

1 Sudan internet society

The domain name transference policy - changing the registration owner

Contents

- 1 .The purpose
- 2 . The process to be followed in transferring the registration owners as required
3. The process to be followed in transferring the registration of eligible domain names ' owners as required.....
4. Managing internet domain names through investigation
5. Defining and reviewing the policies
- Annex A

Information about the document

The person to be contacted about this document

Please contact the following person about any details related to this document

Name	The person in charge of the policies
Address	Internet domain management – SIS , Khartoum / Sudan
E-mail	info@domains.sd

The status of this document is as follows:

Issue reference	1.0
Valid up to the date of	5/12/2017
Status	Valid
Date of issue	5/12/2017

The domain name transference processes

Cases in which the domain name can be transferred:

A domain name can be transferred from an authorized hosting agent to another

Or

From one owner to another (and such policy requires correcting the registration documents and relevant information.

The policy to be observed when transferring a registration owner

1 . The purpose

1 .1 The reasons behind the transfer may be administrative or legal , which should be taken into consideration , when registering the transfer of domain names .

1.2 The domain name can be transferred at any time from the registered owner to another eligible new owner.

2 . The process to be followed when transferring the registration to some one who is not eligible .

2 .1 The process to be followed when transferring the registration to some one who is not eligible , must take into consideration that the person to whom the transfer is to take place must have all the guarantees stated in the agreement with the original owner of the registration , which is detailed in the internet domain registration management policy .

2 .2 The following steps are to be observed when transferring the registration to someone who is not eligible:

2.2.1 The authorized domain registration agent must receive a written application or an on-line signed application request demanding the transfer of the required registration, explain the reasons for such a transfer to the communication authority. This process can also be carried out by an authorized agent of the new potential proposed owner (applications through phone calls are not accepted)

2.2.2 The authorized hosting agent shall receive the transfer request application, from the new proposed registration owner or his representative .

3.2.2 The authorized registration host agent shall keep a complete file for the transfer process, for checking and reviewing by the internet domain registration administration authority, including copies of the written transfer application request.

4.2.2 The original owner of the registration shall not receive any form of compensation, for the period of the domain registration license.

5.2.2 The new owner of the registration shall have the benefit of the remaining period of the domain name registration license .

6.2.2 The authorized domain name registration agent has the right to receive additional fees to cover the completion of such a process.

3 The processes of transferring the registration of domain names, which requires implementation of eligibility conditions

3.1 There must be through checkup of the domain names transfer applications , which requires reviewing to be sure that they match the required conditions, stated in the polices to be observed by the authorized by the domain registration agents , since the transfer shall not be completed before fulfilling all the required conditions .

3.2 The applications for the transfer of the domain names 'registration shall be checked and reviewed by the domain registration service providers , to be sure that it fulfills the set polices and , and observing the required conditions before the implementation of the transfer process.

3.3 This policy is meant to control the registration of the domain names, the registration of which is governed by certain conditions, and stop selling it to another party .

3.4 Domain names, the transfer of which requires eligible certain conditions, can be carried out as follows :

3.4.1 When the owner of the domain name sells his work business activity ,wholly or partially to another client , and the domain name is stated in such a sales ' transaction document .

3.4.2 In case of transfer of intellectual right ownership, including the domain name .

3.4 .3 When a business work firm is bankrupt , and its domain name is transferred to the authority which is handling its assets due to the bankruptcy , the legal guardian , the manager in charge or any consultant dealing with similar bankruptcy issues .

3.4.4 When the domain name is transferred to subsidiary companies of the same firm which owns the domain name .

3.4.5 When a domain name is registered by a client acting on behalf of another client , and there is an agreement to transfer the domain name after completing the registration , since the agent is a marketing client , an advocate or a provider of other services .

3.4.6 When the official agency of the registration owner is relinquished to another person in case of the owner being sick or died .

3.4.7 When there is an order from an authorized arbitrator , a court or a legislative body as a result of a request from the owner of the registration for the transfer of the registration from his name.

3.4.8 When the owner of the registration name concludes an agreement with some entity for transferring his registered domain name to the new proposed owner in order to settle a dispute between these parties (an example of this is any settlement of commercial conflicts outside the courts)

3.5 When the owner of the registered domain fails to satisfy the set requirements for acquiring the domain name registration , and in such case the domain registration will be deleted from his name in the domains administration systems .

4. Eligibility of the internet domain administration to carry out an investigation

4.1 Internet domains administration authority has the right to check and investigate any transaction concerning the transfer of any domain name registration.

4.2 Internet domains administration authority has the right to cancel any domain name in case of discovering any form of deceit or malpractices related to its admin polices , and in such cases the following applicant demanding the registration shall be qualified to have it , since his application satisfies all the required needs set by the internet domain admin polices .

5 . Defining and reviewing the policy:

The document of the required polices is prepared , published and disseminated . It details all internet domain polices , from the technical ,administrative perspectives , while the administration has the right to review and revise its polices continuously , making the necessary deletions and amendments of its polices ,and otherwise when needed .

Annex (A)

Domain names – standard 3 – a model of the certification to be used in the owners ' registration names transfer process.

The following information must be contained in the all forms of the applications for eligible transferring of domain names registration.

I , the potential owner of the new registration name(or his legal authorized representative according to rules and regulations of Sudan) , certifies that) :

I'm the owner of the new proposed registration name, or his authorized representative, according to the current rules of Sudan:

Please enter the necessary details (eg. Sales of work business)

I do , certify that the information I gave in are all correct, and real and I do know that any incorrect deceptive information may constitute a crime according to law of Sudan.

Signature:.....

Date :

6.3 In all cases it will not be allowed to transfer the domain names which contains conditions related to eligibility of the demanded transfer in relation to the potential new owner, who must satisfies all required conditions set by the

domain admin registration polices, and the proposed new owner must provide the guarantees details in the registration owner' agreement .

