

**COMMUNICATIONS
ALLIANCE LTD**



INDUSTRY GUIDELINE
ALLOCATION OF ELIGIBLE
PARTY IDENTIFICATION CODES
G600:2016

G600:2016 Allocation of Eligible Party Identification Codes Industry Guideline

First published as ACIF G600:2002
Second edition as ACIF G600:2005

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1 GENERAL

1.1 Purpose

The purpose of this document is to define the arrangements to allow Eligible Parties to apply for Communications Alliance Eligible Party Identification Codes and the Communications Alliance processes for the allocation and publication of those codes.

1.2 Scope

This procedure applies to all Telecommunication Industry participants requesting the allocation of Eligible Party Identification Codes and Communications Alliance staff involved with the processing and publication of those codes.

1.3 Recommendation for Future Development

The current approach for each interface is outlined below:

- two-character alpha for Pre-selection
- three-character alpha for LNP and Switchless Multibasket Billing Redirection
- three-character numeric for Pre-selection and ULLS
- four-character numeric for MNP and NBN Access Transfer / NBN Connect Outstanding

However, at the time of publication, work has commenced on standardising the Eligible Party Identification Codes used in inter-operator interfaces, including Local Number Portability and Pre-selection. The three character numeric code has been adopted for these interfaces as part of this consolidation activity.

Four-character numeric Eligible Party Identification Codes were introduced to conserve consistency with three-character numeric code values and to ensure that numbers in the range 000 to 999 were used efficiently by parties who do not need a three-character numeric code for Pre-selection, Local Number Portability or ULLS. Those parties who act as a Carrier in Mobile Number Portability or any other interface have a four-character numeric code with a leading zero. Those parties who do not participate as a carrier in Mobile Number Portability or any other interface have a four-character numeric Eligible Party Identification Code commencing with one.

Working Committees will need to examine the C/CSP coding arrangements as part of Code / Guideline reviews to ensure that Eligible Party Identification Codes are consistent in terms of identifying individual industry parties. Any changes will need to be made on the basis of a full cost benefit analysis.

1.4 2010 Revision

A minor revision was conducted in 2010 to provide guidance on the process for management of unused or surrendered Eligible Party Identification Codes. Included in this revision were changes reflecting the organisational name change from ACIF to Communications Alliance.

1.5 2016 Revision

A minor revision to add NBN related entities and segments, including associated changes to Appendix A. Included in this revision was some clarification to the issue and recovery of EPID Codes, as well as updating Code and Guideline references.

2 ACRONYMS, DEFINITIONS AND INTERPRETATIONS

2.1 Acronyms

For the purposes of the Guideline:

EPID

means Eligible Party Identification Code.

2.2 Definitions

For the purposes of the Guideline, the following definition applies:

Code

means EPID.

Eligible Party

means a Carrier, Carriage Service Provider, Prime Service Deliverer, Retail Service Provider or other party authorised to send or receive electronic transactions.

2.3 Interpretations

In the Guideline, unless the contrary appears:

- (a) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- (b) words in the singular includes the plural and vice versa;
- (c) words importing persons include a body whether corporate, politic or otherwise; and
- (d) a reference to a person includes a reference to the person's executors, administrators, successors, officer, employee, volunteer, agent and/or subcontractor (including but not limited to, persons taking by novation) and assigns.

3 RULES

3.1 Application by Eligible Party

Organisations or businesses requiring an EPID must apply to the Communications Alliance nominated person by email and use the Communications Alliance Eligible Party Identification Code Application Form (see Appendix A).

NOTE: The EPID Code Application Forms are also available from the Communications Alliance web site (www.commsalliance.com.au).

