



*International  
Company Code  
Assignment Procedures*

# NECA

## International Company Code Assignment Procedures

### 1.0 Introduction

This procedure outlines the process for a telecommunications carrier operating outside of North America to obtain an international company code assignment. A Company Code is a four-character alphanumeric code that identifies providers of international telecommunications service. The Alliance for Telecommunications Industry Solutions (ATIS) document ATIS-0300251.2007 (R2012), Section 3.3, refers to this code as an alphanumeric “Company Code.”

ATIS designated the National Exchange Carrier Association (NECA), Inc. as the Maintenance Agent of this code set. Under this standard, Company Codes are assigned to international Telecommunications Service Providers for unique identification. Company Codes are used in mechanized systems throughout the telecommunications industry to facilitate the exchange of information. Applications of the Company Code may include, but are not limited to:

- Call Routing and Rating Purposes
- Ordering, Billing, and Provisioning of Access Service
- Interexchange Carrier systems used to audit Exchange Access bills.

Company codes are used for the exchange of information among companies and/or public use. Company codes will not be assigned for the exclusive use of internal company operations.

### 2.0 Background

NECA became the source for the assignment of Company Codes in 1984, after becoming the tariff filing agent, the administrator of the revenue distribution pools, and the administrator of the wire center and interconnection database formerly operated by AT&T in North America. In 2000, the assignment of Company Codes evolved to include companies operating in the international arena.

Telecommunications Carriers needing a Company Code should contact NECA at [cfees@neca.org](mailto:cfees@neca.org) or the Company Code Administrator at +1 973 884-8497. All communication and correspondence should be in English.

## **Disclaimer**

The purpose of these procedures is to inform the international telecommunications industry of the procedure for obtaining Company Codes for international carriers. NECA reserves the right to revise or cancel this document for any reason, including but not limited to, conforming with standards developed by different agencies, technological changes, or the reflection of changes in the design of any equipment, techniques, or procedures described or referred to in this document.

### **3.0 Assignment Principles**

#### **3.1 Structure/Format**

A Company Code is a unique, four-character alphanumeric code (NXXX) that NECA assigns to international telecommunications service providers. For purposes of this document, N=0-9 and X=0-9 or A-Z. Company Codes are assigned to international companies at two levels: Overall and Country/Area Specific (See Section 3.2 for more information).

#### **Re-Claimed International Company Codes**

Reclaimed international company codes will not be re-used. (See Section 6.0 for more information).

### **3.1 International Code Assignment**

A telecommunications provider operating in the international arena should request a company code assignment from NECA. The following information is required to obtain a Company Code assignment for an international telecommunications provider:

- *International Company Code Request Form* - completed in English characters. (Complete contact person and company headquarters information.)
- *Certification Letter* - completed in English characters and signed by an Officer of the international network operator/service provider. The letter certifies that the telecommunications carrier operating in the international arena has received the correct approvals from the country's government and/or regulatory agency and is authorized to provide telecommunications service in the country where the code is being requested.
- Copy of a legal document as proof of the company's existence as a business entity (for example, Articles of Incorporation, government or regulatory registration.)
- Copy of regulatory agency or government's approval for the company to provide telecommunications service in the country where the code is being requested.

- *U.S. \$375 Administrative Fee (per Company Code)*

### **3.2 Overall and Country/Area Specific Company Code Assignments**

International Company Code assignments are made based on company operations. Companies operating in multiple countries are assigned an “Overall” Company Code, as well as a unique Company Code for each country.

An Overall Company Code uniquely identifies each overall operating entity or holding company having multiple telecommunications carriers associated with it. For a company operating in a single country expanding its operations to other countries/areas, NECA will assign the company one Overall code and a specific Company Code for each country.

A Country/Area Specific Company Code is a unique code assigned for each country/area in which one company or a subsidiary company operates. When a company operates in one country, NECA will assign the company only one Company Code for that country. That Company Code may be used as both an Overall and a country/area specific code.

### **3.3 Fees for International Company Code Assignment**

There is a non-recurring, administrative fee of U.S. \$375 for each international Company Code requested. This fee applies to all companies that request a new code.

Payment must accompany each request for a new international Company Code assignment and must be submitted via a check or money order made payable to “NECA”, PO Box 2003, Hicksville, NY 11802. The name of the company that is requesting the code should be noted on the reference or memo line of the check/money order in English characters.

### **3.4 Fees for Updating the Legal Name of an International Company Code**

**Effective September 1, 2015:** The fee for changing/updating the legal name of an international Company Code is \$30 per code. These fees apply to all companies that change/update the legal company name of an international Company Code.

