Contracting Information Request Guidance

Updated: 15 July 2014

INTRODUCTION

As applications become eligible to enter the Contracting phase of the New gTLD application process, ICANN sends each eligible applicant a Contracting Information Request ("CIR"). CIRs are sent via the Customer Service Portal ("Portal"), and include specific requests for information and documentation. Responses must be provided via the Portal. Applicants are encouraged to start preparing CIR responses as soon as possible. The timing of receipt of the applicant's completed CIR Form determines the order that the application proceeds through the Contracting process.

Applicants are responsible for providing complete and accurate information as requested in the CIR. All CIR responses must follow the CIR Guidance and meet all the minimum requirements as described in the gTLD Applicant Guidebook and Registry Agreement. In addition, all CIR response attachments must be provided in either a .doc, .docx, or .pdf format.

The information provided below is intended to assist applicants in completing the CIR. Additional information and details regarding the Contracting process can be found at the following URL: http://newgtlds.icann.org/en/applicants/agb/base-agreement-contracting.

NOTE, ALTHOUGH INFORMATION CONTAINED IN YOUR NEW GTLD APPLICATION MAY BE INCORPORATED INTO THE REGISTRY AGREEMENT, ELEMENTS OF YOUR APPLICATION THAT DEVIATE FROM THE REGISTRY AGREEMENT MUST BE IDENTIFIED AND RESOLVED, AS APPROPRIATE, PRIOR TO EXECUTION OF THE REGISTRY AGREEMENT. FOR AVOIDANCE OF DOUBT, IN THE EVENT OF A CONFLICT BETWEEN THE REGISTRY AGREEMENT AND THE APPLICATION, THE EXECUTED REGISTRY AGREEMENT SHALL CONTROL.

CONTRACTING DETAILS

1. **POINTS OF CONTACT**

   A. Contracting Point-of-Contact – This individual is authorized and responsible for addressing all matters relating to Contracting on the applicant's behalf. You may use an existing contact from the application, or designate a new Contracting Point-of-Contact. If designating a new contact, you are required to provide the following information:
      - Name
      - Title
      - Business Mailing Address
      - Email Address
      - Phone and Fax Number

   B. Authorized Signatory – This individual must have the legal right and authority to execute a Registry Agreement with ICANN on behalf of the applicant. You may select from a list of previously specified stakeholders in Question 11 of the application, or designate a new Authorized Signatory. If designating a new Authorized Signatory, you are required to provide the following information:

- Name
- Title
- Email Address
- Phone Number

In addition, if a new Authorized Signatory is designated, you will need to provide an affirmation that the designated Authorized Signatory has the authority to sign the Registry Agreement on behalf of the applicant. A sample template is provided here for your use. This affirmation must be signed by the highest officer responsible for the TLD. If the highest officer responsible for the TLD is the same as the new Authorized Signatory, additional documentation should be provided to demonstrate that the officer has the authority to execute a binding contract (such as a city charter, or Board minutes)

C. Notices Point-of-Contact – This individual will be the contact authorized to receive "General Notices" as contemplated in Section 7.9 of the current draft Registry Agreement. You may use an existing contact from the application, or designate a new Notices Point-of-Contact. If designating a new contact, you are required to provide the following information:
- Name
- Title
- Business Mailing Address
- Email Address
- Phone and Fax Number

D. Registry Operator Point-of-Contact – Once the Registry Agreement is fully executed, this individual will be the contact authorized and responsible for addressing general matters relating to the Registry (i.e., Registry On-boarding Information Request (ONB-IR)). You may use an existing contact from the application, or designate a new Registry Operator Point-of-Contact. If designating a new contact, you are required to provide the following information:
- Name
- Title
- Business Mailing Address
- Email Address
- Phone and Fax Number
- Mobile Number

E. Delegation Point-of-Contact – The Delegation Point-of-Contact is the individual authorized and responsible to coordinate with the Internet Assigned Numbers Authority (IANA) department to address all matters relating to the delegation of the gTLD to the DNS root zone. This will include submitting technical information to IANA's RZM system. You may use an existing contact from the application, or designate a new Delegation Point-of-Contact. If designating a new contact, you are required to provide the following information:
- Name
- Title
- Business Mailing Address
- Email Address
- Phone and Fax Number

F. Billing Point-of-Contact – The Billing Point-of-Contact is the individual that will receive all invoices and billing notifications for the Registry. You may use an existing contact from the application, or designate a new Billing Point-of-Contact. If designating a new contact, you are required to provide the following information:
- Name
- Title
- Business Mailing Address
- Email Address
- Phone and Fax Number

