

RULES OF PROCEDURES

Chapter 1 : General Rules

ARTICLE 1 - DEFINITIONS AND TYPE OF PROCEEDINGS

1.1 The terms and expressions defined in Article One of the Telecommunications Act, Article One of the Ordinance of the Saudi Communications Commission and Article One of the Telecommunication Bylaw, shall have the same meaning in these Rules of Procedure. In addition, the terms and expressions set out in these Rules of Procedure shall have the meanings assigned below:

- a) “ex parte” is used in these Rules to refer to a proceeding that is dealt with without notice to or participation by all registered parties or other interested persons;
- b) “proceeding” means any complaint, inquiry, review or other proceeding commenced by an application to the Commission or initiated by the Commission of its own motion;
- c) “rule-making proceeding” means a proceeding of the Commission to establish rules, guidelines or policies that will be applied by the Commission in the ongoing exercise of its powers under the Commission statutes.

1.2 There are four types of proceedings described in these Rules of Procedure:

- a) Rule-making Proceedings described in Chapter 2;
- b) Proceedings Relating to Certain Types of Licenses described in Chapter 3;
- c) Tariff Applications described in Chapter 4; and
- d) Other Applications described in Chapter 5

ARTICLE 2 - APPLICATION AND INTERPRETATION

2.1 These Rules of Procedure apply to all proceedings begun by, or brought before, the Commission, where the relevant procedures described in the Telecommunications Bylaw, or made pursuant to provisions of the Bylaw, do not outline a complete procedure. In those cases, these Rules of Procedure supplement procedures outlined in the Bylaw and, in cases of conflict, the procedures outlined in the Bylaw, or made by the Commission pursuant to specific provisions of the Bylaw, govern.

2.2 The Commission will give every proceeding an official Commission number.

2.3 These Rules of Procedure shall be fairly construed:

- a) To give effect to the statutory objectives of the Telecommunications Act and duties assigned to the Commission under the Commission statutes; and
- b) To assist all persons in obtaining a just, speedy and inexpensive disposition of every proceeding

2.4 At least once every 3 years after their enactment, the Commission may review these Rules of Procedure by way of a rule-making proceeding. The object of the review shall be to add new articles or change or eliminate provisions that are no longer required or that may be detrimental to the attainment of the objectives as set out in Article 2.3 of these Rules of Procedure.

2.5 Wherever these Rules of Procedure require something to be done in writing, it may be done by electronic transmission of written words.

2.6 Except as otherwise provided in the Telecommunications Act or the Telecommunications Bylaw, a document shall be deemed to have been sufficiently published by the Commission pursuant to these Rules of Procedure if it is:

- a) made available for inspection at the Commission's official location;
- b) Continuously posted and available to the public on the Commission's official web site; and
- c) Where the Commission considers it necessary in the circumstances, is also
 - i. Published in the Official Gazette; and
 - ii. A summary of it is published in one or more newspapers of wide circulation within the Kingdom

2.7 Wherever these Rules of Procedure refer to a document or electronic message that shall be delivered to the Commission's official electronic address or another person's electronic address, in the event that the electronic address is not operational, such document or message shall be deemed to have been sufficiently delivered if a paper copy has been delivered to the Commission's official location or that person's location for filing documents.

ARTICLE 3 - REGISTRATION PROCESS

3.1 Subject to Article 3.6 of these Rules of Procedure, in order to participate in a proceeding before the Commission, a person shall become a registered party under these Rules of Procedure.

3.2 A person shall become a registered party by filing a written letter of registration with the Commission or by sending an electronic message to the Commission's official electronic address, that includes the following information:

- a) The title of the proceeding and the number, if known, assigned by the Commission to the proceeding;
- b) The name of the person wishing to be registered and the person's interest in the proceeding;
- c) An electronic address where documents may be delivered to the person; and
- d) A location within the Kingdom where documents that are part of the proceeding, but which are not available in an electronic format, may be delivered to the person

3.3 Upon receiving the electronic message from a person according to Article 3.2 of these Rules of Procedure, at the Commission's official electronic address, the Commission shall designate that person as a registered party for purposes of the proceeding.

