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**Canadian**

**Non-Geographic Code**

**Assignment Guideline**

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**Canadian Non-Geographic
Code Assignment Guideline**

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**CANADIAN NON-GEOGRAPHIC
CODE ASSIGNMENT GUIDELINE**

# PURPOSE AND SCOPE

* 1. This Guideline describes and specifies procedures for the assignment and administration of Canadian Non-Geographic NPA NXX Codes. The purpose of this Guideline is to provide guidance to the Canadian Numbering Administrator (CNA), Code Applicants and Code Holders with respect to the administration, assignment, activation, and use of Non-Geographic NXX Codes.
	2. Non-Geographic NPAs include 622, 633, 644, 655, 677, 688, and the following specific ranges in NPA 600.

|  |  |  |  |
| --- | --- | --- | --- |
| **NPA** | **Start NXX** | **Finish NXX** | **Count** |
| 600 | 219 | 221 | 3 |
| 600 | 223 | 249 | 27 |
| 600 | 251 | 344 | 94 |
| 600 | 346 | 566 | 221 |
| 600 | 568 | 599 | 32 |
| 600 | 601 | 699 | 99 |
| 600 | 703 | 776 | 74 |
| 600 | 778 | 887 | 110 |
| 600 | 889 | 910 | 22 |
| 600 | 912 | 998 | 87 |

These are referred to as “6YY” NPAs. NPA 677 and 688 are set aside for a future expanded numbering format. NPA 699 has been reserved by the NANPA and is not considered for use as a Non-Geographic NPA at this point in time. The assignments of “Toll Free” 8YY NPAs are not included in this guideline.

* 1. NXX Codes in the Non-Geographic NPAs may be assigned to Canadian telecommunications Carriers for the provision of NXX Codes in the Non-Geographic NPAs are not associated with Exchange Areas such as CO Codes in geographic NPAs.
	2. Non-Geographic Services are telecommunications services that:
1. are provided by Canadian Carriers;
2. are made available to customers located in Canada;
3. use telephone numbers in the Non-Geographic NXX Codes;
4. are accessible from public networks that have arranged to route calls to and from the Non-Geographic NXX codes used for the Non-Geographic Services; and
5. are approved by the Canadian Radio-television and Telecommunications Commission (the Commission or CRTC), where the CRTC determines that such approval is necessary.
	1. One service that could utilize Non-Geographic numbers is Machine-To-Machine (M2M). M2M devices that support both data and voice services must be assigned geographic telephone numbers (TNs), to facilitate the correct rating of long distance voice calls. M2M devices that support only data services may be assigned intra-network TNs or Non-Geographic TNs. Intra-network TNs are TNs that are “not-dialable” from the PSTN and are routed only within the Carrier’s network, e.g. telephone numbers that use NPA 010. Non-Geographic TNs support the routing of data calls outside of a WSP network, between Carriers.
	2. Interconnection, routing, rating and settlements are not covered by this Guideline.
	3. Costs associated with Non-Geographic NXX Code administration and assignments are not addressed in this Guideline.
	4. Each assigned Non-Geographic NXX Code is assigned to a specific Code Holder. This allows the Carrier on whose network calls to the Non-Geographic NXX Code are originated (i.e., originating Carrier) to use the 6-digit NPA-NXX Code portion of the dialed telephone number to identify the Carrier to which the call must be routed for completion (i.e., terminating SP).
	5. As determined by the Carrier on whose network the call is originated, devices may access Non-Geographic numbers by dialing the 10-digit Non-Geographic NXX number.

This Guideline applies throughout Canada subject to Canadian governmental policies and regulatory requirements. The CRTC is the telecommunications regulator for all Telecommunications Service Providers in Canada. Under the Telecommunications Act, the Commission is authorized to administer numbering resources in Canada.

