Process Description-



**Note**: Please keep a copy of latest invoice handy while filling out the LOA with following inputs required.

1. **Donor Operator** – Put the name of the customer’s current communication provider as per invoice.

**Note**: This must be verified by customer with operator name information available on public domain at [https://www.crdc.be/](https://www.crdc.be/CRDCNLI/BrowserDefault.aspx?tabid=1)

1. **Phone Number(s)** – This shall contain the details of **start** number range customer wishes to port.
2. **Phone Number(s)** – This shall contain the details of **end** number range customer wishes to port.
3. **Holder’s Name** - Put the name of the customer as per registered with losing communication provider.
4. **VAT Number** – Enter the VAT number details from the invoice.
5. **Holder of the Installation address** – Enter the details of installation address from which numbers are required to be ported.
6. **Signatory’s Name** – Mention the full name of person signing the LOA.
7. **Holder’s Signature** - This contact person at customer site is authorised to request number portability on Company’s behalf.
8. **Date of Signature** – Enter the date on which customer signs the LOA. In general, customer LOA is valid for 90 days from the signed date.