

Date: 15 December 2011

To: **Current and Prospective Canadian Central Office Code (NXX) Holders**

Subject: **Inputs required for 2012 Numbering Resource Utilization Forecasts, and Reserved and Held Telephone Number Report**

Guidelines approved by and Decisions made by the Canadian Radio-television and Telecommunications Commission (CRTC) require current and prospective Central Office (CO) Code Holders to submit inputs to the Canadian Numbering Administrator (CNA) for Numbering Resource Utilization Forecasts (NRUFs), and require certain CO Code Holders to submit an Exception Report on the Quantities of Reserved and Held Telephone Numbers to the CNA.

The required NRUF inputs and report are:

- a) **G-NRUF** - the 2012 General NRUF, due by 1 February 2012,
- b) **G-NRUF (Non-Geographic NPAs)** – the 2012 General NRUF for non-geographic NPAs, due by 1 February 2012,
- c) **R-NRUFs** - Relief Planning NRUFs for NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902, due by 1 February 2012,
- d) **J-NRUF - Two** Jeopardy NRUF worksheets for each of NPAs 204/431, 306/639 and 819/873, due by 1 February 2012, and
- e) **Exception Report on the Quantities of Reserved and Held Telephone Numbers** - due by 30 March 2012.

a) **G-NRUF**

The Canadian Numbering Resource Utilization Forecast (C-NRUF) Guideline requires all current and prospective CO Code Holders to submit actual and forecasted quantities of CO Codes as input for the annual G-NRUF. The G-NRUF is required by the CNA to project Canadian Numbering Plan Area (NPA) exhaust dates, and aids the North American Numbering Plan (NANP) Administrator in projecting NANP exhaust.

All current and prospective CO Code Holders in NPAs other than NPAs 204/431, 236/250/604/778, 289/365/905, 306/639, 416/437/647, 819/873 and 902, are required to provide actual and forecasted CO Code quantities using the attached G-NRUF worksheet (filename: 2012_G-NRUF_worksheet.xls). See Annex A for instructions for the 2012 G-NRUF worksheet. Completed G-NRUF worksheets must be returned to the CNA no later than **1 February 2012**.

b) G-NRUF (Non-Geographic NPAs)

The Canadian Adjunct to the INC Personal Communications Services (PCS) 5YY NXX Code Assignment Guidelines, the Canadian NPA 600 NXX Code Assignment Guideline or the Canadian Adjunct to the Industry Numbering Committee (INC) 9YY NXX Code Assignment Guidelines, as applicable, require all current and prospective CO Code Holders to submit actual and forecasted quantities of CO Codes for non-geographic NPAs as input for the annual G-NRUF. The G-NRUF is required by the CNA to project Canadian Numbering Plan Area (NPA) exhaust dates, and aids the North American Numbering Plan (NANP) Administrator in projecting NANP exhaust.

All current and prospective CO Code Holders using numbers in NPAs 5YY, 600 and 9YY are required to provide actual and forecasted CO Code quantities using the attached G-NRUF (Non-Geographic NPAs) worksheet (filename: 2012_G-NRUF_Non-Geographic_worksheet.xls). See Annex B for instructions for the 2012 G-NRUF (Non-Geographic NPAs) worksheet. Completed G-NRUF worksheets must be returned to the CNA no later than **1 February 2012**.

c) R-NRUFs for NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902

When NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902 entered the timeframe for relief planning (about 72 months), initial R-NRUFs were conducted. The C-NRUF Guideline requires subsequent R-NRUFs to be conducted semi-annually until 3 months before the Relief Date to monitor CO Code forecast changes prior to implementing relief.

All current and prospective CO Code Holders in NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902 are required to provide actual and forecasted CO Code quantities at the R-NRUF level of detail for NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902 respectively, using the attached R-NRUF worksheets (filenames: NPA_(as applicable)_Jan_2012_R-NRUF worksheet.xls). See Annex C for instructions for the R-NRUF worksheets. The completed R-NRUF worksheets must be returned to the CNA no later than **1 February 2012**.

d) J-NRUFs for NPAs 204/431, 306/639 and 819/873 (Two worksheets for each NPA)

Section 8.1 of the Canadian NPA Relief Planning Guideline details the circumstances under which the CNA will declare a Jeopardy Condition.

