



Standardized Form of Authorization

2021 Registry Services, LLC



Contents

1	Domain Name Transfer: Confirmation of Registrar Transfer Request	1
2	Domain Name Transfer: Initial Authorization for Registrar Transfer	2

1 Domain Name Transfer: Confirmation of Registrar Transfer Request

DOMAIN NAME TRANSFER

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

Re: Transfer of *<insert domain name or list of domain names>*

<insert name of registrar and/or name of reseller> received notification on *<insert date of notification>* that you have requested a transfer to another domain name registrar. If you want to proceed with this transfer, you do not need to respond to this message. If you wish to cancel the transfer, please contact us before *<insert date>* by:

[NOTE: a registrar may 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 usTLD Administrator approval. The order in which options are presented is a decision for each registrar]

[optional] send an email to *<insert contact details>* [optional] send a fax to *<insert contact details>*

[optional] or please go to our website *<insert URL of confirmation webpage>* [Note: website to contain text as above, with the option the transfer.]

If we do not hear from you by *<insert date>*, the transfer will proceed.

2 Domain Name Transfer: Initial Authorization for Registrar Transfer

DOMAIN NAME TRANSFER

Attention: *<insert Registered Name Holder or Administrative Contact of Record as listed in the usTLD WHOIS>* Re: Transfer of *<insert one or more domain names>*

[OPTIONAL text: The current registrar of record for this domain name as reflected in the usTLD WHOIS, which can be found at www.whois.us 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 usTLD WHOIS database.

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

- You must agree to enter into a new usTLD 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 usTLD Administrator 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>*.



Classification

© 2021 Registry Services, LLC All Rights Reserved

Definitions

We, us and our means any or all of Registry Services, LLC, its subsidiary entities and their respective officers, employees, contractors or sub-contractors.

Disclaimer

This document has been produced by us and is only for the information of the particular person to whom it is provided (the Recipient). This document is subject to copyright and may contain privileged and/or confidential information. As such, this document (or any part of it) may not be reproduced, distributed or published without our prior written consent.

This document has been prepared and presented in good faith based on our own information and sources which are believed to be reliable. We assume no responsibility for the accuracy, reliability or completeness of the information contained in this document (except to the extent that liability under statute cannot be excluded).

To the extent that we may be liable, liability is limited at our option to replacing, repairing or supplying equivalent goods or paying the cost of replacing, repairing or acquiring equivalent, or, in the case of services, re-supplying or paying the cost of having such re-supplied.

Confidentiality Notice

This document contains commercially sensitive information and information that is confidential to us. This document is intended solely for the named recipient, and its authorised employees, and legal, financial and accounting representatives (collectively, Authorised Recipients).

The recipients of this document must keep confidential all of the information disclosed in this document, and may only use the information for the purpose specified by us for its use. Under no circumstance may this document (or any part of this document) be disclosed, copied or reproduced to any person, other than the Authorised Recipients, without our prior written consent.

Trademarks Notice

Any of our names, trademarks, service marks, logos, and icons appearing in this document may not be used in any manner by recipients of this document without our prior written consent. All rights conferred under law are reserved.

All other trademarks contained within this document remain the property of their respective owners, and are used only to directly describe the products being provided by them or on their behalf. Their use in no way indicates any relationship between us and the owners of those other trademarks.

