



**APPLICATION FORM**  
**- FOR HKIRC'S REGISTRAR ACCREDITATION -**

*(Section 1 is the information from the applicant needed for the accreditation process. Section 2 and 3 describe what documents and payment shall be sent. Annex A and B illustrate the accreditation process and criteria for becoming a HKIRC-accredited registrar. Annex C is the Technical Testing Procedure)*

Please send your application form and the documents and payment required (by mail or courier) to HKIRC at the following address:

*Hong Kong Internet Registration Corporation Limited (HKIRC)  
 Unit 501, Level 5, Core C,  
 Cyberport 3, 100 Cyberport Road,  
 Hong Kong  
 Ref: Application Form for HKIRC's Registrar Accreditation*

**SECTION 1: Information of the Applicant**

***The information collected is primarily for the purposes of registrar accreditation application, contacting, identification of registrars, and confirmation of eligibility. The information will be handled and kept in strict confidence. For details, please refer to our Privacy Policy and Personal Data Collection Statement.***

*Privacy Policy : [https://www.hkirc.hk/en/privacy\\_policy/](https://www.hkirc.hk/en/privacy_policy/)*

*Personal Information Collection Statement : [https://www.hkirc.hk/en/Personal\\_Information\\_Collection\\_Statement/](https://www.hkirc.hk/en/Personal_Information_Collection_Statement/)*

APPLICANT INFORMATION	
<b>Name of Applicant (Organisation) :</b>	
<b>The country (territory) in which the applicant is based :</b>	
<b>Business registration number / Certificate of registration number :</b>	
<b>Mailing address :</b>	
<b>Website :</b>	

<b>Business nature and business model :</b>	
<b>The date your organisation was set up :</b>	
<b>The number of month / year the organisation is in the domain name industry :</b>	
<b>Are you currently providing webhosting service (Yes / No)?</b>	
<b>How many employees are there in your organization related to the work of domain name registration :</b>	
<b>Please name the reseller(s) under you that will involve in .hk registration after you become a HKIRC-Accredited Registrar</b>	
<b>Corporate and shareholding structure of the organization :</b>	
<b>ADMINISTRATIVE CONTACT</b>	
<b>Name of Organization</b> <i>(if different from the applicant)</i>	
<b>Family Name</b>	
<b>First Name</b>	
<b>Mailing address</b> <i>(if different from applicant's)</i>	
<b>Telephone number :</b>	
<b>Fax number :</b>	
<b>E-mail address :</b>	
<b>TECHNICAL CONTACT</b>	
<b>Name of Organization</b> <i>(if different from the applicant) :</i>	
<b>Family Name</b>	
<b>First Name</b>	

<b>Mailing address</b> ( <i>if different from applicant's</i> )	
<b>Telephone number :</b>	
<b>Fax number :</b>	
<b>E-mail address :</b>	
<b>BILLING CONTACT</b>	
<b>Name of Organization</b> ( <i>if different from the applicant</i> ) :	
<b>Family Name</b>	
<b>First Name</b>	
<b>Mailing address</b> ( <i>if different from applicant's</i> )	
<b>Telephone number :</b>	
<b>Fax number :</b>	
<b>E-mail address :</b>	
<b>MARKETING CONTACT</b>	
<b>Name of Organization</b> ( <i>if different from the applicant</i> )	
<b>Family Name</b>	
<b>First Name</b>	
<b>Mailing address</b> ( <i>if different from applicant's</i> )	
<b>Telephone number :</b>	
<b>Fax number :</b>	
<b>E-mail address :</b>	
<b>".hk" DOMAIN NAME REGISTRATION</b>	
<b>Please list the ".hk" domain name(s) of your company</b>	

<b>TECHNICAL CAPABILITIES</b>	
<b>TC1. What is the interface you are using to handle domain name registration with other registrar / registry e.g. API, EPP?</b>	
<b>TC2. At the beginning, HKIRC will provide</b>	Yes / No