As a result of the provisions contained in section 8.1, the CNA announced on May 5 2010 that NPA 204 was in a Jeopardy Condition based on the results of the January 2010 G-NRUF. Analysis of the results of the January 2011 G-NRUF showed that NPAs 306 and 819 also meet the criteria identified in section 8.1 and, consequently, on 29 March 2011 the CNA declared that both NPAs were also in a Jeopardy Condition.

All current and prospective CO Code Holders in NPAs 204/431, 306/639 and 819/873 are required to provide actual and forecasted CO Code quantities at the J-NRUF level of detail for these NPAs, using the attached J-NRUF worksheets (filenames: NPA_(as applicable)_Jan_2012_J-NRUF worksheet.xls). See Annex D for instructions for the J-NRUF worksheets. The completed J-NRUF worksheets must be returned to the CNA no later than **1 February 2012**.

e) Exception Report on the Quantities of Reserved and Held Telephone Numbers

If on January 1, 2012 a Code Holder's quantity of Reserved and Held Telephone Numbers for a Switching Entity/POI and Exchange Area exceeds the amount permitted by Appendix G of the Canadian Central Office Code (NXX) Assignment Guideline (COCA Guideline), the Code Holder must submit an exception report to the CNA. See the instructions in Annex E for the Exception Report on the Quantities of Reserved and Held Telephone Numbers (filename: 2012_Reserved_and_Held_worksheet.doc).

TSPs to which this requirement applies must submit their completed Exception Reports to the CNA on or before **30 March 2012**.

All Code Holder inputs will be treated as confidential in accordance with the applicable guidelines. If you have any questions or concerns regarding any of the above reporting requirements, please call the CNA at 613-563-7242.

Thank you for your cooperation in these matters.

Glenn Pilley
Director –
Canadian Numbering Administrator

Annexes

ANNEX A G-NRUF Instructions

These instructions are for the 2012 G-NRUF worksheet. For additional information see the C-NRUF Guideline at <http://www.crtc.gc.ca/public/cisc/cn/CNODGL0016B.doc>. The term CO Code Holder used below refers to the representative of the current or prospective CO Code Holder who submits the 2012 G-NRUF Worksheet.

- 1) CO Code Holders must review the C-NRUF Guideline and these instructions before completing the 2012 G-NRUF Worksheet.
- 2) If a CO Code Holder has more than one Operating Company Number (OCN), a separate G-NRUF worksheet must be completed for each OCN assigned to that CO Code Holder.
- 3) Each CO Code Holder that holds any assigned or reserved CO Codes in any Canadian NPA other than NPAs 204/431, 236/250/604/778, 289/365/905, 306/639, 416/437/647, 819/873 and 902 or that intends to obtain any such CO Codes by 1 January 2018 must complete the Canadian 2012 G-NRUF Worksheet.
- 4) All CO Code quantities entered on the G-NRUF worksheet should be whole numbers (i.e., 1, 2, 3, etc.) for both actual and forecast years. Actual and forecast entries should reflect the total quantity of assigned and reserved CO Codes as of January 1 of each year.
- 5) Plant Test Codes other than industry test codes 958 and 959 must be included in the quantities of CO Codes submitted by the CO Code Holder.
- 6) Where the CO Code Holder's data is inconsistent with or indicates a significant difference from previously submitted NRUF data, the CO Code Holder shall submit a written explanation to the CNA with the G-NRUF in the "Remarks" section of the form or in an attachment to assist the CNA in the assessment of the data.
- 7) CO Code Holders are requested to submit the G-NRUF worksheet to the CNA **as soon as it is completed** rather than waiting for the deadline. CO Code Holders must complete the worksheet and submit it to the CNA no later than **1 February 2012, preferably via E-mail to nruf@cnac.ca**. Alternatively, the worksheet can be sent via regular mail, courier or facsimile, as follows:

Glenn Pilley
January 2012 G-NRUF
Canadian Numbering Administrator
1516 – 60 Queen Street
Ottawa, Ontario K1P 5Y7
Fax: 613-563-9293

If you have any questions concerning the worksheet or these instructions, contact Suresh Khare at khares@saiccanada.com.

