



**Telecommunications Authority of Trinidad and Tobago**

**Consultative Document  
on the**

**National Numbering Plan:  
Procedures for  
Central Office (CO) Code  
Management**

**(First of two rounds)**

**(Version 0.1)**

| <b>Maintenance History</b>  |                          |                |
|-----------------------------|--------------------------|----------------|
| <b>Date</b>                 | <b>Change Details</b>    | <b>Version</b> |
| 3 <sup>rd</sup> August 2026 | First consultative draft | 0.1            |
|                             |                          |                |
|                             |                          |                |

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This document may be cited as Telecommunications Authority of Trinidad and Tobago (TATT 2026). *Consultative Document on the National Numbering Plan: Procedures for Central Office (CO) Code Management* (August 2026). Barataria, Trinidad and Tobago.

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## Abbreviations

|       |                                                                                 |
|-------|---------------------------------------------------------------------------------|
| CO    | Central Office                                                                  |
| ITU-T | International Telecommunication Union, Telecommunication Standardization Sector |
| LERG  | Local Exchange Routing Guide                                                    |
| NANP  | North American Numbering Plan                                                   |
| NPA   | numbering plan area                                                             |
| SIM   | subscriber identity module                                                      |

## Definitions

For the purposes of this document, the following definitions shall apply.

**Administrative numbers:** numbers used by telecommunications carriers to perform internal administrative or operational functions necessary to maintain reasonable quality of service standards. Examples of administrative numbers include test numbers, employee/official numbers, location routing numbers and temporary local directory numbers (ATIS 2024).

**Aging numbers**<sup>1</sup>: disconnected numbers that are not available for re-assignment to another end user or customer for a specified period of time. Numbers previously assigned to fixed-line residential and business customers shall be aged for no less than six months from the date of termination of service. Numbers previously assigned to prepaid and postpaid mobile customers shall also be aged for no less than six months from the date of termination of service. Aging numbers that have passed their defined aging period are put back in the available pool of numbers by the operator (ATIS 2024).

**Active numbers:** numbers assigned to customers who can make or receive calls on the fixed or mobile network.

**Available numbers**<sup>2</sup>: numbers that are available for assignment to subscribers to enable them to access telecommunications services. The quantity of available numbers can be determined by the formula: total quantity of numbers in the CO code or block inventory minus the sum of active, reserved, aging and administrative numbers (ATIS 2024).

**Concessionaire:** an entity authorised, pursuant to section 21 of the Act, to operate public telecommunications networks or provide public telecommunications services, and may refer to all providers collectively or individually, as the context requires.

**Central office (CO) Code:** a 3-digit number, ranging from 200 to 999, each of which represents up to 10,000 telephone numbers when used with a 4-digit station number as a suffix, as is the case with a local telephone number.

**Growth code request:** a request by a concessionaire for providing service to additional end users. This request must be supported by the submission of adequate data showing that code exhaustion is imminent and a reasonable utilisation is forecast for additional numbers.

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<sup>1,2</sup>Definition adapted to the local context.

**Initial code request:** a request made by a new entrant who will need numbers to start up their business. No historical or current usage of numbers will be available but a reasonable data forecast for number usage must be included in the application so that an appropriate quantity of CO codes may be assigned.

**Reserved numbers<sup>3</sup>:** numbers that are held by concessionaires at the request of specific end users or customers for their future use. Numbers cannot be reserved for more than 60 working days (ATIS 2024).

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<sup>3</sup> Definition adapted to the local context.

# 1 Introduction

## 1.1 Background

The International Telecommunication Union Telecommunication Standardization Sector (ITU-T) Recommendation ITU-T E.164 provides the number structure and functionality for numbers used for international public telecommunications. ITU-T E.164 compliant numbers have a maximum length of 15 digits, and consist of three parts: the country code, national destination code and subscriber number.

The North American Numbering Plan (NANP) is an integrated telephone numbering plan serving 20 North American countries that share its resources. These countries include the United States and its territories, Canada and several Caribbean countries.

The Republic of Trinidad and Tobago is a participating country in the NANP.

All NANP participating countries use a single-digit country code of 1, followed by a 3-digit numbering plan area (NPA) code and ending with a 7-digit subscriber number. The NPA code, also known as the national destination code or area code, identifies the country, state or province (for countries with more than one area code).

