**Change of Registrant Policy**

1. DEFINITIONS

1.1 This policy uses the following terms:

a) "Account Holder" means either (1) the person or entity that is paying for the Registered Name or otherwise controls the management of the registered name, when that person or entity is not the Registered Name Holder or (2) whatever the applicable Registrar Accreditation Agreement defines Account Holder to mean, if different.

b) “Change of Registrant” means a Material Change to any of the following:

 a) Prior Registrant Name

 b) Prior Registrant Organization

 c) Prior Registrant email address

d) Administrative Contact email address, if there is no Prior Registrant email address.

c) “Change of Registrant Credential” means a unique PIN, password, string or code that is transmitted by the Registrar to the Prior Registrant for the purpose of facilitating a Change of Registrant.

d) “Material Change” means a non-typographical correction. The following will be considered material changes:

A change to the Registered Name Holder’s name or organization that does not appear to be a merely a typographical correction;

Any change to the Registered Name Holder’s name or organization that is accompanied by a change of address or phone number;

Any change to the Registered Name Holder’s email address.

e) “Prior Registrant” means the Registered Name Holder, as indicated in the Registrar’s or applicable registry’s publicly accessible Whois service, at the time a Change of Registrant is initiated.

f) “New Registrant” means the entity or person to whom the Prior Registrant proposes to transfer its domain name registration.

2. AVAILABILITY OF CHANGE OF REGISTRANT

2.1 In general, registrants must be permitted to update their registration/Whois data and transfer their registration rights to other registrants freely.

2.2 A Registrar must deny a change of registrant request only in the following specific instances:

a) The domain name registration agreement has expired, and the Registered Name Holder no longer has the right to renew or transfer the domain name to another registrar, as provided for in section 2.2.5 of the Expired Registration Recovery Policy;

b) The Change of Registrant was not properly authorized by the Prior Registrant and the New Registrant, further to section 3 below;

c) The domain name is subject a domain name related dispute, including but not limited to:

(i) A pending UDRP proceeding;

(ii) A pending URS proceeding that the Registrar has been informed of;

(iii) A pending TDRP proceeding;

(iv) A court order by a court of competent jurisdiction, prohibiting a Change of Registrant, that the Registrar has been informed of.

3. CHANGE OF REGISTRANT PROCESS

3.1 To process a Change of Registrant from the Prior Registrant to a New Registrant, the Registrar must:

a) Confirm the domain name is eligible for Change of Registrant further to section 2;

b) Obtain confirmation of the Change of Registrant request from the New Registrant in accordance with the process described in section 3.2; and

c) Obtain confirmation of the Change of Registrant request from the Prior Registrant in accordance with the process described in section 3.2;

d) Notify the Prior Registrant and New Registrant when the Change of Registrant is completed; and

e) Advise the Prior Registrant and New Registrant of the 60-day inter-registrar transfer lock as described in section 3.3 or advise the Prior Registrant that it previously opted out of the 60-day inter-registrar transfer lock as described in section 3.3.

3.2(a) To obtain the requisite confirmation:

(i) the Registrar must provide the Change of Registrant Credential to Prior Registrant[[1]](#footnote-1);

(ii) the Prior Registrant must transmit the Change of Registrant Credential to the New Registrant;

(iii) the New Registrant must transmit the Change of Registrant Credential to the Registrar;

(b) In addition to the Change of Registrant Credential, the confirmations sent to the Prior Registrant and the New Registrant must:

(i) always be sent to and approved by both the New Registrant and Prior Registrant before the Change of Registrant is performed;

(ii) explain the request that was received and list the domain(s) in question;

(iii) inform the New Registrant that it must enter into a registration agreement with the Registrar (a link to the registration agreement itself can be provided);

(iv) inform the New Registrant and Prior Registrant that once the Change of Registrant is completed, the domain name will not be able to be transferred to a different registrar for 60 days unless the Prior Registrant opted out of the 60-day lock;

(v) include instructions on how to approve or cancel the Change of Registrant (example: URL) and inform the Prior Registrant and New Registrant that the request will not proceed if it is not confirmed in (x) days;

(vi) include contact information for questions.

3.3 The Registrar must impose a 60-day inter-registrar transfer lock[[2]](#footnote-2) following a Change of Registrant, provided, however, that the Registrar may allow the Registered Name Holder to opt out of the 60-day inter-registrar transfer lock prior to any Change of Registrant request.

1. The Registrar should not provide the Change of Registrant Credential to the Account Holder unless the Account Holder and Prior Registrant are the same. In the event the Prior Registrant can no longer access its email address, phone number or address, the Registrar would not be limited to use of contact information on file in providing the Change of Registrant Credential. [↑](#footnote-ref-1)
2. The Registrar may, but is not required to, impose restrictions on the removal of the lock described in section 3.3. For example, the Registrar will only remove the lock after five business days have passed, the lock removal must be authorized via the Prior Registrant’s affirmative response to email, etc. [↑](#footnote-ref-2)