# ICANN REGISTRAR ACCREDITATION APPLICATION FORM

TABLE OF CONTENTS

[INSTRUCTIONS](#_heading=h.qg8k3ui5gun4)

[GENERAL INFORMATION - LEGAL FORM](#_heading=h.ddi7atgq9ehb)

[I. GENERAL INFORMATION - CONTACT DETAILS](#_heading=h.18ua0o9e6ftw)

[II. GENERAL INFORMATION - MANAGEMENT](#_heading=h.qq592eg0unkz)

[III. BUSINESS OVERVIEW / BUSINESS PLAN](#_heading=h.vj25i8hzwpis)

[IV. OPERATIONAL AND TECHNICAL CAPABILITIES](#_heading=h.pdqiguese0z7)

[V. CONTRACTUAL AND POLICY REQUIREMENTS](#_heading=h.469bcx9gjxoz)

[REMINDERS](#_heading=h.gknkegdmivvn)

[FINANCIAL OBLIGATIONS](#_heading=h.57csw1p9ie5i)

[TERMS AND CONDITIONS](#_heading=h.lptok4giskkl)

[1. Disclosure.](#_heading=h.fn18x0ed8wsf)

[2. Legal Authority.](#_heading=h.dca0it8swqni)

[3. Individuals & Sole Proprietorships Ineligible.](#_heading=h.pgm4es30bsed)

[4. Application Process.](#_heading=h.23psl0xqr58l)

[5. Application Fees.](#_heading=h.a3vx8edxkpjw)

[6. Withdrawal of an Application.](#_heading=h.dme6tet4z6vu)

[7. Application Approval and Accreditation.](#_heading=h.pupp2i35ur6f)

[8. Permissions.](#_heading=h.7ydw1y2ygcld)

[9. Indemnity and Limitation of Liability.](#_heading=h.dgf7mdjpcv0p)

[10. Confidential Information.](#_heading=h.po91t2cp7hmw)

[11. Transfer of Registrar Accreditation.](#_heading=h.dbflrvlww1)

[12. Law and Consulting Firms Retained by ICANN.](#_heading=h.nygw7fl24vvt)

[13. Non-English Reference Material.](#_heading=h.ttqk3kck95im)

[14. Updates to Application Process and Terms and Conditions.](#_heading=h.8nuyhkuqemm9)

[SIGNATURE PAGE](#_heading=h.9vvioktthysc)

# INSTRUCTIONS

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| You may send your completed application via **one of** the following methods:1. Complete the fillable form, attach supporting documents, and send an electronic copy to: **accredit@icann.org****.**
	1. Please note that when applications are received by email, ICANN will send a *Certificate of Submission Authority* and *Agreement to Terms and Conditions* to be signed via an electronic signature software.
* (2) Send the completed application form with supporting documents by mail/courier to:

**Internet Corporation for Assigned Names and Numbers****Registrar Accreditation****12025 Waterfront Drive, Suite 300****Los Angeles, CA 90094-2536, USA*** \*Please do not transmit payment for the application fee with this form. ICANN will provide instructions on how to transmit payment after our initial review of the application.

\*By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN [**Privacy Policy**](https://www.icann.org/privacy/policy), and agree to abide by the website [**Terms of Service**](https://www.icann.org/privacy/tos). |
| \* For questions where an answer is not applicable, fill in “N.A.”, do not leave blank.\* For any answers that are not submitted in English, a translation is not required but will help reduce processing time.\* For answers available on supporting documents, please specify the document and its respective page number.  |
| Detailed instructions are available at [**www.icann.org/en/registrars/instructions.htm**](http://www.icann.org/en/registrars/instructions.htm)**.** Applicants will receive a response from ICANN‬ within ‬thirty (30) days of receipt of the completed ‬form. ICANN will contact you if any additional information, supporting documentation, or clarification is needed.‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬ Please whitelist ICANN.org in your email system to ensure receipt of communication. ‬ ‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬‬ |

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# GENERAL INFORMATION - LEGAL FORM

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| 1. **Full legal name of the applicant:**
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Note: The “legal name” is the full name of the established entity that wishes to enter into a Registrar Accreditation Agreement (RAA) with ICANN. In jurisdictions where companies must register with a governmental agency or other authority, the legal name is the full name that was recorded with that entity. List all names if you are applying for multiple accreditations for multiple entities.

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| 1. **Identify the legal form of the applicant, the jurisdiction in which the applicant's business is registered for legal and financial purposes, the applicant's entity registration number (if applicable) and the name of the authority that issued this number:**
 |
| **Legal Form** | **Jurisdiction** | **Registration Number** | **Issuing Authority** |
|   |   |   |   |

Note: Examples of “legal forms” include corporations, limited liability companies, partnership firms, NGO/NPOs, government bodies/agencies, IGO/INGO, etc. Natural persons and sole proprietorships do not qualify. For multiple entities, identify legal form for each of the entities.

Jurisdiction**:** Countries, territories, or standalone economies.For multiple entities, identify the jurisdictions for each of the entities.

For multiple entities, provide the respective business registration number for each entity.

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| 1. **List every business name and/or trade name used by the applicant or that the applicant intends to use in connection with its proposed registrar business:**
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| 1. **Attach documentation demonstrating that the applicant entity is legally established and in good standing. These documents should include both:**

**☐ Articles of Incorporation (or equivalent document); AND****☐ Certificate of Good Standing (or equivalent document) that is no more than six (6) months old.** |

Note: For proof of establishment, provide articles of incorporation/association/organization or other equivalent documents (statutes, membership agreement, etc.) of the entity.

