

**ACIF - ASSISTING ORGANISATIONS IN MEETING THEIR CODE RESPONSIBILITIES**

The purpose of this checklist is to assist Code Participants in assessing their internal compliance programs when signing up and complying with an ACIF Code. This information does not in any way limit the obligations of Code Signatories under the ACIF Code Administration and Compliance Scheme or particular Industry Codes to which the checklist applies.

**COMPLIANCE CHECKLIST**  
**ACIF C554:2004 RIGHTS OF USE OF PREMIUM RATE**  
**SERVICE NUMBERS INDUSTRY CODE**  
**GENERAL CHECKLIST**

1. Is your organisation aware that by signing up to this code, you agree to abide by the ACIF Code Administration and Compliance Scheme?	Yes <input type="checkbox"/>
2. Does your organisation understand the requirements of the Code Administration and Compliance Scheme, including the potential for awarding a graduated scale of sanctions for breaches of Codes?	Yes <input type="checkbox"/>
3. Has your organisation had regard to the requirements under the Australian Standard AS 3806:1998 - Compliance Programs in implementing internal compliance systems as appropriate? For example: <ul style="list-style-type: none"><li>• does the organisation have clear policies supporting its commitment to comply with this Code and how this will be carried out?</li><li>• does the organisation have a system for identifying, recording and rectifying non-compliance with this Code?</li><li>• does the organisation have a visible and accessible complaints handling system to record complaints from a variety of sources?</li><li>• how often does the organisation review its compliance program to ensure its effectiveness?</li></ul> <p><i>(Further information regarding internal compliance programs is contained in ACIF's Code Administration and Compliance Operating Guidelines)</i></p>	Yes <input type="checkbox"/>  Yes <input type="checkbox"/>  Yes <input type="checkbox"/>  6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/>

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**CODE SPECIFIC CHECKLIST**

1. Is your organisation aware of, and able to fulfil the requirement to keep a record of any persons authorised to issue and recover numbers as set out in Section 6 of the Code?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>If you have ticked N/A then please provide a brief explanation of why these Clauses/Sub-Clauses are not applicable to your organisation.</b> _____ _____		
2. Is your organisation aware that, if it is a PRSP, it must keep a copy of ROU Records, as set out in Sections 7 and 9?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>If you have ticked N/A then please provide a brief explanation of why these Clauses/Sub-Clauses are not applicable to your organisation.</b> _____ _____		
3. Is your organisation aware that it must keep a copy of each executed Recovery Record as per Section 10 and any notices issued as per clauses 12.1.1 and 12.3?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>If you have ticked N/A then please provide a brief explanation of why these Clauses/Sub-Clauses are not applicable to your organisation.</b> _____ _____		
4. Is your organisation aware that if Movement Advice Form is confirmed, you must do all things necessary to give effect to the movement of the number in accordance with section 15?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
<b>If you have ticked N/A then please provide a brief explanation of why these Clauses/Sub-Clauses are not applicable to your organisation.</b> _____ _____		

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5. Does your organisation have policies and procedures in place to ensure that numbers are quarantined and issued after recovery in accordance with the Telecommunications Numbering Plan 1997?	Yes <input type="checkbox"/>	
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*Further information on planning and implementing effective internal compliance programs can be obtained by calling ACIF on 02 9959 9111.*