

**ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (ACTA)**

MEETING DATE: March 13, 2003  
TITLE: Revisions to Guidelines & Procedures, Ver.: 2.5  
SOURCE\*: ACTA Secretariat  
PURPOSE: Decision  
DISTRIBUTION TO: All

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**ABSTRACT**

This contribution outlines the necessary modifications to the Guidelines and Procedures document to accommodate the procedural changes outlined in the parent contribution ACTA-03-03-13-07. Note changes on p10, 11, and 24.

On approval of the changes, text on the ACTA On-Line Filing (AOF) web site will be updated accordingly.

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\* CONTACT:



## Administrative Council for Terminal Attachments (“ACTA”)

### Guidelines & Procedures for submittal of information to ACTA for inclusion in the database of approved Telephone Terminal Equipment (“TTE”)

Revision 2.5  
March 2003

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Alliance for Telecommunications Industry Solutions and the  
Telecommunications Industry Association

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## TABLE OF CONTENT

<b>1</b>	<b>INTRODUCTION.....</b>	<b>5</b>
<b>2</b>	<b>MISSION &amp; SCOPE.....</b>	<b>6</b>
<b>3</b>	<b>GENERAL FILING GUIDELINES .....</b>	<b>7</b>
3.1	FILING FOR A RESPONSIBLE PARTY CODE.....	8
3.2	CHANGES IN NAME, ADDRESS, OWNERSHIP OR CONTROL OF RESPONSIBLE PARTY: ....	9
3.3	ACTA ONLINE FILING (“AOF”) SYSTEM.....	10
<b>4</b>	<b>TELECOMMUNICATIONS CERTIFICATION BODY FILINGS.....</b>	<b>13</b>
4.1	BACKGROUND .....	13
4.2	FILING UTILIZING TCBS .....	13
<b>5</b>	<b>SUPPLIER’S DECLARATION OF CONFORMITY FILINGS.....</b>	<b>15</b>
5.1	DEFINITION .....	15
5.2	SDoC CONTENT .....	15
5.3	FILING UTILIZING SDOCS .....	15
5.4	SDoC POSTING ON ACTA’S WEB SITE .....	16
<b>6</b>	<b>GENERAL REQUIREMENTS.....</b>	<b>17</b>
6.1	INDEMNIFICATION AND LIABILITY STATEMENTS .....	17
6.2	CONSUMER INFORMATION .....	18
	<b>APPENDIX A: TERMINAL EQUIPMENT DETAILS (NORMATIVE).....</b>	<b>19</b>
	DEFINITION OF TERMINAL EQUIPMENT DETAIL ITEMS:.....	20
	<i>Item 1a: Name of Organization Granting Approval or Submitting Request for RPC</i>	
	.....	20
	<i>Item 1b: Telecommunications Certification Body (“TCB”) Identification Number</i>	20
	<i>Item 1c: Supplier’s Declaration of Conformity (“SDoC”).....</i>	20
	<i>Item 2: Terminal Equipment Approval Date .....</i>	20
	<i>Item 3: Product Identifier .....</i>	20
	<i>Item 4: Responsible Party.....</i>	20
	<i>Item 5: Agent for Service .....</i>	21
	<i>Item 6: Equipment Description.....</i>	21
	<i>Item 7: Responsible Party Code (“RPC”).....</i>	21
	<i>Item 8: Manufacturer Code .....</i>	21
	<i>Item 9: Current ACTA or FCC Product Label Number .....</i>	21
	<i>Item 10: Equipment Code .....</i>	21
	<i>Item 11a: List of Brand or Trade Names including new &amp; existing Names .....</i>	21
	<i>Item 11b: List of Model Numbers including new &amp; existing Brand or Trade Names</i>	
	.....	21
	<i>Item 12: Network Address Signaling Code.....</i>	22
	<i>Item 13a: AC Ringer Equivalence Number (“REN”).....</i>	22
	<i>Item 13b: Hearing Aid Compatible (“HAC”) .....</i>	22
	<i>Item 13c: Universal Service Order Codes (“USOC”) Jacks.....</i>	22
	<i>Item 13d: Repetitive Dialing to a Single Number.....</i>	22

Deleted: December

Deleted: 2

Deleted: 4

<i>Item 14: Filing Status.....</i>	<i>22</i>
<i>Item 15: Facility Interface Codes (“FIC”).....</i>	<i>24</i>
<i>Item 16: Manufacturer Port ID.....</i>	<i>26</i>
<i>Item 17 &amp; 18: Service Order Codes (“SOC”) and Answer Supervision Codes.....</i>	<i>26</i>
<i>Item 19: Ancillary Equipment.....</i>	<i>27</i>
<b>APPENDIX B: INDEMNIFICATION AND LIABILITY STATEMENT (NORMATIVE)</b>	<b>28</b>
<b>APPENDIX C: AOF INDEMNIFICATION AND LIABILITY STATEMENT (NORMATIVE).....</b>	<b>30</b>
<b>APPENDIX D: EXAMPLE LANGUAGE FOR A SDOC (INFORMATIVE) .....</b>	<b>32</b>
<b>APPENDIX E: CONSUMER INFORMATION (NORMATIVE) .....</b>	<b>34</b>
THE CUSTOMER INFORMATION IN THIS DOCUMENT WAS ORIGINALLY PREPARED BY THE TELECOMMUNICATIONS INDUSTRY ASSOCIATION’S (“TIA”) COMMITTEE TR-41.11 AND SUBSEQUENTLY ADOPTED BY THE ADMINISTRATIVE COUNCIL FOR TERMINAL ATTACHMENTS (“ACTA”) AS A REQUIREMENT FOR TTE COMPLIANCE WITH PART 68.CUSTOMER INFORMATION: .....	
GENERAL REQUIREMENTS FOR ALL EQUIPMENT: .....	34
CUSTOMER-OWNED COIN/CREDIT CARD PHONES:.....	36
DATA EQUIPMENT: .....	37
PRIVATE (LEASED) LINES FOR ANALOG SERVICES: .....	37
SYSTEMS: .....	37
ADJUNCTS - KX AND PX DEVICES:.....	37
OEM DEVICES: .....	38
AUTOMATIC DIALERS: .....	38
TOLL RESTRICTION AND LEAST COST ROUTING EQUIPMENT: .....	38
EQUIPMENT WITH DIRECT INWARD DIALING (“DID”): .....	39
EQUAL ACCESS REQUIREMENTS: .....	39
ELECTRICAL SAFETY ADVISORY: .....	39
EQUIPMENT WITH FAX CAPABILITY:.....	40
ALARM DIALING EQUIPMENT: .....	40
<b>APPENDIX F: CREDIT CARD PAYMENT FORM (INFORMATIVE).....</b>	<b>42</b>

## 1 Introduction

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The Administrative Council for Terminal Attachment (“ACTA”) was established pursuant to the Federal Communication Commission’s (“FCC”) Report and Order in the 2000 Biennial Review of Part 68 of the Commission’s Rules and Regulations, CC Docket No. 99-216, FCC 00-400, adopted November 9, 2000 and released December 21, 2000 (“Order” or “R&O”). The Order directed the industry, through the co-sponsorship and support of the Telecommunications Industry Association (“TIA”) and the Alliance for Telecommunications Industry Solutions (“ATIS”) to establish the ACTA as the balanced and open body that would assume the Commission’s Part 68 role for those items privatized in the Order (§68.602).

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## 2 Mission & Scope

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The mission of ACTA is to: (1) adopt technical criteria for terminal equipment to prevent network harm through the act of publishing such criteria developed by the American National Standards Institute (“ANSI”)-accredited standards development organizations; and (2) establish and maintain database(s) of equipment approved as compliant with the technical criteria. ACTA makes no substantive decisions regarding the content of such technical criteria.

This document outlines the new guidelines and procedures relevant to maintaining a database(s) of terminal equipment approved as compliant to FCC Part 68 and ACTA-adopted technical criteria. These guidelines and procedures apply to information submitted by both Telecommunications Certification Bodies (“TCB”) and suppliers utilizing a Supplier’s Declaration of Conformity (“SDoC”).

Pursuant to §68.610(b), Responsible Parties, whether they obtain their approval from a Telecommunications Certification Body or utilized the Supplier’s Declaration of Conformity process, shall submit to the ACTA Secretariat all information required by the Administrative Council for Terminal Attachments. Penalties for failure to comply with the requirement fall under US federal jurisdiction. **Penalties can be found in 47 U.S.C. Section 503.**

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### 3 General Filing Guidelines

Parties submitting information to the ACTA for inclusion in the centralized database of approved Part 68 Telephone Terminal Equipment (“TTE”) should file submissions using the ACTA Online Filing (“AOF”) system. Filing types currently supported by AOF are Original, Modification, Notice of Change, Re-certification and Request for RPC. Filing types not specified must be submitted, by postal mail or Email, to the ACTA Secretariat. Unless otherwise noted, documents requested should be submitted in Adobe (PDF) format. Filings not submitted in the format requested could delay the processing procedure.

