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This policy is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of New Zealand Domain Name Registry Ltd, trading as .nz Registry Services

REGISTRY CONNECTION PROCESS

1 Statement of Purpose

- 1.1 This policy details the process that Authorised Registrars must follow in order to access the shared registry system ("SRS"), as per the Connection Agreement.
- 1.2 An Authorised Registrar connection allows complete access and control to the registry to create and administer their domain names.
- 1.3 Domain Name Commission Ltd (DNC) must have approved the organisation as an Authorised Registrar before connection will be considered.
- 1.4 The attached "Application for Connection to .nz Registry Form" ("[form CON1](#) ") must be completed by the registrar and returned, plus attachments, to .nz Registry Services (NZRS) before connection will be considered.

2 Background

- 2.1 InternetNZ has the ultimate responsibility within New Zealand for the .nz Domain Name Space. InternetNZ has appointed DNC to manage and administer the .nz domain name space on behalf of InternetNZ.
- 2.2 NZRS operates the register of .nz domain names and the Domain Name Service (DNS) which are maintained for high availability, accuracy and response times. These are managed and measured against a [Service Level Agreement](#). The registration of domain names and modification of

information associated with that name on the register can be effected only by authorised registrars.

3 Instructions

3.1 Visit www.nzrs.net.nz/documents to view the connection related documents and policies.

3.2 Authorised registrars can make an application for connection by:

- Completing the [form CON1](#) and all its requirements.
- Send the completed form, and any attachments to:

General Manager
.NZ Registry Services
PO Box 24361
Wellington

4 Authorised Registrar Connection Process

4.1 When DNC has approved the Registrar Authorisation application they will notify .NZ Registry Services (the “General Manager”). This will then allow the newly Authorised Registrar to apply using the [form CON1](#) for access to the production system.

4.2 [Form CON1](#) requires:

4.2.1 Affirmation that DNC has approved the organisation as an Authorised Registrar.

4.2.2 Two signed copies of the [.nz Connection agreement](#)

4.2.3 Account payment details

4.2.4 Agreement that any anomaly that is material to the registry or any other stakeholder is reported to the General Manager in a timely fashion.

4.2.5 Registrar name, web address, and contact details including Public, SRS, Technical and Billing.

4.2.6 A soft copy of the Registrar Public Encryption Key sent to support@nzrs.net.nz as an attachment.

4.3 Once the General Manager receives the CON1 application they will contact DNC to ensure that the organisation has been approved as an Authorised Registrar.

4.4 Once the General Manager has confirmed the details of the Authorised Registrar, NZRS will liaise with the technical contact of the Authorised Registrar and connect the Registrar to the SRS Test Platform to allow them to develop their interface with the SRS.

4.5 Operational Testing and Evaluation Process

Before NZRS grant access to the production systems of the registry, the registrar must demonstrate to NZRS

- their comprehension and understanding of the SRS
- that their interface with our systems works correctly
- their ability to execute all the SRS transactions

Detailed technical requirements will be emailed to the technical contact of the Authorised Registrar when they are connected to the Test System. Registrars may be asked to demonstrate that they meet our requirements at any time. If registrars fail to meet these requirements, registrar access to the register may be suspended or terminated at our sole discretion.

Once the General Manager is satisfied, NZRS will issue the information required to access the production system to the named technical contact and notify DNC.

5 Termination of Authorised Registrar Access

5.1 Please refer to the [Process on De-Authorisation of a Registrar](#) (POD) document for details on the process around cancellation of an Authorised Registrar.

6 Suspension of Authorised Registrar Access

6.1 If the General Manager believes that the actions or inactions of the Authorised Registrar are causing material impact to the registry and/or other users then the General Manager has the right to suspend the connection. The General Manager should make effort to inform the organisation of the issue(s) and the intent that if it continues then the access could be suspended. If the action, or inaction, continues or the General Manager is unable to reach the contact name(s) of the Authorised Registrar, then the General Manager has the right to immediately suspend

the access for the Authorised Registrar without further notice. Should the General Manager suspend access they shall inform the Authorised Registrar and DNC via email immediately afterwards.

