

CSCN ASSIGNMENT

GUIDELINES:

Service Area Code (SAC) 600

NXX Code Assignment

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SAC 600 NXX ASSIGNMENT GUIDELINES

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SAC 600 NXX ASSIGNMENT GUIDELINES

1.0 PURPOSE AND SCOPE:

This document specifies guidelines for the assignment of NXX codes from Service Access Code (SAC) 600.

- 1.1 These non-geographic assignments are made to provide a method of identification of individual Canadian service providers – utilizing unique NXX codes within SAC 600 – which allows multiple service providers 600 access.
- 1.2 These guidelines have been developed through the Canadian Steering Committee on Numbering (CSCN) consensus process.
- 1.3 These guidelines apply to all Canadian carriers, with appropriate Canadian governmental authority, to enable offering services requiring such a SAC 600 NXX code resource.

2.0 ASSUMPTIONS AND CONSTRAINTS:

The development of these guidelines include the following assumptions and constraints:

- 2.1 A condition of assignment will be that the applicant must demonstrate, if required, that all applicable Canadian governmental authorization has been obtained to offer service requiring a 600 NXX code.
- 2.2 The guidelines must provide the greatest latitude in the provision of telecommunications services while effectively managing a finite resource.
- 2.3 For the purposes of administering the assignment of 600 NXXs, it is assumed that the initial method used to determine the carrier identification for routing and billing purposes will be to translate the 600 NXX portion of the 600 NXX XXXX number and route to the appropriate carrier based on unique NXX.
- 2.4 These guidelines do not apply to an environment where SAC 600 number portability exists. The assignment of 10-digit numbers (600 NXX XXXX) for portability is not addressed in these guidelines: if and when SAC 600 portability becomes a requirement, a new set of guidelines will be required.
- 2.5 These guidelines are applicable independent of who fulfills the role of 600 code administrator. The guidelines described herein were developed by the CSCN without any assumption of who should be the code administrator.
- 2.6 SAC 600 NXX codes are Canadian public resources. Assignment of a 600 NXX code does not imply ownership of the resource by either the code administrator or the entity to which it is assigned.
- 2.7 These guidelines deal only with the assignment of SAC 600 NXX codes, and not the implementation (e.g. code opening, routing) of the assigned codes.

3.0 ASSIGNMENT PRINCIPLES:

The assignment guidelines contained herein were based upon the following assignment principles:

- 3.1 600 NXX codes shall be assigned in a fair and impartial manner to any applicant which meets the criteria for assignment as outlined in Section 4.
- 3.2 Applicants for 600 NXX codes must comply with all applicable Canadian government legislation relative to the services they wish to provide utilizing 600 NXX codes.
- 3.3 600 NXX codes, as part of the current 10 digit NANP number format (i.e. NPA NXX XXXX), are to be used to identify the service provider (e.g. for call routing).
- 3.4 600 NXX codes are a finite resource that should be used in the most effective and efficient manner possible.
- 3.5 All applicants for 600 NXX codes will be required to justify their code requests to ensure compliance with these guidelines.
- 3.6 Information that is submitted by applicants in support of code assignment requests shall be kept to a minimum, uniform for all applicants and, on request by applicant, be treated as proprietary and adequately safeguarded.
- 3.7 Any entity that is denied the assignment of one or more 600 NXX codes under these guidelines has the right to appeal such a decision, as described in Section 8.

4.0 CRITERIA FOR ASSIGNMENT OF 600 NXX CODES:

The assignment criteria in the following sections shall be used by the code administrator in reviewing a request for 600 NXX code assignment from a service provider for initial and additional codes.

4.1 Initial Code Request:

- 4.1.1 The applicant must be authorized by the appropriate Canadian government authority to offer service(s) requiring such a non-geographic code resource(s). Utilization criteria or projection will not be used to justify or deny a single initial NXX assignment.
- 4.1.2 There will be no maximum placed on the number of initial codes assigned. However, in the case of a request for assignment of multiple initial SAC 600 NXX codes, additional market forecast or technical justification is required.
- 4.1.3 The applicant must submit a properly completed 600 NXX Request Form for initial code assignment to the code administrator, to formally request an NXX assignment.

4.2 Additional Code Requests:

- 4.2.1 Additional code requests must be directly related to the services for which the initial code(s) was previously assigned. Code requests for new services must meet the criteria of Section 4.1.
- 4.2.2 Assignment of additional code(s) shall be initiated upon applicant's proper completion of the 600 NXX Request Form, with supporting documentation to satisfy one of the following criteria :
 - 4.2.2.1 The applicant shall demonstrate that the fill rate on existing code(s) will show a minimum of 70% within 6 months from the date of the request form.
 - 4.2.2.2 An additional code(s) is necessary for rating, billing, or routing purposes.
 - 4.2.2.3 An additional code(s) is necessary for tariff / service purposes.

