



INTERNATIONAL TELECOMMUNICATION UNION

**CCITT**

**D.197**

THE INTERNATIONAL  
TELEGRAPH AND TELEPHONE  
CONSULTATIVE COMMITTEE

**GENERAL TARIFF PRINCIPLES  
CHARGING AND ACCOUNTING IN  
INTERNATIONAL TELECOMMUNICATIONS  
SERVICES**

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

**Recommendation D.197**

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Geneva, 1991

## FOREWORD

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

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

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

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### CCITT NOTE

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

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## **Recommendation D.197**

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

#### **1 Considering**

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

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

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

#### **2 Principles of notification**

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

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

#### **2.3 Change of status and address(es)**

The following information should be supplied, where appropriate:

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



The former address for accounting rate correspondence was:

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

The new address for accounting rate correspondence will be:

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

*Banking details:*

These details remain unchanged:

Bank transfer to ZMA Bank  
Account Number 123456789HFG