Trinidad and Tobago is assigned the area code 868. This number structure is illustrated in Figure 1.

| Country Code                                                                    | Area Code | Subscriber Number        |                |
|---------------------------------------------------------------------------------|-----------|--------------------------|----------------|
|                                                                                 |           | Central Office (CO) code | Station number |
| 1                                                                               | NXX       | NXX                      | XXXX           |
| Where N = 2 to 9 and X=0 to 9. A Trinidad and Tobago example is 1-868-652-1014. |           |                          |                |

Figure 1: NANP number structure

The 7-digit subscriber number comprises a 3-digit central office (CO) code prefix and a 4-digit station number suffix. CO codes can range from 200 to 999, with each NXX CO code corresponding to 10,000 possible station numbers. The station number identifies a particular subscriber or telephone line. The CO code plus station number is also termed the subscriber or line number.

The Local Exchange Routing Guide (LERG) is a database of numbering resources for use by NANP participating countries as the authoritative source for routing data.

The Telecommunications Authority of Trinidad and Tobago (the Authority) manages telecommunications numbering resources, including CO codes in Trinidad and Tobago.

## **1.2 Purpose**

This document, *National Numbering Plan: Procedures for Central Office (CO) Code Management*, forms part of the *National Numbering Plan: Central Office (CO) Codes and Home Network Identifier (HNI)* (the Numbering Plan) and informs the concessionaires of the processes and requirements for the assignment, voluntary return and reclamation of a CO code(s).

## **1.3 Objectives**

This document outlines:

1. the procedure for the assignment, voluntary return and reclamation of a CO code(s).
2. the reporting, notification and other obligations for concessionaires

## **1.4 Scope**

This document covers all procedures relevant to concessionaires for the assignment, voluntary return and reclamation of CO codes and reporting and notification obligations. It does not cover the internal processes that take place within the Authority for the assignment, voluntary return or reclamation of CO codes.

## **1.5 Relevant Legislation**

The Telecommunications Act, Chap 47:31 (the Act) provides the legislative basis for the development of a regulatory framework for services that can be classified as a telecommunications or broadcasting service.

Section 3 contains the objects of the Act, which include, inter alia, establishing conditions for:

- (a) an open market for telecommunications services, including conditions for fair competition, at the national and international levels;

(b) the facilitation of the orderly development of a telecommunications system that serves to safeguard, enrich and strengthen the national, social, cultural and economic well-being of the society;

(c) promoting and protecting the interests of the public by—

(i) promoting access to telecommunications services;

...

(iii) providing for the protection of customers;

(iv) promoting the interests of customers, purchasers and other users in respect of the quality and variety of telecommunications services and equipment supplied.

...

(f) promoting the telecommunications industry in Trinidad and Tobago by encouraging investment in, and the use of, infrastructure to provide telecommunications services; and

(g) to regulate broadcasting services consistently with the existing constitutional rights and freedoms contained in sections 4 and 5 of the Constitution.”

(j) plan, administer, manage and assign telecommunications numbering for telecommunications services;

Additionally, section 21 (1) of the Act provides the legislative basis for the authorisation of any service that qualifies as a public telecommunications or broadcasting service in Trinidad and Tobago.

Section 21 states that: “no person shall operate a public telecommunications network, provide a public telecommunications service or broadcasting service, without a concession granted by the Minister”.

Section 21 (2) continues: “a person who wishes to operate a network or provide a service described in subsection (1), shall apply to the Authority in the manner prescribed.”

Part I of the Act includes definitions for a public telecommunications service and a broadcasting service.

A public telecommunications service is defined as: “a telecommunications service, including a public telephone service, offered to members of the general public, whereby one user can communicate with any other user in real time, regardless of the technology used to provide such service.”

A broadcasting service is defined as: “the offering of the transmission of programmes whether or not encrypted, by any means of telecommunications, for reception by the general public,

including sound, radio, television and other types of transmissions, such as those on a point to multipoint basis.”

Section 22 (3) of the Act states:

Every concession for a public telecommunications network, a public telecommunications service or a broadcasting service shall contain conditions regarding—

...

(c) the provision of information and reports to the Authority.

