

# General DRS Manual

## General information about using the DRS domain registration system for .amsterdam

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# Changes

## **Version 1.0 – New document**

First version of the document.

# Contents

<b>Chapter 1</b>	<b>Introduction.....</b>	<b>4</b>
<b>Chapter 2</b>	<b>The registration system .....</b>	<b>5</b>
2.1	The Domain Registration System .....	5
2.1.1	What the DRS does .....	5
2.1.2	Application and response channels.....	6
2.1.3	Handles.....	6
2.1.4	Ticket numbers.....	7
2.1.5	Error codes.....	7
2.2	Contacts.....	8
2.2.1	Domain name-related contacts.....	8
2.2.2	Registrar-related contacts.....	8
2.3	Passwords and user names .....	9
2.3.1	Changing your password .....	9
2.3.2	Wachtwoord wijzigen met SID-verificatie .....	9
2.4	Accessing the DRS .....	9
<b>Appendix A</b>	<b>Legal forms .....</b>	<b>11</b>
<b>Appendix B</b>	<b>Country table.....</b>	<b>12</b>
<b>Appendix C</b>	<b>Glossary .....</b>	<b>18</b>
<b>Appendix D</b>	<b>Index.....</b>	<b>20</b>

# Chapter 1

## Introduction

This manual has been developed to provide registrars affiliated to dotAmsterdam BV with information about using the Domain Registration System (DRS) via the EPP interface or the web application. All the procedures involved in domain registration are covered.

This manual relates to the registration of domain names within the .amsterdam domain only. In this manual, therefore, 'domain name' always means '.amsterdam domain name', unless indicated otherwise. The word 'application' (and 'apply' etc.) are used extensively in this manual. In many cases, they are used in a general sense, to refer to any request or enquiry submitted to the DRS. Where this manual uses the notation <label>.amsterdam, a real domain name needs to be inserted by the DRS user.

The DRS is being improved all the time. This can lead to discrepancies between the images and descriptions in this manual and what a DRS user actually encounters.

This manual is intended only to provide general assistance with the registration of .amsterdam domain names and more specific guidance on using the DRS. No rights can therefore be derived from this manual.

# Chapter 2

## The registration system

This section describes how to use the Domain Registration System. It covers the following topics:

- [2.1 The Domain Registration System](#)
- [2.2 Contacts](#)
- [2.3 Passwords and user names](#)
- [2.4 Accessing the](#)

### 2.1 The Domain Registration System

The Domain Registration System (DRS) is an electronic system for the registration of .amsterdam domain names. Applications may be submitted to the DRS at any time of the day or night (maintenance windows excepted) and are processed automatically. The entire registration system is implemented redundantly in order to maximise availability.

Maintenance windows are periods during which maintenance work is carried out on the DRS. During maintenance windows, the registry service provider's services are unavailable or their availability is limited. You are unlikely to be able to access our web forms or EPP interface, for example. The Whois utility may also be unavailable while maintenance is in progress.

Ample warning is given of upcoming maintenance windows. The exact length of the notice given depends on the changes that are planned and their impact on registrars. Major maintenance that has significant implications for registrars is announced at least six weeks in advance; minor changes are announced at least one week before they take place.

#### 2.1.1 What the DRS does

The DRS has a variety of functions, including checking data, processing applications and sending replies. Most application procedures follow the basic pattern described below.

##### 1. Application

Applications and requests relating to the registration of .amsterdam domain names can be submitted either using web forms or the EPP interface.

Our web forms can be used to submit applications and requests on line with an internet browser. Alternatively, our EPP interface (see the DRS EPP Manual) can be used to submit applications and requests in XML form.

##### 2. DRS response

The DRS processes incoming applications and requests as soon as they are received. A response is sent to every incoming application or request. The medium used to send the response depends on the medium used to send the application or request; see also the following subsection [2.1.2. Application and response channels](#).

A response may indicate that the application/request has been processed, has been accepted for processing, or has been rejected. Following a rejection, you sometimes have the opportunity to respond with an amended application/request. It is therefore important to examine the content of DRS responses and take any action requested in them.

## 2.1.2 Application and response channels

The application and response channels available for a given transaction depend on whether the transaction is processed on line or off line).

