



KENIC REGISTRAR ACCREDITATION APPLICATION FORM

Information for Applicants

1. All applicants must provide complete, detailed and accurate responses to the questions contained in Sections A, B and C of the application form. The responses must be typed or written 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. **Mandatory requirements;**
 - Must have a Limited Company registered in Kenya with Physical presence.
 - Up-to date documents; CR12, Certificate of Incorporation, Tax Compliance and PIN certificate.
 - Two(2) signed copies of Registrars Agreement.
3. The applicant will be required to get a .KE ccTLD Sub-Domain Registrar Services License from Communications Authority of Kenya after the application has been approved.
4. 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.
5. The accreditation fee is non-refundable.
6. All documents should be sent by courier directly to KENIC at the following address:
*Kenya Network Information Centre
Communication Authority of Kenya,
Waiyaki Way, Opposite Kianda School
Nairobi Kenya*
7. All questions and inquiries about the application form, the Registrar Agreement or the accreditation process in general can be sent by email to admin@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.3 Telephone and facsimile numbers and email address of Applicant.	
A.4 Website URL of applicant (Must be .KE)	
A.5 Name of applicant's contact person	
A.6 Telephone and facsimile numbers and email address 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 (i) Latest CR12 (ii) Signed Registrar Agreement (iii) Tax Compliance certificate (iv) KRA Pin certificate (v) Certificate of Incorporation.	

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, labelling 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 admin@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? Include the systems link/url.

Attach additional Sheet where necessary

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

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? Include the system link, email address & phone numbers that customers will be reaching you through.

Attach additional Sheet where necessary

- v. What systems and procedures do you have to handle customer billing? Include system link.

Attach additional Sheet where necessary

- vi. What systems and procedures do you have to handle customer complaints? Include email(s) & phone number(s)

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? Provide detailed information.

Attach additional Sheet where necessary

Marketing Information

i. What is your target market?

ii. Which Third Level Domains will you be selling? List all.

iii. Do you intend to sell Second Level Domains? If yes, what strategies do you intend to use?

iv. Are you currently a Registrar for other domains? If yes, kindly list the domains.

v. What volume of .KE registrations do you reasonably project to do per month? KeNIC Registrars are required to register a minimum of 100 domains each calendar year. Failure to meet this target will/ may lead to termination of Accreditation status.

vi. What strategies will you use to promote the uptake of .KE domains?

viii. Where will you operate your business from? Include Location, building and address.

Finance 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