

09009 Guidance Notes

- Notes on completing the 09009 Premium Number Application Form -

2 October 2007

1. General information

- 1 Applications can only be made using the electronic application form available on the Internet ("online applications"; cf. section 5.1.2 a) of the Allocation Rules).
- 2 Applications do not qualify as being complete until the signed application form or, if an agent has been appointed, the application form with the relevant supporting document(s) has been received by the Federal Network Agency (see address below). These applications must be submitted via the Internet and then printed out, signed and submitted to the Federal Network Agency by post, fax or hand. Handwritten changes or additional comments will be disregarded.
- 3 Providing incomplete information will result in the rejection of the application. Comments and additions outside the printed boxes cannot be considered.
- 4 Applications are processed in order of receipt by the Federal Network Agency of the complete application. The time of receipt is taken as the time of receipt by the Federal Network Agency of the signed application form.
- 5 Incomplete applications, unsigned applications and applications from applicants with their main address abroad that do not give the name of a person with an address in Germany authorised to receive documents and/or payment notices will be rejected.
- 6 It is sufficient to send page 1 of the signed application.

2. Notes on completing the application form

2.1 Applicant's particulars

- 1 Please enter your full name and street address or PO box. This also includes checking one of the "Mr", "Ms" or "Company" boxes. If you are a natural person (individual), please give your date of birth. Natural persons are not permitted to give a PO box address.
- 2 If a non-natural person (companies, etc.), please give the company name in the "Name" box in the same form as it appears in the commercial register. Always indicate the legal form of the company after the company name by selecting the appropriate legal form from the selection list provided. Any further information, such as the name of the department, may be entered in the line "More on company" after the details of the legal form if there are any boxes left. The address given must be serviceable.
- 3 The **country abbreviation** must be the internationally standardised abbreviation (e.g. D for Germany).
- 4 Please give an e-mail address, a telephone number, a fax number and, if appropriate, the name of a contact person in case there are any queries.

Please note:

For the submission of online applications, the "e-mail address" and (for companies) "First name and surname of contact person" boxes on the PDF form are displayed in shortened form in case the information entered in the entry form does not fit into the boxes on the PDF form. However, the data – as entered in the entry form – is stored in full in the web database.

2.2 Particulars of the legal representatives (serviceable address)

- 1 The serviceable domestic address must comprise:
 - Street, house number, postal code, town/city
 - In every case, the provider's headquarters, from which he operates his business
 - In the case of businesspeople, the company, in the case of other persons, the first name and surname (for the sake of clarity, businesspeople should also include their first name and surname)
 - In the case of private companies (OHG, KG, GmbH & Co.KG) and corporations (GmbH, AG), the name of the company and of its legal representatives should be given. In the case of civil partnerships, the partners should be listed.Up to three legal representatives may be listed in the application.
- 2 **Authorised representatives abroad** must enter five zeros under the postal code and enter the country code with the postal code in front of the town/city until further notice.
- 3 If the applicant's particulars do not contain the criteria of the so-called serviceable address that are described below, these particulars must definitely be provided in these data boxes.
- 4 If the company is entered in the commercial register, please give the full commercial register number together with the town/city.

2.3 Other particulars in the application

These particulars are optional. If no particulars are given, the provisions relating to the date of receipt of the application and the in-service date pursuant to the Allocation Rules for 09009 numbers will apply.

2.4 Particulars of the person authorised to receive payment notices

This section can be used if the address is different from that of the person authorised to receive documents or from that of the applicant. Payment notices for foreign applicants not naming a person to receive the payment notice will be sent to the person authorised to receive documents. The address given must be a serviceable address in Germany and may not be a PO box.

2.5 Particulars of the person authorised to receive documents

You must complete this section if your main address is not in Germany or if – in the case of non-natural persons – you give a PO box as your address. The address given must be a serviceable address in Germany and may not be a PO box.

3. Address for applications

Applications should be sent to one of the addresses below:

**Bundesnetzagentur
Außenstelle Mülheim
Postfach 10 03 51
45403 Mülheim
Germany**

or

**Bundesnetzagentur
Außenstelle Mülheim
Aktienstr. 1-7
45473 Mülheim
Germany**

or faxed to the following number:

Fax: +49 (0)180 3 11 0900

Applications should, where possible, be sent by post and not by fax.

Applications may be hand-delivered to the above street address (Aktienstraße 1-7) on working days between 8.00 a.m. and 4.15 p.m. Mondays to Thursdays, and between 8.00 a.m. and 3.00 p.m. on Fridays.