

## CHANGE OF REGISTRAR INSTRUCTIONS – WHOLESALE ACCOUNTS

Domain names with extensions .COM, .NET, .ORG, .BIZ, .INFO, .ASIA, .MOBI, .TV, .US, .AG, .BZ, .CA, .CC, .CN, .CO, .GD, .GS, .HN, .TW, .LA, .LC, .IM, .ME, .MN, .MS, .SC, .VC, .US.COM, .UK.COM, .UK.NET, .EU.COM, .DE.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UY .COM, .ZA.COM, and .AR.COM, can be transferred to Network Solutions® via the Partner Portal, or by using this Change of Registrar fax process. For all other supported domain name extensions, a Change of Registrar can only be executed using this fax process.

Please note that when a domain name is transferred to Network Solutions, which includes all supported extensions except for .EU, any remaining time on the domain's existing term is honored in full, and an additional one year term is automatically added. When a .EU domain name is transferred to Network Solutions, the domain's creation date changes to the day of its transfer, which means the remaining time on the domain's existing term is not transferred, and an additional one year term will not be added. For example:

	Domain's Creation Date	Transfer Date to Network Solutions	New Expiration Date
All Extensions ( <i>except .EU</i> )	2/1/06	4/1/06	2/1/08
.EU Domains Only	2/1/06	4/1/06	4/1/07

In addition, domain industry rules require that you obtain an authorization code (AUTH CODE) from the current domain name provider or registrar when transferring .COM, .NET, .ORG, .BIZ, .INFO, .ASIA, .MOBI, .US, .AG, .BZ, .CA, .CN, .CO, .CX, .GD, .GS, .HN, .IM, .IN, .LA, .LC, .ME, .MN, .MS, .SC, .TW, .VC, .US.COM, .UK.COM, .EU.COM, .DE.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UK.NET, .UY.COM, .ZA.COM and .AR.COM extensions. You will need to contact your current provider or registrar to retrieve this information. Please follow the instructions below to execute the Change of Registrar fax process.

### FAX PROCESS INSTRUCTIONS

- Fill out and complete the following documents:
  - Change of Registrar Agreement (attached)
  - Standard Form of Authorization (attached)
  - Proof of Registrant's Identity. Registrant must provide a copy of one of the following forms of identification (*NOTE: If the registrant is an organization, please provide proof of identity of the person with legal authority to bind the registrant's application*)
    - Valid Driver's License
    - Passport
    - Military ID
    - State/Government issued ID
    - Birth Certificate
  - Statement of Authorization to Transfer Domain Name(s). The statement must be signed by the registrant or signed by a person with legal authority to bind the registrant's application. If the registrant is an organization, the statement must be on company letterhead and include either a notary seal or a copy of the company's Article of Incorporation to verify its legitimacy. (*NOTE: Company letterhead is not required if the domain name is registered to an individual*):
- For domain name extensions .COM, .NET, .ORG, .BIZ, .INFO, .ASIA, .MOBI, .US, .AG, .BZ, .CA, .CN, .CO, .CX, .GD, .GS, .HN, .IM, .IN, .LA, .LC, .ME, .MN, .MS, .SC, .TW, .VC, .US.COM, .UK.COM, .EU.COM, .DE.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UK.NET,

.UY.COM, ZA.COM and .AR.COM contact the current domain name provider or registrar and request the authorization code (AUTH CODE) for the domain name.

3. Verify that an accurate e-mail address for the Registered Name Holder and the Administrative Contact is listed in WHOIS at [www.networksolutions.com/whois/index.jsp](http://www.networksolutions.com/whois/index.jsp). If the e-mail addresses are incorrect, log into your current domain name account, or contact your current domain name registrar's customer service agent and update your account information with a valid e-mail address.
4. Make sure all the attached forms are completed and signed. The signor must be the current registrant or have authority to legally bind the registrant's application. All required forms must be signed and completed to ensure a successful transfer to Network Solutions, LLC.