Section 44 of the Act states:

(1) The Authority shall develop a plan for the numbering of telecommunications services and shall administer and manage such numbers.

(2) Subject to subsection (5), numbers shall be made available to providers of telecommunications services on an equitable basis.

(3) The numbering plan may establish procedures by which providers of telecommunications services may assign or reassign telephone numbers to users.

(4) The numbering plan shall be made available to the public in the manner prescribed by the Authority.

(5) In developing the numbering plan referred to in subsection (1), the Authority shall preserve to the extent feasible, the assignment of numbers made before the commencement of this Act.

(6) The Authority shall notify all service providers of any new numbering assignments made.

## **1.6 Other Relevant Documentation**

Other relevant policies, plans and regulations developed by the Authority, currently in effect, to be read along with this document, include:

1. *Authorisation Framework for the Telecommunications and Broadcasting Sectors of Trinidad and Tobago* (TATT, 2005)

2. *Procedures for Consultation in the Telecommunications and Broadcasting Sectors of Trinidad and Tobago* (TATT, 2001)

3. *Proposed Central Office Code Exhaust Analysis Methodology* (TATT, 2008)

4. *National Numbering Plan: Central Office (CO) Codes and Home Network Identifier (HNI)* (TATT, 2017)

5. *Implementation Plan on Number Portability for the Republic of Trinidad and Tobago 2012*

6. *Telecommunications (Fees) Regulations* (TATT, 2006)

These documents can be found on the Authority's website, [www.tatt.org.tt](http://www.tatt.org.tt).

## **1.7 Review Cycle**

This document will be reviewed every four years, or otherwise as deemed necessary by the Authority, to reflect the evolving needs of the telecommunications industry and to meet changing circumstances. When the need for modification is identified, the Authority will announce its intention to review the document and any entity in the telecommunications sector or any appropriate industry forum or interested party may suggest changes.

Questions or concerns regarding the maintenance of this document may be directed to the Authority via email to [consultation@tatt.org.tt](mailto:consultation@tatt.org.tt).

## **1.8 Consultation Process**

In accordance with its *Procedures for Consultation in the Telecommunications and Broadcasting Sectors of Trinidad and Tobago* (TATT 2021), the Authority will seek the views of stakeholders and the public on this document. Comments will be reviewed and those determined to be relevant and useful to the development of the local telecommunications sector will be incorporated.

## **2 Management Principles**

The management principles that this document adheres to are as follows:

1. The assignment of CO codes shall be managed in an effective and efficient manner and in conformity with the Numbering Plan.
2. Numbering resources are considered a finite public telecommunications resource and any assignment to concessionaires authorised to provide public telephony services by the Authority does not constitute ownership of these numbers by the concessionaires.

### 3 Assignment of CO Codes

The assignment of CO codes will be different for concessionaires who are new entrants as opposed to incumbents, viz., new entrants will not be required to provide historical information on number assignments.

#### 3.1 Initial CO Code(s)

The Authority shall issue an appropriate quantity Initial CO codes only to new entrants who are concessionaires authorised to provide public telephony services. The new entrant shall submit a request for initial CO code(s) using the designated application form, Form COC-01 (see Appendix I). Explanatory notes for the completion of form COC-01 is included in Appendix II.

The new entrant shall:

1. indicate the quantity of numbers required and the type of service<sup>4</sup> for which the numbers will be deployed. The new entrant must indicate on the form that this is an initial code request.
2. submit the application for an initial code(s), at least three months prior to the “in service” date and shall demonstrate to the Authority that the equipment installed is ready for the loading of numbers for testing<sup>5</sup>.

#### 3.2 Growth CO Code(s)

Concessionaires who have already been assigned initial CO codes shall request growth codes using the designated application form, Form COC-01 (see Appendix I).

1. Applicants shall complete the form with verifiable data and reasonable projections, in the following data fields:
  - a) Telephone numbers available for assignment
  - b) Growth history over the last six months

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<sup>4</sup> Service type or category as defined in the *National Numbering Plan: Central Office (CO) Codes and Home Network Identifier (HNI)*.

<sup>5</sup> In-service date is when the first active number is assigned.