4.3 Code Preferences:

- 4.3.1. The applicant's preference for a specific NXX code, when explicitly indicated, shall be honoured to the greatest extent possible. Codes shall be assigned on a "first-come, first-served" basis.
- 4.3.2. If two applicants request the same NXX code simultaneously (i.e. their written requests are received by the code administrator on the same day), a lottery will be used to decide the code assignment.
- 4.3.3 To expedite the assignment process in the event that the applicant's first choice NXX code is not available, the applicant may specify acceptable alternative NXX codes, in order of preference. If there is no preference stated, or none of the applicant's preferred codes are available, codes shall be assigned at the discretion of the code administrator.

4.4 Code Reservation:

- 4.4.1 SAC 600 NXXs cannot be reserved.
- 4.4.2 The administrator, in exercising the discriminatory assignment powers mentioned in Section 4.3, will attempt to maintain expansion space around existing assignments. However this provision will be overridden if a valid request is received for the codes in the expansion space.

4.5 Code Activation Timeframes:

- 4.5.1 SAC 600 NXX initial codes must be implemented within 12 months of code assignment, and additional 600 NXX codes within 6 months of code assignment.
- 4.5.2 Extension of these timeframes may be granted if the code holder can demonstrate that delays in implementation past the above stated timeframes are beyond the control of the code holder.
- 4.5.3 In the event that a planned service for which a code has been assigned has been cancelled by the code holder, the NXX code shall be returned.

4.6 Public Record of Assignments:

All 600 NXX code assignments, including the identity of the assignees, will constitute a public record.

5.0 CODE CONSERVATION:

Consistent with the procedures outlined in Section 4.5, the following code conservation procedures shall be invoked:

- 5.1 When 70% of the SAC 600 NXXs have been assigned, the Code Administrator will request assignees to return any unused codes to the Code Administrator.
- 5.2 When 80% of the SAC 600 NXXs have been assigned, CSCN will appoint an auditor to review the individual line number assignments in each NXX. NXXs with 0 lines assigned must be returned to the Code Administrator. Assignees with 2 or more NXXs and less than 50% of the total lines assigned will be requested to review consolidation possibilities with the Code Administrator.
- 5.3 When 90% of the SAC 600 NXXs have been assigned, the CSCN will conduct a review of SAC 600 utilization and alternatives for accommodating Canadian industry needs for non-geographic numbers.

6.0 RESPONSIBILITIES OF THE CODE ADMINISTRATOR:

The code administrator shall:

- 6.1 Provide copies of the SAC 600 Assignment Guidelines upon request, including timely notification of any changes.
- 6.2 Receive and process applications for 600 NXX codes, based upon the applicant's completed code request form and the CSCN-approved guidelines.
- 6.3 Provide written response to the applicant within 10 working days from the receipt of an application form by completing the response portion which forms part of these guidelines.
- 6.4 In the case of an approved request for code assignment, select an unassigned NXX code – with applicant specified preference, if feasible.
- 6.5 In the case where a code request is denied, provide specific reasons for such denial based upon the CSCN guidelines with the response form, and indicate where the applicant may make an appeal to this decision.
- 6.6 Maintain records on codes assigned, plus those available for assignment.
- 6.7 Provide copies of assignment records upon request.
- 6.8 Initiate the appropriate code conservation activities whenever the thresholds provided in Section 5 are achieved.

7.0 RESPONSIBILITIES OF CODE APPLICANTS AND HOLDERS:

7.1 Code Applicants:

Service providers applying for 600 NXX assignment will:

- 7.1.1 Complete and submit the request form to the Code Administrator.
- 7.1.2 Include the exact corporate name and address, contact names and telephone numbers, and the date each code is planned for activation.
- 7.1.3 Upon request from the Code Administrator, provide details of the planned service operation and documentation of the regulatory authorization under which the service is to be provided.

7.2 Code Holders:

Code holders will:

- 7.2.1 Inform the Code Administrator of any mergers, acquisitions or transfers. The assignment of NXX codes does not imply ownership. Although not a formal asset of a company, control of an NXX may be transferred to another entity that merges with or acquires the company holding the NXX, as long as the NXX remains in use according to the CSCN Guidelines. The Code Administrator must be informed of any such mergers, acquisitions or transfers to ensure that a complete and accurate record of the entity responsible for the code can be maintained, and that the guidelines are observed. Holders of NXX codes obtained via such business transfers will be responsible for meeting all conditions of these guidelines. Codes shall be returned to the assignment pool if the conditions of code assignment are not met.
- 7.2.2 Maintain up to date records of the line number assignment records for all their assigned codes.
- 7.2.3 Cooperate with the Code Administrator, the auditor and CSCN in the code conservation measures described in Section 5.

