**Sample Letter of Authorisation**

<Letterhead of Registered Sender>

To: **SmarTone Mobile Communications Limited**

cc: **Twilio Inc.**

**Office of the Communications Authority (“OFCA”)**

([sms-sender-rep@ofca.gov.hk](mailto:sms-sender-rep@ofca.gov.hk))

Date: <DD MM YYYY>

**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 OFCA.

**<Full Company Name of the Registered Sender>** (the “**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. Twilio Inc. (the “**Authorised** **Representative**”) is providing the Company with the services of sending SMSRS with the registered Sender ID(s) above for and on behalf of the Company;
3. the following employee(s) of the Authorised Representative is/are authorised to give instructions to you 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** |
| Grace Lin | Program Manager, Global Onboarding | +65 88680450 | jilin@twilio.com |
| Amit Mohanty | Manager, Sender ID Onboarding | +819 329606396 | amohanty@twilio.com |
| Saleh Mohammed | Sender ID Operations | +372 5671 6367 | msaleh@twilio.com/senderid@twilio.com |
| Bala Sumanth | Sender ID Operations | +91 78999 45763 | bsumanths@twilio.com/senderid@twilio.com |
| Divya Sivaraman | Sender ID Operations | +819 329606396 | dsivaraman@twilio.com/senderid@twilio.com |
| Sharmila K | Sender ID Operations | +819 329606396 | shk@twilio.com/senderid@twilio.com |
| Sheetal Tyagi | Sender ID Operations | +819 329606396 | styagi@twilio.com/senderid@twilio.com |
| Madhushree Bhattacharya | Sender ID Operations | +819 329606396 | mabhattacharya@twilio.com/senderid@twilio.com |
| Nurudeen Yusuf | Sender ID Operations | +819 329606396 | nyusuf@twilio.com/senderid@twilio.com |
| Swathi Priya Maruthamuthu | Sender ID Operations | +819 329606396 | smaruthamuthu@twilio.com/ senderid@twilio.com |
| Bhubaneswari Padhi | Sender ID Operations | +819 329606396 | bpadhi@twilio.com/senderid@twilio.com |

1. the authorisation in this letter shall remain valid until the Company notifies you in writing of its revocation; and
2. no other person or entity has the right to use or cause the distribution of the Sender ID(s) specified above.

The Company acknowledges and agrees that you have the right to contact the Company to verify the aforementioned matters.

Yours Sincerely,

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

**<Signature>**

**<Name>**

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

**<Contact Phone Number>**

**<Contact Email Address>**