If the applicant is a government body or organization, provide a certified copy of the relevant statute or governmental decision under which it has been established, or an organizational certificate.

Where no such documents are available in the applicant's jurisdiction, submit an affidavit drafted and signed by a notary public or a legal practitioner duly qualified in the courts of the applicant's jurisdiction, declaring that the organization is established and in good standing.

# GENERAL INFORMATION - CONTACT DETAILS

*For each First Name and Surname field, provide a complete first name and a complete surname (if applicable, also include the names in the local script).*

|  |
| --- |
| 1. **Provide Legal Notice Contact information:**
 |
| First Name: |   |
| Surname: |   |
| Title:  |   |
| Address:(*No Post Office boxes are allowed*) |   |
| Phone number (+country code): |   |
| Fax number (+country code): |   |
| Email address: |   |

Note: This contact will be used for contractual purposes, and the applicant must be able to accept notices and service of legal process at this address.

|  |
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| 1. **Provide Primary Contact information:**
 |
| First Name: |   |
| Surname: |   |
| Title:  |   |
| Address:(*No Post Office boxes are allowed*) |   |
| Phone number (+country code): |   |
| Fax number (+country code): |   |
| Email address: |   |

Note: This contact will be listed as contact party for the applicant on the Registrar Accreditation Agreement, should this application be approved.

This contact **will** be recorded as the registrar primary contact in our database systems.

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| 1. **Provide application contact information (if different from Q6):**
 |
| First Name: |   |
| Surname: |   |
| Title:  |   |
| Address:(*No Post Office boxes are allowed*) |   |
| Phone number (+country code): |   |
| Fax number (+country code): |   |
| Email address: |   |

Note: This contact will be the main point of contact for all matters concerning the application. If the application is approved, this contact **will not** be recorded in our database systems.

# GENERAL INFORMATION - MANAGEMENT

*ICANN may conduct background investigation(s) on any or all individual(s) listed in this section. For each First Name and Surname field, provide a complete first name and a complete surname (if applicable, also include the names in the local script).*

|  |
| --- |
| 1. **Provide the full legal name, position, and contact information of persons or entities owning at least 5% of the applicant's current business entity: For each entry, specify the ownership percentage (***attach additional page if needed*)
 |
| Person/Entity 1: |  % Ownership:  | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Person/Entity 2: |  % Ownership:  | First Name: Middle Name(s): Surname: Full legal name in local script, if applicable: Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Person/Entity 3: |  % Ownership:  | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable: Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Person/Entity 4: |  % Ownership:  | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable: Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code)/Fax number (+country code): Email:  |
| Person/Entity 5: |  % Ownership:  | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable: Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Person/Entity 6: |  % Ownership:  | First Name: Middle Name(s):Surname:Full legal name in local script, if applicable: Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |

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| 1. **Enter the full legal name, position, and contact information of all members of Board of Directors of the applicant, if applicable:**

(*attach additional page if needed*) |
| Director 1: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Director 2: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Director 3: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Director 4: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Director 5: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Director 6: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |

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| 1. **Enter the full legal name, position, and contact information of all officers of the applicant:**

(*attach additional page if needed*) |
| Officer 1: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Officer 2: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Officer 3: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Officer 4: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Officer 5: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Officer 6: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Country of Birth: Country of Residence: Date of Birth: Address: Phone number (+country code):Fax number (+country code): Email:  |

Note: Officers are staff at Executive Level (e.g. CEO, COO, etc.), Executive VP/Senior VP, and VPs.

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| 1. **Enter the full legal name, position, and contact information of all relevant domain name business managers of the applicant:**
 |
| Manager 1: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Manager 2: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable: Position: Address: Phone number (+country code)Fax number (+country code): Email:  |
| Manager 3: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Address: Phone number (+country code):Fax number (+country code): Email:  |
| Manager 4: | First Name: Middle Name(s):Surname: Full legal name in local script, if applicable:Position: Address: Phone number (+country code):Fax number (+country code): Email:  |

Note: The purpose of this question is to identify the managers who are responsible for the applicant’s domain name business. Only include if the manager is not named in previous sections of the application. If no additional managers are entered, note this by entering N/A.

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| 1. **Indicate whether the applicant or any of the individuals or entities named above:**

If the answer is “yes” then list individual(s) or entity involved and details. |
| * 1. within the past ten (10) years, has been convicted of a felony or of a misdemeanor related to financial activities, or has been judged by a court to have committed fraud or breach of fiduciary duty, or has been the subject of a judicial determination that is similar or related to any of these;
 | Yes ☐ No ☐ |
|   |
| * 1. within the past ten (10) years, has been disciplined by any government or industry regulatory body for conduct involving dishonesty or misuse of funds of others;
 | Yes ☐ No ☐ |
|   |
| * 1. is currently involved in any judicial or regulatory proceeding that could result in a conviction, judgment, determination, or discipline of the type specified in questions (a) or (b) above;

  | Yes ☐ No ☐ |
|   |
| * 1. is the subject of a disqualification imposed by ICANN and in effect at the time of this application.
 | Yes ☐ No ☐ |
|   |

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|  1. **Does the applicant or any of the persons or entities listed in this application have and/or, has the applicant or any of the persons or entities listed in this application previously had a common controlling interest in one or more ICANN-accredited registrars, registry operators or back-end registry operators?**
 |
|  Yes ☐ No ☐  |
| If yes, please list the concerned entities or persons, the registrar(s) and corresponding IANA ID numbers, registry operator(s) or back-end registry operator(s) in which they have a common controlling interest and describe the connections between them. |