- 6.2 The General Manager reserves the right to suspend access to the registry system should they feel that an organisation's actions are degrading the system in an unacceptable manner.
- 6.3 Once the General Manager has been satisfied that the Authorised Registrar has addressed the reasons for suspension then the General Manager will resume access for the Authorised Registrar.
- 6.4 The Authorised Registrar has the right to appeal to DNC should they wish to have their access reinstated if the connection was suspended by the General Manager. DNC will make every effort to review the appeal as quickly as possible.

7 General Information

- 7.1 Any questions regarding this document can be emailed to the General Manager at support@nzrs.net.nz
- 7.2 Registrars **MUST NOT** perform any testing on the Production SRS system. The Test system is a copy of the Production system and the Test system **MUST** be used for any registrar testing

Form CON1



**APPLICATION TO NZ REGISTRY SERVICES (NZRS)
FOR CONNECTION TO the .nz Registry.**

Please complete the details below.

Registrar Details	
Registrar Name (formal name of Registrar's legal entity)	
Registrar Trading Name (if different to above, <i>the trading name of the registrar</i>)	
URL (<i>the registrar's web address</i>)	
Public Contact Details (<i>contact details about a Registrar that will be displayed in the public WHOIS queries</i>)	
Name (Registrar Trading Name)	
Address Line 1	
Address Line 2 (optional)	
City	
Province (optional)	
Country Code	
Post Code (optional)	
Phone: <i>CountryCode-AreaCode-LocalNumber</i>	
Fax: <i>CountryCode-AreaCode-LocalNumber</i> (optional)	
E-mail Address	



Form CON1

Contact Details <i>(contact details used by NZRS to communicate with the Registrar)</i>	
Name of main person dealing with the SRS	
Address Line 1	
Address Line 2 (optional)	
City	
Province (optional)	
Country Code	
Post Code (optional)	
Phone: <i>CountryCode-AreaCode-LocalNumber</i>	
Fax: <i>CountryCode-AreaCode-LocalNumber</i> (optional)	
E-mail Address (s) more than one may be supplied for receiving Registry news, technical updates, outage info etc	
Default Technical Contact Details <i>(Note: these contact details will be used as a default if domain name technical contact details are not supplied)</i>	
Name (Main person dealing with the SRS)	
Address Line 1	
Address Line 2 (optional)	
City	
Province (optional)	
Country Code	
Post Code (optional)	
Phone: <i>CountryCode-AreaCode-LocalNumber</i>	
Fax: <i>CountryCode-AreaCode-LocalNumber</i> (optional)	
E-mail Address	



Form CON1

Billing Contact Details <i>(Contact details used by the NZRS for invoicing the Registrar. Please complete if different to SRS contact details above)</i>	
Name	
Address Line 1	
Address Line 2 (optional)	
City	
Province (optional)	
Country Code	
Post Code (optional)	
Phone: <i>CountryCode-AreaCode-LocalNumber</i>	
Fax: <i>CountryCode-AreaCode-LocalNumber</i> (optional)	
E-mail Address (s)	



Form CON1

- I affirm that Domain Name Commission has approved the organisation as an Authorised Registrar. Yes / No
- I understand that the NZRS will require demonstration of ability to use the registry system. Yes / No
- I have attached NZ bank account details and authorisation form for a [direct debit](#) Yes / No
- For Foreign Registrars:** a foreign Authorised Registrar can choose between the Direct Debit of a NZ Bank Account option or a nominated NZRS bank account that NZRS operate on your behalf:
- I would like details on the nominated NZRS bank account that NZRS operate. Yes / No
- I agree to report any material issue, technical or non technical, in a timely manner to the NZRS with regard to the registry system. Yes / No
- I have attached two signed copies of the [.nz Connection agreement](#) Yes / No
- A soft copy of the Registrar Public Encryption Key has been sent to support@nzrs.net.nz as an attachment. Yes / No
- I have read and understood the [NZRS Technical Statement](#). Yes / No

Signed for and on behalf of ***[name of Registrar]***

([insert name of person signing] (Date)

(Position)

Please send a signed copy to:

General Manager
.NZ Registry Services
PO Box 24361
Wellington
New Zealand

