

Change of Registrant Form

Do I need to fill in this form?

A Change of Registrant form must be completed any time the **Domain Registrants details change**. eg.

1. When your company has gone through a company name change and this change is shown on a certificate from the New Zealand Companies Office. Please note we are not requesting a certificate of incorporation, but a change certificate.
2. When an individuals name has changed due to marriage or divorce. In this instance we need we need a copy of the marriage certificate or notice of divorce.
3. When an individuals name has changed by deed poll or statutory declaration, again we require a copy of the documentation.

Completing the form

These are the steps to go through:

- Print off the Change of Registrant form.
- Ensure all fields are completed.
- A representative of both the Current Registrant and the Prospective Registrant must sign where required - *please note these signatures must be originals* – not faxed, scanned, photocopied or signed on behalf of (pp-ed.) The signatory must be either a director or senior manager.
- Then, send the completed form with payment of \$28.75 processing fee to:

**Design Lounge Ltd
PO Box 47, Greytown, 5742,
Wellington Region, New Zealand**

You can also email this to us at info@loungenetwork.co.nz , and pay the processing fee directly into our bank account below:

Account Name: Design Lounge Ltd., Account Number: 06 0501 0900613 00
Bank: ANZ Bank, Reference: 'yourdomainname.co.nz'

The instructions must make clear that **The Current Registrant** (called "the Current Registrant") is authorising the changes. They must also identify **The Prospective Registrant** (called "the Registrant") with all the necessary contact details for listing purposes.

The Prospective Registrant must acknowledge the changes, and agree to the terms and conditions published on the reverse of this document. This is achieved by both parties signing the documentation.

If you have multiple domain names that require changing, you must fill in a separate form for each domain name. A separate \$28.13 administration and processing fee is also required for each domain name that needs changing.

CHANGE OF NAME HOLDER

Purpose and use of this form:

- This form is for changing the registered name holder of a Domain Name.
- The form must be signed by the current and prospective name holders.
- Where the name holder is a company, a director or senior manager must sign.
- If you have multiple domain names, each one requires a separate form to be filled in.

Request to Change Name Holder

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I, _____, the Current Name Holder of the Domain Name _____, and I, _____, the Prospective Name Holder, have entered into an agreement to change the Name Holder (the Registrant) details for the above Domain.

Prospective Name Holder Details

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The contact details for the prospective name holder are:

Name Holder: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

Office Use Only

Request Declined / Accepted, by _____ Date _____

CHANGE OF NAME HOLDER

Current Name Holder Declaration

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Please read the following statements and sign in at the bottom of the page:

- I, the current name holder, confirm that I am authorised to action a change of name holder for this Domain.

- I, the current name holder, agree to release Domain Agent from any further obligation to itself after the completion of the change of name holder process.

- I, the current name holder, confirm that I have requested the change of name holder, and that I have read and accepted all relevant terms of service set out in the name holder's agreements.

UDAI: _____ (for .nz Domains only)

Signed: _____

Name: _____

Position: _____
(if name holder is a company)

Prospective Name Holder Declaration

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Please read the following statements and sign in at the bottom of the page:

- I, the prospective name holder, agree to indemnify Domain Agent, 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.

- I, the prospective name holder, declare that there is no reason why the change of name holder request should not be actioned.

- I, the prospective name holder, agree to allow Domain Agent to seek further proof of identity, or evidence of my ability, to meet the conditions for holding a domain name.

Signed: _____

Name: _____

Position: _____
(if name holder is a company)