7.3 The mechanism to be used in transferring the domain names, which must observe the legibility requirements

7.3.1 The authorized certified registrar must receive a written application for the required transfer , detailing the reasons for the transfer , and should be signed by the owner of the registration or his representative as stated in the application form (request demanded through telephone calls are not accepted)

3.7.2 The authorized certified sponsor registrar must receive a signed certification from the potential new owner of the registration , or his authorized representative as stated in the form , in annex (A), detailing this policy , and the attachment of all necessary relevant document copies demanded by the concerned authority .

3.7.3 The authorized certified sponsor registrar must receive a complete confirmation file regarding the application for the required transfer, from the organization or person demanding the transfer, or from his authorized representative, or the proposed registration agent.

3.7.4 The sponsoring certified registrar must keep a complete file of the transfer process, for reviewing and checking when required, by the internet domain registration authority, including a copy of the transfer application form, the certification and the confirmation of the transfer.

3.7.5 The owner of the original registration in not entitled to receive any compensation from the from the certified registrar for the unused period of time, which was part of the license duration period of the

3.7.6 The new owner, who is the beneficiary of the new registration shall have the benefit of using the remaining period of the domain registration license duration.

3.7.7 The certified registrar has the right to collect additional service fees to complete the registration process .

Domain name pass word policy : 2

Contents :

- 1 . The purpose of the domain name pass word..... 4
- 2 . Specifying the domain name pass word4
- 3 . The context or shape of domain name pass word4
- 4 . Changing the domain name pass word..... 5
- 5 . Regaining the domain name pass word5
- 6 . The method to be used in regaining the pass word6
- 7 . Defining and revising the domain pass word policy6

Information about the document:

The person to be contacted about the document .

Please contact the following about the details of the document

Name	The person in charge of the policies
Address	Internet domain management – SIS , Khartoum / Sudan
E-mail	info@domains.sd

This document is issued as follows:

The following is form of the document :

Issue reference	1.0
Valid up to	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose

This policy shows the process of assigning domain names pass words ,for the use and regaining these domain names when required .

1.The purpose of the domain name pass word :

The domain name pass word can be used by the following :

- 1 .1 The authorized certified user , to communicate with the owner of
- 2 .1 The owner of the registration to start the process of the registration to start the process of transferring the certified registration transference, and showing the policy of the internet domain administration , and the certified registrar

shall acquire the correct pass word of the domain name , from the registration owner before sending the request for the registration to the domain names registration admin.

3.1 The certified sponsor registrar of the pass word will be asked to carry out all the processes related to the domain name , excluding the parts strictly mentioned other wise, in this policy or in any other policy related to the certified registrars or the items concerning security protection , and technical procedures which saves any unauthorized changes related to domain names.

2 . Assigning a pass word for each domain name:

2.1 The owner of the domain name shall enjoy choosing the pass word of his domain name , when his domain name is registered , and changing this pass word later as he likes .

2.2 When he owner of the domain name fails to chose a pass word for his domain name , then the certified domain names registrar shall choose the pass word for this owner .

2.3 The certified domain names' registrar shall give the pass word immediately to the owner of the domain name after choosing it .

2.4 After issuing the pass word the domain name registrar shall immediately inform the owner of the registration about the following:

A) It is very important to preserve the safety and security of the domain name pass word .

B) The owner of the domain name registration must commit himself to upgrade the said domain name regularly , as stated in the internet domains ' administration policy .

3 .The context or the shape of the domain name pass word

3.1 The following conditions must be provided in the domain name pass word , for safety and security reasons :

A) Must contain 6 to 32 characters.

B) Must contain one letter (from a to z)

C) The word should not be one of the words included in the dictionary .

4. Changing the pass words of domain names :

4.1 The certified domain names registrar is not entitled to change domain names passwords, without obtaining a written clear approval to do so from the owner of the registered domain name, with the exception of the cases in which the permission to do so, can be obtained from the internet domains administration.

4.2 The administration of the internet domains has the right to change the passwords of the domains without having a written permission from the domain name owner to do so, with the exception of the following cases:

A) When there is a security tampering in the domain (or a suspected security tampering)

B) When the certified registrar cancels the agreement with the concerned distributor, because the latter contravenes the policy of the internet domains administration.

4.3 When the certified domain names registrar changes the password of a domain name, to match the previously mentioned conditions, and the certified registrar in this case must inform the owner of the registered domain about the new password, and the reason why the previous password was changed.

5. Regaining the domain name password:

5.1 The certified domain name registrar must provide the owner of the domain name with a copy of the password, within a period of time not exceeding two working days, from the time when the owner of the registered domain name has asked for it.

5.2 The certified registrar must secure passing the password immediately to the registration owner, when the latter is still keeping detailed necessary information with the domain name administration, and this administration must pass the password to the owner as required.

5.3 In case the registration owner fails to provide the required detailed data to the domain administration, the certified registrar in this case must take the necessary measures to check and review such case, about the request for the domain password, and such action must be taken after receiving a written permission from the domain registration owner.

5.4 If the registration owner demanded a written permission, the certified registrar in this case, must take the required effort to ensure that the pass word will be provided within a period of 7 working days.

5.5 When the owner of the registration provides a written approval of what has been required, the certified registrar in this case, must keep a complete file of the required documents, including copies of any certification, for the use of checking and reviewing by the internet domain administration when required.

5.6 The certified registrar has the right to provide any required pass word to a third party, when the registration owner provides a clear written permission to the certified registrar to do so.

5.7 The certified registrar can use the auto domain name regaling process to access domain names pass words, for the use of the registered owners, who should convey and pass such pass words directly to their registration owners.