7.3 Appeals Process:

Code applicants and code holders dissatisfied with decisions made by the Code Administrator may invoke the CSCN appeals process (Section 8).

8.0 CSCN APPEALS PROCESS:

The CSCN is an appeal mechanism to assist an applicant in the event that a request for code assignment has been denied, if the applicant should choose to request CSCN assistance in resolving such a dispute. CSCN shall, if necessary, review the current guidelines in such an event to assess their capability to accommodate all valid requests for codes in an evolving market and regulatory environment.

9.0 MAINTENANCE OF THESE GUIDELINES:

It may be necessary to modify these assignment guidelines periodically to accommodate changing circumstances. If required, the CSCN shall initiate such an update / rewrite based upon a request to review the current guidelines for such a purpose.

APPENDIX A1:

CHRONOLOGY OF SAC 600

In 1962, 610 was designated for use exclusively in Canada as a Service Access Code (SAC). At that time it was used for TWX services, and later for Datalink services, by the Operating Telephone Companies (OTCs). In 1988, it was agreed that the remaining unassigned NXX codes could be used of Integrated Services Digital Networks (ISDN) by the OTCs and non-OTCs (CNCP/Unitel and Teleglobe at the time). An administration board was formed to oversee and adjudicate on all matters related to the assignment and administration of 610 NXX codes.

By April 1991, although a number of NXX codes were assigned, SAC 610 was not heavily used. Also, by that time the NPA pool for assignment as Geographic NPAs was forecast to be depleted before the introduction of interchangeable NPAs in 1995. Since 610 was in a similar format as a geographic NPA, NANPA requested that it be returned to the pool for reassignment, in exchange for an N00 code.

In July of 1992, the SAC 610 administration board agreed to the exchange of SAC 610 for SAC 600 with a transition period of 13 months. The agreement was ratified by the Canadian Steering Committee on Numbering (CSCN) a few days after which the details were worked out with the NANPA.

At the last meeting of the administration board in July 1992, it was also agreed that all existing assignments in SAC 610 would continue after the changeover to SAC 600. All new assignments in SAC 600 would be in accordance with new SAC 600 Assignment Guidelines, under the purview of the CSCN. In October 1993, SAC 610 was returned to NANPA.

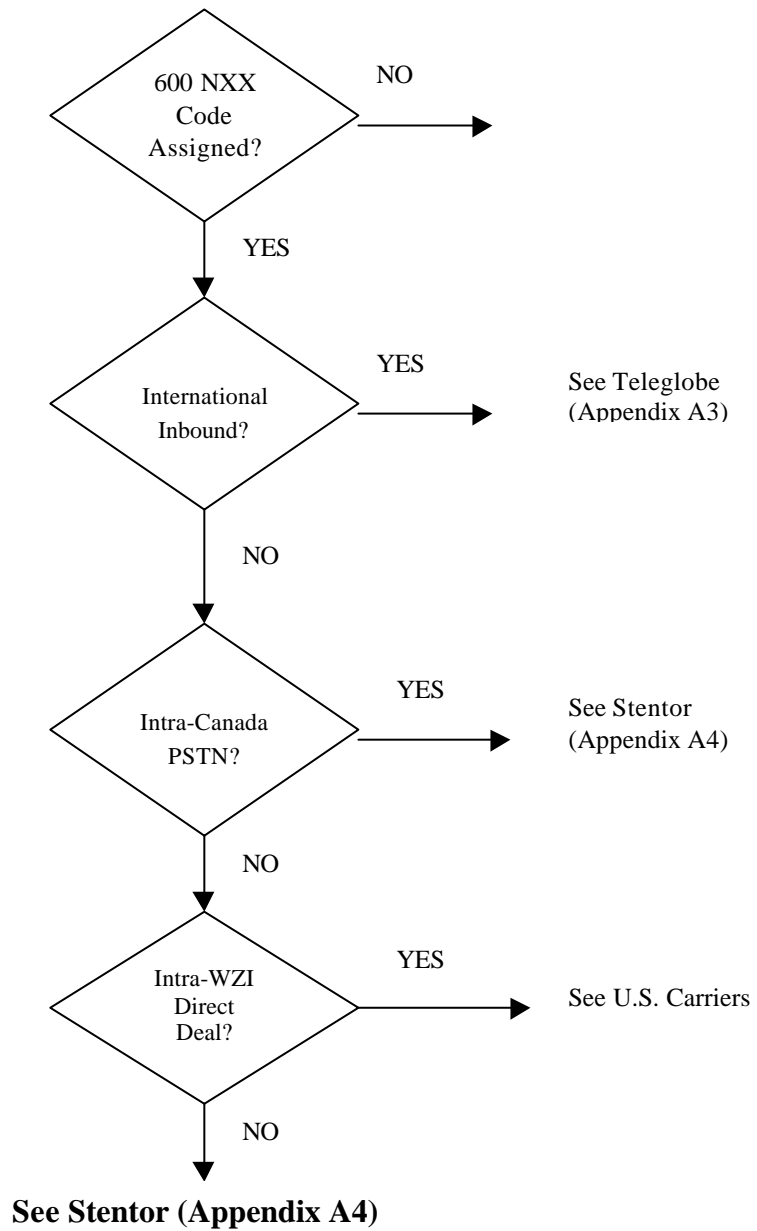
Attachments:

