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*This policy is issued by the Office of the Domain Name Commissioner on behalf of [InternetNZ](#), the Internet Society of New Zealand Incorporated.*

## OUTLINE DOCUMENT

### 1. Statement of Purpose

- 1.1 This document serves as an outline of all the new policy documents and guidelines that have been generated in response to the change to a shared registry system ("SRS").
- 1.2 It provides details of document references, links to the documents, and a brief description of the content of each document.
- 1.3 This document also defines terms that have been used throughout the documents.

### 2. Principles

- 2.1 The policies and procedures are in line with the agreed general principles of the Shared Registry System ("SRS").
- 2.2 The policies, procedures, and guidelines should be read in conjunction with each other, and also with the relevant agreement.
  - 2.2.1 The InternetNZ [Registrar Authorisation Agreement](#)
  - 2.2.2 The [Registrar Connection Agreement](#)
  - 2.2.3 .nz [Registrant Core Terms and Conditions](#)
- 2.3 Due to the time constraint to establish the policies, guidelines, and procedures, prior to the implementation of the SRS, there has unfortunately been limited opportunity for consultation. However, review of the policies and procedures will take place, and consultation will be undertaken.

### 3. Glossary of terms

| Term   | Definition  |
|--|---|
| Authorised Registrar                               | A registrar that has been authorised by InternetNZ and has signed the Authorisation Agreement. The only entity that is able to manage .nz domain names on behalf of registrants.  |
| ccTLD  | Country code. Top level of the domain name hierarchy. Eg. <a href="http://www.internetnz.net.nz">www.internetnz.net.nz</a>  |
| De-authorisation                                   | The process whereby a registrar has their authorisation status taken away, either by choice, or enforced by InternetNZ, through the office of the DNC.  |
| Domain name  | An alphanumeric string which resolves to Internet resources. Eg. <a href="http://www.internetnz.net.nz">www.internetnz.net.nz</a>   |
| Domain Name Commissioner (" <a href="#">DNC</a> ") | The person who oversees and monitors the daily running of the competitive business environment.   |
| Domain name system                                 | The system used by the Internet to translate domain names such as <a href="http://internet.net.nz">internet.net.nz</a> into network addresses that allow one computer to connect to another.  |
| <a href="#">IANA</a>                               | Internet Assigned Numbers Authority   |
| <a href="#">ICANN</a>                              | Internet Corporation for Assigned Names and Numbers   |
| <a href="#">InternetNZ</a>                         | The Internet Society of New Zealand Incorporated is the organisation authorised by the Internet Assigned Numbers Authority to manage the .nz domain name space. InternetNZ has established an Office of the DNC to oversee the management of the .nz DNS. |
| Moderation   | The process by which proposed domain names are scrutinised for their suitability to be accepted within certain 2LDs.  |
| .nz Registry Services (" <a href="#">NZRS</a> ")   | New Zealand Domain Name Registry Limited, trading as .nz Registry Services.   |
| Register   | The authoritative database and record of .nz domains managed and operated by NZRS.  |
| Registrant   | The person who holds the right to use a 3LD name (previously referred to as the name holder). E.g.: InternetNZ is the registrant of the domain name <a href="http://www.internetnz.net.nz">www.internetnz.net.nz</a> .                                    |
| Registrar  | The entity that registers a domain on behalf of the registrant.   |
| Registry   | The entity that maintains the register, providing access to Registrars. Previously Domainz but under the SRS, NZRS.   |
| Reseller   | A secondary party that works through the registrar. Under the .nz SRS the reseller has no formal status. The registrar must take full   |

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|                                 | responsibility for all employees and any entities, such as resellers, that they enter into a relationship with.  |
| Second Level Domain 2LD         | A name at the second level of the .nz domain name hierarchy. Eg: www.internetnz.net.nz. The .nz DNS has 12 2LD's. Please refer to document " <a href="#">2LD</a> ".  |
| Shared Registry System (SRS)    | A single database for registering and maintaining domain names which allows multiple, accredited registrars to provide domain name registration services. These authorised registrars can affect changes to the registrar. |
| Third Level Domain Name ("3LD") | A name at the third level of the .nz domain name hierarchy. Eg: www. <b>internetnz</b> .net.nz. 3LD name holders are referred to as registrants.   |
| Top Level Domain TLD            | Either generic: gTLD, Eg. .com or based on country code: ccTLD, Eg. .nz, .au.  |
| UDAI                            | Unique Domain Authorisation Identification. This is required to transfer a domain name from one registrar to another.  |
| WHOIS Server                    | A service that enables a search of domain names to be conducted to find certain information.   |

#### 4. Policies, Procedures and Guidelines

| Document Name                            | Reference           | Description  |
|--|---------------------|--|
| <a href="#">Authorisation Process</a>    | <a href="#">AOR</a> | This document details the process that potential registrars must follow in order to gain authorisation from InternetNZ to access the NZRS, as per the <a href="#">Authorisation Agreement</a> .<br><br>The attached "Authorisation Application Form" (" <a href="#">Form AOR1</a> ") must be completed by the registrar and returned, plus attachments, to InternetNZ before authorisation will be considered. |
| <a href="#">Best Practice Guidelines</a> | <a href="#">BPG</a> | ccTLD Managers recognise the desirability of Conforming to Best Practice and undertake to work towards compliance.   |
| <a href="#">Connection Process</a>       | <a href="#">CON</a> | This document details the process that potential registrars must follow in order to connect to the .nz register  |
| <a href="#">Change of Registrant</a>     | <a href="#">COR</a> | This policy acts as a guide for registrars in the change of registrant process. It offers suggestions that the registrar may consider before designing a process to deal with a registrant's request to change the registered registrant.  |

