

## Letter of Authorisation to Port Telephone Numbers

<b>To: Losing Provider (LP)</b>	<b>From: TTNC Limited</b>
<i>Enter Registered Address for Losing Provider here</i>	4 Wells Street Chelmsford Essex England CM1 1HZ

### Customer Details

<b>Company Name:</b> (as shown on the most recent bill from the current Provider)	
<b>Company's Registered Address:</b>	
<b>Company's Registration Number:</b> (not applicable for Sole Traders)	

### Requesters Details

<b>Name:</b>	
<b>Job Title:</b>	
<b>Contact Telephone number:</b>	

### Number and Site (installation) address details

<b>Installation Address:</b>	
<b>Telephone Number/s to be ported:</b> (Attach continuation sheets if needed)	

This letter is to notify you that I (representing the customer shown above) have decided to port the above telephone number(s) from you to the GP (also shown above). The GP 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 GP such information regarding the telephone 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.

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>