1. CSCN sign-off on SAC 610 / SAC 600 exchange.
2. NANPA acknowledgement of CSCN proposal.

Note: Attachments are only available in hardcopy. Please contact the CNA if you require copies of these Attachments.

APPENDIX A2:

GENERAL PROCEDURE FOR SAC 600 CODE ACTIVATION



APPENDIX A3:

TELEGLOBE SAC 600 ACTIVATION PROCEDURE

1. Activation requests for incoming overseas access to a SAC 600 NXX will only be considered for NXX assignments previously approved by the Canadian Numbering Administrator as per CSCN guidelines.
2. Applicants submits overseas activation request to Teleglobe Canada at the following address:

Associate Director, Consumer services
Canadian Market Department
Teleglobe Canada Inc.
1000 de la Gauchetiere St. West
Montreal, Quebec H3B 4X5

The request must indicate the Teleglobe gateway location(s) at which the applicant wishes to receive incoming overseas traffic, the trunk group identity to be used for receiving the traffic, the signalling system to be used (R1D or SS7) and the contact name for notification of activation.

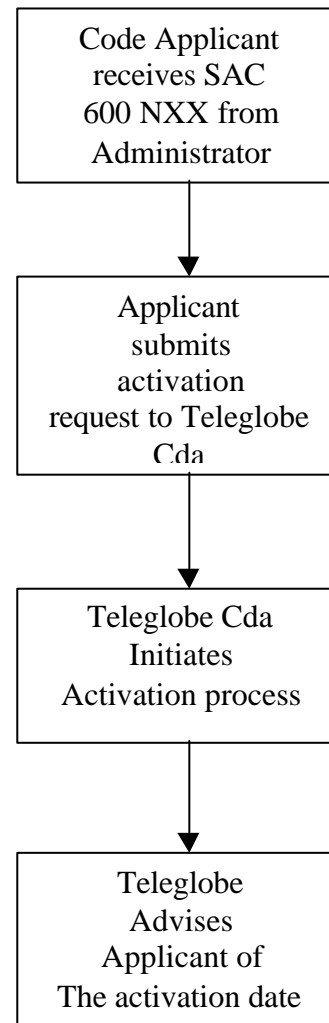
Unless the applicant requests another arrangement, the standard Teleglobe settlements and accounting procedures for incoming overseas telephone traffic will be applied to the SAC 600 traffic.

3. Teleglobe will internally initiate the necessary steps to activate the operation of the NXX. There will be no overseas notification as the overseas countries are not required to analyze NXX digits. When activated, the service will be accessible from all countries that have activated SAC 600. For a request with standard settlements and with the interface trunk group on an existing facility, the code will be activated within 35 working days of receipt of the request.
4. Teleglobe will advise the applicant of the activation date five (5) working days in advance.

