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## Change of Registrant

To be completed and returned when a  
domain name is changing ownership

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## **Introduction**

### **Change of Registrant form**

This form must be completed any time the Registrant is changed. The only exceptions are listed below:

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 to complete this process :

1. The current Registrant prints off this Change of Registrant form.
2. Ensure all fields are completed.
3. 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.
4. The signatory must be either a director or senior manager.
5. Then, send the completed form to:

Utopia  
PO Box 84-217  
Westgate  
Auckland 0657

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.



## Change of Registrant

Please accept this letter as confirmation that:

**The Current Registrant:** \_\_\_\_\_

(please state this exactly as it is currently listed with Utopia) and,

**The Prospective Registrant:** \_\_\_\_\_

(The prospective Registrant must be either an individual or properly constituted organization, please do not use trading names – the full company name is better)

...have entered into agreement to change the Registrant for the domain name specified below. The Prospective Registrant and Prospective Registrant's contact details must be provided as follows. (Please print clearly and ensure information is recorded accurately.)

Domain Name: (e.g. yourdomain.co.nz): \_\_\_\_\_

(Note: If multiple, please attach a schedule with this document and have both parties sign)

Prospective Registrant: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: (this is mandatory) \_\_\_\_\_

Address line 1: (Postal-preferably a PO Box) \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

City: \_\_\_\_\_

Country: \_\_\_\_\_

Post code: \_\_\_\_\_



## **Current Registrant**

The Current Registrant agrees to release Utopia from any further obligation to itself after the completion of the change of Registrant process. The Current Registrant confirms its authority to act for this domain by providing the UDAI (Unique Domain Authentication Identifier) below - the UDAI can be generated by logging into your Utopia account from our web site.

UDAI: \_\_\_\_\_

(If multiple, include in schedule of domains)

## **Prospective Registrant**

The Prospective Registrant confirms that it has requested the change of Registrant, and that it has read and accepted the terms and conditions published on Utopia web site at:

<http://www.utopia.co.nz/terms.php>

And further, confirms its agreement to indemnify Utopia, 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.

Please read these key points:

1. Utopia may seek further proof of identity or evidence of the Prospective Registrant's ability to meet the conditions for holding a domain name as part of the process.
2. The Prospective Registrant must be an identifiable individual over 18 years of age or a properly constituted organisation.



**Authorisation**

**Current Registrant**

Name: (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

For: (Organisation Name – if applicable): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

NB. If the currently listed Registrant is not a properly constituted organisation, if it is trading name, or it has not been listed under the full legal organisation name or identifiable individual over 18 years of age, a “Change of Registrant Statutory Declaration” will also need to be completed.

I authorise Utopia to charge my Utopia hosting account with a processing fee of \$28.12 inc. GST for Change of Registrant processing fee.

Name: (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

**Prospective Registrant**

Name: (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

For: (Organisation Name – if applicable): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_