Application channel	Transaction processing method	Response channel
EPP	On line	EPP
EPP	Off line	EPP
Web client	On line (unsuccessful)	Web client
Web client	On line (successful)	Web client & e-mail
Web client	Off line	Recipient's preferred channel
N/a	Registrar who is not the initiating registrar	Recipient's preferred channel

### On-line transaction

If a transaction is processed on line, the response message is sent using the same channel as was used to submit the application/request. So, if the EPP interface is used to initiate the transaction, the registrar receives an EPP response. If an application or request is submitted using the web client and processing does not require human intervention, the response is in the form of an immediate on-screen message. On successful completion, an e-mail confirmation is also sent.

### Off-line transaction and preferred channel

Some transactions involve off-line processing. In such cases, the registrar is sent a response once the assessment process is complete. That response is normally sent using the same channel as was used to submit the application/request. However, if the application/request was made using the web client, that is not possible after off-line processing. In such cases, the registrar's preferred channel is used for the response; see the DRS Web Application Manual.

### Messages to non-initiating registrars

If a message needs to be sent to a registrar other than the registrar who initiated the transaction (e.g. to the releasing registrar in a domain name transfer), the registrar's preferred channel is again used.

## 2.1.3 Handles

A handle is a unique code used to identify a contact within the DRS. That contact may then be associated with a domain name as a registrant, as an administrative contact or as a technical contact. If someone registers more than one domain name through you, that person's handle can be used repeatedly to associate the same set of registrant details with all the domain names in question. The contact's handle can also be used to associate the individual in question with a domain name as an administrative or technical contact. In other words, the same handle can always be used for an individual, regardless of whether he or she is acting as registrant, administrative contact or technical contact.

**NOTE**

*If a contact is associated with a domain name in the role of registrant, some of that contact's details (the so-called identification data) cannot subsequently be amended. The identification data are the contact's name, legal form and registration number.*

A handle is made up of three letters and six numbers specific to the contact, plus five characters from the registrar's name, e.g.: JAN123456-REGIS. The letters are the first three letters of the contact's name, while the numbers are assigned by the DRS.

When using handles, please bear the following points in mind:

- Registrars are individually responsible for using handles correctly. That implies, for example, using the same handle for a registrant who registers more than one domain name.
- A given handle cannot be used by more than one registrar. If a registrant has domain names registered through more than one registrar, each registrar will need to use a separate handle for that registrant.
- A handle can be used for a natural person or for a legal entity.
- You cannot change a domain name's registrant by editing the name associated with a handle. If you want to change a domain name's registrant, you must follow the procedure described in the DRS Web Application Manual or the DRS EPP Manual.
- See the DRS Web Application Manual or the DRS EPP Manual for information about changing a contact's details.
- See the DRS Web Application Manual or the DRS EPP Manual for information about linking and unlinking contacts to a domain name and for changing a domain name's registrant.
- The handle itself, e.g. JAN123456-REGIS, cannot be edited.

## 2.1.4 Ticket numbers

The DRS assigns a unique ticket number to each application or request. The ticket number serves as a reference for the relevant transaction. The channel used to inform you of a transaction's ticket number depends on the channel used to submit the application or request (see [2.1.2 Application and response channels](#)).

### **Registrar's reference number**

If you use your own reference numbers to identify transactions within your organisation, you can associate your own reference with a transaction in the DRS. This number is referred to as 'Your reference number'. To get your own reference associated with a transaction in the DRS, you need to specify it when initiating the transaction. The registry will not use this number itself, but will quote it in any correspondence relating to the transaction.

In EPP, the <clTRID> element is used for the registrar's reference number; see the DRS EPP Manual.

## 2.1.5 Error codes

If an application or request is rejected, e.g. because incorrect or incomplete data are provided, the DRS will inform you.

In the case of an EPP application or request, the DRS uses error codes to inform you about the rejection. An error code indicates why an application or request has been rejected. Several error codes may be sent in response to a single application or request. The error codes (result codes) are contained in the EPP response to the application or request.

Each error code is made up of a single letter and four numbers, followed by a brief description of the error. If an application or request submitted using a web form is rejected, one or more error messages are displayed on screen without code numbers.

## 2.2 Contacts

### 2.2.1 Domain name-related contacts

The various types of contact that can be associated with a domain name are described below.

#### **Registrant**

The person in whose name a domain name is registered.

#### **Administrative contact (admin-c)**

The administrative contact (admin-c) nominated by the registrant is the person who is considered to represent the registrant. Correspondence and messages sent to the admin-c are considered to have been received by the registrant.

#### **Technical contact (tech-c )**

The technical contact (tech-c) is the person who can be contacted about technical issues involving the domain name. The tech-c may be the registrant, an employee of the registrant, or someone else.