# ASSUMPTIONS AND CONSTRAINTS

* 1. Non-Geographic numbering resources are managed by the CNA. Numbering resource assignees (i.e., Non-Geographic NXX Code Holders) based on this Guideline are under the oversight of the Commission.
	2. Administration or assignment of a Non-Geographic NXX Code does not imply ownership of the resource by the CNA or the Non-Geographic NXX Code Holder to which it is assigned, or the ownership of telephone numbers in the Code by the Code Holder or its customers.
	3. Telephone numbers in general and Non-Geographic numbering resources in particular are considered a public resource and are not owned by the assignees (i.e., not the Code Holders or the Code Holders’ customers). Consequently, the resources cannot be sold, brokered, bartered, or leased by the assignee for a fee or other consideration except in a manner consistent with Commission direction (e.g., a Commission-approved tariff). If a numbering resource is sold, brokered, bartered, or leased for a fee in a manner inconsistent with Commission direction, then the numbering resource is subject to reclamation by the CNA.
	4. If a business or portion of a business is sold to, merged with, or acquired by another qualified Carrier, the terms of the sale, merger or acquisition should not prohibit the transfer of a Non-Geographic NXX Code to the party acquiring the business or portion of the business. A Code Holder who is the initial holder of a Non-Geographic NXX Code or who has acquired the Code by a transfer because of a sale, merger or acquisition or other reason must use the Non-Geographic NXX Code in a manner consistent with this Guideline. The original Code Holder shall advise the CNA when a Non-Geographic NXX Code is to be transferred from one Code Holder to another as a result of a business or portion of a business being sold, merged or acquired.
	5. Implementation of the technical changes in networks necessary to activate Non-Geographic NXX Code assignments is not covered by this Guideline.
	6. NXX Code Holders and Applicants must comply with all the Canadian telecommunications regulations that apply to the services they provide or will provide using Non-Geographic NXX codes.
	7. Non-Geographic NXX Codes and telephone numbers are not subject to number portability or number pooling. Modifications to this Guideline may be required to address any number portability or number pooling requirements.
	8. Audits may be performed in conjunction with the Non-Geographic NXX Code assignment process. These audits would be expected to ensure:
1. uniform and consistent application of this Guideline by the CNA to all Non-Geographic NXX Code requests received;
2. compliance with this Guideline by Code Applicants, Code Holders and the CNA;
3. the efficient and effective management and use of numbering resources by Code Applicants and Code Holders; and
4. efficient and effective management of numbering resources by the CNA.
	1. Code Applicants may be required to provide additional explanation or justification of items that they have certified. Certification alone may not provide the CNA with sufficient information to make a decision regarding Non-Geographic NXX Code assignment. Accordingly additional dialog between a Code Applicant and the CNA may be required.
	2. If Code Applicants and Code Holders need to obtain an Operating Company Number (OCN) code, Code Applicants should consult with the National Exchange Carriers’ Association (NECA) with respect to the requirements for this OCN code.

# ASSIGNMENT PRINCIPLES

* 1. Each Non-Geographic NXX Code shall be assigned to a single Carrier for the purpose of providing a Non-Geographic Service.
	2. Information required from Code Applicants in support of Non-Geographic NXX Code assignment requests shall be kept to a minimum, uniform for all Code Applicants, treated as proprietary, and safeguarded by the CNA.
	3. Non-Geographic NXX Codes shall be assigned in a fair and impartial manner to any Code Applicant that meets the criteria for assignment.
	4. Non-Geographic NXX Codes shall be assigned on a “first-come, first-served” basis.
	5. Any entity that is denied the assignment of one or more Codes under this Guideline has the right to appeal that decision per the appeal process in this Guideline.
	6. Non-Geographic NXX Code assignments may be any three digit series in the format NXX (where N is any digit between 2-9 and X is any digit between 0-9), except for the following unassignable NXXs :
* 911 (reserved for Emergency Services).

# CRITERIA FOR ASSIGNMENT & RESERVATION OF NON-GEOGRAPHIC NXX CODES

* 1. A Code Applicant must be a Carrier such as a CLEC, ILEC, or WSP that is authorized by a relevant government body such as Industry Canada or the CRTC to provide telecommunications services in one or more areas within Canada. The Code Applicant must have a valid agreement with the CNAC and have completed a Canadian Numbering Resource Utilization Forecast (C-NRUF).
	2. A Non-Geographic NXX Code shall only be assigned to a Code Applicant if:
1. the Code Applicant will make routing arrangements so that the service provided using the Non-Geographic NXX will be reachable from at least one public telecommunications network other than the Code Applicant's network;
2. the CNA has a forecast (e.g. NRUF) from the Code Applicant showing the quantity of Non-Geographic NXX Codes required by the Code Applicant in future years, and such forecast is no more than a year old;
3. the requested Effective Date for activation of the Code is not less than 3 weeks or more than 12 months after the application date, and,
4. the CNA has received a completed Form “A” Canadian Non-Geographic NXX Code Request / Return / Information Change / NXX Forecast and all additional documentation as required by this Guideline.
	1. Each Non-Geographic NXX Code assigned to a Carrier shall be assigned for use in providing a Non-Geographic service.
	2. One Initial Code may be assigned by the CNA to a Carrier for a new Non-Geographic Service.
	3. An additional Code for Growth may be assigned by the CNA to a Carrier for an existing Non-Geographic Service when all Codes previously assigned or pending assignment to the Carrier for that Non-Geographic Service are forecasted to exhaust within 12 months of the date that the Code Applicant requests the Additional Code.
	4. When a Carrier already has one or more reserved Additional Codes for Growth and submits a request for an Additional Code for Growth that complies with this Guideline, the CNA shall change one of the reserved Additional Codes for Growth to an assigned Additional Code for Growth.
	5. An Additional Code for Growth may be reserved by the CNA for a Carrier for an existing Non-Geographic service when all Codes previously assigned to, pending assignment to, reserved for, or pending reservation for a Carrier for that Non-Geographic Service are forecast to exhaust within 12 months of the date that the Code Applicant requests the Additional Code. In the absence of such a forecast criterion, Code reservations are only permitted if the Code Applicant can demonstrate that such reservations are essential to accommodate technical or planning constraints and CRTC staff has approved the reservations.
	6. Up to five Non-Geographic NXX Codes may be reserved by the CNA for a Carrier for a Non-Geographic Service, where each reservation is based on the Months-to-Exhaust criterion outlined elsewhere in this Guideline. The CNA shall not reserve more than five Codes for a new Non-Geographic Service without written approval from CRTC staff.
	7. Non-Geographic NXX Code reservations are temporary and will be held for 12 months from the date of reservation except in the following circumstances:
5. the Code Applicant requests the CNA to cancel the reservation, in which case the CNA shall make the reserved Code(s) available for assignment,
6. the Carrier for whom the Code was reserved successfully applies for an assignment of the Code within 12 months of the date the Code was reserved, in which case the reservation is converted to an assignment, or
7. at the end of 12 months, if the reservation has not been converted to an assignment, the CNA shall cancel the reservation, and the reserved Code(s) will not be available for reservation for a period of 6 months to the Carrier for whom it was previously reserved, unless CRTC staff approves otherwise.
	1. When a Non-Geographic NPA approaches exhaust, special code conservation measures may be required, which could affect the criteria for assignment and reservation of these Codes.

