

# 0180 guidance notes

- Notes on how to complete the application form for 0180 numbers -  
7 September 2012

## 1. General

- 1 Applications should be faxed to the number given below, where possible.
- 2 Applications will not be considered as complete until the signed application has been received by the Bundesnetzagentur (see address below). This also applies to online applications which should be submitted via the Internet and then printed out, signed and either faxed, posted or handed in to the Bundesnetzagentur. Hand-written changes, comments or additions on the printout cannot be accepted.
- 3 All applications will be machine-read and should therefore preferably be completed electronically. Applicants can download the form from the Internet and complete it on their computers. If this is not possible, applicants should write clearly in block capitals using black ink.
- 4 If an application is incomplete, the applicant will be given a deadline to complete the application. If the application is not completed within the time given, the application will be rejected and a fee charged. Applications from applicants headquartered abroad without details of an authorised recipient with an address for summons in Germany will be considered as incomplete.
- 5 Applications will be processed in order of receipt; relevant in determining this is the time at which the Bundesnetzagentur receives the complete application.

### Please note:

There is no special application form for customers of a service provider requesting assignment of a number assigned to the service provider [cf 5.5. of the Numbering plan for 0180 medium-rate numbers of 8 August 2012]. Please mark such applications accordingly by writing "**Antrag nach Punkt 5.5 des Nummernplans**" near the Bundesnetzagentur's logo at the top left-hand corner. Applications without the required supporting documents will be considered as incomplete (cf no 4 above).

## 2. Notes on completing the application form

### 2.1 Applicant details (lines 1–9)

- 1 Please enter the applicant's full name and address and indicate the title ("**Herr/Frau/Firma**").
- 2 Applicants must provide proof of identity as follows:
  - natural persons must provide a copy of their identity card, passport or similar official identity document;
  - legal entities and partnerships must provide an extract from the commercial register or, if not available, other proof of identity (eg extract from the official register of societies and associations, business registration);
  - officially registered civil law companies (GmbHs) must provide their official registration; if a civil law company is not officially registered, the company's managing partners must each provide a copy of their official identity document.
- 3 Please enter the company name as officially registered, eg in the commercial register, against "**Name (Firma)**". Further details, eg department, should be entered against "**Vorname (weiter Firma)**".
- 4 Applicants must give a serviceable address (address for summons) in Germany (residential or business address; legal entities must also provide details of their legal representative(s)).
- 5 Please enter the internationally standardised country abbreviation (eg D for Germany).
- 6 Please provide an email address, telephone and fax numbers and the name of a contact person in case of queries.

**Please note:**

If you are completing the application form online, not all the email details ("**e-mail-Adresse**") or the company's contact details ("**Ansprechpartner Vorname/Name**") may appear on the PDF form as the information may be too long for the space available. However, all the details entered online will be registered and stored on the database.

**2.2 Legal representative(s) (address for summons; lines 25–40)**

- 1 A valid address for summons in Germany must be given in all 0180 number applications. Applicants with headquarters in another country must provide details of an authorised recipient with an address for summons in Germany. Each applicant may specify one address for summons and one authorised recipient only. If more than one address and/or authorised recipient is specified, the first address and/or the first recipient specified in the last complete application received will apply.
- 2 The address for summons must include the following: name, street, house/flat number, postcode and town. The provider's business headquarters must be specified in all cases.
- 3 In the case of businesspeople, please give the first and last names as well as the name of the company; in the case of other persons please give the first and last names; in the case of partnerships (OHGs, KGs, GmbH&Co.KGs) and limited companies (GmbHs, AGs) please give the name of the company and the authorised representative(s).
- 4 In the case of civil law companies, please provide details of the company's partners (please use a separate sheet of paper should you require additional space).