### 2.2.2 Registrar-related contacts

#### **Notify e-mail address**

The notify e-mail address is an e-mail address for the registrar, to which all e-mail messages from the DRS are sent. For information about changing your notify e-mail address, see the DRS Web Application Manual. The circumstances under which the DRS sends out e-mail messages are listed in [2.1.2 Application and response channels](#).



## 2.3 Passwords and user names

To use the Domain Registration System and the registrars' website, you need various user names and passwords, as follows:

	Registrars' website & EPP	Web forms
User name	Registrar number (e.g. '123456')	dsu + registrar number (e.g. 'dsu123456')
Password	As given to you when you became a registrar.	As given to you when you became a registrar.
Validity period	Valid indefinitely	180 days

### 2.3.1 Changing your password

You can change the password for the web application by using a web form. The password for the EPP application is changed using the 'login' command.

If you have forgotten your password for the production environment, you need to contact the admin user within your organisation. The admin user can then change your password for you. (See DRS Web Application Manual.)

To get your password for the Registrars' Test Environment (RTE) reset, you need to contact SIDN. SIDN can then reset your password for the RTE.

#### **NOTE**

*After getting your password for the RTE reset, you should change the reset password as described above.*

### 2.3.2 Wachtwoord wijzigen met SID-verificatie

SIDN has provided you with an SID (SIDN identification code). Whenever a DRS user calls to ask for his or her password to be changed, SIDN will ask for the SID. The SID is needed to verify that you really are who you say you are. When asking for a password reset, it is important to name the environment and the user whose password you want reset (EPP, admin user or web).

Each time an SID is used for verification, that SID is afterwards withdrawn and a new one issued.

If the SID-registrar combination given over the phone is not correct, SIDN will start the identification process. In that case, you will be unable to access our registration system until the identification process has been completed and a new SID has been generated. It is therefore important to keep the letter containing the SID in a safe place.

## 2.4 Accessing the DRS

You can access the DRS in two ways:

- Using the web application (see the DRS Web Application Manual)
- Using the EPP interface (see the DRS EPP Manual)

**Web application**

A registrar can use web forms to submit applications and requests regarding the registration of .amsterdam domain names. The web forms are HTML forms, with which you interact with the DRS

**EPP**

EPP (Extensible Provisioning Protocol) is an XML standard for automated communication with the DRS. Registrars can use the protocol to register domain names and update existing registration data. EPP is a generic, extensible protocol, which individual registrars may implement as they wish. Registrars can use EPP to integrate their own automated systems with the DRS.

# Appendix A

## Legal forms

The following table shows the legal forms and associated codes that are used in the DRS system.

Code	Description
ANDERS	Other
BGG	Non-Dutch EC company
BRO	Non-Dutch legal form/enterprise/subsidiary
BV	Limited company
BV/O	Limited company in formation
COOP	Cooperative
CV	Limited Partnership
EENMANSZAAK	Sole trader
EESV	European Economic Interest Group
KERK	Religious society
MAATSCHAP	Partnership
NV	Public Company
OWM	Mutual benefit company
PERSOON	Natural person
REDR	Shipping company
STICHTING	Foundation
VERENIGING	Association
VOF	Trading partnership

# Appendix B

## Country table

The following table shows the country codes and the associated Dutch and English names of the countries that are used in the DRS. The contents of the table comply with the ISO 3166 standard. The country number can be used when entering foreign telephone numbers in DRS.

Land code	Omschrijving [NL]	Omschrijving [UK]	Toegangscade
AD	Andorra	Andorra	376
AE	Verenigde Arabische Emiraten	United Arab Emirates	971
AF	Afghanistan	Afghanistan	93
AG	Antigua en Barbuda	Antigua and Barbuda	268
AI	Anguilla	Anguilla	809
AL	Albanië	Albania	355
AM	Armenië	Armenia	374
AN	Nederlandse Antillen	Netherlands Antilles	599
AO	Angola	Angola	244
AQ	Antarctica	Antarctica	672
AR	Argentinië	Argentina	54
AS	Samoa (VS)	American Samoa	684
AT	Oostenrijk	Austria	43
AU	Australië	Australia	61
AW	Aruba	Aruba	297
AX	landseilanden	land Islands	358
AZ	Azerbeidzjan	Azerbaijan	994
BA	Bosnië-Herzegovina	Bosnia and Herzegovina	387
BB	Barbados	Barbados	246
BD	Bangladesh	Bangladesh	880
BE	België	Belgium	32
BF	Burkina Faso	Burkina Faso	226
BG	Bulgarije	Bulgaria	359
BH	Bahrein	Bahrain	973
BI	Burundi	Burundi	257
BJ	Benin	Benin	229
BL	St. Barthélemy	St. Barthelemy	590
BM	Bermuda	Bermuda	809
BN	Brunei	Brunei Darussalam	673
BO	Bolivia	Bolivia	591
BR	Brazilië	Brazil	55
BS	Bahama's	Bahamas	242
BT	Bhutan	Bhutan	975
BV	Bouvet Island	Bouvet Island	999

