

Wednesday, January 10, 2018 at 10:38 AM

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**From:** ICANN Global Support <noreply-globalsupport@icann.org>

**Date:** Wednesday, January 10, 2018 at 10:38 AM

**Subject:** Reminder: Annual Certifications Due to the ICANN org by 20 January 2018



Dear Registry Operator,

This notification serves as a reminder that all annual certifications, required by the registry agreement, **must be submitted to ICANN no later than 20 January 2018.**

As you are aware, the certifications should be made after conducting your own internal review based on your specific contract terms including, among other things the following, as such terms may be applicable to you:

- a. **Annual Certification of Compliance with Registry Operator Code of Conduct** (Section 3 of Specification 9 of the New gTLD Base Registry Agreement): If Registry Operator or a Registry Related Party (as defined by Section 1 of Specification 9) also operates as a provider of registrar or registrar-reseller services, Registry Operator will conduct internal reviews at least once per calendar year to ensure compliance with the Code of Conduct (Specification 9). Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide the results of its internal reviews, along with a certification executed by an executive officer of Registry Operator certifying as to Registry Operator's compliance with the Code of Conduct, via email or to an address to be provided by ICANN.
- b. **Annual Certification of Compliance with Code of Conduct Notice of Exemption:** Registry Operator agrees to conduct internal reviews at least once per calendar year to ensure continued compliance with the representations made in its Exemption Request and the exemption criteria set forth in [ICANN's Code of Conduct Exemption Process](#). Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide ICANN with a certification executed by one of its

executive officers certifying continued compliance with the representations made in the Registry Operator's Exemption Request and the exemption criteria set forth in [ICANN's Code of Conduct Exemption Process](#).

- c. **Annual Certification of Compliance with Specification 13** (Section 7 of the Specification 13 of the New gTLD Base Registry Agreement): Registry Operator agrees to conduct internal reviews at least once per calendar year to ensure that the relevant top-level domain (TLD) meets the requirements of the definition of a .BRAND top-level domain. Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide ICANN with the results of its internal review(s), along with a certification executed by one of its executive officers certifying that the relevant top-level domain meets the requirements of the [definition of a .BRAND top-level domain](#).

The description of annual certifications provided above has been included for illustrative purposes. Each registry operator is responsible for providing any certifications required by its registry agreement.

If you are unsure whether you are required to submit a certification or have questions about the process, view the [Frequently Asked Questions](#) or check out the short submission guide below.

## Submission Guide

There are three methods registry operators can use to submit their annual certifications:

1. By logging into Naming Services portal and creating the applicable service request from the drop-down menu:
  - a. Annual Certification of Compliance with Code of Conduct,
  - b. Annual Certification of Compliance with Code of Conduct Exemption
  - c. Annual Certification of Compliance with Specification 13
2. By completing and returning the sample certification forms attached to this email. Please submit the completed forms via email to [globalsupport@icann.org](mailto:globalsupport@icann.org) and clearly indicate the applicable Registry Operator and TLDs in the body of the email.
3. By utilizing your own certification forms and submitting them either via email to [globalsupport@icann.org](mailto:globalsupport@icann.org) or by creating a General Inquiry case in Naming Services portal and attaching them to the case.

If registry operator chooses options 2 or 3 above, please adhere to the following file naming convention for ease of processing:

[.TLD]-[Name of Certification]

(.EXAMPLE - *Annual Certification of Compliance with Registry Operator Code of Conduct.pdf*).

Again, **the deadline for submission is 20 January 2018**. Thank you for your cooperation.

If you have additional questions, please contact ICANN's Global Support center via the Naming Services portal or by emailing [globalsupport@icann.org](mailto:globalsupport@icann.org).

Kind Regards,  
Registry Services and Engagement Team