Confidential

Fax Number Porting Authority

Please complete and return to authorise the porting of your required fax number/s to GoFax. **Please thoroughly review** for accuracy, sign and return all pages to orders@gofax.com.au or fax to 1300 395 432 / +613 8888 9998.

This form initiates an agreement to port the listed fax number/s to the GoFax Online Fax Receive service. By completing and signing the following Fax Number Porting Authority Form, you confirm you have read, understand and accept the Terms and Conditions of service. Terms and Conditions can be found online at https://www.gofax.com.au/terms/. You also confirm you have read and accept the Fax Porting Pricing. See **Table A** below.

IMPORTANT: Incorrect information provided below may result in a 'Porting Rejection' and incur associated 'Porting Rejection fees' and additional fees to resubmit the order. For factors outside GoFax's control, some fax numbers may need to be submitted as a CAT C port type. See **Table A** below.

Please review our online porting checklist. This may assist in providing a prompt and efficient transfer.

IMPORTANT: The details below must match your current provider records.

* Mandatory information required

1. Account Holder Details: *

Business Name: _____ABN: _____

Authorised Contact Details: *

First Name: _____ Last Name: _____

Position: _____ Email Address: _____

Authorised Contact Phone Number: _____ Mobile: _____

2. Fax Number Details: *

Fax number registered address (we require your **business's physical address**; PO Box details cannot be accepted).

Unit Number: _____ Street Number: _____ Street Name: _____

City/Town/Suburb: _____ State: _____ Postcode: _____

Fax numbers for porting:

Please specify the requirements for the port submission and configuration:

[ ] Submit all fax numbers as a 'Simple/ CAT A Port' $30 inc. GST/ number per order. (Typically, applicable to single-hosted numbers with no associated services or configurations. An additional fee will apply if required to be resubmitted as a CAT C port).
[ ] Submit all fax numbers as a 'Complex/ CAT C Port' $110 inc. GST/ number per order. (Typically, applicable to multiple-hosted numbers with associated services or configurations, or virtually hosted numbers).
[ ] Submit as a 13, 1300 or 1800 number port. $30 inc. GST/ number per order.
[ ] Activate Auto Delete once porting is completed
[ ] Activate Encryption once porting is completed

🏳 **IMPORTANT:** If any numbers are connected to your internet, HICAPS, security or alarm, do not proceed with this form as porting may impact these services. You will need to contact your current service provider to review available options.

* Mandatory information required

Fax number/s to be ported* (including area code)	**Current carrier name (losing provider)***	**Current carrier account number** *	**Email address to receive faxes** *Additional emails can be configured once the port is complete

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By signing below, I confirm that I have provided accurate information and have read, understood, and agree to the terms of this order form and the Terms and Conditions. Terms and Conditions can be found online at https://www.gofax.com.au/terms/

Full Name of the Authorised Contact: _____

Position Title: _____

Signature of Authorised Representative: _____

Date: _____

Table A:

Fax Porting Pricing Schedule

The following are fees and charges that may be charged in connection with porting services provided by GoFax. The Customer understands and accepts that some fees and charges will apply automatically as a result of the information provided or the type of configuration on the number/s contained in the port.

Porting Fees & Charges Description	**Porting Pricing inc GST**
Simple Fax Number Port In service (CAT A Port)	$30.00 per number per port submission
Complex Fax Number Port In service ^ (CAT C Port)	$110.00 per number per port submission
13, 1300 or 1800 Fax Number Port In Service	$30 per number per port order submission
13, 1300 or 1800 Fax Number Port Away Service	$110 per number per port away
Bulk Number Porting or Number Range Port In Service	Pricing on request
Porting Rejection	$20.00 per port order rejection
Porting Rescheduling	
• when the port is rescheduled more than 72 hours before the scheduled date (notice must be provided within business hours to take effect)	$0.00
• when the port is rescheduled within 72 hours before the scheduled date and it is the 1st port reschedule request for the order (notice must be provided within business hours to take effect)	$ 50.00 per port order
• 2nd port reschedule request for the order at any time	$528.00 per port order
Porting Cancellations	
• requested after the order has been submitted to our carrier but is more than 72 hours before the planned/scheduled porting date (notice must be provided within business hours to take effect)	Cancellation fee is 100% of the Porting service fee/s
• when the port is cancelled within 72 hours of the scheduled port date (notice must be provided within business hours to take effect)	$528.00 per port order plus the Porting service fee/s
• in all other cases	50% of the Porting service fees
Porting Emergency Return	$605.00 per number
After Hours Port Scheduling	Pricing on request