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*This policy is issued by the Domain Name Commission on behalf of [InternetNZ](#), the Internet Society of New Zealand Incorporated.*

## **AUTHORISATION PROCESS**

### **1. Statement of Purpose**

- 1.1 This policy details the process that potential registrars must follow to gain authorisation from InternetNZ in order to access the shared registry system ("SRS"), as per the Authorisation Agreement.
- 1.2 The attached "Authorisation Application Form" ("[Form AOR1](#)") must be completed by the registrar and returned, plus attachments, to InternetNZ before authorisation will be considered.

### **2. Background**

- 2.1 InternetNZ has responsibility within New Zealand for the .nz Domain Name Space ("DNS"), and has implemented a SRS for the management of .nz domain name registrations and the operation of the DNS.
- 2.2 A SRS establishes a single register for registering domain names and associated technical and administrative information. The registration of domain names and modification of information associated with that name on the register can be effected only by authorised registrars. .nz Registry Service ("NZRS") will act as registry.
- 2.3 On the day that the SRS is implemented, all domain names technically transfer to Domainz, as the stabilising registrar. Registrars must follow the correct process to ensure transfer of their rightful domain names from Domainz. An essential part of this process is gaining authorisation status.
- 2.4 There will be no limit to the number of registrars authorised to operate in the .nz DNS.

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### 3. Instructions

- 3.1 Visit [www.dnc.org.nz](http://www.dnc.org.nz) to view the Registrar Implementation Kit which contains all information relevant to becoming a registrar: technical specifications, the Authorisation Agreement, the Connection Agreement, and all associated policies and procedures.
- 3.2 Potential registrars can make an application to become an authorised registrar by:
- Completing [Form AOR1](#) and all its requirements. Responses to the questions contained in the form need to be completed fully and accurately.
  - Paying a non-refundable application fee of \$2,250 (GST inclusive). This is to be made payable to InternetNZ.
- 3.3 Send the completed form, any attachments, and payment to:
- Domain Name Commission  
InternetNZ  
PO Box 11881  
Wellington 6142

### 4. Application Process

- 4.1 Form [AOR1](#) requires the prospective registrar to:
- 4.1.1 Pay a one-off, non-refundable application fee (a standard fee that will recover the average costs of the authorisation process).
- 4.1.2 Provide evidence that they are a legal entity.
- 4.1.3 Demonstrate that they have access to, and will continue to have the appropriate standard of, technical skills and knowledge to be an authorised registrar.
- 4.1.4 Demonstrate that they are solvent by providing InternetNZ with a letter from their bank recommending them as an entity who can pay their day to day debts as they become due.
- 4.1.5 Demonstrate that they have, and will continue to have, the customer support services, including billing capability, to meet their responsibilities to registrants.
- 4.1.6 Permit InternetNZ to carry out third party checks that enable InternetNZ to satisfy themselves that the registrar meets the above requirements.
- 4.1.7 Include a copy of the Registrar - Registrant Agreement to show that their agreement includes all the required Core Terms and Conditions.
- 4.2 All applications will be acknowledged by InternetNZ to the email address provided in the application, within two working days of receipt. Applications will be processed

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in the order in which they were received. Best endeavours will be made to process them within a month of receipt.

- 4.3 Should the Domain Name Commission ("DNC") decline any application they will provide the applicant with a full list of reasons for this. The applicant will be entitled to make a new application in future.
- 4.4 Until the DNC notifies the registrar that they have met the preliminary requirements, and the Authorisation Agreement has been signed, they have no right to represent to anybody that they are an authorised registrar for the .nz DNS.
- 4.5 Upon notification of meeting the requirements to become an authorised registrar the DNC will offer to undertake a training seminar at the registrar's workplace for the registrar and their staff.

## 5. General Information

- 5.1 The process of de-authorising a registrar is detailed in "[Process on De-Authorisation of a Registrar](#)" ("POD").
- 5.2 A range of information about .nz policies, the SRS, registrant rights, and domain names in general is publicly available on the Internet. This includes:
  - A list of all authorised registrars, with links to their home pages.
  - A list of second level moderators and their contact details.
  - Current policy about domain names in .nz, dispute resolution, etc.
  - Frequently asked questions.
  - Links to other relevant sites.
- 5.3 If anyone has any questions regarding this document they should email [policies@dnc.org.nz](mailto:policies@dnc.org.nz).

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## **APPLICATION FOR AUTHORISATION AS A REGISTRAR**

Please complete this form electronically, then print, sign, and return to The Domain Name Commissioner, at:

Domain Name Commission  
InternetNZ  
P O Box 11881  
Wellington 6142

1. Please demonstrate that you have access to, and will continue to have the appropriate standard of, technical skills and knowledge to be an authorised registrar.

*(If necessary, complete on a separate piece of paper).*

2. Please demonstrate that you have, and will continue to have, the customer support services, including billing capability, required to meet your responsibilities to your registrants.

*(If necessary, complete on a separate piece of paper).*

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3. Please read the following statements and sign in confirmation at the bottom of the page.

- a) I confirm that my organisation   
located at   
operates as a legal entity.
  
- b) I permit InternetNZ, through the Domain Name Commission, to carry out third party checks that enable InternetNZ to satisfy themselves that my organisation meets the requirements, and is suitable to be authorised as a registrar.
  
- c) I have attached a letter from my bank recommending me as an entity that can pay their day to day debts as they become due and I certify that my organisation is solvent.
  
- d) I declare that the information contained in this application is true and complete.
  
- e) I have included a copy of our Registrar - Registrant Agreement. I confirm that it contains all the core Terms and conditions specified as required in .nz Registrant Agreements.

----- (signed) ----- (Date) -----

----- (name) -----

----- (email) -----

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