

Technical Registration Procedures

Version 4.0

The present document contains the procedures for the assignment, modification, suspension and annulment of a domain name on the part of the ccTLD “it” Registry.

Whenever “written correspondence” is mentioned in the present document, it does only refer to paperwork sent either by post or via fax (any paperwork sent via e-mail will not be taken into consideration).

1. Terminology and Elements for Registration

1.1 Provider/Maintainer

The provider/maintainer is the individual or organisation that has entered into a contract with the Registry for the registration on his/her/its own behalf or on behalf of third parties of domain names in the ccTLD “it”.

1.2 Letter of Assumption of Responsibility

The letter of assumption of responsibility (AR letter) is the letter with which the domain name requester assumes full civil and penal responsibility for the use of the domain name. In the AR letter, besides the details specified in article 13.1 of the ccTLD “it” domain names assignment and maintenance Rules, and besides the Maintainer identifier, the following data must be declared, according to the format given by the Registry:

for companies:

- 1) Chamber of Commerce registration number or Company Registry registration number, when required by law, or the statement that there is no requirement for such registration;
- 2) VAT number or tax payer’s code;
- 3) legal representative’s name and surname;
- 4) company headquarter address.

for freelance professionals:

- 1) VAT number, where required by law;
- 2) Date and number of registration to the relevant Registry, wherever applicable.

for public bodies:

- 1) the entitlement of the requester to represent the body;
- 2) details of the measures whereby the body was constituted, if available;
- 3) tax payer’s code or VAT number, wherever applicable;

for associations:

- 1) constitution date;
- 2) date and number of registration where required by law;
- 3) legal representative’s name and surname;
- 4) tax payer’s code or VAT number, wherever applicable.

for individuals:

- 1) name and surname;
- 2) date and place of birth;
- 3) residence address;
- 4) unique identifier (e.g. the tax payer’s code, “codice fiscale” for Italian residents) and name of the European Union country which issued it.

The AR letter, signed by the requester, shall be addressed to the Registry directly by the requester him/herself or through the relevant provider/maintainer to the following address:

Registro del ccTLD "it"
c/o Istituto IIT del CNR
Via Giuseppe Moruzzi, 1
I-56124 Pisa
ITALY
Tel: +39 050 3139811
Fax: +39 050 542420

The AR letter can also be sent via fax by the requester him/herself or by his/her provider/maintainer.

1.3 Domain name registration form

The domain name registration form contains the information which will be memorised in the Assigned Names Register (ANR) for public access. The form shall be compiled by the provider/maintainer according to the template provided by the Registry and must be sent to the Registry by the provider/maintainer via e-mail at the following address:

domain@nic.it

or in X.400 syntax

S=domain; P=nic; A=GARR; C=it;

The provider/maintainer is the guarantor of the correctness of the information entered in the form on behalf of the requester.

The provider/maintainer is entrusted with the task of obtaining, via the IT-NIC database (e-mail address: auto-dbm@nic.it), the identifiers (NIC-HDL) of all the individuals referenced in the registration form.

1.4 Activation of the Internet or DSA nameserver

In the case of domain name registration in IPS format, or in ISO/ISEC 10021 format with the relative IPS format translation rule, the requester or his/her provider/maintainer shall activate at least two authoritative nameservers, a primary nameserver and a secondary one, for the new domain name. The following conditions shall be satisfied:

- 1) the nameservers specified in the form must be at least two in number and must exactly correspond to those configured for the domain name;
- 2) the IP addresses of the nameservers specified in the form must be static addresses and correspond to those actually associated with them;
- 3) the first nameserver specified in the form must be the same as that indicated in the SOA record of the domain name;
- 4) a CNAME must not be associated with the domain name;
- 5) the name of the nameserver specified in the SOA record must not be a CNAME;
- 6) the names of the authoritative nameservers for the domain name must not be CNAMEs;
- 7) at least one MX or A record must exist for the domain name;
- 8) where an MX record is present it must not have an associated CNAME;
- 9) the nameservers, whenever interrogated, must not give the following responses:
 - not responding
 - not reachable
 - not running
 - non-existent domain
 - host not found
 - server failure

- query failed
- 10) Should one of the Registry nameservers which offer secondary nameserver service be indicated on the form, its IP address must be specified. Furthermore, in such a case, the primary nameserver must be configured with the following parameters:
- the "refresh period" must not be less than 86400
 - the "retry interval" must not be less than 1800
 - the "expire time" must not be less than 604800
- 11) any nameservers indicated in the form must be authoritative for the domain name (with the exception of the nameserver where the secondary nameserver service is optionally provided by the Registry, which is automatically configured upon completed registration).

