



TRANSFER POLICY & TRANSFER FORM

DOT DM Corporation

Commonwealth of Dominica ccTLD (.dm)

Last Modified: 1 June 2010 V1.0

Purpose

To allow Registrants to initiate a Change of Registrant request for their domain.

Changing the Registrant

DOT DM Corporation ("DOT DM") will accept a request for change to the Registrant of a listed name only when signed original written instructions are provided.

DOT DM provides a standard form for Registrants to provide instructions that must:

- be duly authorised by the current Registrant. Authorisation must include the Registrant's "REGISTRANT KEY" and Password
- identify the new holder, with details of address and all other particulars necessary to list the name and delegate it to the new Registrant
- be formally acknowledged by the new Registrant, who must agree to the conditions and policies under which domain names are delegated
- release DOT DM from any further obligation to the first holder after the redelegation has been completed.

DOT DM may require evidence of the authority of any representative of a domain Registrant.

To initiate request

Before commencing the change of Registrant process, a domain registrant must be aware that all fees owed by the current Registrant must be paid in full. Any unused fees payable in advance are non-refundable.

The change of Registrant request is a chargeable service and the fee must accompany the form.

- US\$195.00 is the current fee

1. Print off the Change of Registrant form below. Ensure that all fields are completed and that both the Current Registrant and the Prospective Registrant have signed where required.
2. The instructions must make clear that *The Current Registrant* (called "the Current Registrant") is authorising the changes. Instructions must also identify *The Prospective Registrant* (called "the Prospective Registrant") with all the necessary contact details for listing purposes.
3. The Prospective Registrant must acknowledge the changes, and agree to be bound by all the usual published conditions and policies.

DOT DM processing

Upon receipt of all necessary documentation, DOT DM will,

- process the change of Registrant
- raise an invoice and secure the payment
- change the Password
- mail confirmation to Registrant including new Registrant "REGISTRANT KEY" and Password.

Change of Registrant Letter Format

TO: Administrator
DotDM Corporation, P.O. Box 2102,
Roseau, Commonwealth of Dominica.

Dear Madam,

Please accept this letter as confirmation that:

The Current Name Holder:
and,
The Prospective Name Holder:

have entered into agreement to change the Registrant for the domain name specified below.

Domain Name:
Prospective Name Holder:
Contact name:
Phone:
Fax:
E-mail:
Address line 1:
Address line 2:
Address line 3:
City:
Country:
Post code:

Current Registrant

The Current Registrant agrees to release DOT DM from any further obligation to itself after the completion and acceptance of the change of Registrant process. The Current registrant further confirms its authority to act for this domain by providing the REGISTRANT KEY and Password below:

REGISTRANT KEY:

PASSWORD:

Prospective Registrant

The Prospective Registrant confirms that it has requested the change of Registrant, and that it has read and accepted all terms of service set out in all published policy documents at the DOT DM website www.nic.dm. And further, confirms its agreement to indemnify DOT DM, their agents, officers and employees for any costs, losses or liabilities incurred in the reasonable performance of their duties in processing this request, or in dealing with claims arising from the allocation or use of the name.

Authorised by Current Registrant

Name: (please print):

Signature:

For: (Company Name):

Date: ___ / ___ / ___

Prospective Registrant

Name: (please print):

Signature:

For: (Company Name):

Date: ___ / ___ / ___

- Please ensure that all the necessary details are included with your application.
- All fields of the form are completed by both the current and prospective Registrants.

Key points:

- it is important that the information requested is given, or the application cannot be processed
- DOT DM may seek further proof of identity or evidence of the Prospective Registrant's ability to meet the conditions for holding a domain name as part of the process.
- the Prospective Registrant must be an identifiable individual over 18 years of age or a properly constituted organisation.

Please submit your form to DOT DM by Registered or Certified Mail, or reputable commercial courier service (e.g., DHL or Federal Express) in the manner of quickest delivery (i.e., overnight delivery, if possible) to:

DOT DM Corporation

P.O. Box 2102
Roseau
Commonwealth of Dominica
Tel: +1 767 448 1531

To expedite you may fax through to +1 767 448 5015 with Original forwarded by means detailed above

Forms mailed by registered or certified official mail of a country shall be deemed delivered on receipt.