

To: (Current carrier or service provider)  Registered address:  Registered address:  Registered address:  BEAUFORT HOUSE 15 ST BOTOLPH STREET LONDON, ENGLAND EC3A 7QN   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 separate document for multiple different sites)  Main billing number: Telephone numbers to be ported: (must be in service)  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 Gainin Communications Provider (also shown above). The GCP is authorised to act on my behalf in the matter.  I recognise that it is my responsibility to arrange cessation of, or changes to, any other service currently provided by you if required.  You have my authority to disclose to the Gaining Communications Provider such informatic regarding the *Direct Dialling In (DDI) or *VPN/Centrex site(s) and numbers quoted, addred details/postcode, together with any other numbers as are necessary to allow this port in proceed.  Authorizing signature:  Date://			Microsoft
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