# RESPONSIBILITIES OF THE CANADIAN NUMBERING ADMINISTRATOR (CNA)

The responsibilities of the Canadian Numbering Administrator relating to Non-Geographic NXX Codes are as follows:

* 1. The CNA shall maintain information on Non-Geographic NXX numbering resources on the www.cnac.ca website, including:
1. a link that allows downloading of the most recently approved version of the Canadian Non-Geographic Code Assignment Guideline, and
2. a table that lists all Non-Geographic NXX Codes including the status of each (e.g. available, assigned, reserved, being recovered, unassignable, and, where applicable, the name of the corresponding Code Holder).
	1. When the CNA receives a completed Form A Canadian Non-Geographic NXX Code Request / Return / Information Change / NXX Forecast, the CNA shall:
3. review the request and determine if the application is complete, complies with this Guideline, and that all necessary additional documents have been provided,
4. respond to the Code Applicant within 14 calendar days from the date of receipt of the Form A by sending a Form B Canadian Non-Geographic NXX Code Confirmation indicating a Non-Geographic NXX Code assignment, reservation, return, denial, or information change, or requesting additional information, or denying the request, and
	1. The CNA shall only assign, reserve, change or accept the return of a Non-Geographic NXX Code if the Form A or C is signed and submitted by an Authorized Representative of the Code Applicant. The CNA will maintain a confidential list of Authorized Representatives for all Code Applicants.
	2. The CNA shall select from Codes that have been reserved for the applicant, if any. If the Carrier provides a reasonable explanation, it is not obligated to use the reserved code and may select a different code. If no Codes have been reserved, the CNA shall select from specific Codes available for assignment that have been requested by the Code Applicant. If the Code Applicant does not request a specific Code, the CNA will select from Codes that are available for assignment.
	3. For each Code that is assigned, the CNA shall determine whether the Code Holder has placed the Code In-Service within the timeframes specified in this Guideline as certified by the receipt of a completed Form C Canadian Non‑Geographic NXX Code In-Service Certification. The CNA shall initiate the reclamation process outlined in this Guideline if no completed Form C has been received.
	4. The CNA shall follow the principles and implement the procedures for Non-Geographic NXX Code activation, reclamation, conservation, relief planning and appeals as specified in other sections of this Guideline.
	5. Proprietary information provided to the CNA by Code Applicants and Holders shall be kept confidential by the CNA, and shall not be released to the CSCN or made available to anyone else, except when directed to do so by the CRTC. The CNA shall not disclose to the CSCN any information filed in confidence by the Code Holders or Code Applicants, unless the CRTC directs otherwise.
	6. The CNA shall respond to reasonable questioning from current and prospective Code Holders pertaining to any aspect of Non-Geographic NXX numbering and the processes outlined in this Guideline. The CNA is not responsible for completing the forms for, or for training the staff of current or prospective Non-Geographic NXX Code Holders. The CNA may be able to advise as to which independent entities might provide training with regard to the Non-Geographic NXX Code process.
	7. The CNA may be required to participate in audits of the CNA, Code Applicants and Code Holders to verify that the CNA, Code Applicants and Code Holders are compliant with this Guideline and that numbering resources are being used efficiently.

# RESPONSIBILITIES OF CODE APPLICANTS AND CODE HOLDERS

The responsibilities of Code Applicants and Code Holders relating to Non-Geographic NXX Codes are as follows:

