## 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