ANNEX B G-NRUF (Non-Geographic NPAs) Instructions

These instructions are for the 2012 G-NRUF (Non-Geographic NPAs) Worksheet. For additional information see the Canadian Adjunct to the INC Personal Communications Services (PCS) 5YY NXX Code Assignment Guidelines, the Canadian NPA 600 NXX Code Assignment Guideline or the Canadian Adjunct to the Industry Numbering Committee (INC) 9YY NXX Code Assignment Guidelines, as applicable, at: <http://www.crtc.gc.ca/cisc/eng/cisf3fq.htm>.

The term CO Code Holder used below refers to the representative of the current or prospective CO Code Holder who submits the G-NRUF (Non-Geographic NPAs) Worksheet.

- 1) CO Code Holders must review the applicable Canadian Adjunct or Guideline and these instructions before completing the G-NRUF (Non-Geographic NPAs) Worksheet.
- 2) If a CO Code Holder has more than one Operating Company Number (OCN), a separate worksheet must be completed for each OCN assigned to that CO Code Holder.
- 3) Each CO Code Holder that holds any assigned or reserved CO Codes in NPAs 5YY, 600, or 9YY or that intends to obtain any such CO Codes by 1 January 2018 must complete the Canadian 2012 G-NRUF (Non-Geographic NPAs) Worksheet.
- 4) All CO Code quantities entered on the worksheet should be whole numbers (i.e., 1, 2, 3, etc.) for both actual and forecast years. Actual and forecast entries should reflect the total quantity of assigned and reserved CO Codes as of January 1 of each year.
- 5) The CO Code Holder need only submit a written explanation concerning the input if it will assist the CNA in the assessment of the data.
- 6) CO Code Holders are requested to submit the G-NRUF (Non-Geographic NPAs) Worksheet to the CNA **as soon as it is completed** rather than waiting for the deadline. CO Code Holders must complete the worksheet and submit it to the CNA no later than **1 February 2012, preferably via E-mail to nruf@cnac.ca**. Alternatively, the worksheet can be sent via regular mail, courier or facsimile, as follows:

Glenn Pilley
January 2012 G-NRUF (Non-Geographic NPAs)
Canadian Numbering Administrator
1516 – 60 Queen Street
Ottawa, Ontario K1P 5Y7
Fax: 613-563-9293

If you have any questions concerning the worksheet or these instructions, contact Suresh Khare at khares@saiccanada.com.

Annex C
R-NRUF Instructions - NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902

These instructions are for the January 2012 R-NRUF worksheets for NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902. For additional information see the C-NRUF Guideline at <http://www.crtc.gc.ca/public/cisc/cn/CNODGL0016B.doc>. The term CO Code Holder used below refers to the representative of the current or prospective CO Code Holder who submits the R-NRUF worksheets.

- 1) CO Code Holders must review the C-NRUF Guideline and these instructions before completing R-NRUF worksheets.
- 2) If a CO Code Holder has more than one Operating Company Number (OCN), separate R-NRUF worksheets must be completed for each OCN assigned to that CO Code Holder.
- 3) Each CO Code Holder that holds any assigned or reserved CO Codes in NPAs 236/250/604/778, 289/365/905, 416/437/647 and 902, or that intends to obtain any such CO Codes by 1 January 2018 must complete the worksheets for the relevant NPAs.
- 4) All actual and forecasted CO Code quantities entered on the R-NRUF worksheets should be whole numbers (i.e., 1, 2, 3, etc.). Actual and forecast quantities should be for January 1 of each year.
- 5) Any Plant Test Codes other than industry plant test codes 958 and 959, and other CO Codes not associated with specific Exchange Areas must be included in the quantities in the row labelled "CO Codes not associated with an Exchange (e.g., 310)".
- 6) When a current or prospective CO Code Holder submits NRUF data that is inconsistent with or is significantly different from previously submitted data, the current or prospective CO Code Holder shall submit a written explanation to the CNA with the NRUF in order to assist the CNA in the assessment of the data. Current and prospective CO Code Holders whose forecasts differ from their previous forecasts by more than both +/- 3 CO Codes and +/- 5% over shall provide an explanation for these changes in the "Remarks" section of the NRUF forms:
 - for the total variance when an NPA is in or entering the relief planning window (i.e., applies to the growth variance between the last common period of the previous 6 year forecast and the new forecast; not to the individual years or portions of years within the forecast).