* 1. Code Applicants and Holders shall comply with the current version of this Guideline, which is obtainable via the CRTC website at http://www.crtc.gc.ca/cisc/eng/cisf3fg.htm. This link to the CRTC website is also available via www.cnac.ca.
	2. Code Applicants and Code Holders must satisfy any regulatory requirements that apply to Non-Geographic Services which use Canadian Non-Geographic NXX Codes. Prior to or when requesting a Non-Geographic NXX Code, a Code Applicant shall provide the CNA with a copy of CRTC documentation confirming that the Code Applicant has approval to offer the Non-Geographic Service for which the Code is requested, or that CRTC approval is not required.
	3. Forms A and C must be signed and submitted by a Code Applicant's or Holder's Authorized Representative for Non-Geographic NXX Code requests. Code Applicants must have submitted an initial letter by faxing it or scanning and emailing it to the CNA. The initial letter must be printed on the organization’s official stationery, and signed by a corporate officer or other designated individual, that identifies and authorizes the Code Applicant’s Authorized Representative(s), including name, signature, telephone number, e‑mail address, facsimile address and geographic address, for signing and submitting Non-Geographic NXX Code requests and other documentation described in this Guideline. Code Applicants are responsible for maintaining their list of Authorized Representatives with the CNA in an accurate state at all times. This authorization serves as a control measure for the protection of both the Code Applicant and the CNA. The Code Applicant or Holder may designate its Authorized Representatives for multiple types of numbering resources in a single letter to the CNA. After the initial letter has been submitted, subsequent requests for a NXX may be submitted with a “signature on file” note on the subsequent NXX request, if the same corporate officer or other designated official’s name still applies.
	4. To request an Initial or Additional Code assignment, Code returns, or Information changes, a Code Applicant or Holder shall:
1. complete a Canadian Non-Geographic NXX Code Form A, Part A-1 and Part A‑2 if required, in accordance with this Guideline, and submit it to the CNA per the instructions on the front of the Form in Appendix A of this Guideline, and
2. include with the Form A, all additional documents required by this Guideline (e.g., proof of regulatory approval, letter designating Authorized Representative, additional information justifying request), except where such documents have already been sent to and received by the CNA (i.e., “signature on file.”)
	1. Code Applicants and Holders may submit Canadian Non-Geographic NXX Code Forms to the CNA via e-mail, facsimile or mail. E-mail applications are preferred to facilitate the administration of Code requests. The e-mail address of the Code Administrator isNonCOCodeApps@cnac.ca. It is also available from the CNA website at www.cnac.ca.
	2. Code Applicants shall submit a separate Canadian Non-Geographic NXX Code Request / Return / Information Change and NXX Forecast Form for each Code assignment or reservation request for a Non-Geographic NXX Code.
	3. Different types of Code requests (i.e. Initial Codes, Additional Codes, Code returns, information changes) and Code In-Service Certifications shall be submitted separately and not combined on one application form.
	4. When requesting an Additional Code on Section 3 of Form “A” Part A-1, a Code Applicant shall complete the Growth history and Months-to-Exhaust table including a Total Quantity of Numbers Available for Assignment defined in the Glossary.

* 1. The requested Effective Date for Activation of an Initial or Additional Code shall not be less than 3 weeks nor more than 6 months after the date of the application.
	2. When Codes that have never been activated, or which have been activated but not placed in service within 6 months of the Effective Date, are returned by the Code holder or reclaimed by the CNA, the CNA shall establish the Effective Date for the Code return based on consultation with the Code Holder. The requested Effective Date for return of a Code may follow the timeline for Activation of a new Code or may be another timeline as agreed between the Code Holder and the CNA.
	3. The requested Effective Date for a Code information change may follow the timeline for Activation of a new Code or another timeline as agreed between the Code Holder and the CNA.
	4. A Canadian Non-Geographic NXX Code Form “A,” Part A-2 NXX Code Forecast shall be completed and submitted to the CNA:
1. by Code Holders who have never previously provided a NXX Code Forecast and will not be returning all their Codes within a year,
2. by a prospective Code Holder who anticipates that it will be applying for any Non-Geographic NXX Codes within the next four years,
3. by a Code Applicant who is making an Initial Code request for the first time and who has not provided a Non-Geographic NXX Code forecast within the previous 12 months,
4. by a Code Holder who is making an Additional code request more than 12 months after submitting their last Non-Geographic NXX Code forecast, and/or
5. on a regular basis by Code Holders, prospective Code Holders and Code Applicants if and when the CSCN or CRTC in consultation with the CNA decides that regular forecasts are required e.g. when the quantity of assigned and pending assigned Codes not including pending reclaimed Codes exceeds a thresh-hold level to be determined.
	1. Upon assignment of a Non-Geographic NXX Code to a Code Applicant, the Code Applicant becomes the Code Holder. This information will be made available in the LERG and on the CNA website.
	2. When a Code information change is requested to change the Code Holder, the Code Applicant or Holder who will take over the Non-Geographic NXX Code shall make the request to the CNA, and arrange for the CNA to be provided with the current Code Holder's written agreement to the transfer of the NXX Code to the new Code Applicant or Holder. When a Code is transferred as part of a sale of assets, a merger or an acquisition, the Code Applicant requesting the transfer of the Code must certify that the transfer is permitted.
	3. A Code Holder shall place a Code it has been assigned In-Service no later than 6 months after the Effective Date of the Code, and shall submit a completed Form C Canadian Non-Geographic NXX Code In-Service Certification to the CNA certifying that the Code is In-Service. In the event that a Code Holder is unable to put a Code In-Service within 6 months of the Effective Date of the Code, the Code Holder may provide the CNA with an explanation of the delay and request a 90 day extension in the time permitted to place the Code In-Service.
	4. A Code Holder must use its assigned Non-Geographic NXX Codes and the numbers in the Codes in a manner that is consistent with this Guideline.
	5. A Code Holder shall return a Code to the CNA if the Code Holder:
6. has not placed the assigned Code In-Service within the time frame specified in this Guideline,
7. no longer requires the Code,
8. is not using the Code in accordance with this Guideline,
9. no longer provides the Non-Geographic Service and has not arranged for the Code to be transferred, or
10. has discontinued business operations, or been subject to a merger, acquisition or other business arrangement affecting the Code Holder and has not arranged for the Code to be transferred.
	1. Code Holders must participate in the audit process upon request of the CRTC.
	2. This guideline does not cover responsibilities of Code Holders for resolving routing problems occurring in networks after the Effective Date for the activation of Non-Geographic NXX Codes. The Code Holder and other Carriers in whose network the Code should be activated should agree on a process to resolve such problems. An example of such a process as applied to Geographic Codes is contained in the Network Management Guidelines maintained by the CISC Business Process Working Group at <http://www.crtc.gc.ca/cisc/eng/cisf3d2b.htm>.

