

How to obtain numbering assignment?

Information for entities applying for numbering assignments together with description of the request contents and the level of charges for the right to use numbering.

Numbering management is described in Section IV Chapter 2 of the Telecommunications Act of 16 July 2004 (consolidated text in OJ of 2014, item 243 as amended). The President of UKE shall assign numbering, by means of an administrative decision, in line with national numbering plans for public networks to telecommunications undertakings, local government units conducting telecommunications activities other than telecommunications undertakings and entities referred to in Article 4 point (1), (2), (4) and (8) of the Telecommunications Act, at their request. The numbering is assigned under the Ordinance of the Minister of Administration and Digitization of 19 March 2014 on detailed requirements for the numbering management in public telecommunications networks (OJ of 2014, item 471).

The request contents

The request for numbering assignment should specify the name and address of an entity. In the case of an entity located outside Poland the request should indicate an authorised person for deliveries in Poland. Failure to indicate an authorised person results in the correspondence being left in the case files and considered as delivered. The request should list:

- the type of numbering (e.g. subscriber numbering for a fixed network),
- the amount of numbers (e.g. for geographic numbers this is a block of 1000 number of its multiplication),
- a numbering zone (for geographic numbers, signalling points and numbers of subscriber special services),
- a numbering zone and location of a serving exchange for a subscriber with a ported number (for routing numbers to port geographic numbers).
- an area, according to numbering zone areas, in which the requesting party will use the numbering

The request should be signed by an applicant (applicants) in accordance with the representation indicated in the Register of business entities of the National Court Register or in accordance with entry to the Central Register and Information on Business Activities. In the case of a civil partnerships the request should be signed by all partners, unless the partnership agreement provides for a different way of representation (in this case a copy of the partnership agreement should be attached).

The request may be also signed by an authorised person, however if the requesting party acts via its authorised person the request should include an authorisation or its copy authenticated by a notary or the party's authorised person who is an attorney, legal adviser, patent attorney or tax adviser acting in the case (the certification should include the date and place where it

was drawn up), the authorisation in accordance with Article 33 § 3 of the Code of Administrative Proceedings may be submitted to the case files as: an original, an officially certified copy by a notary (consul) or a copy certified by an authorised person who is an attorney, legal adviser, patent attorney or tax adviser acting in the case. The stamp duty payment on submitting a document that confirms an authorisation or commercial representation equals to PLN 17 (in words: seventeen PLN).

The stamp duty should be paid at the cash office of Urząd Miasta Stołecznego Warszawa Dzielnicy Wola:

Al. Solidarności 90, 01-003 Warszawa

or by transfer to:

Urząd Miasta Stołecznego Warszawy Dzielnicy Wola
Bank Handlowy w Warszawie S.A.
54 1030 1508 0000 0005 5003 6045

The request should be submitted in the UKE Main Chancellery or sent by post to:

Urząd Komunikacji Elektronicznej
ul. Kasprzaka 18/20
01-211 Warszawa

Numbering with a particular designation is assigned within the time limit not longer than 3 weeks of the request submission.

Consultations and tender for numbering

If more than one request to assign the same numbering has been filed, the President of UKE assigns numbering:

- 1) having conducted consultation proceedings,
- 2) by way of the tender procedure, if consultations have led to the conclusion that it is necessary to hold such a procedure,

- within a time limit not longer than 6 weeks of filing the original request. (Article 126 (2) and (3) of the Telecommunications Act).

Numbering assignment without stamp duty

The issuance of a numbering decision is not subject to stamp duty. Decisions of the President of UKE on numbering assignments should be treated as decisions issued by the President of UKE within its tasks related to telecommunications, which according to paragraph 53 point 4) Part I of the Annex to the Act of 16 November 2006 on stamp duty (consolidated text in the OJ of 2012 item 1282 as amended) are exempt from stamp duty payment.

Charges for the right to use numbering

In accordance with the provisions of Article 184 of the Telecommunications Act an entity that has received the right to use numbering resources in a numbering assignment shall pay annual fees for the right to use numbering resources. The Ordinance of the Minister of Administration and Digitization of 18 December 2013 on the level, time limits and ways to pay charges for the right to use numbering resources issued on the basis of this Article clarifies the payment issues in detail (OJ of 2013 item 1697).

Under the Annex to this Ordinance the amount of (annual) charges for the right to use particular numbering resources are the following:

Charges for:	Amount of the charge in PLN
1) subscriber number in:	
a) a public fixed telephone network	0.32
b) a public mobile telephone network	0.32
2) AB indicator of the telecommunications network granted to an entity performing telecommunications activities:	
a) AB=26	6,000
b) AB=47	6,000
c) AB=64	1,800
3) a public land mobile telephone network indicator (PLMN):	
a) 2-digit	1,790,000
b) 3-digit	179,000
c) 4-digit	17,900
d) 5-digit	1,790
4) network access code (Polish: NDS):	
a) 4-digit	60,000
b) 5-digit	6,000
5) HESC 118CDU number	60,000
6) IT network access code (Polish: NDSI)	550
7) area number for special subscriber services for each numbering area where this number can be used - 5-digit number	550
8) national intelligent network number (NDIN)	3

9) DNIC + PNIC number in a packet switched data network:	
a) 4 digits	36,000
b) 5 digits	3,600
c) 6 digits	360
d) 7 digits	37
e) 8 digits	4
10) signalling point number:	
a) international ISPC	12,000
b) national NSPC	1.200
11) closed user group (CUG) for every eight CUG numbers	55
12) mobile network code (MNC)	1,200
13) ATM network code	1,200
14) routing number (NR NP):	
a) to handle the porting of non-geographic numbers	1,000
b) to handle the porting of geographic numbers	100

Annual fees in the amount referred to in the above table cover the whole calendar year.

If the entity in a given calendar year has the right to use numbering resources for a period shorter than a calendar year, it shall pay an annual fee (*except for cases in which a numbering assignment was withdrawn or its range has changed for reasons specified in Article 126 (10) points 2-4 of the Telecommunications Act of 16 July 2004 where the entity shall pay an annual fee as indicated in the table above*) in the amount corresponding to 1/12 of the annual fee specified in the Annex to the Ordinance for each calendar month commenced in which the entity had the right to use numbering.

For example, if an entity has acquired the right to use 1000 subscriber numbers in a fixed/mobile public telephone network starting from 5 July of a given year (delivery date of a decision on numbering assignment), the annual fee for numbering will amount to $1000 * 0.32 * 6/12 = 160$ PLN

The annual fee shall be paid once for the whole year, by 30 June of the year for which it is due. The annual fee may be paid by half-year instalments equal to 1/2 of the annual fee by 30 June and 30 November of the year for which it is due. For the rights obtained after 30 June of a given year, the annual fee shall be paid by 30 November of the year for which the fee is due. For the rights obtained after 30 November of a given year, the annual fee shall be paid by 31 December of the year for which the fee is due.

The annual fee shall be paid to the bank account of the Office of Electronic Communications:

*Urząd Komunikacji Elektroniczej
ul. Kasprzaka 18/20*

01-211 Warszawa

Narodowy Bank Polski Oddział w Warszawie
75101010100060442231000000

Upon payment of the fee the entity shall indicate the title and period for which the fee is due. The amount of a due fee can be verified in the UKE's Finance and Budget Bureau.