3.4 The Commission may decide that a person may participate as a registered party without providing an electronic address for delivery of documents, and determine any applicable rules for delivery of documents.

3.5 The Commission may publish a list of registered parties from time to time during a proceeding.

3.6 The Commission may decide that it is not necessary to become a registered party in order to make comments in a proceeding. In that case the Commission shall follow the procedure in Article 23 of these Rules of Procedure.

ARTICLE 4 - FILING OF DOCUMENTS WITH THE COMMISSION

4.1 A document shall be filed electronically with the Commission at the Commission's official electronic address, addressed to the Legal Department of the Commission. Documents that cannot be filed electronically shall be delivered by hand or by registered mail to the Commission's office in Riyadh.

4.2 The Commission shall give a person that files a written document with it a written acknowledgment that shows the date and time of receipt.

4.3 Where delivery of a document is required, the person who is required to make the delivery shall retain proof of delivery for 180 days and shall produce it if directed by the Commission within that time.

4.4 Documents filed electronically with the Commission shall be recorded with the date and time of receipt. Documents filed in paper format with the Commission shall be stamped on the first page to show date and time of receipt.

4.5 Until such time as electronic signatures are legally valid in the Kingdom, an original or faxed version of a signed document shall be filed with the Commission.

4.6 Signatures on faxed documents are presumed valid unless a person contests the validity of the signature in which case the Commission shall investigate and make a binding determination.

4.7 Once electronic signatures are legally valid in the Kingdom, a document containing an electronic signature may be filed with the Commission if it complies with the Kingdom's rules and regulations governing electronic signatures.

ARTICLE 5 - OFFICIAL LOCATIONS FOR FILING OF DOCUMENTS

5.1 The Commission's official electronic address for filing electronic documents is: filing@citic.gov.sa or another specific electronic address, which the Commission may assign for a proceeding.

5.2 The Commission's official postal address for filing paper documents is: Saudi Communications Commission, Legal Department, P.O. Box 75606, Riyadh 11588.

5.3 The Commission's official web site for posting Commission decisions and other official Commission publications is: www.citc.gov.sa.

5.4 Licensees shall maintain a single electronic address for delivery of electronic documents and a single location for delivery of paper documents. Licensees shall advise the Commission of these addresses and of changes to these addresses within 10 days of such changes. The Commission shall post a list of such addresses on its official web site.

ARTICLE 6 - FILING FEES

When a person files an application with the Commission (in these Rules of Procedure called the "applicant"), the applicant shall pay to the Commission the applicable fees, if any, for that type of application. Any such fees shall be published by the Commission in advance.

ARTICLE 7 - COMMISSION PROCEEDING NUMBER

The Commission shall assign each application a proceeding number, which shall be used to identify documents filed in the proceeding related to the application.

ARTICLE 8 - CONTENTS OF DOCUMENTS

Documents filed in a proceeding shall:

- a) State the title of the proceeding;
- b) State the proceeding number assigned by the Commission;
- c) State the date and title of the document being filed
- d) State any relief requested and the title and section of the statute or Bylaw under which it is made;
- e) State the facts upon which the person relies, and any other information that may assist the Commission in understanding the person's position;
- f) Divide the document into paragraphs, numbered consecutively;
- g) Include the name and electronic address of the person filing the document, to whom subsequent documents may be delivered. If the person does not have an electronic address, an alternative address shall be provided;
- h) Include documents that may be useful in explaining or supporting the person's position. This may include supporting studies and research undertaken by or on behalf of a person.