**\*\*To protect the security of the current domain name registrant, Network Solutions® cannot accept any verbal changes or additions to this form. Should any blanks or errors be discovered, we will attempt to send an e-mail notice to the e-mail address listed on the form (registrant e-mail address), but a new completed form will need to be resubmitted.**

Send required documents via fax to:

**Network Solutions®, LLC**  
**Attn: Registrar Change Group**  
**Fax: (571) 434-4658**

## **DOMAIN NAME REGISTRATION INFORMATION**

Have you submitted a fax to transfer this domain previously? (check appropriate box) ☐ YES ☐ NO

Domain Name(s) to Transfer: \_\_\_\_\_

*You may include multiple domain names on this form provided that the registrant information matches all domains listed. You may include the additional domain names on a typed list along with this form.*

Required Authorization Code(s): \_\_\_\_\_

Authorization Codes are required for all .COM, .NET, .ORG, .BIZ, .INFO, .ASIA, .MOBI, .US, .AG, .BZ, .CA, .CN, .CO, .CX, .GD, .GS, .HN, .IM, .IN, .LA, .LC, .ME, .MN, .MS, .SC, .TW, .VC, .US.COM, .UK.COM, .EU.COM, .DE.COM, .BR.COM, .CN.COM, .GB.COM, .GB.NET, .HU.COM, .JPN.COM, .KR.COM, .NO.COM, .QC.COM, .RU.COM, .SA.COM, .SE.COM, .SE.NET, .UK.NET, .UY.COM, ZA.COM and .AR.COM domain name extensions. An AUTHCODE is a 6 to 16 character code assigned by the Registry at the time the domain name registration was created. Its purpose is to aid in the identification of the registrant for a particular domain name and is required to transfer your domain name. You must obtain the AUTHCODE from your current registrar.

*All .ca domain names are registered by Network Solutions Canada ULC (Business Number: 83624 3543 RT 0001). The amount charged for .ca domain names includes applicable Goods and Services Tax (GST) of 5%. Effective July 1, 2010, the amounts charged for .ca domain names are inclusive of Federal GST and, where applicable, also inclusive of Provincial HST. (GST Rate – 5%, Combined GST rate and HST rate for each Province — British Columbia – 12%, Ontario – 13%, Nova Scotia – 15%, Newfoundland and Labrador – 13%, New Brunswick – 13%).*

.CA Legal Category Type: A business, organization or person wishing to register a .CA domain name must meet the Canadian Presence Requirements and select a Legal Type. A Legal Type is a category that a Registrant must fall into in order to meet the Canadian Presence Requirements. For more information on legal types, please visit [https://partners.networksolutions.com/en\\_US/help/ca-legal-presence-type-popup.html](https://partners.networksolutions.com/en_US/help/ca-legal-presence-type-popup.html).

Check the legal category that applies

- ☐ Canadian Corporation
- ☐ Canadian citizen
- ☐ Permanent Resident of Canada
- ☐ Government or government entity in Canada
- ☐ Canadian Educational Institution
- ☐ Canadian Unincorporated Association
- ☐ Canadian Hospital
- ☐ Partnership Registered in Canada
- ☐ Trade-mark registered in Canada (by a non-Canadian owner)
- ☐ Canadian Trade Union
- ☐ Canadian Political Party
- ☐ Canadian Library, Archive or Museum
- ☐ Trust established in Canada
- ☐ Aboriginal Peoples (individuals or groups) indigenous to Canada
- ☐ Indian Band recognized by the Indian Act of Canada
- ☐ Legal Representative of a Canadian Citizen or Permanent Resident
- ☐ Official mark registered in Canada
- ☐ Her Majesty the Queen

Current Registrant Organization: \_\_\_\_\_

*This is required if the registrant is an organization. If the domain name is registered to an individual, write None. (This information is available by viewing the WHOIS data at your current registrar)*

Current Registrant Name: \_\_\_\_\_

*If the domain is registered to an organization, please write the person with legal authority to bind the registrant's application. (This information is available by viewing the WHOIS data at your current registrar)*

## WHOLESALE ACCOUNT INFORMATION

Partner ID: \_\_\_\_\_

Customer ID: \_\_\_\_\_

*Please write your Partner ID and the Customer ID of the account where you would like the domain name(s) transferred.*

