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REGISTRAR ACCREDITATION REQUIREMENTS

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General Provisions

RusNames, operator of the .PVC gTLD, is hereinafter referred to as “Operator”. The present Requirements for legal entities accreditation as Registrars of domain names in gTLD, whose administration is exercised by the Operator, (hereinafter – “Requirements”) shall establish:

- Requirements for an organization which aspires to be accredited as Registrar of domain names (hereinafter – “Organization”);
- Procedure of submission and processing of application for accreditation;

Goals of accreditation:

- Development of the registration system; ensuring stability and security of the Russian segment of the Internet
- Ensuring registrants’ confidence in the activity related to domain names registration;
- Ensuring the equal access of registrants to the domain names registration services;
- Improvement of the quality of services related to the domain name registration.

Accreditation principles:

- Accreditation is exercised with respect to organizations which have voluntarily expressed their wish to render domain names registration services and have submitted in accordance with the established procedure an application in writing and have voluntarily expressed their wish to meet the established terms and conditions.
- Preclusion from discriminating decisions in the course of accreditation is ensured by applying uniform accreditation criteria set forth in the present Requirements.
- Equal access is ensured by means of informing organizations aspiring to be accredited as Registrars of the terms and conditions of accreditation.
- Terms and definitions used in the present Requirements are set forth in the Terms and Conditions of domain names registration in TLD, whose administration is exercised by the Operator (hereinafter – “Terms and Conditions”) and in the Agreement on Accreditation.

General requirements for accreditation:

- To be accredited as Registrar of the domain names in TLD, whose administration is exercised by the Operator, an organization should:
- Be registered as a legal entity in compliance with the effective law of the Russian Federation;
- Have, as of the date of submission of an application, net assets at an amount of not less than 1,000,000 (one million) Rubles (according to the balance sheet over the most recent reporting period);
- Have an appropriate professional indemnity insurance related to the domain names

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registration activities or provide evidence of its intention to have an appropriate professional indemnity insurance;

- Meet all necessary requirements to personal data processing set forth by the effective law of the Russian Federation.

In order to exercise the role of Registrar of domain names, Organization shall be bound to:

- Ensure availability of technical and administrative resources needed to meet requirements set forth in the Agreement on Accreditation (hereinafter – Agreement);

- Ensure availability of documents that regulate the Organization's operations in its capacity of Registrar of domain names, including job descriptions for the Organization's employees, documentation for Registrants and Administrators

Accreditation process:

- In order to be accredited as Registrar, Organization shall submit to the Operator an application in writing in the form set forth in Annex №1 to the present Requirements ("Application for accreditation"), as well as a set of documents containing all information, necessary and sufficient for assessment of its readiness for becoming Registrar.

Application shall be accompanied with:

- Completed Questionnaire as per the form set forth by Annex №2 to the present Requirements "Questionnaire of organization";

- Copies of founding documents attested by an authorized person and with the seal of the Organization;

- Notarized copy of certificate with information entered into the Uniform State Register of Legal Entities;

- Notarized copy of the tax registration certificate;

- Extract from the Uniform State Register of Legal Entities dated not later than 30 (thirty) calendar days prior to the date of submission of an application form;

- Copy of the insurance policy proving an appropriate professional indemnity insurance coverage worth at least a total of 30,000,000 (thirty million) Rubles in connection with activities on domain names registration and attested by an authorized person and with the seal of the Organization; or evidence that the organization intends to obtain an appropriate professional indemnity insurance in connection with the activities on domain names registration;

- Copy of the balance sheets (form 1, form 2) for the accounting year preceding the date of the submission, as well as for the last accounting period preceding the date of submission of an application attested by an authorized person and with the seal of the Organization;

- Documents for Users (Administrators), including standard forms of contracts and documents describing the following procedures:

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- Conclusion of a Contract for rendering domain names registration services;
 - Registration of domain name;
 - Extension of the domain name validity period;
 - Delegation of domain name;
 - Modification of the domain name data;
 - Modification of the domain name Administrator's data;
 - Transfer of domain name administration rights;
 - Resolution of disputes on domain names;
 - The documentation submitted shall be attested by an authorized person and with the seal of the Organization.
 - Description of Organization's operational procedures:
 - Conclusion of a Contract for rendering domain names registration services;
 - Registration of domain name;
 - Extension of the domain name validity period;
 - Delegation of domain name;
 - Modification of the domain name data;
 - Modification of the domain name Administrator's data;
 - Transfer of the domain name administration rights;
 - Reassignment of the domain name information support to another Registrar;
 - Assuming the domain name information support from another Registrar;
 - Processing the third parties' claims in connection with domain name;
 - Staff emergency operations guide.
- The data submitted shall be attested by an authorized person and with the seal of the Organization.
 - Copies of documents attested with the seal of the Organization which confirms powers of the signer of the application;
 - List of documents submitted by an Organization attested by an authorized person and with the seal of the Organization.
 - Documents referenced to in clauses 3.2.2-3.2.7, 3.2.12-3.2.13 of the present Requirements shall be submitted by an Organization to the Operator in hard copy. Documents referenced to in clauses 3.2.1, 3.2.9-3.2.11 of the present Requirements shall be submitted additionally in electronic form.
 - Organization shall dispatch the documents referenced to in clauses 3.1, 3.2 of the present Requirements at the postal address of the Operator stated on its site <http://www.cctld.ru>.
 - Organization shall be held responsible for authenticity of the submitted data in accordance with the present Requirements.
 - The Operator shall receive applications from Organizations and maintain their record in the registration log with the incoming number and date of receipt of an application. A copy of the application with a stamp of acceptance shall be returned to the organization

