

Geographic Number Porting Letter of Authority

To: Losing Communication Provider (LCP)	From: Gaining Communication Provider (GCP)
Registered Address	Registered Address

Customer Details

Company Name (as shown on the most recent bill from the current Communications Provider)	
Account Number (as shown on the most recent bill from the current Communication Provider)	
Company's Registered Address	
Company's Registered Number (not applicable in the case of a Sole Trader)	

Requester's Details

Name	
Job Title	
Contact Details (please include a contact number or other relevant details)	

Site Address		Numbers to port (must be in service)	
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This is to notify you that I (representing the customer shown above) have decided to port the above ***Direct Dialling In (DDI)** or ***VPN/Centrex geographic number(s)** from you to the GCP (also shown above). The GCP is authorised to act on my behalf in this matter.

I recognise that it is my responsibility to arrange cessation of, or changes to, any other services currently provided by you if required.

You have my authority to disclose to the Gaining Operator such information regarding the ***Direct Dialling In (DDI)** or ***VPN/Centrex site(s)** and numbers quoted, together with any other numbers as are necessary to allow this port to proceed.

I confirm that I have the authority of my company to make this instruction.

Signed:

Dated:

Print Name:

*Delete where applicable