# CODE RECLAMATION

* 1. If a Code Holder has not voluntarily returned a Non-Geographic NXX Code in accordance with section 6.17, then the CNA shall proceed with reclamation of the Code if the Code Holder:
1. has not placed the assigned Code In-Service within the time frame specified in this Guideline;
2. no longer requires the Code;
3. is not using the Code in accordance with this Guideline;
4. no longer provides the Non-Geographic Service and has not arranged for the Code to be transferred; or
5. has discontinued business operations, or been subject to a merger, acquisition or other business arrangement affecting the Code Holder and has not arranged for the Code to be transferred.
	1. Before reclaiming a Code the CNA shall contact the Code Holder and request that the use of the NXX Code be brought into compliance with this Guideline, e.g. placed In-Service, transferred, voluntarily returned.
	2. If the Code Holder does not respond to the CNA’s initial request within 30 calendar days, the CNA shall send a registered letter to the Code Holder’s address of record requesting a response within 30 calendar days of the date of the registered letter. If the Code Holder responds within 30 days with a satisfactory explanation of how the use of the Code will be brought into compliance with the Guideline, the NXX Code will remain assigned and no further action will be taken. If the registered letter from the CNA is returned as non-delivered, or the Code Holder does not respond within 30 days with a satisfactory explanation of how the use of the Code will be brought into compliance with the Guideline, the CNA shall reclaim the Non-Geographic NXX Code.
	3. The CNA shall make a reclaimed Non-Geographic NXX Code available for assignment when 90 calendar days have elapsed from the date when the Code is reclaimed, except when otherwise directed by the CRTC or where circumstances arise which, in the judgment of the CNA, would justify making the Code available for reassignment on an earlier date.

# CODE CONSERVATION

* 1. Canadian Non-Geographic NXX Codes shall be assigned and administered in accordance with the following objectives:
1. to ensure an adequate supply of Canadian Non-Geographic NXX Codes is available at all times to the Canadian telecommunications industry;
2. efficiently and effectively administer this limited NANP resource through Code conservation;
3. delay as long as reasonable Non-Geographic NPA Exhaust and the need for relief; and,
4. delay as long as reasonable the eventual exhaust of the NANP.
	1. The CNA shall track and monitor Canadian Non-Geographic NXX Code assignments to ensure that the assigned codes are activated and placed In-Service in accordance with this Guideline.
	2. Code Holders shall manage and use their assigned Non-Geographic numbering resources efficiently and effectively.
	3. The CRTC may audit a Code Holder to determine the Code Holder's compliance with this Guideline when the CRTC has reason to believe that the Code Holder is not in compliance with this Guideline.
	4. If a Code Holder refuses to participate or fails to cooperate in an audit, the CNA shall consult with CRTC staff and may suspend the assignment of additional Non-Geographic NXXs and/or other Canadian numbering resources to the Code Holder.
	5. Audit results shall be used to identify and recommend corrective actions to be taken by the Code Holder such as returning Codes, training staff, changing processes, providing complete documentation, and by other entities such as the CNA to modify its processes or the CSCN to modify this Guideline.

# NON-GEOGRAPHIC NPA RELIEF PLANNING

* 1. The CNA shall monitor the total quantity of Non-Geographic NXX Codes that are assigned, reserved, and pending assignment or return, and NXX Code forecasts that are provided by Code Applicants and Holders using Form A, Part A-2 Canadian Non-Geographic NXX Code Request / Return / Information Change / NXX Forecast.
	2. If and when the CNA advises the CRTC and the CSCN that one of the above thresholds has been reached, the CSCN and the CNA shall review the situation and prepare a consensus report outlining the appropriate option from the following list to be used for Non-Geographic NXX Code forecasting. This report shall be forwarded to the CRTC, via CISC, for Commission approval.

The forecasting options are:

1. continue existing forecast process and reset thresholds;
2. modify forecasting process to require regular forecasts from all Non-Geographic NXX Code Holders and prospective Code Holders; and
3. modify the Canadian C-NRUF process to include Non-Geographic NPAs.

In the event that a consensus cannot be reached, the CSCN is to follow the CISC dispute resolution procedures.

