

**ATTACHMENT 1
FORM OF REPORTING WORKSHEET**

**Canadian Numbering Administration Reporting Worksheet – Due April 1, 2025
(Late fees shall apply if deadline missed)**

This Reporting Worksheet will be used to allocate Canadian numbering administration costs during the period July 1, 2025 to June 30, 2026.

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: Entity Identification

Legal Name of Entity _____ <
Name Entity is doing business as _____ <

Principal business utilizing numbering resources (Check the one box that best describes entity’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 |
| <input type="checkbox"/> REO/CIO | <input type="checkbox"/> Public Safety Network Operator |

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 Entity to be included in the worksheet. Only entities 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

2024 Telecommunications Service Revenue _____ <
(From January 1 to December 31, 2024)
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 entities.

Block 3: Revenue Comparison

2024 Telecommunications Services Revenue Reported:	_____
2023 Telecommunications Services Revenue Reported:	_____
Year over Year (YOY) Percentage Change:	_____

Provide an explanation for any YOY Revenue change (increase or decrease) of 10% or greater (please include a separate sheet if further space is needed.)

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

- (a) year by year breakdown of revenue difference, listed by different revenue sources (ie. data, voice, LD, etc.)
- (b) percentage decrease or increase
- (c) explanation as to reasons for the decrease or increase in revenue including both written explanation and supporting financial data (i.e. loss of major customer, material decline in customer demand, discontinuation of a service offering, etc.)

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. **Until CNAC is satisfied with the explanation provided, the reporting worksheet will be considered to be incomplete and this may lead to late charges being incurred**

Block 4: Entity Responsible for Payment of Fees (If submitting Consolidated TSP Report)

Entity	_____
Contact Name	_____
Contact Telephone Number	_____
Contact E-mail	_____

Block 5: Payment Option Selection

Our selected payment options are (select 1 only):

- One (1) single payment due: June 1, 2025
- Four (4) quarterly payments due: (i) June 1, 2025, (ii) September 1, 2025, (iii) December 1, 2025 and (iv) March 1, 2026
(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, 2025; and (ii) eleven (11) subsequent payments due on the first day of each month thereafter with the last payment being due on May 1, 2026.
(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. If no option is selected above, you will be deemed to have selected the single payment option.

Block 6: Operating Company Numbers (OCNs) Information

Include in Exhibit 2 attached to this Reporting Worksheet a list of all Operating Company Numbers (OCNs) that the Entity 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 entity 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 entity (or entities if submitting a Consolidated TSP Report or a report including Acquired TSP revenue); and (iii) if submitting a Consolidated TSP Report, all entities 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, 2024 through December 31, 2024.

Printed Name of Officer	<
Position with Entity	<
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
350 Albert Street, Suite 700
Ottawa, ON K1R 1A4
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 Entity Information
Consolidated TSP Report
(Please provide information below for all affiliated entities)
(Please use additional chart as necessary)

Legal Name	Name Entity Doing Business As (if different than Legal Name)	Principal Communications Business	2024 Telecommunications Service Revenues
------------	---	--------------------------------------	--

Reporting Entity:

		Choose the one that best describes the entities operations.	
--	--	---	--

Affiliated Entities:

1			Choose the one that best describes the entities operations.	
2			Choose the one that best describes the entities operations.	
3			Choose the one that best describes the entities operations.	
4			Choose the one that best describes the entities operations.	
5			Choose the one that best describes the entities operations.	
6			Choose the one that best describes the entities operations.	
7			Choose the one that best describes the entities operations.	
8			Choose the one that best describes the entities operations.	
9			Choose the one that best describes the entities operations.	
10			Choose the one that best describes the entities operations.	
Total Consolidated 2024 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/CNAC Service User Agreement(s) Entity Name ¹	CNA/CNAC Service User Agreement(s) 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 (If you have entered into more than one agreement, please list each agreement separately).

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

OCN	OCN Entity Name	CNA/CNAC Service User Agreement(s) Entity Name¹	CNA/CNAC Service User Agreement(s) Date¹

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 (If you have entered into more than one agreement, please list each agreement separately).

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

OCN	OCN Entity Name	CNA/CNAC Service User Agreement(s) Entity Name¹	CNA/CNAC Service User Agreement(s) Date¹

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 (If you have entered into more than one agreement, please list each agreement separately).