A fee for recording, updating, and maintaining information/content in the ACTA Database is required. The basic fee for all filings is \$300 (US). Fees for filings submitted directly to the ACTA Secretariat can be made by check payable to ATIS/ACTA Secretariat, or by credit card using the “Credit Card Payment Form” in Appendix F. Fees for filings submitted utilizing AOF must be paid via credit card.

In addition to the basic fee for recording, updating, and maintaining information, additional fees may also apply. The following provides a breakdown in associated filing fees. Parties are encouraged to visit the ACTA web site at <http://www.part68.org> for updates or revisions to the appropriate filing fee:

Fees associated with filings submitted to the ACTA Secretariat		
Item	Fee	Applicability
ACTA Filing Fee	\$300.00	This fee is required for recording, updating, and maintaining TTE information. Fee is payable via check or credit card.
SDoC Posting	\$300.00	This fee is required for making a Responsible Party’s Supplier’s Declaration of Conformity publicly accessible on the ACTA web site. See Section 5.4 for applicability. Fee is payable via check or credit card.
Handling Fee	\$50.00	This fee is required for handling filing types that are supported by AOF but submitted to the ACTA Secretariat for processing. The fee is per TTE Form submitted. Fee is payable via check or credit card.
Fees associated with filings submitted using AOF		
ACTA Filing Fee	\$300.00	This fee is required for recording, updating, and maintaining information. Fee is payable via credit card only.
SDoC Posting	\$300.00	This fee is required for making a Responsible Party’s Supplier’s Declaration of Conformity publicly accessible on the ACTA web site. See Section 5.4 for applicability. Fee is payable via credit card only.
AOF Corrections	\$95.00	This fee is for making administrative changes to the Part 68 database to correct AOF filing errors, misspellings, updates, etc. Request for AOF corrections must be submitted to the ACTA Secretariat directly. Fee is payable via check or credit card.

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Filings sent by postal mail should be sent to:

**ATIS**  
**Attention: ACTA Secretariat**  
**1200 G Street N.W., Suite 500**  
**Washington, DC 20005**

Filings sent by Email should be sent to [acta@atis.org](mailto:acta@atis.org).

### 3.1 Filing for a Responsible Party Code

The ACTA-specified Responsible Party Code (“RPC”) is a unique identifier assigned to the Party responsible for terminal equipment. Historically, the FCC Common Carrier Bureau (“CCB”), now called the “Wireline Competition Bureau,” referred to this code as an Applicant or \*Grantee Code. Codes previously assigned by the FCC CCB, therefore, remain valid and, unless otherwise warranted, may continue to be used. A new RPC is needed:

- When the Responsible Party does not have an RPC or FCC Common Carrier Bureau Grantee Code\*.
- When it is required for a partial transfer of ownership (see 3.2).

\*Note that both the FCC CCB (in charge of TTE) and the FCC Office of Engineering Technology (“OET”), for RF Devices, issued Grantee Codes. The codes issued were identical in format, but maintained in separate lists. Only those Grantee Codes assigned by the CCB are valid as RPCs.

The Responsible Party or its Authorized Submitter (*e.g.*, a TCB or independent lab) must provide the following information and items from Appendix A, Terminal Equipment Details, when requesting a RPC. If applicable, a RPC must be obtained by the Responsible Party before its first filing:

- Item 1a): Name of Organization Granting Approval or Submitting Request for RPC: To be completed by the Authorized Submitter requesting a RPC for the Responsible Party, if applicable. To expedite requests, an Email address should be provided, as the RPC will be sent by \*\*Electronic Mail (*e.g.*, Email).
- Item 4): Responsible Party. Information relevant to the Responsible Party must be provided. To expedite requests, an Email address should be provided, as the RPC will be sent by Electronic Mail (*e.g.*, Email).
- Item 7): Responsible Party Code: A specific RPC may be requested. The requested RPC will be assigned if available.
- Item 14): Filing Status: Insert “Request for RPC.”

Requests for a RPC can be submitted through AOF, or by submission to the ACTA Secretariat using the TTE Submission Form. The fee for a RPC filing via AOF is \$300 (US).

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**\*\***Note; the ACTA Secretariat will issue a RPC via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request.

### 3.2 Changes in Name, Address, Ownership or control of Responsible Party:

Responsible Party Codes are assigned to Parties responsible for terminal equipment. Accordingly, multiple Parties cannot use the same RPC.

As specified in §68.322, Responsible Parties for a SDoC may license or otherwise authorize a second party to manufacture the terminal equipment covered by the SDoC provided the Responsible Party retains sole responsibility for ensuring the equipment remains compliant with the relevant FCC rules and ACTA-adopted technical criteria.

In the case transactions affecting the identification of the Responsible Party of a SDoC, such as a transfer of control or sale to another company, mergers, or transfer of manufacturing rights, the successor entity shall become the responsible party. Note; this statement is also true for Responsible Parties using the TCB process.

For example, in the event a party transfers complete control (*i.e.*, ownership) of its operations to another entity (the “successor”), the original party may transfer its RPC to the successor provided the original party discontinues use and reference of its assigned RPC. Alternatively, a new RPC can be assigned to the successor in accordance with Section 3.1. Use of a new RPC requires a **Re-approval** notice and, therefore, reformatting of the equipment’s identification number to reflect the ACTA Product-Labeling format, if applicable.

Parties filing a request to transfer a RPC must file notice with ACTA in accordance with Section 3, General Filing Guidelines. Notification shall include:

- 1) A letter from the original Responsible Party (on company letterhead) informing ACTA as to the type and extent of transfer of control to the successor.
- 2) Appendix A, where:
  - Item 4): Responsible Party. Detail the new Responsible Party. To expedite requests, an Email address should be provided as confirmation will be sent by **\*\***Electronic Mail (*e.g.*, Email).
  - Item 7): Responsible Party Code: Identify the RPC being transferred from the original Responsible Party to its successor.
  - Item 9): Current Authorization Number: List of all products to be transferred by their current Authorization Number.
  - Item 14): Filing Status: Indicate “Request for RPC Transfer.”

In the event a party transfers “partial” control (*i.e.*, responsibility) of its operations or transfers a product or product-line to another entity (the “successor”), a **Re-approval** notice shall be filed with ACTA for each product transferred. Notification(s) shall

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include a letter from the original Responsible Party (on company letterhead) informing ACTA of the transfer in addition to all items specified for an original filing. Re-approval filings shall be made by the successor.

In the event a Responsible Party grants another party or parties (*i.e.*, 3<sup>rd</sup> party) rights to re-label an Part 68 approved product under the 3<sup>rd</sup> party's Responsible Party Code (for marketing reasons) and distribute that product in addition to the original Responsible Party maintaining its distribution of the same product, a **Re-approval** notice shall be filed with ACTA for each product effected. Notification(s) shall include a letter from the original Responsible Party (on company letterhead) informing ACTA of the agreement and separate distribution of the product in addition to all items specified for an original filing. The 3rd party shall submit the Re-approval filing.

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Parties unfamiliar with RPC transfers should contact the ACTA Secretariat before filing a RPC transfer request.

**\*\*Note;** the ACTA Secretariat will issue a confirmation notice via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request.

### 3.3 ACTA Online Filing (“AOF”) System

The ACTA Online Filing (“AOF”) system is provided for parties to electronically file TTE information to ACTA for inclusion in the centralized database of approved Part 68 terminal equipment. Parties wishing to use AOF must establish a “Filer Account” and obtain a Username and Password (*i.e.*, “passcode”) to gain access. Parties and/or Authorized Submitters (*i.e.*, “Filers”) that have submitted information to the Administrative Council database administrator in the past already have an account and should not create a new account unless otherwise instructed. Contact the ACTA Secretariat for more details. Passcodes will be assigned and forwarded to the company representative(s) currently on file with ACTA.

The level of access to AOF will hinge on a party's filing classification (specified below). TCBs using AOF to submit TTE information, and its associated Certificate, will have access to all the RPCs, and their corresponding records, on file with ACTA. Due to this level of access, TCBs are required to authenticate their standing as a recognized TCB before access to AOF is granted. Accordingly, TCBs must always contact the ACTA Secretariat to establish a Filer Account.

Responsible Parties using the SDoC method will have access to their respective RPC, or RPCs only. Parties with multiple RPCs will be required to establish multiple Filer Accounts (with a different Username and Password), as only one RPC per Filer Account is permitted.

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In all cases, parties with multiple authorized submitters must use the same Filer Account, and users of AOF are expected to be familiar with the ACTA filing guidelines and procedures. Knowledge of telecom and Part 68-specific terminology is also expected.