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|   |                     | <p>Clear minimum expectations are set for the registrars to ensure the process of domain name change is appropriately handled.</p> <p>A draft Change of Registrant form ("<a href="#">COR1</a>") has been provided as a guide for registrars to ensure they are aware of the nature of the information that needs to be gathered. There is no obligation on registrars to use this form.</p>   |
| <a href="#">Dispute and Complaint Process</a>                     | <a href="#">DCP</a> | This document complements the <a href="#">RAR</a> and relates to <a href="#">IIP</a> . It will allow all parties to see where the DNC will become involved in a complaint or dispute and what process the office will employ to try to resolve the situation.  |
| <a href="#">Investigation and Inquiry Process</a>                 | <a href="#">IIP</a> | This process builds on <a href="#">DCP</a> and explains the detail of the investigation that will be undertaken should the complaint reach the DNC. It also considers possible outcomes and sanctions.   |
| <a href="#">Privacy Policy</a>                                    | <a href="#">PRI</a> | <p>This policy details what personal information InternetNZ collects, why this information is collected, and how it is used.</p> <p>This policy is essential reading for all parties involved in the SRS.</p>  |
| <a href="#">Process on De-Authorisation of Registrars</a>         | <a href="#">POD</a> | This policy describes the process followed when a registrar has been de-authorized, either voluntarily, or as a result of a serious breach of the conditions and subsequent de-authorization by InternetNZ. It details the steps that parties must take upon de-authorization.   |
| <a href="#">Registering, Managing and Cancelling Domain Names</a> | <a href="#">RMC</a> | <p>This document sets out the general rules regarding the .nz DNS including the data required on the register and the general business processes required to be implemented.</p> <p>Though this will be of interest to all parties, the primary audience for this policy document is registrars, as it will set out the requirements for operating on the register. This includes the data required, validation rules for the SRS, and options that are available.</p> |
| <a href="#">Roles and Responsibilities</a>                        | <a href="#">RAR</a> | This policy sets out the DNC's expectations of all parties involved in the SRS: InternetNZ, NZRS, registrars, and registrants.   |

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|   |                     | It clearly establishes the standards of behaviour required to operate in the .nz DNS, and the consequences of breaching these standards  |
| <a href="#">Second Level Domain Names</a>     | <a href="#">2LD</a> | <p>This policy covers all aspects relating to 2LDs, including what 2LDs are currently offered, how moderation operates, and how 2LDs are established.</p> <p>It will act as a guide to prospective name holders in selecting the most appropriate domain name, and as a resource for registrars to aid prospective name holders in this process.</p> |
| <a href="#">Transfer to another registrar</a> | <a href="#">TAR</a> | This policy clarifies the process involved when a domain name is transferred from one registrar to another. The transfer can be instigated by the registrant or the registrar. This policy is written for registrars and registrants and details the requirements for both parties to effect the transfer.   |
| <a href="#">WHOIS Policy</a>                  | <a href="#">WSP</a> | This policy outlines the collection of WHOIS data. It should be read in conjunction with the <a href="#">PRI</a> .   |
| <a href="#">Zone Transfer Policy</a>          | <a href="#">ZTP</a> | This policy is not designed to restrict legitimate zone transfers but rather to ensure that the data remains available for its intended use and to have a mechanism in place to deal with flagrant misuse of zone data.  |

## 5. Forms

| Name   | Reference            | Description   |
|--|----------------------|---|
| <a href="#">Registrar Authorisation Application Form</a> | <a href="#">AOR1</a> | Registrars must complete this form as part of the authorisation process.  |
| <a href="#">Registrar Connection Application Form</a>    | <a href="#">CON1</a> | Registrars must complete this form as part of the connection process  |
| <a href="#">Change of Registrant</a>                     | <a href="#">COR1</a> | This draft form can be used as a base document by registrars in order to fulfil the requirements of the change of name process. |
| <a href="#">Complaint Form</a>                           | <a href="#">DCP1</a> | This form should be used in order to issue a complaint.   |
| <a href="#">Moderate a Second Level Domain</a>           | <a href="#">2LD1</a> | Agreement to Moderate a Second Level Domain for .NZ   |
| <a href="#">Application for Release of Zone File</a>     | <a href="#">ZTP1</a> | This form is used to apply for release of the zone file under the Zone Transfer Policy.   |

## 6. Expired Policies, Procedures, Guidelines and Forms

| Document Name                                    | Reference            | Description   |
|--|----------------------|---|
| <a href="#">Policy on Domain Name Allocation</a> | <a href="#">DNA</a>  | This policy details the process that was used to allocate current domain names to registrars on the registrar's initial connection to the Shared SRS. It details the criteria used in establishing the right of the registrar to have domain names transferred to them when they initially connect to the SRS. <b><i>The DNA policy expired with the sale of Domainz and the end of the Stabilising Registrar Agreement on 05 September 2003.</i></b> |
| <a href="#">Domain Name Allocation</a>           | <a href="#">DNA1</a> | Registrars who were .nz accredited providers under the previous system completed this form as part of the allocation of domain names when the SRS went live. <b><i>This form expired when the DNA policy expired on 05 September 2003, as above.</i></b>  |
| <a href="#">Domain Name Allocation</a>           | <a href="#">DNA2</a> | Registrars who were unaccredited agents, or accredited providers who did not bill their customers directly under the previous system completed this form as part of the allocation of domain names when the SRS went live. <b><i>This form expired when the DNA policy expired on 05 September 2003, as above.</i></b>  |

## 7. General Information

- 7.1 A range of information about .nz policies, the shared registry system, 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.
- 7.2 If anyone has any questions regarding this document they should email [policies@dnc.org.nz](mailto:policies@dnc.org.nz).