

## 1.1 Customer Letter of Authority (CLOA)

To: Losing Communications Provider	From: Gaining Communications Provider
Registered Address	Registered Address

### Customer Details:

Company Name: (as shown on the most recent telecommunications bill from the current Communications 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 telephone number or other relevant details)	

Site address: Use continuation sheet if more than 1 site is involved.		Telephone Numbers to be ported: (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 GCP such information regarding the \*Direct Dialling In (DDI) or \*VPN/Centrex site(s) and numbers quoted, address details/postcode, together with any other numbers as are necessary to allow this port to proceed.

There are [       ] continuation sheets attached (Complete as applicable). I confirm that I have the authority of my company to make this instruction.

Signed:

**Dated:**

**Printed Name:**

\* **DELETE WHERE APPLICABLE**