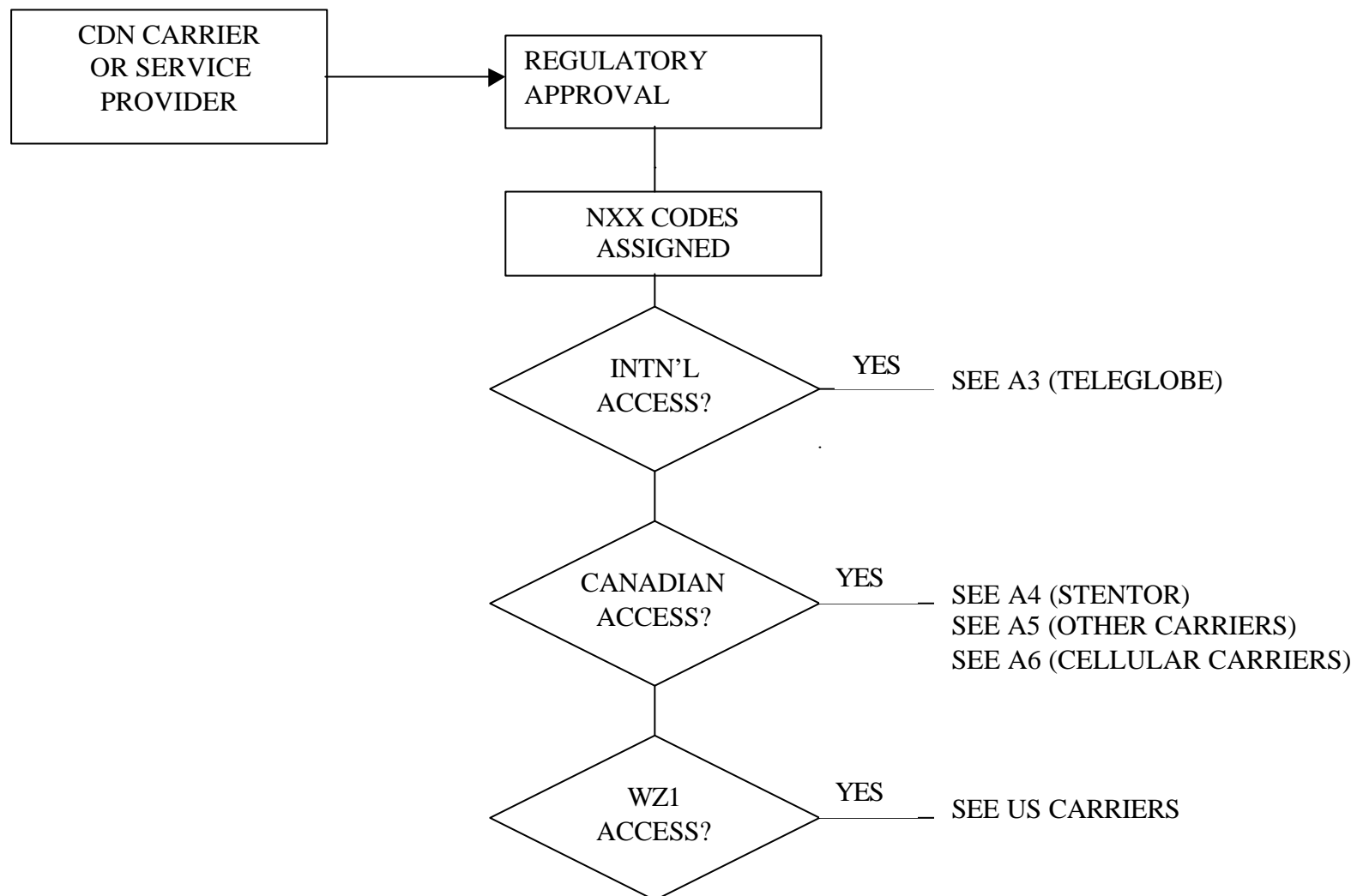
See attachments.

1. **Activation Procedure for Inbound Overseas Operation to SAC 600.**
2. **Proposal for Procedures for Establishment of SAC 600 codes and Networks Interconnection.**

ACTIVATION PROCEDURE FOR INBOUND OVERSEAS OPERATORS TO SAC 600



PROPOSAL FOR PROCEDURES FOR ESTABLISHMENT OF SAC 600 CODES AND NETWORKS INTERCONNECTION



This flow chart is for general reference purposes only as it contains typical Inter-carrier procedures for interworking. Information contained here does not imply or guarantee any commitment on the part of Stentor or its Owner Operating Companies. These procedures are subject to change at any time. This material is considered to be inappropriate for inclusion in CSCN documents intended to provide number assignment guidelines.

APPENDIX A4:

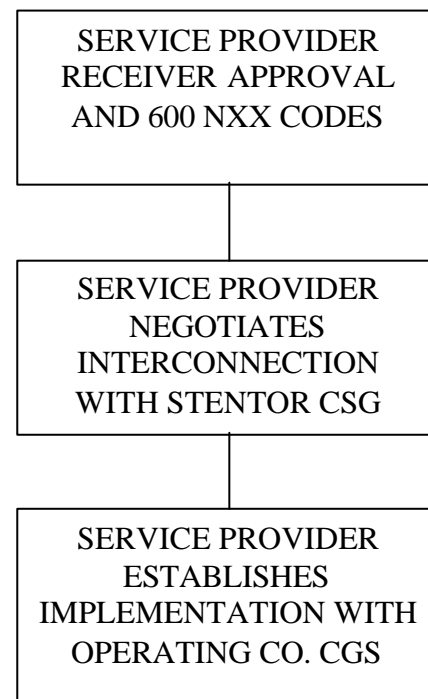
STENTOR SAC 600 ACTIVATION PROCEDURE

See Attachment

- 1. Proposal for Procedures for Establishment of Stentor Networks Interconnection of SAC 600.**