2. CROSS-OWNERSHIP RELATIONSHIPS

As required per Module 5, Section 5.1.4 of the gTLD Applicant Guidebook, provide a statement indicating any cross-ownership interest (i) ownership interest Applicant holds in any registrar or reseller of registered names, (ii) ownership interest that a registrar or reseller of registered names holds in the Applicant, and (iii) relationships in which Applicant is under common control with, controls or is controlled by any registrar or reseller of registered names. If cross-ownership interests exist, you must indicate so by checking the correct box in the CIR Form, and you will be required to provide the following information:
- Entity Type (e.g., reseller or registrar)
- Ownership Relationship to Entity:
- Entity Name (legal name and type)
- Entity Accreditation(s)
- IANA ID# (GURID) – If there is no IANA ID#, please input "None" in the IANA ID# (GURID) field

3. EXEMPTION REQUEST

Specification 9 of the Registry Agreement states that a Registry Operator may request an exemption to the Code of Conduct if "Registry Operator demonstrates to ICANN's reasonable satisfaction that (i) all domain name registrations in the TLD are registered to, and maintained by, Registry Operator for its own exclusive use, (ii) Registry Operator does not sell, distribute or transfer control or use of any registrations in the TLD to any third party that is not an Affiliate of Registry Operator, and (iii) application of this Code of Conduct to the TLD is not necessary to protect the public interest."

You have the option of:

1. Requesting an exemption to the Code of Conduct at the time of CIR submission.
2. Submit your CIR and request an exemption to the Code of Conduct at a later time.
3. Not requesting an exemption.

If you choose option 1, you will need to complete the Exemption Request Form that will be presented to you when this option is selected, and attach the TLD registration policy to the CIR Form.

If you choose option 2, you may submit your exemption request via the Customer Service Portal when you are ready to submit the request.

For more information about the exemption request process, see:
http://newgtlds.icann.org/en/applicants/agb/ro-code-of-conduct-exemption-28oct13-en.pdf

4. **SPECIAL CONSIDERATIONS – IGO/GOVERNMENTAL ENTITIES**

If the applicant is an IGO/Governmental entity, please specify this by selecting the appropriate checkbox. If this option is selected, you must attach documentation in support of the applicant's designation as Government/IGO. Documentation submitted must be on official letterhead of the designated Government/IGO.

5. **NEGOTIATE THE TERMS AND CONDITIONS OF THE REGISTRY AGREEMENT**

Indicate if you intend to negotiate the terms and conditions of the base Registry Agreement or apply for Specification 13 by checking the appropriate checkbox. If selected, you will be prompted to attach the requested changes in .doc, .docx, or .pdf format with the CIR Form. You may provide the requested changes at the time of CIR Form submission, or choose to submit the document at a later time. If latter, simply cancel out of the file attachment window. Alternatively, you may indicate that you would like ICANN to consider a previously executed a Registry Agreement for another string as the baseline for the terms and conditions of the Registry Agreement for this application.

6. **REGISTRY AGREEMENT SIGNING**

Please indicate if you would like to electronically sign the Registry Agreement.

APPENDIX

CIR Form Detail

The image below shows the information requested within the CIR Form.

CIR Form: Page 1

Save   Cancel

Click the Save button to save your progress.

Contracting Information Request (CIR) Form

Congratulations! Your application has been invited to the contracting process. In order for ICANN to initiate the drafting of a Registry Agreement for this application, we need to collect certain information from you via this CIR Form. Your application will not be able to move to the next step

in the contracting process until all required information is submitted via this CIR Form. If you have any questions while completing this Form, please contact the Customer Service Center at https://myicann.secure.force.com/

CIR Resources
- Instructions for completing the CIR Form:
  http://newgtlds.icann.org/en/applicants/agb/base-agreement-contracting
- Customer Service:
  https://myicann.secure.force.com/
- Instructions for submitting a change request:
  http://newgtlds.icann.org/en/applicants/customer-service/change-requests

CIR Tips
- **Auto-populated Information:** Based on your responses, the CIR Form will auto-populate some fields with current application data. This auto-populated information will be in gray and cannot be changed. If the information requires updates or changes, you must submit a change request to the Customer Service Center

- **Save Inputted Information:** Remember to save information as you complete the CIR Form to prevent loss of data.
- **Exiting the CIR Form Before Completion:** If you need to exit the CIR Form before all of the information is provided, click the "Save" button. Your information will be saved and you can complete the Form during your next loggin session.
- **File Naming Convention:** Follow the specified file naming conventions carefully. For example, if two files are being attached as part of the CIR Response for the Code of Conduct Exemption Request section, then the file names should be:
  - icann_P2000_ScheduleA_1of2.pdf
  - icann_P2000_ScheduleA_2of2.pdf
- **File Attachment Requirements:**
  - File size should be no more than 5 MB
  - Acceptable file extensions are .doc, .docx and .pdf

Application Details

Application Priority :

Application ID :

Applicant Name :

Applied-for String :

A-Label :

Community Application? :

Contracting Details

1.A. Contracting Point-of-Contact

The Contracting Point-of-Contact is the individual authorized and responsible for addressing all matters relating to contracting on the applicant's behalf.