3.2 Information to be Provided

3.2.1 The Type of Application

- New Identification Code
- Additional Identification Code.
- Change to existing Company/Contact details.
- Cancellation of an Identification Code

3.2.2 Company Details

- Company Name / Trading Name
- Eligible Party Name if different to above
- ACN
- ABN
- Company Address

3.2.3 Contact Person Details

- Contact Person
- Contact Person Position
- Contact Person Telephone number
- Contact Person e-mail address

3.2.4 Industry Segment of Expected Activities

- Pre-selection
- Local Number Portability
- Unconditioned Local Loop
- Mobile Carrier or Prime Service Deliverer
- Mobile Reseller (only)

- Switchless Multibasket Billing Redirection
- NBN Transfer
- NBN Connect Outstanding
- NBN Reseller (only)

3.2.5 Preferred Identification Code Allocation

- Codes requested should align with the relevant Industry Segment(s) only for the requesting Eligible Party.
- Preferred two-character alpha Code (as far as practicable this will be the first two letters of the Company's name)
- Preferred three-character alpha Code (as far as practicable this will be the first three letters of the Company's name)

3.2.6 Additional Identification Code Request Justification

- Where an Eligible Party requires additional Codes, the Eligible Party must request the Codes as per a New Eligible Party. In applying for additional code/s the Eligible Party will provide a reasonable justification to Communications Alliance for the request. The additional codes will mean that the two parts of the same Eligible Party will be treated within the industry as separate Eligible Parties.

NOTE: To the greatest extent possible, an Eligible Party should endeavour to operate with a single Code, or the least number of Codes possible, to avoid confusion in the industry and to ensure best use of the available Codes.

3.2.7 Signature of the Authorised Company Representative and Acceptance of the Terms and Conditions.

3.3 Terms and Conditions

The Authorised Company Representative signing the EPID Application Form is agreeing to the following Terms and Conditions.

- 3.3.1 The person signing the Application Form is authorised by the company.
- 3.3.2 The Eligible Party or other parties shown on the Application Form are entitled to receive electronic information.
- 3.3.3 All information provided in the EPID Application Form will be stored on the Communications Alliance contact data base and will be used by Communications Alliance to contact all Eligible Parties of updates to the EPID Code List. The Communications Alliance contact data base may also be used by Communications Alliance to contact Eligible Parties for other activities related to EPIDs.

- 3.3.4 Communications Alliance will only store the Name of the Eligible Party and the allocated EPID on an EPID List and this list will be published on the Communications Alliance unrestricted public access web site.
- 3.3.5 Where an Eligible Party changes its name, the existing three-digit numeric Identification Code, two-character alpha code and three-character alpha code will not be changed.
- 3.3.6 Where an Eligible Party cancels its existing three-digit numeric Identification Code, the Identification Code and associated two-character alpha code and three-character alpha code will not be reallocated.
- 3.3.7 Where an Eligible Party merges with or takes over another Eligible Party and continues to use the previous Eligible Party's Codes, the new Eligible Party will be responsible for all activities associated with the previous Codes.
- 3.3.8 Where an Eligible Party merges with or takes over another Eligible Party and does not continue to use the previous Eligible Party's Codes, the new Eligible Party will be responsible for ensuring that all existing services are transferred from the previous Identification Codes to their new Identification Codes.

3.4 EPID Allocation Business Rules

Communications Alliance will allocate an EPID in accordance with the following Business Rules:

3.4.1 Two Character Alpha EPID

Where an Eligible Party is a Carrier involved in the Pre-selection segment a two-character alpha EPID will be allocated.

3.4.1.1 The preferred two-character alpha code will be allocated provided it has not been previously allocated.

3.4.1.2 If the preferred two-character alpha code has been previously allocated, then the allocated code will be made up of the first and third letters of the company name.

3.4.1.3 If this combination has already been allocated, then the first and fourth letters will be used and so on until a unique code is found.

3.4.1.4 If any of these combinations have been allocated, then the second letter will be used in combination with the third letter and so on until a unique code is found.

3.4.1.5 If any of these combinations have been allocated, a two-character code will be allocated from the least used alphabetical block.