Once a Filer Account has been established, and a Responsible Party's test plan or test procedures on file with the ACTA Secretariat (if applicable), parties can "login" to AOF and electronically file TTE information to the ACTA-maintained database.

Filing types supported by AOF are Original (or New Filing), Modifications, Notice of Change, Re-approvals or Re-certification, and Request for Responsible Party Codes (RPC). Filing types not currently supported are Transfer of Control or Ownership (as specified in Section 3.2), Blanket Modifications, and Administrative change requests. These filing types must be sent directly to the ACTA Secretariat for entry into the database as outlined in the "Guidelines and Procedures for submittal of information to ACTA" document. No additional handling fee is required for filings types not supported by AOF.

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During the AOF process, parties submitting information will be required to acknowledge that the information submitted is accurate, complete, and descriptive of the TTE approved for connection to the telephone network. Parties must also acknowledge that submitted information is subject to a 30-day administrative audit by the ACTA or its Secretariat and that the submitting party is responsible for correcting any errors identified within 15-days of notice from the Secretariat. Failure to correct errors identified by the Secretariat in the allotted timeframe could result in the removal of the record from the database and forfeiture of the processing fee. Note, an additional processing fee, beyond the fees specified in Section 3, may be required should a submission compromise the accuracy of the Part 68 database.

AOF classifies parties filing with the Administrative Council into three categories:

*(1) SDoC: Authorized Filer for Responsible Parties utilizing the SDoC method*

Description: An Authorized Submitter, or Filer, under this classification is **directly** associated with a Responsible Party and submits terminal equipment information under the SDoC method to the Administrative Council. This classification also applies to Responsible Parties that wish to personally submit terminal equipment information that obtained certification from a TCB. Should this happen, the Filer would be required to "upload" the TCB Certificate instead of the SDoC statement when prompted. Also, under this classification, only one Responsible Party Code (RPC) per Filer Account is permitted, and Responsible Parties must provide assurance that an electronic copy of its test plan, or test procedure, is on file with the ACTA Secretariat. Note that all new Filer Accounts are created under this classification.

*(2) TCB: Authorized Filer for a Telecommunications Certification Body (TCB)*

Description: An Authorized Submitter, or Filer, under this classification is a TCB that submits terminal equipment information, along with a TCB Certificate, to the

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Administrative Council. Under this classification, the Filer has access to all the Responsible Party Codes (RPCs) and their corresponding records contained in the database.

*(3) Agent: Authorized Filer on behalf of a Responsible Parties utilizing the SDoC method*

Description: An Authorized Submitter, or Filer, under this classification is **indirectly** associated (*e.g.*, external laboratory or consultant) with a Responsible Party and submits terminal equipment information under the SDoC method to the Administrative Council on behalf of the Responsible Party. Under this classification, the Filer must use the Responsible Party's Filer Account to access AOF. See SDoC: Authorized Filer for Responsible Parties utilizing the SDoC method.

## 4 Telecommunications Certification Body Filings

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### 4.1 Background

In 1998, the FCC adopted procedures whereby terminal equipment suppliers may submit their products to private Telecommunications Certification Bodies (“TCBs”) for terminal equipment certification.<sup>1</sup> The TCB program was designed in connection with Mutual Recognition Agreements/Arrangements (“MRAs”) between the United States and the European Union (“EU”), and the Asia-Pacific Economic Cooperation (“APEC”). The objective of the MRA is to facilitate market access and competition in the provision of telecommunications products that require testing and/or approval.

TCBs satisfying specific qualification criteria may certify equipment. Questions regarding the TCB program should be directed to the TCB Council. Questions regarding a TCB’s test methodologies, procedures, or application, should be directed to that TCB. Current listing of TCBs is available from the ACTA web site at [http://www.part68.org/documents\\_tech\\_inquiries.cfm](http://www.part68.org/documents_tech_inquiries.cfm).

### 4.2 Filing Utilizing TCBs

TCBs must provide the following information to ACTA for all types of filings (*i.e.*, original, modification, notice of change, or re-approval) to allow input to the database of approved equipment maintained by ACTA:

- 1) **Fee:** Refer to “General Filing Guidelines.”
- 2) **Copy of Certification:** A copy of the certification granted to the Responsible Party by the TCB must be submitted with each filing.
- 3) **Product Information:** All relevant information specified in Appendix A: Terminal Equipment Details must be provided. The extent of information submitted will depend on the type of filing (*i.e.*, original, re-certification, modification, etc.).
- 4) **List of Authorized Submitters:** Unless previously submitted and on file, a list of personnel authorized to file on behalf of the TCB must be provided. Information must include Company Name, Address, Phone Number, Name and Email address for each individual listed. Additionally, at least one (maximum of three) individual(s) must be identified as a “Primary Contact.” Primary Contact(s) will be copied on all confirmation notices issued by the ACTA Secretariat, and serve as the company representative(s) for ACTA issues.
- 5) **Indemnification and Liability Statement:** A statement must be included (from the responsible party) with each filing. Refer to Appendix B, Indemnification and Liability Statement.

The ACTA Secretariat will issue a confirmation notice via Email to the TCB and/or Responsible Party (if applicable) typically within 7-10 days for filings sent to the Secretariat. Contact the ACTA Secretariat if an Email is not received. An alternative

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<sup>1</sup> *MRA Order*, 13 FCC Rcd at 24693, ¶14.

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method (*e.g.*, regular mail) is available on request. Incomplete or incorrect submissions will not be entered into the database until completed and/or corrected.

## 5 Supplier's Declaration of Conformity Filings

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### 5.1 Definition

A Supplier's Declaration of Conformity ("SDoC") is a procedure where the responsible party takes steps necessary to ensure that the terminal equipment complies with FCC 47 CFR Part 68 and ACTA-adopted technical criteria.

### 5.2 SDoC Content

As specified in §68.324, the SDoC must, at a minimum, include the following information:

- 1) The identification and description of: (a) the responsible party for the SDoC; and (b) the product; including the model number of the product.
- 2) Statement that the terminal equipment conforms with applicable technical requirements, and a reference to the technical requirements.
- 3) Date and place of issue of the declaration.
- 4) Signature, name and function of person making declaration.
- 5) A statement that the product, if it incorporates a handset, does or does not comply with §68.316 of the FCC Rules defining Hearing-Aid Compatible ("HAC") terminal equipment.
- 6) For a telephone that is not HAC, as defined in §68.316, the responsible party shall provide the following in the SDoC: (a) notice that FCC rules prohibit the use of that handset in certain locations; and (b) a list of such locations (see §68.112).

Note; for equipment designed to operate in conjunction with other equipment, the characteristics of which can affect compliance of such device with Part 68, and/or ACTA-adopted technical criteria, then the Model Number(s) of such equipment shall be supplied, and such other equipment must also include a SDoC or TCB grant of certification.

### 5.3 Filing Utilizing SDoCs

Responsible Parties utilizing a SDoC must provide the following information for all types of filings (*i.e.*, original, modification, notice of change, re-approval):

- 1) **Fee:** Refer to "General Filing Guidelines" and "SDoC Posting on ACTA's Web site."
- 2) **Copy of SDoC:** A SDoC must contain the statements and information as specified in §68.324. Refer to Appendix C, Example Language for a SDoC. SDoCs must be provided in a format accessible to persons with disabilities.
- 3) **Product Information:** All relevant information specified in Appendix A: Terminal Equipment Details must be submitted. The amount of information provided will depend on the type of filing (*i.e.*, original, re-certification, modification, etc.).

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- 4) **Indemnification and Liability Statement:** A statement must be provided with each filing. Refer to Appendix B, Indemnification and Liability Statement.
- 5) **List of Authorized Submitters:** Unless previously submitted and on file, a list of personnel, or external companies (*e.g.*, independent laboratories) authorized to file on behalf of the Responsible Party must be provided. Information must be provided on company letterhead and include Company Name, Address, Phone Number, and Name and Email address for each individual listed. Additionally, at least one (maximum of three) individual(s) must be identified as a “Primary Contact.” Primary Contact(s) will be copied on all confirmation notices issued by the ACTA Secretariat, and serve as the company representative(s) for ACTA issues.

The ACTA Secretariat will issue confirmation notices via Email to the Authorized Submitter and/or Responsible Party typically within 7-10 days for filings sent to the Secretariat. Contact the ACTA Secretariat if an Email is not received. An alternative method (*e.g.*, regular mail) is available on request. Incomplete or incorrect submissions will not be entered into the database until completed and/or corrected.

#### 5.4 SDoC Posting on ACTA’s Web site

Parties informing ACTA (pursuant to §68.324 (e)(3)) that a copy of the SDoC is not available to the general public, and accessible to the disabled community on a functional and reliable web site that it maintains, are charged an additional \$300 (US) to make the SDoC publicly available on the ACTA web site. This fee is in addition to the \$300 (US) fee for recording, updating, and maintaining information/content in the ACTA Database.



