

Instructions for the reporting of Puerto Rico Telecommunications Services (TRB 200 M Form)

The data in this Worksheet will be used to assess the state of the telecommunications market in Puerto Rico. Only information related to services originating and terminating within the Commonwealth of Puerto Rico are to be reported.

I. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS

- A. The Telecommunications Regulatory Board of Puerto Rico approved an Administrative Order on May 1, 2002 adopting rules requiring telecommunications carriers providing service within the Commonwealth of Puerto Rico, for a fee, to file TRB 200 Form. This report will be filed monthly starting with the reporting month of July 2009. The due date for this report will be 31 of August 2009, and subsequently, 30 days after the closing of the reported month.

The collection of this data will only be used for statistical purposes in order to gauge the state of the telecommunications industry in Puerto Rico. Consolidated information will be made able to all interested parties for reference purposes.

- B. Who must file

All providers of telecommunications services originating and terminating, within the island of Puerto Rico, including all of its seventy-eight (78) municipalities.

For purposes of determining whether an entity provides intraisland telecommunications, please note that the term “telecommunications” means the transmission, between or among points on the island of Puerto Rico specified by the user, of information of the user’s choosing, without change in the form or content of the information as sent and received.

Note: If your company has not commenced or has not generated revenue during the period required, you must file Page1 of the TRB200M form, with a letter to Board specifying the reasons why you have not commenced operations.

- C. Filing by Legal Entity

Each legal entity that provides intraisland telecommunications for a fee, including each affiliate or subsidiary of an entity, must complete and file separately a copy of TRB Form 200.

- D. When and Where to File

When to file.

FILING SCHEDULE

Filing Date	Reported Month	Reported Period	Form to be Filed
30 days after reported month	Reported Month	Complete monthly period Examples: <ul style="list-style-type: none"> • January 1 through January 31 • February 1 through February 28 	TRB 200 M

Where to file. Telecommunications Regulatory Board of Puerto Rico
 Form TRB 200 Filings
 500 Ave. Roberto H. Todd (Pda 18- Santurce)
 San Juan, PR 00907-3941

E. Rounding of Numbers and Negative Numbers

All information provided in the Worksheet should be neatly printed in ink or typed. Please provide an original officer signature in ink on Line 301.

F. Obligation to file revisions. Line (305) provides check boxes to show whether the Worksheet is the original filing or a revised filing for the year. A filing company must file a revised worksheet if it discovers an error in the data that it reports for the year.

G. Compliance

Companies failing to file the PR Telecommunications Reporting Worksheet may be subject to sanctions as deemed necessary by the Board on a case by case basis.

II. Specific Instructions

Block 1: Company Identification

Line (100) – provide the certification number given by the Board to operate in Puerto Rico.

Line (101) - enter the Legal Name of the filer

Line (102) - provide the principal name under which the company conducts telecommunications activities. This would typically be the name that appears on customer bills or the name used when service representatives answer customer inquiries.

Line (103) – check the box that best describes the principal telecommunications activity of the filer. The following categories are provided to assist filers in the selection of the category that best describes their offerings.

CATEGORY DEFINITIONS:

Incumbent LEC (ILEC)	Provides local exchange service.
CAP/CLEC	(Competitive Access Provider / Competitive Local Exchange Carrier) Competes with ILECs to provide local exchange services or telecommunications services that link customers with interexchange facilities, local exchange networks, or other customers.
IXC	(Interexchange Carrier) Provides long distance telecommunications services substantially through switches or circuits that it owns or leases. Facilities-based carrier.
Cellular/PCS/SMR Home Phone	(Cellular, Personal Communications Service, Home Phone and Specialized Mobile Radio service providers) Primarily provides wireless telecommunications services (wireless telephony). This category includes the provision of wireless telephony by resale. An SMR would select this category if it primarily provided wireless telephony rather than dispatch or other mobile services.
OSP	(Operator Service Provider) Companies other than ILECs that provide services to customers needing the assistance of an operator to complete away from home calls or calls needing alternate billing arrangements such as collect calling. These companies typically employ operators as well as credit and cash card technologies to complete calls.
Toll Reseller	Provides long distance telecommunications services primarily by reselling the long distance telecommunications services of other carriers.
Local Reseller	Provides local exchange or fixed telecommunications services by reselling services of other carriers.
Prepaid Card	Provides prepaid calling card services by selling prepaid calling cards to the public or to retailers. Prepaid card providers typically resell the toll service of other carriers and determine the price of the service by setting the price of the card and controlling the number of minutes that the card can be used for.
Payphone Service Provider (PSP)	Provides customers access to telephone networks through pay telephone

	equipment, special teleconference rooms, etc. Payphone service providers are also referred to as pay telephone aggregators.
Paging & Messaging	Provides wireless paging or wireless messaging services. This category includes the provision of paging and messaging services by resale.

