

RIPE NCC Billing Procedure and Fee Schedule 2005

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Table of Contents

- 1. Introduction
- 2. General Information
 - 2.1 Contact Details
 - 2.2 Bank Details
 - 2.3 Tax Information
- 3. Fee Schedule 2005
 - 3.1 Fee Schedule 2005
 - 3.2 Billing Score Algorithm
- 4. Payment
 - 4.1 General
 - 4.2 Billing Procedure
 - 4.3 Payment Possibilities
- 5. Related RIPE Documents

1. Introduction

This document outlines the billing and payment procedure for members of the RIPE NCC and contains additional related information about the RIPE NCC. This document should be read in conjunction with the "[RIPE NCC General Terms and Conditions](#)" and the "[RIPE NCC Clearing House Procedure](#)".

A RIPE NCC member is defined as a Local Internet Registry (LIR) that receives services from the RIPE NCC and invoiced a service fee. The services of the RIPE NCC contain the distribution of Internet resources in the RIPE NCC service region. More information about setting up an LIR can be found at our website in our New Members section. Finance-related questions and/or requests for information should be addressed to the RIPE NCC Finance Department by sending an e-mail to billing@ripe.net. For more details, see section 2, "General Information".

2. General Information

2.1 Contact Details

Postal Address:

RIPE NCC
P.O. Box 10096
1001 EB Amsterdam
The Netherlands

Office Location:

RIPE NCC
Singel 258
1016 AB Amsterdam
The Netherlands

Email: billing@ripe.net
Phone: +31 20 535 4444
Fax: +31 20 535 4447

Business information:

VAT Number: NL806268220 B01
Chamber of Commerce no.: 40539632
(registered in Amsterdam)

2.2 Bank Details

Account Number (IBAN): NL37ABNA0618139087
Account Holder: RIPE NCC
Bank: ABN-AMRO Bank
Bank address: Dam 2
PO Box 3935
1001 AS, Amsterdam
The Netherlands
SWIFT Code: ABNANL2A

When paying by bank transfer, always mention your payment reference (i.e. customer number and invoice number).

2.3 Tax Information

The RIPE NCC is an association registered in The Netherlands and subject to the Dutch Tax Law. The RIPE NCC is subject to Value Added Tax (VAT) in the Netherlands and, due to an agreement with the Dutch Tax Authority, is not subject to Corporate Income Tax (CIT). More information about this agreement can be found in the "[RIPE NCC Clearing House Procedure](#)".

The following VAT rules apply for the service fees:

- Non EU members → No VAT in the Netherlands
- EU members with a VAT number → No VAT in the Netherlands (VAT is taxable in the country of origin of the member)
- EU members without VAT number → VAT taxable in the Netherlands
- NL members → VAT taxable in the Netherlands

A certificate concerning the RIPE NCC VAT capacity ("Certificate Concerning the Capacity of the Taxpayer") can be obtained by contacting <billing@ripe.net>.

Please note that the RIPE NCC does not interfere with the local tax regulations of the member's country of origin.

3. Fee Schedule 2005

3.1 Fee Schedule 2005

The RIPE NCC service fees are fixed annual charges and are based on the billing category of a member. To determine the billing category for a member, a score is calculated on the basis of the resources allocated or assigned at the request of the member. The scoring system is based on Internet resource allocations or assignments made to the member over time taking into account IPv4 (PA and PI), IPv6 and AS Numbers. The RIPE NCC has defined an algorithm to determine the categories (see section 3.2, "Billing Score Algorithm"). New members pay a one-time sign-up fee, which is included in the first invoice, and are automatically assigned the billing category Extra Small (see table below for the other billing categories). When existing members need to re-sign the RIPE NCC standard Service Agreement (for example in case of an organisation name change) no sign-up fee will be charged.

LIRs that take over allocations from other members are invoiced an administration fee to cover administrative costs. This fee is based on the number of members that the LIR is taking allocations from and not on the number of allocations that the LIR is taking over. The administration fee is also charged when LIRs wish to change their registry ID.

The 2005 fee schedule is as follows:

LIR billing category	Annual fee	Half yearly fee*	Quarterly fee*
EXTRA SMALL	€ 1,750	€ 900	€ 462
SMALL	€ 2,250	€ 1,150	€ 587
MEDIUM	€ 3,150	€ 1,600	€ 812
LARGE	€ 4,750	€ 2,400	€ 1,212
EXTRA LARGE	€ 6,500	€ 3,275	€ 1,650

Sign-up fee	€ 2,000
Administration fee	€ 1,250
Late-payment charge	€ 100
Late-payment interest rate	5%

* This includes a 25 EUR administration charge per invoice.

Registries established during the course of the year are charged as follows:

New LIR established during:	Total fee	(note: New LIR always starts in category Extra Small)
1st quarter	€ 3,750	Sign-up fee (€2,000) + full yearly fee (€1,750)
2nd quarter	€ 3,312	Sign-up fee (€2,000) + 3/4 yearly fee (€1,312)
3rd quarter	€ 2,875	Sign-up fee (€2,000) + 1/2 yearly fee (€875)
4th quarter	€ 2,437	Sign-up fee (€2,000) + 1/4 yearly fee (€437)

3.2 Billing Score Algorithm

To determine the billing category for each member an algorithm has been defined, i.e. the Billing Score Algorithm. Each member is allocated a score according to this algorithm.

To determine the billing category for a member, a score is calculated on the basis of the resources allocated or assigned at the request of the member. The scoring system is based on Internet resource allocations or assignments made to the member over time taking into account IPv4 (PA and PI), IPv6 and AS Numbers.

