

# .EDU.AU DOMAIN: TRANSFER OF REGISTRANT FORM



## Instructions

- This form is to be completed to request transfer of a domain name licence from one registrant to a proposed new registrant, which has the effect of changing the legal entity listed as registrant in the registry database.
- The first page of the form must be completed by an authorised representative of the current registrant and printed on letterhead or accompanied by photo id of the representative.
- The second page of the form must be completed by an authorised representative of the proposed new registrant and printed on letterhead or accompanied by photo id of the representative.
- Please send the completed pages to Education Services Australia via email to [registrar@esa.edu.au](mailto:registrar@esa.edu.au).
- Upon receipt, your request will be raised for review and processed. Notification of whether the request has been approved or rejected will then be sent to the email addresses provided.

## Please Note

This form needs to be completed where the legal entity listed as the registrant is changing, and the allowed circumstances for a correction under Sections 2.18.2 - 2.18.4 of the .au Domain Administration Rules: Licensing do not apply or cannot be met.

When approved the transfer process will result in the proposed registrant being issued a new 2 year licence for the domain name from the date of transfer and incurs the standard registration fee.

Approval of the transfer is subject to the request being made in accordance with Section 2.13, and the proposed new registrant meeting both the eligibility and allocation criteria under Schedule A, of the .au Domain Administration Rules: Licensing.

The .au Domain Administration Rules: Licensing can be view in full at the following URL:

<https://www.auda.org.au/policy/au-domain-administration-rules-licensing>

## Terminology

Proposed Registrant: the legal entity put forward as the new registrant for the domain name(s)

Current Registrant: the legal entity currently listed as the registrant for a domain name in the registry database this can be viewed via the WHOIS lookup function at [www.domainname.edu.au/whois.htm](http://www.domainname.edu.au/whois.htm)

## Request to Transfer (Current Registrant)

I request that the following domain name(s):

Domain	Password*	Domain	Password*
1 .....	.....	5 .....	.....
2 .....	.....	6 .....	.....
3 .....	.....	7 .....	.....
4 .....	.....	8 .....	.....

*Note: The domain password can be retrieved from your account at <https://manage.domainname.edu.au> by clicking "Manage" for the corresponding domain, and then the clicking the Domain Name icon under Settings.*

Be transferred from the current registrant:

**Entity Name:** ..... **ABN/ACN:** .....

To the proposed new registrant:

**Entity Name:** ..... **ABN/ACN:** .....

Due to the following circumstances:

.....  
.....  
.....  
.....  
.....  
.....  
.....

## Declaration by the Current Registrant

I declare and warrant to Education Services Australia Ltd and to .au Domain Administration Ltd that:

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

The current registrant hereby transfers the domain name licence(s) 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.

Signature: ..... Date: .....

Name: ..... Position Held: .....

Organisation: ..... ABN/ACN: .....

## Request to Transfer (Proposed New Registrant)

I request that the following domain name(s):

- |         |         |
|---------|---------|
| 1 ..... | 5 ..... |
| 2 ..... | 6 ..... |
| 3 ..... | 7 ..... |
| 4 ..... | 8 ..... |

*Note: the proposed new registrant will need to have a connection to the domain name(s) via either their legal, business or trading name, trademark, or a project or program for which they own or are the principal administrator.*

Be transferred to:

Existing Account (if applicable): .....

Entity Name: ..... ABN/ACN: .....

Primary Contact Name: .....

Postal Address: .....

Phone Number: .....

Primary Email Address: .....

Secondary Email Address: .....

Under the following eligibility type: (select one)

### Category 1\*

- Government School
- Non-Government School
- Pre-School / Child Care
- Training Organisation
- Higher Education Institution
- Body Serving Overseas Students

### Category 2\*

- Government Body
- Industry Organisation / Peak Body
- Research Organisation
- Parent / Professional Association
- Provider of Non-Accredited Training
- Other: .....

*Note: Category 1 requires registration with the relevant government accreditation/registration authority, and category 2 requires completion of the standard Warranty and Reference form. See the [.edu.au registration policy](#) for details.*

## Declaration by the Proposed New Registrant

I declare and warrant to Education Services Australia Ltd and to .au Domain Administration Ltd that:

- I am authorised to submit this form for or on behalf of the proposed registrant of the domain name(s); and
- the proposed registrant is eligible to hold the domain name licence under current published policies; and
- all information contained in this transfer form and any accompanying supporting documentation is true, complete and correct, and not misleading.

The proposed new registrant hereby accepts the transfer of the domain name licence(s), agreeing to the terms and conditions of the licence(s) under the published policies and the [edu.au Registrant Agreement](#).

Signature: ..... Date: .....

Name: ..... Position Held: .....

Organisation: ..... ABN/ACN: .....