BW	Botswana	Botswana	267
BY	Belarus (Wit Rusland)	Belarus	375
BZ	Belize	Belize	501
CA	Canada	Canada	1
CC	Cocos-eilanden	Cocos	61
CD	Democratische Republiek Congo	Congo, Dem. Rep. of	243
CF	Centraal Afrikaanse Republiek	Central African Republic	236
CG	Congo	Congo	242
CH	Zwitserland	Switzerland	41
CI	Ivoorkust	Cote D'Ivoire	225
CK	Cook-eilanden	Cook Islands	682
CL	Chili	Chile	56
CM	Kameroen	Cameroon	237
CN	China	China	86
CO	Colombia	Colombia	57
CR	Costa Rica	Costa Rica	506
CU	Cuba	Cuba	53
CV	Kaapverdise eilanden	Cape Verde	238
CX	Christmaseiland	Christmas Island	61
CY	Cyprus	Cyprus	357
CZ	Tsjechische Republiek	Czech Republic	420
DE	Duitsland	Germany	49
DJ	Djibouti	Djibouti	253
DK	Denemarken	Denmark	45
DM	Dominica	Dominica	767
DO	Dominicaanse Republiek	Dominican Republic	809
DZ	Algerije	Algeria	213
EC	Ecuador	Ecuador	593
EE	Estland	Estonia	372
EG	Egypte	Egypt	20
EH	Westelijke Sahara	Western Sahara	21
ER	Eritrea	Eritrea	291
ES	Spanje	Spain	34
ET	Ethiopië	Ethiopia	251
FI	Finland	Finland	358
FJ	Fiji	Fiji	679
FK	Falklandeilanden	Falkland Islands	500
FM	Gefedereerde Staten van Micronesië	Micronesia	691
FO	Faeröer-eilanden	Faeroe Islands	298
FR	Frankrijk	France	33
GA	Gabon	Gabon	241
GB	Verenigd Koninkrijk	United Kingdom of Great Britain & N Ireland	44
GD	Grenada	Grenada	473
GE	Georgië	Georgia	995
GF	Frans Guyana	French Guiana	594
GG	Guernsey	Guernsey	44
GH	Ghana	Ghana	233
GI	Gibraltar	Gibraltar	350

GL	Groenland	Greenland	299
GM	Gambia	Gambia	220
GN	Guinea	Guinea	224
GP	Guadeloupe	Guadeloupe	590
GQ	Equatoriaal Guinea	Equatorial Guinea	240
GR	Griekenland	Greece	30
GS	Zuid-Georgia en de Zuidelijke Sandwicheilanden	South Georgia and the South Sandwich Islands	999
GT	Guatemala	Guatemala	502
GU	Guam	Guam	671
GW	Guinea-Bissau	Guinea-Bissau	245
GY	Guyana	Guyana	592
HK	Hongkong	Hong Kong	852
HM	Heard en MacDonaldeilanden	Heard and McDonald Islands	999
HN	Honduras	Honduras	504
HR	Kroatië	Croatia	385
HT	Haïti	Haiti	509
HU	Hongarije	Hungary	36
ID	Indonesië	Indonesia	62
IE	Republiek Ierland	Ireland	353
IL	Israël	Israel	972
IM	Man	Isle of Man	44
IN	India	India	91
IO	Brits Indische Oceaanterritorium	British Indian Ocean Territory	1284
IQ	Irak	Iraq	964
IR	Iran	Iran	98
IS	IJsland	Iceland	354
IT	Italië	Italy	39
JE	Jersey	Jersey	44
JM	Jamaica	Jamaica	876
JO	Jordanië	Jordan	962
JP	Japan	Japan	81
KE	Kenia	Kenya	254
KG	Kyrgyzstan	Kyrgyz Republic	996
KH	Cambodja	Cambodia	855
KI	Kiribati	Kiribati	686
KM	Comoren	Comoros	269
KN	Nevis (St. Kitts)	St. Kitts and Nevis	869
KP	Noord-Korea	North Korea	850
KR	Zuid-Korea	South Korea	82
KW	Koeweit	Kuwait	965
KY	Kaaimaneilanden	Cayman Islands	345
KZ	Kazachstan	Kazakhstan	7
LA	Laos	Lao People's Democratic Republic	856
LB	Libanon	Lebanon	961
LC	St. Lucia	St. Lucia	1
LI	Liechtenstein	Liechtenstein	423
LK	Sri Lanka	Sri Lanka	94

