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Title:	Authorisation of Registrars Process		
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*This policy is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of [InternetNZ](#), Internet New Zealand Incorporated.*

## AUTHORISATION PROCESS

### 1. Statement of Purpose

- 1.1 This policy details the process that potential registrars must follow to gain authorisation from the Domain Name Commission ("DNC") in order to access the shared registry system ("SRS"), as per the Authorisation Agreement.
- 1.2 The "Authorisation Application Form" ("[Form AOR1](#)") must be completed by the applicant and returned, plus attachments, to the DNC, along with attachments and payment of the application fee before authorisation will be considered.

### 2. Background

- 2.1 InternetNZ has the ultimate responsibility within New Zealand for the .nz domain name space DNS, and has implemented a Shared Registry System (SRS) for the management of .nz domain name registrations and the operation of the DNS. InternetNZ has appointed the Domain Name Commission ("DNC") to manage and administer the .nz domain name space on behalf of InternetNZ.
- 2.2 A SRS establishes a single register for registering domain names and associated technical and administrative information. The registration of domain names and modification of information associated with that name on the register can be effected only by authorised registrars. .nz Registry Service ("NZRS") acts as registry.
- 2.3 There will be no limit to the number of registrars authorised to operate in the .nz DNS.

### 3. Application Process

- 3.1 Visit [www.dnc.org.nz](http://www.dnc.org.nz) to view the Registrar Implementation Kit which contains all information relevant to becoming a registrar: registrar FAQ, technical specifications,

the Authorisation Agreement, the Connection Agreement, and all associated .nz policies.

- 3.2 Potential registrars can make an application to become an authorised .nz registrar by:
- Completing [Form AOR1](#) and all its requirements. Responses to the questions contained in the form need to be completed fully and accurately.
  - Paying a non-refundable application fee of \$3,375 (GST inclusive). This is to be made payable to Domain Name Commission Limited.
- 3.3 Send the completed form, any attachments, and payment to:
- Domain Name Commission Limited  
PO Box 11881  
Wellington 6142  
New Zealand
- 3.4 Form [AOR1](#) requires the prospective registrar to:
- 3.4.1 Provide full contact details, including applicant name, address, phone / fax numbers, email address along with pertinent details for a contact person.
- 3.4.2 Pay a one-off, non-refundable application fee (a standard fee that will recover the average costs of the authorisation process).
- 3.4.3 Provide evidence that they are a legal entity.
- 3.4.4 Demonstrate that they have access to, and will continue to have the appropriate standard of, technical skills and knowledge to be an authorised registrar.
- 3.4.5 Demonstrate that they have stable finances by providing the DNC with a letter from their bank stating that their accounts have been operating in a satisfactory nature.
- 3.4.6 Demonstrate that they have, and will continue to have, the customer support services, including billing capability, to meet their responsibilities to registrants.
- 3.4.7 Demonstrate that they have experience in registering and managing domain names, particularly within the .nz name space.
- 3.4.8 Permit the DNC to carry out third party checks that enable the DNC to satisfy themselves that the registrar meets the above requirements.
- 3.4.9 Include a copy of the Registrar - Registrant Agreement to show that their agreement includes all the required Core Terms and Conditions. The applicant's Registrar – Registrant Agreement must not contain anything that conflicts with the .nz policies.
- 3.5 All applications will be acknowledged by the DNC to the email address provided in the application, within two working days of receipt. Applications will be processed in

the order in which they were received. Best endeavours will be made to process applications within a month of receipt.

- 3.6 Should the DNC decline any application they will provide the applicant with a full list of reasons for this. The applicant will be entitled to make a new application in the future.
- 3.7 If the applicant has not sufficiently met the requirement in clauses 3.4.7 the DNC may, at their discretion, choose to impose a requirement whereby the applicant must operate as a formal reseller for a period of up to 12 months. The purpose of this requirement is to prove to the DNC that the applicant understands the .nz market and has sufficient knowledge and experience to operate as an authorised .nz registrar.
- 3.8 Until the Authorisation Agreement has been signed by the registrar and the DNC, and the registrar is connected to the production SRS, the registrar has no right to claim that they are an authorised registrar for the .nz DNS.
- 3.9 The DNC may visit the applicant's place of business as part of the authorisation process.
- 4.0 Upon notification of meeting the requirements to become an authorised registrar the DNC will offer to undertake a training seminar at the registrar's workplace for the registrar and their staff.
- 4.1 If authorised, the applicant will have 6 months from the date of authorisation to connect to the SRS. If the applicant has not connected to the production environment of the SRS within this time, their authorisation agreement will be terminated.
- 4.2 The time limit in 4.1 will be imposed retrospectively for those organisations already authorised but not connected to production. The DNC may exercise discretion where the organisation has a legitimate reason for not being connected to the SRS. The DNC will work with affected registrars on a case by case basis to ensure they are connected to production within 6 months of the effective date of this policy.

## 5. General Information

The process of de-authorising a registrar is detailed in "[Process on De-Authorisation of a Registrar](#)" ("POD").

- 5.1 A range of information about .nz policies, the SRS, registrant rights, and domain names in general is publicly available on the Internet. This includes:
- A list of all authorised registrars, with links to their home pages.
  - A list of second level moderators and their contact details.
  - Current policy about domain names in .nz, dispute resolution, etc.
  - Frequently asked questions.
  - Links to other relevant sites.
- 5.2 If anyone has any questions regarding this document they should email [policies@dnc.org.nz](mailto:policies@dnc.org.nz).



*This form is issued by Domain Name Commission Limited (DNC or Domain Name Commission) on behalf of InternetNZ, Internet New Zealand Incorporated.*

## **APPLICATION FOR AUTHORISATION AS A REGISTRAR**

Please complete this form electronically, then print, sign, and return to The Domain Name Commission, at:

Domain Name Commission Limited  
P O Box 11881  
Wellington 6142

1. Please demonstrate that you have access to, and will continue to have the appropriate standard of, technical skills and knowledge to be an authorised registrar.

*(If necessary, complete on a separate piece of paper).*

2. Please demonstrate that you have, and will continue to have, the customer support services, including billing capability, required to meet your responsibilities to your registrants.

*(If necessary, complete on a separate piece of paper).*

3. Please read the following statements and sign in confirmation at the bottom of the page.

a) I confirm that my organisation    
located at   
operates as a legal entity.

b) I permit the Domain Name Commission to carry out third party checks that   
enable the Domain Name Commission to satisfy itself that my organisation  
meets the requirements, and is suitable to be authorised as a registrar.

c) I have attached a letter from my bank stating that my accounts have been   
operating satisfactorily.

d) I have included a copy of our Registrar - Registrant Agreement. I confirm that it  
contains all the core Terms and conditions specified as required in .nz Registrant  
Agreements.

e) I have read and understand all .nz policies and confirm that my operations and   
current practices are consistent with these policies.

f) I declare that the information contained in this application is true and complete.

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(signed) \_\_\_\_\_ (Date)

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(name)

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(email)

Organisation Phone

Organisation Email

Organisation Fax

Contact Person

Contact Person Phone

Contact Person Email