

## **PORT REQUIREMENTS**

1. Completed port request form with full current SP / Network account details
2. ID number to be completed for each number being ported.
3. Registration number to be completed (if it is a corporate port)
4. Statement and Invoices from current SP / Network
5. Client to contact the current SP / network and confirm if their account is Corporate account or an individual account.
6. Signed order on a company letterhead with the following clearly stated.
  - a. Package required with pricing and discounts
  - b. Equipment required
  - c. Acknowledgment of equipment pricing if applicable
  - d. Acknowledgment of 24 month contract or duration of that specific deal.
7. If it is a new customer all standard documentation for new account is required:
  - a. Completed signed contract
  - b. Copy of Directors I.D or Passport
  - c. Surety (not mandatory but often requested by vetting)
  - d. Bank processed cheque
  - e. 3 months bank statement or financials
  - f. Company Registration Documents
  - g. Company Vat Registration documentation if not clearly stated on Company Registration Document.
  - h. Signed Resolution
8. Approved dealsheet.  
**Please note that if the deal sheet has any payments or credits costed into the deal, this can only be processed once all the Ports have been approved and activated on the Vodacom Network.**