For the purpose of this scoring algorithm, an allocation of IPv4 /20 is equivalent to one IPv6 /32 allocation or to one AS Number. The following table shows how scoring units are determined based on resource usage. To establish scoring units based on larger or smaller resource usage, the same ratio applies.

Prefix IPv4	Prefix IPv6	AS Numbers 2004	Prefix PI IPv4 2004	Scoring Unit
IPv4 / 21	≅ IPv6 / 33		PI IPv4 / 25	≅ 0.5
IPv4 / 20	≅ IPv6 / 32	≅ 1 ASN	≅ PI IPv4 / 24	≅ 1
IPv4 / 19	≅ IPv6 / 31	≅ 2 ASN	≅ PI IPv4 / 23	≅ 2
IPv4 / 18	≅ IPv6 / 30	≅ 4 ASN	≅ PI IPv4 / 22	≅ 4

Note: For AS Numbers and PI IPv4 allocations/assignments, only the allocations from the past 12 months dating back from the 30 September 2004 are taken into account as these resources are allocated or assigned on behalf of third parties.

Using this matching system, the following algorithm is run to determine the total score per member:

$$S(\text{reg}) = \sum_{i=1}^N a_i * t_i$$

a_i = Scoring unit

t_i = Time function of allocation/assignment i (year of allocation – 1992)

N = Number of allocations/assignments

The total score per member is the sum of all allocation scores for that member with a time factor applied to give more weight to recent allocations. Thus, the relative weight of a given allocation decreases over time.

The billing scores for members were determined on 30 September 2004. The billing categories are as follows.

Billing Category	Maximum score	Cumulative % of total members
EXTRA SMALL	9.75	18.7 %
SMALL	54	74.7 %
MEDIUM	350	95 %
LARGE	1849	99 %
EXTRA LARGE	49,188	100 %

For more information see the [RIPE NCC Charging Scheme 2005](#).

4. Payment

4.1 General

Invoices are sent annually at the beginning of November prior to the year at issue via postal mail to the billing address as stated in the registry file. A copy of the invoice is sent by e-mail to the LIR billing contact. Payment is due 30 days after date of invoice.

By prior arrangement it is possible to change your 'billing-scheme' and be billed half-yearly or quarterly. This must be requested before the yearly invoice for the year at issue is sent (i.e. before the 1st November). Quarterly invoices are sent in the beginning of December and an extra EUR 25 service charge applies to each invoice. Note that during the year at issue it is not possible to change the billing scheme.

To make sure the invoices and reminders arrive at the right address, it is important to keep the registry file up-to-date, this can be done via the LIR Portal (see www.ripe.net) or by contacting <billing@ripe.net>. It is the responsibility of the registry to inform the RIPE NCC of any changes in the billing address. Please note - If a registry ends the RIPE NCC membership in the course of the RIPE NCC financial year, the service fee for that registry must still be paid in full.

4.2 Billing procedure

Invoices are sent annually at the beginning of November prior to the year at issue via postal mail to the billing address as stated in the registry file. A copy of the invoice is sent by e-mail to the LIR billing contact. Payment is due 30 days after date of invoice.

After the initial invoice has been sent, three reminders for this invoice are sent in case of non-payment.

- The *first reminder* is sent via postal mail and e-mail 30 days after date of invoice. Both the LIR billing contact and the LIR technical contact receive a copy of the reminder by e-mail. The first reminder has no direct consequence on the service level of the registry. However, the fact that the payment has not been received is noted in the registry file.
- If the RIPE NCC does not receive payment within 60 days of the date of invoice, a *second reminder* is sent to the registry. Interest on the outstanding invoice is added at a rate of 5% per annum and a late payment charge of 100 EUR is included in this reminder. At this moment the RIPE NCC will not approve any address space requests, until the registry has contacted the RIPE NCC Billing Department to pay the outstanding fee.
- When payment has not reached the RIPE NCC within 90 days of the date of invoice, a *third reminder* is sent to the registry. Interest on the outstanding invoice is added at a rate of 5% per annum and a late payment charge of 100 EUR is included in this reminder. The service level of the registry is at this point set to NONE. From this moment on the registry will only be able to contact the RIPE NCC Billing Department to pay the fee that is due.

- When the registry fails to make the payment within 120 days, the RIPE NCC starts the process of closing the registry.

The registry is permanently closed if there is no payment 210 days (i.e. 7 months) after the invoice date.

Registries in the process of a closure or registries that have been permanently closed must pay the outstanding amounts (invoices, billing charges and interest) as well as a new sign-up fee in order to re-open the registry.

4.3 Payment possibilities

All payments should be in Euro. Payment may be done by bank transfer or by credit card. Bank transfer is the preferred method of payment. Please note that the credit card company will charge approximately 5% commission. For bank details, please see Section 2.2, "Bank details".

Always mention the payment reference (i.e. customer number and invoice number) when making a bank transfer or sending a credit card charging request. It is helpful to also mention the registry ID with the payment reference.

Payment by credit card can be made via secure payment transaction at:

<https://www.ripe.net/cgi-bin/regpayment.pl>

or by sending the credit card details by fax (+31 20 535 4447) to the RIPE NCC Finance Department.

Note: We cannot accept cheques. Any cheques that have been received by the RIPE NCC, will be returned to the registry's billing address.

Please contact <billing@ripe.net> if you require confirmation that payment has been received.

5. Related RIPE Documents

[RIPE NCC General Terms and Conditions](#)

[The RIPE NCC Clearing House Procedure](#)

[RIPE NCC Charging Scheme 2005](#)