- c) Projected demand for the next twelve months<sup>6</sup>
- 2. Reasonable justification for projected demand must be submitted to support the request.
- 3. Where the historical information did not meet the forecast for an earlier period, an explanation must be provided.
- 4. CO codes shall be assigned on a first-come, first-served basis, once all the requisite information to support that request is provided.
- 5. The CO code application shall be made at least three months prior to the in-service date so that the relevant local and international databases may be advised that the new CO code(s) have been issued.
- 6. CO codes shall be assigned in accordance with the current Numbering Plan.
- 7. Number blocks within CO codes may be reserved for a period not exceeding 90 working days.
- 8. The application shall meet the following utilisation criteria:
  - a) Quantity of active numbers:
    - mobile, 75% of all assigned CO codes
    - fixed, 80% of all assigned CO codes
  - b) Exhaust of the current fixed and mobile stock of numbers in less than six months

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<sup>6</sup> It should be noted that the Authority is not bound to accept the projected demand figures provided

## 4 Processing of Applications

The Authority, as the CO code administrator in Trinidad and Tobago, shall process applications for initial and growth codes as follows:

1. Application forms shall be reviewed for completeness and accompanying justifications.
2. The submitted data shall be processed to determine whether the criteria for an initial code (new entrant) or growth codes are satisfied, as stipulated in the current version of these procedures.
3. The applicant is advised within 60 days of the submission of the completed application form<sup>7</sup> of the Authority's approval or rejection of the application.
4. If a concessionaire initially submits an incomplete application, the 60-day processing time frame will begin only after all information has been received by the Authority.
5. Whenever an application has been rejected, the applicant shall be informed in writing of the rejection and the reasons for such.
6. Within 10 days of an assignment, the Authority will issue an invoice to the concessionaire for the numbering fees for the assignment. The concessionaire is required to pay the fees within 28 days of the invoice date.

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<sup>7</sup> An application form is considered complete when all the information necessary to process the application has been submitted.

## 5 Notifications

Newly assigned CO codes need to be propagated to carriers around the world, as well as other local operators, in order for calls originating on their networks to be correctly routed to the desired party using a telephone number in the new CO code(s) in Trinidad and Tobago. The Authority shall:

1. inform the ITU Operational Bulletin Board of the assignment of the CO code(s), within 10 working days of the assignment, provided that the code is to be accessible from overseas correspondents.
2. advise all other relevant concessionaires, within 10 working days of the assignment, of the new CO code(s).
3. update its website with the assignment, within 10 working days of the assignment of the new CO code(s).
4. notify the LERG<sup>8</sup> of the assignment of the CO code(s).
5. advise the assignee to also inform their direct correspondents as well as the LERG of the new CO code(s) assignment.

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<sup>8</sup> iconectiv.com

## **6 Voluntary Return of CO Code(s)**

The following procedure shall be used in the event that a concessionaire wishes to return CO code(s) voluntarily:

1. The concessionaire shall inform the Authority, in writing, of:
  - a) the intention to return the CO code(s) assigned
  - b) the reasons for the intended return
  - c) the plan for affected customers, if any.
2. The Authority shall acknowledge receipt of the letter of intent within 10 working days of receipt of said letter.
3. The Authority shall review the justifications and plans provided and advise the concessionaire of its approval or rejection within 20 working days.
4. Should approval be given, the Authority shall use the notification process outlined to reclaim the CO code(s) (see section 8).

## **7 Reclamation of CO Code(s)**

Reclamation of unused CO codes is necessary for the efficient utilisation of the finite numbering resources. They remain a public resource and are therefore not the property of the CO code assignee. CO codes may be reclaimed under the following conditions:

1. The CO code is no longer required for the purpose for which it was requested.
2. The CO code is not put into service within six months of it being assigned to the code holder, subject to section 8.1.
3. The concessionaire has ceased operation.
4. The CO code is not being used in conformance with these management guidelines.
5. A new numbering plan has been adopted.
6. The concessionaire is not satisfying their obligations in conformance with the Act, any attendant regulations, the concession and this document.

Reclaimed codes shall not be reassigned for one year from the date of reclamation, to allow time for the codes to be removed from the various databases, such as the LERG and the ITU Operational Bulletin Board.