<p><b>connection with EPP and a web based platform to registrars.</b></p> <p><b>Will you use EPP platform for '.hk' domain name registration?</b></p> <p><i>(If the answer is 'No', please go to question TC7)</i></p>	
<p><b>TC3. What is the system platform (e.g. Windows, Unix, Linux) running for API / EPP</b></p>	
<p><b>TC4. How long is the outage time allowed for your current API / EPP system in a month or a year?</b></p>	
<p><b>TC5. What programming language do you use in developing your current API / EPP Interface?</b></p>	
<p><b>TC6. What is your expected response time (in second) for API / EPP service?</b></p>	
<p><b>TC7. What database system do you use?</b></p>	
<p><b>TC8. What is the bandwidth of your broadband network for upload and download respectively?</b></p>	
<p><b>TC9. What is the estimated number of transactions you will expect to have with us per day or per month.</b></p>	

*HKIRC may seek additional information from the applicant during the application process. Under normal circumstances, the applicant will be informed of the status of the application within 4 weeks of submission of application in its entirety. The acceptance of accreditation request will be at the sole discretion of HKIRC.*

## **SECTION 2: Submission of Documents**

Applicant shall send the below documents along with the application form

- 2.1 Document that can prove the legal existence of the applicant e.g. a copy of the valid Business Registration Certificate in Hong Kong. If the applicant is a business outside Hong Kong and that the document is neither written in English nor in Chinese, a translated copy in English is also required.
- 2.2 If the applicant is a registrar accredited by ICANN, please provide full details and proof thereof.
- 2.3 Track records of operational experience in domain name registrations for at least six (6) months continuous within the last 12 months.

### SECTION 3: *Submission of Payment*

The following fees shall be paid for becoming a registrar. Please send the Application Fee HK\$10,000 together with this Application Form and documents. Application Fee can be sent (1) by cheque made payable to ‘Hong Kong Internet Registration Corporation Limited’, or (2) by filling out the one-time credit card form (please download at [https://www.hkirc.hk/upload/page/81/download\\_1/5dd3525c51aec.pdf](https://www.hkirc.hk/upload/page/81/download_1/5dd3525c51aec.pdf) or contact +852 2319 2303 or email to [registrar@hkirc.hk](mailto:registrar@hkirc.hk) for the form). The payment shall be made in Hong Kong currency.

Fee	Amount
A. Application Fee	HK\$10,000 (one-off) and non-refundable
B. Accreditation Fee (the yearly fee to maintain accreditation)	HK\$10,000 per year and non-refundable.
C. Minimum Balance in Registrar Account	- Each registrar will have a debit account to pay for new applications, renewal and other related services of ‘.hk’ domain names automatically. This account has to be “topped up” to a minimum balance from time to time to ensure that there is no interruption to registration service. - The Registrar shall at all times and pursuant to clause 6.4 of the Registrar Agreement maintain a Minimum Balance of HK\$15 per domain name up to a total of HK\$15,000.

### SECTION 4: *Check List*

Before you send this Application Form to HKIRC, please ensure that:

- a. You have filled out the form and put a signature at the end of this Application Form.
- b. You have enclosed all documents stated in Section 2.
- c. You have enclosed the payment of application fee HK\$10,000.

**SECTION 5: Declaration and Agreement**

I, representing the applicant, declare that I have read the latest version of registrar agreement in whole posted on HKIRC's website or received from HKIRC and accepted that the applicant will be bound by all terms in it and also in this Application Form. I declare that the information sent in this application is true and accurate in all aspects. The signatory is the authorized representative of the applicant who has overall responsibility in ensuring applicant's compliance with the registrar agreement.

I also declare that the applicant resides in \_\_\_\_\_ (country or territory name) is at this date of its declaration in existence and solvent.

