

## **Nic AG Accredited Registrar Application Procedure**

**(Effective Date: November 17, 2001)**

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### **1.0 Introduction**

**1.1** Only Nic AG Accredited Registrars may connect directly to the automated system for the registration of Domain Names in the .ag Registry and process modifications, and other transactions with respect to Domain Name Registrations (such as, for example, renewals, transfers and changes to Registrant information).

**1.2** To become a Nic AG Accredited Registrar, a person must, at a minimum:

**1.2.1** meet the qualifications described below;

**1.2.2** follow the application process described below; and

**1.2.3** be accepted by Nic AG as a Nic AG Accredited Registrar.

### **2.0 Qualifications**

**2.1** Any individual, company or organization can apply to become a Nic AG Accredited Registrar.

**2.2** In order for an applicant to be accredited, Nic AG must be satisfied that:

**2.2.1** the applicant can demonstrate knowledge of the Domain Name System and Nic AG's Policies, Procedures and Guidelines, Registration Policies and operations sufficient in Nic AG's view to provide good service to Registrants and potential Registrants;

**2.2.2** the applicant has the capability to electronically interact with Registrants, Nic AG and Nic AG's systems in accordance with the applicable Policies, Procedures and Guidelines;

**2.2.3** the applicant is capable of providing Registrar Services in accordance with the Registrar Agreement and in compliance with the applicable Terms, Policies, Procedures and Guidelines;

**2.2.4** in particular, the applicant has the capabilities and systems to:

(a) promptly and effectively address inquiries and respond to requests from its Registrants and potential Registrants;

- (b) promptly and effectively handle projected volumes of Domain Name Registrations;
- (c) receive information from its Registrants and potential Registrants on a secure basis;
- (d) authenticate information provided by its Registrants and potential Registrants;
- (e) promptly and effectively notify Registrants of the need to renew their Domain Name Registrations;
- (f) process and authenticate requests for modifications to Domain Name Registrations, including renewals and transfers of Domain Name Registrations, changes of Registrar, changes of Registrant, updates to information and other requests; and
- (g) maintain backups of registration information.

**2.2.5** the applicant is familiar with the Registration Agreement that customers of a Registrar wishing to register a Domain Name with Nic AG will be required to enter into with Nic AG.; and

**2.2.6** neither the applicant nor any partner, director, officer or controlling shareholder of the applicant, has been convicted of an offence under the laws of the United States of America.

### **3.0 Application Process**

**3.1** The applicant must complete and submit to Nic AG the Registrar Accreditation Expression of Interest (EOI) form. Nic AG will advise applicants by return email once the completed EOI form has been received by Nic AG.

**3.2** Following receipt of the completed EOI form, Nic AG will forward an application package to the Applicant by courier.

**3.3** Included in the application package will be:

- (a) two (2) copies of the Registrar Agreement between the applicant and Nic AG signed by Nic AG; and
- (b) a copy of this Registrar Accreditation Procedure including the Application for Accreditation (available on Nic AG's website) and the guidelines for its completion.

**3.4** The applicant must truthfully and accurately complete the Application for Accreditation and send to Nic AG by prepaid courier:

- (a) the completed Application for Accreditation, signed by an authorized representative of the applicant; and
- (b) one (1) Registrar Agreement, signed by the applicant and Nic AG (the applicant may keep one fully executed copy of the Registrar Agreement for its own records). (Please note that the applicant must obtain independent legal advice with respect to its obligations under the Registrar Agreement.).

**3.5** No application for Accreditation will be considered to be complete if it is (i) missing information; (ii) on its face contains misleading or inaccurate information; (iii) is defective in any way; or (iv) is not accompanied by the signed Registrar Agreement specified above.

**3.6** Upon receipt of the package, Nic AG will review it for completeness.

**3.7** Nic AG has the right, in accordance with the Registrar Agreement, to verify the accuracy and completeness of the information provided by the applicant in its application for Accreditation. Nic AG also has the right to satisfy itself that applicant can function as a Registrar in accordance with the terms and conditions of the Registrar Agreement and the Policies, Procedures and Guidelines. Nic AG may attempt to verify such information by contacting the applicant's references, holding one or more interviews with the applicant or other reasonable means.

**3.8** Nic AG may require one or more guarantees of the obligations of the Registrar under the Registrar Agreement. No application will be complete, and the applicant will not be accredited as a Registrar until Nic AG receives all requested guarantee(s). If the applicant does not provide all requested guarantee(s) to Nic AG within twenty (20) days after Nic AG's request, its application will be deemed to be withdrawn and abandoned and will not be processed further.

**3.9** If the application for Accreditation is complete, Nic AG will advise the applicant by email that the processing of the application will proceed.

**3.10** Nic AG will process completed applications in the order of receipt, typically within twenty (20) days after all information and guarantees are received, and notify the applicant by email whether or not the applicant is accredited.

**3.11** If the application for Accreditation is incomplete or defective, Nic AG will advise the applicant by email. The applicant must provide any missing information, correct any deficiencies and complete the application within five (5) Business Days from the date the email is sent by Nic AG or such longer period as Nic AG may consent to by notice to the applicant, failing which the application will be deemed to have been withdrawn and abandoned and will not be processed further.

