is hereby established and shall function according to the provisions on Annex I of this Ordinance.

.....

Article 7º To provide for the Sectorial Protocol and Archive of the Department of Trade Remedies (DECOM) of the Secretariat of Foreign Trade (SECEX) and its functioning, as well as for the applicable rules concerning the receipt, recording, dispatch and distribution of documents, and for the procedures related to trade remedies proceedings attributed to DECOM, according to the provisions in Annex II of this Ordinance.

Article 8º This Ordinance enters into force on the date of its publication.

TATIANA LACERDA PRAZERES

.....

ANNEX II

PROTOCOL SERVICE AND ARCHIVE OF THE DEPARTMENT OF TRADE REMEDIES

Article 1° The Department of Trade Remedies (DECOM) Sectorial Protocol and Archive shall act in a separate and independent manner from the General Protocol Service provided for in Ordinance No. 6, of January 11, 2008, of the Ministry of Development, Industry and Foreign Trade.

Article 2° DECOM's Sectorial Protocol and Archive shall have the attributions of:

- I – receiving, numbering, recording, classifying and processing all correspondence and documents sent to DECOM;
- II – numbering, recording, classifying and processing all correspondence and documents sent by DECOM;
- III – controlling the receipt and dispatch of mail pouches and express deliveries;
- IV – attaching, detaching, enclosing and bringing together documents and proceedings related to DECOM's attributions;
- V – recording and gathering documents in proceedings related to trade remedies investigations;
- VI – controlling the Department's internal reproduction services;
- VII – ensuring the standardization of the proceedings provided for in this Ordinance; and
- VIII – organizing and updating the printed and electronic versions of the confidential and restricted case files of trade remedies proceedings.

Article 3° DECOM's Sectorial Protocol and Archive shall operate from 8h30 to 16h30, at EQN 102/103 Norte, Lote 1, mezanino, sala 108, CEP 70722-400, Brasília, Distrito Federal.

Article 4° In regard to the fulfillment of the time limits provided for in trade remedies legislation and in correspondence sent by DECOM, only correspondence received by the Sectorial Protocol until 16h30 of the due date of the corresponding time limit shall be considered as timely.

Article 5° Documents submitted as confidential must contain the CONFIDENTIAL expression in all its pages, centralized at the top and at the bottom of each page, in the color red. The corresponding restricted version of such documents must contain the RESTRICTED on all its pages, centralized at the top and at the bottom of each page, in the color blue.

Sole paragraph. All documents for which there is not a confidential version or for which such a version is not necessary shall be treated as restricted, with no need for affixing the expression RESTRICTED.

Article 6° Interested parties shall be able to access the original printed version of the restricted case files at the headquarters of DECOM's Sectorial Protocol and Archive, upon prior request.

Sole paragraph. The original printed version of the case files shall not be removed from DECOM's Sectorial Protocol and Archive by the interested parties under any circumstances.

Article 7° Due to the special nature of trade remedies proceedings, the volumes of the case file shall be filed in plastic hard-covered binders containing not more than 500 leaves each, being the dismemberment of documents allowed where the capacity of the binder is exceeded.

Article 8° The existence of electronic media and samples protocolled by interested parties shall be informed in the restricted case file of the proceeding.

Article 9° All further provisions contained in Ordinance No. 5, of December 19, 2002, of the Secretariat of Logistics and Information Technology of the Ministry of Planning, Budget and Management, shall apply to DECOM's Sectorial Protocol and Archive.
