**Sample Letter of Authorisation**

<Full Company Name of the Registered Sender with Letter Head>

To: China Mobile International Limited

China Mobile Hong Kong Company Limited,

CITIC Telecom International Limited,

Hong Kong Telecommunications (HKT) Limited,

Hutchison Telephone Company Limited,

SmarTone Mobile Communications Limited

CSL Mobile Limited

CC: 8x8 International Pte Ltd,

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 meaning 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. 8x8 International Pte Ltd (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 |
| Sylvain Chaperon | Sr Director, Operations and Support -CPaaS | +65 6221 1521 | sylvain.chaperon@8x8.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>**