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| 1. **Has the applicant and/or any of the persons or entities mentioned in this section, submitted to ICANN within the past year an accreditation application or material accompanying an accreditation application that ICANN has found to contain a material misrepresentation, material inaccuracy, or materially misleading statement? If yes, then please explain the circumstances.**
 |
| Yes ☐ No ☐  |
| If yes, please explain the circumstances.  |

# BUSINESS OVERVIEW / BUSINESS PLAN

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| 1. **Please select applicant's current business type or proposed business type(s) and provide an overview:**
 |
| ☐ a. Domain name retail:☐ b. Domain name trading:☐ c. Trademark/brand protection:☐ d. Other, please specify:  |
| Overview of the above business type:  |

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| 1. **What volume of domain name registrations does the applicant reasonably project to be able to handle per month?**
 |
|   |

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| --- |
| 1. **If the applicant is already providing domain name registration services, either as a reseller of gTLD names and/or a registrar of ccTLD names, please provide the following:**
 |
| * 1. Total number of domain names managed:
	2. Number of gTLD domain names managed:
	3. Number of ccTLD domain names managed:
	4. List of applicant ccTLD accreditations:

 Average monthly registrations handled currently: ☐ Not applicable, not currently providing domain name registration services as a reseller of gTLD names and/or a registrar of ccTLD names. |

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| 1. **If the applicant is a reseller, please explain how the applicant intends to handle names currently under management as a reseller if the applicant obtains registrar accreditation:**
 |
|  ☐ Not applicable |

|  |
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| 1. **How many employees will the applicant have dedicated to the registrar business? Please indicate the number of employees (full-time equivalents) in each area.**
 |
| 1. Total number of Staff (Full-time and full-time equivalent):
 |
| 1. Full-time employees:
2. Part-time employees (full-time equivalent):
 |
| 1. Sales and marketing:
2. Customer services:
3. Technical engineers:
4. Administration:
5. Other:
 |

Note: Sum of categories (b) and (c) must equal the Total number of Staff (a). Sum of categories (d), (e), (f), (g), and (h) must equal the Total number of Staff (a).

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| 1. **If the applicant is seeking the transfer of an existing registrar's accreditation, please describe the circumstances under which the transfer of accreditation is requested:**
 |
|  ☐ Not applicable  |

# OPERATIONAL AND TECHNICAL CAPABILITIES

Note to applicant: The information provided within this section must clearly demonstrate the applicant’s ability to operate, manage, and monitor the registrar’s systems. Furthermore, the applicant must also clearly demonstrate that it has an adequate level of resources on-hand, or readily available, in order to implement the operational and technical setup described.

|  |
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| 1. **Please provide details of the applicant's proposed registrar system, including:**
 |
| 1. All URLs and/or domain names the applicant uses or intends to use for conducting its services at the time of approval.

  |
| 1. The interfaces (e.g., Application Program Interfaces, Web User Interface, etc.), methods and workflows that the applicant provides customers/registrants to register, manage, update, renew, and delete domain names.

  |
| 1. On average, how long will it take the applicant to complete customer requests for changes to the registration data (e.g., contact data) and billing information?

  |
| 1. How will applicant verify the reasonable assurance of payment of the registration fee before activating domain registrations?

  |
| 1. If the applicant plans to work with resellers, please describe the interface and/or workflow of the reseller system.

  |

**Note 21(b): Methods and work flows**

Please describe the proposed methods and workflows for each interface presented.

**Note 21(d): Assurance of payment**

Please describe the form(s) of payment that the applicant will accept (e.g., credit card, bank transfer, etc.) Please refer to [Section 3.7.4 of the Registrar Accreditation Agreement](https://www.icann.org/resources/pages/registrars/registrars-en) when preparing the response.

**Note 21(e): Reseller system**

This should include how a potential reseller could apply and become Applicant’s reseller. Please also include details on how the reseller will be able to register, manage, update, renew, or delete domain names on behalf of its customers.

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| 1. **Please provide technical specification details for the applicant’s proposed network and associated systems, including architecture documentation covering the following:**
 |
| 1. Hardware configuration:

  |
| 1. Software configuration:

  |
| 1. Internet connectivity configuration:

  |
| 1. Network architecture diagram, noting all relevant hardware, software, and networking capabilities. Insert network architecture diagram file(s) here or attach file(s) to the end of the application.

  |

**Note 22(a): Hardware configuration**

This would include information on servers, routers, networking components, firewall, load balancer, virtual machines, and their key characteristics, including but not limited to CPU and RAM, disk space, internal network connectivity, and make and model.

**Note 22(b): Software configuration**

This would include information on operating systems and other key software, including version information, necessary to support the registrar's operations, management, and monitoring.

**Note 22(c): Internet connectivity configuration**

This would include information on the chosen topology, lines provisioned, and providers/carriers selected, as well as details on network capacity and bandwidth provisioning.

**Note 22(d): Network architecture diagram**

The architecture diagram should demonstrate the full interplay of the applicant's system, including but not limited to Registration Data Directory Services and data escrow functions, relationship between the system’s firewall, load balancer, production system, standby system, and data backup facility. It should also include the anticipated TCP/IP addressing scheme.