**3.12** The applicant may withdraw and abandon its application at any time before accreditation by giving notice to Nic AG by email.

**3.13** Any withdrawal or abandonment or deemed withdrawal and abandonment of an application for Accreditation in accordance with the Registrar Agreement will result in the automatic termination of the Registrar Agreement without prejudice to the applicant's ability to enter into a new Registrar Agreement with Nic AG and apply again to become accredited.

**3.14** The date that the Registrar is accredited by Nic AG may not be the date that Nic AG starts to accept and process requests from Registrars. Nic AG and the applicant will decide on a mutually acceptable activation date after accreditation.

**3.15** If Nic AG notifies the applicant that it has not been accredited as a Registrar, the Registrar Agreement with Nic AG will automatically terminate without prejudice to the applicant's ability to enter into new Registrar Agreement with Nic AG and apply again to become an accredited Registrar.

**3.16** Until the applicant receives notice from Nic AG that it has been accredited as a Registrar, the applicant shall not:

- (a) act or hold itself out as a Registrar of the Registry;
- (b) provide or offer to provide or state or imply that it is authorized to provide any Registrar Services within the Registry; or
- (c) identify itself as a "**Nic AG Accredited Registrar**" or by any term suggesting a similar reference, or use, directly or indirectly, in any manner whatsoever Nic AG's name or any other trade-mark or trade names or any other identifying indicium owned or used by Nic AG or any other intellectual property owned by or licensed to Nic AG, whether or not registered, or any confusingly similar marks or names.

## **REGISTRAR APPLICATION FOR ACCREDITATION**

### **2. BACKGROUND**

**2.1** This Application for Accreditation is intended for Applicants who wish to be accredited by Nic AG as a Registrar for the .ag Internet domain registration system (the "Registry").

**2.2** Please review the Nic AG Accreditation Requirements as well as the Registrar Agreement provided to you in your Application Package (and set out at Nic AG's website currently at <http://www.nic.ag/registrar.htm>) prior to submitting this Application. Failure to meet the requirements as set out in those documents will result in your Application being rejected.

### **3. INSTRUCTIONS FOR COMPLETION**

**3.1** Provide complete and accurate responses to the following items. If there is insufficient space on the application form to provide all requested information, please provide on a separate piece of paper indicating the item number being answered. The application must be typed and legible.

**3.2** Any misleading or inaccurate information provided in completing this Application for Accreditation will result in the rejection of your Application.

## A. CONTACT INFORMATION

1.	Full Legal Name of Applicant:
2.	Corporation Number, if Applicant is a Corporation:
3.	If Applicant is a Partnership, the State, Province or Country in which Applicant is Registered and Registration Number:
4.	Residence Address of:  (a) Individual applicant:  (b) each individual partner, if Applicant is a partnership:
5.	Business address of:  (a) Corporation:  (b) Partnership:
6.	Mailing Address, if a Government or Educational Institution:

7.	Telephone number and area code of Applicant:
8.	Facsimile number and area code of Applicant:
9.	Email address of Applicant:
10.	Name of Administrative and Billing Contact:  (a) Title/Position:  (b) Mailing Address:     (c) Telephone number and area code:  (d) Facsimile number and area code:  (e) Email address:
11.	Website address of Applicant:
12.	Name, Address, Phone Number and Contact Name for Applicant's principal bank account or financial institutions:

13. If Applicant is not an individual, please indicate (i) how long Applicant has been in existence, and (ii) the principal business of the Applicant.



**B. ACCREDITATION REQUIREMENTS**

14.	Please indicate whether the Applicant will be able to comply with the Accreditation Requirements set out at Nic AG's website at <a href="http://www.nic.ag">www.nic.ag</a> . Indicate whether the Applicant is currently or has in the past provided services to the public as a registrar of Internet domain names and, if so, for how long. Describe the Applicant's past experience as a registrar of Internet domain names. If the Applicant has no experience as a registrar of Internet domain names, then please give details as to the experience and expertise of the Applicant that would enable the Applicant to provide registrar services in accordance with the Accreditation Requirements and the Registrar Agreement with Nic AG.
15.	Please indicate the Applicant's projected volume of applications to Nic AG for the registration of .ag domain names on a daily, weekly, monthly and yearly basis.
16.	Please indicate whether the Applicant has read and understood the Registrar Agreement with Nic AG including all policies, terms, rules and procedures of Nic AG.
17.	Please indicate whether the Applicant has obtained independent legal advice with respect to its/his/her obligations under the Registrar Agreement. Indicate the name of the lawyer and law firm that provided the independent legal advice.

19. Please indicate whether the Applicant, or any partner, director, officer or controlling shareholder of the Applicant, has been convicted of an offence under laws of the United States of America.

20.(a) Please indicate if the Applicant wishes to have its name included in a list of Nic AG Accredited Registrars to be posted on Nic AG's website if the Applicant is accredited by Nic AG.

(b) If the Applicant wishes to be included in this list, please indicate if the Applicant wishes to be listed as providing Registrar Services to a specific region or country or worldwide.

The undersigned certifies that the information given in this Application is correct and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Legal Name of Applicant

By: \_\_\_\_\_

Name:

Title:

By: \_\_\_\_\_

Name:

Title: