

Numbering Procedure Guidelines

General Application Information:

1. Central Office Codes (COC's) will be allocated in ten thousand number blocks, and will be in contiguous blocks to providers as far as possible.
2. Initial COC's will only be assigned to local, authorized telecommunications providers, and will be issued on a first come, first serve basis. Initial COC applications must be submitted on form Annex 2, which can be found on our website.
3. Requests for additional COCs must be submitted at least 2 months in advance using form Annex 5. Applications must also prove that their current COC's will be exhausted within 12 months, and that the occupancy of their currently assigned COC's is 75% or greater.
4. An operator must inform the NTRC of the exact date that a COC has been put into use.
5. An operator may be permitted to hold a COC for a period of less than 12 months, as long as the reasons are justified. Unused codes should be willingly returned to the NTRC.
6. COC's may be reclaimed by the NTRC in the event that:
 - They are not used within 6 months from the assignment date
 - The operator fails to notify the NTRC of them being used within 6 months
 - The code is being used for a purpose other than what it was assigned
 - The code is held in reserve for a period greater than what was agreed upon
 - The operator goes out of business
 - A merger or a takeover results in an excessive amount of available codes
7. COC Holders must cooperate with the Commission when dealing with numbering related issues. This includes providing accurate data, and ensuring that COC's are not used for private networks or other services that they were not assigned for.

Application Process for Central Office Codes:

1. The provider must submit a copy of the COC Assignment Form to the NTRC. Annex 2 is used for initial COCs, while Annex 5 is used for additional COCs.
2. Provided that the application is satisfactorily completed, the NTRC shall acknowledge receipt of the application. Incomplete applications will be returned to the applicant, and must be completed and resubmitted as a new form.

3. After consulting with ECTEL, the NTRC will inform the applicant of the approval or denial of the COC assignment within 7 working days from the date that the application was received. In the event of a denial, the NTRC shall indicate the reasons.
4. ECTEL then submits the necessary information to an international agency to be updated in the TRA/BIRRDS databases.
5. The assignee must put the COC into use within 6 months of the assignment, and inform the NTRC of this by using the “Code in Service” form (Annex 4). The NTRC shall also provide monthly updates to ECTEL on the operation status of all codes.
6. ECTEL shall inform the relevant international agencies (ITU) of the issued COC within 5 working days. It is the responsibility of the provider to ensure that all correspondents and interested parties are informed of the assigned codes.

Definition of terms and abbreviations encountered during the application process:

“BIRRDS or Business Information Routing and Rating System (BIRRDS)” means a centralized database used to collect pertinent data that supports the routing and rating of local exchange calls within the Public Switched Telephone Network (PSTN).

“Central Office Code or COC” means the second set of three digits after the NPA code in a ten digit NANP area address. Central Office Codes are in the form “NXX”, where N is a number from 2 to 9 and X is a number from 0 to 9. Central Office Codes are also referred to as “NXX codes”.
routing calls.

“Central Office Code Exhaust” means a point in time at which the quantity of telephone numbers within a COC which are “Available for Assignment” equals zero within a switching entity/ or POI. .

“Code Administrator” means the Commission.

“Code holder” means an authorized operator who is the assignee of a full COC.

“Electronic Numbering (ENUM)” means the Internet Engineering Task Force (IETF) protocol that will assist in the convergence of the Public Switched Telephone Network and the Internet Protocol network; it is the mapping of a telephone number from the PSTN to Internet services.

“Growth code” means a code requested when the line numbers available for assignment in a previously assigned NXX code may not meet expected demand.

“Initial Code” means the first geographic COC assigned at a unique switching entity or point of interconnection.

“In Service” means an active code in which specific subscribers or services are utilizing assigned telephone numbers.

“LERG or Local Exchange Routing Guide” means the guide containing Information about the local routing data obtained from the Traffic Routing Administration (TRA).

“National Numbering Plan” means the plan established under section [-] of the Act;

“NANP or North American Numbering Plan” means a numbering architecture in which every station in the NANP Area is identified by a unique 10-digit address consisting of a three-digit NPA code, a three-digit central office code in the form NXX, and a four-digit line number of the form XXXX.

“NANPA or North American Numbering Plan Administration” means the body responsible for the coordination and administration of the North American Numbering/Dialling Plans.

“NANP Area” means the United States and its territories, Canada and the English speaking nations in the Caribbean and the Dominican Republic.

“NPA or Numbering Plan Area (Area Code)” means the first three-digits of a 10 digit NANP format that applies throughout the NANP Area.

“NPA Code Relief” means that activity that must be performed when an NPA is near exhaust of its NXX capacity.

“NPA Relief Date” means the date by which the NPA is introduced and routing of normal commercial traffic begins.

“Numbering Plan” means a plan that specifies the format and structure of the numbers used within that plan.

“Number Portability” means the ability of a customer to change the telecommunications service provider supplying a particular telecommunications service, without having to change their number.

“Operating Company Number or OCN” means a code used in the telephone industry to identify a telephone company.

“Premium Rate Services” means those services for which the caller pays a premium over and above the cost of conveying the call.

“Pre-selection” means that a user has the option to pre-select his provider but does not to dial the provider’s code.

“PSTN” means the Public Switched Telephone Network.

“PLMN” means the Public Land Mobile Network.

“Point of Interconnection or POI” means the physical location where a provider’s connecting circuits interconnects for the purpose of interchanging traffic on the PSTN.

“Premature Exhaust” means the exhaust of a numbering resource sooner than the projected date for NPA relief.

“Private Network” means a network used by a telecommunications operator to provide telecommunications service solely to itself using licensed facilities but not interconnected with a PSTN.

“Provider Network” means a network to which the public is not directly connected and provides transmission between access networks.

“Provider Selection” means the mechanism that allows customers to choose between network providers to carry their long distance calls.

“PSTN or Public Switched Telephone Network” means a network that is composed of transmission and switching facilities and signal processors supplied and operated by a telecommunications provider for use by the public.

“Reserved CO Codes” means an NXX code that has been temporarily set-aside for an applicant for future use.

“Switching Entity” means an electromechanical or electronic system for connecting lines to lines, lines to trunks or trunks to trunks for the purpose of originating/terminating PSTN calls.

“TNs Available for Assignment” means the quantity of telephone numbers within existing COCs which are immediately available for assignment to subscriber access lines or their equivalents within a switching entity or POI.

“TNs Unavailable for Assignment” means the quantity of telephone numbers within existing COCs which are neither “Working Telephone Numbers” nor available for new assignments as working telephone numbers within a switching entity/POI.

“Telecommunications Numbering System Register” means the register established under Regulation 5 of these Regulations.

“Traffic Routing Administration or TRA or Routing Data Base System or RBDS” means the update of the database contains a complete description of all Local Exchange Companies’ networks in the NANP Area (except, currently Canada) and pertinent information relating to the networks of other code holders.

Fees for obtaining copies or extracts of the Numbering Register:

Medium	Fee
Hard copy	\$50 (entire Register) \$2.00 (per page)
Data storage device	\$100
Electronic Transmission	Free

Fees for the use of numbers:

	Application	Initial	Annual
Central Office Codes (Block of 10,000 numbers)	\$150	\$1000	\$1000
Short Codes (Block of 10 codes)	\$150	\$1000	\$1000