ARTICLE 9 - AMENDMENT OF DOCUMENTS

The Commission may, on terms that it concludes are reasonable in the circumstances:

- a) Make or allow amendments in a proceeding;

- b) Order matters that, in the written opinion of the Commission, may tend to prejudice, embarrass or delay a fair disposition of the proceeding on its merits, to be amended or struck out; and
- c) Order other amendments as may, in the written opinion of the Commission, be necessary for the purpose of determining the real questions in issue

ARTICLE 10 - DELIVERY OF DOCUMENTS

Documents shall be considered sufficiently delivered if:

- a) Where delivery is required to the Commission, they are delivered within the time required, at the Commission's official electronic address, provided any required delivery of paper documents has also been made at the Commission's official location within the time required;
- b) Where delivery is required to a licensee, they are delivered within the time required, to the licensee's electronic address, provided any required paper delivery has been made to the licensee's location in the Kingdom; and
- c) Where delivery is required to a person who is not a licensee but is a registered party, they are delivered within the time required, to that person's electronic address and any required paper delivery has been made by hand or by registered mail to the person's location within the Kingdom as specified in its registration

ARTICLE 11 - DESIGNATED CONFIDENTIAL INFORMATION

11.1 A person who submits any of the following types of information to the Commission during a proceeding or in response to a request or decision from the Commission, may designate it as confidential, provided that the information is not already in the public domain and provided that it is clearly marked "Confidential Information":

- a) Information that is a trade secret;
- b) Financial, commercial, scientific or technical information that is confidential and that is treated consistently in a confidential manner by the person who submitted it; or
- c) Information the disclosure of which could reasonably be expected:
 - i. To result in material financial loss or gain to any person,
 - ii. To prejudice the competitive position of any person, or
 - iii. To affect contractual or other negotiations of any person.

11.2 Where a person designates information as confidential and does not withdraw the designation, no person described in Article 11.3 of these Rules of Procedure shall knowingly disclose the information, or knowingly allow it to be disclosed

11.3 Article 11.2 of these Rules of Procedure applies to:

- a) Any person employed or retained by, the Commission. And
- b) Any person employed or retained in the public service of the Kingdom who comes into possession of designated confidential information while holding that office or

being so employed or retained, whether or not the person has ceased to hold that office or be so employed

11.4 Where designated confidential information is filed with the Commission:

- a) It shall be kept in a separate, secure environment within the Commission's official location; and
- b) Only those Commission personnel, including consultants, having a 'need to know' shall be granted access to the designated confidential information

11.5 Where a person is required to provide information of the type described in Article 11.1 of these Rules of Procedure to another person, the person providing the information may designate all or parts of it as confidential. After such designation, the person providing the designated confidential information may withhold all or parts of it from one or more of the persons to whom the designated confidential information is provided, or require a recipient to treat the designated confidential information as confidential by means of a non-disclosure agreement.

11.6 Where information is designated as confidential under Article 11.5 of these Rules of Procedure, an interested person may object to such designation by filing a written objection with the Commission within 5 days of the receipt of such designation or such longer time as the Commission may permit.

11.7 Notwithstanding any other provision in this Article, where information designated as confidential is submitted to the Commission, the Commission may, in a decision, order the disclosure of the information according to Article 11.8 of these Rules of Procedure.

11.8 The Commission shall decide to order disclosure after it has considered representations from interested persons, including the person who submitted the information:

- a) If the Commission concludes that the disclosure is in the public interest; and
- b) If the Commission concludes that the benefits of disclosure outweigh any harm to the person who submitted the information

ARTICLE 12 – MOTIONS

12.1 During a proceeding, motions by a registered party shall be in writing and shall be filed with the Commission and delivered to persons that the Commission directs. The motion shall clearly state the relief sought and shall include all material in support of that relief.

12.2 Except in emergencies, persons who receive a motion and whose interests may be affected by it shall have 5 days to file a response with the Commission.

12.3 The Commission shall only consider ex-parte motions where the applicant shows urgent necessity and the Commission concludes that the right of opposing persons is not substantially impaired. Notwithstanding this limitation, a person intending to make a motion

to the Commission may, prior to filing a motion, apply ex parte to the Commission for specific directions on procedure.

ARTICLE 13 - OTHER PROCEEDINGS

13.1 A person seeking permission to take an action, not otherwise covered by these Rules of Procedure, may file an application with the Commission setting out the nature of the relief sought, the jurisdiction of the Commission to grant the relief and the grounds for granting that relief. Where the application seeks relief against or otherwise involves the rights or duties of another person, the Commission may direct the applicant to deliver a copy of the application to that other person.

