

Geographic Number Portability Direct Dialling In (DDI) Letter of Authorisation

Main Billing Number

The main number on bill with Losing Service Provider.

Company Name

Company Name on Account with Losing Service Provider.

Company's Registered Number

Company's Registered Number: (not applicable in the case of a Sole Trader)

Contact Name

Contact Name on Account with Losing Service Provider.

Job Title:

Please Enter your job title

Account No:

Account numebr with Losing Service Provider.

I (representing the customer shown above) have decided to port the above Direct Dialling In (DDI) or VPN/Centrex geographic number(s) from my current service provider to the GCP 'I.T Communications Limited' The GCP is authorised to act on my behalf on this matter.

I recognise that it is my responsibility to arrange cessation of, or changes to, any other services currently provided by my service provider including ADSL, SDSL, VDSL or any other services provided by third parties via the line if required.

I recognise that it is my responsibility to ensure:

- All security lines associated with the number must be ceased/ transferred.
- The number must be in service with the current range holder for a port to take place.
- Each individual (not associated) number must be submitted as a separate porting Request

Please note that failure to ensure the above or provide the correct information will result in a port rejection. If a port is rejected due to incorrect information, you will be charged an administrative fee of £20.00 + VAT for the resubmission.

Signed

Print Name

Date

Number Port Information Form

UK GEOGRAPHIC NUMBERS

IMPORTANT INFORMATION

1. The Number port fee is charged at **£20.00** for the first Number. Each additional (associated) Number is charged at **£20.00** up to a maximum of **£100.00**
2. **This form needs to be completed in a typed format and must be accompanied by a completed Number Port Authority Form then emailed to porting@it-communicationsltd.co.uk**
3. Failure to provide the correct or required information may result in a port rejection and delay.
4. All ports rejected after processing will be subject to a **£20.00** rejection charge.
5. Once Numbers have ported, please contact losing Service Provider to ensure you are no longer billed for the line.
6. If porting Numbers that are part of a Range, the below need to be confirmed prior:
 - i. You have contacted your current provider to cease or separate the Numbers to be ported from the range OR
 - ii. Decided to port the entire Range of Numbers. Please note that should you wish to cancel one of the Numbers after the 12 month minimum term, the entire Range will also be cancelled and returned to the Range holder.
7. **By completing this form, you confirm you have read, understood and agree to the above.**

Identifying information

Contact Name	<input type="text"/>
Your Name on Account with I.T Communications Limited	
Company Name	<input type="text"/>
Your Company Name on Account with I.T Communications Limited	
Account ref	<input type="text"/>
Your unique Account ID or reference with I.T Communications Limited	
Contact Email	<input type="text"/>
Your email address	
Contact Number	<input type="text"/>
Your contact Number	

Number Port Information Form

Information about Line

PLEASE CONTACT YOUR CURRENT SERVICE PROVIDER FOR BELOW DETAILS

Current Service Provider	
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The Name of the current Service Provider

Current Cupid No	
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Current Provider 3-digit Cupid No: - Please contact your current provider for this

Original Range Holder	
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Original Range Holder / Provider - if you have previously ported the numbers

Original Cupid No	
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Original Range Holder 3-digit Cupid No: -Please contact your current provider for this

Billing Address	
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Your billing address as on bill with current Service Provider

Installation Address	
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The address where the phone line is currently installed or currently terminates - this must match the address your current Service Provider has on record.

Line Type	
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Single Line: A 'normal' analogue line with no associated Numbers.
Multi Line: Where more than 1 lines are installed e.g. ISDN

Main Billing Number	
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The primary or main telephone Number on the account

List of Associated Numbers	
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Number Port Information Form

Information about Numbers to be ported

List of the actual Numbers to be ported	
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The list of all the Number(s) and Number Range(s) that are to be ported.

Quantity of Numbers	
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The total quantity of the numbers being ported. Please note this must be consistent with the listed numbers above it.

Additional requirements (fax-to-email / diverts)	
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For fax-to-email to be set on any of the Numbers being ported, please specify Number and email address
For diverts, please specify the Number and the destination for the divert.

Porting Target	
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Here please specify the SIP, VoIP ID or Soft-Switch PBX ID for the Numbers are to be ported to

Preferred Porting Date	
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Your preferred port completion date.
PLEASE NOTE Single line ports can take between 1-2 weeks while Multi line ports can take up to 6-8 weeks in extreme cases. ASAP! is also fine.

Additional Information