Current and prospective CO Code Holders may also be required to provide additional information explaining inconsistent data or significant differences from previously submitted data at the request of the CNA. See section 4 item 7) of the Guideline for a table indicating how the criteria is to be applied for various situations.

- 7) CO Code Holders are requested to submit the R-NRUF worksheets to the CNA **as soon as they are completed** rather than wait for the deadline. CO Code Holders must complete the worksheets and submit them to the CNA no later than **1 February 2012, preferably via E-mail to nruf@cnac.ca**.

Alternatively, the worksheets can be sent via regular mail, courier or facsimile, as follows:

Glenn Pilley
 January 2012 R-NRUF
 Canadian Numbering Administrator

1516 – 60 Queen Street
Ottawa, Ontario K1P 5Y7
Fax: 613-563-9293

If you have any questions concerning the worksheets or these instructions, contact Suresh Khare at khares@saiccanada.com.

Annex D
J-NRUF Instructions - NPAs 204/431, 306/639 and 819/873 (Two Forms for each NPA)

These instructions are for the January 2012 J-NRUF worksheets for NPAs 204/431, 306/639 and 819/873. For additional information see the C-NRUF Guideline at <http://www.crtc.gc.ca/public/cisc/cn/CNODGL0016B.doc>. The term CO Code Holder used below refers to the representative of the current or prospective CO Code Holder who submits the J-NRUF worksheets.

At CSCN 89, held on 26 October 2010, the CSCN directed, on a going-forward basis, the CNA to conduct the J-NRUF using one form; however, when CO Code assignment restrictions are included in the JCP and/or directed by the CRTC two forms are required:

- 1) Form 1 - CO Code assignment restrictions are included in the JCP and/or directed by the CRTC, and
- 2) Form 2 - CO Code assignment restrictions are not included in the JCP and/or directed by the CRTC.

In Telecom Notice of Consultation CRTC 2009-309, the CRTC directed that CO Code rationing measures were to be implemented to extend the Projected Exhaust Date for NPA 204 and must remain in place until 66 days before code relief is implemented. The CRTC concluded that "these measures will permit CO code holders in area code 204 to obtain the number of CO codes identified in their 30 April 2009 Jeopardy-Numbering Resource Utilization Forecasts (J-NRUFs)."

In NPAs 306 and 819, the respective Relief Planning Committees have identified that, similar to the situation in NPA 204, the Projected Exhaust Dates do not allow sufficient time to undertake all the activities associated with NPA Relief and, consequently, some form of CO Code Conservation Measures must be implemented.

In Telecom Decision CRTC 2011-432, the CRTC agreed with the NPA 819 Relief Planning Committee's recommendation that the Relief Date for NPA 819 should be changed to 15 September 2012. The CRTC also agreed that the assignment of CO Codes should be limited to Carriers' 28 April 2011 input for the April 2011 J-NRUF to ensure that area code 819 does not exhaust prior to 15 September 2012.

On 14 June 2011 the NPA 306 Relief Planning Committee submitted a Jeopardy Contingency Plan to the CRTC which was subsequently approved in Telecom Decision CRTC 2011-418. Item 7) of the CRTC-approved Jeopardy Contingency Plan states:

The CNA will request two versions of the J-NRUF input from all current and prospective CO Code Holders quarterly until three (3) months before relief is provided. The forecasted quantities in Version 1 should be the same as or lower than the April 2011 J-NRUF input submitted by CO Code Holders for the period up to the Relief Date. CO Code Holder forecasts may reflect an increase in demand in the period subsequent to the Relief Date. Version 2 will reflect the actual demand required by the CO Code Holder's current business plan and will be provided for information purposes only.

As a result of these directives the Form 1 version of each of the J-NRUFs will be as follows:

NPA	Forecast Quantity Restrictions Shown On:	Relief Date	Notes
NPA 204/431	April 2009 J-NRUF	3 November 2012	Forecasts can decrease the quantity for the time period prior to the Relief Date and exceed the amounts shown on the April J-NRUFs for the time period following the Relief Date.
NPA 306/639	April 2011 J-NRUF	25 May 2013	
NPA 819/873	April 2011 J-NRUF	15 September 2012	

If the quantity of existing CO Codes is higher than the April 2009 (NPA 204) J-NRUF or April 2011 (NPA's 306 and 819) J-NRUFs then the forecasted quantity for future months should show the existing quantity until the forecast quantity matches the quantities in the April 2009/2011 J-NRUFs noted above.