13.2 Within 14 days after the receipt of the application, the Commission shall issue a decision determining:

- a) Whether it has the jurisdiction to consider the application;
- b) Whether other persons should be provided with a copy of it and given an opportunity to submit comments; and
- c) What procedure should be followed to dispose of the application

ARTICLE 14 – GUIDELINES

14.1 The Commission may, for the purpose of providing practical guidance in respect of any matter within its jurisdiction to interested persons, issue guidelines that are suitable for that purpose.

14.2 The Commission may, before issuing guidelines, carry out consultations with the telecommunications industry and concerned persons and who the Commission believes may be directly affected by the operation of resulting guidelines. Guidelines shall be posted on the Commission’s official web site.

ARTICLE 15 - FURTHER INFORMATION

15.1 During a proceeding, the Commission may, from time to time, request any information or documents it considers relevant to the proceeding from a registered party.

15.2 A registered party shall provide the information or documents requested within the time specified by the Commission. Where it cannot provide the information as requested, the registered party shall immediately advise the Commission and state why the information is not available and what alternative information is available.

15.3 The Commission may accept alternative information and may reserve the right to require the registered party to provide the information as originally requested at a later date.

15.4 The Commission may take a registered party’s failure or unwillingness to provide requested information into account in reaching its decision in a proceeding.

ARTICLE 16 – DECISIONS

16.1 A proceeding before the Commission shall be decided by it on the basis of the information in the National Telecommunications Registry.

16.2 The Commission may obtain information in a proceeding in a variety of ways including:

- a) Documents filed in the National Telecommunications Registry;
- b) Documents in respect of which the Commission has granted a claim for confidentiality;
- c) Documents filed on an ex parte basis;
- d) Consultations that the Commission undertakes with persons who may or may not be registered parties to the proceeding, provided that
 - i. Detailed notes of consultations are taken by Commission personnel;
 - ii. Those notes are placed in the National Telecommunications Registry; and
 - iii. Registered parties to the proceeding are granted the opportunity to make submissions on the notes

16.3 Decisions of the Commission shall be signed by the Governor or his written nominee for that purpose. They shall be numbered in a manner selected by the Commission, that permits easy location and retrieval from the Commission's official web site. The Commission's Legal Department shall compile and maintain a record of decisions of the Commission, as part of the National Telecommunications Registry established under the Bylaw.

16.4 Decisions of the Commission shall be in writing, stating clearly the facts and the law upon which they are based. Where an application is denied, the decision shall include reasons for the denial.

16.5 Commission decisions shall be filed with the Commission's Legal Department, which shall immediately publish them in coordination with concerned departments in the commission.

16.6 During a proceeding, the Commission may, in a decision, grant or deny the relief sought in whole or in part, on an interim basis, based in the National Telecommunications Registry. An interim decision shall be issued without prejudice to the Commission's ability to issue a final decision, after completion of the proceeding. Where the Commission issues an interim decision, it may make its final decision effective from the date on which the interim decision came into effect.

16.7 The Commission shall normally render a decision on motions within 5 days after receipt of all documents and submissions relevant to the motion.

16.8 The Commission shall normally render a decision within 45 days from the date the documents filing is completed on any proceeding. Where this is impossible for workload or

other valid reasons, the Commission shall notify registered parties within that 45 days, indicating that the decision has been delayed.

16.9 In a decision, the Commission may grant other relief and impose terms or conditions, as it considers necessary to promote the objectives of the Commission statutes.

16.10 Decisions of the Commission shall take effect immediately upon their issuance. A registered party may file a motion for reconsideration or an appeal

ARTICLE 17 – RECONSIDERATION

17.1 A registered party adversely affected by a decision of the Commission may, within 15 days from the first publication of the decision on the Commission’s official web site, file a motion for reconsideration.

17.2 A motion for reconsideration shall set out why the registered party believes that there is substantial doubt about the correctness of the decision, together with all supporting information and documents required for the Commission to conduct a reconsideration. The Commission may send a copy of the motion and all documents filed with it within the same period (15 days) specified in article 17.1 to all registered parties.

17.3 Any other registered party in the proceeding may file a response to the motion for reconsideration. A response shall be filed with the Commission and the commission may send a copy of it to the registered party that filed the motion, within 10 days of receipt of the motion.

