

SDNP .MW ccTLD REGISTRAR ACCREDITATION POLICY  
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1. PURPOSE AND SCOPE

- 1.1 The purpose of this document is to set out the policy on the conditions and criteria that would be applied for the selection of certified registrars for the .mw domain name space.

2. ADDITIONAL DEFINITIONS:

- 2.1 In this .mw Domain Name Registration Name Registration Policy, in addition to the terms defined in the Domain Registration Policy and other .mw ccTLD policies, the following terms and expressions shall have the meaning that is here ascribed to them:

- 2.2 Applicant: Any organization which has completed the application process to be accredited as a registrar.
- 2.3 Registrar: Any organization or body which has been accredited by SDNP to provide domain name registration services

3. QUALIFICATION AS A REGISTRAR

- 3.1 Applicants for accreditation as Registrars must be incorporated as legal persons under the laws of Malawi or under the laws of any other sovereign nation recognized under the laws of Malawi.

3.2 The applicant seeking for accreditation, any partner, director, or controlling shareholder of the applicant, must not have been convicted of an offence relating to dishonesty.

3.3 Applicants for accreditation as Registrar must satisfy SDNP that:

- i. The applicant possesses and can demonstrate adequate knowledge of the Domain Name System including .mw Domain Name Registration Policies, Procedures, Guidelines, Operations, sufficient in the view of SDNP to provide good service to Registrants and potential Registrants;
- ii. The applicant has the capability to electronically interact with Registrants, with SDNP and with systems at SDNP in accordance with the applicable Registrar Policies, Procedures and Guidelines;
- iii. the applicant is capable of providing Registrar Services in accordance with the Registrar Agreement and in compliance with the applicable Registrar Policies, Procedures and Guidelines;
- iv. the applicant has the capabilities and systems to -
  - a. promptly and effectively address enquiries and respond to requests from its Registrants and potential Registrants,
  - b. promptly and effectively handle projected volumes of Domain Name Registrations;
  - c. receive information from its Registrants and potential Registrants on a secure basis;
  - d. authenticate information provided by its Registrants and potential Registrants;
  - e. promptly and effectively notify Registrants of the need to renew their Domain Name Registrations;

- f. process and authenticate requests for modifications to Domain Name Registrations, including renewals and transfers of Domain Name Registrations, changes of Registrar, changes of Registrant, updates to information and other requests; and
  - g. Maintain adequate backups of registration information.
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- v. the applicant is familiar with the Registrant Agreement that customers of a Registrar wishing to register a .mw Domain Name will be required to enter into.
  - vi. The applicant has an adequate policy on network security including measures to ensure the integrity of the network; and
  - vii. Any other requirements that may be specified by SDNP on .mw Domain Names in the future.

#### 4. APPLICATION PROCESS FOR REGISTRARS

4.1 All intending applicants for accreditation as registrars shall access and download the registration package from SDNP website. The accreditation application package comprises:

- i. SDNP .mw Registrar Accreditation Policy
- ii. SDNP .mw Registrar Application Form; and
- iii. SDNP .mw Registrar Agreement.

4.2 No application for Certification will be considered to be complete if any of the following occurs;

- i. information or documents required in the application form or process has not been supplied;

- ii. if on its face, the application contains misleading or inaccurate information;
- iii. if it is defective in any way; or
- iv. if it is not accompanied by the signed Registrar Agreement and Fees specified.

4.3 If any application is incomplete SDNP will inform the affected applicant as soon as possible and advise accordingly.

4.4 If the application for Certification is complete, SDNP will advise the applicant by email that the processing of the application will proceed.

4.5 By lodging an application, the applicant gives SDNP the right to verify the accuracy and completeness of the information the applicant has provided in the application. SDNP also has the right to satisfy itself that the applicant can function as a registrar in accordance with the terms and conditions of the Registrar Agreement, and other Published Policies. SDNP will contact the applicant directly if it requires clarification or additional information.

4.6 The applicant may withdraw its application at any time by giving notice to SDNP by email. Withdrawing an application will not prejudice the applicant's ability to submit a new application to SDNP. If the applicant decides to re-apply, the applicant will need to re-submit all documentation and fees.

