

Geographic Number Portability Direct Dialling In

Letter Of Authorization

The letter shown below will be utilized by RingCentral to transfer your telephone number from your current service provider. Please provide your signature below where indicated.

The Standard Letter of Agency Document

A Letter of Agency (LOA) must be completed by the end-user and supplied to COLT Telecommunications upon request. The LOA must contain the name and current service address of the end-user and the numbers that will be ported to COLT Telecommunications from the end-user's current carrier.

Dear Customer:

Thank you for choosing COLT Telecommunications as your service provider. As you are aware, you may continue to use your existing telephone number with COLT Telecommunications VoIP service. In order to transition your current telephone number to COLT Telecommunications VoIP service, COLT Telecommunications must work with your previous service provider to ensure that your service is uninterrupted, and where applicable, to ensure that your number is transferred.

Your prior service provider requires this letter as a proof that you have explicitly authorized and requested that your service and current telephone number be transferred to another service provider. By filling in all the information requested below, and signing and dating this letter, you provide us with the authorization to initiate the process of transferring your service and telephone number to COLT Telecommunications VoIP Services. You will then be able to use your old number with your new COLT Telecommunications service.

Please ensure the following information is completed accurately which will help prevent possible delays.

To: *
Registered Address: *

* Please fill in your current service provider name and address.

From: COLT Telecommunications
Registered Address:
BEAUFORT HOUSE 15 ST BOTOLPH STREET
LONDON, ENGLAND EC3A 7QN

Customer Details

Company Name:	
Company's Registered Address:	
Company's Registered Number:	

Requesters Details

Name:	
Job Title:	
Contact Details (Phone):	
E-Mail Address:	

Site Address (Service Address):	
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Telephone Number Begin	Telephone Number End	Billing Telephone Number	Customer Requested Port Date

This is to notify you that I (representing the customer shown above) have decided to port the above Direct Dialling In (DDI) 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) site(s) and 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.

Print Name: _____

Date: _____

Signature: _____