**2.3 0180 number details (lines 10–14)**

- 1 Applicants may specify a preferred choice of number ("**Wunschrufnummer**") and up to four alternatives ("**Ersatzwunsch**") only. Each subscriber number must have six digits. Shorter and longer subscriber numbers cannot be considered.  
The six-digit subscriber number must be preceded by a rate indicator ("**Tarifkennung**") to be chosen by the applicant (1, 2, 3, 4, 5, 6 or 7). Each application can therefore only specify numbers with the same rate indicator.
- 2 Applicants may put a cross in the "any number" ("**beliebige Rufnummer**") box as well as or instead of requesting specific numbers.  
Please put a cross in the "any number" box as well even where a preferred choice of number and possibly alternatives are given to ensure that a number is assigned in any case and that your application is not rejected and a fee charged. If you put a cross in the "any number" box and specify a choice of number, and if you are not assigned a number of your choice, the rate indicator chosen will be taken for the number assigned. If you put a cross in the "any number" box only, the rate indicator will be 1.  
If you do not specify a choice of number, you must put a cross in the "any number" box.
- 3 You should provide clear documentary evidence supporting any priorities ("**Bevorrechtigung**") claimed in your application. If you fail to do so or if the documents do not provide clear evidence, your application will be treated as one without a priority.  
The documents must be submitted together with your application; otherwise it might not be possible to identify the application to which the documents belong or to consider the documents. If you fax your application, the supporting documents must be faxed together with the application (eg pages 1 and 2: application; pages 3–5: accompanying documents). If you are faxing more than one application, please make sure that each application (together with any accompanying documents) is sent as a separate fax. If you post your application, please make sure that each set of documents is attached directly to the relevant application.
- 4 The date requested for the assignment to become effective ("**wirksam ab**") may be no more than 90 days after the date of receipt of the application. If you do not request a date, the assignment will become effective on the date it is made.
- 5 If you request a recovered number, please note the regulations in the Communication "How to apply for 0180 medium-rate numbers" (cf section 3.2 in conjunction with 7b)) of 8 August 2012. Particular attention is drawn to the fact that an application for a recovered number not available for reassignment

at the time of application (see electronic list for availability dates) can only be considered if the number is specified as the preferred choice of number (numbers given as alternative choices and not available for reassignment at the time of application will not be considered).

#### 2.4 Authorised recipient (lines 15–18)

This section must be completed if the applicant's headquarters are not in Germany. The authorised recipient specified must have a serviceable address (address for summons) in Germany. If a valid address is not provided, the application will be considered as incomplete. It is not permitted to use a PO box address.

#### 2.5 Invoicing details (lines 19–22)

Please complete this section if the address to which the fees invoice is to be sent is not that of the authorised recipient or the applicant. The fees invoice for applicants abroad will be sent to the authorised recipient unless other invoicing details are provided. The address given must be a serviceable address (address for summons) in Germany. It is not permitted to use a PO box address.

#### 2.6 Lines 23 and 24

- 1 Please specify an internal reference ("**Ihr Zeichen**") to facilitate identification of our correspondence.
- 2 A claim to a priority can only be accepted if the supporting documents are submitted together with the application. If you fail to do this, your application will be treated as one without a priority. If you submit supporting documents at a later date without a written request from the Bundesnetzagentur, it might not be possible to identify the application to which the documents belong or to consider the documents.
- 3 Applications can only be considered if they are signed.
- 4 The application date ("**Antragsdatum**") is not compulsory but will be used as a search criterion in filing.

### 3. Address for applications

Applications should be sent to the following address:

**Bundesnetzagentur  
Dienstleistungszentrum 22 Nürnberg  
Standort Fulda  
Marquardstr. 27-29  
36039 Fulda  
Germany**

or

**Fax: +49 (0)180 3 11 0900 (landlines 9 ct/min; mobiles max 42 ct/min).**

Applications should be sent by fax, where possible.

Applications can be handed in personally at the above address on working days from 8.00 to 16.15 on Mondays to Thursdays and from 8.00 to 15.00 on Fridays.