**Letter from the Customer to Authorise Twilio as Authorised Representative –HK Sender ID Registry**

Use this LOA to authorise Twilio as your Authorised Representative to send your registered SMS using your #senderID registered in accordance with the *Guidelines on Registration of Sender IDs and*

*Sending of Short Messages and Multimedia Messages* issued by the Office of the Communications Authority in Hong Kong.

[**Organization (Twilio Customer)’s Letterhead**]

Date:

To: **Twilio Inc**

101 Spear Street

San Francisco, California 94105, United States of America

**Subject: Letter of Authorisation**

Unless the context requires otherwise, the terms used in this letter shall have the same meanings as in the *Guidelines on Registration of Sender IDs and Sending of Short Messages and Multimedia Messages* (“**Guidelines**”) issued by the Office of the Communications Authority in Hong Kong (“**OFCA**”).

**<Full Company Name of the Registered Sender>**, company registration number **<123456>** (“**Company**”) hereby certifies, represents, and warrants that:-

1. the Company has registered the following Sender ID(s) in the Registry which is established and maintained by OFCA and/or its appointed agent(s) to hold records of the Registered Senders and their corresponding Sender IDs for sending SMSRS pursuant to the Guidelines issued by OFCA –
   * + - * #XXXX
         * #XXXX
2. the Company authorises Twilio Inc. (“**Twilio**”) as its Authorised Representative to send SMSRS with the registered Sender ID(s) above for and on behalf of the Company;
3. the following employee(s) of the Company is/are authorised to give instructions to Twilio for sending SMSRS with the registered Sender ID(s) specified above for and on behalf of the Company –

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Title / Position** | **Contact Phone Number (including country code)** | **Contact email address** |
|  |  |  |  |
|  |  |  |  |

1. the authorisation of Twilio as Authorised Representative shall remain valid until the Company notifies Twilio in writing of its revocation;
2. no other person or entity has the right to use or cause the distribution of the Sender ID(s) specified above; and
3. the information provided in this letter is true, accurate, and complete, and this letter is signed by a duly authorised representative of the Company.

The Company acknowledges and agrees that Twilio has the right to contact the Company to verify the aforementioned matters.

**For and on behalf of < Full Company Name of the Registered Sender >**

**<Signature>**

**<Name>**

**<Title/Position in the Company>**

**<Contact Phone Number>**

**<Contact Email Address>**