The reference documents for the aforementioned checks are RFC974, RFC1034 and RFC1912.

Where a domain name is registered in format ITU X.500, the requester or his/her provider/maintainer must activate at least one Directory System Agent (DSA) for the new domain name.

2. Assignment of a new domain name

2.1 Registration procedure

The registration procedure involves the following forms to be provided to the Registry: a AR letter, according to the specifications given in point 1.2, to be sent in by the registrant or by the provider/maintainer;

a registration form, according to the specifications given in point 1.3, provided that the primary and secondary nameservers have been configured, as specified in point 1.4, to be sent by the provider/maintainer.

All forms, the AR letters and the requests addressed to the Registry must be in Italian.

The registration procedure is considered activated from the moment in which the Registry receives the AR letter, either via fax or by post, correctly filled in and duly signed. The order of precedence with which the registration requests are dealt with is based upon the chronological order in which AR letters are received.

Provided that the precedence order is established by the arrival of the AR letter, the Registry will retain and consider as valid a form received up to a maximum of 10 days before the corresponding AR letter is received, but it will not process the form until the corresponding AR letter is accepted.

Within 10 working days from the activation of the registration procedure, the provider/maintainer shall complete the documentation relating to the registration with the Registry. Failing to do so, the request will be annulled and the provider/maintainer which addressed the domain name registration request to the Registry will be notified of the failure of the registration procedure.

2.2 Formal and technical registration checks

Once the AR letter and the Registration Form are received, the Registry starts the formal and technical registration checks indicated below.

In case of syntactical, semantic or technical problems the Registry notifies them to the provider/maintainer within 10 working days from the beginning of the checks, allowing the provider/maintainer a period of 10 working days to solve the problems. Where these problems are not resolved within the relevant deadline, the registration request is annulled and the provider/maintainer is informed of the failure of the registration procedure.

2.2.1 Checks on the requested name

The requested domain name is compared to all other domain names within the ANR and with those domains for which registration procedure is pending. The registration request is automatically rejected if one of the following circumstances is encountered:

- the requested domain name is a duplicate in IPS syntax; or

- the requested domain name is a duplicate in the ISO/IEC 10021 and the value of the ADMD field; or
- is different from "0"; or
- the domain name requested is a duplicate in ITU X.500 syntax.

2.2.2 Documentation congruence checks

The Registry verifies that the AR letter and the Registration Form are congruent, namely that:

- the individual given on the form as "admin-c" does match the signatory of the AR letter
- the provider/maintainer specified in the AR letter does match the one which sent the electronic form.

2.2.3 Registration form checks

The syntactical correctness of the form, as per the specifications contained in art.1.4, is checked by the Registry (an automatic procedure may be applied) which sends an e-mail notification to the sender confirming if the form is correct or whether compilation errors have been made. Wherever errors have been made, they must be corrected and the form resubmitted until the operation succeeds.

Once the syntactic check has succeeded, the Registry checks that each individual to whom reference is made on the registration form has an "entry person" for his/her own identification. This entry must be made in one of the following options:

- in the registration form, if the person's details are to be entered for the first time or the data contained in an existing entry is being updated;
- in the Registry database, if the registration of the entry relative to the person was previously created.

The Registry also verifies that an e-mail address for the postmaster of the domain name has been entered (mandatory).

2.2.4 Checks on the correct configuration of the nameservers

The correct configuration of the nameservers, according to the specifications given in article 1.4, is checked by the Registry (an automatic procedure may be applied) sends an e-mail notification to the sender confirming if the configuration is correct or whether errors have been made in the configuration of the authoritative nameservers for the requested domain name. The provider/maintainer must verify that this notification is received. Where errors have been made, they must be corrected and the form resubmitted until the operation succeeds.

2.3 Successful conclusion of the registration procedures

Once all the formal and technical checks have succeeded, the Registry ensures that:

- a) the authoritative delegates for the new domain name are correctly entered in the relevant nameservers or in the operational tables necessary to their correct use;
- b) any other necessary registration techniques for the operation of services relative to the new domain name are activated.

In particular the e-mail address given in the "postmaster:" field of the registration form must be included in the distribution list

postmita@nic.it / S=postmita; P=nic; A=GARR; C=it;

containing all postmasters of domains under the ccTLD "it".

Once the above has been checked, the Registry ensures that the new domain name is entered in the ANR and sends the provider/maintainer a confirmation of the completed registration.

