

A READY REFERENCE

FOR REGISTRANTS

YOUR GUIDE TO

- All the choices
- Your responsibilities
- Protecting your rights
- Transferring your domain name

DOMAIN
NAME
COMMISSION
.nz

Welcome to the finer points of .nz

Perhaps you've had a .nz domain name for a while or maybe yours is brand new – either way, welcome to this guide, we know you'll find it useful.

Within its pages you'll find lots of information covering a wide range of topics. For instance, you'll discover what your registrar's responsibilities are, what you should look for when choosing one, how to make a complaint, how your rights are protected, what you need to do to stay within the rules, and much more.

So read through these pages and get a feeling for the .nz system and some of its more important rules and regulations. The .nz domain name system was developed with your rights as a key priority and we recommend that you keep this guide as a useful reference.

At the end of this guide, there is a glossary of the Internet terminology used. This publication complements another of our publications titled "*Making a Name for Yourself*" which covers all the basic information you need.

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Plenty of choice

Registrars

The .nz domain name space is an open and competitive market and there is a wide variety of registrars you can register a .nz domain name through.

Whichever you choose, you have the security of knowing that to become authorised registrars will all have met criteria laid down by the Domain Name Commission Limited (DNC), and all are monitored to ensure they operate within .nz policies and procedures.

A full list of registrars can be viewed at www.dnc.org.nz/registrars

Other people you can register through

If you already have a relationship with, for example, a web site design company, it could be that they have adopted the informal role of 'reseller' and are able to register your name for you with a .nz authorised registrar.

Remember though, that it is still the .nz registrar who takes responsibility for ensuring that all the .nz policies and procedures are adhered to.

Choosing a registrar

Various levels of service, pricing and options are offered by .nz registrars. Think about some of the factors below when you're looking for a .nz registrar and remember that it really pays to shop around to find exactly the right 'fit' for your particular needs.

- **Price.** The cost to register a domain name varies between registrars. The price range is quite broad depending on the services you require.
- **Terms and conditions.** Each registrar has terms and conditions that you are required to agree to when you register a domain name. Read these terms and conditions thoroughly and make sure you understand them.
- **Registration periods available.** Choose a registrar that offers the registration period that's right for you. Periods of registration vary from as little as one month through to ten years.
- **Payment methods available.** Some registrars require you to pay online via credit card when you register a domain name, while others allow you to pay for registration by cheque or bank transfer.
- **Customer services and support.** From online support through to a live help line, the amount of help registrars give you varies widely. Choose the customer service and support that best matches your needs.
- **Extra services offered.** While some registrars offer only domain name registrations, others offer additional services such as email, web hosting, web design and brand or intellectual property protection. You'll also find domain name registrations being offered as a package with additional services. Again, choose the service that best suits your needs.

Your responsibilities

Keep your domain name registration current – pay all charges as they fall due

When you register a domain name you are obtaining a licence to use that name for the registration period, **but you don't own it**. However, provided you pay your registration fees as they fall due and you comply with the .nz policies, you can continue to use the name.

Ensure the information supplied is complete and current

Registering a domain name carries with it some obligations. The important thing is to keep your registrar informed of any changes of information (for example, phone number, email address) so that your details on the register are always current.

Comply with the terms and conditions of your registration agreement

As a registrant you are required to accept your registrar's terms and conditions when you register a domain name or transfer to a new registrar. While all registrar terms and conditions have been approved by the DNC, it's important that you make sure you understand and accept them.

You are also responsible for paying your registrar all charges associated with your domain name as they fall due.

Security

A UDAI (Unique Domain Authentication ID) is needed if you want to transfer your domain name to another registrar. You can get your UDAI from your existing registrar and it is valid for 30 days.

Your UDAI is like a special key for your domain name. It is not needed to set up an Internet service account. If you are asked for your UDAI when you want an Internet service, but don't want to change registrar, don't provide it.

