# Guide on filling up LOA towards Australia

Created on: 1 December 2023

#### **Requirements towards Australia**

#### For Direct clients (Owner of SID directly connected to 8x8)

1. Letter of Authorisation - Australia

#### For Non-Direct clients (Owner of SID is not directly connected to 8x8)

- \*\*Chained LOA required\*\*
- 1. Letter of Authorisation Australia (End-client authorising Aggregator/Authorized Agent)
- 2. Letter of Authorisation Australia Aggregator Version (Aggregator/Authorized Agent to 8x8)

#### Note:

- 1. All documents provided should be in PDF format
- 2. <u>Sender ID is case sensitive</u>; hence the Sender ID must be the same throughout the letters (e.g., if Sender ID is LAZADA, it should be LAZADA for all and not Lazada)
- 3. <u>Do not change any content in the template</u>

# **Direct Client**

8x8 International Pte Ltd | 1 George Street, #22-03/04 One George Street, Singapore 049145 | hello-asia@8x8.com

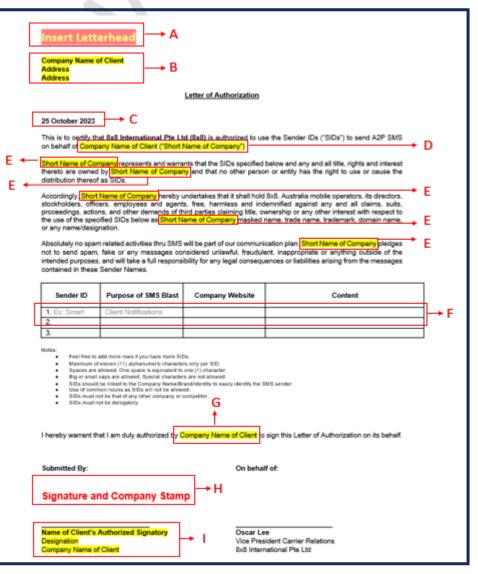
**8x8** 

# **Direct Client**

Letter of Authorisation - Whitelist - Singapore - Direct Client - Content Version 2

#### <u>Guide</u>

- A. Provide client's Company letterhead
- B. Fill in Client's Company name and Company Address
- C. Update to current date
- D. Fill in client's Company name and short name of Company
- E. Fill in short name of company
- F. Fill in the following:
  - Sender ID (Alphanumeric only, minimum 3 and maximum 11 characters including spacing)
  - **Purpose of SMS Blast** (Provide the relevant traffic type: OTP / Notification / Marketing)
  - Company Website (URL link of the client's Company website)
  - **Content** (Provide the relevant content based on traffic type. Full URL is required if there is any)
- G. Fill in client's Company name
- H. Signature of Authorized Signatory and company stamp here (*Note: If there is no company stamp, a valid DocuSign is acceptable*)
- I. Fill in Authorized Signatory's name, designation and client's Company name



Private and confidential

# **Non-Direct Client**

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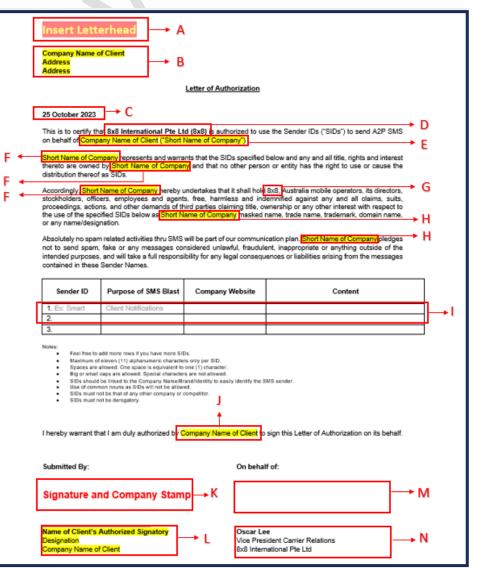
**8x8** 

## **Non-Direct Client**

### Letter of Authorisation – Australia (End-client to Aggregator/Authorized Agent)

#### <u>Guide</u>

- A. Provide end-client's Company letterhead
- B. Fill in end-client's Company name and Company Address
- C. Update to current date
- D. Change to Aggregator/Authorized Agent's company name and short name of company
- E. Fill in **end client's** Company name and short name of Company
- F. Fill in short name of end-client's Company
- G. Fill in short name of Aggregator/Authorized Agent's company
- H. Fill in short name of end-client's Company
- I. Fill in the following:
  - Sender ID (Alphanumeric only, minimum 3 and maximum 11 characters including spacing)
  - Purpose of SMS Blast (Provide the relevant traffic type: OTP / Notification / Marketing)
  - Company Website (URL website)
  - **Content** (Provide the relevant content based on traffic type. Full URL is required if there is any)
- J. Fill in end-client's Company name
- K. Signature of Authorized Signatory and company stamp from **end-client** here (*Note: If there is no company stamp, a valid DocuSign is acceptable*)
- L. Fill in Authorized Signatory's name, designation and Company Name of end-client
- M. Signature of Authorized Signatory and company stamp from Aggregator/Authorized Agent here (Note: If there is no company stamp, valid docusign is acceptable)
- N. Change to Authorized Signatory's name, designation and Company Name of Aggregator/Authorized Agent



### Letter of Authorisation – Australia – Aggregator Version (Aggregator/Authorized Agent to 8x8)

#### <u>Guide</u>

- A. Provide Aggregator/Authorized Agent's company letterhead
- B. Fill in Aggregator/Authorized Agent's Company name and Company Address
- C. Update to current date
- D. Fill in name and title/designation of Authorized Signatory
- E. Fill in Aggregator/Authorized Agent's Company name and short Company name
- F. Fill in short Company name of Aggregator/Authorized Agent
- G. Fill in the brand name of end-client
- H. Fill in short name of Aggregator/Authorized Agent's Company name
- I. Fill in the following:
  - Sender ID (Alphanumeric only, minimum 3 and maximum 11 characters including spacing)
  - Purpose of SMS Blast (Provide the relevant traffic type: OTP /
  - Notification / Marketing)
  - **Company Website** (URL link of the client's Company name website)
  - **Content** (Provide the relevant content based on traffic type. Full URL is required if there is any)
- J. Fill in short name of Aggregator/Authorized Agent's Company name
- K. Signature of Authorized Signatory and company stamp from Aggregator/Authorized Agent here (Note: If there is no company stamp, a valid DocuSign is acceptable)
- L. Fill in Authorized Signatory's name, designation and company name of Aggregator/Authorized Agent

