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This policy is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of [InternetNZ](#), Internet New Zealand Incorporated.

CHANGE OF REGISTRANT

1. Statement of Purpose

- 1.1 This policy acts as a guide for registrars in the change of registrant process. It offers suggestions that the registrar may consider before designing a process to deal with a registrant's request to change the registered registrant. (Please refer to "Transfer to another Registrar" ("[TAR](#)"), for information on a domain name transfer to a new registrar).
- 1.2 This policy sets clear minimum expectations for the registrars to ensure the process of domain name change is appropriately handled.
- 1.3 A draft Change of Registrant form ("[COR1](#)") has been provided as a guide for registrars to ensure they are aware of the nature of the information that needs to be gathered. There is no obligation on registrars to use this form.

2. Background

- 2.1 InternetNZ has the ultimate responsibility within New Zealand for the .nz domain name space ("DNS") and has implemented a shared registry system ("SRS") for the management of .nz domain name registrations and the operation of the DNS. InternetNZ has appointed the Domain Name Commission to manage and administer the .nz domain name space on behalf of InternetNZ.
- 2.2 A SRS establishes a single register for registering domain names and associated technical and administrative information. .nz Registry Services ("NZRS") operates the register.
- 2.3 The registration of domain names and modification of information associated with that name on the register can be effected only by authorised registrars.
- 2.4 Registrars are responsible for managing their relationship with registrants. There is no communication between NZRS and registrants.

3. Principles

- 3.1 Any individual is able to determine a name and register their wish to hold that name as a unique entity within the .nz DNS.
- 3.2 Domain name registration is a licence granted to the registrant if their domain name is unique and if they meet any criteria for moderation that may exist on the second level domain ("2LD").
- 3.3 The person named at the time of registration is the legal registrant and therefore holds the right to use that domain name.
- 3.4 The registrant is able to transfer their domain name to another person. The registrar is advised to have a process in place to deal appropriately with the change of registrant process. This document is designed to offer guidance.

4. Key Considerations

- 4.1 The registrar must be sure that the person requesting that a change of registrant be actioned, is in fact authorised to do this. An example of possible checks include:
 - 4.1.1 Make the process manual in order to obtain an authorising signature.
 - 4.1.2 Have a log-in process that requires pin or password identification, that could reasonably only be known to the registrant.
 - 4.1.3 Request the UDAI.
 - 4.1.4 Require the prospective new registrant to confirm the transfer details.
- 4.2 Registrars should clarify a position for when a company or organisation wants to make changes but the authorised registrant is an individual.
- 4.3 Bear in mind that registering domain names under trading names or abbreviated names can result in doubt or dispute over who is the authorised registrant. This is why the registration process requires the full name of the registrant to be detailed.
- 4.4 The instructions on the change of registrant form must make clear that the current authorised registrant is authorising the changes.
- 4.5 The instructions must ensure that the prospective registrant is identified and that all relevant contact information has been provided.
- 4.6 Registrars should ensure the prospective registrant acknowledges the changes and agrees to be bound by all the usual published conditions and .nz policies.
- 4.7 The process utilised by the registrar for the change of registrant process should be clearly identified to registrants.
- 4.8 Registrars should ensure that all documentation and correspondence relating to the transfer is retained.

- 4.9 Registrars may want to consider requiring the current registrant to provide a statutory declaration where they have concerns about the authority to effect the change in registrant details.
- 4.10 Registrars may also want to include an indemnity clause for any costs, losses, or liabilities incurred in the reasonable performance of their duties in processing the registrant's request, or in dealing with claims arising from the allocation or use of the name.

5. General Information

- 5.1 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.
- 5.2 If anyone has any questions regarding this document they should email policies@dnc.org.nz

CHANGE OF REGISTRANT

Please complete this form electronically, then print, sign, and return to XXXXXXXX:

1. Address of registrar

I, the current registrant of
 , and I
 the prospective registrant, have
 entered into an agreement to change the registrant details for the above domain name.

2. The contact details for the prospective registrant are:

**Prospective
registrant**

Contact Name

Phone

Fax

Email

Address

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

- a) I, the current registrant, confirm that I am authorised to action a change of registrant for this domain.
- b) I, the current registrant, agree to release xxxxx from any further obligation to itself after the completion of the change of registrant process.
- c) I, the prospective registrant, confirm that I have requested the change of registrant, and that I have read and accepted all relevant terms of service set out in the registrant's agreements.

- d) I, the prospective registrant, agree to indemnify xxxxxxxx, their agents, officers, and employees for any costs, losses, or liabilities incurred in the reasonable performance of their duties in processing this request, or in dealing with claims arising from the allocation or use of the name.

- e) I, the prospective registrant, declare that there is no reason why the change of registrant request should not be actioned.

- f) I, the prospective registrant, agree to allow xxxxxxxx to seek further proof of identity, or evidence of my ability, to meet the conditions for holding a domain name.

On behalf of current registrant:

.....
(signed) (Date)
.....
(name)

On behalf of prospective registrant:

.....
(signed) (Date)
.....
(name)