☐ I would like to use an existing contact from the application

☐ I would like to designate a new Contracting Point-of-Contact

Contracting Point-of-Contact Details

First Name :	
Last Name :	
Title :	
Email Address :	
Phone Number :	
Fax Number :	
Address :	
City :	
State :	
Postal Code :	
Country :	--None-- ▼

1.B. Authorized Signatory

The Authorized Signatory is the individual with the legal right and authority to execute a Registry Agreement with ICANN on the applicant's behalf. You have an option of selecting an individual from Question 11 of the application as the Authorized Signatory, or providing a new Signatory. If you provide a new Authorized Signatory you must attach a completed Affirmation of Signatory Authority Form signed by the highest officer responsible for the TLD. If the officer is the same individual as the new Authorized Signatory, additional documentation should be provided to demonstrate that the officer has the authority to execute a binding contract (such as a city charter, or Board minutes).

☐ I would like to use an existing contact from Question 11 of the application as the Authorized Signatory

☐ I would like to designate a new Authorized Signatory

[Add Additional Signatory]

Authorized Signatory 1 Details

Signatory 1 First Name :	
Signatory 1 Last Name :	
Signatory 1 Title :	
Signatory 1 Email Address :	
Signatory 1 Phone Number :	

1.C. Notices Point of Contact

The Notices Point-of-Contact is the individual authorized to receive "General Notices" as contemplated in Section 7.9 of the current Registry Agreement.

☐ I would like to use an existing contact from the application

☐ I would like to designate a new Notices Point-of-Contact

Notices Point-of-Contact Details

First Name :	
Last Name :	
Title :	
Email Address :	
Phone Number :	
Fax Number :	
Address :	
City :	
State :	
Postal Code :	
Country :	--None--

1.D. Registry Operator Point-of-Contact

The Registry Operator Point-of-Contact is the person that will be the main point of contact authorized and responsible to address general matters relating to the Registry.

☐ I would like to use an existing contact from the application

☐ I would like to designate a new Registry Operator Point-of-Contact

Registry Operator Point-of-Contact Details

First Name :	
Last Name :	
Email Address :	
Phone Number :	
Mobile Number :	
Fax Number :	
Address :	
City :	
State :	
Postal Code :	
Country :	--None--

1.E. Delegation Point-of-Contact

This individual will be the contact authorized and responsible to coordinate with the Internet Assigned Numbers Authority (IANA) department to address all matters relating to the delegation of the gTLD to the DNS root zone. This will include submitting technical information to IANA's RZM system.

☐ I would like to use an existing contact from the application

☐ I would like to designate a new Delegation Point-of-Contact

Delegation Point-of-Contact Details

First Name :	
Last Name :	

Email Address :	
Phone Number :	
Title :	
Mailing Address :	
City :	
State :	
Postal Code :	
Country :	--None-- ▼

1.F. Billing Point of Contact

This individual will be the contact that will receive all invoices and billing notifications for the Registry

☐ I would like to use an existing contact from the application

☐ I would like to designate a new Billing Point-of-Contact

Billing Point-of-Contact Details

First Name :	
Last Name :	
Title :	
Email Address :	
Phone Number :	
Fax Number :	
Address :	
City :	
State :	
Postal Code :	
Country :	--None-- ▼

Save   Cancel

Next

[Save] [Submit] [Cancel]

2. Cross-Ownership Relationships

As required per Section 5.1.4 of the Applicant Guidebook, please indicate if a) applicant holds any ownership interest in any registrar, or reseller of registered names, b) any registrar or reseller of registered names holds any ownership interest in applicant, and/or c) applicant controls, is controlled by or is under common control with any registrar or reseller of registered names. All of the above are referred to as "cross-ownership interests."

☐ The applicant for this application does not have any cross-ownership interests

☐ The applicant for this application has cross-ownership interests

3. Code of Conduct Exemption Request

Specification 9 of the Registry Agreement states that a Registry Operator may request an exemption to the Code of Conduct if "Registry Operator demonstrates to ICANN's reasonable satisfaction that (i) all domain name registrations in the TLD are registered to, and maintained by, Registry Operator for its own exclusive use, (ii) Registry Operator does not sell, distribute or transfer control or use of any registrations in the TLD to any third party that is not an Affiliate of Registry Operator, and (iii) application of this Code of Conduct to the TLD is not necessary to protect the public interest."

☐ I would like to request a Code of Conduct Exemption for this application, and will provide the completed request form and TLD registration policy at a later time via the CSC Portal.