6. The means for regaining the domain names pass words :

6.1 The internet domain names administration shall provide the means for regaining the domain names pass words, so that it can be easily reached.

6.2 The internet domain names administration shall routinely send e-mails to the domain registration owner, whose address, and pass word is kept with the internet domain administration system.

7. Defining and reviewing the policy :

This policy is prepared and published to disseminate the internet domain administration policy and its relevant technical activities, and the administration has the right to review and amend this policy as required, at any possible time, and publish such changes and amendments in its official web site, where it administers the internet domain registration process.

3 – Domain names registration policy 3

Table of content.....	4
1 . The purpose.....	4
2 . General information	4
3 . Who comes first will receive first service	4
4 . What the certified registrar of the domain names do.....	4
5 . Choosing the domain name	4
6 . Choosing the duration of the domain name license	5
7 .The responsibility of the applicant for the domain name....	5
8 . No restrictions of the domain names	5
9 .Applications for acquiring domain names	5
10 . The agreement of the registration owner	5
11 . Reserved words	6
12 . Application for acquiring the reserved names	7
13 . Registering the restricted domains	7
14 . Cancelling and pending domain names by the internet domain administration	7
15 . Requirement related to forming domain names using (ASCII) English letters' group	8
16 . requirement related to forming domain names using Arabic texts.....	8
17 . Differences of Arabic domain names	9
18 . Eligibility needs	11
19 . The information to be collected at the time of registration	15
20. Implementation of the internet domain administration policies ...	16
21 . Contravention of the policies	16
22 . Defining and reviewing the policies	16

Annex (A) – Language tables

Information about the document:

The person to be contacted in relation to this document

Name	The person in charge of the policies
Address	Internet domains administration – Sudan Internet Society (SIS)
E-mail	info@domains.sd

The status of this document is as follows:

Issue reference	1.0
Valid up to	5/12/2017
Status	Valid
Date of issue	5/12/2017

Domain name registration policy:

1 . The purpose:

The aim of this policy is to define rules which controls the process of issuing domain names licenses , issued by the internet domains administration , and the rules of this policy does not include the hired names , and has nothing to with its past .

2 . General

The owner of the registration does not own the domain name , and the administration of the internet domain is exclusively responsible for issuing licenses for the domain owners so as to use the domain name for a specific period of time , according to the conditions stated in the following regulations and agreements :

1 .2 The agreement of the registration owner

2 .2 This policy

3 .2 Any other policy issued by Sudan Internet Society (SIS)

The internet domains administration has the right to cancel any domain name which contravenes the rules and regulations, stated in this policy or any other policy related to the management of the internet domains.

3 . He who comes first, will be served first:

3 .1 This means that the assign of domain names and relevant transactions, carried by the domain names administration , within the internet administration is just and fair , and the domain licenses will issued to all who submit their applications without any source of prejudice or favoritism .

3 .2 When more applications , which satisfies all the required conditions demand , and demanding the same domain name from the domain names licensing administration , the first applicant shall receive such license before the others .

4 .The role of the certified registrar when dealing with the internet domain administration:

4 .1 Those who ask for domain licenses must choose first a certified a certified domain name registrar approved by the internet administration, who performs the required transactions with the internet administration on behalf of the applicant who needs the service.

4 .2 Direct applications request for domain names are not to be directly passed to the administration of the domain names.

5 . Choosing the domain name:

The choice of the applicant of the domain name, must fulfill the required policy conditions contained in the policy set by the internet domains administration, which is detailed in this document or any other policy or decision put forward by the internet domains administration.

6 . Choosing the duration of the domain registration period :

Those who apply for a domain registration have the right to choose the duration of the domain name license they ask for ,which ranges from one year to five years .

7 . The responsibility of the applicant of a domain name

7.1 Assigning a domain name license for an applicant does not constitutes any form of intellectual rights or any other rights related to the issued domain name license, or any part of the domain name.

7.2 The applicant for a domain name is responsible for being sure for being sure of his right to use the domain name issued to him, and must refrain from tampering any intellectual or other rights of other individuals, or defame other persons, and should contradict other laws or regulations applicable in Sudan.

8 . No restrictions to be imposed on domain names

There are no restrictions on the number of domain licenses for the owner of the registration, but in spite of this, any applicant for a domain registration license must fulfill the set conditions related to the policy of issuing such a license, which should be observed and equally any other relevant polices issued by SIS.

9 . Requests for acquiring domain names:

9.1 Internet domains administration sets the polices related to applications for acquiring domain names, and any certified domain names' registrar must be sure that all applications for acquiring domain names must meet the conditions set by the internet domains administration , relevant to acquiring such a license for owning domain names .

9.2 Domain names administration system administers internet domains. It reviews and checks applications for acquiring domain names. It rejects all application which does not fulfill the details forwarded by the certified domain names registrars which does not fulfill conditions required conditions necessary for acquiring domain names , and ignore all other irrelevant data which may be presented by the domain names registrars .

9.3 Internet domains names administration has the right not to accept any application for acquiring any specific domain names , forwarded by the any of the applicants .

9.4 The administration of the internet domain names is not liable to give any explanations or reasons for rejecting any of the applications for acquiring domain names, and the internet domain names administration may inform the applicant about the reasons for the rejections based on its own justifications.

10 .The registration owner agreement:

10.1 Any applicant for a domain name must conclude a registration owner agreement, with the concerned certified registrar, before the registrar forwards the application to the internet domain names' administration for approval.

10.2 The internet domains administration policy has all the detailed rules , regulations and conditions , which should be observed by the certified registrars and contained in the registration owner agreement.

10.3 The applicant must agree to abide the set rules and regulations governing the duration of the domain name license period.

11. The reserved words:

11.1The internet domain names administration keeps a list of words which are not allowed to be used in the domain names administration system . These reserved letters are Arabic & English letters used in the domain names administration system.

