

Porting Information

Please fully complete the form.



Babblevoice Domain Name:	
Losing providers Name:	
Company name and Address of client: The name and address given must be the billing address and must be exactly as it appears on the bill. Eg John Smith t/a Smith Ltd. Any discrepancies will result in a rejection.	
Your Account / reference number with the losing provider:	
Main billing number:	
Is Main billing number to be ported - YES/NO Select Yes if this number is to be ported, otherwise it will be used for reference only. If you specify Yes then there is no need to mention this number again.	
Is the line multi line or single line: Single – includes all single line numbers terminating on a socket (usually residential), Multi – includes PBX * groups, single lines terminating on equipment (eg ISDN) or 11 or more single lines at the same address.	
Are there associated numbers: You may have a number of separate numbers that may require individual porting. The main account number should cover all these numbers. Not listing them on a porting request will lead to a rejection.	
How many numbers do you wish to port:	

If the porting fails because some of the information you have given us is not correct or you haven't ensured that your address is correct at your provider and subsequently their provider, then you could be charged another porting fee.

Please be aware that porting a Main Billing number will result in termination of your existing service and therefore any associated services or numbers. This includes any broadband service currently on that line. All associated numbers must either be ported or ceased at the same time.

Letter of Authorisation

Please complete and ensure this Letter of Authority is returned to support@babblevoice.com.

To: Losing Communications Provider	From: Gaining Communications Provider
Registered Address	Registered Address

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 continuation sheet if more than 1 site is involved.		Telephone Numbers to be ported: (must be in service)	
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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.

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

Signed:

Dated:

Printed Name:

*DELETE WHERE APPLICABLE