3.4.2 Three Character Alpha EPID

- 3.4.2.1 The preferred three-character alpha code will be allocated provided it has not been previously allocated.
 - 3.4.2.2 If the preferred three-character alpha code has been previously allocated, then the allocated code will be made up of the first two letters plus the fourth letter of the company name.
 - 3.4.2.3 If this combination has already been allocated, then the first two letters plus the fifth letter will be used and so on until a unique code is found.
 - 3.4.2.4 If any of these combinations have been allocated, then the allocated code will be made up of the first letter plus the third and fourth letters of the company name.
 - 3.4.2.5 If this combination has already been allocated, then the first letter plus the fourth and fifth letters will be used and so on until a unique code is found.
 - 3.4.2.6 If any of these combinations have been allocated, a three-character code will be allocated from the least used alphabetical block.
- 3.4.3 Three Character Numeric EPID
- Where an Eligible Party is a Carrier involved in the Pre-selection segment, or a ULL Access Seeker involved in the ULLS segment, a three character numeric EPID will be allocated.
- 3.4.3.1 The next available number will be allocated for the three-digit code.
- 3.4.4 Four Character Numeric EPID
- Where an Eligible Party is a Carrier involved in the MNP segment, a Mobile Reseller, or a NBN Access Seeker involved in the NBN Access Transfer and NBN Connect Outstanding segments, a four character numeric EPID will be allocated.
- 3.4.5 Alpha and numeric Codes, once allocated, will not be reallocated.
- 3.4.6 Unused or Surrendered EPIDs
- 3.4.6.1 Unused EPIDs are to be given back when they are no longer required as there is a limited pool.
 - 3.4.6.2 If an EPID ceases to be required by the Eligible Party, it is to be surrendered to Communications Alliance by submission of a Cancellation of Identification Code notice via the EPID Application Form.
 - 3.4.6.3 C/CSPs must take all reasonable steps on finalising any outstanding commercial arrangements relating to any EPID which is proposed to be surrendered, prior to handing back the EPID to Communications Alliance.

- 3.4.6.4 C/CSPs should conduct an annual audit of EPID use, and surrender those Codes that are no longer required.
- 3.4.6.5 Communications Alliance may at any time request all Code holders to conduct an audit as required.
- 3.4.6.6 In the event of a C/CSP going into liquidation, receivership or voluntary administration, any EPID held by that C/CSP may be recovered by Communications Alliance after 6 months of the insolvency event. This does not prevent the C/CSP from surrendering earlier any EPID it possesses to the Communications Alliance.
- 3.4.6.7 Surrendered EPIDs will be held in a Quarantine status for 6 calendar months following surrender.
- 3.4.6.8 Communications Alliance may not reissue a surrendered EPID within 6 calendar months other than to the previous Eligible Party.
- 3.4.6.9 Following the expiration of 6 months following the surrender of an EPID Communications Alliance may release the use of the EPID to a new Eligible Party.
- 3.4.7 Notification to all Parties upon surrender and reissue of EPIDs.
 - 3.4.7.1 Upon the surrender or reissue of an EPID Communications Alliance will provide written notice to all Parties.

NOTE: From time to time Communications Alliance will undertake audits of inactive EPID codes and action them accordingly.

This includes recovery or surrendering by the Eligible Party's former supplier(s) where that Eligible Party has ceased trading for some time.

3.5 Notification of Identification Code Allocation

- 3.5.1 Communications Alliance will notify the Contact Person shown on the Application form via email when the Code Allocation has been made and provide details of the allocation.
- 3.5.2 Communications Alliance will email all active industry participants shown on the Eligible Party Identification Code List advising that the Eligible Party Identification Code List has been updated.
- 3.5.3 Communications Alliance will provide an updated version of the Eligible Party Identification Code List on the Communications Alliance unrestricted web site.

3.6 Service Levels

- 3.6.1 Communications Alliance will normally allocate EPIDs and notify the applicant and other industry participants within three Clear Business Days.

- 3.6.2 Where Communications Alliance has not allocated an EPID within three clear business days it will advise the Contact Person listed in the Application Form of the delay and provide an expected delivery date.

3.7 Disputes

All disputes regarding the allocation of alpha and numeric codes are to be forwarded to the Communications Alliance nominated person for resolution.

4 REFERENCES

Publication	Title
Industry Codes	
C515:2015	Pre-Selection
C540:2013 (Incorporating Variation No.1-2015)	Local Number Portability
C569:2015	Unconditioned Local Loop Service – Ordering Provisioning and Customer Transfer
C570:2009 (Amendment No.1- 2015)	Mobile Number Portability
C647:2016*	NBN Access Transfer
C617:2005	Connect Outstanding
Industry Guidelines	
G657:2015	Switchless Multi-basket Billing Redirection

* Pending publication Q4 2016. - Awaiting industry implementation of service functionality.