As agreed to by the CSCN, the Form 2 version of each of the J-NRUFs will not be limited by the above CO Code Conservation Methods and should show the quantity of CO Codes that would be requested if these measures were not in place.

All current and prospective CO Code Holders must complete the two J-NRUF worksheets for NPAs 204/431, 306/639 and 819/873.

- 1) CO Code Holders must review the C-NRUF Guideline and these instructions before completing the J-NRUF worksheets.
- 2) If a CO Code Holder has more than one Operating Company Number (OCN), separate J-NRUF worksheets must be completed for each OCN assigned to that CO Code Holder.
- 3) Each CO Code Holder that holds any CO Code assignments or reservations in NPA 204/431, 306/639 and 819/873 or that intends to obtain any such CO Codes by 1 January 2018 must complete the worksheet.
- 4) All actual and forecasted CO Code quantities entered on the J-NRUF worksheets should be whole numbers (i.e., 1, 2, 3, etc.).

The J-NRUF worksheets should be completed as follows:

- a) For Version 1 and Version 2 of the NPA 204/431 J-NRUF Worksheet, current and prospective CO Code Holders are required to provide the total quantity of assigned and reserved CO Codes assigned to them as of 1 January 2012 as well as the total cumulative quantity of existing and future CO Codes forecast to be assigned and reserved as of the first day of each month for the next eight months starting with April 2012, and then as of the first day of each year from 2013 up to and including 2018.
- b) For Version 1 and 2 of the NPA 306/639 J-NRUF Worksheet, current and prospective CO Code Holders are required to provide the total quantity of assigned and reserved CO Codes assigned to them as of 1 January 2012 as well as the total cumulative quantity of existing and future CO Codes forecast to be assigned and reserved as of the first day of each quarter for the next five quarters, as of the first day of May and June 2013, and then as of the first day of each year from 2014 up to and including 2018.
- c) For Version 1 and 2 of the NPA 819/873 J-NRUF Worksheet, current and prospective CO Code Holders are required to provide the total quantity of

assigned and reserved CO Codes assigned to them as of 1 January 2012 as well as the total cumulative quantity of existing and future CO Codes forecast to be assigned and reserved as of the first day of each month for the next eight months, and then as of the first day of each year from 2013 up to and including 2018.

- 5) Any Plant Test Codes other than industry plant test codes 958 and 959, and other CO Codes not associated with specific Exchange Areas must be included in the quantities in the row labelled "CO Codes not associated with an Exchange (e.g., 310)".
- 6) When a current or prospective CO Code Holder submits NRUF data that is inconsistent with or is significantly different from previously submitted data, the current or prospective CO Code Holder shall submit a written explanation to the CNA with the NRUF in order to assist the CNA in the assessment of the data. Current and prospective CO Code Holders whose forecasts differ from their previous forecasts by more than both +/- 3 CO Codes and +/- 5% over shall provide an explanation for these changes in the "Remarks" section of the NRUF forms:
 - for all variances when an NPA is in or entering a Jeopardy Condition (for each time period in the forecast (e.g., portions of years and individual years)).

Current and prospective CO Code Holders may also be required to provide additional information explaining inconsistent data or significant differences from previously submitted data at the request of the CNA. See section 4 item 7) of the Guideline for a table indicating how the criteria is to be applied for various situations.

- 7) CO Code Holders are requested to submit the J-NRUF worksheets to the CNA **as soon as they are completed** rather than wait for the deadline. CO Code Holders must complete the worksheets and submit them to the CNA no later than **February 1, 2012, preferably via E-mail to nruf@cnac.ca**.

Alternatively, the worksheets can be sent via regular mail, courier or facsimile, as follows:

Glenn Pilley
January 2012 J-NRUF
Canadian Numbering Administrator
1516 – 60 Queen Street
Ottawa, Ontario K1P 5Y7
Fax: 613-563-9293

If you have any questions concerning the worksheets or these instructions, contact Suresh Khare at khare@saiccanada.com.