Line (104) – provide the name of the management company, if filer is managed by an entity other than itself.

Line (105) – enter the complete mailing address of the corporate headquarters of the reporting entity.

Block 2: Contact Information

Line (201-203) - should contain the name, telephone number, fax number and email address of the person who filled out the TRB Form 200. This should be the person who can provide clarifications, additional information and, if necessary, who could serve as the first point of contact in the event that the Board should choose to verify the information provided in this worksheet.

Block 3: Certification Information

Line (301) – an officer of the company must examine the data provided in the worksheet and certify that the information provided therein is accurate. This line is provided for the signature of the officer.

Line (302) – should contain the printed name of the officer.

Line (303) – should describe the position of the officer.

Line (304) – should contain the date the certification was signed.

Line (305) – mark as appropriate whether this filing is the original or a revised filing.

Block 4: Technology and Speed

General Instructions of Internet Access: Required to be submitted by all companies offering telecommunications services in Puerto Rico and Cable TV, which provide this service on retail, wholesale, and/or on a re-seller basis of internet access.

Legal Name of the filer

Subscribers of Dial-Up Service: include the amount of consumer (residential) and business subscribers which are using this type of internet access.

Broadband Access:

- a. **Type of Access Technology:** Each company must specify the type of access technology offered for broadband access. In the case that a company offers more than one type of broadband access, it must be specified as well.
- b. **Amount of Customers by connection speed:** It is required a list of customers distributed by the contracted broadband connection speed to the internet. All of these speeds are in kilobits per second (Kbps) and represent the download stream of the connection. If the company offers other speeds or higher data rates not specified herein, please include them in the “Other” category in kilobits per second (Kbps) or megabits per second (Mbps).
- c. **Internet Telephony Service (Voice over Internet Protocol - VoIP):** The companies that provide telephony services through the internet, better known as Voice over Internet Protocol (VoIP), being as a complement or replacement of the traditional POTS service, must specify the amount of subscribers contracted for this service at a consumer (residential) or business level.

- d. **Amount of Wireless (Wi-Fi) Access Points or “Hot Spots”:** The companies that provide wireless broadband internet access through Wi-Fi access points or “Hot Spots” must specify the amount of these spots and categorize them as requested.
- e. **Amount of Wireless (Wi-MAX) Access Points:** The companies that provide metropolitan area connectivity for fixed wireless access at broadband speeds. Must specify the amount of these spots and categorize them as requested.
- f. **Internet Service Providers (ISPs’) as Business or Wholesale Customers:**
 - 1) **Amount of Customers:** The companies must specify how many ISPs’ it has as business or wholesale customers which are able to offer ISPS services to the end users.
 - 2) **Amount of Inter-connection Facilities:** Please specify the type of inter-connection facilities contracted by the ISPs’ with the telecommunication and cable TV. companies. In the case that the facilities contracted are not listed, please specify these in the “Other” category and include the type and amount of these.

Block 5: Broadband Subscribers by Municipality

Lines 1-78 – Indicate the total number of subscribers by type of technology in each Municipality (City).

Block 6: Total Subscribers

Please enter the total number of subscriber by service.

– Local Wireline Service, enter total residential subscribers on line (a) and total business subscribers on line (b).

– Intraisland Wireline Service, enter total residential subscribers on line (a) and total business subscribers on line (b).

– Cellular/PCS, enter total number of contract (with billing arrangement) subscribers on line (a), total number of prepaid subscribers on line (b), and total number of postpaid (with no contract but with billing arrangement) subscribers on line (c).

– Paging & Messaging, enter total number of residential subscribers on line (a) and total number of business subscribers on line (b).

- Internet, enter total number of residential internet customers on line (a) and total number of business customers on line (b).

Block 7: Total Employees

– Indicate the total number of regular employees on line (a) and the total number of temporary employees on line (b). Please indicate if service provided is Wireline, Television by Cable ,Wireless, Satellite or Optic Fiber.

Block 8: Access Lines

(a-c) - Enter total number of access lines by type of customer, originated by company’s Switch, on column (A) and the access lines originated by other company’s Switch, on Column (B).

(d) – Enter sum of lines (a-c).

(e) – Enter total number of Special Access (Non-Switched) lines.

(f) – Enter sum of lines (d and e).