

Standard procedure and format for filing tariffs to OFTA

1 August 2008

Background

Under the licence conditions of fixed telecommunications network services (“FTNS”) licence, fixed carrier licence (“FCL”), mobile carrier licence (“MCL”) and unified carrier licence (“UCL”), a licensee is required to publish tariffs for the service operated under its licence. Publication of a tariff shall be effected by the relevant methods as specified in the licence, including the filing of a copy of tariff to the Telecommunications Authority (“TA”). To facilitate public access to the tariffs published by the licensees, the TA will keep and publish a record of tariffs filed by the relevant licensees. This document contains the standard procedure and format for filing tariffs to the Office of the Telecommunications Authority (“OFTA”).

Procedure and format for filing tariff information to OFTA

2. A licensee who is required to file tariffs to the TA should observe the following procedure :

- (i) The licensee should complete the submission form (the “form”) in Annex I giving particulars of the licensee and details of a tariff to be published. The licensee should submit separate form for each tariff to be published. In order to facilitate easy reference by users, the tariff should be self-contained. Revision of tariff should be made on the original version of the tariff with changes summarised in the revision history.
- (ii) The form together with the full text of the tariff information (the “text”) should be submitted to OFTA on or before the date on which the tariff becomes effective in accordance with the requirement specified in the licence. Both the form and the text should be provided by electronic copy to OFTA. The electronic copy of the form will be made available for download from the website of OFTA.

- (iii) The text should contain all the necessary details of the tariff (see sample format in Annex II) including but not limited to :
- Identity of licensee
 - Tariff number (a unique serial number assigned by the licensee to identify the tariff. See Annex III for format of the tariff number)
 - Name of tariff
 - Publication date of the tariff
 - Effective date of the tariff
 - Description of tariff (including pricing information, terms and conditions of service etc as appropriate)
 - Revision history
- (iv) OFTA may request further information from the licensee for clarification of any missing details if necessary. OFTA will arrange for publication of the tariff information submitted by the licensee if all the required information as set out in paragraph (i) and (iii) has been received from the licensee.
- (v) OFTA will publish the tariff information on or after the “publication date” as specified by the licensee. OFTA will notify the licensee of the date when the tariff information has been published on OFTA’s website.
3. The above procedure and format of filing tariffs to the TA may be revised by the TA as and when necessary.

Office of the Telecommunications Authority
August 2008

**Submission Form for Filing of Tariff Information to
The Office of the Telecommunications Authority**

Particulars of licensee	
Name of licensee:	_____
Licence Type:	_____
Licence number:	_____
Summary of Tariff	
Name of Tariff :	_____
Tariff number :	_____
Publication date of tariff:	_____
Effective date of tariff:	_____
Date of filing to TA:	_____
Full text of tariff:	_____ pages (Note)
(Note :The full text of tariff should be sent to OFTA by email to: tariff-info@ofta.gov.hk)	
Please specify the type of telecommunications service to this tariff :	
1.	<input type="checkbox"/> Voice services
2.	<input type="checkbox"/> Data services
3.	<input type="checkbox"/> Video services
4.	<input type="checkbox"/> External services / facilities
5.	<input type="checkbox"/> Others (please specify: _____)
The tariff is submitted for	
1.	<input type="checkbox"/> the first time
2.	<input type="checkbox"/> revision to existing tariff (*/ *Tariff no. _____)
Responsible contact person of licensee	
Name:	_____
Title:	_____
Contact numbers:	_____
Signature:	_____
Date of submission:	_____

Please send the completed form by email to tariff-info@ofta.gov.hk
(* To delete as appropriate)

**Sample Format for Full Text of Tariff Information
For Filing to the TA**

Tariff No.: []

Published on []

FIXED / MOBILE/ UNIFIED CARRIER LICENCE
TELECOMMUNICATIONS ORDINANCE (Chapter 106)

[Name of Licensee]

[Name of Tariff]
[Description of Tariff]
[Effective Date of Tariff]
[Revision history]

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Format of Tariff Number

The Tariff Number shall be an alphanumeric string constructed and assigned by the licensee to uniquely identify any tariff filed to the Telecommunications Authority. The alphanumeric string should follow the format “LBBB-NNN”, where

1. The first character X denotes the type of licensee and shall be either one of the following character:
 - L = ‘F’ (for fixed carrier licensee)
 - ‘M’ (for mobile carrier licensee)
 - ‘U’ (for unified carrier licensee)
2. The subsequent three characters YYY represents the licence number of the licensee (i.e. BBB = ‘999’ if the licence number is ‘999’).
3. The three characters NNN represents a number assigned sequentially (i.e. starting from ‘001’) for tariffs and revisions to tariffs filed by the licensee to the TA in one particular year.