

NIRA REGISTRAR ACCREDITATION APPLICATION FORM

Information for Applicants

1. All applicants must provide complete and accurate responses to the questions contained in Sections A, B and C of the application form. The responses must be typed or written in upper case alphabet and legible. If the spaces provided are not enough, applicants are advised to provide responses on separate sheets, answering each question in a numbered paragraph corresponding to the number of the question. If there is no response available for a particular question, please indicate that fact next to the number corresponding to the question.
2. While submitting this application form, applicants must attach the following documents in addition to those already specified in the NiRA Registrar Agreement:
 - a. A profile of the applicant which shall contain Certified True Copies of its certificate of incorporation, a list of its directors and shareholders, and information on its technical competence to serve as a certified Registrar;
 - b. Two copies of the Registrar Agreement, signed and sealed by the applicant and undated;
 - c. Reference letter from the applicant's bank signifying a banking relationship;
 - d. A draft payable to Nigeria Internet Registration Association as set out in the NIRA Fees Policy, being NIRA's application fee and accreditation fee; and
 - e. Tax clearance for the previous accounting year of the applicant or evidence of tax registration with the appropriate authority
3. The NiRA Registrar Agreement is **non-negotiable**. All applicants should obtain independent legal advice with respect to their obligations under the Registrar Agreement before executing such agreement.
4. The accreditation application fee is **non-refundable**.
5. All documents and payment should be sent by courier directly to NiRA at the following address:

Nigeria Internet Registration Association
8, Funsho Williams Avenue,
Iponri Alaka,
Surulere, Lagos
Nigeria

Or via email to accreditation@nira.org.ng

6. All questions and inquiries about the application form, the Registrar Agreement or the accreditation process, in general, can be sent by email to accreditation@nira.org.ng

SECTION A: GENERAL INFORMATION**A.1 Name and address of the applicant.**

Applicant's Contact Person

Passport
Photograph

A.2 Company Registration Number**A.3 Telephone and facsimile numbers and email address of Applicant.****A.4 Website URL of the applicant****A.5 Name of applicant's contact person****A.6 Telephone and facsimile number(s) and email addresses of contact person, if different from A.4.****A.7 Name and address of applicant's principal bank or financial institution.****A.8 Particulars of Service for the applicant, as required in Schedule C of the Registrar Agreement.**

SECTION B: BUSINESS INFORMATION

The information requested in this section is required by NiRA in accordance with its responsibility to protect and promote the:

- a. stability and integrity of the Nigerian DNS;
- b. efficient and effective operation of the domain name registration system; and
- c. rights and interests of consumers (registrants).

Please provide the most complete answers possible to the following questions, explaining all capabilities in detail, and attaching, labelling and referencing all necessary supporting documents to the Application Form.

There are no "right" or "wrong" answers to the questions. The information you provide will depend on the registrar business you operate (or propose to operate) and will therefore vary between applicants. NiRA will evaluate your answers based on accepted industry practice and experience.

If you require assistance in answering the questions, please send an email to accreditation@nira.org.ng

- B.1 Do you have any previous experience in domain name registration? Please describe your current reseller operations including the number of domains currently under your management (.ng and other) • average number of monthly registrations (.ng and other) • other related services that you provide (e.g. web hosting).

- B.2 For which SLDs do you propose to provide registrar services? (List ALL)

- B.3 What volume of SLD domain name registrations do you reasonably project to handle each month?

B.4 What management, communication and information processing systems do you have to handle your projected volume of registrations per month?

Attach additional Sheet where necessary

B.5 What systems and procedures do you have to handle policy compliance checks for registrations?

Attach additional Sheet where necessary

B.6 What systems and procedures do you have to handle all customer enquiries and support services, including customer requests for changes in registration data?

Attach additional Sheet where necessary

B.7 What systems and procedures do you have to handle customer billing?

Attach additional Sheet where necessary

B.8 What systems and procedures do you have to handle customer complaints?

Attach additional Sheet where necessary

B.9 Do you have (or propose to have) any arrangements with domain name resellers? If so, describe

Attach additional Sheet where necessary

B.10 What is your capability for maintaining electronic copies of all transactions, correspondence and communications with the Registry Operator(s) for at least the length of the Registrar Agreement?

Attach additional Sheet where necessary

B.11 What is your capability for providing information systems security procedures to prevent systems hacks, break-ins, data tampering and other disruptions to your business?

Attach additional Sheet where necessary

B.12 Have any of the directors, shareholders or relevant staff of your business entity been convicted of an offence relating to dishonesty?

SECTION C : WARRANTY

By signing this application form, you:

- a. consent to NIRA processing your personal information for the purposes of the accreditation and other related activities in compliance with [NiRA Privacy Policy](#).
- b. warrant that all the information contained in this application form, and all supporting documents included with this application form, are true and accurate to the best of your knowledge;
- c. warrant that you have read and understood [NIRA's Registrar Agreement](#), and Published [Policies of NIRA](#);
- d. given NIRA permission to perform a background search on you or your company;
- e. given NIRA permission to contact third parties, investigate, request and obtain additional information and documentation, and otherwise verify the information contained in this application; and
- f. waive liability on the part of NIRA for its actions in verifying the information provided in this application, and on the part of any third parties who provide truthful, material, relevant information about you as requested in this application form.

Full Legal Name of Applicant

Company Seal or Representative Signature

Contact Person:

Name

Title

Date

Signature