### **7.1 Reclamation Procedure**

The Authority shall use the following procedure to reclaim a CO code:

1. The concessionaire shall be advised, in writing, that the CO code is being reclaimed and the reason for such action.
2. The concessionaire shall respond within 14 days of the receipt of the letter, as to its agreement, or why the CO code should not be reclaimed.
3. The CO code shall be reclaimed should there be no good reason provided by the concessionaire justifying why the CO code should not be reclaimed. The concessionaire shall be so advised in writing.

4. The Authority shall advise the ITU Operational Bulletin Board and the LERG of the withdrawal of the CO code from service.
5. The Authority shall inform the concessionaire to advise their relevant correspondents of the withdrawal of the CO code from service.

## 8 Concessionaire Obligations

Further to sections 22 (3) c and 44 (1) of the Act, the Authority shall require specific reports, to be able to manage the numbering resources efficiently.

1. In addition to using the form for requesting initial and growth CO code(s), the utilisation and reporting section of Form COC-01, Section C (see Appendix I) is to be submitted by the concessionaire to the Authority twice annually on the following schedule:
  - a) **by 31<sup>st</sup> March** for the six-month period July to December of the previous year
  - b) **by 30<sup>th</sup> September** for the six-month period January to June of the current year.

The data should include active numbers, available numbers, aging numbers, reserved numbers and administrative numbers.

2. Concessionaires shall conform with any obligations under the concession, the Act, attendant regulations and the Numbering Plan.
3. Concessionaires shall utilise CO codes, as per the Authority's instructions.
4. The applicant shall advise the Authority within 24 hours of the date that the CO code(s) has been put into service, using the designated form - Notification Form for Central Office Code Service Commencement, Form COC-02 (see Appendix III).
5. Concessionaires shall:
  - a) maintain an up-to-date register of all subscribers of telecommunications services, including all subscribers who use subscriber identity modules (SIMs).
  - b) at the time of SIM issuance or service initiation, obtain, at a minimum, the full name, residential/postal address and one form of national identification of the user.
  - c) take all reasonable measures to verify the identity of the user by referring to a valid form of suitably recognized identification
  - d) return unused CO code(s) to the Authority, unless written permission is sought and approval granted by the Authority to reuse the CO code(s) assigned for a different service.

**Appendix I: Application Form for Central Office Code (Form  
COC-01)**



## APPLICATION FORM FOR CENTRAL OFFICE CODE

### Form COC-01

#### **Instructions:**

1. Complete all fields.
2. The completed form shall be signed by an authorized officer of the concessionaire and, along with any supporting information, shall be submitted to the Authority for processing, either by mail or email.
3. Please review the Explanatory Notes for Completing the Application Form for Central Office Code(s), Form COC-01, before completing this application form.

## Section A – Contact Information

A1: Name of Concessionaire .....

A2: Registered Address .....

A3: Name and Position of Authorised Contact .....

A4: Work Tel & Ext: .....

A5: Cell: ..... (at least one contact number required)

A6: Email: .....

## Section B – Particulars of Application

### B1: Type of Application

|                                                                                            |                                      |
|--------------------------------------------------------------------------------------------|--------------------------------------|
| Initial code request <input type="checkbox"/> Growth code request <input type="checkbox"/> | One type of request must be selected |
| Fixed service <input type="checkbox"/> Mobile service <input type="checkbox"/>             | One type of request must be selected |
| Other <input type="checkbox"/>                                                             |                                      |

B2: Number of codes requested.....

B3: Preferred codes.....

B4: Proposed in-service date.....

## Section C – Utilisation/Forecast Reporting for Central Office (CO) Code Issuance

C1: CO code<sup>1</sup> ..... (Mandatory for growth code applications)

C2: Switch ID<sup>2</sup>.....

**C3: Current Number Assignment** (Mandatory for growth code application only. See Explanatory Notes)

| Active Numbers (A) | Aging Numbers (B) | Reserved Numbers (C) | Total Quantity Assigned (D) = A+B+C | Available Numbers = Total Qty. issued - D |
|--------------------|-------------------|----------------------|-------------------------------------|-------------------------------------------|
|                    |                   |                      |                                     |                                           |

**C4: Assignment History<sup>3</sup>** (Mandatory for growth code application only. See Explanatory Notes)

| Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 |
|---------|---------|---------|---------|---------|---------|
|         |         |         |         |         |         |

**C5: Assignment Forecast<sup>4</sup>** (Mandatory for both types of applications. See Explanatory Notes)

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

## Section D: Declaration and Signature

I, the undersigned, do hereby declare that the information provided in this application form is correct and accurate to the best of my knowledge.

