

## Transfer of domain name registration

This form authorises the transfer of the domain name

Currently registered in the name of

This name should be taken from the WHOIS information that can be found at [www.nominet.org.uk](http://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:

  

#### Section ② Current registrant address

Address

  
  

Postal town

Post code

 

Country

Telephone no.

(including STD code)

Fax no.

(including STD code)

Email address

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

## Domain name

## Section 3 Current registrant type

Please indicate (by ticking **one** box) the type of registrant from the list below:

UK registered company

Ltd  Plc

Company registered number

Partnership (limited liability)

LLP registered number

Partnership (unincorporated)

Two senior partner names

Sole trader/Business owner (unincorporated)

Trader/Owner's name

Any other UK organisation

Senior representative name

Private individual (consumer)

Over 18 years old?

yes  no

If 'no', parent or guardian's name

Non-UK registered company

Company registered number

Any other non-UK organisation

Senior representative name

UK School

DfES number

Charity

Registered charity number (if applies)

## Section 4 Registrant declaration (continued overleaf)

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

- 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](http://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.

## Domain name

### Section 4 Registrant declaration (continued)

Please transfer the domain name on page 1 to the new registrant, whose details are given in sections 5-10 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, that individual 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.

Signature

Date of signing  
(dd/mm/yyyy)

Print name

Position within organisation (if applies)

For and on behalf of (registrant name)

## What to do next

- ✓ 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, ID if applicable and remittance advice on to the new registrant for them to complete sections 5-10.

## New registrant section

You must complete sections 5-10 of this form to have the domain name listed on page 1 transferred to a new registrant.

**Note:** The same person cannot sign both the current and the new registrant sections of this form.

### Section 5 Existing account

If you already have a .uk domain name registered with us you will have an account. In order for us to identify your account please enter your existing .uk domain name in full (including the SLD prefix, for example .org.uk) below:

We will add the domain name you are transferring to your account. Please note that the registrar will also be changed to reflect the registrar on your existing account.

### Section 6 New registrant name

Please give the full and complete new registrant name below (this information will be recorded as the registrant of the domain name). For existing account holders, this information should match that already held.

## Domain name

## Section 7 New registrant type

Please indicate (by ticking one box) the type of registrant from the list below. For existing account holders, this information should match that already held.

UK registered company

Ltd  Plc

Company registered number

Partnership (limited liability)

LLP registered number

Partnership (unincorporated)

Two senior partner names

Sole trader/Business owner (unincorporated)

Trader/Owner's name

Any other UK organisation

Senior representative name

Private individual (consumer)

Over 18 years old?

yes  no

If 'no', parent or guardian's name

Non-UK registered company

Company registered number

Any other non-UK organisation

Senior representative name

UK School

DFES number

Charity

Registered charity number (if applies)

## Section 8 New registrant contact details

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

Name

Address

Postal town

Post code

Country

Telephone no.

(including STD code)

Fax no.

(including STD code)

Email address

## Section 9 New registrar tag

Please state the tag name of the registrar you want to host this domain name. If you are unsure of the tag name you can check the tag list at [www.nominet.org.uk/go/taglist](http://www.nominet.org.uk/go/taglist). For existing account holders, this information should match that already held.

## Domain name

## Section 10 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 ([www.nominet.org.uk/go/terms](http://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 5-10 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.

Signature

Date of signing  
(dd/mm/yyyy)

Print name

Position within organisation (if applies)

For and on behalf of (registrant name)

## What to do next

- ✓ Please make sure you have fully completed sections 5-10 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 5-10 and the current registrant has completed sections 1-4, please send the whole form, both confirmatory letters, ID if applicable and remittance advice on to Nominet at the following address:

Registrant Services  
Nominet  
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 a transfer request unless the **transfer form, confirmatory letters, remittance advice and ID (if applicable)** have been received and completed in full.
- **Terms and Conditions** can be found at [www.nominet.org.uk/go/terms](http://www.nominet.org.uk/go/terms).
- Nominet 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.

