**Sample Letter of Authorisation**

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

To: <Name of RSSPs registered with OFCA>

CC: <Full Company/Organisation Name of the Authorised Representative>

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/Organisation Name of the Registered Sender> (The “**Company/Organisation**”) hereby certifies, represents and warrants that –

1. the Company/Organisation 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 (**with a copy of letter for application result concerning SMS Sender ID Application issued by OFCA or its appointed agent attached**) –
   * + - * #XXXX
         * #XXXX
2. <Full Company/Organisation Name of the Authorised Representative> (the “**Authorised** **Representative**”) is providing the Company/Organisation with the services of sending SMSRS with the registered Sender ID(s) above for and on behalf of the Company/Organisation;
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/Organisation –

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name | Title/  Position | Contact Phone Number (including country code) | Contact email address |
|  |  |  |  |
|  |  |  |  |

1. the authorisation in this letter shall remain valid until the Company/Organisation 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/Organisation acknowledges and agrees that you have the right to contact the Company/Organisation to verify the aforementioned matters.

Yours Sincerely,

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

**<Signature>**

**<Name>**

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

**<Contact Phone Number>**

**<Contact Email Address>**