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## APPLICATION FORM FOR CENTRAL OFFICE CODE

### Form COC-01

#### Instructions:

1. Please refer to the explanatory notes after the form “Utilization/Forecast Reporting Form for CO Code Issuance” below
2. Print the form and complete all fields
3. The form should be signed by an authorized officer of the applicant
4. All justifications and additional information should be provided on separate paper and attached to the Utilization/Forecast Reporting Form for CO Code Issuance” form
5. Completed forms, justifications and additional information shall be submitted to the Authority for processing either by mail, fax or email.

## Utilization/Forecast Reporting Form for CO Code Issuance

Initial Code request

Growth Code Request

Fixed line service

Mobile service

Name of Service Provider.....

Registered Address of Service Provider.....

Name and Position of Authorized contact.....

Tel: ..... Cell: ..... Fax: ..... E-mail: .....

CO Code<sup>1</sup> .....

Switch ID<sup>2</sup>.....

### Current Number Assignment

Active Numbers (A)	Aging Numbers (B)	Reserved Numbers (C)	Total quantity assigned (D) )= A+B+C	Available Numbers = Total Qty. issued - D

### Assignment History<sup>3</sup>

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6

### Assignment Forecast<sup>4</sup>

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Month 7	Month 8	Month 9	Month 10	Month 11	Month 12

Date.....

Authorized signature.....

<sup>1</sup> Fixed line: list CO codes assigned to Exchange for which additional numbers are required

Mobile: list all CO codes assigned

<sup>2</sup> Fixed lines: Name of exchange which will provide the service

<sup>3</sup> The actual cumulative numbers assigned as at each month end and is equal to D for each month

<sup>4</sup> The forecasted cumulative numbers assigned as at each month end

## **Explanatory notes for Utilization/Forecast Reporting Form for CO Code Application Form**

The Utilization /Forecasting reporting form is used for applying for initial and growth codes. The form shall be completed as follows:

1. The Applicant shall indicate whether the code(s) is (are) for initial or growth and whether the code(s) requested is (are) for fixed or mobile services
2. The name of the concessionaire and contact information of the authorized signatory
3. The CO code(s) that have already been assigned to the concessionaire
4. The switch ID if the codes are to be installed on a fixed line exchange
5. Current Number Assignment : The following fields shall also be completed:
  - a) Active numbers ( A) – These are numbers which have been assigned to customers and are making and receiving calls
  - b) Aging numbers (B) – These are numbers which have been removed from service and shall be issued to new customers after a six month aging period
  - c) Reserved numbers (C) – These are numbers which may have been reserved for customers and which shall be in service after the date of this application and not exceeding sixty working days
  - d) The Total quantity assigned (D) = the sum of A+B+C
  - e) Available numbers – difference between the total quantity of numbers issued to the concessionaire by the Authority and the total quantity assigned (D)
6. Assignment history - The actual assignments made on a monthly basis for the last six months preceding the date of the application for CO code(s)
7. Assignment forecast - The actual quantity of numbers expected to be installed each month for the next twelve months. Justification shall be supplied for the forecasted numbers.
8. The form shall be signed and dated by an authorized person.

9. Formulae used in processing the CO code application

a) % Utilisation<sup>5</sup> =  $\frac{\text{Quantity of Numbers assigned by authorized provider}}{\text{Total Quantity of Numbers issued by the Authority}} \times 100$

b) Average monthly forecast =  $\frac{\text{Quantity of numbers assigned over the period}}{\text{Period of time in months}}$

c) Months to Exhaust<sup>6</sup> =  $\frac{\text{Numbers available for assignment}}{\text{Average monthly usage forecast}}$

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<sup>5</sup> Utilisation must be 75% or greater for growth CO code to be issued for mobile, 80% or greater for fixed line

<sup>6</sup> Months to exhaust must be 6 months or less for issuance of a growth CO code for both fixed line and mobile  
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