auDA PUBLISHED POLICY
Policy Title: TRANSFERS (CHANGE OF REGISTRAR OF RECORD) POLICY – TRANSFER REQUESTS BY RESELLERS **Policy No:** 2003-06 **Publication Date:** 08/07/2003 **Status:** Replaced by Policy No 2013-02

1. BACKGROUND

1.1   This document clarifies paragraph 4.1 of the Transfers (Change of Registrar of Record) Policy (2003-03), which sets out auDA's policy on the transfer of a registered domain name which results in a change to the registrar of record in the registry database.

1.2   Paragraph 4.1 of the policy reads as follows:

"Prior to sending a transfer command to the registry, the gaining registrar must:

a)   receive a written request for transfer (see definition in paragraph 2.1) that includes a valid domain name password for the domain name;

b)   use the password to retrieve the full domain name record from the registry database;

c)   send a standard transfer confirmation message (see definition in paragraph 2.1) to the person who has requested the transfer and to the registrant contact (if different);

d)   receive an affirmative response from the registrant contact by letter, facsimile or email; and

e)   enter into a new Registrant Agreement for the remaining term of the domain name licence period, or for a new 2 year licence period where the transfer is combined with renewal."

2. CLARIFICATION OF PARAGRAPH 4.1 - TRANSFER REQUESTS BY RESELLERS

2.1   Where the gaining registrar has received a written request for transfer from a reseller and it is clear that the registrant contact email address is that of the same reseller, it is not sufficient to send a standard transfer confirmation message to that email address.

2.2   In these circumstances, the gaining registrar must:

a)   send a standard transfer confirmation message to the registrant contact by letter or facsimile, and receive an affirmative response from the registrant contact by letter, facsimile or email; or

b)   arrange for the registrant contact email address to be updated with the registrant contact's own email address (and not the reseller), and then send the standard transfer confirmation message to that email address.