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| 1. **Please provide the following details for the applicant’s chosen data center facilities:**
 |
| 1. Geographical location of each data center facility.

  |
| 1. Number of servers within data center facilities.
 |
| 1. Industry-certification for data center facility infrastructure topology. Attach data center certification file(s) to the end of the application.
 |
| 1. Power generation and quality.

  |
| 1. Cooling systems.
 |
| 1. Facilities management.
 |

**Note 23(a) Geographical location of chosen data center facilities**

The applicant’s standby or backup system should be remote to its production or main system. In the case of cloud services, please indicate the cloud service provider’s Disaster Recovery Policy.

**Note 23(c) Industry-certification for data center facility infrastructure topology**

If available, please attach certification regarding the infrastructure for each of the applicant’s chosen facilities, as obtained from a reputable third-party certification entity.

**Note 23(d) Power generation and quality**

This would include a description of conventional power sources, available backup power systems (with multi-day powered source), and uninterrupted power supply (UPS) devices, etc.

**Note 23(e) Cooling systems**

This would include a description of heat-source equipment (coolers), air-handling units, air/cold water/refrigerant conveyance units (pipes, pumps), cooling tower, controlling units, etc.

**Note 23(f) Facilities management**

This would include a description of end-to-end operations monitoring in place for systems and processes, data gathering, and analysis being conducted for further optimization.

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| 1. **Please provide an overview of the applicant’s system security policy for the proposed registrar, including:**
 |
| 1. If available, please attach evidence of an International Organization for Standardization (ISO) 27001 Certification demonstrating effective security controls for the services to be provided by the registrar. An accredited third party must award the certification. If the ISO 27001 Certification has been awarded for a service or process equivalent in complexity to the proposed registrar's services, the applicant must explain the equivalence and make an assertion that it will use the same security controls in the registrar's services.
	1. Attach data center certification file(s) to the end of the application.
	2. If an ISO 27001 Certification is provided, the applicant is **not** required to provide answers in 24.b, 24.c, 24.e, and 24.f.
 |
| 1. System (data, server, application/services) and network access control, ensuring systems are maintained in a secure fashion, including details of how they are monitored and logged; intrusion detection mechanisms; a threat analysis for the proposed registrar, the defenses that will be deployed against those threats; details for auditing capability on all network access.

  |
| 1. Plans to minimize the risk of unauthorized access to its systems and tampering with registration and customer data.

  |
| 1. Measures that mitigate risks imposed by DDOS attacks.

  |
| 1. Response policies for incidents.

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| 1. Physical approach to security.

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**Note 24(a)** The **ISO/IEC 27000-series** (also known as the 'ISMS Family of Standards' or 'ISO27K' for short) comprises [information security](https://en.wikipedia.org/wiki/Information_security) standards published jointly by the [International Organization for Standardization](https://en.wikipedia.org/wiki/International_Organization_for_Standardization) (ISO) and the [International Electrotechnical Commission](https://en.wikipedia.org/wiki/International_Electrotechnical_Commission) (IEC).

**Note 24(d) Measures that mitigate risks imposed by DDOS attacks**

The applicant shall provide a description of the strategies deployed or to be deployed to mitigate the risks imposed by DDOS attacks, including but not limited to dedicated defense hardware, overprovisioning of bandwidth, and arrangement for protection or scrubbing services by the upstream providers or external parties.

**Note 24(f) Physical approach to security**

The applicant shall provide a description of the strategies deployed or to be deployed to protect its premises (including data centers), its physical assets, and its staff. Please also include details regarding the designation of a specific department/team/staff responsible for the applicant’s security organization and noting how it conducts background checks for security personnel.

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| 1. **Please provide details of the applicant’s contingency planning on service continuity, including the following:**
 |
| 1. Backup and continuity

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| 1. Failover testing

  |
| 1. Monitoring and fault escalation

  |

**Note 25(a) Backup and continuity:**

The applicant shall provide a description of its backup policies and processes, including but not limited to details of frequency and procedures for backup of data, hardware, and systems used for backup, data backup features and format used, backup testing procedures, procedures for retrieval of data/rebuild of any database used/to be used in the services, storage controls and procedures, and definitions of Recovery Point Objectives and Recovery Time Objective for the registrar's services. If a data escrow agent is used for business data backup, please explain the nature of the relationship between the applicant and the provider.

**Note 25(b) Failover testing**

The applicant shall provide a brief description of its failover testing plan. The description should demonstrate the plan in the case of a failure on the main system, how and when the standby system will be activated, and the timing of the standby system. The failover testing plan should include, but is not limited to types of testing (e.g., walkthroughs, takedown of sites) and the frequency of testing, how results are captured, what is done with the results, and with whom results are shared, how test plans are updated (e.g., what triggers an update, change management processes for making updates), length of time to restore the services, length of time to restore all operations, length of time to migrate from one site to another, and frequency of testing of the plan.

**Note 25(c) Monitoring and fault escalation**

The applicant shall provide description of the monitoring systems in place, including but not limited to arrangements for monitoring the services, domain name system (DNS) servers, Registration Data Directory Services, network connectivity, routers, and firewalls. This description should explain how hardware and software are being monitored and identify mechanisms that will be used for fault escalation and reporting. The applicant should also provide details of the proposed support arrangements for these services.

