

TRANSFER OF REGISTRATION NOTES TO ACCOMPANY YOUR DOWNLOADED TRANSFER FORM

Please complete the form and remittance advice in **BLOCK CAPITALS**, and send it to us. If you have any questions about how to complete the form, please contact Registrant Services on (01865) 332244. Below are some notes to help you complete the form:

Please be aware that if the domain name that you wish to transfer is involved in an active Dispute Resolution Service (DRS) case, we will be unable to process your request without the authorisation of our DRS team. If your request is not authorised, no refunds will be given.

To be completed	The domain name	Enter the domain name that you want to transfer.
	Is currently registered in the name of	This name should be taken from the registrant field of the WHOIS information that can be found at www.nominet.org.uk
To be completed by the current registrant	Section 1	Indicate whether the current registrant name is correct.
	Section 2	Enter the current registrant's postal address.
	Section 3	Select the appropriate current registrant type by ticking one box only and adding additional information if required.
	Section 4	The declaration must be signed by an authorised signatory, director, partner or business owner. If the current registrant is an individual, the individual must sign the form. If the company is in liquidation, the liquidator must complete sections 1-4. If the registrant is a dissolved company, please contact us.
To be completed by the new registrant	Section 5	If you already have a .uk domain name registered with us, you will have an account. Please enter your existing .uk domain name in full.
	Section 6	Enter the new registrant's full name here. This is the name that will be entered on the register for the new registrant. If you have an existing account, this should match.
	Section 7	Select the appropriate new registrant type by ticking one box only and adding additional information if required. If you have an existing account, this should match.
	Section 8	Enter the new registrant's postal address.
	Section 9	Please state the tag name of the registrar you want to host this domain name. If you have an existing account, this should match.
	Section 10	The declaration must be signed by an authorised signatory, director, partner or business owner. If the registrant is an individual, then the individual must sign the form.

How much will it cost?

The administration charge for a single transfer is £11.75 including VAT. Please use the remittance advice to make payments. **If you have three or more domain names to transfer, this form is not valid.** Please see <http://www.nominet.org.uk/go/mass> for further information.

What do I need to have done or take note of, before sending the form back?

- Check that the declarations for the current and new registrant are signed (we require a different signatory for each party).
- **If the current registrant is an individual, please attach a recent utility bill addressed to the individual at their home address, or a copy of photo ID that confirms their home address, eg. driving license. This is required in order for the request to be authenticated.**
- You have included confirmatory letters from both the current and new registrants agreeing to the transfer of the domain name. These should be on the appropriate letterhead and should be signed by the parties that signed the transfer form.
- Take copies of your completed transfer form and letters before returning them to us.
- The transfer fee is an administrative charge and is **non refundable**. Payment does not guarantee completion of the transfer request.
- We reserve the right to:
 - request additional information
 - refuse the transfer if we do not believe that we have the authorisation of the current registrant