## TERMS AND CONDITIONS

1. You acknowledge that you have reviewed and understand the terms and conditions of the Network Solutions® Service Agreement found at <https://www.networksolutions.com/legal/static-serviceagreement.jsp>, including all applicable schedules but not limited to, Schedule R thereto, in effect as of the date of this Agreement. By signing and sending this Agreement to Network Solutions, you agree to be bound by and to perform in accordance with the terms and conditions of the Service Agreement, which includes Network Solutions' current Domain Name Dispute Policy. You also reaffirm the accuracy and completeness of all of the information contained in this Agreement. To the extent the terms and conditions of the Service Agreement conflict with the terms and conditions of this Agreement, the terms and conditions of this Agreement shall prevail.
2. You represent and warrant that : (a) the information provided to Network Solutions in connection with this Agreement is accurate and complete; (b) you are the rightful holder of the registration for the Domain Name; (c) the registrar of record for the Domain Name as of the date of this Application is the current registrar listed in Section 1 above; (d) you are not in default on any obligations you may owe to the current registrar listed in Section 1 above; (e) you are not the subject of any pending bankruptcy proceedings; (f) you are not party to any dispute resolution proceeding concerning your use or registration of the Domain Name; (g) you are not in default on any obligations you may owe to Network Solutions; and (h) the Domain Name is not the subject of any collection proceedings, including garnishment, attachment, levy or otherwise. The individual submitting this Agreement further represents and warrants that he/she is authorized to request a change of registrar and to apply for our registrar services.
3. You request that we provide registrar services for the Domain Name. You acknowledge and agree that the registration of the Domain Name shall be effective upon Network Solutions' transmission of an acknowledgement e-mail to you informing you that the Domain Name has been transferred to Network Solutions.
4. You authorize us to take all actions necessary to become the registrar for the Domain Name, including, if applicable, transmitting to the appropriate Registry a request to change the Registry database to reflect Network Solutions as the registrar of record. You acknowledge and agree that we shall not be responsible for any legal obligations you may owe to any third party, including the current registrar. You further acknowledge and agree that you are not entitled to a credit from us for any sums you may have paid the current registrar. You agree to release, indemnify, and hold Network Solutions and our affiliates, and our respective contractors, agents, employees, officers, directors and affiliates harmless from all liabilities, claims and expenses, including attorney's fees, of third parties arising under this Agreement.
5. You agree to pay Network Solutions any applicable Change of Registrar Fee, based on the selection(s) made in this Agreement, by providing appropriate credit card information as requested above.

## SIGNATURE BLOCK

This information must match the current data listed in the current registrar's WHOIS database.

Signature: \_\_\_\_\_

Signor's Name: (please print) \_\_\_\_\_

Signor's Organization: \_\_\_\_\_

Signor's Title: \_\_\_\_\_

Signor's Phone Number: \_\_\_\_\_

Signor's Active Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

## STANDARD FORM OF AUTHORIZATION

### CHANGE OF REGISTRAR AUTHORIZATION

ATTENTION: \_\_\_\_\_  
Current Registrant or Administrative Contact Listed in WHOIS

REGARDING: \_\_\_\_\_  
Domain name(s) to be transferred to Network Solutions LLC

Network Solutions LLC has received a request from \_\_\_\_\_ via fax on \_\_\_\_\_  
*Partner Name* *Date of Request*

to become the new registrar of record for the domain(s) listed above. You have received this document because you are listed as the Registered Name Holder or Administrative Contact for the domain name(s) 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 <https://www.networksolutions.com/legal/static-service-agreement.jsp>. 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 agree or where a decision in the dispute resolution process so directs.

If you WISH TO PROCEED with the transfer, you must sign this form and fax it back Network Solutions. If you do not respond by fax, your domain name(s) will not be transferred to Network Solutions® LLC.

If you have any questions about this process, please contact [registrar@networksolutions.com](mailto:registrar@networksolutions.com).

Signature: \_\_\_\_\_

Signor's Name: (please print) \_\_\_\_\_

Date: \_\_\_\_\_

Please print this form, sign, and fax to:

**Network Solutions, LLC**  
**Attn: Registrar Change Group**  
**Fax : (571) 434-4658**