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- The Operator shall accomplish within 3 (three) days a preliminary check-up of the application submitted by the Organization with respect to its compliance with the formal signs.
- The Operator may have the right to decline an application of an Organization prior to examining the merits of the case in the following cases:
 - Composition and form of the submitted documents do not meet the requirements set forth by clauses 3.1, 3.2 of the present Requirements;
 - Organization within 3 (three) years prior to the application submission date had exercised functions of the domain names Registrar in any top-level domain, however it has discontinued exercising these functions;
 - Organization submits an application prior to the expiration of 3 (three) months since the moment the Operator has taken its decision to refuse accreditation.
- In the event the application meets the formal signs, the Operator shall provide an Organization with an invoice for the accreditation process services.
- The cost of the Operator's services for checking-up an Organization's competence in the field of rendering domain names registration services in top-level domains, whose administration is exercised by the Operator, shall amount to 80,000 (eighty thousand) Rubles, inclusive of VAT.
- Organization is bound to pay for the services within 10 (ten) calendar days since the date of the issuance of the invoice by the Operator.
- In the event Organization fails to meet the obligations set forth in clause 3.10 of the present Requirements, the Operator shall have the right to decline the Organization's application.
- The Operator shall consider an application from an Organization within 30 (thirty) calendar days since the date the Organization has executed the obligations set forth in clause 3.10. of the present Requirements.
- The Operator shall have the right to request additional information on the documents set forth in clauses 3.2.9-3.2.11 of the present Requirements. The organization is bound to submit them within the term determined by the Operator. As the same time, the period for application consideration set forth in clause 3.12. of the present Requirements shall be extended for the term the Organizations needs to submit additional data.
- Following results of the application processing, The Operator shall take decision on granting accreditation or refuse accreditation and shall notify the Organization of that within 3 (three) calendar days since the date of rendering the decision at electronic mail addresses given in the application, as well as in writing at the postal address indicated in the application.

The Operator may have the right to render decision on refusing accreditation:

- When during the check-up it has found inconsistencies and distortions of the data set forth in clause 3.2;
- When Organization does not meet the accreditation requirements set forth in article 2 of the

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present Requirements;

- When Organization has failed to meet timelines for submission of the data set forth in clause 3.13 of the present Requirements.
- In the event the decision to accredit has been taken, the Operator shall conclude with the Organization the Agreement on Accreditation.
- Organization shall be bound to enter into an Accreditation Agreement with the Operator within 20 (twenty) calendar days since the date the decision of accreditation has been made.
- Accreditation Agreement shall confirm the Organization's right to render domain names registration services in top-level domains whose administration is exercised by the Administrator within the lifetime of the Agreement. Accreditation Agreement shall form the grounds for the Organization to address an authorized by the Operator person to conclude a Contract on rendering services on access to top-level domains registers.
- The term of accreditation, conditions and procedure of its extension shall be set forth by Accreditation Agreement.
- In the event an application has been declined or a decision on accreditation refusal has been taken, the Operator shall be bound to return to the Organization documents and electronic media received from it by means of regular mail at the address the Organization stated in the questionnaire
- The Operator shall guarantee that all documents and details submitted by Organization shall be used exclusively for managing the accreditation process.

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Annex 1

To Registrar Accreditation Requirements

Application for Accreditation

[The Organization's letterhead]

To: Director

Coordination Center

for gTLD.PYC

Mr. A.V. Kolesnikov

Application for Accreditation as Registrar of Domain Names in Domain .PΦ

(Name of Organization)

Represented by

(Name in Full)

Acting under _____

requests to be accredited as Registrar of second-level domains in domain (domains)

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(state top level domain (domains))

(Name of Organization)

confirms that it meets accreditation requirements and gives consent for future check-ups.

(Name of Organization)

confirms that the submitted data are complete and authentic.