11.2 The reserved words are the words not to be registered for sue for any reason

11.3 Contradiction to the legislations commonly used in Sudan

11.4 Observing the religious , moral and cultural values in Sudan.

11.5 Preserving the safety and security of the domain names administration system of Sudan internet domain system management, and the services lined to it .

11.6 Operating the domain names in a way that conforms with the internet domain administration system principals .

11.7 The domain names system is planned to reach the second standard, so as to be able to register the third standard domain names.

11.8 Generally observing the reasonable technical standards

11.9 Protecting Sudan, for all other reasons .

11.10 The list of the reserved words will be kept with the special system of the internet domains administration, and the list contains the following examples, but not exclusively:

11.10.1 Names of Sudanese government bodies & government organizations .

11.10.2 Full names , or abbreviations of names of the areas and residential plots of Sudan.

11.10.3 Country names

11.11 This list will be used for checking the applications for acquiring domain names.

11.12 Internet domains' administration will keep its sole justification for the approval of the applications.

11.12.1 Adding ,deleting or amending the reserved list of words, from time to time is to be carried out , in response to recommendations from Sudan government organizations.

11.12.2 More words can be added from time to time to the existing list of words.

11.12.3 Registration of any domain name shall contain a reserved word .

11.12.4 Permission for keeping a registered domain name that contains a reserved word.

11.12.5 Deleting a domain name that contains a reserved word.

12 Requests for registering reserved names:

The internet' domains administration shall study the received applications for owning domains names , and the owners of such domains must present a proof that they are authorized to enact the demanded registration , of such domain names which contain reserved words, as such process will be carried out according to the right legislations and the reasonable authority .

13 . Registering of the restricted domain names:

13.1 The internet domains administration has the right to reject any application for owning a domain name , cancelling it or pending any registered domain name, which it considers the cancellation was intentional or not intentional according to the **following practices :**

13.1.1 Contradicting public norms, values, conduct, religious teaching or religious figures within the community.

13.1.2 Deceiving the general public.

13.1.3 Joining infidel or illegal activities.

13.1.4 Any practices against the interest of Sudan

13.1.5 Being one of the government domain names

13.1.6 Being a name of a well known personality.

13.1.7 Being a commercial trade sign, or a private sign owned by somebody (unless an advanced permission has been received from the previous owner)

13.1.8 Being exactly the same with another name agreed upon by the internet domain admins' administration from time to time to the last list of the reserved words.

14 Deleting or pending domain names by the administration of the internet domain names:

14.1The internet domains' administration may delete, add or suspend any registered domain name, according to its own sole discretion for the following reasons:

14.1.1 Protecting the safety and stability of the internet domains' administration

14.1.2 Strictly observing the current laws and regulations of Sudan and its government organizations, or the orders issued by the law enforcement units concerning the settlement of any dispute

14.1.3 Avoiding any form of legal, civil or criminal responsibility, which could be committed by the internet domains administration, its managers, employees, agents or contractors.

14.1.4 Correcting faults committed by the internet domains administration and/or any certified registrar concerning the process of domain names administration

15 Requirements related to the establishment of a domain name, using an aggregate of English words (ASCII) :

15.1 Requests for registering domain names, using (ASCII) in the second or third standard must match the supreme state domain code "sd" , plus the other following requirements :

15.2 The domain names are available as follow in the example form (the example form titled U) as:

15.2.1 Each name is formed of a minimum of 2 letters, and a maximum of 62.

15.2.2 ASCII group of English letters is to be used in the said naming , and letters may include the list of letters starting from a to z , and the numbers (0 to 9) , in addition to links like (-) and others .

15.2.3 The name can start with a letter or a number, and ends also with a letter or number.

15.2.4 The name must not start with a comma .

15.2.5 And the names must not include dashes in the third fourth part (like a comma as in the example (www.ab-/cd.sd) ,

15.2.6 and must not have space like (www.ab cd.sd)

16 .Requirements for establishing domain names ,using Arabic texts:

16.1 Arabic domain names attached to (Sudan) in the upper class category, of the state code number, concerning the international data code numbering (example(U to face example A in the domain naming :

16.2 The following points must be observed in the domain naming sampling :

16.2.1 Should be matching the C form of the Unicode (NFC)

16.2.2 It must be composed of the Arabic Unicode system available in the tables of the letters and numbers agreed upon , and the special letters in annex A.

6.2.3 Any naming must not be less than 2 letters and

6.2.4 must not start with a number from the group(ASCII of both the Arabic or English).

6.2.5 Must not include (ASCII) English and Arabic numbers .

6.2.6 Should not start or end with a sign like (,).

6.2.7 Should not include links like(- or,) in the third or fourth parts eg.(www.ab-) or.(cd.sd

16.2.8 Must include a space like,(www.ab cd.sd)

16.3 The following points must be available in the domain naming service :

16.3.1 Each naming must not include more than 63 letters.

16.3.2 It must be matching with(ASCII) of the correct service form, as detailed in paragraph (2-16), and the table includes the following :

16.3.2.1 Using the English letters group of ASCII , and can be composed of letters (like a-z) and numbers(like0-9) or (,) and a (-) , or the use of all these things.

16.3.2.2 Must start with a letter or a number ,and ends with a letter or a number.

16.3.2.3 Must not start or end with a dash

16.3.2.4 Must not include a space e.g, (www.ab cd.sd)

16.4 When there is a request for a currently used form, or a domain name service, the choice of the internet domain names' administration will go directly to the opposite form, and the chosen form in this case must satisfies all the requirements and conditions stated in paragraph (16) .

17. Similarities with the Arabic domain name :

17.1 The aim of understanding the similarities with the Arabic domain naming is to avoid the confusion , possibly to be caused by the similarities of Arabic names , in the process of Arabic domains naming (Sudan..)

