**Request Type (tick one)**

|  |  |
| --- | --- |
| **New Identification Code** |  |
| **Additional Identification Code (see Terms and Conditions)** |  |
| **Change of Company/Contact Details** |  |
| **Cancellation of Identification Code** |  |
| **Existing Identification Code** (for Change of Company/Contact Details and Cancellation of Identification Code). |  |

**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** |  |
| **Local Number Portability** |  |
| **Unconditioned Local Loop** |  |
| **Mobile Carrier or Prime Service Deliverer** |  |
| **Mobile Reseller (only)** |  |
| **Switchless Multibasket Billing Redirection** |  |
| **NBN Transfer** |  |

**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 a Eligible Party Identification Code List and this list will be published on the CA unrestricted public access web site.
5. Where a 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.
6. Where a 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.
7. Where a 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 a 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 fax………..

Signature of the Authorised Company Representative Date

**NOTES**

# Application by Eligible Party

Organisations or businesses requiring an Eligible Party Identification Code must apply to the Communications Alliance nominated person by email or Fax and use the Eligible Party Identification Code Application Form.

# Information to be Provided

## The Type of Application

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

## Company Details

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

## Contact Person Details

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

## 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

## Preferred Identification Code Allocation

* 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)

## Additional Identification Code Request Justification

NOTE: 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.

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

# Code Allocation Business Rules

Communications Alliance will allocate an Eligible Party Identification Code in accordance with the following Business Rules:-

* Where a Carriage Service Provider is a Mobile Reseller and is not involved with other industry segments, they will be allocated a four digit numeric starting from 1000. For these resellers a two character alpha, three character alpha or three digit numeric will not be allocated.
* The preferred two character alpha code will be allocated provided it has not been previously allocated.
* 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. 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.
* The preferred three character alpha code will be allocated provided it has not been previously allocated.
* 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. 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.
* The next available number will be allocated for the three-digit code.
* Alpha and numeric Codes, once allocated, will not be reallocated.
* Notification of Identification Code Allocation
* 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.
* 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.
* Communications Alliance will provide an updated version of the Eligible Party Identification Code List on the Communications Alliance unrestricted web site.