



ATTACHMENT 1
FORM OF REPORTING WORKSHEET

Canadian Numbering Administration Reporting Worksheet – Due April 1, 2024
(Late fees shall apply if deadline missed)

This Reporting Worksheet will be used to allocate Canadian numbering administration costs during the period July 1, 2024 to June 30, 2025.

Please read and follow the instructions in the attached letter when completing this Reporting Worksheet.

For assistance in completing this Reporting Worksheet, please call Gail Yeung at (613) 236-9191.

The information provided by your company on this Reporting Worksheet is confidential information and will be safeguarded by CNAC and Welch LLP (CNAC's Billing and Collection Agent) and used solely for the implementation of the CNAC funding mechanism for numbering administration in Canada.

☐ ORIGINAL FILING ☐ REVISION TO ORIGINAL FILING ☐ CONSOLIDATED TSP REPORT

☐ ACQUIRED TSPs _____
(If this Box is checked please include the name of all telecommunications service providers ("TSP(s)") acquired since the date the last Reporting Worksheet was filed. If acquired TSPs are filing their own reporting worksheets, it is not necessary to name the acquired TSP)

Block 1: Carrier Identification

Legal Name of Carrier	<
Name Carrier is doing business as	<
Principal telecommunications business (Check the one box that best describes carrier's operations)	
<input type="checkbox"/> ILEC	<input type="checkbox"/> Wireless Service Provider
<input type="checkbox"/> CLEC	<input type="checkbox"/> Interexchange Carrier (IXC)
<input type="checkbox"/> Independent Telephone Company	<input type="checkbox"/> Canadian International Carrier

If you are submitting a Consolidated TSP Report, please also complete the chart that is attached as Exhibit 1 to this worksheet including the above information for each affiliated carrier to be included in the worksheet. Only carriers that are affiliated with each other (as the term affiliate is defined in the *Canada Business Corporations Act*) are permitted to be included in a Consolidated TSP Report.

Block 2: Revenue Information

2023 Telecommunications Service Revenue <
(From January 1 to December 31, 2023)
Report revenues in whole dollars. Negative revenue is to be reported as \$0.

If filing a Consolidated TSP Report the revenue to be reported is to be the aggregate revenue of all affiliated carriers.



2023 Telecommunications Services Revenue Reported:	_____
2022 Telecommunications Services Revenue Reported:	_____
Year over Year (YOY) Percentage Change:	_____

The type of information that is required to be provided to explain significant change in revenue includes the following:

- The explanation provided should be at a level to allow for the information to be independently verified or audited if CNAC requires. A general description just stating the percentage increase or decrease will not satisfy the requirement.

[illegible]

Carrier
Contact Name
Contact Telephone Number
Contact E-mail

**Block 5: Payment Option Selection**

Our selected payment options are:

- ☐ One (1) single payment due: June 1, 2024
- ☐ Four (4) quarterly payments due: (i) June 1, 2024, (ii) September 1, 2024, (iii) December 1, 2024 and (iv) March 1, 2025
(the quarterly payment amount is determined by dividing the total fee by four (4))
- ☐ Twelve (12) monthly payments, (i) with the first payment due June 1, 2024; and (ii) eleven (11) subsequent payments due on the first day of each month thereafter with the last payment being due on May 1, 2025.
(the monthly payment amount is determined by dividing the total fee by twelve (12))

NOTE: There are additional fees if opting to pay the annual fee quarterly or monthly (see Table of Additional Fees section in the Reporting Worksheet).

NOTE: Payments which are not received by the CNAC Billing & Collection Agent by the due date are subject to Late Payment Fees.

Block 6: Operating Company Numbers (OCNs) Information

Include in Exhibit 2 attached to this Reporting Worksheet a list of all Operating Company Numbers (OCNs) held by the carrier and/or affiliated TSPs (if filing a consolidated TSP report) that are assigned numbering resources. The failure to provide a fully completed Exhibit 2 along with this Reporting Worksheet will result in an incomplete and late filing and subject your company to late fees and potentially other sanctions.

Block 7: Officer's Certification

I certify that I am an officer of the carrier named above, that I have examined the foregoing report, and that to the best of my knowledge, information and belief: (i) all statements of fact contained in this Reporting Worksheet are true; (ii) said Reporting Worksheet is an accurate statement of the Telecommunications Service Revenues of the above named carrier (or carriers if submitting a Consolidated TSP Report or a report including Acquired TSP revenue); and (iii) if submitting a Consolidated TSP Report, all carriers included in the Reporting Worksheet are affiliates of each other (as the term affiliate is defined in the *Canada Business Corporations Act*; for the period January 1, 2023 through December 31, 2023.

Printed Name of Officer	<
Position with Carrier	<
Signature	<
Date	<
Billing Contact Person	<
Telephone Number of Billing Contact Person	<
E-mail address	<
Complete Billing Address:	

E-mail address for invoice:
(if different from contact person's e-mail address) <



Please fax or email PDF copy of Reporting Worksheet to:

Fax # : (613) 236-8258; Attention: Gail Yeung

E-mail : cnac@welchllp.com

or mail original to:

**Canadian Numbering Administration Consortium Inc.
c/o Welch LLP
123 Slater St. 3rd floor
Ottawa, ON K1P 5H2
Attention: Gail Yeung**

PLEASE DO NOT INCLUDE A PAYMENT WITH THIS REPORT. YOU WILL BE INVOICED AT A LATER DATE.



EXHIBIT 1
to Attachment 1 - Reporting Worksheet
Affiliate Carrier Information
Consolidated TSP Report
(Please provide information below for all affiliated carriers)
(Please use additional chart as necessary)

	Legal Name	Name Carrier Doing Business As (if different than Legal Name)	Principal Communications Business	2023 Telecommunications Service Revenues
Reporting Carrier:				
			Choose the one that best describes the carrier's operations.	
Affiliated Carriers:				
1			Choose the one that best describes the carrier's operations.	
2			Choose the one that best describes the carrier's operations.	
3			Choose the one that best describes the carrier's operations.	
4			Choose the one that best describes the carrier's operations.	
5			Choose the one that best describes the carrier's operations.	
6			Choose the one that best describes the carrier's operations.	
7			Choose the one that best describes the carrier's operations.	
8			Choose the one that best describes the carrier's operations.	
Total Consolidated 2023 Telecommunications Service Revenues to report in Block 2 of attachment 1				



EXHIBIT 2
to Attachment 1 - Reporting Worksheet
List of OCNs (Operating Company Numbers) Used to Hold Numbering Resources

OCN	OCN Entity Name	CNA Service User Agreement Entity Name ¹	CNA Service User Agreement Date ¹	CNAC Service User Agreement Entity Name ¹	CNAC Service User Agreement Date ¹

Note 1: Please list names and dates for the following agreements: (i) Agreements with CNA (ie. COMsolve, Leidos Canada, SAIC Canada); and (ii) Agreements with CNAC.



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Note 1: Please list names and dates for the following agreements: (i) Agreements with CNA (ie. COMsolve, Leidos Canada, SAIC Canada); and (ii) Agreements with CNAC.