APPENDIX

A ELIGIBLE PARTY IDENTIFICATION (EPID) CODE APPLICATION FORM

Request Type (tick one)

New Identification Code	<input type="checkbox"/>
Additional Identification Code (see Terms and Conditions)	<input type="checkbox"/>
Change of Company/Contact Details	<input type="checkbox"/>
Cancellation of Identification Code	<input type="checkbox"/>
Existing Identification Code (for Change of Company/Contact Details and Cancellation of Identification Code).	<input type="checkbox"/>

Company Details

Company Name	
ACN	
Address	

Contact Details

Person Name	
Person Position	
Telephone Number	
Fax Number	
Email Address	

Industry Segments of Expected Activity (tick as appropriate)

Preselection	<input type="checkbox"/>
Local Number Portability	<input type="checkbox"/>
Unconditioned Local Loop	<input type="checkbox"/>
Mobile Carrier or Prime Service Deliverer	<input type="checkbox"/>
Mobile Reseller (only)	<input type="checkbox"/>
Switchless Multibasket Billing Redirection	<input type="checkbox"/>
NBN Transfer and NBN Connect Outstanding	<input type="checkbox"/>

Preferred Code Allocation

Two alpha Identification Code	
Three alpha Identification Code	

NOTE 1: Please check the EPID list to see if your preferred code is still available.

NOTE 2: Not applicable for Change of Company/Contact Details and Cancellation of Identification Code

Additional Identification Code Request Justification

Terms and Conditions.

The Authorised Company Representative signing the Eligible Party Identification Code Application Form is agreeing to the following Terms and Conditions.

1. The person signing the Application Form is authorised by the company.
2. The Eligible Party or other parties shown on the Application Form are entitled to receive electronic information.
3. All information provided in the Eligible Party Application Form will be stored on the CA contact data base and will be used by CA to contact all Eligible Parties of updates to the Eligible Party Identification Code List. The CA contact data base may also be used by CA to contact Eligible Parties for other activities related to the Eligible Party Identification Codes.
4. CA will only store the Name of the Eligible Party and the allocated Eligible Party Identification Code on an Eligible Party Identification Code List and this list will be published on the CA unrestricted public access web site.
5. Where an Eligible Party changes its name, the existing associated alpha or numeric Identification Code(s), will not be changed.
6. Where an Eligible Party cancels its existing three-digit or four-digit numeric Identification Code, the Identification Code and associated two-character alpha code and three-character alpha code will not be reallocated.
7. Where an Eligible Party merges with or takes over another Eligible Party and continues to use the previous Eligible Party's Codes, the new Eligible Party will be responsible for all activities associated with the previous Codes.
8. Where an Eligible Party merges with or takes over another Eligible Party and does not continue to use the previous Eligible Party's Codes, the new Eligible Party will be responsible for ensuring that all existing services are transferred from the previous Identification Codes to their new Identification Codes.

Insert scanned signature or sign and send.....

Signature of the Authorised Company Representative

Date

PARTICIPANTS

The Working Committee responsible for the revisions made to this Guideline consisted of the following organisations and their representatives:

Organisation	Representative
ACMA	Gerry O'Reilly
M2 Group	Chris Kulpa
NBN	Edward Parker
Opticomm	Phil Smith
Optus	Cliff Blackburn
Paradigm.One	Dev Gupta
Symbio/MyNetFone	Geoff Brann
Telstra	Craig McAinsh

Craig Purdon of Communications Alliance provided project management support.

Communications Alliance was formed in 2006 to provide a unified voice for the Australian communications industry and to lead it into the next generation of converging networks, technologies and services.

In pursuing its goals, Communications Alliance offers a forum for the industry to make coherent and constructive contributions to policy development and debate.

Communications Alliance seeks to facilitate open, effective and ethical competition between service providers while ensuring efficient, safe operation of networks, the provision of innovative services and the enhancement of consumer outcomes.

It is committed to the achievement of the policy objective of the *Telecommunications Act 1997* - the greatest practicable use of industry self-regulation without imposing undue financial and administrative burdens on industry.



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**Level 12
75 Miller Street
North Sydney
NSW 2060 Australia**

**Correspondence
PO Box 444
Milsons Point
NSW 1565**

**T 61 2 9959 9111
F 61 2 9954 6136
E info@commsalliance.com.au
www.commsalliance.com.au
ABN 56 078 026 507**

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