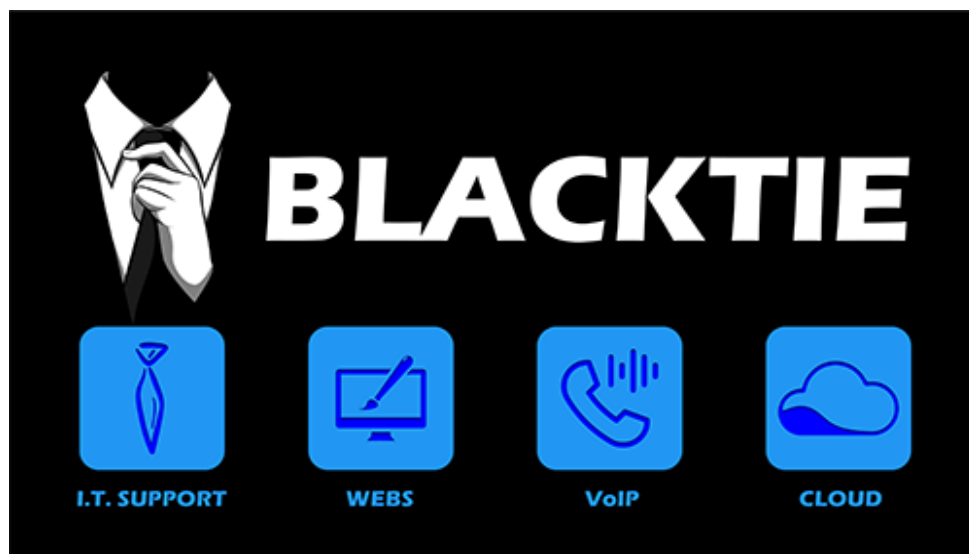




**You will need the following documentation to port:**

1. The current providers invoice with the number/s that needs to be ported indicated.
2. Client Letter/Letterhead giving authorisation to port the number - please find a sample on PAGE 3. Please copy and paste in MS Word, make the changes, and then save as pdf. Dont forget to insert your company letterhead at the top of the page.
3. Copy of the client/director's ID document.(Not Certified accepted)
4. GNP Pre-install document – please find this document on PAGE 2 below. Please complete.
5. Please complete them, sign them and then scan and send or upload via the application form.



**GNP Pre-Installation**  
**Private and Confidential**

Company & Site Information		
Company Name		
Registration Number		
VAT Number		
Site Name		
Contact Number		
Physical Address		
Postal Address		
ID Number of Authorised Person		
On Site Contact Person		
On Site Contact Mobile		
On Site Contact e-mail		
Site Details		
Current Operator(Telkom or other Voice Provider)		
Telkom Account Number/Current Provider Acc No		
Type of line (analog, ISDN, VoIP)		
Number of Numbers/Lines/ISDN to be ported		
Site Number Range	Start of Range	End of Range
Port All numbers	No	
If no - what numbers must be Ported	Start of Range	End of Range
Telkom Bills Supplied (Must refelect numbers to be ported)		
Customer signed letter requesting porting		
Copy of customer ID Document		
Account paid up to date		
All Telecoms valued added sevices cancelled		

Customer Name	
Capacity	
Signature	
Date	

**Application for porting can be processed**

Internal Porting Details - For internal use only	
Date Required	
Time Required	
Account Manager	

COPY AND PASTE THIS PAGE INTO MS WORD. REPLACE THESE WORDS WITH YOUR LETTERHEAD.  
USE THIS SAMPLE AS A GUIDE TO CREATING A PORTING AUTHORISATION / CONFIRMATION LETTER.

Date: / /2020

Telkom

The Manager

Dear Sir

**RE: PORTING OF TELKOM NUMBERS TO BLACK TIE VoIP**

Herewith we give Telkom permission to port the following numbers to our new service provider  
BLACK TIE VoIP.

+27xx xxx xxxx

+27xx xxx xxxx

Should you need any further information please do not hesitate to contact me.

Yours Sincerely

\_\_\_\_\_  
Full Name & Contact Number of Owner / Director / CEO / Duly Authorised Person

\_\_\_\_\_  
Signature of Owner / Director / CEO / Duly Authorised Person