

Transfer of domain name registration

This form authorises the transfer of the domain name

[illegible]

Currently registered in the name of

[illegible]

This name should be taken from the whois information that can be found at www.nominet.org.uk

Current registrant section

You must complete sections 1-4 of this form to transfer your domain name to another registrant.

Section 1 Current registrant name confirmation

Is the registrant name above completely correct? YES ☐ NO ☐

If you have ticked 'NO', please write the full and correct registrant name in the box below:

[illegible][illegible]

Section 2 Current registrant address

Address

[illegible][illegible][illegible]

Postal Town

[illegible]

Post Code

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Country

[illegible]

Tel No (incl STD code)

[illegible]

Fax No (incl STD code)

[illegible]

Email Address

[illegible][illegible]

If these contact details are different to those you have supplied to us previously, please confirm your old address in the confirmatory letter.

[illegible]

Please indicate (by ticking 1 box) the type of registrant from the list below.

UK registered company	Ltd ☐	Plc ☐	Partnership (Limited Liability)	☐
Company registered number			LLP registered number	
Partnership (unincorporated)	☐		Sole trader/Business owner	☐
Two senior partner names	 		(unincorporated)	
			Trader/Owner's name	
Any other UK organisation	☐		Private individual (Consumer)	☐
Senior representative name	 		Over 18 years old?	YES ☐ NO ☐
			If 'NO' parent or guardian's name	
Non-UK registered company	☐		Any other non-UK organisation	☐
Company registered number			Senior representative name	
UK school	☐		Charity	☐
DfES number			Registered charity number (if applies)	

Please read the following declarations carefully before you sign and complete the section below:

- I confirm my agreement to Nominet's Terms and Conditions for the registration of domain names, and in particular the provisions of Clause 13 relating to Nominet's processing of personal data. (www.nominet.org.uk/go/terms).
- I declare that the information given on this form is true and correct and that any amendments to the domain name requested on this form are not requested in breach of trust and/or infringe any third party rights.
- I agree to pay Nominet any and all reasonable costs, claims and expenses arising out of any claim resulting from my breach of these declarations.
- Without prejudice to the above, I agree Nominet may reverse the transaction requested by this form, if it comes to Nominet's attention that the information which I have given on this form is inaccurate.

Please transfer the domain name on Page 1 to the new registrant, whose details are given in sections 5-8 of this form.

- Please make sure that this form is checked, signed and dated by an authorised person - a DIRECTOR, PARTNER or BUSINESS OWNER of the registrant, as appropriate.
- If the registrant is an individual, they must sign below.
- Registrants who are under 18 years old must ask a parent or guardian to sign on their behalf.
- **Please do not use this form if the registrant is a dissolved company. If the company is in liquidation, the liquidator must complete sections 1-4. If in doubt please contact us on 01865 332244 for further advice.**

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[illegible][illegible][illegible]

- » Please make sure you have fully completed sections 1-4 of this form. Incomplete forms will be returned to you. This will inevitably result in delays in processing your transfer request.
- » Please attach a **confirmatory letter** on your business or personal letterheaded paper to this form. This letter must include your business and personal name (as applicable), your address, business details, the domain name you want to transfer and your signature.
- » If the current registrant is an individual, they must write their confirmatory letter on plain paper and include their home address. Please also 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 licence. This is required in order for the request to be authenticated.
- » When you have completed sections 1-4, please pass the whole form, your confirmatory letter and remittance advice on to the new registrant for them to complete sections 5-8.

[illegible]

You must complete sections 5-8 of this form to have the domain name listed on page 1 transferred to a new registrant.

Section 5 New Registrant Name

Please give the full and complete new registrant name below (this information will be recorded as

[illegible][illegible]

Please indicate (by ticking 1 box) the type of registrant from the list below.

[illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible][illegible]

Please write the name of the contact person and your correct postal address below:

[illegible][illegible][illegible][illegible][illegible]

Post Code

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[illegible][illegible][illegible]

Fax No (incl STD code)							
E-mail Address:							

[illegible]

[illegible]

Section 8 New Registrant Declaration

Please read the following declarations carefully before you sign and complete the section below:

- I confirm my agreement to Nominet's Terms and Conditions for the registration of domain names, and in particular the provisions of Clause 13 relating to Nominet's processing of personal data. (<http://www.nominet.org.uk/terms.html>).
- I declare that the information given on this form is true and correct and that any amendments to the domain name requested on this form are not requested in breach of trust and/or infringe any third party rights.
- I agree to pay Nominet any and all reasonable costs, claims and expenses arising out of any claim resulting from my breach of these declarations.
- Without prejudice to the above, I agree Nominet may reverse the transaction requested by this form, if it comes to Nominet's attention that the information which I have given on this form is inaccurate.

Please transfer the domain name on Page 1 to the new registrant, whose details are given in Sections 5-8 of this form.

- Please make sure that this form is checked, signed and dated by an authorised person - a DIRECTOR, PARTNER or BUSINESS OWNER of the registrant, as appropriate.
- If the registrant is an individual, they must sign on their behalf.
- Registrants who are under 18 years old must ask a parent or guardian to sign on their behalf.
- Please read the General Notes below for further information.

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[illegible][illegible][illegible]

What To Do Next

- » Please make sure you have fully completed sections 5-8 of this form. Incomplete forms will be returned to you. This will inevitably result in delays in processing your transfer request
- » When you have completed sections 5-8 and the current registrant has completed sections 1-4, please send the whole form, both confirmatory letters and remittance advice on to Nominet UK at the following address:
- Transfers Section - Registrant Services
Nominet UK
Sandford Gate
Sandy Lane West
OXFORD OX4 6LB

General Notes

- » **Confirmatory letters** agreeing to the transfer of the domain name must be produced on the headed paper of both the current registrant and the new registrant, each signed by the same person who signed the transfer form.
- » If the current registrant is an individual, they must write their confirmatory letter on plain paper and include their home address. Please also 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 licence. This is required in order for the request to be authenticated.
- » The signatures for the current registrant and the new registrant **must** be from different people.
- » Nominet cannot process transfer requests unless the original **Transfer Form and Confirmatory Letter** have been received and completed in full.
- » **Terms and Conditions** can be found at <http://www.nominet.org.uk/terms.html>
- » Nominet UK reserves the right to request additional documentation that may be deemed relevant.
- » Please complete and return the enclosed remittance advice.
- » The fee applicable for the transfer is an administrative charge (for investigation) and as such is not refundable. Payment of the fee does not guarantee the transfer of the domain name.
- » **Please note that this transfer form will be deemed VOID after 2 months from the date of issue.**
- » A transfer request cannot be processed until all outstanding fees have been paid.

Dear Registrant

Please print your domain name here _____

Please use this remittance advice form to confirm how you intend to pay for the registrant transfer.

The standard registrant transfer fee is £11.75 including VAT per domain name.

Following receipt of payment a VAT invoice will be sent to the address you provide below.

Please note that we reserve the right not to transfer a domain name if we consider that the correct authority has not been obtained from the current registrant. In this case no fees paid will be refunded.

Please complete this form in BLOCK CAPITALS

What you are supplying payment for:

Registrant Transfer (£11.75)

REMITTANCE ADVICE	
Name and address for invoice.	Cardholder's name and address. (Must be completed, if paying by credit card.)
Name:	Name:
Address:	Address:
Postcode:	Postcode:

CONTACT NAME _____

CONTACT TELEPHONE NUMBER _____

PAYMENT METHODS ☐ Cheque ☐ Credit Card

PAYING BY CHEQUE:

Cheques must be in UK Pounds, and should be made payable to Nominet.
Please write your domain name on the back of your cheque.

OR

PLEASE CHARGE £11.75 TO MY CREDIT CARD. **DATE** _____

SIGNATURE _____

PAYING BY CREDIT CARD:

You can pay by: ☐ Visa ☐ MasterCard ☐ American Express ☐ Switch/Maestro ☐ Solo

CARD NUMBER

EXPIRY DATE

(SWITCH/MAESTRO) ISSUE NO. (SWITCH/MAESTRO) VALID FROM

SECURITY CODE AMEX ID