4.7 After reviewing the application and conducting any necessary follow-up inquiries, SDNP will inform the applicant by email of its decision whether to grant a provisional accreditation or not.

4.8 If SDNP decides not to grant the applicant provisional accreditation, SDNP will provide the applicant with reasons as to why the application was unsuccessful. An unsuccessful application will not prejudice an applicant's ability to submit a new application to SDNP.

## 5. PROVISIONAL ACCREDITATION

- 5.1 Once an application is successful, the applicant would be granted a Provisional Accreditation which shall be for a maximum period of six months. During this period, SDNP shall carry out the following tests on the request of the applicant:
- i. Interface Test designed to test the technical proficiency of the applicant at dealing with the registry system.
  - ii. Policy Test designed to test the ability of the applicant to apply policies of SDNP to registration process on the domain.; and
  - iii. Regulatory Test designed to test the ability of the applicant to comply with the Registrar's Agreement as well as other regulations and policies of SDNP. As part of this test, SDNP will conduct an audit of the applicant's website.
- 5.2 SDNP shall respond and conduct such tests within seven (7) days of being notified by the Applicant that they are ready for the test.
- 5.3 Where the applicant falls short of any standards set by SDNP for the above tests, the applicant would be informed immediately and such applicant can apply for another test as specified in the SDNP Fees Policy. However all tests and assessments must be concluded within the six month probation period.
- 5.4 Where SDNP is not satisfied with the test results for the applicant after the six month probation period, SDNP shall inform the applicant and such applicant shall not be granted a full accreditation status and the provisional accreditation shall lapse.

## 6. FULL ACCREDITATION

- 6.1 Once the applicant has satisfied SDNP based on the tests described in 4 above, SDNP will advise the applicant by email that full accreditation status has been awarded.

- 6.2 The applicant will also receive a debit note from SDNP for the SDNP's Certification Fee as set out in the SDNP Fees Policy.
- 6.3 SDNP will send to the applicant a fully executed copy of the Registrar Agreement for the applicant's records.
- 6.4 Until the applicant receives a fully executed copy of the Registrar Agreement from SDNP, the applicant will not:
- i. act or hold himself/herself as a SDNP Accredited Registrar;
  - ii. provide or offer to provide, or state or imply that the applicant is authorised to provide, any Registrar services within the .mw domain;
  - iii. identify themselves as a "SDNP Accredited Registrar" or by any term suggesting similar reference, or use directly or indirectly, in any manner whatsoever SDNP's name or any trade or other identifying mark owned or used by SDNP
- 6.5 SDNP will announce the list of all SDNP Accredited Registrars and publish such names and contact details on the list of SDNP Accredited Registrars on SDNP's website. If the applicant would prefer for business reasons to postpone the announcement of its accreditation, such applicant must give notice to SDNP by email.
- 6.6 SDNP will provide Accredited Registrars with an official logo. The logo should be displayed prominently on the applicant's website and on any printed materials that that the applicant may provide to its customers.

## 7. SUSPENSION AND REVOCATION OF ACCREDITATION

- 7.1 SDNP may suspend a Registrar at its own discretion exclusively on the following grounds:
- i. Outstanding unpaid debts owed by the Registrar
  - ii. The Registrar no longer being eligible for Accreditation

iii. Breach of the Rules and Regulations for Domain Name registration as set out in the .mw ccTLD Domain Registration Policy.

- 7.2 SDNP shall notify the Registrar by e-mail at least 30 days before suspending the Registrar thereby affording the Registrar the opportunity to remedy the grounds for suspension.
- 7.3 A suspended Registrar can no longer register new Domain Names or receive Domain Name transfers and SDNP shall notify Registrants under such a Registrar of the status of the Registrar thereby affording the Registrants the opportunity to transfer their Domain Names.
- 7.4 If the grounds for suspension are not remedied within the time frame set, the SDNP shall be entitled to revoke the accreditation of the Registrar and such a revoked Registrar shall then no longer be able conduct domain name business with the Registry.
- 7.5 SDNP shall be entitled to take any legal action against a Registrar whose accreditation has been revoked.