Annex E

Instructions - Exception Report on the Quantities of Reserved & Held Telephone Numbers

These instructions are for the annual Exception Report on the Quantities of Reserved and Held Telephone Numbers.

- 1) CO Code Holders must review these instructions before completing the 2012 Reserved and Held Worksheet.doc.
- 2) If a Code Holder to which this reporting requirement is applicable has more than one Operating Company Number (OCN), a separate Exception Report must be completed for each OCN assigned to that Code Holder which has a quantity of Reserved and Held Telephone Numbers that exceeds the amount specified in Appendix G of the Canadian Central Office Code (NXX) Assignment Guideline. The applicable sections of the Appendix have been attached to these instructions.
- 3) The Report shall include data as at January 1, 2012.
- 4) Code Holders are requested to submit the Exception Report on the Quantities of Reserved and Held Telephone Numbers to the CNA as soon as it is completed rather than wait for the deadline. Code Holders must complete the Worksheet and submit it to the CNA no later than **30 March 2012, preferably via E-mail to randh@cnac.ca**. Alternatively, the completed Worksheet can also be sent via mail, courier or facsimile to the following address:

Glenn Pilley
R&H Telephone Numbers
Canadian Numbering Administrator
1516 – 60 Queen Street
Ottawa, Ontario K1P 5Y7
Fax: 613-563-9293
- 5) In addition, a copy of the first page of the Code Holder's report, bearing the signature of the Authorized Representative must be sent by mail, courier or facsimile to the above address.

If you have any questions concerning the worksheet or these instructions, contact Glenn Pilley at 613-683-3289.

Appendix G - Reserved and Held Telephone Numbers

1. The quantity of Reserved and Held Telephone Numbers maintained by a Code Holder for customers in an Exchange Area served by a Switching Entity/POI, shall not exceed an amount equal to 20 % of the following: 10,000 times the quantity of CO Codes assigned to the Code Holder and associated with that Switching Entity/POI and Exchange Area, less the quantity of telephone numbers ported out of the Code Holder's Switching Entity/POI in that Exchange Area, plus the quantity of telephone numbers ported into the Code Holder's Switching Entity/POI in that Exchange Area. An Exchange Area could be served by more than one Switching Entity/POI. A single switch may serve more than one Switching Entity/POI and therefore may serve more than one Exchange Area.
2. In an NPA Jeopardy Condition, these guidelines may be temporarily modified as a result of CRTC-approved industry consensus or regulatory order.
3. When applying for an Additional CO Code for Growth for a specific Switching Entity/POI and Exchange Area, the Code Applicant shall certify on the Part 1 Form (CO Code Assignment, Reservation, Information Change, or Return) that the quantity of Reserved and Held Telephone Numbers maintained by the Code Applicant for customers in the specific Switching Entity/POI and Exchange does not exceed the quantity permitted by item 1 or 2 above.
4. In order to determine when the quantity of Reserved and Held Telephone Numbers for a Switching Entity/POI and Exchange Area exceeds the amount permitted by item 1 or 2 above, Code Holders shall annually track the quantity of CO Codes and Telephone Numbers assigned to them and the quantity of Reserved and Held Telephone Numbers for all Switching Entities/POIs by Exchange Area. Code Holders shall keep the data for 5 years either in the attached report format or in a format that will allow the attached report format to be created within a reasonable time frame, if required in the event of an audit or a request from the CRTC.
5. If on 1 January 1 each year a Code Holder's quantity of Reserved and Held Telephone Numbers for a Switching Entity/POI and Exchange Area exceeds the amount permitted by item 1 or 2 above, the Code Holder shall by March 31 of that year submit an exception report to the CNA using the attached form, and shall make a good faith effort to bring the quantity of Reserved and Held Telephone Numbers into compliance in a timely manner.
6. If a Code Holder's quantity of Reserved and Held Telephone Numbers for a Switching Entity/POI and Exchange Area exceeds the amount permitted by item 1 or 2 above, the CNA shall advise, support and monitor (e.g., quarterly reports) the efforts of the Code Holder to bring the quantity of Reserved and Held Telephone Numbers into compliance.
7. The CNA shall, if any exception reports are received, submit a report to the CRTC each year that identifies Code Holders' Switching Entities/POIs by Exchange Area where the permitted quantity of Reserved and Held Telephone Numbers as determined under item 1 or 2 above is exceeded. The CSCN anticipates that the CRTC will review all reported violations and consult with the Code Holders to determine the reasons for the violations. In conducting the review, the CSCN anticipates the CRTC will assess the circumstances that gave rise to the violation, including but not limited to the impact of ported-in Reserved and Held telephone numbers, competitive equity considerations, and new entrant requirements. After conducting the review, the CSCN anticipates the CRTC will take whatever action it deems appropriate to address the violations. For example, the CSCN anticipates that the CRTC could order a Code Holder to come into compliance within a reasonable period of time, or authorize a Code Holder to exceed the maximum for a specified period of time under certain terms and conditions.

