

PART B - PROCESS

B1 Applying for a new 2LD

B1.1 All applications for new second level domains are to include the following:

B1.1.1 For unmoderated 2LDs:

- A completed form 2LD-1
- The application fee specified in Schedule 2

B1.1.2 For moderated 2LDs:

- Completed forms 2LD-2 and 2LD-3
- The application fee specified in Schedule 2

B1.2 Applications are to be made by email to 2LD@dnc.org.nz. They may also be made by fax to +64 4 495 2115, or by post to Office of the Domain Name Commissioner, InternetNZ, PO Box 11-881, Wellington.

B1.3 On receipt of an application, the Domain Name Commissioner will make an assessment as to whether the application meets the requirements of this policy.

B1.4 If an application does not meet the requirements of the policy, it will be returned to the applicant advising what issues need to be addressed before the application can be resubmitted.

B1.5 If an application by its nature cannot meet the requirements of this policy, then it will be returned to the applicant. A full explanation of any rejection will be provided.

B2 Consideration of 2LD Applications

B2.1 Within ten working days of an application passing the screening check outlined in clauses B1.3 – B1.5 above, it will be published on the DNC's website (<http://dnc.org.nz>) with a call for public submissions.

B2.2 Submissions are to be made by email to 2LD@dnc.org.nz. They may also be made by fax to +64 4 495 2115, or by post to Office of the Domain Name Commissioner, InternetNZ, PO Box 11-881, Wellington.

B2.3 When publishing the application, the DNC may also publish with that, a report highlighting any particular issues which need to be addressed by submitters.

B2.4 Submissions will be accepted for fifteen working days, and will be expected to focus on the merits of the proposed 2LD and how it meets the criteria set out in this policy. All submissions addressing the application will be published on the DNC's website.

B2.5 The DNC may solicit submissions from relevant parties to assist in gaining useful feedback on the application.

- B2.6 Once submissions have closed, the DNC will summarise the submissions and give the application to NZOC to evaluate against the criteria at its next meeting. NZOC will make a recommendation to the InternetNZ Council.
- B2.7 If the application is for an unmoderated 2LD, the NZOC recommendation will include a proposed threshold for pre-registrations.
- B2.8 InternetNZ Council will consider the NZOC recommendation at its next meeting, and make a final decision as to whether the application will be accepted.
- B2.9 If the decision is to not proceed, the applicant will be advised.

B3 Implementation – Unmoderated 2LDs

- B3.1 If the InternetNZ Council decides the application will proceed, a pre-registration process will be conducted to test the market prospects of the new 2LD.
- B3.2 Pre-registrations will open within a month of the InternetNZ Council's decision, and with at least five working days' public notice. Pre-registrations will occur through the DNC's website at <http://dnc.org.nz>.
- B3.3 Pre-registration involves potential registrants applying for a domain name on a first come first served basis, and paying the fee set out in Schedule 2.
- B3.4 The domain names applied for during pre-registration:
 - B3.4.1 will be recorded in the .nz register under a special Registrar ID, maintained by the DNC.
 - B3.4.2 will be registered for a one month term only.
 - B3.4.3 will not include nameserver information or be propagated to the DNS.
- B3.5 Pre-registration will be open until the number of pre-registrations specified by InternetNZ Council are received, or for a maximum of three weeks.
- B3.6 If pre-registrations do not meet the level set after three weeks, the 2LD will not be created. Applicants for pre-registered names will receive a refund of the fee paid, and all such domain names created will be cancelled.
- B3.7 If pre-registrations meet the level set, the 2LD will be declared active. Registrars may commence offering registrations as soon as the declaration is made.
- B3.8 The DNC's website will continue to accept registrations for a maximum of two days after the declaration is made. A notice on the site will announce the new 2LD and point prospective registrants to the list of .nz registrars.
- B3.9 Within two working days, all pre-registered domain name registrants will be emailed a UDAI and instructions to select a registrar.

B4 Implementation – Moderated 2LDs

- B4.1 If InternetNZ Council decides the application will proceed, the moderator will advise the DNC when they are ready to accept registrations.
- B4.2 The DNC will within ten working days, and with at least five working days' public notice, make a public announcement of the opening of the new moderated 2LD, and will publish the moderator's contact details and the moderation policy on the DNC's website.

B5 Changes to the moderation of existing 2LDs

- B5.1 This clause applies to the following proposals for changes to the .nz domain name space:
- B5.1.1 To unmoderate an existing moderated 2LD or to moderate an existing unmoderated 2LD.
 - B5.1.2 To make substantive changes to a moderation policy, where "substantive" means that a domain name which was previously unregistrable in a 2LD becomes registrable, or vice versa.
- B5.2 Any such proposal will be made to the DNC, using the process outlined above in clauses B1.2 – B1.5 of this policy.
- B5.3 Proposals will be subject to public consultation along the lines outlined in clause B2 above. The process may be amended depending on the nature of the proposed change.
- B5.4 NZOC will consider the proposal after public consultation, and will make a recommendation to InternetNZ Council which will make a final decision.

