

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

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 twice a year. The first filing for the reporting year 2013 will be for the period January-June (use “TRB 200-S”) and the second filing for the year 2013 will be for January-December. (use TRB 200-A)

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 available 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 present Page 1 of the TRB 200 report and 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	REPORTING YEAR	REPORTING PERIOD	FORM TO FILE
September 30, 2013	2013	January 1 through June 30	TRB 200-S
March 31, 2014	2013	January 1 through December 31	TRB 200-A

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.

Dollar Amounts. Reported revenue must be rounded to the nearest dollar. Regardless of rounding, all dollar amounts must be reported in whole dollars. Please enter \$0 in any line for which the company had no revenue for the period.

Negative Numbers. Carriers are directed to provide billed revenue without subtracting any expenses, allowances for uncollectibles or settlement payments and without making out of period adjustments. Therefore, do not enter negative numbers on the form.

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 & Block 5: Revenue from Service Provided for Resale and Revenue from Service Provided to End-User

Revenue on this worksheet is to be reported from two broad categories (1) Revenue from Service provided for Resale (Block 4): and (2) Revenue from Service provided to End-User (Block 5).

Should include Gross Revenue for local and in-land telecommunications services. Gross revenue consists of total revenue billed to customers during the filing period with no allowance for uncollectibles, settlements, or out-of-period adjustments.

All filers should report revenue based on the following descriptions.

Fixed Local Service revenue categories

Lines (402-407, 502-507)

Line (402) - Revenue for local services provided to carriers should be divided between Lines (402a) – provided as unbundled network elements and Line (402b) – provided under tariffs or arrangements other than unbundled network elements. Line (402a) should include Presubscribed Interexchange Carrier Charge (PICC) charges (if any) levied on carriers.

Line (502) – Enter any charge included on the customer bill and represented to recover or collect contributions to the Local Puerto Rico Universal Service Fund.

Line (403.1) – Per minute-minute charges for originating or terminating calls should be divided between Lines (403.1a) -- provided under in-land access tariffs and Line (403.1b) -- provided as unbundled network elements or other contract arrangement. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (403.2) - Local revenue provided to other contributors for resale as interconnected VOIP.

Line (503.1) – Monthly service, local calling, connection charges, vertical features, and other local exchange services should include the basic local service revenue (billed to end-users) except for local private line revenue, access revenue, and revenue from providing mobile or cellular services.

Line (503.2) – VOIP Interconnection offered in conjunction with a broadband connection.

Line (503.2) – VOIP Interconnection offered independent of a broadband connection.

Line (504) – This line should include charges to end users specified in access tariffs, such as tariffed subscriber line charges and PICC charges levied by a local exchange carrier on customers that are not presubscribed to an interexchange carrier (i.e., a no-PIC customer). Companies that do not have subscriber line charge tariffs on file with the Board should report \$0 on Line (504).

Line (404) and Line (505) – Local private line and special access service should include revenue from providing local services that involve dedicated circuits, private switching arrangements, and/or predefined transmission paths. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (405) and Line (506) – Line (405) should include revenue received from carriers as payphone compensation for originating toll calls. Line (506) should include revenue received from customers paid directly to the payphone service provider. This line will primarily consist of revenue from coin sent paid traffic. Do not deduct commission payments to premises owners.

Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (406) and Line (507) – Other local telecommunications service revenue should include other revenue not included in any of the other local service revenue categories. Should exclude enhanced services; billing and collection; customer premises equipment sale, lease or insurance; published directory revenue; internet service provider charges and any non-telecommunications revenue. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (407) Universal service support revenue should include all amounts received from the PR Local Universal Service Fund. This line should include as revenue Lifeline Assistance reimbursement for the waived portion of subscriber line or presubscribed interexchange carrier charges or credits for subsidized services provided to schools, libraries, and rural health care providers. Should also include amounts received as cash as well as amounts received as credit against contribution obligations. Line (407) should not include any amounts charged to customers to recover universal service.

Mobile Service revenue categories

Lines (408-409, 508-516)

Mobile services are wireless communications between mobile wireless equipment, such as cellular phones or pagers and other points.

Line (408) and Line (409) – should be used for all Mobile service provided to resellers.

Line (508) – Enter monthly Cellular/PCS contract and activation charges

Line (509) – Enter Cellular/PCS prepaid service and activation charges. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (510) – Enter Cellular/PCS message charges including any roaming charges assessed for calls placed out of customers’ home areas but excluding toll charges. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (511) – Enter Cellular/PCS equipment charges

Line (512) – Enter Cellular/PCS Toll charges to mobile customers for communications services outside of their mobile service area. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (513) – Enter Paging & messaging monthly service charges

Line (514) – Enter Paging & Messaging monthly equipment charges

Line (515) – Enter other mobile service revenue derived from providing service directly to the public. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Intraisland Toll Service revenue categories

Lines (410-414, 516.1-521)

Intraisland Toll services are telecommunications services that enable customers to communicate outside of the local exchange calling area within the island of Puerto Rico.

Lines (410.1,516) – Should include intraisland ordinary message telephone service (MTS) includes ordinary long distance calls within the island of Puerto Rico including flat monthly charges, such as account maintenance charges, PICC pass-through charges and monthly minimums, billed to customers. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (410.2) VOIP Interconnection Long Distance revenue.

Line (516.2) All interconnected VOIP long distance, including but not limited to itemized toll.