17.2 The Arabic domain name chosen the owner of the registration ,at the time of the registration, will be defined as the main Arabic domain name.

7.3 The aim of the likes of the Arabic domain names transactions is that the similarities may replace the main Arabic domain name, for the user, who gets the same final result .

17.4 The transactions of the similar Arabic domain names (when available), will be linked with the main Arabic domain name , throughout the period of the domain name license .

17.5 The transactions of the similar Arabic domain names (when available) will be linked with the same information of the main Arabic domain name, related to the main Arabic domain name.

17.6 All the similar Arabic domain names transactions , will not be activated arbitrarily , when registering the main Arabic domain name, as stated in the two articles (17-7 &17-8)

17.7 The automatic activation of the similar Arabic domain names :

17.7.1 The internet domains ' will automatic activate the similar Arabic domain names' transactions, linking it the opposite letters , in the active opposite transaction tables of Annex A.

17.8 The manual activation of the similar Arabic domain names :

17.8.1 The activation of the similar Arabic domain names , will be carried out when requested by the owner of the registration, at any time during the period of the domain license .

17.8.2 The activation of the similar Arabic domain names , shall only be carried out through the certified registrar , the sponsor of the registration owner .

17.8.3 Only the similar Arabic domain names , which conform with the requirement , and listed in paragraph 16 , will be activated .

17.8.4 The maximum number of the similar Arabic domain names transactions must not exceed 5.

17.8.5 The applications for the activation of the similar Arabic domain names , and more may be checked and overviewed by the internet domains' administration.

17.9 Applications for the similar Arabic domain names :

17.9.1 The owners of the domain names registrations are fully responsible to be sure that all the details related to the guarantees of the registrations' operation are observed and met with . These requirements are important for maintaining the correct operations related to the similar main Arabic domain names .

17.9.2 The similar main Arabic domain names ' transactions is not allowed to be administered independently in any special form .

17.10 Owners of Arabic domain registrations , or the similar the similar Arabic domains' registration, are not allowed to sell, delay or relinquish the administration of the Arabic domain names to any other party .

17.11 A similar code may be added to the similar Arabic domain or deleted at any time by the internet domains' administration at their own sole discretion .

18. Requirements governing eligibility to acquire domain names:

18.1 eligibility to acquire second level domain names under sd.

18.1.1 Registering second level domain names under sd. Does not require any documented evidence or meeting eligibility conditions, other than what has been mentioned in the internet domain administration policies, other any other policy stated in the registration owner agreement .

18.1.2 Domain names ' registration can be offered to any applicant , according to the internet administration policy ,which is available with any certified registrar .

18.2 Eligibility to acquire third level domain names under com.sd

- Third level domain name ending with (com.sd) , are considered to be official domain names for commercial enter prices in Sudan , and any applicant for acquiring (com.sd) must satisfy the following conditions :

- Must have a valid commercial license , issued from the ministry of work and commerce in Sudan or any concerned authority in Sudan, and be fulfilling the concerned laws and regulations of Sudan, or

- The applicant must own a trade mark in Sudan, and the applicant must present the required evidence , to the concerned certified registrar .

- Applications for acquiring third level domain names(com.sd) ,must forward their applications through any certified registrar in the area of their work place , and main activity of their transactions in Sudan.

19 Eligibility to acquire third level domain names under (net.sd):

- Third class domain names ending (net.sd) are to be owned by communication and information technology companies (ICT), beside the communication service providers in Sudan. Applicants for acquiring (net.sd) domain names must satisfy the following conditions :

- Must have a valid commercial license , issued from the ministry of work and commerce in Sudan or any concerned authority in Sudan, for providing communication and information technology services ,according to the laws and regulations of Sudan or :

Must own a commercial trade name , registered in Sudan, relevant to information technology and communication services or products.

- All applicants must provide their evidence to the certified registrar to prove these requirements .

- Applications for third level domain names ending (net.sd) ,are only available with the certified registrars in Sudan.

20. Eligibility to acquire third level domain names under(org.sd):

(Third class domain names ending (org.sd) are to be owned by :

- Charity organizations and organizations providing public benefits in Sudan, including the following :

- Sports organizations
- Charity organizations

Professional organizations

Applicants demanding domain names (org.sd) , must provide copies of their business registration or certificates , or orders of establishment ,which conforms with the rules and regulations of Sudan.

- Requests for third standard domain names ending (org.sd), must only be demanded from the internet domain administration.

21 .Eligibility for acquiring domain names ending (edu.sd) is governed by the following conditions :

-Third stand domain names ending (edu.sd) , are to be owned only by high education organizations of Sudan, including universities and general university colleges in Sudan .

- Applicants demanding domain names (edu.sd) , must provide copies of their registration certificates , and letters from their organizations

- Applications for acquiring third standard domain names ending (edu.org), are only available with the internet domain administration.

22 . Eligibility for acquiring domain names ending (gov.sd) is governed by the following conditions :

- Domain names ending (gov.sd) , are to be owned only by ministries , supreme councils and government administrations of Sudan.

- Applicants demanding domain names (gov.sd) , for the above mentioned organizations , must be the legal representative, of any of the organizations mentioned in paragraph 18-17-1 , or someone assigned by them

- Applicants demanding domain names (gov.sd) , must present their websites in official writing , to the concerned authorized registrar , showing that it is an official website, owned by a government unit, authorized to have to own the registration of that domain name .

- Applications for acquiring third standard domain names ending (gov. org), are only available with the internet domain administration.