2.4 Rejection of the request

The domain name assignment request is rejected where:

- a) a registration procedure for the requested domain name is already pending;
- b) the formal and technical checks on the registration forms do not succeed and the provider/maintainer fails to provide the requested corrections within 10 days;
- c) the documentation is not sent within 10 days of the receipt of the AR letter;
- d) the provider/maintainer is defaulting with the Institute for Informatics and Telematics of the Italian National Research Council (IIT-CNR).

The provider/maintainer which addressed the domain name registration request to the Registry is informed via e-mail of the failure of the registration procedure.

3. Annulment of an assigned domain name

The procedures for the annulment of a previously assigned domain name are given herewith. Such procedures applies in one of the following cases:

- 1) the assignee asks for his/her domain name to be changed or renounces the domain name;
- 2) the domain is put into NO-PROVIDER-MNT status;
- 3) One of the cases laid down in articles 11.2 and 11.3 of the ccTLD “it” domain names assignment and maintenance Rules which determine the annulment of an assigned domain name comes about.

In the first circumstance the annulment request is presented by the assignee of the domain name; in the second circumstance it is sent by the provider/maintainer; in the third circumstance the Registry proceeds officially.

3.1 Renunciation of change of domain name on the part of the assignee

The assignee of a domain name may renounce it by addressing a letter expressing this wish to the Registry. The request must be accompanied by appropriate documentation proving the legitimacy of the underwriter of the request.

At the end of the eventual period of maintenance of the domain name according to article 11.1 of the ccTLD “it” domain names assignment and maintenance Rules, or immediately, where such a request is absent, the Registry will remove the authoritative delegates for the domain name from the nameservers or DSA, will cancel any other technical registrations necessary to the operation of the relative services and will cancel the name from the ANR, informing the relevant provider/maintainer of the completed cancellation of the registration.

3.2 Annulment of a domain name no longer maintained by the provider/maintainer

A domain name status is changed into NO-PROVIDER-MNT in the following cases:

- when the Registry receives a written notification from the provider/maintainer where he/she explicitly declares that he will not maintain that domain any longer;
- when a provider/maintainer does not have a valid contract with the Registry any longer.

In the domain name registration contained in the ANR the Registry modifies the value contained in the "mnt-by:" field entering “NO-PROVIDER-MNT” and sends the assignee a letter by registered post informing him/her of the status change of the domain name into NO-PROVIDER-MNT.

Where three months pass in the absence of further correspondence from the assignee in relation to the registration, the Registry removes the authoritative delegates for the domain name from the nameservers or DSA, cancels any other technical registrations necessary to the operation of the relative services and cancels the name from the ANR, informing the relevant provider/maintainer of the completed cancellation of the registration.

3.3 Annulment by the Registry

Where annulment of the assignment of a domain name is put into effect officially or following arbitration sentence or decision, the Registry removes the authoritative delegates for the domain name from the nameservers or DSA, cancels any other technical registrations necessary to the

operation of the relative services and cancels the name from the ANR, informing the relevant provider/maintainer of the completed cancellation of the registration.

The Registry also informs the assignee of the name removal and informs the provider/maintainer of the completed official removal of the domain name, specifying the reasons for the annulment and enclosing all relevant documentation.

4. Suspension of an assigned domain name

The procedures for the suspension of a domain name are given herewith.

The suspension procedure of a domain name is put into effect where:

- 1) order of suspension on the part of judicial authorities or arbitration body (for which see article 15.5 of the ccTLD “it” domain names assignment and maintenance Rules) is issued;
- 2) suspension request is made on the part of the assignee according to the substance of article 12.2 of the ccTLD “it” domain names assignment and maintenance Rules;
- 3) in the circumstances described in art. 12.3 of the ccTLD “it” domain names assignment and maintenance Rules.

In the first above mentioned circumstance the suspension request must be made to the Registry by whomsoever is legally occupied with the matter or by the arbitration body. In the latter case the suspension request is presented via written correspondence from the assignee of the domain name.

In both cases the Registry removes the authoritative delegates for the domain name from the nameservers or DSA and cancels any other technical registrations necessary to the operation of the relative services. The Registry also adds the field “SOSPESO/SUSPENDED” to the ANR registration.

4.1 Reactivation of a suspended domain name

To reactivate a suspended domain name the Registry ensures the reinsertion of the authoritative delegates of the domain name in the nameservers or DSA and the reinsertion of all of the other technical registrations necessary for the operation of relative services. The Registry shall also carry out the technical checks on the correct configuration of the nameservers or DSA, as set down for the activation of a new domain name. The Registry also removes the field “SOSPESO/SUSPENDED” from the ANR registration.