## 6 General Requirements

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As specified in §68.326 and §68.610, TCBs and parties filing a SDoC shall maintain, and have readily available, records containing the following information (unless otherwise noted):

- 1) Copy of the SDoC; for SDoC filings.
- 2) Copy of the TCB Certificate of Approval; for TCB filings.
- 3) The identity of the testing facility, including the name, address, phone number and other contact information.
- 4) A detailed explanation of the testing procedure utilized to determine whether terminal equipment conforms to the appropriate technical criteria.
- 5) A copy of the test results for terminal equipment compliance with the appropriate technical criteria.

Responsible parties utilizing SDoCs shall maintain all records required under §68.326(a) for at least ten years after the manufacture of the equipment on file has been permanently discontinued. TCBs shall adhere to the guidelines specified in the National Institute of Standards and Technology (“NIST”) accreditation program under the applicable MRAs.

### 6.1 Indemnification and Liability Statements

Parties submitting information for inclusion in the Part 68 database of approved terminal equipment are required to provide the appropriate Indemnification and Liability Statement to the ACTA Secretariat. With the introduction of the ACTA Online Filing (“AOF”) system, however, two versions of the Indemnification and Liability Statement have been established.

The traditional statement specified in Appendix B is required to be submitted for each filing made directly to the ACTA Secretariat. The additional, and most recent, statement in Appendix C is required to be submitted to the ACTA Secretariat by parties that have filed with the ACTA Secretariat in the past and wish to use AOF. This statement, entitled “AOF Indemnification and Liability Statement,” is submitted only once for all AOF transactions. Parties filing a AOF statement are still required to provide the traditional statement when submitting information directly to the ACTA Secretariat. New parties registering on-line for a “Filer Account” will be required to agree to the statement before setting up their account.

In all cases, the Responsible Party shall indemnify and hold harmless the Administrative Council for Terminal Attachment (“ACTA”), its members, affiliates, Secretariat, and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the “ACTA Parties”), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys’ fees and costs) of any kind whatsoever, arising from or relating to the Telephone Terminal Equipment (“TTE”) or the Responsible Party’s Supplier’s Declaration of Conformity (“SDoC”) or Telecommunications Certification Body (“TCB”) Grant of Certification submitted to ACTA in connection therewith.

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The responsible party shall acknowledge and agree that ACTA, and the ACTA Parties shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning the TTE, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

## 6.2 Consumer Information

Effective September 1, 2002, ACTA specified "Customer Information" is required to be provided to the users of Telephone Terminal Equipment ("TTE") approved for connection to the Public Switched Telephone Network ("PSTN") and certain private-line services, pursuant to 47 CFR §68.218(b)(1). Refer to Appendix E, Consumer Information, for specified text.

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## Appendix A: Terminal Equipment Details (NORMATIVE)

Ref	Item Description
1a	Name of Organization Granting Approval of Equipment or Submitting Request for RPC
1b	TCB Identification Code ("ID"), if applicable
1c	Supplier's Declaration of Conformity ("SDoC"), if applicable
2	Terminal Approval Date
3	Product Identifier (selected by the responsible party: 1 to 9 digits)
4	Responsible Party Name and Address
5	US Agent for Service Name, Department, Address and Phone number
6	Equipment Description
7	Responsible Party Code ("RPC")
8	Manufacturer's Code(s)
9	Current ACTA or FCC product label number (only if Modification, Notice, Re-certification, and/or re-declaration filing)
10	Equipment Code
11a	List of Trade Names; including new & existing Trade Names
11b	List of Model Numbers including new & existing Model Numbers
12	Network address signaling code
13a	Consumer product characteristics -- AC REN
13b	Consumer product characteristics -- HAC
13c	Consumer product characteristics -- USOC jack(s) (N/A for equipment with no network connection)
13d	Consumer product characteristics -- Repeat dials to same number? (Yes or No)
14	Filing Status (modification, original, etc)
15	Facility Interface code ("FIC")
16	Manufacturer's Port ID
17	Service Order Code(s) ("SOC")
18	Answer Supervision Codes
19	Ancillary equipment (consoles, telephones, modems, external power supplies, etc.)

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## Definition of Terminal Equipment Detail Items:

### Item 1a: Name of Organization Granting Approval of Equipment or Submitting Request for RPC

List the complete name and address of the organization (including the contact information of the submitter; *i.e.*, email and phone number) attesting to the terminal equipment's conformity to Part 68 rules and ACTA-adopted technical criteria, or the name of the organization applying for an RPC. Authorized Submitters (*e.g.*, Agents) forwarding information to ACTA on behalf of a Responsible Party utilizing the SDoC method should use the table entitled "Submitter's Information."

### Item 1b: Telecommunications Certification Body ("TCB") Identification Number

List the TCB identifier for terminal equipment information submitted by a registered TCB.

### Item 1c: Supplier's Declaration of Conformity ("SDoC")

Provide a copy of the SDoC for terminal equipment submitted under a SDoC.

### Item 2: Terminal Equipment Approval Date

Provide the date the terminal equipment was approved (date of TCB Certificate or SDoC Statement).

### Item 3: Product Identifier

Provide the responsible party's unique terminal identifier. Refer to *TIA/EIA Telecommunications Systems Bulletin ("TSB") -168, Telecommunications –Telephone Terminal Equipment –Labeling Requirements*. Example: **US: AAAEQ##TXXX**, where xxx is the product identifier. The Responsible Party shall define this identifier.

Note; the FCC historically assigned a 5-digit product identifier number. Example: **AAABBB-NNNN-XX-Y**, where NNNNN is the assigned number. Parties submitting data for products that will retain its existing FCC Registration number (Modification, or Notice of Change) should enter the FCC-assigned 5 digit number.

### Item 4: Responsible Party

List the complete name and address of the responsible party; including the contact information of the submitter; *i.e.*, email and phone number. The Responsible Party is the individual or company that accepts responsibility for the product and its compliance to Part 68 rules and ACTA-adopted technical criteria. Pursuant to the "Order on Reconsideration in CC Docket No. 99-216 and Order Terminating Proceeding in CC Docket No. 98-163," FCC 02-103, Released April 10, 2002, the Responsible Party is not required to be located in the United States but, must designate an agent for service of process that is physically located in the United States. See Item #5. For parties utilizing the SDoC method, this may be the same information contained in Item 1a.

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**Item 5: Agent for Service**

Original filings will not be processed without an Agent for Service. The Responsible Party, whether they file using the Supplier's Declaration of Conformity (SDoC) or TCB Certification method, must designate an agent for service of process that is physically located within the United States. The Agent for Service is an entity upon which service may be made of all inquiries, orders, decisions, and other pronouncements of the FCC in any matter before the FCC. Responsible Parties must identify an agent (or department designation), business address, phone number and, if available, TTY (teletypewriter) number, facsimile number, and Internet E-mail address.

**Item 6: Equipment Description**

For new filings (*i.e.*, original filing) provide a brief description (in 10 words or less) of the terminal equipment. Example: 'Two-line telephone with built-in answering machine.' For modification filings, provide a brief description of the technical change.

**Item 7: Responsible Party Code ("RPC")**

List Responsible Party's assigned ACTA RPC or FCC CCB assigned Applicant Code. Refer to Section 3, General Filing Guidelines.

**Item 8: Manufacturer Code**

List manufacturer's previously assigned FCC ID code(s), if known; otherwise leave blank.

**Item 9: Current ACTA or FCC Product Label Number**

Provide current product label number. This could be the ACTA "US" Number or FCC certification or registration number(s). This is required for modification, notice of change, and re-certification filings.

**Item 10: Equipment Code**

Refer to *TIA/EIA TSB-168, Telecommunications –Telephone Terminal Equipment – Labeling Requirements* for a complete list of codes. Only one code may be specified. Select the code that best matches your product. If your equipment is currently approved, include the equipment code already assigned to your equipment.

**Item 11a: List of Brand or Trade Names including new & existing Names**

List of Trade or Brand Names, including new and existing Trade Names, under which this product will be marketed and sold. Note: The type of application being made impacts what information is to be included in this field. *See also* Item 14.

**Item 11b: List of Model Numbers including new & existing Brand or Trade Names**

List of model numbers for each Trade or Brand Name under which this product will be marketed and sold. Note: The type of application being made impacts what information is to be included in this field. *See also* Item 14.

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**Item 12: Network Address Signaling Code**

Show the network address signaling code. This is required for all applications. Indicate the type of network address signaling by one of the following code letters:

- T If the device performs dual-tone multi-frequency (“DTMF”) signaling;
- R If the device performs rotary (pulse) signaling;
- E If the device performs either DTMF or pulse signaling (selectable);
- N If the device does no signaling.