**Applicant:** .....

**Name of individual authorised to sign on behalf of the company (block letters):**

.....

**Position:** .....

**Signature:** .....

**Date:** .....

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

<sup>2</sup> Fixed lines: name of the exchange that 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

## **Appendix II: Explanatory Notes for Completing the Application Form for Central Office Code(s) Form COC-01**



## **Explanatory Notes for Completing the Application Form for Central Office Code(s), Form COC-01**

### **Section A – Contact Information**

A1: The name of the concessionaire

A2: The registered address of the concessionaire

A3-A4: Contact information of the authorised signatory

### **Section B – Particulars of the Application**

B1: The applicant shall indicate if the request is for an initial code or a growth code and whether the request is for mobile, fixed service or other<sup>1</sup>, by ticking the appropriate boxes at the top of the form.

B2: The applicant shall indicate the number of CO codes requested.

B3: The applicant shall indicate their preferred CO code(s).

B4: The applicant shall indicate the proposed date when the first active number from this CO code requested will be assigned.

### **Section C – Utilisation/Forecast Reporting for CO Code Issuance**

The Utilization/Forecasting reporting form is used for applying for initial and growth codes.

Where the request is for an initial code, the applicant shall supply information on the projected growth in numbers for the following 12-month period, as there is no historical growth, i.e., Section C5 only.

When growth code(s) are requested, all sections should be completed, i.e., C1-C5.

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<sup>1</sup> See Section 4.2 of the *National Numbering Plan: Central Office (CO) Codes and Home Network Identifier (HNI)*

C1: The CO code (s) that have already been assigned to the concessionaire

C2: The switch ID if the codes are to be installed on a fixed line exchange

C3: 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 for 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 60 working days.
- d) The total quantity assigned (D) = the sum of A+B+C
- e) Available numbers – The difference between the total quantity of numbers issued to the concessionaire by the Authority and the total quantity assigned (D)

C4: Assignment history – The actual assignments made on a monthly basis for the six months preceding the date of the application for CO code(s)

C5: Assignment forecast - The actual quantity of numbers expected to be installed each month for the following 12 months. Justification shall be supplied for the forecasted numbers.

#### **Section D: Declaration and Signature**

The form shall be signed and dated by an authorised person.

#### **Note:**

The following are the formulae used in processing the CO code application:

$$\text{a) \% Utilisation}^2 = \frac{\text{Quantity of numbers assigned by authorized provider}}{\text{Total quantity of numbers issued by the Authority}} \times 100$$

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

$$\text{c) Months to Exhaust}^3 = \frac{\text{Numbers available for assignment}}{\text{Average monthly usage forecast}}$$

---

<sup>2</sup> Utilisation must be 75% or greater in order for growth CO codes to be issued for mobile; 80% or greater for fixed line.

<sup>3</sup> Months to exhaust must be six months or less for issuance of a growth CO code for both fixed line and mobile.



**Appendix III: Notification Form for Central Office Code Service  
Commencement (Form COC-02)**



## NOTIFICATION FORM FOR CENTRAL OFFICE CODE SERVICE COMMENCEMENT **Form COC-02**

### **Instructions:**

1. Complete all fields.
2. The completed form shall be signed by an authorized officer of the concessionaire and, along with any supporting information, shall be submitted to the Authority for processing, either by mail or email.

## Central Office (CO) Code in Service Confirmation

The Telecommunications Authority of Trinidad and Tobago is hereby notified that the following CO code(s) have been put into service as follows:

| CO Code | Date put into service (dd/mm/yyyy) |
|---------|------------------------------------|
|         |                                    |
|         |                                    |
|         |                                    |
|         |                                    |
|         |                                    |

**Name of Concessionaire:**

.....

**Name of Authorized Signatory and Position:**

.....

**Telephone:** .....

**Mobile:** .....

**Email:**.....

**Signature:** .....

**Date:**.....