

Appendix 3 to the Registrar Agreement

Authorisations and procedures for requests and administrative actions

All requests for registrations and administrative actions relating to domain names must be performed via the interface. For domain names that were registered by a Registrar through the interface, indicating a billing contact is not necessary. Municipality domain names cannot be registered and administered via the interface. Nor can the Registrar undertake administrative actions for blocked domain names.

a) Contact details

Request	Description	Authorisation for request	Evidence / Fees	Comments
Opening a contact ("handles")	Opening of a user account for the holder or the technical contact	Registrar	Agreement between Registrar and holder / free of charge	
Administration of a user account	Updating contact details, except for the name of the user	Registrar	Holder's order / free of charge	Transfers may not be made in this way. The details may be amended only if a name change or company name change has occurred.
Deletion of a user account	Deletion of a user account	Registrar	Holder's order / free of charge	A user account can be deleted if there is no longer a link to an NS or a DN.

b) Name Server (NS)

Request	Description	Authorisation for request	Evidence/fees	Comments
Name server registration	Registration of a new NS	Registrar	None / free of charge	
Updating name server entry	Updating an NS entry	Registrar	None / free of charge	
Deletion of name server entry	Deletion of an NS entry	Registrar	None / free of charge	An NS entry can be deleted if there is no longer a link to a DN.

c) Domain Names (DN)

Request	Description	Authorisation for request	Evidence/fees	Comments
New registration	Registration of a DN	Registrar	Agreement between Registrar and holder	The Registry's GTC must be brought to the holder's attention. The form is left to the Registrars. The Registrar must have signed Appendix 2 for entry of a DNSSEC key.
Update requests	Updating the technical contact, assignment of the NS to a DN, updating of the handle, transfer code, DNSSEC key	Registrar	Holder's order / free of charge	For an assignment of NS to a DN, this must already be entered in the database at the time of the request. The Registrar must have signed Appendix 2 for the entry, amendment and deletion of a DNSSEC key.
Transfer	Deletion of the DN and new registration in favour of a designated third party	Registrar	Consent of the former holder to its Registrar (proof of consent must be conserved/existence of an agreement between the new holder and the Registrar	If a change of Registrar also takes place, a transfer must also be requested.
Registrar – new Registrar transfer	A holder transfers its domain names to another Registrar	New Registrar	The Registry may charge fees in the event that it has to communicate the transfer code to the holder (see para. 4.5 of the Registrar agreement).	If a transfer or other change also takes place, a transfer or other change must also be requested. DNSSEC secured DNs may only be transferred provided the new Registrar supports DNSSEC.
Deletion	Holder relinquishes right to the DN.	Registrar	Consent of the old holder to its Registrar (proof of consent must be conserved), cancellation possible at any time but not retroactively.	
Deletion	Deletion of the DN by the Registrar.	Registrar	The Registrar has the authority to delete a DN without the holder's consent if the holder does not fulfil the obligation to maintain the data. The Registrar must be able to provide evidence of this.	

d) Requests reserved for the Registry

Request	Description	Authorisation for request	Procedure	Evidence / Fees
Administrative and technical blocking / deletion	Administrative and technical blocking according to para. 3.2.3 GTC or deletion according to para. 3.3 GTC.	Third party / courts / authorities	Written request to the Registry with the necessary evidence according to Section 3.2.3 and 3.3 GTC	Pending legal action / judgement / decision. Fees remain payable during the blocking. N.B.: blocking prevents the DNSSEC key being renewed.

DN = Domain Name
NS = Name Server
DNSSEC = Domain Name System Security Extensions