* 1. If it is determined by the CNA that the Non-Geographic NPAs currently being used for NXX assignment will exhaust within the next 4 years, the CNA shall advise CRTC staff and the CSCN and arrange to open the next available and sequential Non-Geographic NPA. The CNA shall request the next Non-Geographic NPA from NANPA as requested by the CSCN and approved by the CRTC. If no remaining Non-Geographic NPAs are available for assignment, and relief is required, the CNA shall advise CRTC staff and the CSCN that relief planning should be implemented.
	2. Relief Planning activities to be implemented by the CNA in consultation with Industry shall include:
1. examination of the available Relief options (e.g., assignment of additional NPA),
2. obtaining assignment of a Relief NPA or NPAs for the growth of specific Non-Geographic Services in Canada,
3. planning implementation of Relief, and
4. planning special conservation measures in the event that the NPA is forecast to exhaust before Relief can be implemented.

# APPEAL PROCESS

* 1. Disagreements may arise between the CNA, Code Applicant, Code Holder, or other Carriers in the administration of Canadian Non-Geographic NXX Codes in accordance with this Guideline.
	2. The CNA, Code Applicant, Code Holder or other Carrier shall make reasonable, good faith efforts to resolve such disagreements among themselves in a manner that is consistent with this Guideline.
	3. If the Code Applicant, Code Holder or other Carrier is dissatisfied with the result of the above discussion with the CNA, it may submit a formal written appeal by:

		1. resubmitting the matter to the CNA for reconsideration with or without additional input,
		2. submitting the matter to the CSCN for Guideline interpretation and/or clarification,
		3. requesting the CNA to submit in a generic manner the matter to the CSCN for Guideline interpretation and/or clarification, thus keeping the identity of the appellant confidential. Upon such a request, the CNA shall submit the documentation on the matter provided by the appellant to the CSCN for consideration,
		4. submitting a Task Identification Form (TIF) to the CSCN for consideration,

or

* + 1. submitting the matter directly to the appropriate regulatory authority (e.g., CRTC Part I Application) for consideration.
	1. For further information regarding the appeal process and disputes, consult the CSCN Adjunct to the CISC Administrative Guidelines on the CRTC website (see CRTC website: http://www.crtc.gc.ca/cisc/eng/cisf3fg.htm). This link to the CRTC website is also available via www.cnac.ca.

# MAINTENANCE OF THIS GUIDELINE

* 1. It may be necessary to modify this Guideline to accommodate evolving circumstances. Questions regarding this Guideline should be directed to the CNA. Requests for changes to this Guideline should be made in accordance with the CSCN Adjunct to the CISC Administrative Guidelines on the CRTC website. (See CRTC website: http://www.crtc.gc.ca/cisc/eng/cisf3fg.htm). This link to the CRTC website is also available via www.cnac.ca.