I would also like to clearly state the following as it may be, in my opinion, conflicting with the interest of HKIRC:

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For and on behalf of the applicant

\_\_\_\_\_

Name of signatory: \_\_\_\_\_

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

Put your company chop or seal
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**Annex A**

**Process of Registrar Application and Accreditation**

Performing Party	Flow	Process
Applicant	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Submission of Application Form, documents and Application fee                 </div> <div style="text-align: center;">↓</div>	Submission of Application
HKIRC	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     HKIRC evaluates application                 </div> <div style="text-align: center;">↓</div>	Evaluation of Application
Applicant	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Conduct Technical Testing                 </div> <div style="text-align: center;">↓</div>	Technical Testing by Applicant
HKIRC	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Evaluate Technical Testing Result                 </div> <div style="text-align: center;">↓</div>	Evaluate Technical Testing Result
HKIRC	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Inform applicant of accreditation result. If it is accepted, request applicant to make payment of accreditation annual fee and minimum balance                 </div> <div style="text-align: center;">↓</div>	Announcement of Accreditation Result
Applicant	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Submission of Payment                 </div> <div style="text-align: center;">↓</div>	Submission of Payment
Registrar	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%; text-align: center;">                     Registrar in Operations                 </div>	Registrar in Operations

*The above is subject to change by HKIRC*

## **Annex B**

### **Accreditation Criteria**

The Accreditation Criteria is the minimum requirements to be met by the Registrar in order to be HKIRC-Accredited and are as set forth below (which are subject to modifications and amendments by HKIRC from time to time in writing) and shall be read together with the Registrar Agreement:

- (1) As of the Commencement Date of the Registrar Agreement, Registrar shall have had not less than six (6) months' continuous experience in the registration of Internet domain names within the period of twelve (12) months preceding its application to HKIRC to be an accredited registrar, either as a reseller of Domain Names or as a registrar of other gTLDs/ccTLDs allocated by Internet Corporation for Assigned Names and Numbers ("ICANN").
  
- (2) The Registrar, if being a corporate, shall at all times remain a valid, registered, solvent company whether registered in Hong Kong or elsewhere.
  
- (3) The Registrar must have the technical capability and all necessary hardware and software to carry out all of its functions as a registrar, including but not limited to:
  - i. Conduct of Registrar Services;
  
  - ii. Ensuring the confidentiality and security of Registrant Data and Confidential Information;
  
  - iii. Performing customer-related functions such as billing, etc; and
  
  - iv. Maintaining reliable data backup systems;and shall prior to launch of its services, pass the Technical Testing Procedure of the HKIRC and successfully complete a test run without any errors.
  
- (4) The Registrar must demonstrate the ability to provide prompt service to Registrants for their registration needs, including the setting up of a complaint handling procedure and customer service as well as perform its other registration obligations in a timely manner and in accordance with quality of service standards prescribed by HKIRC from time to time.
  
- (5) Shall pay the required fee as stated in Section 3 and .hk domain name registration fee and any other service fee in relation to .hk domain names.



- (6) Shall meet the performance targets set out by HKIRC from time to time.
- (7) Shall be bound by HKIRC Registrar Agreement and shall fulfill all obligations required by the Registrar Agreement.

*(The above is subject to change by HKIRC)*

## **Annex C**

### **Technical Testing Procedure**

**Technical Testing Procedure** can be downloaded at

([https://www.hkirc.hk/upload/download/7/download\\_1/5e01835331a09.pdf](https://www.hkirc.hk/upload/download/7/download_1/5e01835331a09.pdf))

You will need to refer to the below 2 documents as well to develop the Extensible Provisional Protocol (EPP)

- HKIRC EPP API User Guide (can be downloaded at:  
[https://www.hkirc.hk/upload/download/4/download\\_1/5de5c4c1a7abc.pdf](https://www.hkirc.hk/upload/download/4/download_1/5de5c4c1a7abc.pdf))
- HKIRC EPP XML Guide (can be downloaded at:  
[https://www.hkirc.hk/upload/download/6/download\\_1/5de5c4eb2e68b.pdf](https://www.hkirc.hk/upload/download/6/download_1/5de5c4eb2e68b.pdf))