Process Description-

We have a copy of standard porting LOA for porting geographic and numbers as following for a walkthrough with details-



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

1. **To (Donor Operator)** – Put the name of the customer’s current communication provider as per invoice.
2. **Recipient Operator Name –** Keep this ‘unchanged’. This has COLT details as gaining communication provider.
3. **From** – Put the customer name and registered address as per mentioned in latest invoice.
4. **Account No**. - This is the account number of customer registered with losing communication provider.
5. **Telephone Number/s** – This shall contain the details of numbers customer wishes to port.
6. **Signed** – Customer must duly sign the LOA at this field.
7. **Print Name** – Keep the name of authorised person signing the LOA at customer end.
8. **Contact Number** – Put the contact details of the requestor for reference**.**
9. **Date** – Enter the date on which customer signs the LOA. In general, customer LOA is valid for 90 days from the signed date
10. **Position in Company –** Mention the job title of the contact person at customer site being authorised to request number portability on Company’s behalf.