



## **KENIC 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 sheet, 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 KeNIC Registrar Agreement:
  - a) A profile of the applicant which shall contain Certified True Copies of its certificate of incorporation, latest CR12 document from the registrar of Companies;
  - b) Two copies of the Registrar Agreement, signed and sealed by the;
  - c) A draft payable to Kenya Network Information Centre as set out in the KENIC Fees Policy, being KENIC's accreditation fee; and
3. The KENIC 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 fee is non-refundable.
5. All documents and payment should be sent by courier directly to KENIC at the following address:

*Kenya Network Information Centre  
Communication Authority Centre,  
Waiyaki Way, Westlands,  
Nairobi Kenya*
6. An application sent via facsimile or email will not be accepted.
7. All questions and inquiries about the application form, the Registrar Agreement or the accreditation process in general can be sent by email to [accreditation@kenic.or.ke](mailto:accreditation@kenic.or.ke)

## **SECTION A: GENERAL INFORMATION**

A.1 Name and address of applicant.

Applicant's Contact Person Passport  
Photograph

A.2 Company Registration Number

A.4 Telephone and facsimile numbers and email address of Applicant.

A.5 Website URL of applicant

A.6 Name of applicant's contact person

A.7 Telephone and facsimile numbers and email address of contact person, if different from A.4.

A.9 Name and address of applicant's principal bank or financial institution.

A.11 Particulars of Service for the applicant (i) Latest CR12 (ii) Registrar agreement signed and sealed (iii) tax clearance certificate (iv) KRA Pin certificate.

## **SECTION B: BUSINESS INFORMATION**

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

- i. Stability and integrity of the Kenyan DNS;
- ii. Efficient and effective operation of the domain name registration system; and
- iii. Rights and interests of consumers (registrants).

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

KENIC 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@kenic.or.ke](mailto:accreditation@kenic.or.ke)

### **Technical Information**

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

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

*Attach additional Sheet where necessary*

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

*Attach additional Sheet where necessary*

- iv. **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*

- v. **What systems and procedures do you have to handle customer billing?**

*Attach additional Sheet where necessary*

- vi. **What systems and procedures do you have to handle customer complaints?**

*Attach additional Sheet where necessary*

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

*Attach additional Sheet where necessary*

- viii. **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*

- ix. Please provide details of the system and network architecture that supports or will support the Applicant's operations. Answers should include information such as: architecture and network diagrams, details of hardware and software platforms, network bandwidth provision, IPv6 connectivity, firewalls, the intended physical location of systems, operations centers, and other infrastructure, a description of backup power systems (with multi-day powered source), and security and physical safeguards against intrusion, including a description of remote alternate sites for this.

*Attach additional Sheet*

- x. Please explain in detail how the Applicant will comply with the Additional Registrar Operation Specification, related to DNSSEC, IPv6, and IDNs.

*Attach additional Sheet*

### **Marketing Information**

- i. What is your target market and for which SLDs do you propose to provide registrar services? (List ALL)

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

- iii. Product strategy. What product bundles do they intend to develop to promote the uptake of .ke

- iv. Promotion strategy. What promotion / marketing techniques will they use to push uptake

- v. Distribution strategy. What locations are they going to operate from? Counties etc. this will help us map them to the respective counties

### **Finance and Admin Information**

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

- ii. Provide your Companies Tax Compliance certificate for the current year. **(Attach copy)**  
iii. Provide your Company's KRA Pin certificate. **(Attach copy)**  
iv. Provide audited accounts for the previous financial year. **(Attach copy)**

## **SECTION C: WARRANTY**

By signing this application form, you:

- a) 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;
- b) Warrant that you have read and understood KENIC's Registrar Agreement, and Published Policies of KENIC;
- c) Given KENIC permission to perform a background search on you or your company;
- d) Given KENIC permission to contact third parties, investigate, request and obtain additional information and documentation, and otherwise verify the information contained in this application; and
- e) Waive liability on the part of KENIC 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**