This Letter of Authorisation (**LOA**) should be used when an organisation:

* authorises a representative to send SMS with the organisation’s registered Sender ID on its behalf. For example, a marketing firm is appointed by an organisation to run a marketing campaign for the organisation.
* authorises an affiliate company to send messages using a Sender ID that they have registered with the SGNIC.

In order to authorise the representative or affiliated company to send such SMS with the registered Sender ID on the organisation’s behalf, this LOA provided by the organisation who registered that Sender ID is required. The representative or affiliated company  will need to provide the LOA to Twilio.

<Brand Owner Letterhead>

Twilio Singapore PTE. LTD.

[8 Marina Boulevard #05-02](https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx)

M[arina Bay Financial Centre](https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx)

S[ingapore, 018981](https://www.uen.gov.sg/ueninternet/faces/pages/uenSrch.jspx)

Cc: <Representative/Affiliate\* Company Name>

Cc: SGNIC

Date:

Place:

**Subject: Letter of Authorisation**

Dear Sir/Madam:

<Brand Owner Company Name> (UEN <Number>) (**Company**) hereby certifies, represents and warrants that:

(1)    <Representative Company Name> with unique entity number (UEN) <Number> (**Representative**) is providing the Company with <Type of Services>, which includes the sending of messages with the Sender IDs (**SIDs**) specified below in Singapore on behalf of the Company;

**OR**\*

1. <Affiliate Name> with unique entity number (UEN) <Number> (**Affiliate**) is related to the Company pursuant to section 6 of the Companies Act 1967, and sends messages with the Sender IDs (**SIDs**) specified below in Singapore on behalf of the Company;

(2)    the following employee(s) of the Representative/Affiliate\* is/are authorised to give instructions to you in relation to the sending of messages with the SIDs specified below in Singapore on behalf of the Company, and the authorisation shall remain in effect until our notification to you in writing that the authorisation is revoked:

|  |  |  |
| --- | --- | --- |
| **Name** | **Last four digits of NRIC No. or equivalent ID document if non-Singaporean** | **Designation** |
|  |  |  |
|  |  |  |

(3)    the protected SIDs specified below have been registered by the Company as protected SIDs on the Singapore SMS Sender ID Registry; and

(4)    no other person or entity has the right to use or cause the distribution of the SIDs specified below.

The protected SID(s) are as follows:

1. XXX

2. XXX

3. XXX

The Company acknowledges and consents that you may contact the Company to verify the matters set out above.

Yours Sincerely,

**For and on behalf of** <Brand Owner Company Name>

**<Signature>**

**<Name>**

**<Title>**

<**NRIC No. or  or equivalent ID document if non-Singaporean>**

\* delete either option as appropriate