# CONTRACTUAL AND POLICY REQUIREMENTS

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| 1. **For domain names registered under the applicant's management, explain how the applicant will ensure that the RDAP Directory Service (as defined in the RDDS Specification) will be available to the public via both IPv4 and IPv6. In addition, please provide the proposed RDAP Base URL. If the applicant will be offering WHOIS Data Directory Services (required before the WHOIS Sunset Date) in "thin" registries and under the applicant's management (accessible via both IPv4 and IPv6), please also provide the URL and location of the Port 43 WHOIS server.**

**If using a separate database to support the RDDS service, the applicant shall explain the mechanism to synchronize the registration data from the registrar database to the RDDS database in less than sixty (60) minutes.**  |
|    |

**Note:** Please refer to [Section 3.3.1 of the RAA](https://www.icann.org/resources/pages/registrars/registrars-en), the [RDAP Profile](https://www.icann.org/gtld-rdap-profile), and the [Registration Data Directory Service Specification](https://www.icann.org/resources/pages/registrars/registrars-en).

|  |
| --- |
| 1. **Describe method(s) that the applicant uses or proposes to use for retention of records relating to its registrar business:**
 |
| 1. Description of all records to be retained:

  |
| 1. Location at which they will be retained:

  |
| 1. The form in which they will be retained:

  |
| 1. The length of their retention:

   |
| 1. If the applicant provides its domain name registration services via third parties, please also indicate how the applicant collects the required data from the third parties:

  |

**Note:** Please refer to [Section 3.4 of the Registrar Accreditation Agreement](https://www.icann.org/resources/pages/registrars/registrars-en) as well as to the Data Retention Specification in preparing this response.

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| --- |
| 1. **Please explain how the applicant plans to implement and comply with the obligations for the applicant's registration agreement for Registered Name Holders as detailed in** [**Section 3.7.7 of the Registrar Accreditation Agreement (RAA)**](https://www.icann.org/resources/pages/registrars/registrars-en)**:**
 |
|    |

**Note:** If available, please provide a copy of the applicant's registration agreement. If the registration agreement is not in English, please indicate which section(s) in the agreement fulfill the RAA requirements in Section 3.7.7.1 to Section 3.7.7.12.

|  |
| --- |
| 1. **Please describe the compliance procedures the applicant will follow if it becomes aware of any conduct by a Registered Name Holder that violates any provision required by** [**Sections 3.7.7.1 through 3.7.7.12 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en) **or any applicable consensus policies:**
 |
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| 1. **Please describe detailed procedures specifically for complying with requirements in** [**Section 3.7.8 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en) **and RDDS Accuracy Program Specification. Further, please explain how the applicant will comply with the** [**Whois Data Reminder Policy**](https://www.icann.org/resources/pages/wdrp-2012-02-25-en)**:**
 |
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| 1. **Which steps will the applicant take in order to escrow its registration data pursuant to** [**Section 3.6 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en) **and** [**Registrar Data Escrow Specifications**](https://www.icann.org/en/system/files/files/rde-specs-09nov07-en.pdf)**? Which** [**Data Escrow Service Provider**](https://www.icann.org/resources/pages/registrar-data-escrow-2015-12-01-en) **does the registrar intend to utilize?**
 |
|   |

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| 1. **Please explain how the applicant will manage its customer service, including its handling processes, planned hours of service, type of support (e.g., phone, email, web chat, instant message, etc.), and provide a description of the processes for submitting complaints and resolving disputes regarding the Registrar Services per** [**Section 3.7.11 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en)**.**
 |
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| 1. **If the applicant intends to offer services through resellers, please explain how your agreement with resellers will comply with** [**Section 3.12 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en)**:**

*If the applicant has already entered into agreements with a reseller of registrar services, please describe the nature of the reseller's arrangement with the applicant or, provide a copy of the applicant's agreement with the reseller.*☐ Check here if you attached a reseller agreement. |
|   |

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| 1. **Please explain the procedures the applicant will apply to be compliant with** [**Section 3.12.6 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en) **if the applicant becomes aware of any breach of any of the provisions of Section 3.12 of the RAA caused by any of its resellers:**

 |
|    |

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| 1. **Please indicate where the information required by the below sections of the RAA is listed or will be listed online prior to completion of the accreditation process:**

 |
| 3.16 RAA: Link to Registrant Education Information |   |
| 3.17 RAA: Registrar Contact, Business Organization  and Officer Information  |   |
| 3.18 RAA: Registrar’s Abuse Contact and Duty to  Investigate Reports of Abuse |   |

**Note 35(b) 3.17 RAA**

Please refer to detailed requirements in [Registrar Information Specification](https://www.icann.org/resources/pages/registrars/registrars-en) of the RAA.

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| 1. **Please indicate in detail how the applicant will comply with** [**Section 3.18 of the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en) **regarding domain name abuse in the series of questions below:**
 |
| 1. Please describe where and in what form the applicant will publish abuse contacts to receive reports of abuse involving your sponsored domain names, including reports of Illegal Activity.
 |
| 1. Please provide a description of the anticipated policies and procedures for receiving, reviewing, and taking actions in response to any reports of abuse.

Please be specific on the confirmation time and message, types of abuse, and steps to investigate and respond to the abuse report. Please also indicate where this description will be available on the applicant’s website. If this description already exists, please provide a link.  |
| 1. Please provide a description of the action that will be taken by the applicant when there is actionable evidence that a Registered Name sponsored by applicant is being used for DNS Abuse.
 |
| 1. Please explain the following for receiving and responding to abuse-related reports submitted by law enforcement, consumer protection, quasi-governmental or other similar authorities designated by the government within the applicant's jurisdiction or where the applicant maintains a physical office.

