

# STANDARDIZED FORM OF AUTHORIZATION | DOMAIN NAME TRANSFER - Initial Authorization for Registrar Transfer

Updated 21 February 2024 to reflect changes required to implement the Registration Data Policy. Contracted parties may implement this updated form beginning on 21 August 2024 and must implement no later than 21 August 2025.

An English version of this message is contained below.

<Insert translation of English version in preferred language of the registrant if known>

## ENGLISH VERSION

Attention: <insert Registered Name Holder ~~or Administrative Contact of Record as listed in the WHOIS~~>

Re: Transfer of <insert one or more domain names>

[OPTIONAL text: The current registrar of record for this domain name is <insert name of losing registrar>.]

<insert name of gaining registrar> has received a request from <insert name of person/entity/reseller requesting transfer>

[OPTIONAL text:] via <insert method of request e.g email address or fax>

[END OPTIONAL TEXT]

on <insert date of request> for us to become the new registrar of record.

You have received this message because you are listed as the Registered Name Holder ~~or Administrative contact~~ for this domain name ~~in the WHOIS database~~.

Please read the following important information about transferring your domain name:

- You must agree to enter into a new Registration Agreement with us. You can review the full terms and conditions of the Agreement at <insert instructions for accessing the new terms and conditions, e.g. URL where the term and conditions can be found>
- Once you have entered into the Agreement, the transfer will take place within five (5) calendar days unless the current registrar of record denies the request.
- Once a transfer takes place, you will not be able to transfer to another registrar for 60 days, apart from a transfer back to the original registrar, in cases where both registrars so agree or where a decision in the dispute resolution process so directs.

If you WISH TO PROCEED with the transfer, you must respond to this message via one of the following methods (note if you do not respond by <date>, <domain name or domain names> will not be transferred to us.).

[NOTE: a registrar can choose to include one or more of the following in the message sent to the Registered Name Holder ~~or Admin contact~~, and additional processes may be added with ICANN approval. The order in which options are presented is a decision for each registrar. Further, in addition to the options below, the registrar may choose to request the "Auth-Info" code from the Registered Name Holder ~~or Administrative Contact~~]

[option 1] please email us with the following message:

"I confirm that I have read the Domain Name Transfer - Request for Confirmation Message.

I confirm that I wish to proceed with the transfer of <insert domain name> from <insert name of losing registrar> to <insert name of gaining registrar>."

[option 2] please go to our website, <insert URL of confirmation webpage> to confirm.

[Note: website to contain text as above, with the option to confirm or deny the transfer]

[option 3] please print out a copy of this message and send a signed copy to <insert fax or postal address details>

If you DO NOT WANT the transfer to proceed, then don't respond to this message.

If you have any questions about this process, please contact <insert contact details>.