**PROPOSAL FOR PROCEDURES FOR ESTABLISHMENT OF
STENTOR NETWORKS INTERCONNECTION OF SAC 600**

A4



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APPENDIX A5:

SAC 600 NXX CODE ASSIGNMENT FORM

This form consists of two (2) parts:

- Part A To be completed by Applicant / Code Holder:
 - 1 – Initial SAC 600 NXX Code(s) Request (3b)
 - 2 – Additional SAC 600 NXX Code(s) Request (3c)
 - 3 – Code Return Notification (3d)
 - 4 – Code Information Change (3e)
- Part B To be completed by the Code Administrator in response to receipt of Part A above.

Send to: Canadian Numbering Administrator Phone: (613) 998-5554
Industry Canada / DGTP Fax: (613) 952-0567
300 Slater Street
Ottawa, Ontario K1A 0C8

Date of Submission: _____

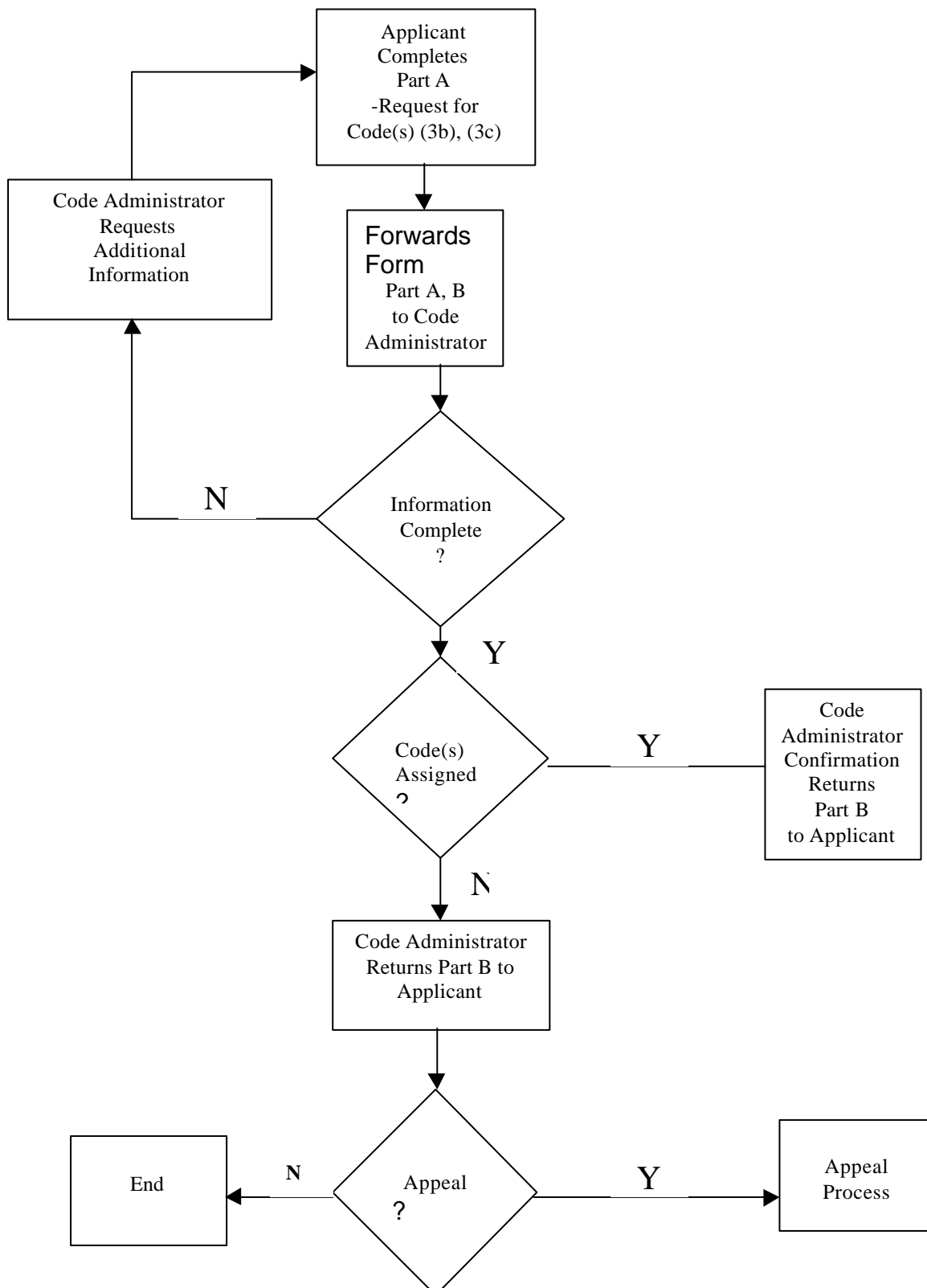
- Notes:
1. The above date of submission triggers the clock for the Code Administrator's 10 day response obligation and also will serve as the key tracking mechanism for this transaction. Please submit the complete form (cover / Part A / Part B) to the Code Administrator. Forms may be reproduced locally as required.
 2. Reference the two (2) attached flowcharts, to assist in completing the required sections of the SAC 600 NXX assignment form.

