

1st Domains

Change of Registrant Form

Do I need to complete this form?

A Change of Registrant form must be completed any time the Registrant is changed. The only exceptions are listed below:

1. When your company has gone through a company name change and this change is shown on a certificate from the New Zealand Companies Office. Please note we are not requesting a certificate of incorporation, but a change certificate.
2. When an individuals name has changed due to marriage or divorce. In this instance we require a copy of the marriage certificate or notice of divorce.
3. When an individuals name has changed by deed poll or statutory declaration, again we require a copy of the documentation.

Completing the form

These are the steps to go through:

- Print off the Change of Registrant form.
- Ensure all fields are completed.
- A representative of both the Current Registrant and the Prospective Registrant must sign where required. The signatory must be either a director or senior manager.
- Then, scan and email, fax or post the completed form to:

Scan & Email: service@1stdomains.co.nz

The instructions must make clear that **The Current Registrant** (called "the Current Registrant") is authorising the changes. They must also identify **The Prospective Registrant** (called "the Registrant") with all the necessary contact details for listing purposes.

Change of Registrant

Please accept this letter as confirmation that:

The Current Registrant:

(please state this exactly as it is listed with 1st Domains) _____ currently

and,

The Prospective Registrant:

(The prospective Registrant must be either an individual or properly constituted organization, do not use trading names)

...have entered into agreement to change the Registrant for the domain name specified below. The **Prospective** Registrant and **Prospective** Registrant's contact details must be provided as follows.

(Please print clearly and ensure information is recorded accurately.)

Domain Name: (eg: yourdomain.co.nz):

(Note: If multiple, please attach a _____ schedule with this document and have both parties sign)

Prospective Registrant:

Contact name:

Phone:

Fax:

E-mail:

Postal Address 1:

Postal Address 2:

Province:

City:

Country:

Post code:

Would you like the domain name transferred to a new 1st Domains account? *(Please circle)*

Yes (Create a new account or assign to an existing account: _____)

No (Leave in current account)

Current Registrant: Domain Name UDAI

The Current Registrant agrees to release 1st Domains from any further obligation to itself after the completion of the change of Registrant process.

The Current Registrant confirms its authority to act for this domain by providing the UDAI (Unique Domain Authentication Identifier) below. (the UDAI can be generated by logging into your 1st Domains account from our web site)

UDAI:

(If multiple, include in schedule of domains)

If the current Registrant is unable to provide this information – please sign the below statement

For the transfer of the listed domain name, UDAI will not be provided.

Name: (please print): _____

Signature: _____

Current Registrant: Authorisation

Name: (please print): _____

Signature: _____

For: (Organisation Name – *if applicable*): _____

Date: ____ / ____ / ____

Note: If the currently listed Registrant is not a properly constituted organization, if it is trading name, or it has not been listed under the full legal organization name or identifiable individual over 18 years of age, a "Change of Registrant Statutory Declaration" will also need to be completed.

This form can be found on our website under the help section at '<http://www.1stDomains.co.nz>'

Prospective Registrant: Authorisation

The Prospective Registrant confirms that it has requested the change of Registrant, and that it has read and accepted the terms and conditions published on the 1st Domains Web Site at:

http://www.1stdomains.co.nz/info/agreement_1stdomains.php

And further, confirms its agreement to indemnify 1st Domains, 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.

Name: (please print):

—

Signature:

—

For: (Organisation Name – *if applicable*):

—

Date:

___ / ___ / ___

Please read these key points:

- 1st Domains 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.
- Under normal circumstances, processing a Change of Registrant form will be completed within 3 working days provided all the necessary information is provided. The new domain name Registrant will be contacted by email when application has been successfully processed.

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