17.4 The registered party who filed the motion for reconsideration may, within 10 days of receipt of any response from another party pursuant to Article 17.3, file its reply.

ARTICLE 18 – TIME

18.1 In computing a period of time, the following rules of construction shall apply:

- a) The day on which time begins to run, is not included;
- b) The last day of the period is included, unless it is a Thursday, Friday, legal holiday or day when the Commission’s official location is closed. In that case, the period runs until the end of the next business day;
- c) When the time allowed is less than 7 days, intermediate Thursdays, Fridays and legal holidays are not included; and
- d) When the time is fixed by statute, the time shall be computed as provided in that statute

18.2 A document that is to be delivered to the Commission by a due date shall be delivered by 3:00 p.m. Riyadh time, on that date.

18.3 During a proceeding, the Commission may extend the time permitted for doing an act, provided that the time may not be extended for doing an act when that time is fixed by statute.

ARTICLE 19 - SPECIFYING PROCEDURE

During a proceeding, the Commission may:

- a) Issue directions on procedure, which shall govern the conduct of the proceeding and prevail over a provision of these Rules of Procedure that is inconsistent with those directions; or
- b) Dispense with, vary or supplement a provision of these Rules of Procedure, except when the provision is required by a Commission statute

ARTICLE 20 - STAY OF PROCEEDING

Where a registered party to a proceeding has not complied with a requirement of these Rules of Procedure or a Commission decision, the Commission may stay the proceeding until it is satisfied that the registered party has complied with the requirement, or take whatever other steps it considers reasonable in the circumstances.

ARTICLE 21 - FORM DOES NOT GOVERN

No proceeding may be defeated and no document shall be rejected, based only upon defect in form, provided that the substantive requirements of these Rules of Procedure have been complied with.

ARTICLE 22 - AMENDMENT OF THE RULES OF PROCEDURE

These Rules of Procedure shall only be amended by the issuance of a decree by the Governor. Prior to making any amendment to these Rules of Procedure, the Commission may issue a notice seeking comments of interested persons.

ARTICLE 23 - PUBLIC COMMENTS

23.1 The Commission may invite public comment with respect to any application or matter.

23.2 Where the Commission wishes to invite public comment, it shall publish details of the application or matter.

23.3 The details published under Article 23.2 of these Rules of Procedure will contain, at a minimum,

- a) The nature of the subject and the issues requiring comments;

- b) A statement of how a person can provide comments on the application and or matter; and
- c) The deadline for the comments

Chapter 2 : Rule-making Proceedings

ARTICLE 24 – NOTICE

24.1 The Commission shall commence rule-making proceedings by issuing a notice.

24.2 A notice shall normally contain the following information:

- a) The title of the proceeding and the proceeding number assigned to it;
- b) The nature and objectives of the rule-making proceeding;
- c) The deadline for a person to become a registered party; and
- d) If the Commission invites public comments pursuant to Article 23 of these Rules of Procedure, a statement of how and when persons that are not registered parties may make comments

24.3 A notice may also contain or have attached to it:

- a) A decision directing one or more licensees to become registered parties and to participate in the proceeding;
- b) A statement encouraging one or more persons who are not licensees, but who may have an interest in the outcome or information in their possession that would be of assistance to the Commission, to become registered parties and to participate in the proceeding;
- c) A list of questions to be answered or issues to be addressed by one or more persons who are required to or who wish to become registered parties, together with a deadline for the delivery of their answers; and
- d) Other documents or information that the Commission believes will be of assistance to registered parties in formulating their comments

ARTICLE 25 – COMMENTS

Registered parties in a proceeding that is commenced by notice are entitled to file comments with the Commission within the time set out in the notice and in accordance with these Rules of Procedure. The Commission may send a copy of these comments to the other registered parties and request them to file their replies within a period specified by the Commission.

ARTICLE 26 – REPLIES

The registered parties in a proceeding that is commenced by notice are entitled to file replies to the comments, submitted by other registered parties, which have been sent to them by the Commission. Replies shall be filed with the Commission within the specified period set out in the notice and in accordance with these Rules of Procedure.

