

GNP Letter of Authority
Geographic Number Portability *Direct Dialling In (DDI) or *VPN / Centrex Letter of Authorisation

Example House
1 High Street
LONDON
W1 2AB

To: BT	From: Vibe Communications UK Ltd	T: 0845 123 4567
Alexander Bain House 15 York Street Glasgow G2 8LA	Langtye Business Centre Langtye Lane Ripe East Sussex BN8 6BA	F: 0845 123 4568
		e: care@example.co.uk
		w: www.example.com

Customer Details:

Company Name: (as shown on the most recent telecommunications bill from the current Communications Provider)	Example Company Letterhead Ltd
Company's Registered Address:	Example House, 1 High Street, London, W1 2AB
Company's Registered Number: (not applicable in the case of a Sole Trader)	00120033

Requester's Details:

Name:	Mr John Smith
Job Title:	Managing Director
Contact Details: (please include a contact telephone number or other relevant details)	01234 567890 07123 456789 jsmith@example.co.uk

Site address: Use continuation sheet if more than 1 site is involved.	Example House 1 High Street London W1 2AB	Telephone Numbers to be ported: (must be in service)	01234 567890
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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 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) or *VPN/Centrex site(s) and numbers quoted, together with any other numbers as are necessary to allow this port to proceed.

There are [**01**] continuation sheets attached (Complete as applicable).

I confirm that I have the authority of my company to make this instruction.

Signed: 

Dated: **Tuesday 30th October 2012**

Printed Name: Mr John Smith

DELETE WHERE APPLICABLE

Continuation sheet to GNP Letter of Authority

Customer Name:	Example Company Letterhead Ltd			Example House 1 High Street LONDON W1 2AB T: 0845 123 4567 F: 0845 123 4568 e: care@example.co.uk w: www.example.com
Site address:	Example Towers 100 The New Road London W1 2CD	Telephone Numbers to be ported: (must be in service)	01234 567891 01234 567892	
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