LR	Liberië	Liberia	231
LS	Lesotho	Lesotho	266
LT	Litouwen	Lithuania	370
LU	Luxemburg	Luxembourg	352
LV	Letland	Latvia	371
LY	Libië	Libyan Arab Jamahiriya	218
MA	Marokko	Morocco	212
MC	Monaco	Monaco	377
MD	Moldova (Moldavië)	Moldova	373
ME	Montenegro	Montenegro	381
MF	St. Maarten	St. Martin	599
MG	Madagaskar	Madagascar	261
MH	Marshalleilanden	Marshall Islands	692
MK	Macedonië	Macedonia	389
ML	Mali	Mali	223
MM	Myanmar	Myanmar	95
MN	Mongolië	Mongolia	976
MO	Macao	Macao	853
MP	Noordelijke Marianeneilanden	Northern Mariana Islands	1670
MQ	Martinique	Martinique	596
MR	Mauritanië	Mauritania	222
MS	Montserrat	Montserrat	473
MT	Malta	Malta	356
MU	Mauritius	Mauritius	230
MV	Maldiven	Maldives	960
MW	Malawi	Malawi	265
MX	Mexico	Mexico	52
MY	Maleisië	Malaysia	60
MZ	Mozambique	Mozambique	258
NA	Namibië	Namibia	264
NC	Nieuw-Caledonië	New Caledonia	687
NE	Niger	Niger	227
NF	Territorium Norfolk-eiland	Norfolk Island	672
NG	Nigeria	Nigeria	234
NI	Nicaragua	Nicaragua	505
NL	Nederland	Netherlands	31
NO	Noorwegen	Norway	47
NP	Nepal	Nepal	977
NR	Nauru	Nauru	674
NU	Niue	Niue	683
NZ	Nieuw-Zeeland	New Zealand	64
OM	Oman	Oman	968
PA	Panama	Panama	507
PE	Peru	Peru	51
PF	Frans Polynesië	French Polynesia	689
PG	Papoea Nieuw-Guinea	Papua New Guinea	675
PH	Filipijnen	Philippines	63
PK	Pakistan	Pakistan	92

PL	Polen	Poland	48
PM	St. Pierre en Miquelon	St. Pierre and Miquelon	508
PN	Pitcairn-eiland	Pitcairn Island	64
PR	Puerto Rico	Puerto Rico	1787
PS	Palestijnse gebieden	Palestinian Territory	972
PT	Portugal	Portugal	351
PW	Palau	Palau	680
PY	Paraguay	Paraguay	595
QA	Qatar	Qatar	974
RE	Réunion	Reunion	262
RO	Roemenië	Romania	40
RS	Servië	Serbia	381
RU	Rusland	Russian Federation	7
RW	Rwanda	Rwanda	250
SA	Saoedi-Arabië	Saudi Arabia	966
SB	Solomoneilanden	Solomon Islands	677
SC	Seychellen	Seychelles	248
SD	Soedan	Sudan	249
SE	Zweden	Sweden	46
SG	Singapore	Singapore	65
SH	St. Helena	St. Helena	290
SI	Slovenië	Slovenia	386
SJ	Svalbard en Jan Mayen-eilanden	Svalbard & Jan Mayen Islands	47
SK	Slowakije	Slovakia	421
SL	Sierra Leone	Sierra Leone	232
SM	San Marino	San Marino	378
SN	Senegal	Senegal	221
SO	Somalië	Somalia	252
SR	Suriname	Suriname	597
ST	Sao Tomé en Príncipe	Sao Tome and Principe	239
SV	El Salvador	El Salvador	503
SY	Syrië	Syrian Arab Republic	963
SZ	Swaziland	Swaziland	268
TC	Turks- en Caicoseilanden	Turks and Caicos Islands	1
TD	Tsjaad	Chad	235
TF	Franse Zuidelijke Gebieden	French Southern Territories	689
TG	Togo	Togo	228
TH	Thailand	Thailand	66
TJ	Tadzjikistan	Tajikistan	7
TK	Tokelau	Tokelau	690
TL	Oost-Timor	East Timor	670
TM	Turkmenistan	Turkmenistan	993
TN	Tunesië	Tunisia	216
TO	Tonga	Tonga	676
TR	Turkije	Turkey	90
TT	Trinidad en Tobago	Trinidad and Tobago	1868
TV	Tuvalu	Tuvalu	688
TW	Taiwan	Taiwan	886