**Item 13a: AC Ringer Equivalence Number (“REN”)**

The format used to enter the AC REN is, ##T. The “##” symbols represents the REN. The “T” represents the ringer type associated with the REN. In the case of a “Z” ringer, “ZZ” shall be used for the REN. In the case of a “N” ringer, “NA” shall be used for the REN. Note, a “N” ringer is for approved equipment without a network interface and equipment not connecting to circuits with analog ringing supplied. Examples of a valid REN format are: “10A”, “01B”, “NAN”, “ZZZ”. Refer to *TIA/EIA TSB-168, Telecommunications -Telephone Terminal Equipment -Labeling Requirements*.

**Item 13b: Hearing Aid Compatible (“HAC”)**

Telephones (corded and cordless) imported into (or manufactured in) the U.S., unless otherwise exempt, must be HAC (magnetic flux strength, §68.316). Marking of devices with the letters HAC prominently displayed is required for all HAC telephones manufactured or imported after April 1997. Enter Yes, No, or Not Applicable (N/A).

**Item 13c: Universal Service Order Codes (“USOC”) Jacks**

List type(s) of jack(s) required at the network interface. Use N/A for adjuncts that do not make direct connection to the network. Use “hardwired” for meter readers and alarm dialers, if applicable (some alarm dialers preferentially use the type RJ31X jack because of its call preemption feature). Refer to *ATIS Technical Report No. 5*.

**Item 13d: Repetitive Dialing to a Single Number**

Many telephones, dialers, and alarm systems have the capability of repeat dialing to a single number. Indicate if the device or system has this feature. In CC Docket No. 81-216, Fourth Notice of Proposed Rulemaking, FCC 86-352, the Commission permitted computer-controlled automatic redialing but reserved the right to revisit this decision to ensure network protection, if necessary. Enter Yes or No.

**Item 14: Filing Status**

Describe the primary reason for the filing. Each filing must demonstrate that the covered equipment will not harm the network.

**Original Filing**

Original filings are required for covered equipment to be sold that previously has not been approved. Each filing must be complete and without reference to a previously submitted application.

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### Modification Filing

Modification filings are required to report changes to approved equipment when these changes affect the contents of the ACTA-maintained database of approved Part 68 products, a Responsible Party's SDoC, or TCB's Certificate.

A modification filing will be processed only when an original filing for the terminal equipment has previously been processed.

### Blanket Modifications

The Blanket Modification allows a single product or product family that has more than one approval number to be changed for one filing. A product family is a number of products, each having two or more approval numbers, where all of the approval numbers appear on each product. Similarly, all listings for a product approved for different manufacturing sites before the FCC's use of the "MUL" designator to signify multiple country codes can also be changed using a Blanket Modification.

For example, Blanket Modifications may be used to change the listings for a PBX or family of PBXs with several approval numbers as long as each product in the family has all the same approval numbers.

A Blanket Modification may not be used if the products being considered have a range of approval numbers that are not common to all products. For example, a corded phone, a cordless phone, and a corded speakerphone each with its own unique approval number cannot be changed using a Blanket Modification.

Because of the possibility of confusion and invalid or incomplete entries in the database, all Blanket Modifications must be submitted on CD ROM to the ACTA Secretariat for processing.

### Notice of Change ("Notice") Filing

Notice filings are required to maintain database accuracy when no electrical change has been made to the equipment. A notice filing is required, for example, when a trade name or model number is added to a previously approved device or system. Typically, such additions describe cosmetic variations, or are for marketing the product under a different trade name or model number.

### Re-certification/Re-approval

Re-certification/Re-approval applications are required for limited cases requiring the processing of a new filing. They can include:

- (a) Changes in the network address signaling code (*e.g.*, changing from a T to an E), for products using the historical FCC Registration Number format;
- (b) Establishing a new classification for equipment (*e.g.*, a change to a MF classification based on a previously approved KF system);

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- (c) Adding a new manufacturer; when manufacturing/distribution rights are transferred to another party;
- (d) When a vendor wants its own product identification number for marketing reasons (with permission of the original responsible party). <sup>Note #2.</sup>
- (e) When changing from the FCC Reg. number format to the ACTA “US” number format.

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Notes:

- (1) Re-certification/Re-approval filings result in a new product identification number. Products using the historical FCC Reg. number will be required to change over to the ACTA “US” number.
- (2) When a 3<sup>rd</sup> party vendor wants its own product identification number on a product also distributed by the original Responsible Party, as noted under case (d) above, the 3<sup>rd</sup> party’s product will be listed in the database as an “Original” filing. Accordingly, the 3<sup>rd</sup> party vendor shall assume full responsibility, as specified in 47 C.F.R. Part 68, for the products distributed under its Responsible Party Code (RPC).
- (3) In the event a Responsible Party elects to distribute both the original product and the new product resulting from a Re-certification/Re-approval, as noted in cases (a) and (b) above, the new product(s) are consider “self-standing” product(s) and thus must be filed in the database as an “Original” filing. Users of AOF must consider this circumstance and submit their filings accordingly.

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#### Item 15: Facility Interface Codes (“FIC”)

The FIC identifies the type of interface that the terminal equipment requires for compatible interconnection with wireline carrier facilities. A partial list of the more commonly used FIC codes is provided in the table below.

Many FIC codes use the Network Channel Interface (NCI) Code structure described in ANSI T1.223-1997, American National Standard for Telecommunications - Information Interchange - Structure and representation of Network Channel (NC) and Network Channel Interface (NCI) Codes for the North American Telecommunications System [1]. Additional NCI codes and their definitions may be found in ATIS Technical Report #5. A full list may be found in the NC/NCI™ Decoder [2], a computer-based application developed by Telcordia Technologies (as Maintenance Agent per T1.223) and updated quarterly.

[1] Alliance for Telecommunications Industry Solutions  
1200 G Street, N.W., Suite 500  
Washington, DC 20005  
(202) 434-8845

[2] Telcordia Technologies  
8 Corporate Place  
Piscataway, NJ 08854

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Guidelines & Procedures for  
Submittal of Information to ACTA

1-800-521-2673

Analog Services	
FIC	Description
OL13A.	2-wire, Class A, Private Branch Exchange (“PBX”) off-premises station port
OL13B	2-wire, Class B, PBX off-premises station port.
OL13C	2-wire, Class C, PBX off-premises station port.
LADC	Local area data channels *
METALLIC	2- or 4-wire metallic private line. *
TL11E	E&M Tie Trunk, Lossless, 2W, Type I, originates with ground on E
TL11M	E&M Tie Trunk, Lossless, 2W, Type I, originates with battery on M
TL12E	E&M Tie Trunk, Lossless, 2W, Type II, originates with ground on E
TL12M	E&M Tie Trunk, Lossless, 2W, Type II, originates with battery on M
TL31E	E&M Tie Trunk, Lossless, 4W, Type I, originates with ground on E
TL31M	E&M Tie Trunk, Lossless, 4W, Type I, originates with battery on M
TL32E	E&M Tie Trunk, Lossless, 4W, Type II, originates with ground on E
TL32M	E&M Tie Trunk, Lossless, 4W, Type II, originates with battery on M
02AC2	2-wire voice transmission with customer-provided ringing 600 ohms*
02GS2	2-wire ground-start signaling closed end provided by end user 600 ohms
02LA2	2-wire, certified, Class A, PBX off-premises station port 600 ohms
02LB2	2-wire, certified, Class B, PBX off-premises station port 600 ohms
02LC2	2-wire, certified, Class C, PBX off-premises station port 600 ohms
02LR2	2-wire Private Line Automatic Ringdown, ringing from Local Exchange Carrier (“LEC”), 600 ohms*
02LS2	2-wire loop-start signaling closed end provided by end user 600 ohms
02NO2	4-wire voice transmission with no LEC-provided signaling 600 ohms*
02RV2.0	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for PBX-E911 trunks. *
02RV2.T	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for Direct Inward Dialing (“DID”) ports.
04AC2	4-wire voice transmission with customer-provided ringing 600 ohms*
04GS2	4-wire ground-start signaling closed end provided by end user 600 ohms*
04LR2	4-wire Private Line Automatic Ringdown, ringing from LEC, 600 ohms*
04LS2	4-wire loop-start signaling closed end provided by end user 600 ohms*
04NO2	4-wire voice transmission with no LEC-provided signaling 600 ohms. (Applicable to “hoot ‘n holler” circuits.) *
04RV2.T	2-wire loop reverse battery signaling, loop closure from customer, reverse battery from LEC, 600 ohms. Used for DID ports. *
06EA2.M	6-wire Type I E&M signaling – Battery on M lead to originate, 600 ohms. Same as TL31M except with transmit TLP values of -2 to +3 dBm.
08EB2.M	8-wire Type II E&M signaling – Battery on M lead to originate, 600 ohms. Same as TL31M except has expanded receive TLP values of 0 to –8 dBm.
Digital Services	
FIC	Description
02DU5.56B	2-wire Switched 56 kbps Type III Public Switched Data Service (“PSDS”), 135 ohms.
02DU7.56B	2-wire Switched 56 kbps Type II PSDS, 124 ohms.
02IS5	2-wire Basic Rate Integrated Services Digital Network (“ISDN”), 135 ohms.
04DU5.19	4-wire 19.2 kbps digital interface, 135 ohms.
04DU5.19S	4-wire 19.2 kbps digital interface with secondary channel, 135 ohms.
04DU5.24	4-wire 2.4 kbps digital interface, 135 ohms.
04DU5.24S	4-wire 2.4 kbps digital interface with secondary channel, 135 ohms.
04DU5.38	4-wire 38.4 kbps digital interface, 135 ohms.
04DU5.38S	4-wire 38.4 kbps digital interface with secondary channel, 135 ohms.
04DU5.48	4-wire 4.8 kbps digital interface, 135 ohms.