Please include: (i) the location of the dedicated abuse report contact (if not published, please describe how these parties will identify the dedicated abuse report contact); (ii) how the applicant will ensure compliance monitoring and review of such reports; and (iii) how the applicant will take necessary and appropriate actions in response to these reports.    |
| 1. Please indicate how long the applicant will retain its abuse-related report records, including the records documenting the receipt of and response to abuse reports.
 |

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| 1. **Does or will the applicant offer Privacy and/or Proxy registration services?**

**Yes ☐ No ☐** |
| 1. If yes, please explain in detail how the applicant will comply with the [Specification on Privacy and Proxy Registrations in the RAA.](https://www.icann.org/resources/pages/registrars/registrars-en)

   |
| 1. Additionally, please list the entities or individuals providing the privacy or proxy service. For any entities listed, please provide all information for questions 1-8 of this application.

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| 1. **Please explain in detail how the applicant will comply with the** [**Additional Registrar Operation Specification in the RAA**](https://www.icann.org/resources/pages/registrars/registrars-en)**, related to DNSSEC, IPv6, and Internationalized Domain Names (IDNs):**
 |
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| 1. **Please explain how the applicant plans to comply with ICANN's** [**Transfer Policy**](https://www.icann.org/resources/pages/transfer-policy-2016-06-01-en)**, please describe the procedures to accept and process orders for inter-registrar transfer requests:**

 |
| 1. As a gaining registrar:

  |
| 1. As a losing registrar:

  |
| 1. Means for registered name holders to unlock their domain names and retrieve their auth-info codes:

  |
| 1. If the above process involves resellers, please explain the process:

  |

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| 1. **Please explain how the applicant will comply with the** [**Expired Registration Recovery Policy**](https://www.icann.org/resources/pages/errp-2013-02-28-en). **Your answer should include:**
 |
| 1. Method(s) the applicant uses or proposes to use to notify registered name holders that their domain names will expire or have expired:

   |
| 1. How will a registered name holder that has neglected to renew a domain name prior to expiration be given an additional opportunity to renew or restore the name post-expiration:

   |
| 1. If the applicant already provides domain name registration services, please indicate where on its website(s) the applicant's Deletion and Auto-Renewal Policy as well as the fee charged for the recovery of a domain name during the Redemption Grace Period are displayed:

  |

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| 1. **Please describe how the applicant will implement any** [**Uniform Domain Name-Dispute-Resolution Policy**](https://www.icann.org/resources/pages/udrp-2012-02-25-en) **(UDRP) and** [**Uniform Rapid Suspension**](https://www.icann.org/resources/pages/urs-2014-01-09-en) **decisions concerning any domain name registered via its accreditation:**
 |
| 1. Steps to be taken by the applicant for a UDRP proceeding:

   |
| 1. Describe, in the event that a domain name managed by the applicant which is the subject of a UDRP dispute expires during the course of the dispute, how the applicant will give the complainant the option to renew the disputed domain name, as stated in [Section 3.7.5.7 of the RAA](https://www.icann.org/resources/pages/registrars/registrars-en).

  |
| 1. Steps to be taken by the applicant for a Uniform Rapid Suspension (URS) proceeding:

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| --- |
| 1. **If the applicant ceases to operate as an ICANN-accredited registrar, detail the applicant’s proposed registrar transition plan. The plan should explain how the applicant proposes to provide domain name holders with continued use of their domain names:**
 |
| 1. Steps to be taken by the applicant for registrar transition and continuity of service:

   |
| 1. If the applicant would like to specify a proposed gaining registrar as the successor in its transition plan, please provide that registrar's business name:

   |

|  |
| --- |
| 1. **Can the applicant meet all of a registrar's obligations under the 2013 Registrar Accreditation Agreement?**

**Yes ☐ No ☐** |
| If no, please identify the provisions of the RAA which the applicant may not be able to fulfill, and explain the circumstances that prevent the applicant from doing so.   |

# REMINDERS

Please ensure you include the following required documents when submitting your final application:

* Documentation demonstrating that the applicant entity is legally established.
* Documentation demonstrating that the applicant entity is in good standing.
* Documentation listed in this application’s Financial Obligations section.
* ISO 27001 Certification (if Applicable)
* Reseller Agreement (If Applicable)
* Registration Agreement (If Applicable)

NOTE: By submitting this application, you are granting ICANN permission to use your company's name and/or logo in its public announcements (including informational web pages) relating to registrar accreditation.

#

# FINANCIAL OBLIGATIONS

1. Please provide an externally-verified document, such as a certified bank letter, demonstrating the applicant's ability to procure liquid working capital immediately available in the applicant's name in an amount of at least USD $70,000.00 or equivalent in the applicant's local currency. If the applicant already owns a business established for at least 24 months, a registrar business, or wishes to convert a reseller business into a registrar business, an independently verified financial statement (for example, an external accountant's audit report) showing the working capital devoted to the business should be enclosed.

In cases where an applicant cannot demonstrate that it has access to at least USD $70,000.00 in liquid working capital, the applicant must demonstrate that it has sufficient resources available to meet its business needs in addition to adequate cash reserves, and that its business model does not require USD $70,000.00 in liquid working capital for day-to-day operations.

Factors that may demonstrate this include:

1. verifiable and reliable cash flow that is sufficient to maintain ongoing operations; or
2. the registrar is an affiliate (as defined in the RAA) of an existing, sufficiently capitalized registrar;
3. the registrar’s projected registration volume warrants lesser capitalization;
4. the registrar’s operating costs are projected to be demonstrably less than industry norms, or identifiable circumstances will result in more predictable and stable operating costs;
5. reduced projected registrar start-up costs due to current operation of a registrar or reseller business;
6. other factors in furtherance of ICANN’s underserved regions initiative, such as targeting domain name registration services to an underserved market region where costs might be lower.