TZ	Tanzania	Tanzania	255
UA	Oekraïne	Ukraine	380
UG	Oeganda	Uganda	256
UM	Kleine afgelegen eilanden van de Verenigde Staten	United States Minor Outlying Islands	1
US	Verenigde Staten	United States of America	1
UY	Uruguay	Uruguay	598
UZ	Oezbekistan	Uzbekistan	998
VA	Vaticaanstad	Vatican City	39
VC	Saint Vincent en de Grenadines	St. Vincent and the Grenadines	678
VE	Venezuela	Venezuela	58
VG	Britse Maagdeneilanden	British Virgin Islands	284
VI	Amerikaanse Maagdeneilanden	US Virgin Islands	1340
VN	Vietnam	Viet Nam	84
VU	Vanuatu	Vanuatu	678
WF	Wallis en Futuna-eilanden	Wallis and Futuna Islands	681
WS	Samoa	Samoa	685
XX	Dummy	Dummy	999
YE	Republiek Jemen	Yemen	967
YT	Mayotte	Mayotte	269
ZA	Zuid-Afrika	South Africa	27
ZM	Zambia	Zambia	260
ZW	Zimbabwe	Zimbabwe	263

# Appendix C

## Glossary

### **Admin-c**

The administrative contact (admin-c) nominated by the registrant is the person who is considered to represent the registrant. Correspondence and messages that the registry service provider sends to the admin-c are considered to have been received by the registrant.

### **DNS**

The Domain Name System (DNS) is a globally distributed database containing data on all the systems making up the internet, including data linking symbolic names (domain names) and IP addresses.

### **Domain name**

In the context of this manual: a combination of characters at the first level below the .amsterdam domain, in the form: <label>.amsterdam.

### **Domain Registration System**

Electronic system for the registration of .amsterdam domain names (often abbreviated to 'DRS').

### **DRS**

See: Domain Registration System.

### **Handle**

A unique code that enables the details of registrants, administrative contacts and technical contacts to be reused within the DRS.

### **Reference number**

A number provided by a registrar for the identification of a transaction within the DRS.

### **Registrant**

The person in whose name a domain name is registered with the registry service provider.

### **Registrar**

An organisation that, on the basis of a registrarship contract with the registry service provider, is able to register domain names and manage existing registrations on behalf of applicants and registrants.

### **RSP**

Registry Service Provider: the administrator of the domain registration system and other related systems.

**Tech-c**

The technical contact (tech-c) is the person who can be contacted about technical issues involving a domain name. The tech-c may be the registrant, an employee of the registrant, or someone else, such as an employee of the registrar.

**Token**

A validation code used in domain name transfers. The releasing registrar must provide the code on request; the acquiring registrar requires the code in order to arrange the transfer. Tokens are also known as 'auth info'.

The administrative contact (admin-c) nominated by the registrant is the person who is considered to represent the registrant. Correspondence and messages that the registry service provider sends to the admin-c are considered to have been received by the registrant.

# Appendix D

## Index

### A

- accessing the registration system, 9
- admin-c, 8
- administrative contact, 8
- application, 4
- application and response channels, 6

### C

- contacts, 8

### D

- domain name, 4
- Domain Registration System, 4, 5
- DRS, 4

### E

- EPP, 4, 9
- error codes, 7

### H

- handles, 6

### L

- legal forms, 10

### N

- notify e-mail address, 8

### P

- password, 5, 9
  - changing, 9
- preferred channel, 6

### R

- reference number, 7
- registrar
  - ticket number, 7
- response message, 6

### T

- tech-c, 8
- technical contact, 8
- ticket numbers, 7
- transaction, 6
  - off-line, 6
  - on-line, 6

### U

- user name, 9

### W

- web application, 9