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Guidelines & Procedures for  
Submittal of Information to ACTA

04DU5.48S	4-wire 4.8 kbps digital interface with secondary channel, 135 ohms.
04DU5.56	4-wire 56 kbps digital interface, 135 ohms.
04DU5.56B	4-wire Switched 56 kbps Type I PSDS, 135 ohms.
04DU5.56S	4-wire 56 kbps digital interface with secondary channel, 135 ohms.
04DU5.64	4-wire 64 kbps digital interface, 135 ohms.
04DU5.96	4-wire 9.6 kbps digital interface, 135 ohms.
04DU5.96S	4-wire 9.6 kbps digital interface with secondary channel, 135 ohms.
04DU9.BN	4-wire 1.544 Mbps (DS1) with Super Frame ("SF"), Alternate Mark Inversion ("AMI"), no line power, 100 ohms.
04DU9.DN	4-wire 1.544 Mbps (DS1) with SF, Bipolar with eight-zero substitution ("B8ZS"), no line power, 100 ohms.
04DU9.1KN	4-wire 1.544 Mbps (DS1) with Extended Super Frame ("ESF"), AMI, no line power, 100 ohms.
04DU9.1SN	4-wire 1.544 Mbps (DS1) with ESF, Bipolar with Eight-Zero Substitution ("B8ZS"), no line power, 100 ohms. *

Analog Services: \* These services are subject to local availability

Digital Services: \* May be used for Primary Rate ISDN.

### Item 16: Manufacturer Port ID

Manufacturer's part number or model number for circuit pack or card for that specific network port.

### Item 17 & 18: Service Order Codes ("SOC") and Answer Supervision Codes

A partial list of the most commonly used codes is provided below.

Service Order Codes	
<b>Analog Services</b>	
SOC	Description
9.0F	Full protection to the network from systems using live voice. Only approved terminal equipment can be connected to station ports.
9.0N	Unprotected systems. Requires use of certified protective couplers or filing of affidavits with the telco. See §68.215(d) and (e)
9.0Y	Provides full Part 68 protection. Provides signal limiting for ALL signal sources (not just from Music On Hold ("MOH")).
7.0Y	Provides total protection to the network for connection of private communication systems.
7.0Z	Host system port provides partial protection to the network for connection of private communication systems. Requires filing of signal power affidavit with telco.
<b>Digital Services</b>	
SOC	Description
6.0Y	Provides total protection, including billing protection and encoded analog content.
6.0F	Combinations of equipment provide full protection to digital service. Billing protection and encoded analog protection are provided either by including auxiliary equipment within the certification envelope or by use of a separately certified device.
6.0N	Does not provide billing and encoded analog protection. Uses either an integrated or external Channel Service Unit ("CSU"). Affidavit to telco is required.
6.0P	Provides billing and encoded analog protection (similar to 6.0F) but requires separate CSU.

Answer Supervision Codes for Systems and Terminal Equipment	
Code	Description
AS.2	System ports that provide answer supervision (for system types such as CD, KF, MF, PF, VM, etc.)

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AS.3	Terminal equipment or combinations of terminal equipment that provides answered supervision.
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Note: Include as a Service Order Code

### Item 19: Ancillary Equipment

Enter each model and list subsystem elements by name and manufacturer's part number that fall within the product's registration/certification "envelope." If telephones and consoles are HAC, indicate by using HAC. Note; information is not required for single and two line devices. For cordless phones used as stations, indicate the frequency band used and that digital security coding is employed.

	Certification Status*	Trade Name	Model Number	List of Ancillary Equipment by Type**	Manufacturer's Identifier
1					
2					
3					

\*The certification status column indicates the type of filing for all entries using these codes:

**Status Code Definition of Code**

NEW -- New with this submission

MOD -- Modified from previous submissions

PREV -- Previously certified, no change

MD -- Manufacturing Discontinued, may exist in product in the field

RECERT -- Re-Certification

\*\*This includes items such as, but not limited to, consoles, telephones, external power supplies, and modems.

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## Appendix B: Indemnification and Liability Statement (NORMATIVE)

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Date

ACTA Secretariat  
c/o ATIS  
1200 G Street, NW  
Suite 500  
Washington, DC 20005

RE: Statement of Indemnification and Liability, and additional information about the  
<insert product name, model number, and product-labeling number (ACTA or FCC)>  
(the “Product”).

ACTA Secretariat:

<Responsible party> hereby indemnifies and holds harmless the Administrative Council for Terminal Attachment (“ACTA”), its members, affiliates, Secretariat, and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the “ACTA Parties”), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys’ fees and costs) of any kind whatsoever, arising from or relating to the Product, or <Responsible party’s> Supplier’s Declaration of Conformity (“SDoC”) or Telecommunications Certification Body (“TCB”) Grant of Certification submitted to ACTA in connection therewith.

<Responsible party> hereby acknowledges and agrees that ACTA, and the ACTA Parties shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA’s inactions or actions relating to publication, distribution or other use of any information relating to or concerning the Product, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

Pursuant to §68.218 and §68.348 in the FCC Rules and Regulations, no changes will be made to the above referenced Product or its protective circuitry that would result in any change in the information contained in the corresponding SDoC or TCB Grant of Certification <insert SDoC or TCB Grant of Certification Reference Number (if applicable)> without filing of a new SDoC or TCB Grant of Certification.

[Submitter note: use the following language, if applicable.]

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As specified in §68.324 (e)(3) a copy of the SDoC is freely available to the general public, and accessible to the disabled community, on the company web site at *<insert URL>*.

[Submitter note: use the following alternative language, if applicable.]

In accordance with §68.324 (e)(3), *<Responsible party>* hereby informs ACTA that a copy of the SDoC is not available to the general public, and accessible to the disabled community on a functional and reliable web site that it maintains.

*<Name of company officer>*

*<Function of officer>*

*<Signature>*

Submitter Notes:

- (1) This statement is considered a legally binding contract and must be signed by individuals authorized to enter into a contractual agreement.
- (2) The product-labeling number must be included where indicated. This number is the ACTA product-labeling number (per TSB-168), or the previously assigned full FCC Registration number.
- (3) The submitter notes in the statement should be removed from the statement before submitting it to the ACTA Secretariat.
- (4) Parties filing TTE information with the ACTA Secretariat for inclusion into the Part 68 database must provide the above statement with each and every submission.

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## **Appendix C: AOF Indemnification and Liability Statement (NORMATIVE)**

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Date

ACTA Secretariat  
c/o ATIS  
1200 G Street, NW  
Suite 500  
Washington, DC 20005

RE: Statement of Indemnification and Liability for use of the ACTA Online Filing  
("AOF") system

ACTA Secretariat:

To access the ACTA Online Filing ("AOF") database of Part 68 approved telephone terminal equipment ("TTE"), I acknowledge that it is necessary for each entity, organization and individual, whether accessing the database on its own behalf or on behalf of another, including each Telecommunications Certification Body (a "TCB") and each Responsible Party (a "RP"), to obtain a password. By submitting this statement, I agree to the following terms and conditions and request a password.

As a Responsible Party I agree to indemnify and hold harmless the Administrative Council for Terminal Attachment ("ACTA"), its members, affiliates, Secretariat, and Sponsors, and each of their officers, directors, employees, participants, agents and representatives (the "ACTA Parties"), of and from any and all liabilities, losses, costs, damages, claims, suits or expenses (including reasonable attorneys' fees and costs) of any kind whatsoever, arising from or relating to submissions, filings, or information submitted to ACTA, or the Responsible Party's Supplier's Declaration of Conformity ("SDoC") or Telecommunications Certification Body ("TCB") Grant of Certification submitted to ACTA in connection therewith.

I further acknowledge and agree that ACTA, and the ACTA Parties shall not, and do not, assume, and expressly disclaim, any and all liability, responsibility and obligation in connection with any loss, damage or claim arising from or relating to, in any way, ACTA's inactions or actions relating to publication, distribution or other use of any information relating to or concerning submissions, filings, or information submitted to ACTA, including without limitation in connection with any claims or liabilities sounding in contract, tort (including negligence or strict liability), or otherwise, and in no circumstances shall ACTA or the ACTA Parties be liable for any loss of profits, loss of use, loss of production, loss of goodwill, or incidental, direct, indirect or consequential damages of any kind.