Lines (411, 517) – Operator and toll calls with alternative billing arrangements should include all calling card or credit card calls, person-to-person calls, and calls with alternative billing arrangements such as third number billing, and collect calls. These lines should include revenue from all calls placed from all coin and coinless, public and semi-public, accommodation and prison telephones; except that calls that are paid for via pre-paid calling cards should be included in Line (520) and calls paid for by coins deposited in the phone should be included in Line (506). Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Lines (412, 518) – Long distance private line services should include revenue from dedicated circuits, private switching arrangements, and/or predefined transmission paths, extending beyond the basic service area. This category should include revenue from the resale of special access services. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Lines (413, 519) – Satellite service revenue from providing space segment service and earth station up-link capacity used for providing telecommunications or telecommunications services via satellite. Revenue derived from the lease of bare transponder capacity should not be included in Lines (413) and (519). Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (520) – Prepaid Calling Card revenue should include revenue from pre-paid calling cards provided either to customers or to retail establishments. Gross billed revenue should represent the amounts actually paid by customers and not the amounts paid by distributors or retailers, and should not be reduced or adjusted for discounts provided to distributors or retail establishments. All pre-paid card revenue is classified as end-user revenue. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Lines (414, 521) – All Other long distance intraisland services not provided for elsewhere. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Other Service revenue categories

Lines (502, 522-527)

Line (502) – Itemized charges levied by the reporting entity in order to recover contributions to state universal service support mechanisms should be classified as end-user billed revenue and should be reported on this line. Any charge that is identified on a bill as recovering contributions to the universal service support mechanisms must be shown on Line (502).

Enhanced Services

Lines (522-527)

Line (522) – Enter inside wiring maintenance revenue

Line (523) – Billing and Collection includes revenue derived from the provision of in-aisland billing and collection services to other telecommunications companies. This includes amounts charged for services such as message recording, billing, collection, billing analysis, and billing information services, whether rendered under tariff or contractual arrangements.

Line (524) – Enter customer premises equipment revenue.

Line (525) – Published Directory revenue is derived from the alphabetical and classified sections of directories. Includes fees paid by other entities for publishing rights, classified section revenue, sale of new directories, charges for alpha bold face listings, inserts, advertising, etc. and charges for unlisted non-published telephone numbers.

Line (526) – Enter Internet service provider charges. Any minutes that can be associated to this revenue source must be entered into the “Minutes Column” right alongside the total revenue dollars being reported.

Line (527) – Enter all non-telecommunications service revenue on the reporting entity’s books.

Block 6: Calls

Lines (602-603)

Should include the total number of telephone calls for wireline telecommunications services made during the reporting period.

Line (602) – enter the total number of local calls.

Line (603) – enter the total number of in-aisland calls.

Block 7: Paging & Messaging Services

Lines (701-702)

Should detail the monthly rates charged to subscribers for Paging and Messaging Services

Line (701) – enter the monthly service rates.

Line (702) – enter the monthly equipment rental rates.

Block 8: Total Subscribers

Lines (801-805)

Should include the total number of subscribers for each service outlined during the reporting period.

Line (801) – Local Wireline Service, enter total residential subscribers in Line (801a) and total business subscribers in Line (801b).

Line (802) – In-aisland Wireline Service, enter total residential subscribers in Line (802a) and total business subscribers in Line (802b).

Line (803) – Cellular/PCS, enter total number of contract subscribers in Line (803a) and total number of prepaid subscribers in (803b).

Line (804) – Paging & Messaging, enter total number of residential subscribers in (804a) and total number of business subscribers in (804b).

Line (805) - Internet, enter total number of residential internet customers in (805a) and total number of business customers in (805b).

Block 9: Access Lines

Lines (901-904)

Line (902) - Enter total intraisland access minutes of use for originating minutes in line (902a) and total terminating minutes in line (902b)

Lines 903 (a-c) - Enter total number of access lines by type of customer

Line 903 (d) – Enter sum of lines 903 (a-c).

Line 903 (e) – Enter total number of Special Access (Non-Switched) lines.

Line 903 (f) – Enter sum of lines 903 (d and e).

Line 904 (1-78) - Enter the total number of access lines for each municipio (town) in Puerto Rico.

Block 10: Statistical Highlights

Lines (1001-1003)

Line (1002) - Number of Regular Employees in (1002a) and Temporary Employees in (1002b).

Line (1003) - Total Investment

Line 1003a Land must include accounts 2110 and 2111 Land and Land Support Assets.

Line 1003b Building, Towers and Antennas, must include account 2121 Buildings, Towers and Antennas.

Line 1003c Switched Access Technology must include Accounts 2210 Central Office Switching (2211 Analog Electronic Switching + 2212 Digital Electronic Switching), 2215 Electro Mechanical Switching, 2220 Operator System, 2230 Central Office Transmission (2231 Radio Systems + 2232 Circuit Equipment), 2310 Information Origination/Termination (2311 Station Apparatus + 2341 Large Private Branch Exchanges + 2351 Public Telephone Terminal Equipment + 2362 Other Terminal Equipment)

Line 1003d Outside Plant must include Accounts 2321 Customer Premises Wiring, 2410 Cable and Wire Facilities (2411 Poles + 2421 Aerial Cable + 2422 Underground Cable + 2423 Buried Cable + 2424 Submarine Cable + 2425 Deep Sea Cable + 2426 Intra-building Network Cable + 2431 Aerial Wire + 2441 Condit Systems).

Line 1003e Other Investments (All other investments not included in categories above, as for example:

2112 Motor Vehicles, 2114 Special Purpose Vehicles, 2122 Furniture, 2123 Office Equipment, 2124 General Purpose Computers, 2003 Telecommunications Plant Under Construction –Short Term and 2004 Telecommunications Plant under Constructions – Long Term.

Line 1003f Total Enter the sum of lines 1003a thru 1003e.

Block 11: Internet Access

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.

Lines (1101-1103)

Lines (1101) – enter the Legal Name of the filer

Lines (1102) – Subscribers of Dial-Up Service: include the amount of consumer (residential) and business subscribers which are using this type of internet access.

Lines (1103) – 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.