# GLOSSARY

|  |  |
| --- | --- |
| **Defined Term** | **Definition** |
| Activation | Activation of an NXX Code has occurred and the NXX Code is considered activated if the Code Holder has arranged for the Code to be opened (i.e., for the necessary translations to be performed) within its network and at least one other public telecommunications network such that calls can be completed to numbers in the NXX Code. |
| Additional NXX Code Assignment for a Non-Geographic Service | An NXX Code assigned to a Code Holder subsequent to the assignment of an Initial Code for the same Non-Geographic Service. |
| Authorized Representative of Code Applicant | A person authorized in accordance with section 6.3 of this Guideline by a corporate officer or other designated individual of the Code Applicant's organization to sign or submit NXX Code requests and other documentation described in this Guideline.  |
|  |  |
| Canadian Non-Geographic NPA | Canadian Non-Geographic NPAs are specific Non-Geographic NPAs assigned for use in Canada and which are permitted to be used anywhere within Canada. They do not have a geographic designation other than assignment to a Canadian telecommunications Carrier. |
| Canadian Numbering Administrator (CNA) | The entity responsible for the administration of Canadian numbering resources including CO Codes or NNX Codes within Canadian Non-Geographic and Geographic NPAs. |
| Canadian Numbering Resource Utilization Forecast (C‑NRUF) | The C‑NRUF is a process used to aid the CNA in projecting NPA Exhaust, and the NANPA in predicting NANP exhaust. See the C‑NRUF Guideline. |
| Carrier | A LEC (ILEC or CLEC) or a WSP |
| Central Office Code(CO Code or NXX) | A CO Code (also known as an NXX Code) is the 3‑digit code that occupies the D, E, and F positions in the 10‑digit NANP format (ABC-DEF-GHIJ) that applies throughout the NANP serving area. CO Codes are in the format NXX, where N is a number from 2 to 9 and X is a number from 0 to 9. (See NANP) |
| CLEC | Competitive LEC |
| C‑NRUF | See Canadian Numbering Resource Utilization Forecast. |
| Code Applicant | The entity which has applied for the assignment of an NXX Code in accordance with this Guideline. |
| Code Holder | The entity to which an NXX Code has been assigned in accordance with this Guideline. |
| Conservation | Consideration given to the efficient and effective management of a finite numbering resource in order to minimize the cost and need to expand its availability, while at the same time allowing the maximum flexibility in the introduction of new services, capabilities and features. |
| CSCN | The Canadian Steering Committee on Numbering. CSCN is a subtending Working Group of the CRTC Industry Steering Committee (CISC). |
| Effective Date | The date that an NXX Code assignment is activated, or returned or has information changed. |
| Exchange Area | A geographic area defined by an ILEC for the provisioning of telecommunications services. |
| ILEC | Incumbent LEC |
| Initial Code | The first NXX Code assigned to a Code Holder for a Non-Geographic service under this Guideline. |
| In-Service | An Active CO Code in which specific subscribers or services are utilizing assigned telephone numbers. |
| LEC | Local Exchange Carrier. A Carrier that is authorized under the Telecom Act and the CRTC to provide telecommunications services in a defined geographical area.  |
|  |  |
| Months-to-Exhaust | The quantity of months remaining until NXX Code Exhaust occurs. |
| M2M | Machine to Machine (predominantly wireless data services) |
| NANP | The North American Numbering Plan (NANP) is the basic addressing scheme for the Public Switched Telephone Network in the following 19 countries in Country Code 1 (formerly known as World Zone 1): Anguilla, Antigua & Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, Sint Maarten**,** St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and the United States (including American Samoa, Puerto Rico, the U.S. Virgin Islands, Guam and the Commonwealth of the Northern Mariana Islands). The format of the NANP follows International Telecommunications Union (ITU) standards as detailed in Recommendation E.164, or as amended.The NANP format currently consists of 10-digits in the format NXX-NXX-XXXX where N = 2 to 9 and X = 0 to 9. The digit positions in the NANP may be identified by alphabetical characters using the following format ABC-DEF-GHIJ where ABC is the Area Code or Numbering Plan Area (NPA), DEF is the Central Office Code or NXX (CO Code), and GHIJ is the Line Number. |
| NANPA | North American Numbering Plan Administration (NANPA) is the entity responsible for administration of the North American Numbering Plan. |
| NECA | The National Exchange Carriers Association assigns Company Codes that are used as Operating Company Numbers (OCNs) in the iconectiv® routing and rating databases. Companies with no OCN assignment may contact NECA. The NECA web site is <https://www.neca.org>. |
| Non-Geographic NXX | A 10,000 block of telephone numbers assigned from a Non-Geographic NPA. |
| Non-Geographic Service | Non-Geographic Services are specific telecommunications services that are: 1) approved by the CRTC, or confirmed by the CRTC as not requiring approval;2) provided by a Canadian CLEC, ILEC, or WSP;3) made available on a Non-Geographic basis to customers located in Canada, and 4) accessible from at least one public Canadian telecommunications network other than the Code Holder's network. |
| NPA | Numbering Plan Area (also called Area Code). An NPA is the 3‑digit code that occupies the A, B, and C positions in the 10‑digit NANP format (ABC-DEF-GHIJ) that applies throughout the NANP serving area. NPAs are of the format NXX, where N represents the digits 2-9 and X represents any digit 0-9. NPAs in the NANP are either Geographic or Non-Geographic NPAs.a) Geographic NPAs are NPAs that correspond to discrete geographic areas within the NANP serving area.b) Non-Geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are assigned for services that transcend Geographic NPA boundaries.  |
| NPA Exhaust | A point in time at which the quantity of NXX Codes within the NPAs which are available for assignment equals zero. |
| NPA Relief | NPA Relief refers to the activities that must be performed to provide additional numbering resources when the active NPAs approaches exhaust of its NXX Code capacity. |
| OCN | An Operating Company Number is used to associate Non-Geographic Codes with a company in the CNA database. Companies that do not have an OCN may contact the National Exchange Carriers Association (NECA) to request the assignment of a NECA Company Code(s) that can be used as the OCN Contact NECA at [https://*www.neca*.org](https://www.neca.org). |
| PSTN | Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and signal processors supplied and operated by all telecommunications common Carriers for use by the public. |
|  |  |
| Total Quantity of Numbers Available for Assignment | The Total Quantity of Numbers Available for Assignment is the quantity of numbers available for assignment to subscribers within all Non-Geographic NXX Codes which are assigned or are pending assignment to the Code Holder for a specific Non-Geographic Service, where pending refers to a Code that has been requested but not yet assigned. The quantity of Numbers Available for Assignment in each Code equals 10,000 less the quantities of numbers which have been assigned to subscribers and are currently working (i.e., "In-Service"), reserved for a specific customer’s future use, disconnected and are currently in aging but will not be available for assignment within the 6-month forecast period, suspended, used for testing purposes, etc. |
| WSP | Wireless Service Provider. A Carrier that has been assigned a spectrum licence for and operates a network that supports public switched mobile voice and data services.  |

**Appendix 1**

**Canadian Non-Geographic NXX Code Administration Forms**

This Appendix contains the following three Canadian Non-Geographic NXX Code Administration Forms:

**FORM A** **Code Request / Return / Information Change / NXX Forecast**

 (to be completed by the Code Applicant or Code Holder)

**FORM B** **CNA Confirmation**(to be completed by the CNA in response to a Form A Part A-1)

**FORM C** **Code In-Service Certification**

 (to be completed by the Code Holder to report a Code is in service)

**FORM A**

**Canadian Non-Geographic NXX**

**Code Request / Return / Information Change and NXX Forecast Form**

To be completed by the Code Applicant or Code Holder

Please complete the Code Applicant or Holder information and Part A-1 and/or Part A-2 as required by the Canadian Non-Geographic NXX Code Assignment Guideline, attach any other required documents and send it to the Canadian Numbering Administrator (CNA) preferably via email, or alternatively by facsimile, mail, or courier.