At the end of the procedure the Registry informs the assignee of the domain name and his/her provider/maintainer of the reactivation of the domain name.

5. Modification of a domain name registration

The procedures for the modification of a domain name registration are given herewith. “Modification” is taken to mean the variation of some of the information contained in the registration, though the domain name values in the syntaxes IPS, ISO/IEC 10021 or ITU X.500 and the subject using the domain name remain unvaried.

In the event of modification of the domain name or of the assignee, the cancellation of the previous registered domain name and the registration of a new domain name according to the procedures described in articles 2 and 3 must be put into effect.

5.1 Simple modification of the registration

Where the modification does not lead to a change of provider/maintainer, the procedures described in articles 2.1, 2.2.2, 2.2.3, 2.2.4, 2.3 and 2.4 are applied. A new AR letter is only necessary where the admin-c of the domain shall be changed.

5.2 Change of provider/maintainer

The assignee of the domain name shall provide the Registry with a written declaration for changing provider/maintainer. Such declaration must be signed by

the individual entered as admin-c in the registration form or by an individual with the power of legal representative of the organisation using the domain name; the declaration must contain indications of the previous and the new provider/maintainer.

The Registry modifies the ANR registration of the domain name by entering the value CHANGING-MNT in the "mnt-by" field; this identifies those domain names in the process of changing provider/maintainer.

The Registry sends an e-mail notification to each provider/maintainer involved in the operation of the beginning of the procedure to change provider/maintainer. The Registry also invites the new provider/maintainer to send the relevant registration form via e-mail, with all domain name updated data.

Subsequently the checks described in articles 2.2.2, 2.2.3 e 2.2.4. are made. In addition, the Registry checks that the previous provider/maintainer has removed the previous delegates. Should THE PREVIOUS provider/maintainer fail to do so, it will therewith be prevented from registering further domain names.

5.2.1 Modification of the delegation

If all of the checks have succeeded, the Registry ensures that the authoritative delegates for the domain name are correctly inserted into the nameservers or DSA and that all of the operation tables necessary o the correct use of the domain name are modified along with the other technical registrations necessary for the operation of services relative to the domain name.

The Registry sends an e-mail notification to both the provider/maintainers involved regarding the completed change of delegation. The Registry also requests the previous provider/maintainer to remove the delegates from the previous authoritative nameservers. It is thus the task of the previous provider/maintainer to remove the delegates from the previous authoritative nameservers of the domain, managed directly or indirectly, and to send confirmation of this to the Registry. Should THE PREVIOUS provider/maintainer fail to do so, it will therewith be prevented from registering further domain names.

5.3 Rejection of the request

Should any technical problems not be resolved by the new provider/maintainer of the assignee of the domain name within 10 working days from their notification on the part of the Registry, the modification request is annulled and the requester is informed of the failure of the procedure to change provider/maintainer. The domain is thus reassigned to the previous provider/maintainer.

6. Change of a domain name assignee

6.1. Transfer upon agreement of the parties

In the event of a domain name transfer upon agreement of the parties, the transferee has to provide the Registry with a written statement signed jointly by the transferor and the transferee, and at the same time a new AR letter.

Upon receipt of the electronic form from the maintainer of the transferee, the Registry completes the assignation of the domain name according to art. 9 of the ccTLD "it" domain names assignment and maintenance Rules.

In case of irregularities within the letter or the electronic form, the Registry informs the provider/maintainer of the transferee and suspends the assignation of the domain name until everything has been sorted out.

The transfer action shall in any case be concluded within 10 days from the activation of transfer procedure or from the last irregularities in the AR letter or in the electronic form notified to the provider/maintainer of the transferor. If the action is not completed within the above mentioned deadline, the transfer is cancelled, and the domain name is assigned again to the transferor.

6.2 Transfer of a domain name at the end of a reassignment procedure

At the end of a reassignment procedure, the new assignee of a domain name has to provide the Registry with the letter of assumption of responsibility for the assigned domain name and the related electronic form through his/her provider/maintainer. Upon receipt of such documentation, the Registry completes the assignment of the domain name according to art.9 of the ccTLD “it” domain names assignment and maintenance Rules.

The transfer action shall in any case be concluded within 30 days from the notification by the procedure administrator to the Registry of the domain name reassignment decision. Should the action not be completed within the above mentioned deadline, the transfer is cancelled, and the domain name can be assigned by the Registry to any requester.

