

## **.au Change of Ownership**

### **Background**

This form sets out how to change the legal owner of a .au domain name. In total 3 pages must be completed two by the Transferor, '**Schedule A**' & a cover letter, and one by the proposed new Registrant (Transferee) '**Schedule B**'.

### **Summary of Eligibility & Allocation Rules for .COM.AU**

The .com.au 2LD is for commercial purposes. The following rules are to be read in conjunction with the Eligibility and Allocation Rules for All Open 2LDs which can be found at <http://www.auda.org.au/policies/>

To be eligible for a domain name in the .com.au 2LD, registrants must be...

- a) an Australian registered company; or
- b) trading under a registered business name in any Australian State or Territory; or
- c) an Australian partnership or sole trader; or
- d) a foreign company licensed to trade in Australia; or
- e) an owner of an Australian Registered Trade Mark; or
- f) an applicant for an Australian Registered Trade Mark; or
- g) an association incorporated in any Australian State or Territory; or
- h) an Australian commercial statutory body.

### **Completed Transfer Forms**

Forms should be faxed to 03 9815 6800, emailed to [accounts@ddns.com.au](mailto:accounts@ddns.com.au) or posted to PO Box 2168, Oakleigh, Victoria, 3166 with attention Liz.

### **Cost**

The cost is \$120 inc. GST for a change of legal owner which includes a new 2 year licence. The new licence starts from the day the paperwork is processed. If you have a number of names to update ownership for please contact Liz on 03 9815 6868 to discuss bulk pricing options.

**Schedule A****Declaration by Current Registrant of Domain Name (Transferor)**

Domain Name(s) To Be Transferred \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Declaration**

I, \_\_\_\_\_ of \_\_\_\_\_

Residing at \_\_\_\_\_

declare and warrant to the Registrar, Discount Domain Name Services Pty. Ltd. and to .au Domain Administration Ltd (auDA) that:

- I am authorised to submit this form for or on behalf of the current registrant of the domain name; and
- the current registrant of the domain name is entitled to transfer the domain name licence to the proposed new registrant; and
- all information contained in this transfer form are true, complete and correct, and not misleading.

The current registrant hereby transfers the domain name licence to the proposed new registrant, subject to the terms and conditions on which the current registrant held the domain name licence at the time of transfer.

**Proposed New Registrant**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Current Registrant (Transferor)**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date Signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note:** Please ensure you also provide an accompanying letter on company letterhead stating the circumstances of the transfer and signed by the registrant contact.

**Schedule B****Declaration by Proposed New Registrant of Domain Name (Transferee)**

Domain Name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I / We declare and warrant to the Registrar and to .au Domain Administration Ltd that;

- I am authorised to submit this form for or on behalf of the proposed new registrant of the domain name; and
- the proposed new registrant is eligible to hold the domain name licence under auDA's published policies from time to time; and
- all information contained in this transfer form are true, complete and correct, and not misleading.

The proposed new registrant hereby accepts the transfer of the domain name licence, subject to the terms and conditions on which the current registrant held the domain name licence at the time of transfer.

**I Warrant That I Am (Please Tick)**

The Owner ☐ An Authorised Employee ☐ An Authorised Agent ☐ A Director ☐

New Registrant \_\_\_\_\_

Organisation \_\_\_\_\_

ABN / ACN / Trade Mark Number \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Card Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiry \_\_\_\_ / \_\_\_\_

Security \_\_\_\_\_ (3 Digits On The Back / 4 Digits On The Front For AMEX)

Card Name \_\_\_\_\_ Amount - \$120.00 Per Domain

**IMPORTANT NOTICE:** All domain name licences are issued subject to .au Domain Administration Ltd.'s mandatory terms and conditions and published policies applicable from time to time, available at [www.auda.org.au](http://www.auda.org.au). Non-compliance with such terms and conditions or published policies may lead to the cancellation of a domain name licence.

Signature \_\_\_\_\_

**Technical Contact (Optional)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**DDNS is an auDA Accredited Registrar**

Mail: PO Box 2168, Oakleigh, VIC, 3166 | Phone: 03 9815 6868 | Fax: 03 9815 6800  
Email: [accounts@ddns.com.au](mailto:accounts@ddns.com.au) | ABN: 76 088 607 265 | L1, 2 Warner St, Huntingdale, VIC, 3166