**☐Check this box to certify that you have attached required documentation (the requirement that the document be externally verified is strictly enforced).**

# TERMS AND CONDITIONS

By submitting this registrar accreditation application to ICANN, the applicant understands and agrees that the following terms and conditions (***Application Terms***) apply to its application.

##

## Disclosure.

The applicant declares that all information and any documents submitted with its application are true, accurate and complete to the best of applicant's knowledge.

Any material misstatement, omission or misrepresentation in an application may cause ICANN to reject the application without refund of any application fees.

The applicant must notify ICANN in writing of any change in circumstances that would make any information provided in its application false, incomplete or misleading.

## Legal Authority.

The applicant represents and warrants to ICANN that the applicant has the legal authority to:

* 1. submit this application;
	2. make all disclosures, grant the permissions and meet the obligations stated in these terms and conditions; and
	3. enter into the Registrar Accreditation Agreement with ICANN if its application is approved.

## Individuals & Sole Proprietorships Ineligible.

Individuals and Sole Proprietorships are not eligible for ICANN accreditation.

##

## Application Process.

The registrar accreditation application must be submitted in the format required by ICANN set out in the Instructions for Completing the ICANN Accreditation Application (<http://www.icann.org/en/registrars/instructions.htm>). The applicant acknowledges that ICANN reserves the right, at any time and for any reason, to decline or not to proceed with an application. The applicant further acknowledges that ICANN may reject any application that ICANN is prohibited from considering by law or policy.

Applicant acknowledges that ICANN must comply with all U.S. laws, rules, and regulations. One such set of regulations is the economic and trade sanctions program administered by the Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury. These sanctions have been imposed on certain countries, as well as individuals and entities that appear on OFAC's List of Specially Designated Nationals and Blocked Persons (the "SDN List"). ICANN is prohibited from providing most goods or services to residents of sanctioned countries or their governmental entities or to SDNs without an applicable U.S. government authorization or exemption. ICANN generally will not seek a license to provide goods or services to an individual or entity on the SDN List. In the past, when ICANN has been requested to provide services to individuals or entities that are not SDNs, but are residents of sanctioned countries, ICANN has sought and been granted licenses as required. ICANN commits to seek such licenses, however the applicant acknowledges that in any given case, OFAC could decide not to issue a requested license.

The applicant agrees to fully cooperate with ICANN during the time period when the application is being reviewed by ICANN and to provide ICANN with access to personnel, documents, and records that are relevant to the accreditation process within seventy-two (72) hours of ICANN's request for such access.

ICANN does not guarantee or make any assurance that an application will be approved or will result in the official ICANN accreditation of the applicant as a registrar.

##

## Application Fees.

The applicant agrees to pay the non-refundable application fee set out in Section II. of the Instructions for Completing the ICANN Accreditation Application (<http://www.icann.org/en/registrars/instructions.htm>). Please do not attempt to transmit payment with this application. Following an initial review of the completed application materials, ICANN will contact you with instructions on how to submit payment.

## Withdrawal of an Application.

The applicant may withdraw its application by written notice to ICANN. No additional application fee will be required to be paid if a new application is submitted by the original entity that applied within one year from the date of ICANN's receipt of the applicant's first withdrawn application. Should a fee increase be adopted by ICANN between ICANN's receipt of the applicant's first withdrawn application and its receipt of a new application, the applicant will be required to pay the amount of the fee increase.

##

## Application Approval and Accreditation.

If ICANN agrees to approve the accreditation application, the applicant will enter into the Registrar Accreditation Agreement with ICANN in the form published on the ICANN website <https://www.icann.org/resources/pages/registrars/registrars-en> and in force at the time of approval. ICANN registrar accreditation is attained only after entering in the Registrar Accreditation Agreement with ICANN and paying the full accreditation fee for the first year of accreditation. The Applicant acknowledges that the registry operators of the top-level domain name registries that the applicant desires to provide registrations for will require additional technical and financial commitments, and require the applicant to enter into a registry-registrar agreement setting forth further obligations of the applicant, before the applicant will be permitted to begin registering domain names in such registries.

The applicant may not resell, assign, or transfer any of its rights or obligations in connection with its application and any purported sale, assignment or transfer will be void and of no effect.

## Permissions.

The applicant authorizes ICANN to:

* 1. use the applicant's name and logo in ICANN's public announcements and website regarding its application and any related activities;
	2. contact third parties, investigate, request and obtain additional information and documentation, and otherwise verify the information contained in its application; and
	3. subject to the confidentiality provisions of these Terms and Conditions, disclose, share or publish any information or materials submitted to, or obtained by ICANN in connection with applicant's application, including personal, technical or financial information.

## Indemnity and Limitation of Liability.

The applicant shall indemnify, defend, and hold harmless ICANN (including its affiliates, subsidiaries, directors, officers, employees, consultants, evaluators, and agents, collectively the "ICANN Affiliated Parties") from and against any and all third-party claims, damages, liabilities, costs, and expenses, including legal fees and expenses, arising out of or relating to:

* 1. ICANN's or an ICANN Affiliated Party's consideration of the application, and any approval or rejection of the application; and/or
	2. ICANN's or an ICANN Affiliated Party's reliance on information provided by the applicant in the application.