23 . Eligibility to acquire Arabic domain names under the title (Sudan)is as follows :

- Third standard domain names ending (sudan) are to be assigned and owned by individuals , private and government organizations detailed as follows :
- Commercial corporations which satisfy the eligibility requirements detailed in item 18-2 of this policy .
- Communication and information technology companies , plus the information service provides which satisfies all conditions and requirements detailed in item 18-3 of this policy .
- Individuals citizens and residents in Sudan , who satisfies the conditions and requirements detailed in item (18-4) of this policy .
- Non government organizations (NGOs), which satisfies the conditions and requirements detailed in item (18-5) of this policy .
- Schools and high education organization which satisfies the conditions and requirements detailed in item (18-6) of this policy .
- Government administrations , supreme councils of Sudan which satisfies the conditions and requirements detailed in item (18-7) of this policy .
- Military organizations of Sudan which satisfies the conditions and requirements detailed in item (18-8) of this policy .
- Applications for owning third standard domain names ending (.Sudan) are available with the certified domains registration registrars.

24 Information required to be available at the time of registration :

19-1 Technical specifications and internet administration polices contains information collected by the certified domain names registrars , which are specific, and must be presented.

19.2 Some registration owners' information is obligatory, and must be observed by all the domain registration owners, while the other information is optional .

19.3 The registration owners' obligatory information must contain the name of the person in charge of answering the queries ,related to the concerned domain name.

19.3.1 The owner of the registration contact facility is obligatory, and must be provided by all applicants demanding domain registration names ,and must be updated from time to time , as required ,and such contact must not be the

certified registrar, who is the sponsor at the same time, or his service distributor , so the contact person may be the owner of the registration or any of the following :

19.3.1.1 Any person (eg. The chief executive officer, appointed by the registration owner , or

19.3.1.2 When the owner of the registration is an individual person ,he must be the contact person himself .

19.3.1.3 If the owner of the registration name is a company , the contact person must be an authorized individual, an employee or a partner in the company.

19.3.2The technical contact service is mandatory ,and should be provided by all applicants demanding domain names registration, and should be updated from time to time, by the owner of the registration.

19.3.2.1The technical contact may be a person , (eg. The head of information technology), appointed by the owner of the registration.

19.3.2.2 The technical contact may be the certified sponsor registrar or his service distributor.

19.4 Domain names with eligibility , must mandatorily provide

additional information , about the owner of the registration, to ensure observing the requirements, and such information can be obtained from item 18 , of this policy .

2o. Implementation of the internet domain administration policies :

20.1 The internet domains admiration will control and implement the set polices , as necessary to maintain the safety and security of the internet domains administration service system, and has the right to delete, any domain name proved to has contravened the policies , the conditions , the rules and regulations governing the issue of the domain name license .

2o.2The certified domain name registrar, must check and revise the applications received, demanding the registration of any domain name, and must be sure that the policies of the internet domains administration is met as detailed in the registration owner' contract, and all such reviews must be carried out before sending the application to the internet domain name

administration ,according to the details set in the internet domain registration policies .

20.3 Applicants demanding domain names, must observe the internet domain registration administration , when handing their applications, as stated in the domain registration owner agreement, and they have to keep respecting these items throughout the period of their license .

21. Contravention of the policies :

21.1 The internet domain registration administration has the right to cancel, any domain name registration license ,if the owner of the registration provided a false guarantee, or wrong non-specific ,incomplete information , during the application , or as part of the application information details.

21.2 The internet domain registration administration has the right to cancel any domain registration license , if the owner of the registration proved to have contravened the concerned rules and regulations applicable in Sudan

21.3 The internet domain registration administration , may take any action against a certified domain name registrar , if proved to have agreed to take the necessary precautions relevant to any application for a domain name registration , without the approval of the concerned authority , since he is considered to have contravened the relevant set polices in this case.

22. Defining and reviewing the policies :

This policy is prepared and distributed to in to provide the necessary information , about the polices of the internet domain registration administration , and the system followed in the process of domain names registration , and archive of the said administration, which may solely review , and/or take the necessary procedures to amend this policy , at any time according to its own discretion .

Appendix A – Language tables :

The approved Arabic language tables.

The approved Arabic language letters tables

The following table shows codes points,(Unicode) ,linked to the letters ,which can be used, to form Arabic domain names, in the domain registration system , and there are no restrictions to use the Unicode.

Domain name conflict resolution policy 4

Content :

1 . Definitions.....	4
2 . Purpose	4
3 . Certifications.....	5
4. Deleting , transfer & change processes.....	5
5 . Compulsory administration processes.....	5
6 . All disputes other pleadings	9
7 .Checking conflicts	9
8 . Keeping the current status	9
9 .The transfer processes during the conflict period	10
10 . Amending the polices	10

Information about the document

Who are to be contacted about the document

Name	The person in charge of the policies
Address	Internet domains 'administration –SIS / Khartoum -Sudan
e-mail	info@domains.sd

The status of this document

The status of this document is as follows :

Issue no.	1.0
Starting date	5/12/2017
Current status	valid
Date of issue	5/12/2017

Definitions :

The following words has the assigned meaning each , in this policy, unless the context shows otherwise :

Administrative arbitration committee or " the dispute resolving committee " , is the dispute resolving committee agreed upon to solve a certain dispute , pertinent to the rules of this policy ,and its amendments , from time to time when required .

" **The complainant** " is whoever presents a complaint, related to a domain name.

" **A member of the arbitration committee**" is any one appointed by the domain service provider to be a member in the established arbitration committee .

" **The provider**" is the center of the international organization for intellectual property , which deals with mediation and arbitration , and its website link is : <http://www.wipo.int/amc/en/domains>

Or any other organization concerned about the intellectual property issues , whether it is a government or nongovernment organization , nominated by the domain names administration .

" **the certified registrar**" is the body which carried out the registration process of the domain name, and the subject of the filed complaint .

"**The agreement of the owner of the registration** ", means the agreement which is concluded between the certified registrar and the owner of the domain registration name .