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I further agree that pursuant to §68.218 and §68.348 in the FCC Rules and Regulations, no changes will be made to telephone terminal equipment submitted to ACTA for inclusion in the database of approved Part 68 equipment or the protective circuitry that would result in any change in the information contained in the corresponding SDoC or TCB Grant of Certification without filing of a new SDoC or TCB Grant of Certification.

Where applicable, I also agree to make freely available to the general public and accessible to the disabled community a copy of any SDoC I submitted to the ACTA database of Part 68 approved TTE or, in the alternative, to cause a copy of any SDoC I submitted to be freely available to the public via the ACTA web site with the understanding that such service may be subject to an administrative fee.

I UNDERSTAND THAT AGREEENT TO THE FOREGOING SHALL BE BINDING ON MYSELF, AS WELL AS ON EACH ENTITY AND ORGANIZATION ON WHOSE BEHALF I AM ACTING IN CONNECTION WITH THE ACTA DATABASE. IN ADDTION I AGREE TO BE BOUND TO EACH OF THE FOREGOING TERMS AND CONDITIONS TO THE EXTENT THEY ARE AGREED TO BY ANY ENTITY, ORGANIZATION OR INDIVIDUAL THAT, IN CONNECTION WITH THE ACTA DATABASE, REPRESENTS ITSELF OR HIMSELF TO BE ACTING ON MY BEHALF OR ON BEHALF OF ANY ENTITY OR ORGANIZATION REPRESENTED BY ME IN CONNECTION WITH THE ACTA DATABASE.

*<Name of company officer>*

*<Function of officer>*

*<Signature>*

Submitter Notes:

(1) Parties that have submitted information to the ACTA in the past and wish access to AOF must submit the above statement to the ACTA Secretariat before a AOF Passcode is assigned.

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## **Appendix D: Example Language for a SDoC (INFORMATIVE)**

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### **Supplier's Declaration of Conformity**

Reference Number: \_\_\_\_\_ (Optional)

Place of Issue: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

**<Responsible party>** located at **<company address>** in the United States of America hereby certifies that the **<product name and model number>** bearing labeling identification number **<product-labeling number (based on TSB-168 or FCC Part 68) >** complies with the Federal Communications Commission's ("FCC") Rules and Regulations 47 CFR Part 68, and the Administrative Council on Terminal Attachments ("ACTA")-adopted technical criteria **<specification number(s), title, revision, and date of issue>**. [Submitter note: provided is an example of the technical criteria format: TIA/EIA/IS-968, Telecommunications – Telephone Terminal Equipment -Technical Requirements for Connection of Terminal Equipment To the Telephone Network, July 2001].

[Submitter note: insert the following (if applicable) for a product (with a handset) compliant with §68.316.]

**<Responsible party>** hereby asserts that the **<product name and model number>** complies with §68.316 of the FCC Rules and Regulations defining Hearing Aid Compatible ("HAC") and, as such, is deemed compatible with hearing aids.

[Submitter note: insert the following (if applicable) for a product (with a handset) that is not compliant with §68.316.]

**<Responsible party>** hereby issues notice that the **<product name and model number>** is not compliant with §68.316 of the FCC Rules and Regulations defining Hearing Aid Compatible ("HAC"). Accordingly, the FCC prohibits the use of this product in certain locations, such as, **<insert list of locations per §68.112>**.

[Submitter note: insert the following if equipment is designed to operate in conjunction with other equipment, the characteristics of which can affect compliance, as specified in §68.324(b).]

**<Responsible party>** hereby asserts that the **<product name and model number>** is designed to operate in conjunction with other equipment, the characteristics of which can affect compliance of the **<product name and model number>** with Part 68 Rules and Regulations and/or with technical criteria adopted by the ACTA. The other equipment is **<list all product name(s) and model number(s)>** and the **<Supplier's Declaration of**

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***Conformity or Telecommunications Certification Bodies certificate(s)***> relevant to each product listed are enclosed.

***<Name of company officer>***

***<Function of officer>***

***<Signature>***

Submitter Notes:

- (1) This statement is considered a legally binding contract and must be signed by individuals authorized to enter into a contractual agreement.
- (2) The product-labeling number must be included where indicated. This number is the ACTA product-labeling number (per TSB-168), or the previously assigned full FCC Registration number.
- (3) The submitter notes in the statement should be removed from the statement before submitting it to the ACTA Secretariat.

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## Appendix E: Consumer Information (NORMATIVE)

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### Administrative Council for Terminal Attachments (ACTA) Customer Information

Revision: March 2002

#### **Background:**

Effective September 1, 2002, the following Customer Information is required for Telephone Terminal Equipment (“TTE”) approved for connection to the Public Switched Telephone Network (“PSTN”) and certain private-line services, pursuant to 47 CFR §68.218(b)(1).

The Customer Information in this document was originally prepared by the Telecommunications Industry Association’s (“TIA”) Committee TR-41.11 and subsequently adopted by the Administrative Council for Terminal Attachments (“ACTA”) as a requirement for TTE compliance with Part 68.

#### **Customer Information:**

The following customer information must be provided to customers with each unit of approved terminal equipment. Please note that there are differences in the information required for consumer products, coin/credit card phones, systems and digital equipment.

Wherever possible example wordings that meet the requirement have been provided. Text in *[Italics]* is product or manufacturer specific information.

If the equipment is being approved by the Telecommunications Certification Body (“TCB”) process, a copy of the required customer information must be provided to the TCB. These materials must be identical to what is provided to the customer.

While the information specified here must be provided to the customer, Responsible Parties have the option of either providing that information in printed form, or in whatever alternative form the user manual is provided. Alternative methods include disk, CD-ROM, or via the Internet. The goal is to make sure the information is readily available to users while minimizing the burden on manufacturers.

It is sometimes the practice to ship product in large quantities (bulk) from the manufacturer to a distributor or reseller without customer instructions. This is acceptable as long as the required information accompanies each unit shipped to the end customer.

#### **General Requirements For All Equipment:**

- a) For equipment approved after July 23, 2001, include the following paragraph:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the *[insert location of the label]* of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

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For equipment approved prior to July 23, 2001, include this paragraph:

This equipment complies with Part 68 of the FCC rules. On the *[insert location of the label]* of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

- b) List all applicable certification jack Universal Service Order Codes (“USOC”) for the equipment. For some types of analog and digital systems, list associated Facility Interface Codes (“FIC”) and Service Order Codes (“SOC”). These are required when the customer orders service from the local telephone company. Refer to Alliance for Telecommunications Industry Solutions (“ATIS”) Technical Report No. 5 for a more extensive listing of jack configurations and their designations (*e.g.*, RJ11C), or refer to the Telcordia NC/NCI™ Decoder for a full listing.

- c) State that for single and two-line equipment that connects to the telephone network via a plug and jack, the plug and jack used with this equipment must comply with FCC Part 68 rules. Use words similar to the following:

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

- d) Explain the Ringer Equivalence Number (or REN) and its use. Note: RENs are associated with loop-start and ground-start ports. Do not use for E&M or digital ports. Use words similar to the following:

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (*e.g.*, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

- e) Provide information on what will happen if this equipment causes harm to the telephone network. Use words similar to the following:

If this equipment *[insert identity of equipment]* causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

- f) Provide information on what will happen if the telephone company makes changes that could affect this equipment. Use words similar to the following:

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The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

- g) State what to do if there are problems with this equipment. Use words similar to the following:

If trouble is experienced with this equipment *[insert identity of equipment]*, for repair or warranty information, please contact *[company name or service center in the U.S.A., phone number, and web site address if available]*. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

- h) Explain which repairs, if any, the customer (user) can perform. If there is a section in the general customer instructions that provides detailed information on repairs, a reference to that section is acceptable. If this equipment is of a type that is not intended to be repaired, state that fact in place of any repair instructions.

- i) State that this equipment must not be used on party lines. Use words similar to the following:

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

- j) Include a caution to users who may have alarm dialing equipment. Use words similar to the following:

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this *[equipment ID]* does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

- k) If this equipment uses a telephone handset, state that it is hearing aid compatible. Use words similar to the following:

This equipment is hearing aid compatible.

#### **Customer-Owned Coin/Credit Card Phones:**

The instructions that are provided with each customer-owned coin or credit card phone must include the following notice:

To comply with state tariffs, the telephone company must be given notification prior to connection. In some states, the state public utility commission, public service commission or corporation commission must give prior approval of connection.

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### Data Equipment:

For permissive, programmable and (or) fixed loss loop operation data equipment, in addition to the general requirements for all equipment, information must be provided explaining which jack is associated with each operation.