Payment must accompany each request to update the legal company name of a Company Code and must be submitted check or money order made payable to “NECA”, PO Box 2003, Hicksville, NY 11802. The name of the company requesting the legal company name change/update should be noted on the reference or memo line of the check/money order in English characters.

## **4.0 Responsibilities of International Company Code Requestor/Holder**

- The international Company Code applicant or holder should follow the International Company Code procedures when requesting an international Company Code. This includes following the assignment procedures, using the proper International Company Code Request and completing the Certification Letter in an accurate, complete and timely manner. (Both Request Form and Certification Letter can be found at [www.neca.org](http://www.neca.org)).
- The international Company Code applicant is responsible for reviewing the need for an international Company Code request. This includes determining if the applicant's company already has an assigned international Company Code that can be used for the identified need.
- After determining the need for an international Company Code, the applicant must complete the International Company Code Request form, and FAX, e-mail, or express mail the completed request form, certification letter, regulatory agency approval and company code fee(s) to NECA, as outlined in Section 3.1.
- The international Company Code holder is responsible for sending NECA any changes to the original, submitted information. This includes company name changes or changes in contact person name, address, telephone number, FAX number, and/or email address changes. (See Section 3.4 for the fee associated with changing the legal company name.)
- The international Company Code holder is responsible for informing NECA about any changes that may impact Company Code conservation/reclamation (See Section 6.0). This includes a merger, acquisition, or a decision that the international Company Code is no longer needed because the company no longer operates in a specific country.
- The “new” holder or owner of an international Company Code that purchased a company and its Company Code through a merger or acquisition should follow these procedures and has the same responsibilities as any other international Company Code holder. When a company is involved in a merger or acquisition, the company should send a letter to NECA on company letterhead and notify NECA of the change in ownership and any contact person name, address, telephone number, FAX number, and/or email address changes.
- An assigned international Company Code does not become the “property” of the Company Code holder. If bankruptcy occurs and it is determined that the Company Code holder cannot be located, or the international Company Code has not been used or will not be used within twelve (12) months of the assignment date, NECA may reclaim the international Company Code.

## **5.0 Responsibilities of the International Company Code Administrator**

- Provide an industry procedure (these International Company Code Assignment Procedures) for obtaining new and modifying existing international Company Codes:
- Track the receipt of requests for international Company Codes and assign company codes on a first come, first served basis.
- After receiving the completed International Company Code Request form, the international company code administrator will process the request as follows:
  - If specific international Company Code(s) are not requested, assign the next available international Company Code(s) in accordance with the international Company Code assignment principles.
  - Determine if requests for specific international Company Codes are in compliance with international Company Code assignment principles (Section 3.0). In cases where a specific international Company Code cannot be assigned, identify the reason and assign the next available international Company Code in accordance with the international Company Code assignment principles.
- Respond to the requester within 10 business days after receiving the company code request, either by providing the assigned international Company Code(s) or requesting more information.
- If the request is accepted and international Company Code(s) assigned, notify the following entities:
  - Telcordia/iconectiv Language Standards (to enable Telcordia Language Standards to maintain a current two-way cross-reference between the Company Codes and the Exchange Carrier Codes)
  - Telcordia/iconectiv Traffic Routing Administration (TRA)
  - Interexchange Carriers (IXCs) (to audit access bills and automate the ASR process)
- Develop, maintain and publish a listing of international Company Codes and their official or legal entity names.
- Provide services and materials under reasonable and non-discriminatory terms.
- Notify the developer of the standard at least two years prior to any anticipated exhaust of the Company Code sets.

## **6.0 International Company Code Conservation/Reclamation**

- The Company Code Administrator will assign international Company Codes based on the following objectives:
- To efficiently and effectively administer/manage a limited resource through Company Code conservation.
- To delay the eventual exhaust of Company Codes, which would require developing and implementing a new Company Code structure or format.
- The international Company Code administrator will track and monitor international Company Code assignments to foster code conservation by conducting periodic audits of the previously assigned international Company Codes, to verify that they are being used consistent with these procedures. In the audits, the administrator will expect to review, at a minimum, the following information in order to demonstrate that the international Company Codes are being used properly:
  - Assure that companies are following the assignment requirements outlined in Section 3.0.
  - Assure that companies are following the international Company Code holder's responsibilities in Section 4.0.
- Audit results may be used to accomplish the following:
  - Identify and recommend specific, corrective actions that may be necessary. For example, the audit results may recommend modifying the International Company Code Assignment Procedures.
  - Reclaim international Company Codes no longer in use (See Section 3.0).

## **7.0 Maintenance of International Company Code Procedures**

It may be necessary to review and modify these International Company Code Assignment Procedures periodically to meet changing circumstances. At minimum, NECA should conduct a yearly review of these procedures. The right to change information contained within these procedures is the responsibility of NECA.