INTERNATIONAL TELECOMMUNICATION UNION

CCITT D.197

THE INTERNATIONAL
TELEGRAPH AND TELEPHONE
CONSULTATIVE COMMITTEE

GENERAL TARIFF PRINCIPLES

CHARGING AND ACCOUNTING IN INTERNATIONAL TELECOMMUNICATIONS SERVICES

NOTIFICATION OF CHANGE OF ADDRESS(ES) FOR ACCOUNTING AND SETTLEMENT PURPOSES

Recommendation D.197

Geneva, 1991

FOREWORD

The CCITT (the International Telegraph and Telephone Consultative Committee) is a permanent organ of the International Telecommunication Union (ITU). CCITT is responsible for studying technical, operating and tariff questions and issuing Recommendations on them with a view to standardizing telecommunications on a worldwide basis.

The Plenary Assembly of CCITT which meets every four years, establishes the topics for study and approves Recommendations prepared by its Study Groups. The approval of Recommendations by the members of CCITT between Plenary Assemblies is covered by the procedure laid down in CCITT Resolution No. 2 (Melbourne, 1988).

Recommendation D.197 was prepared by Study Group III and was approved under the Resolution No. 2 procedure on the 15 of July 1991.

CCITT NOTE

In this Recommendation, the expression "Administration" is used for conciseness to indicate both a telecommunication Administration and a recognized private operating agency.

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Recommendation D.197

NOTIFICATION OF CHANGE OF ADDRESS(ES) FOR ACCOUNTING AND SETTLEMENT PURPOSES

1 Considering

1.1 That in order to be able to account and settle effectively it is essential that each Administration in a relationship maintains details of each others status and/or address(es), especially of its accounts and settlements department(s).

1.2 That when Administrations reorganize, merge, etc., commercial agreements (e.g. bilaterally agreed accounting rates) need to be transferred from the old Administration to the new, or renegotiated.

1.3 The need for timely notification of any changes to an Administration's status and/or address(es) for accounting, settlement and commercial purposes.

2 Principles of notification

2.1 This Recommendation sets out a list of details which should be presented by an Administration changing its status and/or address(es), in order to ensure the smooth transition of procedures relating to accounts, settlements and commercial agreements.

2.2 The information should be given to the ITU for publication in the ITU Bulletin preferably PRIOR to the changeover, or as close to the changeover date as practicably possible. It is also recommended that the information be supplied by the changing Administration to all other Administrations with whom it has relationships, using electronic means such as telex, facsimile, message handling service (MHS), etc.

2.3 Change of status and address(es)

The following information should be supplied, where appropriate:

- the former name of the Administration;
- he new name of the Administration;
- the former address(es) (for cross-reference purposes);
- the new address(es) details (including contact names) for account and settlement purposes;
- the new address(es) details (including contact names) for commercial agreements;
- the former banking details for settlement purposes (for cross-reference);
- the new banking details for settlement purposes;
- the changeover date;
- month of last account/settlement to be sent to the old address(es)/Administration;
- month of last account/settlement to be received from the old address(es)/Administration;
- details of who will handle outstanding accounts and settlements once the changeover has taken place;
- a statement on the status of commercial agreements, e.g. whether they are to be transferred or renegotiated.

2.4 *Change of address(es)*

The following information should be supplied, where appropriate:

– the former address(es) (for cross-reference purposes);

– the new address(es) details (including contact names) for account and settlement purposes;

– the new address(es) details (including contact names) for commercial agreements;

– the former banking details for settlement purposes (for cross-reference);

– the new banking details for settlement purposes;

– the changeoever date;

– month of last account/settlement to be sent to the old address(es)/Administration.

2.5 Annex A to this Recommendation gives an example of § 2.3 above.

ANNEX A

(to Recommendation D.197)

Information to be provided following a change of status and address(es) of an Administration (an example)

A.1 With effect from "DDMMYY" (date) the "ABC" Administration will become part of the "XYZ" Administration. All the contracts and agreements in force between "ABC" and other Administrations at that date, will be transferred to the "XYZ" Administration.

A.2 The following information should be noted:

Changeover date: 1 January 1991

Accounts and settlements: All accounts and settlements relating to traffic for the months prior to the changeover date, including outstanding issues, should be sent to the "ABC" Administration. Subsequent accounts should be sent to the "XYZ" Administration.

Commercial agreements: All accounting rate agreements are to be transferred from "ABC" to "XYZ" on the changeover date.

Addresses: The former address for accounts and settlement was:

Mr. A.S. Manager
ABC
16 Glasgow Road
Coventry
United Kingdom

Tél: +44 111 222222
Tlx: 12367

The new address for accounts and settlements will be:

Mr. A.S. Manager
XYZ
120 London Road
London
United Kingdom

Tél: +44 71 123 4321
Tlx: 98765

The former address for accounting rate correspondence was:

Mrs. A.R. Manager	Tél: +44 111 354657
ABC	Tlx: 86954
24 West Road	
Coventry	
United Kingdom	

The new address for accounting rate correspondence will be:

Mr. A.R Manager	Tél: +44 71 234 3657
XYZ	FAX: +44 71 234 3654
95 Bristol Street	Tlx: 27384
London	
United Kingdom	

Banking details: These details remain unchanged:

Bank transfer to ZMA Bank
Account Number 123456789HFG