

Letter of Authority

The Letter of Authority in a Non-Geographic Port order is required to be provided to Gamma when you submit your order. A Letter of Authority which has not been completed properly will cause delays to your port order, so it is vital that you get this right. This page is here to help you with getting it right first time.

The Losing Communications Provider will only recognise authorisation from the customer who they have the commercial relationship with.

For example, the Communications Provider supplies a number to the Channel Partner (Account Holder), and then the Channel Partner (Account Holder) supplies this to the End User. The customer of the non-geographic number is the Channel Partner (Account Holder) in this instance. The End User “rents” the Non-Geographic Number from the Channel Partner.

The information on the letter of authority should match what you put on the order. If there are different account details on the customer’s bill(s) then this would need multiple orders AND multiple letter of authorities would be required.

Details of the current
Communications
Provider

Gamma's Details

Current Operator Details		New Operator Details	
Name:		Name:	
Address:		Address:	
Customer Details			
<i>(Note: the Name and Address information of the customer should be either as shown on the most recent bill from the Current Operator for the service associated with the Non-Geographic Number above, or, if there is no such bill, as otherwise known to that Operator.)</i>			
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 telecommunications Operator. I understand that this information, given to the Gaining Operator to enable the port, may be disclosed to the Losing Operator in connection with porting of the above Non-Geographic Number. Signed: _____ Dated: _____ Name: _____			

Numbers to be
ported go here

Account Holder
details go in here
as they are the
customer of the
Communications
Provider

Must be signed and dated by the contact that the Communications Provider has on record.

Download the Letter of Authority With the button below. For more information on the letter of authority, see the [Number and Porting Letter of Authority Help Guide](#).

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41 KB