" **the defendant** " means the owner of the registered domain , who is being sued .

" we, I , he , whoever speaks" points out to the internet domains administration ...

2 . The purpose :

The internet domain names registration administration , follows a certain procedure in resolving the disputes of the registration process as stated in the registration agreement policy , which contains the details of the rules and conditions to be observed in any disputes ,which might arise between all parties , other than the " certified registrar" or "we" , relevant to the registration process or the use of the registered domain name therein , and the implementation of the relevant procedures will be enacted as stated in item (5) of this policy , and should match and conform with the rules and regulations governing to be observed by the internet domain names registration administration , when dealing with resolving such disputes , taking into consideration the rules and regulations of the (WIPO) , or any other organization to be chosen by the domains names registration administration

,with the help of the reference (<http://www.wipo.int/amc/en/domains> , in addition to the other complementary rules and regulations, related to this center as this policy observes all other relevant polices ,which observes the rights of any party .

3.Certifications related to registration demands:

Once an application has been forwarded requesting a registration of a domain name , or asking the certified registrar to reserve a domain name registration, or asking for its renewal ,that means the applicant has certified the following :

A . The statements mentioned in the domain registration owner agreement is complete and accurate and

B .The domain registration enacted will not cause any sort of contravention of other parties rights , and

C .The enacted domain name registration in not meant to serve illegal purposes ,and

D . The enacted domain registration name will not be used intentionally to contravene any current rules or regulations , and

E . The owner of the registered domain name is fully responsible for any contraventions of others rights , caused by his registered domain name.

4 . Deletions, transfers and change processes :

The internet domain name registration administration ,and the certified registrar has the right to delete, transfer or change any domain name registration in the following cases :

A . Observing the rules of article(9) ,when receiving reasonable written instructions, to take such an action , and

B. When receiving a request from the law enforcement authority in Sudan , or from the certified registrar , and

C .When we or the certified registrar receives an order from a court or an authorized arbitration panel to do so ,and

D . When we or the certified registrar receives a decision from the arbitration administration committee , asking for the implementation of any procedures , or the follow up of any tasks ,according to the set policies, or any forwarded

copies of such demands, requested by the internet domain registration administration (refer to paragraph 5 below)

5 .Compulsory administrative procedures which should be observe :

This section gives the details of conflicts , which might show up, and hence must be forwarded to be reviewed and checked , through the Compulsory administrative procedures , which is considered to be part of the " WIPO" procedures of control and mediation , taking into consideration the internet domain name registration administration ,has the right to chose, change or add other registration service providers ,as appropriate , according to its own discretion.

A . The applicable practices to be observed during the conflicts :

You may chose to go for the compulsory administrative procedures ,whether you are a complainant or accused, when a third party agrees to go for mediation and arbitration as set by "WIPO" , procedures and rules, on the following examples :

1 . When there is similarity between the domain names, or confusion between the domain names and the trade marks services , in which the complainant has a right.

2 . When you have no rights or legal interests , related to the concerned registered domain name.

3 .If your domain name is being registered to someone else, or misused .

The complainant must provide the required evidence to support his claims ,as required by the follow up , administrative procedures.

B. The evidence of any misuse , related to the registration or the use of the domain name :

This act can take place for special purposes, as stated in article5(A)(3) , in case of the following example, concerning the arbitration panel, and can be used as evidence for domain registration wrong procedure , and malignancy , as in the following cases :

1 .The cases which have registered a domain name, or gained a domain name , specially for selling ,or transferring it to the complainant who is the owner of the trade mark, or the service sign, or being the competitor of the

complainant , and his aim is gain part of cost related to the domain name in question .

2) If a domain name is specially registered to stop the use of a commercial trade name , or a service of a competitor , and exposes another similar trade sign in its place, but the condition in this case is that it has to be involved in action that looks like its purpose.

(3)If a domain name is specially registered to stop the activity of a competitor .

(4) Take an intentional trial , when using the domain name , to attract the internet user , for purposes that serves commercial benefits to your electronic web site , on any other internet site , thus causing some sort of confusion, between these sites , and the code of the complainant , in relation to the source, control , ownership or the license of your special website , or an active website you own , or an electronic service belonging to you .

C . How to present your right, and interest in relation to the domain name , when answering or responding to a complaint :

When a defendant receives a complaint against him, he must refer to article (5) of the procedural rules, to know how to prepare his reply, and in case of the proof of any of the following cases, as examples , by an arbitration panel , which has assessed the evidence which has been provided , then in this case , the defendant must show his right and legal interest related to the concerned domain name, as stated in article (5)-2:

1 . The use , or the arrangements which can be presented, for the use of a domain name, or a similar domain name, before any notification of a conflict , related to presentation of services , or real goods.

2 . When a person or an organization has become well known, through the use a domain name , even without having a trade name ,or any service sing rights .

3 . When practicing legal non-commercial tasks , or normally using the domain name without any intension of gaining commercial benefits, through cheating the consumers when directing them to the commercial trade sign , the service sign or defaming it when issued .

D . Choosing the service provider

The complainant shall choose a service provider , from among the many certified service providers, endorsed by the internet domain administration .

E. Starting the procedures and appointing the administrative arbitration panel .

Procedural rules shows the way to start and implement this task , and the appointment of an administrative arbitration committee to resolve the conflict .

F. The joining together :

When many conflicts arise between the complainant and the defendant, both the complainant and the defendant have the right to ask for bringing all these different complains together , and present it to one administrative arbitration committee , and the request for such an action will be presented to the administrative arbitration committee , which shall listen to the details of the conflict in question , and this committee has the right to bring together all , or some conflicts according to its own discretion, on condition that these joined conflicts must be handled according to the mentioned policies , or any other issues to be decided by the internet domains ' administration .

