

Stakeholder Roles	Recommended Practices									
	Business-As-Usual Practices (BAU)	Change Scenarios								
		Ref	A	B	C	D	E	F	G	
		Start Position								
		Retail CP business does not already exist	Retail CP business & associated Brands already exist							
	Change Scenario									
	Establish New Retail CP business including launch of assoc. New Brand(s)	Retail CP Introduces a New Brand	Retail CP withdraws 1 or more of their existing Brands	Change of Brand ownership (eg merger and acquisition of other CP/Brands)	Retail CP has changed their RID Registration contact details (i.e. Address/Tel details)	Retail CP goes into receivership	Retail CP amends supply chain arrangements (e.g. new wholesaler selected/swapped)			
Retail CP	1a	Retail CPs should periodically (e.g. Monthly) complete internal check/audit to confirm i) correct Rids being used for orders placed (for each owned Brand)	New RID application made for each new Brand being introduced, via Ofcom/NMS	New RID application made for the new Brand being introduced, via Ofcom/NMS	Retail CP updates their RID details via Ofcom/NMS	Retail CP updates their RID details via Ofcom/NMS	Retail CP updates their RID contact details via Ofcom/NMS	Retail CP should proactively notify Ofcom that their RID details should be removed from the master RID list		
	1b	All CPs are obliged to ensure their own RID details (as indicated in the latest published RID list) are always correct/complete & up to date & when necessary, should proactively notify Ofcom that their published details are changing in some way (e.g. trading status, contact details, brand name change). via NMS or by sending an e-mail to numbering.applications@ofcom.org.uk	Notify immediate supply chain partners of new RID details	Notify immediate supply chain partners of new RID details	Notify immediate supply chain partners of new RID details	Notify immediate supply chain partners of new RID details	Notify immediate supply chain partners of new RID contact details			
Wholesale CPs Aggregators TPIs	2a	All Wholesaler/Aggregator/TPIs must re-fresh their internal RID database each week in line with Ofcom weekly updates								
Ofcom	3a	Ofcom publishes revised Master RID list each Wednesday								
Notes/Queries		NMS holds full contact details but Ofcom only expose CP Name, Address, Tel No - Why not email address?								