



**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

This checklist must be submitted with the Statement of Business Operations (SBO) and initial proposed tariff

Checklist for Registration/SBO and Tariff Filings

Use this checklist to indicate that the following information/documents have been provided in conjunction with filing **an initial** Registration/SBO and intrastate tariff.

All items must be responded to in order to expedite the handling of a filing. If a response is “No” or is not applicable, please explain.

A. Registration/Statement of Business Operations

Yes **No**

<input type="checkbox"/>	<input type="checkbox"/>	1. The Registration/Statement of Business Operations is complete, signed, and notarized, with all necessary attachments.
<input type="checkbox"/>	<input type="checkbox"/>	2. The description of the services in item 14 of the Registration/Statement of Business Operations is a clear, complete, but brief explanation of all services to be offered. The response does not refer the reader to the proposed tariff for a description of the proposed services.

B. Proposed Tariff

<input type="checkbox"/>	<input type="checkbox"/>	1. The proposed tariff is accompanied by a transmittal letter specifying the tariff number and specific pages being filed for consideration by the Department, including an explanation of the filing.
<input type="checkbox"/>	<input type="checkbox"/>	2. The original copy of the proposed tariff is on 8½ x 11, three-hole punched paper.
<input type="checkbox"/>	<input type="checkbox"/>	3. The appropriate filing fee of \$100.00 is included.
<input type="checkbox"/>	<input type="checkbox"/>	4. The <i>issue</i> date of the proposed tariff is the date on which it is expected that the Department will receive the filing.
<input type="checkbox"/>	<input type="checkbox"/>	5. The <i>effective</i> date of the proposed tariff is at least thirty (30) days after the date on which it is expected that the Department will receive the filing.

<input type="checkbox"/>	<input type="checkbox"/>	6. The proposed tariff contains the appropriate restrictive language if telecommunications services are being offered to only non-residential customers.
<input type="checkbox"/>	<input type="checkbox"/>	7. If residential service is to be offered: (a) the proposed tariff contains generic language stating that the company will comply with the Billing and Termination Rules in DPU 18448; or <input type="checkbox"/> <input type="checkbox"/> (b) the proposed tariff contains explicit billing and termination rules similar to those contained in DPU 18448, and the differences are clearly articulated in the tariff transmittal letter.
<input type="checkbox"/>	<input type="checkbox"/>	8. If non-residential service is to be offered, the proposed tariff states that if a non-residential customer is unable to resolve any dispute with the company, the customer can file a complaint with the Department. This proposed tariff also states that pursuant to its authority under M.G.L. c. 159, the Department has discretion whether to adjudicate complaints between non-residential customers and the company. <i>See</i> D.T.E. 02-86 (June 2, 2003).
<input type="checkbox"/>	<input type="checkbox"/>	9. The proposed tariff contains, at a minimum: a table of contents; sections containing definitions, technical terms, and abbreviations; general rules and regulations; a description of all services to be provided INCLUDING the marketing/advertising names of all tariffed services and products ; and applicable provisions for special pricing arrangements, promotional offerings, and surcharges.
<input type="checkbox"/>	<input type="checkbox"/>	10. The proposed tariff contains all applicable rate schedules for services to be offered. There are no minimum/maximum rates or range of rates in the proposed tariff. If a third party rate is being passed through to the customer, explanatory language is contained in the tariff.
<input type="checkbox"/>	<input type="checkbox"/>	11. There are no attorney's fees, court costs, or collection fees in the proposed tariff.
<input type="checkbox"/>	<input type="checkbox"/>	12. Security deposit requirements for residential customers do not exceed \$50.00.
<input type="checkbox"/>	<input type="checkbox"/>	13. The proposed tariff states that a written notice of discontinuance of service, with reasons specified, will be sent via First Class U.S. Mail fifteen (15) days prior to discontinuance, followed by a second written notice sent via First Class U.S. Mail five (5) days prior to discontinuance of service.

<input type="checkbox"/>	<input type="checkbox"/>	14. If operator services are to be offered from traffic aggregator locations, the consumer information label/tent card/place card is in conformance with the Department's Consumer Protection Policies outlined in the Statement of Business Operations, especially with respect to oral rate disclosure requirements issued by the Department effective July 1, 1998, adopted by the Federal Communications Commission. <i>See</i> DPU/DTE 97-88/97-18 Phase II (Apr. 17, 1998).
<input type="checkbox"/>	<input type="checkbox"/>	15. If providing inmate calling services (e.g., automated, collect-only, 0+, debit-card, outbound-only calling services to inmates of confinement facilities in Massachusetts) the proposed tariffed rates are at or below the rate caps established in Docket DTC 11-16, and the proposed oral rate disclosure requirements are consistent with the Department's April 17, 1998, decision in Docket DPU/DTE 97-88/97-18 (Phase II).
<input type="checkbox"/>	<input type="checkbox"/>	16. The proposed tariff states that all promotional service offerings will be filed with the Department for tariff approval. Promotions are not open-ended and have an ending date of within one year.
<input type="checkbox"/>	<input type="checkbox"/>	17. If offering Directory Assistance services to local exchange customers, the proposed tariff provisions conform to the applicable statutes and any previous Department rulings.
<input type="checkbox"/>	<input type="checkbox"/>	18. If offering local exchange services, the Statement of Business Operations and proposed tariff describe the service areas, including the exchanges and local calling areas.

Note: Generally, tariffs may not reference other carriers' tariffs, rules, regulations or rates. However, if Registrant is proposing to resell the local exchange services of a facilities-based carrier, Registrant's tariff may, if applicable, include a provision that the company is adopting the service area(s), exchange boundaries, and local calling areas of the facilities-based carrier.