6.3 Universal or specific "mortis causa" successions.

In the event of a universal "mortis causa" succession, the assignee has to provide the Registry his/her identification data, as well as the death certificate of the former assignee and a statement proving that the assignee is her/his sole heir.

In the event of a specific "mortis causa" succession, the assignee has to provide the Registry with his/her identification data, as well as the death certificate of the former assignee and a copy of the disposition through which he/she succeeded the deceased on the domain name title.

Furthermore, the "mortis causa" heir has to send to the Registration Authority a new AR letter and a new electronic form with his/her data through his/her provider/maintainer. Once the Registry has received the above mentioned documentation, it completes the modification of the domain name registration according to art. 9 of the ccTLD “it” domain names assignment and maintenance Rules. The transfer action shall in any case be concluded within 10 days from the activation of transfer procedure or from the last irregularities in the AR letter or in the electronic form notified to the provider/maintainer of the heir. Should the action not be completed within the above mentioned deadline, the transfer is cancelled, and the domain name is cancelled.

6.4 Company or company branch transfer

In the event of a company or company branch transfer, the Registry carries on the modification of a domain name assignee upon receipt of a joint statement signed by the transferor and the transferee, that contains the identification data of the transferee and, in case of a company or entrepreneurs as for art. 2195 of the Italian civil code, the data concerning the act and its registration.

Furthermore, the transferee has to provide the Registry with a new AR letter and a new electronic form with his/her data through his/her provider/maintainer. Once the Registry has received the above mentioned documentation, the modification of the domain name registration is processed according to art. 9 of the ccTLD “it” domain names assignment and maintenance Rules.

The transfer action shall in any case be concluded within 10 days from the activation of transfer procedure or from the last irregularities in the AR letter or in the electronic form notified to the provider/maintainer of the transferor. Should the action not be completed within the above mentioned deadline, the transfer is cancelled, and the domain name is assigned again to the transferor.

6.5 Company transformation, Company merging or Incorporation

In case of company transformation, merging or incorporation, the Registry shall receive from the requesting company an adequate declaration and a new AR letter from the company legal representative.

Furthermore, the requesting party shall provide the Registry with a new electronic form containing its data through its provider/maintainer.

Once the Registry has received the above mentioned documentation, the modification of the domain name registration is processed according to art. 9 of the ccTLD “it” domain names assignment and maintenance Rules.

The transfer action shall in any case be concluded within 10 working days from the activation of transfer procedure or from the last irregularities in the AR letter or in the electronic form notified to the provider/maintainer of the new assignee. Should the action not be completed within the above mentioned deadline, the transfer is cancelled, and the domain name is restored in its previous status.

7. Checkable documentation

The Registry may, at any time, request the following documents:

- -original copy of the letter of assumption of responsibility, where a copy of it has been sent or was sent via fax;
- -for private companies, chamber's survey and/or certificate of registration with the Chamber of Commerce in process as requested by law, and a copy of the document of VAT number attribution;
- -for individual firms, a copy of the document of VAT number attribution;
- -for freelance professionals, a copy of the document of VAT number attribution where required by law and certificate of registration with a professional register if existing;
- -for public bodies, document attesting to the title of the requester to represent the body (also via self-certification), copy of the administrative measure with which the body was instituted (if possible), copy of the document of VAT number attribution or tax payer's code;
- -for associations, the constitutional act and/or statute;
- -for individuals, a copy of the identification document and a copy of the document with unique identifier (e.g. the tax payer's code "codice fiscale", for Italian residents).

Whenever documentation in a foreign language is provided, an official translation in Italian must be appended.

8. Technical Probes

The Registry is, at any time, allowed to further verify the fulfilment of the specifications given in section 1.4 of the Technical Registration Procedures, and to verify that the e-mail address

postmaster@<registered domain>.it

is reachable.

Anybody can request the Registry to perform the above verifications by providing the Registry with a written request by registered post.

Should any irregularities emerge from such verifications, the Registry will inform the assignee by sending him/her a letter (by registered post) and anticipating its content via e-mail.

The same letter will be sent to the provider/maintainer as well as to the technical verification requester.

Should the notified irregularities not be sorted out or fixed within 90 days from the notification, the Registry will revoke the domain name assignment, as per art. 11.2 of the ccTLD "it" domain names assignment and maintenance Rules. In the week preceding the 90-day-period, a further reminder will be sent via e-mail to the assignee and to the provider/maintainer by the Registry.