Chapter 3 : Proceedings Relating to Certain Types of Licenses

ARTICLE 27 - NOTICE AND PROCEDURES

27.1 This Chapter applies to proceedings before the Commission relating to certain types of licenses, including:

- a) amendments, suspensions, revocations and re-assignments of numbering licenses until such time as the National Numbering Plan, or another numbering process document, containing procedural rules for number licenses is approved by the Commission;
- b) Amendments, suspensions, revocations, and re-assignments of equipment licenses;
- c) Applications by service providers under Article Twenty-five, paragraph One of the Act for approval of mergers;
- d) Applications by any person under Article Twenty-five, paragraph Two of the Act for approval of acquisitions of 5% or more of the shares or stocks of another service provider or a percentage that creates a dominant service provider;
- e) Applications for reassignment of individual telecommunications licenses other than a license for a fixed or mobile telephone service; and
- f) Applications for radio licenses

27.2 Where the proceeding relates to Article 27.1(a) of this Chapter (number licenses), unless the Commission otherwise decides, the following rules shall apply;

- a) Applications relating to numbering licenses shall be in writing;
- b) The Commission shall provide concerned parties with reasonable notice of any Commission proceeding to amend, suspend, revoke or reassign a numbering license and shall provide such concerned parties with a reasonable opportunity to comment; and
- c) The Commission may establish such other procedures as it deems appropriate, provided such procedures are consistent with other decisions or written directions of the Commission

27.3 Where the proceeding relates to Article 27.1 (b) of this Chapter (equipment licenses), unless the Commission otherwise decides, the following rules shall apply:

- a) Applications relating to equipment licenses shall be in writing;
- b) The Commission shall provide concerned parties with reasonable notice of any Commission proceeding to amend, suspend, or revoke an equipment license and shall provide such concerned parties with a reasonable opportunity to comment; and (c) The Commission may establish such other procedures as it deems appropriate, provided such procedures are consistent with other decisions or written directions of the Commission

27.4 Where the proceeding relate to Articles 27.1 (c), (d) or (e) of this Chapter (mergers, acquisitions and license reassignments) unless the Commission decides otherwise, the Commission shall commence proceedings by issuing a notice. In addition to any requirement

contained in these Rules of Procedure, a notice shall comply with any relevant requirements of the Telecommunications Bylaw.

27.5 A notice shall normally contain the following information:

- a) The title of the proceeding and the proceeding number assigned to it;
- b) The purpose of the proceeding;
- c) Where the proceeding relates to the possible re-assignment of one or more licenses or the merger of two or more service providers, the identity of the parties involved and the nature of the proposal; and
- d) Deadlines that all registered parties in the proceeding shall honour.

27.6 A notice may also contain:

- a) A list of questions to be answered or issues to be addressed by one or more registered parties, together with a deadline for the delivery of their answers to the Commission and to such other parties as the Commission directs; and
- b) Other documents or information that the Commission believes will be of assistance to registered parties in participating in the proceeding

27.7 Where the proceeding relates to Article 27.1 (f) of this Chapter (radio licenses), unless the Commission otherwise decides, the Commission shall issue radio licenses according to the Commission statutes and the Frequency Spectrum Management Procedures after they are approved.

Chapter 4 : Tariff Approval Applications

ARTICLE 28 - GENERAL APPLICATION

This Chapter applies to filings for approval of new or amended tariffs and tariff schedules by universal service providers and dominant service providers and other service providers that the Commission may require to file tariffs.

ARTICLE 29 - TARIFF APPLICATIONS

29.1 A service provider that is required to file tariffs shall apply for approval of new or amended tariffs by filing a tariff application with the Commission.