8. Reserved and Held Telephone Numbers are subject to porting between Code Holders participating in LNP and/or Wireless Number Portability (WNP) in Exchange Areas where LNP or WNP is implemented, provided that such numbers have been reserved or held by the Disconnecting Code Holder for the customer prior to the request for porting, and that the customer requests the Recipient Code Holder to port such numbers at the same time as the customer (i.e., the end customer or reseller) requests the Recipient Code Holder to port In-Service numbers. Reserved and Held Telephone Numbers may also be ported between a Code Holder's Switching Entities or POIs in a single Exchange Area in the event that a Code Holder has multiple Switching Entities or POIs within an Exchange Area. Code Holders shall include such ported-in Reserved and Held telephone numbers within the quantities of Reserved and Held telephone numbers reported for the Switching Entity/POI into which the numbers are ported.
9. Where Reserved and Held Telephone Numbers are to be ported between -Code Holders, the Recipient Code Holder shall request such porting at the same time as In-Service number porting is requested.
10. Although a Central Office (CO) Code Holder may set aside a quantity of numbers in a CO Code for the potential future use of its customers in general (rather than for a specific customer), such numbers shall not be considered as Reserved or Held Telephone Numbers.
11. Reserved and Held Telephone Numbers that have been ported shall be treated by the Recipient Code Holder as disconnected numbers in the event that the customer for whom the numbers have been ported disconnects service or moves to another Code Holder and the Reserved and Held Telephone Numbers are not ported at the customer's request to the subsequent Code Holder.
12. Any Reserved and Held Telephone Numbers that have been ported which are no longer required by the customer, or which are disconnected and are not placed in reserved or held status for the customer, shall be returned by the Recipient Code Holder to the CO Code Holder from which the Telephone Number was initially ported immediately after the customer advises that the Reserved and Held Telephone Numbers are no longer required (i.e., "snapback").
13. Reserved and Held Telephone Numbers that have been ported shall not be assigned by the Recipient Code Holder to any entity other than to: (a) the customer for whom the numbers were originally ported or (b) any successor of that customer (e.g., merger, acquisition or other corporate reorganization of the customer).
14. A ported Reserved or Held Telephone Number that is activated and then subsequently disconnected by the customer may be put into: (a) reserved or held status for the customer by the Recipient Code Holder, or (b) aging in accordance with the Aging Guidelines and subsequently snapped back to the CO Code Holder from which the Telephone Number was initially ported according to the customer's request.
15. Code Holders shall be subject to periodic audits of, and enforcement mechanisms for, compliance with the above procedures in accordance with Appendix A of the Canadian Central Office Code (NXX) Assignment Guidelines.
16. This Guideline does not affect the ability of any Code Holder to offer number reservation at tariff rates to its subscribers within a given Exchange Area served by a given Switching Entity/POI.

DEFINITIONS:

Disconnecting Code Holder:	The Disconnecting Code Holder is the Local Exchange or Wireless Carrier which is disconnecting or has disconnected the subscriber's service and telephone number(s).
Held Telephone Number:	A Held Telephone Number is a non-working number (i.e., not in-service) which has been allocated to a specific customer at the Code Holder's discretion without any payment required from the customer.
Recipient Code Holder:	The Recipient Code Holder is the Local Exchange or Wireless Carrier to which telephone number(s) are being or have been ported.
Reserved Telephone Number:	A Reserved Telephone Number is a non-working number (i.e., not in-service) which has been allocated to a specific customer under a legally binding written agreement (e.g., contract, Tariff), with or without payment to the Code Holder at the Code Holder's option.