Permissive, use RJ11C

Programmable, use RJ41S and RJ45S

Fixed Loss Loop, use RJ41S

Refer to ATIS Technical Report No. 5 for details on these connectors.

For Private (Leased) Line (Analog Data Format) equipment, the type JM8 jack is required. Refer to ATIS Technical Report No. 5 for details on this connector.

For Private (Leased) Line (Digital Format) equipment, in addition to the general requirements for all equipment, certain digital connections require that an encoded analog content and billing protection affidavit be provided the telephone company. Customer instructions must contain information on the preparation and submission of the affidavit.

### Private (Leased) Lines For Analog Services:

The Facility Interface Code (FIC) associated with each private line application represents the type of service that will be provided by the telephone company. The user instructions must contain a detailed list of private line ports and the associated FICs for which the equipment has been approved. In addition, the Service Order Code (SOC) must also be included for analog systems. The SOC indicates the degree of network protection provided by the equipment. For some details on applicable FICs and SOC's refer to section 2b above.

Note: Some services may not be available in all locations.

### Systems:

The consumer instructions for systems must contain information on all connectors to the network (switched and private line). This information includes the jack USOCs, FICs, SOC's, the REN if applicable, the premises wiring information, and any affidavits or written authority authorizations. Furthermore, the US:AAAEQ##TXXX number of the system must be provided so the telephone service provider can ascertain intended modes of operation and verification of certification ports.

### Adjuncts - KX and PX Devices:

The consumer information must contain notification that when the adjunct is used with a leased system, permission of the owner of the equipment must be obtained for connection of the adjunct because modification of the host system is often required.

Customer instructions for KX type telephones with medium impedance analog message waiting lights and/or line status indicators must contain statements that they can only be connected to host equipment and never directly to the network. The reason is that they do not meet the 5 megohm requirement and most likely will create excessive leakage current when polled by the telephone company's daily automatic loop insulation test equipment. Such events trigger a maintenance action by the telephone company to determine the location of such leakage currents.

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### **OEM Devices:**

When approved equipment such as couplers or modems are furnished to the OEM market (final equipment assemblers), the consumer instructions must contain the following information:

The mounting of the approved unit in the final assembly must be made so that the approved unit is isolated from exposure to any hazardous voltages within the assembly. Adequate separation and restraint of cables and cords must be provided.

The circuitry from the approved unit to the telephone line must be provided in wiring that carries no other circuitry (such as PC or PR leads) unless specifically allowed by the rules. PC board traces carrying tip and ring leads shall have sufficient spacing to avoid surge breakdown.

Information shall be provided as to the power supply source requirements, signal levels, etc., as applicable.

Information shall be provided that when the approved device is enclosed in an assembly, and not readily accessible, that the approval label shall be placed on the exterior of the cabinet for each type of approved device contained therein.

Information shall be provided which states that the final assembler shall provide in the consumer instructions all applicable customer information.

A modular plug or jack shall be provided which complies with TIA/EIA-IS-968 Chapter 6 requirements for dimensions, tolerances and metallic plating.

### **Automatic Dialers:**

The consumer instructions for automatic dialers must contain the following cautionary notice:

WHEN PROGRAMMING EMERGENCY NUMBERS AND(OR) MAKING TEST  
CALLS TO EMERGENCY NUMBERS:

Remain on the line and briefly explain to the dispatcher the reason for the call.

Perform such activities in the off-peak hours, such as early morning or late evenings.

### **Toll Restriction and Least Cost Routing Equipment:**

The consumer/purchaser/supplier instructions accompanying this equipment and/or software features of systems must contain the following notice:

The software contained in *[insert specific equipment type or features]* to allow user access to the network must be upgraded to recognize newly established network area codes and exchange codes as they are placed into service.

Failure to upgrade the premises systems or peripheral equipment to recognize the new codes as they are established will restrict the customer and the customer's employees from gaining access to the network and to these codes.

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### **Equipment With Direct Inward Dialing (“DID”):**

The consumer/purchaser/supplier instructions accompanying the equipment and/or features of systems with direct inward dialing (DID) interfaces, must contain the following:

ALLOWING THIS EQUIPMENT TO BE OPERATED IN SUCH A MANNER AS TO NOT PROVIDE FOR PROPER ANSWER SUPERVISION IS A VIOLATION OF PART 68 OF THE FCC'S RULES

PROPER ANSWER SUPERVISION IS WHEN:

A. This equipment returns answer supervision to the public switched telephone network (PSTN) when DID calls are:

Answered by the called station  
Answered by the attendant  
Routed to a recorded announcement that can be administered by the customer premises equipment (CPE) user.  
Routed to a dial prompt

B. This equipment returns answer supervision on all DID calls forwarded to the PSTN. Permissible exceptions are:

A call is unanswered  
A busy tone is received  
A reorder tone is received

### **Equal Access Requirements:**

If equipment such as private branch exchanges (PBXs), key systems or customer-owned coin/credit card telephones is sold to a call aggregator, it must be capable of providing the end user equal access to the carrier of the user's choice. The customer instructions for such equipment must contain the following wording:

This equipment is capable of providing users access to interstate providers of operator services through the use of access codes. Modification of this equipment by call aggregators to block access dialing codes is a violation of the Telephone Operator Consumers Act of 1990.

### **Electrical Safety Advisory:**

Parties responsible for equipment requiring AC power should consider including an advisory notice in their customer information suggesting the customer use a surge arrestor. Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem.

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### Equipment With FAX Capability:

The Customer Information for facsimile (FAX) equipment must contain the following wording:

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: *[Insert here instructions for programming the equipment and the required information or the page where it can be found].*

These requirements apply to all FAX machines, and have been extended to all FAX modems manufactured on or after December 13, 1995.

### Alarm Dialing Equipment:

Alarm dialing equipment (equipment code "AL"), including dialers associated with fire and intrusion protection systems, medical alert systems, equipment failure notification systems, etc. must be connected to a properly installed RJ31X or RJ38X jack to ensure the ability to seize the telephone line in emergency situations. It is a requirement that the customer information accompanying such equipment include the following statement and diagram (where RJ38X may be used in place of RJ31X, if appropriate, and the name and/or model number of the equipment may be substituted for the term "alarm dialing equipment" in the text and figure):

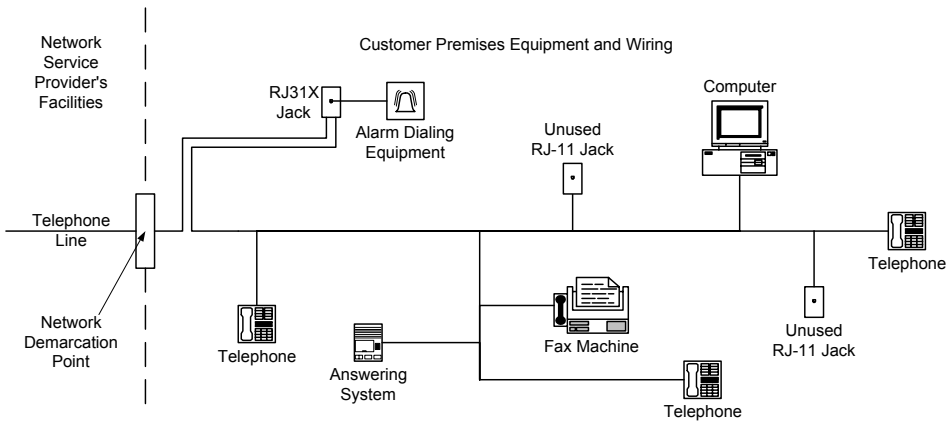
**Alarm dialing equipment must be able to seize the telephone line and place a call in an emergency situation. It must be able to do this even if other equipment (telephone, answering system, computer modem, etc.) already has the telephone line in use. To do so, alarm dialing equipment must be connected to a properly installed RJ31X jack that is electrically in series with and ahead of all other equipment attached to the same telephone line. Proper installation is depicted in the figure below. If you have any questions concerning these instructions, you should consult your telephone company or a qualified installer about installing the RJ31X jack and alarm dialing equipment for you.**

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---END CONSUMER INFORMATION---

**Appendix F: Credit Card Payment Form (INFORMATIVE)**

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ACTA SECRETARIAT  
c/o ATIS  
1200 G Street NW, Suite 500  
Washington, DC 20005

ACTA or FCC Product Number: \_\_\_\_\_

Total Payment (\$300.00/filing): \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

(provide the following if different from the TTE Submission Form)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Form of Payment:**

Circle one: .....VISA..... Mastercard..... American Express

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**I agree to the charges indicated above and authorize the Alliance for Telecommunications Industry Solutions (ATIS) to charge my credit card the submitted amount. I understand and acknowledge that the inclusion of the information submitted is subject to the receipt of payment in full of all relevant fees.**

Signature \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Note: Transactions will NOT be processed without a signature.

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