SCHEDULE 1**Current 2LDs**

List of .nz 2LDs as at <Date of Policy Issue>

1. There are currently 12 2LDs in the .nz DNS. The description of the communities of interest that each represents is as follows:

2LD	Community of Interest
.ac	Tertiary educational institutions and related organisations
.co	Organisations pursuing commercial aims and purposes
.cri	Crown Research Institutes
.gen	Individuals and other organisations not covered elsewhere
.geek	For people who are concentrative, technically skilled and imaginative who are generally adept with computers
.govt	National, regional and local government organisations operating with statutory powers
.iwi	A traditional Māori tribe, Hāpū that belongs to a traditional Māori Iwi or taura here Iwi group operating with the permission of the main Iwi
.maori	Māori people, groups, and organisations
.mil	Military organisations of the NZ Government
.net	Organisations and service providers directly related to the NZ Internet
.org	Not-for-profit organisations
.school	Primary, secondary and pre-schools and related organisations

2. InternetNZ has granted permission to four organisations to moderate membership of specific 2LDs. These are **.cri.nz**, **.govt.nz**, **.iwi.nz** and **.mil.nz**. Moderation means that applicants need to meet specific additional criteria in order to be included in each community of interest. The current moderation policies and contacts are at <http://www.dnc.org.nz/story/30043-35-1.html>.

SCHEDULE 2**1 Fees**

<u>Fee</u>	<u>Amount</u>
Unmoderated 2LDs	
Application fee	
Pre-registration fee (1 month registration) *	
Moderated 2LDs	
Application fee	

* – refundable if pre-registration threshold is not met.

2 Payment methods

- 2.1 Application fees are accepted by cheque (payee should be InternetNZ), by credit card (Visa, Mastercard, American Express, Diners Club) or by direct credit to our bank account (details available on request to 2LD@dnc.org.nz).
- 2.2 Fees for pre-registration are to be paid by credit card only.

Note: the fees in this schedule cannot be calculated until a costing exercise for the 2LD application process is completed.

Application for unmoderated 2LD

- 1 Applicant details:
 - 1.1 Name
 - 1.2 Name of Organisation (if applicable)
 - 1.3 Trading Name (if applicable)
 - 1.4 Address
 - 1.5 Email address
 - 1.6 Phone number/s
 - 1.6.1 Business
 - 1.6.2 Mobile
 - 1.6.3 After hours

- 2 The 2LD extension applied for:

- 3 Define the community of interest for the new 2LD:

- 4 Explain how your proposed 2LD meets the criteria set out in clause 5.5:

- 5 Provide your best estimate of the size of the community of interest and your opinion of the potential number of registrations for the new 2LD. Include rationale to support your figures.

Application for moderated 2LD

- 1 Applicant details:
 - 1.1 Name
 - 1.2 Name of Organisation (if applicable)
 - 1.3 Trading Name (if applicable)
 - 1.4 Address
 - 1.5 Email address
 - 1.6 Phone number/s
 - 1.6.1 Business
 - 1.6.2 Mobile
 - 1.6.3 After hours

- 2 The 2LD extension applied for:

- 3 Define the community of interest for the new 2LD:

- 4 Explain how your proposed 2LD meets the criteria set out in clause 5.5:

- 5 Why does this second level domain have to be moderated?

Draft Proposed Policy

Moderation Application

This document outlines how the applicant proposes to moderate a second level domain for .nz.

- 1 The 2LD application relates to: < 2LD >
- 2 The community of interest for the domain will be:
- 3 The moderator will be:
 - 3.1 Legal Name of Organisation
 - 3.2 Trading Name (if applicable)
 - 3.3 Contact Person
 - 3.4 Address
 - 3.5 Email address
 - 3.6 Phone number/s
 - 3.6.1 Business
 - 3.6.2 Mobile
 - 3.6.3 After hours
- 4 The official contact point for moderation requests and other inquiries will be:
 - 4.1 Name
 - 4.2 Position/Title
 - 4.3 Email address
 - 4.4 Phone number
- 5 The proposed process for accepting moderation requests is:
(Include information regarding any fees and time limits for dealing with requests.)
- 6 The moderation criteria for this 2LD will be:
(Set out details of the decision criteria used to decide a registrant and a domain name is/isn't registerable in the 2LD.)

You:

- declare that all the information provided in this application is true and complete
- agree to be bound by an agreement reflecting this application, subject to any changes made during the consultation process
- agree that changes to the moderation policy and contact details provided in this application may be made from time to time as provided for by InternetNZ policies and procedures

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Signed

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Date