(position of the authorized person of the Organization)

(signature, name in full)

seal

Note. Where application is signed by a person other than the Organization's Director, the application shall be accompanied with a document which confirms the signer's authority

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Annex 2

Accreditation Requirements

Organization's Questionnaire

The Organization shall be bound to provide detailed and comprehensive answers to each question. Annexes and references to accompanying documents shall be provided, if necessary;

- Organization's Data

Name of Organization in full in accordance with statutory documents

Organization's residence in accordance with statutory documents

Surname, name, patronymic and position of the Organization's director

Organization's postal address

Electronic mail address for the use in administrative correspondence

telephone and telefax numbers

Organization's bank account data

Organization's website address used for its operations as Registrar

- Surname, name, patronymic, contact telephone number, e-mail address of a person responsible for Organization's accreditation

- Organization's types of activity

- Staff Data

- Data shall include details of the number of personnel who exercise activity in connection with domain names registration services, including name in full, position, contact details of head of department and the number of employees in the department, including

Administrative-financial service

Technical service

Legal service

Employees responsible for interaction with law-enforcement agencies, including preparation of

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answers to inquiries

- In the event Organization has previously exercised activity in connection with rendering domain name registration services, please indicate:

in which domains

in what capacity (Registrar/Registrar's partner)

within which period of time

the number of personnel who participated in this activity

number of registered domain names for the past three years

main categories of customers serviced

- Please indicate the number of registrations of second-level domain names per month, which Organization is capable to exercise proceeding from the available financial, technical and organizational capacities

- How can it be guaranteed that termination of the Organization's activity (or termination of its role as the domain names Registrar) will not have an adverse effect on domain names administrator's operations and the normal functioning of registration system?

General Technical Data

- Please indicate the list of equipment and software used in hardware and software system of Organization and their technical specifications

- Please describe ways of ensuring resiliency of the hardware and software complex in the event of equipment failure and breaks of electricity supply systems and communication lines

- Please indicate a complete data recovery period for the local Register in the event of emergency situations, equipment failures; methods for data recovery, which preclude from data loss

- Please describe ways of ensuring data (registration data, executed transactions) safety in the event the Registrar's hard- and software complex is down, as well as in the event of an unauthorized access and its consequences, emergency situations (fire, etc); resources for total data recovery; ways of ensuring data safety, including those in the event of a failure during the period of data copying or recovery

- Please describe ways of protection of hardware and software complex of Organization from attacks, hacking or other ways of disrupting the normal functioning of the system

- Please describe means the User authentication means and procedures of identification of their powers

- Please indicate the number, location, names and IP-addresses of DNS servers for domain names whose information support will be exercised by Organization; their technical specifications

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- Please describe procedure of supporting data archives (both electronic and and hard-copy ones) related to Organization's activity connected with domain names registration; procedure for search and recovery of documents from the archives
- Please describe procedure for accounting the services in connection with domain names registration
- Please indicate where automatic distribution of notifications to Users is applied; method and procedure of notifying Users (Administrators) including notifications on expiry of the domain names registration validity period

WHOIS service

- Please indicate the address of the WHOIS server that processes inquiries on port 43; the address of the WHOIS server for Users' access via web interface
- Please describe types of responses by the WHOIS server in the event of inquiries via port 43 and web interface. In the event the volume of provided information surpasses the one set forth by the Requirements to the accredited organization, please give reasons for that.
- Please quote the procedure for the use of the WHOIS service, including restrictions on the use of information obtained by means of the said service, as well as restrictions on an inadmissible activity by Users while employing the service
- Please enumerate means envisaged for exposing and restricting the Users' inadmissible activity while using the WHOIS service; criteria to the User's inadmissible activity

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Annex 3

Registrar Accreditation Requirements

Decision on Accreditation

Hereby ANO "Coordination Center for .PYC gTLD" confirms that in compliance with clause 3.14 of the Accreditation Requirements

(Name of Organization)

Has been accredited as Registrar of second-level domain names in domain_____.

(list of domains)

Decision on accreditation was taken on " _____ " " _____ " " _____ ".

(date) (month in words) (year)

(position of authorized person of the Operator)

(signature, name in full)

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Annex 4

Registrar Accreditation Requirements

Decision on Refusal of Accreditation

ANO "Coordination Center for .PYC GTLD" has processed documents submitted for accreditation,

(Name of Organization)

Received on "____" "____" "____" entry number _____.

(date) (month in words) (year)

In compliance with clause 3.15 of Accreditation Requirements there has been taken a decision of refusal in accreditation as Registrar of second-level domain names in domains

(list of domains)

Due to the following reasons

(state reasons)

Decision on refusal in accreditation was taken on "____" "____" "____".

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(date) (month in words)

(year)_____

(position of authorized Operator)

(signature, name in full)

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