

# Your Trusted Australian Registrar



## REGISTRY KEY RECOVERY FORM

### MELBOURNE IT AUTHORISATION FORM TO RE-ISSUE REGISTRY KEY FOR .AU DOMAIN NAMES



#### HOW TO USE THIS FORM

Please check the registry listing for your Domain Name at <http://whois.melbourneit.com.au> then tick either A or B as appropriate.

- A.  Tick this Box if you are the person listed as the current Registrant Contact for your Domain Name and fill out only sections 1, 2 & 3 below.
- B.  Tick this Box if you are NOT the person listed as the current Registrant Contact or the current Registrant Contact is no longer the appropriate person to act on behalf of the License Holder. You must fill in sections 1, 2, 3, 4 & 5 below.

#### ➔ 1. GENERAL - ALL LICENCE HOLDERS MUST COMPLETE THIS SECTION

Please ensure that the Organisation details match exactly what is listed in the registry whois at <http://whois.melbourneit.com.au>

Today's Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd / mm / yy)  
Domain Name : **www.**\_\_\_\_\_ **.au**  
Domain Expiry Date (if known) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd / mm / yy)  
Organisation : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
Email Address (your Registry Key will be sent here) : \_\_\_\_\_  
Fax Number (if current email address is not working) : \_\_\_\_\_

#### ➔ 2. REASON FOR REQUEST - TO ASSIST MELBOURNE IT BETTER MANAGE YOUR REQUEST

- |  |   |
|--|---|
| <input type="checkbox"/> Expiry Date Request | <input type="checkbox"/> TRANSFER REGISTRAR for this Name |
| <input type="checkbox"/> Renew               | From : _____  |
| <input type="checkbox"/> Redelegate          | To : _____  |
| <input type="checkbox"/> Security Reasons    | <input type="checkbox"/> TRANSFER RESELLER for this Name  |
|  | From : _____  |
|  | To : _____  |

#### ➔ 3. WARRANTY & AUTHORISATION - ALL LICENCE HOLDERS MUST COMPLETE THIS SECTION

I hereby request and authorise Melbourne IT, also trading as Internet Names WorldWide (INWW) and Internet Names Australia (INA) to re-issue the Registry Key for the above domain name. As the License Holder I warrant that I am authorised to request the Registry Key as, or on behalf of, the license holder, I agree that Melbourne IT Ltd is not responsible for any demand which may be made against me or Melbourne IT Ltd by any party as a result of the issue of this Registry Key and I agree to hold harmless and release Melbourne IT Ltd from and against any claims.

Signed : \_\_\_\_\_ Name (Print) : \_\_\_\_\_

#### ➔ 4. ADDITIONAL SECTION - COMPLETE ONLY IF YOU TICKED BOX B ABOVE

If you are not the current Registrant Contact for this Domain Name and wish to have the Registry Key sent to you, you must hold the position of Owner of the organization / Licence Holder or its Chief Executive Officer (CEO), Chief Operating Officer (COO), Managing Director, General Manager, Company Director, Company Secretary, Financial Controller or Chief Financial Officer (CFO). No other positions will be accepted.

Signatory's (Principal's) Position : \_\_\_\_\_  
Witnessed By (Signature) : \_\_\_\_\_ Name of Witness (Print) : \_\_\_\_\_  
Address of Witness (Print) : \_\_\_\_\_

#### ➔ 5. SIGNED REQUEST - COMPLETE ONLY IF YOU TICKED BOX B ABOVE

You must send a signed request with this form on the letterhead of the Licence Holder which is shown in the Registry to support your request.

Please tick the box to indicate you have attached this

WHEN COMPLETED PLEASE FAX THIS FORM TO MELBOURNE IT ON + 61 3 9620 2388

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