

NIRA REGISTRARS ACCREDITATION POLICY

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PREAMBLE

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 .ng name space.

1. DEFINITIONS:

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

2. QUALIFICATION AS A REGISTRAR

- i.** Applicants for accreditation as Registrars must be incorporated as legal persons under the laws of the Federal Republic of Nigeria or the country of operation of the Registrar.
- ii.** All applicants must be registered members of NIRA
- iii.** 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 under the laws of the Federal Republic of Nigeria or the country of operation of the registrar
- iv.** Applicants for accreditation as Registrar must satisfy NIRA that:
 - a.** The applicant possesses and can demonstrate adequate knowledge of the Domain Name System and NIRA's Policies, Procedures and Guidelines, Registration Policies and operations sufficient in NIRA's view to provide good service to Registrants and potential Registrants;
 - b.** The applicant has the capability to electronically interact with Registrants, NIRA and NIRA's systems in accordance with the applicable Registrar Policies, Procedures and Guidelines;
 - c.** 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.
 - d.** Applicants are strongly advised to download and satisfy NiRA that they have read all NiRA Policies, Procedures and Guidelines available on <https://www.nira.org.ng/legal/policy>.
 - e.** 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; receive information from its Registrants and potential Registrants on a secure basis; authenticate

information provided by its Registrants and potential Registrants; promptly and effectively notify Registrants of the need to renew their Domain Name Registrations;

- c. 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 maintain adequate backups of registration information.
- d. The applicant is familiar with the Registrant Agreement that customers of a Registrar wishing to register a Domain Name with NIRA will be required to enter into with NIRA. The applicant is required to display the Registrant Agreement on its website for the benefit and knowledge of all intending registrants.
- e. The applicant has an adequate policy on network security including measures to ensure the integrity of the network;
- f. The applicant has an online payment platform in place to process and receive all payments made for Domain Name Registrations; and
- g. Any other requirements that may be specified by NIRA in the future.

3. APPLICATION PROCESS FOR REGISTRARS

- i. All intending applicants for accreditation as registrars shall access and download the registration package from NIRA website. The accreditation application package comprises:
 - a. NIRA Registrar Accreditation Policy
 - b. NIRA Registrar Application form; and
 - c. NiRA Registrar Agreement.
- ii. No application for Certification will be considered to be complete if any of the following occurs;
 - a. Information or documents required in the application form or process has not been supplied;
 - b. if on its face, the application contains misleading or inaccurate information;
 - c. if it is defective in any way; or
 - d. if it is not accompanied by the signed Registrar Agreement and Fees specified.
- iii. If any application is incomplete, NIRA will inform the affected applicant immediately and advise accordingly. The applicant shall have 90 (ninety) days within which to correct and submit all outstanding documents regarding the application, after which the application shall be deemed

abandoned or withdrawn; and the applicant shall be required to lodge a new application for accreditation as a Registrar.

- iv. If the application for Certification is complete, NIRA will advise the applicant by email that the processing of the application will proceed.
- v. By lodging an application, the applicant gives NIRA the right to verify the accuracy and completeness of the information the applicant has provided in the application. NIRA 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. NIRA will contact the applicant directly if it requires clarification or additional information.
- vi. The applicant may withdraw its application at any time by giving notice to NIRA by email. Withdrawing an application will not prejudice the applicant's ability to submit a new application to NIRA. If the applicant decides to re-apply, the applicant will need to re-submit all documentation and fees.
- vii. After reviewing the application and conducting any necessary follow-up inquiries, NIRA will inform the applicant by email of its decision whether to grant a provisional accreditation or not.
- viii. If NIRA decides not to grant the applicant provisional accreditation, NIRA 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 NIRA.

4. PROVISIONAL ACCREDITATION

- i. 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, NIRA shall carry out the following tests on the request of the applicant:
 - a. *Interface Test* designed to test the technical proficiency of the applicant at dealing with the registry system.
 - b. *Policy Test* designed to test the ability of the applicant to apply policies of NIRA to registration process on the domain.; and
 - c. *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 NIRA. As part of this test, NIRA will conduct an audit of the applicant's website.
- ii. NIRA shall respond and conduct such tests within seven (7) days of being notified by the Applicant that they are ready for the test.

- iii. Where the applicant falls short of any standards set by NIRA for the above tests, the applicant would be informed immediately and such applicant can apply for another test as specified in the NIRA Fees Policy. However all tests and assessments must be concluded within the six month probation period.
- iv. Where NIRA is not satisfied with the test results for the applicant after the six month probation period, NIRA shall inform the applicant and such applicant shall not be granted a full accreditation status and the provisional accreditation shall lapse.

5. FULL ACCREDITATION

- i. Once the applicant has satisfied NIRA based on the tests described in 4 above, NIRA will advise the applicant by email that full accreditation status has been awarded.
- ii. The applicant will also receive a debit note from NIRA for the NIRA's Certification Fee as set out in the NIRA Fees Policy.
- iii. NIRA will send to the applicant a fully executed copy of the Registrar Agreement for the applicant's records.
- iv. Until the applicant receives a fully executed copy of the Registrar Agreement from NIRA, the applicant will not:
 - a. act or hold himself/herself as a NIRA Accredited Registrar;
 - b. provide or offer to provide, or state or imply that the applicant is authorised to provide, any Registrar services within the .ng domain;
 - c. identify themselves as a "NIRA Accredited Registrar" or by any term suggesting similar reference, or use directly or indirectly, in any manner whatsoever NIRA's name or any trade or other identifying mark owned or used by NIRA
- v. NIRA will announce the list of all NIRA Accredited Registrars and publish such names and contact details on the list of NIRA Accredited Registrars on NIRA's website. If the applicant would prefer for business reasons to postpone the announcement of its accreditation, such applicant must give notice to NIRA by email.
- vi. NIRA 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 the applicant may provide to its customers.

6. SUSPENSION OF REGISTRARS:

- 6.1. NiRA may suspend a Registrar upon the occurrence of any of the following:

- a. Where the Registrar is in violation of any of the provisions of the NiRA Registrars Agreement and has not rectified the breach within 3 months;
- b. Where the Registrar is in violation of any of the provisions of the NiRA Registrars Accreditation Policy and has not rectified the breach within 3 months;
- c. Where the Registrar has commenced legal proceedings on the .ng country code Top Level Domain registry operated by NiRA or on NiRA Executive Board Of Directors (EBOD), Board of Trustees (BoT) or staff in the course of NiRA duty without recourse to the NiRA Dispute Resolution Procedure as contained in the NiRA Dispute Resolution Policy (NDRP);
- d. Where the registrar is in default in payment of the annual re-certification fee as a NiRA Accredited Registrar for a period of 12months;
- e. Where the registrars' registry account domiciled with NiRA is in debit for 30days.

6.2 Upon suspension of a NiRA Accredited Registrar, such suspended registrar shall be prohibited from registering new domain names. However, such suspended registrar may continue to renew expiring domain names and transfer existing domain registrations out of its portfolio.

7. DE- ACCREDITATION OF REGISTRARS:

- 7.1 NiRA shall terminate a Registrar's Accreditation upon the occurrence of any of the following events:
- a. When a Registrar remains suspended for a period of more than 6months and the Registrar has failed to comply or rectify the situation that led to his/her suspension;
 - b. Where a Registrar is in continuous default of payment of re-certification fees for a period of 2 years after 2 repeated reminders that payment is due and outstanding;
 - c. Where the Registrar is out of business or bankrupt or insolvent or has shut down its operations.