Company Code Regulations

1.   Entitled companies

Every company involved in a Rail-Transport-Chain shall be entitled to a code. This means that every company which is in the railway industry or is doing business with the railway industry can apply for one or more codes. Because European borders are more and more disappearing, no "international" reach is needed (anymore).

> Examples of entitled companies: Railway undertakings, Infrastructure managers, forwarders or (large) customers, ship-owners, bus-companies operating in common transport federations (TCV, RIC …), wagon-owners, travel-agencies, banks and state agencies, international organisations or private companies dealing with rail business.

2.   Coding structure

Basically, the code is a numerical, four positions, unstructured code. This means that a company applying for a company code, will receive an arbitrary four-digit code. Generally, special requests can not be granted. However, for reasons explained here after, companies, having today <u>no</u> two-digit "railway code", will receive a four-digit company code in the range 3000 ⇔ 8999. Generally, the first free code in the range will be allocated.

Companies which hitherto have had a two-position code (in accordance with Leaflet 920- 1, 6th edition, November 2005) shall be allocated until further notice a new code with the format 00XX, whereby XX corresponds to the existing railway code.

In order to facilitate the migration from the former two-digit railway codes to the four-digit company codes, it was decided to allocate to companies (generally railways) with a two-digit code, new codes with the former two-digit code embedded in the new code(s). By default, the code 00XX is allocated but other codes could be provided on request

By doing so, the former two-digit code could still easily be recovered by masking off the first two digits. Because these companies frequently claimed several codes to identify their subsidiaries as well, a special coding scheme was introduced for them:

Companies applying for only one 4N code (or by default):   00XX
Companies applying for several 4N codes on behalf of their subsidiaries:
- for the holding   10XX
- for the infrastructure manager (IM)   00XX
- for (future) passenger traffic subsidiaries   11XX –18XX
- for (future) freight traffic subsidiaries   21XX - 29XX
- for a ferryboat subsidiary   19XX

> example: the SBB has got 0085 for their holding, 1185 for their passenger subsidiary, 2185 and 2285 for their two cargo subsidiaries

Because this system blocks a range of almost 3000 codes, it will be abandoned as soon as possible i.e. ultimately after the migration period. Today, any subsidiary of a "traditional railway" with a two-digit "railway" code can claim (but is not obliged) one or more four-digit codes out of the "special coding scheme". These requests are to be submitted by the mother company.

Example: Railway ABC had code 47. By default, ABC was allocated 0047 and codes 1047 ⇔ 2947 were blocked. Now the freight subsidiary of ABC and the infrastructure manager want each a dedicated four-digit code. ABC-holding applies for 3 new codes which will most likely be: 0047 for the IM-ABC, 1047 for the Holding-ABC and 2147 for Cargo-ABC.

3.   Application procedure

Code application forms can be downloaded from both the Web-sites of the UIC and the OSJD[1] in 5 languages: English, French or German on behalf of UIC and Russian or Chinese on behalf of the OSJD. A form has to be filled in, in the same language as it is published.

After having filled in and signed, the form is to be submitted to the address indicated on the bottom of the form[2] by mail or e-mail. Application forms sent to the OSJD will be checked and submitted to the UIC for further processing. Only after receipt of the application form the request will be processed. In general, a code request will be processed and allocated within two calendar weeks. The requester (the person indicated on the application form under "officer responsible") will receive the written confirmation of the allocation together with the allocated code(s).

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[1] OSJD: www.osjd.org, UIC: www.uic.org
[2] French, English and German forms to the UIC, Russian and Chinese forms to the OSJD

4.   Allocating, blocking, withdrawal, updates etc.

A company can request to obtain one or more codes for immediate use or could ask to block one or more codes for future use. From the point of view of the code administration this doesn't make much difference. In the case of withdrawal, blocked codes can be re-allocated immediately, while allocated codes will remain blocked for 24 months after withdrawal.

A code holder can ask:

-   to withdraw one or more codes or
-   to update company data in the code administration table

For that purpose, "company code update forms" can be downloaded from both the Web-sites of the UIC and the OSJD[3] in 5 languages: English, French or German on behalf of UIC and Russian or Chinese on behalf of the OSJD. The form has to be filled in, in the same language as it is published.

After having filled in and signed it, the form is to be submitted to the address indicated on the bottom of the form[4] by mail or e-mail.

Update forms sent to the OSJD will be translated and submitted to the UIC for further processing. In general, an update or withdrawal request will be processed within two calendar weeks.

The requester (the person who signed the request) will receive a written confirmation of the withdrawal or the update. No fees are due for updates or withdrawals.

5.   Publication

The list of codes shall be posted by both UIC and OSJD on their Web-sites and will be updated (if needed) each month.

For each code following data will be published:

-   The code itself
-   The acronym of the company, keeping the code
-   The full name and address of the company keeping to code

Code holders are and remain always responsible for their data. They are strongly recommended to verify regularly the correctness of "their" data on the Web-site.

N.B. The Company Code table on the UIC Web-site will be the leading one, the table on the OSJD Web-site will be a copy.

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[3] OSJD: www.osjd.org, UIC: www.uic.org
[4] French, English and German forms to the UIC, Russian and Chinese forms to the OSJD