## Customer Letter of Authorisation

### This appendix details the information that must be obtained from the customer before requesting a port for a Non Geographic Number.

### The layout of the information shown below is given as a guide. It is the information that is required not the layout given.

|  |  |
| --- | --- |
| **Current Communications Provider Details** | **New Communications Provider Details** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
|  |  |
| **Customer Details***(Note: the Name and Address information of the customer should be either as shown on the most recent bill from the Current Communications Provider for the service associated with the Non-Geographic Number above, or, if there is no such bill, as otherwise known to that Communications Provider.)* |
| **Customer Name:** *(see note below)* |  |
| **Address:** *(see note below)* |  |
| Account Number: |  |
| Non-Geographic Number(s) to be ported: |  |
| This is to authorise the porting of the above Non-Geographic Number.I recognise that it is my responsibility to arrange cessation of or changes to any other services provided by the current Communications Provider.I understand that this information, given to the Gaining Communications Provider to enable the port, may be disclosed to the Losing Communications Provider in connection with porting of the above Non-Geographic Number.**Signed:** **Dated**: **Name:**   |

Figure 21 – Standard Template for Customer Letter of Authorisation