The applicant hereby releases ICANN and the ICANN Affiliated Parties from any and all claims by the applicant that arise out of, are based upon, or are in any way related to, any action, or failure to act, by ICANN or any ICANN Affiliated Party in connection with ICANN's or an ICANN Affiliated Party's review of applicant's accreditation application, investigation or verification, any characterization or description of the applicant or the information in applicant's accreditation application, or the decision by ICANN to recommend, or not to recommend, the approval of the applicant's accreditation application. THE APPLICANT AGREES NOT TO CHALLENGE, IN COURT OR IN ANY OTHER JUDICIAL FORA, ANY FINAL DECISION MADE BY ICANN WITH RESPECT TO THE APPLICATION, AND IRREVOCABLY WAIVES ANY RIGHT TO SUE OR PROCEED IN COURT OR ANY OTHER JUDICIAL FORA ON THE BASIS OF ANY OTHER LEGAL CLAIM AGAINST ICANN AND ICANN AFFILIATED PARTIES WITH RESPECT TO THE APPLICATION. THE APPLICANT ACKNOWLEDGES AND ACCEPTS THAT THE APPLICANT'S NON-ENTITLEMENT TO PURSUE ANY RIGHTS, REMEDIES, OR LEGAL CLAIMS AGAINST ICANN OR THE ICANN AFFILIATED PARTIES IN COURT OR ANY OTHER JUDICIAL FORA WITH RESPECT TO THE APPLICATION SHALL MEAN THAT THE APPLICANT WILL FOREGO ANY RECOVERY OF ANY APPLICATION FEES, MONIES INVESTED IN BUSINESS INFRASTRUCTURE OR OTHER STARTUP COSTS AND ANY AND ALL PROFITS THAT THE APPLICANT MAY EXPECT TO REALIZE FROM THE OPERATION OF AN ICANN ACCREDITED REGISTRAR; PROVIDED, THAT THE APPLICANT MAY UTILIZE ANY ACCOUNTABILITY MECHANISM SET FORTH IN ICANN'S BYLAWS FOR PURPOSES OF CHALLENGING ANY FINAL DECISION MADE BY ICANN WITH RESPECT TO THE APPLICATION. THE APPLICANT ACKNOWLEDGES THAT ANY ICANN AFFILIATED PARTY IS AN EXPRESS THIRD-PARTY BENEFICIARY OF THIS SECTION 9 AND MAY ENFORCE EACH PROVISION OF THIS SECTION 9 AGAINST APPLICANT.

## Confidential Information.

The applicant should refer to Section V of the "[Instructions for Completing the ICANN Accreditation Application](https://www.icann.org/en/registrars/instructions.htm)" if it intends to submit confidential material with its application.

Except for information that is given confidential treatment, the applicant understands and agrees that ICANN has no obligation to keep any other part of the application material submitted confidential.

The applicant certifies that it has obtained permission for the posting of any personally identifying information included in its application or materials submitted with its application. The applicant acknowledges that the information that ICANN posts may remain in the public domain in perpetuity, at ICANN's discretion.

## Transfer of Registrar Accreditation.

Where the applicant is seeking the transfer of an existing registrar's accreditation, on the execution of an approved Registrar Accreditation Agreement with ICANN, the applicant agrees to assume and be responsible for all obligations and liabilities (including unpaid fees) of the transferring registrar under the existing Registrar Accreditation Agreement between the transferring registrar and ICANN.

Should an application for a transfer of Registrar Accreditation be approved by ICANN, the applicant agrees that the registrants that have entered into a Registration Agreement with the transferring registrar will be notified of the pending transfer of accreditation and will be given two-weeks’ notice, during which time they will be permitted to elect to transfer their domain names to another registrar and not to enter into a new Registration Agreement with the applicant.

## Law and Consulting Firms Retained by ICANN.

To the extent that the applicant is a client of a law or consulting firm that has a relationship with ICANN, by submitting this application, the applicant agrees to execute a waiver permitting the concerned law or consulting firm to represent ICANN adverse to the applicant.

## Non-English Reference Material.

Non-English materials made available by ICANN are for general reference only. The applicant agrees that the English version of ICANN application materials, including these Terms and Conditions, is the legal version that binds the parties.

In the event of any inconsistency between translated versions of the application materials and the English language version, the English language version will apply.

## Updates to Application Process and Terms and Conditions.

ICANN reserves the right to make reasonable updates and changes to the application for registrar accreditation and to the terms and conditions governing the application process at any time by posting notice of such updates and changes to the ICANN website, including as the possible result of new policies that might be adopted or advice to ICANN from ICANN advisory committees during the course of the application process. The applicant acknowledges that ICANN may make such updates and changes and agrees that its application will be subject to any such updates and changes. In the event that the applicant has completed and submitted its application prior to such updates or changes and the applicant can demonstrate to ICANN that compliance with such updates or changes would present a material hardship to the applicant, then ICANN will work with the applicant in good faith to attempt to make reasonable accommodations in order to mitigate any negative consequences for the applicant to the extent possible consistent with ICANN's mission to ensure the stable and secure operation of the Internet's unique identifier systems.

By submitting my personal data, I agree that my personal data will be processed in accordance with the ICANN [Privacy Policy](https://www.icann.org/privacy/policy), and agree to abide by the website [Terms of Service](https://www.icann.org/privacy/tos).

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# SIGNATURE PAGE

 \_ Signature

Full Legal Name of Signer (please write in print)

Title (Position)

Full Legal Name of Applicant Entity

Date