See Attachments

- 1. SAC 600 NXX Code Forms Flowchart #1**
- 2. SAC 600 NXX Code Forms Flowchart #2**

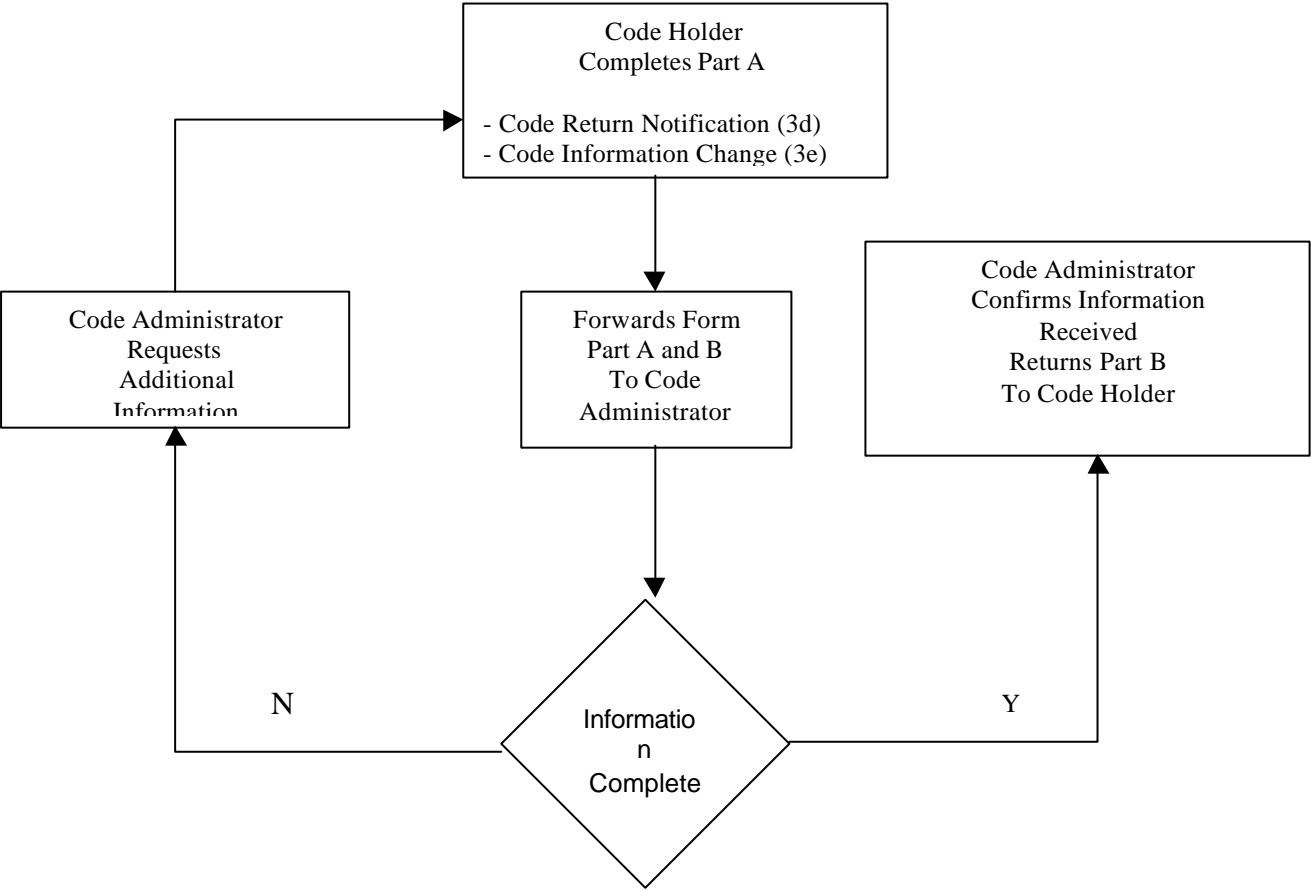
SAC 600 NXX Code Forms Flowchart #1

- Initial SAC 600 NXX Code(s) Request (3b)
- Additional SAC 600 NXX Code(s) Request (3c)



