

When do I need to fill in this form?

A Change of Registrant form must be completed when the Person or Entity that the domain is licensed to is changing.

What is the Process?

1. Complete the Change of Registrant form, ensuring all fields are completed.
2. Post the completed form with your **payment of \$30.00** (which includes GST) to:

iSERVE Limited
PO Box 47-020
Wellington 5143
New Zealand

3. Upon receipt of the completed form and payment, iSERVE will process the request. Once we have satisfied ourselves that the information provided is true and correct, we will make the change and notify the new Registrant of the details, including the UDAI for the domain name.

In some cases where we feel further clarification of authority is required, we may make contact with one or both parties and ask that a statutory declaration be signed by one or more representatives of the current or prospective Registrant.

What should I be aware of?

If the new Registrant uses a trading name or abbreviations, it may be hard for us to verify them. Please use the **full name** of the new Registrant, or the **legal company name** only.

The Registrant of a domain name must be an identifiable individual over 18 years of age or a properly constituted organisation.

If you fail to complete all of the required information for either party in full, the process of changing the Registrant may be delayed. In circumstances where we cannot verify the details given to us and extensive investigation is required, due to the failure to provide complete or accurate information, we may elect to charge both the current and prospective Registrant further administration fees.

By signing this document, the prospective Registrant acknowledges the changes and agrees to be bound by all the usual published conditions and policies relating to the registration of a domain name issued by iSERVE, which can be found at www.iserve.co.nz.

Changing the Registrant name of a domain name does not affect any hosting arrangement you may have with us or another company. If you require changes to the ownership of a hosting account please contact the relevant host to have those changes made.

Checklist - Please ensure the following is complete before sending to iSERVE

For Individuals:

- All information provided
- Payment attached
- Both parties signed document

For Companies:

- Correct company details provided
- Payment attached
- Director(s) signed document

Change of Registrant Form

service,
not lip service.

iSERVE

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Request to change Registrant

(Please complete this form in a clear and legible manner)

I, _____

the current Registrant of _____

and I, _____

the prospective Registrant, have entered into an agreement to change the Registrant details for the above domain

name, effective ____/____/____

The domain name is currently being used by:

An Individual

A Company

An Organisation

Existing Registrant Details

Existing Registrant (please print clearly)

Phone (please print clearly)

E-mail Address (please print clearly)

Prospective Registrant Details

Prospective Registrant (please print clearly)

Address (please print clearly)

Phone (please print clearly)

Fax (please print clearly)

E-mail Address (please print clearly)

Please read the following statements and sign your confirmation at the bottom of the page

1. I, the current Registrant, confirm that I am authorised to instigate a change of Registrant for this domain.
2. I, the prospective Registrant, confirm that I have requested a change of Registrant for the above domain, and that I have read and accepted all relevant terms of service set out in the Registrant's agreements.
3. I, the prospective Registrant, agree to indemnify iSERVE, their agents, officers, and employees, for any costs, losses, or liabilities incurred in the reasonable performance of their duties in processing this request, or in dealing with claims arising from the allocation or use of the name.
4. I, the prospective Registrant, declare that there is no reason why the change of Registrant request should not be accepted.
5. I, the prospective Registrant, agree to allow iSERVE to seek further proof of identity, or evidence of my ability, to meet the conditions for holding a domain name.
6. I, the prospective Registrant, agree to all published terms and conditions relating to domain name registration and renewals with iSERVE, and agree to pay all future renewal fees until I request the domain name to be cancelled.

(Signed on behalf of current Registrant)

(Date)

(Full Name)

(Position)

(Signed on behalf of prospective Registrant)

(Date)

(Full Name)

(Position)