If this is the first time you have submitted a form to the CNA that must be signed by an Authorized Representative, please send a signed facsimile or paper copy of this form to the CNA in addition to, or instead of email submission.

Current contact information for the CNA is as follows:

Canadian Numbering Administrator

880 Taylor Creek Dr., Room 102

Orleans ON K4A 0Z9

Tel: 613‑563-7242

Email: NonCOCodeApps@cnac.ca

**Code Applicant or Holder:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Company Number (OCN): \_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which of the following parts of this Form are completed and list attached documents, if any.

**\_\_\_ Part A-1** **Code Request / Return / Information Change**

**\_\_\_ Part A-2 NXX Code Forecast**

**\_\_\_ Attachments** If provided, please list**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date of application: \_\_\_\_\_\_\_\_ Effective Date[[1]](#footnote-2): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part A-1 Code Request / Return / Information Change**

**1. Type of Request (*check one*)**

 \_\_\_\_\_\_ Initial Code Assignment Request (complete Sections 2 and 6)

 \_\_\_\_\_\_ Additional Code Assignment or Reservation Request (complete Sections 3 and 6)

 \_\_\_\_\_\_ Code(s) Return (complete Sections 4 and 6)

 \_\_\_\_\_\_ Code(s) Information Change (complete Sections 5 and 6)

**2. Initial Code Assignment Request**

 Name of the Non-Geographic service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If regulatory approval is required to provide the Non-Geographic service, and you have such approval, indicate the type of approval (e.g., CRTC letter, license, approved tariff, etc.) and date, and attach a copy of the approval if not previously submitted.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If regulatory approval is not required, describe the document that confirms regulatory approval is not required, and attach a copy if not previously submitted.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date for Activation of Initial NXX Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Additional Code Assignment or Reservation Request**

 Name of the existing Non-Geographic Service for which the Code is requested:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Effective Date for Activation of Additional Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If Additional Code Request is for a Code Reservation leave blank)

f

 Other relevant information to support this request for an Additional Code Assignment or Reservation:

**4. Code(s) Return**

 The following assigned or reserved Code(s) are being returned to the CNA and are no longer required by the Code Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Attach a list of Codes and Effective Dates if necessary*

**5. Code(s) Information Change**

 Code(s) for which information changes are requested:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of change requested:

 \_\_\_\_\_ Code Transfer

 \_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Details of change (*Attach document with additional information if necessary*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If the requested change is a Code transfer due to a merger, acquisition, or other business arrangement, please provide details of the Code Holder from whom the Code will be transferred as follows:

 Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Certification**

I hereby certify that the above information is true and accurate to the best of my knowledge, and that I have prepared this form in accordance with the Canadian Non-Geographic NXX Code Assignment Guideline. By signing this form, I agree, on behalf of the Code Applicant and/or Code Holder organization identified above, to abide by all of the terms and conditions contained in the Canadian Non-Geographic NXX Code Assignment Guideline with respect to the Codes identified on this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative of Code Applicant/Holder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Name

**Part A-2 NXX Code Forecast**

To be completed by the Code Applicant or Code Holder:

- before, or at the time of, applying for an Initial Code

- when applying for an additional Code more than 1 year after an Initial Code application,

- when a significant change occurs in the NXX Code forecast, or

- when requested by the CNA or CRTC

|  |  |  |
| --- | --- | --- |
| Name of Service | Qty of Assigned & Reserved Codes as of current date | Total qty of existing & future Codes forecast to be Assigned and Reserved as of January 1 on each of the next 4 years after current year (indicate year at the top of each column) |
|  |   |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**FORM B**

**Canadian Non-Geographic NXX**

**CNA Confirmation**

To be completed by the CNA to respond to a Form A Part A-1 Code Request / Return / Information Change

**Code Applicant or Holder:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Company Number (OCN): \_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Receipt by CNA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Response by CNA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Disposition of Form A Part A-1 Code Request / Return / Information Change:**

\_\_\_\_ **Code Assigned:** \_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ **Code Reserved:** \_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ **Code(s) Returned:** \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_Effective Date: \_\_\_\_\_\_\_\_\_\_

\_\_\_\_ **Information Change for Code(s): \_\_\_\_** \_\_\_\_ \_\_\_\_Effective Date: \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_ Code Transfer

 \_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Details of change: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ **Form Incomplete**

 Additional information is required in the following section(s):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_ **Form complete, code request denied:**

 Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ **Other:**

 Explanation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of CNA Code Administrator Date

Code Administrator Contact Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM C**

**Canadian Non-Geographic NXX**

**Code In-Service Certification**

(to be completed by Code Holder to confirm the Code is In-Service)

**Code Holder:**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Operating Company Number (OCN): \_\_\_\_\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby certify that the Code specified below has been placed In-Service, and the Code is being used in accordance with the Non-Geographic NXX Code Assignment Guideline.

NPA NXX Effective Date In-Service Date

\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative of Code Holder

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\*\*\* End of Document \*\*\*

1. The requested Effective Date for activation of the Code is not less than three weeks or more than twelve months after the application date. [↑](#footnote-ref-2)