Transfer of Domain Name

Chain of Title Form

*This form is to be completed where a domain name has been transferred to another registrant, and the Original Registrant i.e. the listed licensee of the domain name, no longer exists. Please see the Guidance Notes at the end of this Form for further information on how to complete this Form.*

|  |  |  |
| --- | --- | --- |
| **Domain name:** | [name] | |
| **Who is completing this form (please tick)** | Original Registrant (i.e the listed licensee of the above Domain Name) | Proposed New Registrant (i.e the current user of the above Domain Name) |

1. **Lodgment Details**
2. **Original Registrant Details**

|  |  |
| --- | --- |
| **Original Registrant Name and ABN (if applicable)** | [Name]  [ABN if applicable] |
| **Registrant Address** | [Address line 1]  [Address line 2]  [Address line 3] |
| **Contact Person Name (this may be the same as the name of the Registrant if the Registrant is a person)** | [Name] |
| **Contact Person Address**  **(if different to the Registrant address)** | [Contact Person address] |
| **Email** | [Email] |
| **Number** | [Area code] [Number] or [Mobile] |

1. **Proposed New Registrant Details**

|  |  |
| --- | --- |
| **Proposed New Registrant Name and ABN (if applicable)** | [Name]  [ABN if applicable] |
| **Proposed New Registrant Address** | [Address line 1]  [Address line 2]  [Address line 3] |
| **Contact Person Name (this may be the same as the name of the Registrant if the Registrant is a person)** | [Name] |
| **Contact Person Address**  **(if different to the Registrant address)** | [Contact Person address] |
| **Email** | [Email] |
| **Number** | [Area code] [Number] or [Mobile] |

1. **Summary of Transfer Events**

***Please include a summary of the events leading to the transfer of the domain name to the Proposed New Registrant.***

|  |
| --- |
| [Summary details] |

1. **Timeline of events relating to the transfer of the Domain Name**

***Please include, in detail, a timeline of the events leading to the transfer of the domain name to the Proposed New Registrant.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Event** | **Supporting Evidence Attached Separately**  **Yes/No** | **Name of Supporting Evidence file**  **(Please indicate the file/document name of the supporting evidence)** |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |
| [DD/MM/YY] |  |  |  |

1. **Declaration**

*This form must be signed by both the Original Registrant and the Proposed New Registrant on the next pages. Please see Section 4 of the Guidance Notes before completing the Declarations.*

1. **Declaration - Original Registrant**

This Declaration must be completed by the Proposed New Registrant. Before completing this Declaration, please take note of the Declaration Requirements at Section 4 of the Guidance Notes.

|  |
| --- |
| **Declaration by Proposed New Registrant of Domain Name (Transferee)\*** |
| *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 Original Registrant of the domain name identified at Section 1 of this Form; and* * *the Original Registrant of the domain name is entitled to transfer the domain name licence to the Proposed New Registrant; and* * *all information contained in this Form is true, complete and correct, and not misleading.*   *The Original Registrant agrees to the transfer of the domain name licence to the Proposed New Registrant, subject to the terms and conditions on which the Original Registrant held the domain name licence at the time of transfer and any additional conditions imposed by auDA or the Registrar*  **Name of signatory 1**  **Capacity**  **i.e. director, company secretary**  **Signature**  **Date**  **Name of signatory 2**  **(if applicable)**  **Capacity**    **Signature**  **Date** |

1. **Declaration – Proposed New Registrant**

This Declaration must be completed by the Proposed New Registrant. Before completing this Declaration, please take note of the Declaration Requirements at Section 4 of the Guidance Notes.

|  |
| --- |
| **Declaration by Proposed New Registrant of Domain Name (Transferee)\*** |
| *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 identified in this form; 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 is true, complete and correct, and not misleading.*   *The Proposed new Registrant agrees to the transfer of the Domain Name subject to the terms and conditions on which the Original Registrant held the domain name licence at the time of transfer and any additional conditions imposed by auDA or the Registrar.*  **Name of signatory 1**  **Capacity**  **i.e. director, company secretary**  **Signature**  **Date**  **Name of signatory 2**  **(if applicable)**  **Capacity**    **Signature**  **Date** |

**Guidance Notes**

**Transfer of Domain Name – Chain of Title Form**

1. **Lodgment**

Please send this completed form to:

[Register name]

[Register address].

1. **Queries**

For any queries about this form, please contact the Registrar listed above via:

Email: [email]

Telephone: [telephone]

1. **Supporting Documentation**

It’s important that you provide supporting documentation to substantiate your claims.

Supporting documentation can include, for example:

* Current and historical company ASIC extracts;
* Statutory declarations; or
* Sale of business agreement extracts.

This list is non-exhaustive. Please provide us any material that will evidence your claims.

1. **Declaration Guidance**

Please note the following requirements when completing the Declaration at Section 6 of this Form.

|  |  |  |
| --- | --- | --- |
| **Scenario** | **Declaration Guidance** | **Tick where applicable** |
| 1. The Original Registrant is a natural person and is the same as the proposed new Registrant i.e the currently listed registrant is a sole trade with a cancelled ABN | *In this case, only the Original Registrant needs to sign.* |  |
| 1. The Original Registrant is an unincorporated body with a cancelled ABN | *You must ensure that you are authorised to sign on behalf of the individuals that make up the unincorporated body.* |  |
| 1. The Original Registrant was a partnership that has been dissolved | *Ideally, both partners will sign the declaration. If this is not possible, the signatory needs to be authorised to sign on behalf of both members of the partnership.* |  |
| 1. The Original Registrant is a deregistered company | **Original registrant**  Ideally, 2 directors will sign if there was more than 1 director in the company. If this is not possible, the signatory must ensure it is authorised to sign the Form.  **New Registrant**  Ideally, 2 directors will sign if is was more than 1 director in the company. If this is not possible, the signatory must ensure it is authorised to sign the Form. |  |
| 1. The Original Registrant is a deregistered incorporated association | **Original registrant**  Ideally, 2 officers of the former incorporated association will sign. If this is not possible, the signatory must ensure it is authorised to sign the Form.  **New Registrant**  Ideally, 2 officers of the incorporated association will sign. If this is not possible, the signatory must ensure it is authorised to sign the Form. |  |
| 1. Other – where the remaining scenarios are not applicable | You need to ensure that you are authorised to submit the Form. |  |

1. **Fees**

There are no fees applicable for submitting this form.

1. **Privacy Statement**

[Complete privacy statement to be included by Registrar]

**EXAMPLE ONLY**

[Registrar name] collects your personal information in accordance with our Privacy Policy available at [link]. The personal information collected in this form will be used to assess the eligibility of the requested domain name. Without your information, we will not be able to assess your eligibility for the requested domain name.

We only disclose your personal information as set out in our Privacy Policy, and you consent to this disclosure. You have a right to access your personal information that we hold and may request us to correct your personal information. Our Privacy Policy contains more detail on your rights. For access, questions or complaints, you can call us on [number], email us at [email] or write to us at [address].