Comply with .nz policies and procedures

For more details outlining your responsibilities as a .nz registrant click the '.nz policies' tab at www.dnc.org.nz and take a look at the 'Roles and Responsibilities' policy.

When you register a domain name you are obtaining a licence to use that name for the registration period, but you don't own it.

Protection of your rights

There are a number of ways the .nz system protects you and your rights – take a look:

Your registrar must register your domain name for full term

Your registrar is required to register your domain name for the full term you have paid for. To double check this has been done, go to the DNC's website at www.dnc.org.nz, enter your domain name where it says "search domains" and press enter (this is called a WHOIS search).

Your domain name must be registered in your name

If you ask someone to register a domain name on your behalf, they must register it in your name, not theirs. Again, you can check it's in your name by doing a 'WHOIS' search (see above). If you would like your domain name to be managed by someone else on your behalf, then their details can be entered into the Admin Contact field of the domain name record.

Cancellation of your domain name

Your domain name can only be cancelled by your registrar if you have requested it. However your registrar has the right to give you 14 days notice of cancellation due to non-payment of charges for the domain name.

Reinstatement during a 90 day 'pending release' period

If your domain name is cancelled there is a 90 day 'pending release' period before the name is available to anyone else to register. During this time no one else can register your domain name and if you want to, you can reinstate it. You may also transfer your domain name to another registrar during the 'pending release' period.

If you ask someone to register a domain name on your behalf, they must register it in your name, not theirs.

Transferring your Domain Name

Transferring to another registrar

You have a right to switch registrars at any time you like (except for a five day grace period when you first register) and you don't have to give any reason for doing so. If you choose to transfer to another registrar, the original period you're registered for continues with your new registrar.

When you transfer to a new registrar, you will need to agree to the new registrar's terms and conditions.

To make the transfer you will need your 'UDAI' code (See under 'Security' earlier on in this guide). You can get your UDAI from your registrar. They're obliged to give it to you promptly and at no cost.

Remember, your UDAI is a unique password which is needed to validate your request to transfer and should be given to the new registrar who will then handle the transfer process for you. Remember also that UDAs are only valid for 30 days.

When you transfer to a new registrar, you will need to agree to the new registrar's terms and conditions. You should remember however, that transferring your domain name doesn't necessarily cancel the agreement you entered into with your original registrar – you could still have some contractual obligations such as web hosting commitments.

Transferring to a new registrant

This process, called a 'Change of Registrant', involves the current registrant and the new registrant confirming that they would like the change to take place and giving the registrar the authority to proceed with the transfer. For more information contact your registrar about the Change of Registrant process they have in place.

Complaints and disputes

Any complaints you have should initially be taken up with your registrar and any other parties involved – generally you'll find that this is by far the most effective way of handling problems. If you don't get a suitable response to your complaint you can complain to the DNC but remember that we are only able to assist where there are potential policy breaches to be investigated. A complaint form is available at: www.dnc.org.nz/content/formDCP1.html

Domain Name Commission Limited

The Domain Name Commission Limited is a wholly-owned subsidiary company of InternetNZ and is responsible for the day-to-day management and running of the New Zealand (.nz) domain name space.

This includes the authorisation of .nz registrars; the development of policies and procedures; making sure all parties comply with the rules and that their rights and relationships are protected; and the ongoing development and monitoring of the environment for the registration and management of .nz domain names. The DNC is also responsible for the administration of the .nz Dispute Resolution Service.

Glossary

- DNC:** Domain Name Commission Limited.
- Domain Name:** Every website on the Internet has a numeric address (IP address) To make these addresses easy to remember, a Domain name uses words rather than numbers and each is unique.
- Registrant:** The person or organisation who has registered a Domain Name.
- Registrar:** A business authorised by Domain Name Commission Limited to register Domain Names.
- UDAI** Unique Domain Authentication ID. This is a password/code required to validate a request to transfer a Domain Name from one registrar to another.
- WHOIS Search:** A WHOIS Search is the search you do to check the availability of a Domain Name.