☐ I would like to request a Code of Conduct Exemption for this application, and will complete the request form and provide TLD registration policy at this time.

Click here for more information on the Code of Conduct Exemption Request process.

☐ I do not want to request an exemption to the Code of Conduct

4. Special Considerations - IGO/Governmental Entities

Certain provisions of the Registry Agreement are only applicable to IGO/Governmental entities, and certain other provisions of the Registry Agreement are inapplicable to IGO/Governmental entities. Please self identify if the applicant is an IGO/Governmental entity by checking the box below. If this box is checked, documentation in support of the applicant's designation as IGO/Government must be attached. Please note that this documentation must be on official letterhead of the designated IGO/Government.
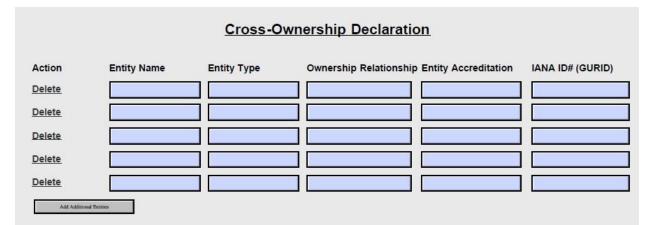
☐ The applicant is not an IGO/Governmental entity

☐ The applicant is an IGO/Governmental entity

5. Negotiate the Terms and Conditions of the Registry Agreement

☐ I would like to negotiate the terms and conditions of the Registry Agreement

☐ I would like to use the current version of the base Registry Agreement as posted at
https://newgtlds.icann.org/en/applicants/agb/base-agreement-contracting

6. Registry Agreement Signing

☐ I would like to sign the Registry Agreement electronically, if available

☐ I would like to sign the Registry Agreement by physical signature

Save Submit Cancel

Back

CIR Form: Cross-Ownership Declaration (Pop-up Window)

Cross-Ownership Declaration

Action	Entity Name	Entity Type	Ownership Relationship	Entity Accreditation	IANA ID# (GURID)
Delete					
Delete					
Delete					
Delete					
Delete					

[Add Additional Entities]

Applicant represents that the cross-ownership interests identified herein include any and all: (i) ownership interest Applicant holds in any registrar or reseller of registered names, (ii) ownership interest that a registrar or reseller of registered names holds in the Applicant, and (iii) relationships in which Applicant is under common control with, controls or is controlled by any registrar or reseller of registered names.

Applicant acknowledges that for the purposes of this disclosure, "control" (including the terms "controlled by" and "under common control with" means the possession, directly or indirectly, of the power to direct or cause the direction of the management or policies of a person or entity, whether through the ownership of securities, as trustee or executor, by serving as a member of a board of directors orequivalent governing body, by contract, by credit arrangement or otherwise.

Applicant further acknowledges that ICANN retains the right to refer an application to a competition authority prior to entry into the Registry Agreement if it is determined that any such cross-ownership interests could raise competition issues.

☐ I Agree

[Save and Close]
[Cancel]

CIR Form: Code of Conduct Exemption Request (Pop-up Window)

Exhibit 1 : Exemption Request Form

_____ ("Registry Operator"), in connection with the execution of the Registry Agreement for the _____ TLD (the "Registry Agreement"), hereby requests an exemption from the obligations of the Registry Operator Code of Conduct set forth in Specification 9 to the Registry Agreement (the "Code of Conduct"). Pursuant to such request, Registry Operator confirms that each of the following statements is true and correct (collectively, referred to as the "Statements"):

1. All domain name registrations in the TLD are registered to, and maintained by, Registry Operator for the exclusive use of Registry Operator or its Affiliate (as defined in the Registry Agreement);
2. Registry Operator does not sell, distribute, or transfer control or use of any registrations in the TLD to any third party that is not an Affiliate of Registry Operator; and
3. Application of the Code of Conduct to the TLD is not necessary to protect the public interest for the following reasons:

Registry Operator represents that the registration policies attached hereto as Schedule A are a true and correct copy of the Registry Operator's registration policies for the TLD. Registry Operator agrees to notify ICANN promptly in writing in the event any of the Statements has become untrue (whether before or after an exemption has been granted). Registry Operator further acknowledges and agrees that the Exemption will be void if at any time any of the Statements have become untrue.

Submitted by: [   ]

Position: [   ]

Date Noted: [   ]

Email : [   ]

Schedule A

Registry Operator hereby acknowledges that the following are true and correct registration policies for the TLD:

[Registry Operator to attach registration policies for the TLD]

Attachment must have the following file naming convention:

ASCII: <string>_<Priority#>_ScheduleA_1 of n

IDN: <A-label>_<Priority#>_ScheduleA_1 of n

[   ] Upload

Attached files:

[Save and Close]   [Close]