29.2 A tariff application shall:

- a) Explain in clear terms the nature of the proposed change or new tariff and the predicted impact on users affected by the application;
- b) Include the specific proposed tariffs or schedule of tariffs, highlighting changes from existing tariffs that they are intended to replace;
- c) Where the tariff cross-references another tariff or schedule of tariffs, provide a specific reference to the relevant tariffs;
- d) Include the proposed effective date, which shall be at least 30 days from the date of filing with the Commission, unless otherwise decided by the Commission;

- e) Estimated revenue impact with and without impacts on customer demand due to price changes;
- f) Price benchmarking studies for the proposed tariff changes;
- g) In case of tariff reduction, information on the costs of providing the service or a statement, with rationale, that the proposed tariffs would recover the cost of providing service; and
- h) Supporting documentation that the applicant believes will be of assistance to the Commission in disposing of the application, or that is required by the practice of the Commission;

29.3 Upon receipt of a tariff application and, where required, a filing fee, the Commission shall assign the tariff application a proceeding number.

29.4 The Commission may invite comments before making a decision on the tariff application. If the Commission invites comments, and requires a person to register in the proceeding in order to file comments, a person may become a registered party and may file comments with the Commission in accordance with this Chapter, in respect of a tariff application, within a period specified by the Commission. The Commission may provide the service provider a copy of the received comments and request him to file his reply within a period specified by the Commission.

29.5 A registered party that wishes to challenge a claim for confidentiality shall do so in its comments and the Commission shall issue its decision disposing of the claim in accordance with these Rules of Procedure.

29.6 Where the Commission issues a decision that requires a document containing confidential information to be disclosed, the Commission shall publish it in accordance with these Rules of Procedure.

29.7 The registered party that challenged the claim for confidentiality shall have 10 days from the date of the disclosure of the confidential information, to make additional comments on the tariff application. Additional comments shall be strictly limited to matters disclosed for the first time in the previously confidential information. A copy of additional comments shall be filed with the Commission within a period specified by the Commission.

29.8 The Commission may provide a copy of the additional comments to the service provider. Following receipt of these comments, the service provider shall have 10 days to file a reply with the Commission.

ARTICLE 30 - AMENDING APPLICATION

30.1 A service provider may amend its tariff application anytime prior to disposition of the application by the Commission.

30.2 An amendment shall comply with the requirements specified in this Chapter for a tariff application, except that the time for disposition of the entire tariff application shall begin with the date on which the most recent amendment was filed with the Commission.

ARTICLE 31 - USE OF RULE-MAKING PROCEEDINGS

During a proceeding commenced pursuant to this Chapter, the Commission may issue a notice under Chapter 2 of these Rules of Procedure. Where a notice is issued, the provisions of that Chapter shall replace the provisions of this Chapter with respect to the tariff application proceeding.

ARTICLE 32 - DISPOSITION OF TARIFF APPLICATIONS

32.1 The Commission shall dispose of a tariff application filed under this Chapter by issuing a decision:

- a) Approving the tariff application with or without amendments and directing the service provider to issue and publish the tariff as approved; or
- b) Denying the tariff application

32.2 New or amended tariffs shall be worded and printed exactly as approved by the Commission.

ARTICLE 33 - FORM AND STYLE OF TARIFFS

33.1 Schedules of all tariffs filed with the Commission by service providers shall be maintained in the form of a loose-leaf binder, so that changes to tariff pages can be made by replacing an existing page with a new one. Replacement pages shall be clearly marked with the date on which the replacement is proposed and the date on which the Commission approves it.

33.2 A separate schedule of tariffs shall be prepared for each major type of service offered by a Service provider. Each tariff page shall identify the name of service provider.

33.3 Service providers shall update the schedules of tariffs and keep them current at all times, which shall be in accordance with the Commission decisions, and shall include only those tariffs approved and currently in force.

Chapter 5 : Other Applications and Directions

ARTICLE 34 - OTHER APPLICATIONS AND DIRECTIONS TO BE ISSUED

34.1 Unless otherwise directed by the Commission, other applications shall contain the following:

- a) A statement of the nature of the decision or other action requested;
- b) A statement of the facts upon which the applicant relies, and any other information required to inform the Commission of the nature, purpose and extent of the application;

- c) The name and address of the applicant or, if the application is filed by an agent or another person acting on behalf of the applicant, the name and address of the agent or other person; and
- d) Any document that may be useful in explaining or supporting the application.

34.2 Where these Rules of Procedure do not address a procedure to be followed in a specific case, the Commission shall provide directions.