SAC 600 NXX Code Forms Flowchart #2

- Code Return Notification (3d)
- Code Information Change (3e)



PART A

SAC 600 NXX CODE ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM

The applicant and the code administrator acknowledge that the information contained on this request form is sensitive and will be treated as confidential. The information in this form shall be treated as proprietary and will only be shared with SAC 600 code administrator personnel and/or regulators.

1. Name of entity requesting code assignment/return notification/information change:

2. Contact information:

Applicant

Name: _____

Address: _____

Room: _____

City, Prov., Postal Code: _____

Phone No.: _____ Fax No.: _____

Company Name: _____

3. SAC 600 NXX Code Request

3a. Type of Request (*check one*)

___ Initial SAC 600 NXX code(s) for service provider (Also complete section 3b)

___ Additional SAC 600 NXX code(s) for service provider (Also complete section 3c)

___ SAC 600 NXX Code return (Also complete section 3d)

___ SAC 600 NXX Code information change (Also complete section 3e)

Note: It is the responsibility of the applicant to arrange with other entities code activation, deactivation, and changes.

3b. Initial SAC 600 NXX Code(s) Request

Quantity of initial SAC 600 NXX(s) being requested _____

Initial SAC 600 NXX(s) Assignment Preference in order of priority

Provide a general description of the service(s) to be provided via the requested code(s):
(12 Month view minimum): _____

Planned in service date(s) for SAC 600 NXX code(s): _____
(The applicant agrees to implement the service for which the code(s) have been allocated withi
twelve months of the assignment date.)

Is certification or authorization required to provide the service in the intended service area(s)?

Yes _____ No _____

If yes, does your company have such certification or authorization?

Yes _____ No _____ Pending _____

If yes, type and date of certification (e.g. letter of authorization, license):

If no or pending, explain:

3c. Additional SAC 600 NXX code request

Quantity of additional SAC 600 NXX(s) being requested _____

Additional SAC 600 NXX(s) Assignment Preference in order of priority

Current percent fill on assigned N00 NXX code(s): _____

Current % Fill = $\frac{\text{Working Numbers} + \text{Numbers Unavailable for Assignment}}{\text{Number of NXX code(s)} \times 10,000} \times 100$

Growth history for 12 months: _____ (Average Amount of Numbers/Month)

Projected demand for the coming 12 months:
_____ (Average Amount of Numbers/Month)

Months to exhaust: _____

Planned in service date for the SAC 600 NXX code(s): _____
(The applicant agrees to place these code(s) in service within six months of the assignment date.)

3d. Code return notification

The following SAC 600 NXX code(s) are being returned to the list of available NXX codes:

Effective date: _____

3e. Code information change

SAC 600 NXX(s) affected:

Reason for change:

_____ Merger / Acquisition
_____ Company Name Change
_____ Contact Name Change
_____ Other
_____ Explanation _____

Effective Date: _____

These NXX code(s) were formerly assigned to :

Company Name: _____
Contact Name : _____
Address: _____
Room: _____
City, Province, Postal Code: _____
Phone: _____ Fax: _____

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned SAC 600 codes will be used in the provision of services as stated herein, and that this application has been prepared in accordance with the SAC 600 NXX Code Assignment Guidelines.

Signature of Authorized Representative of Code Applicant / Holder

Name / Title

Date

PART B

SAC 600 NXX CODE ASSIGNMENT CONFIRMATION FORM

Applicant

Name: _____

Address: _____

Room: _____

City, Prov, Postal Code: _____

Phone No.: _____ FAX No.: _____

Company Name: _____

Date of Application: _____

Date of Receipt of Request: _____

Date of Response to Request: _____

_____ **Code(s) Assigned:** _____

_____ **Code(s) Returned:** _____ will be removed/re-assigned effective:

_____ **Form Incomplete**

Additional information required in the following section(s):

_____ **Form complete, code request denied:**

Explanation: _____

Other:

Explanation: _____

Code Information Change Confirmed:

Merger / Acquisition

Company Name Change

Contact Information Change

Other

Explanation: _____

Signature of SAC 600 Code Administrator Representative

Date