G . The service costs :

The service provider decides the costs of the conflict resolution service , agreed upon to be resolved through the administrative arbitration panel, and the complainant will pay such cost according to the set policies .

(4) If the arbitration panel issued a decision in favor of the complainant , the payment of the costs in this case shall be equally divided between the complainant and the defendant .

H . The administrative follow up procedures :

Bothe SIS , and the certified registrar will not participate in administering or taking any action before the administration arbitration panel , and shall not bear payment of any costs therein , or taking any legal responsibility related to the impact of the administrative arbitration panel .

1 .The resolutions :

The solutions available to the complainant depends on the procedures to be followed by the administration arbitration panel , related to the request for cancelling the domain name owned by the defendant , or transferring the registration of the said domain name, to the complainant .

J .The risks & publications :

The service provider shall inform the concerned certified registrar , and the internet domain name registration administration , about any decision taken by the arbitration panel , in relation to the domain name in question, which was registered by a certified domain name registrar, according to the mentioned policy , and all relevant decisions will be published and disseminated through the internet , unless the administrative arbitration panel decides to do otherwise, in exceptional circumstances , or when it decides to publish only part of its decision .

K . The court procedures :

The compulsory administrative procedure requirements ,stated in article (5), does not prevent you or the complainant to file the conflict and present it to any authorized court, to issue an independent resolution, before the beginning ,or the end of these compulsory administrative procedures.

If an administrative arbitration panel decided the deletion of any domain name registration or transferring it , the concerned certified registrar must wait for 10 working days (as the usual practice in the registrar head office) , before implementing such decision, and this task has to take place , before informing the certified registrar by the service provider , about the administrative arbitration panel decision .. and the certified registrar must implement the decision , unless he receives the official documents (e.g. a signed sealed copy of the judicial order, from the court clerk) from you, within a period of 10 working days , showing that a judicial case has been filed before an authorized court , against the complainant as pertinent to article (3)/13 of the procedural rules,

(of the judicial authority of Sudan (refer to article 1&3- (B)/13 of the procedural rules for more detailed information) ... If the certified registrar receives the mentioned documents within 10 working days, he will not implement the decision of the administrative arbitration panel and will not go for any other procedures before receiving the following :

- 1 .A convincing evidence about the solution of the conflict between the parties .
- 2 . A convincing evidence showing that the judicial case is refused or withdrawn .

3 .A copy of the court refusal of the filed case , or a decision showing that the current owner of domain name registration , has no right to use it .

6 . Conflicts & other judicially filed cases :

All other conflicts taking place involving you, or any parties , or the conflicts which do not involve the certified registrar, and is concerning the registration of your domain name , and has not been referred to the concerned authority in a way that observes the correct procedures , detailed in article (5) , must be solved between you , and the other party, in any court , arbitration panel or any other legal procedures .

7 . Intervention in the conflicts :

The domain name registration administration or the certified registrar , will not be part in any conflict concerning the registration of a domain name , and should not be referred to in any relevant procedures , during the pleadings of such conflicts .

8 .Preserving the status quo :

The domain name registration administration , or the certified registrar , will not delete, transfer, activate , dysfunction or even change the status of your domain registration , as stated in the correct procedures , as stated in item (4) above, unless mentioned other wise .

9 . The transfer operations , during the conflict :

A . The domain name transference to a new owner .

Transferring the domain name to a new owner , is not allowed in the following cases :

1 . During the period of the administrative follow up procedures , as mentioned in article (5) , and observing the 15 days' period (according to what usually takes place, in the certified registrar head office) at the end of the mentioned procedures .

2 . During the period of the court or the arbitration panel proceedings, which has already started , concerning your domain name registrations , unless the party to whom the domain name registration will be transferred , provides a written agreement to observe the court or the arbitration panel decision .

We also keep our right to cancel any transfer process , of a domain name to a new owner, when it does not observe the said correct procedures .

B. Changing the certified registrars.

Transferring a domain name registration to another certified registrar , is not allowed , during the period of the administrative follow up, as stated in article (5) , or the completion of 15 working days (according to the routine practice, in the certified registrar head office ,after the completion of the said procedures) .

The domain name registration administration may transfer the domain name in question , to another certified registrar during the period waiting for the court , or arbitration panel verdict , on condition that the domain registration process must observe the relevant procedures already started against you , and conforms with the conditions of this policy .

10 .Policy amendments

We have the right to amend this policy at any time, and such amendment will be published , as part of our new policy in our website, and all these changes and amendments must be observed , and implemented when dealing with any relevant conflict , unless the dispute has taken place , before the adoption and implementation of these amendments , and the amended policy will be observed , until the registration of concerned domain name is cancelled .

5 Rules governing domain names 'conflict resolution policies :

Content

Internet domain names' administration policy for conflict resolution(rules and regulations).....	4
1 . Definitions	4
2 . Communications	5
3 . Complaints	7
4 . Complaints ' notification	9
5 . Replies	11
6 . Appointment of an arbitration panel ,and the timing of its decision	12

7 . Impartiality and independence12

8 .Communication between the two parties and the arbitration panel
.....12

9 . Sending the file to the arbitration panel12

10 . The general authorities of the arbitration
panel.....12

11 . Procedures' language13

12 . Additional data13

13 . Personal hearing sessions 13

14 . Shortages13

15 . The arbitration panel decisions 13

16 . Notification of the two parties14

17 . The settlement of the dispute , or the reasons of the other outputs
.....14

18 .The effect of the court procedure14

19 .The cost of the process15

20 . Clearance of responsibility15

21 . Amendments15

Information about the document :

Who is to be contacted about the document :

Contact the following about the details of the document :

Name	The person responsible for the polices
Address:	Internet domain administration - SIS
Email :	info@domains.com

The status of the document :

The status of the document is as follows :

Issue no.	1.0
End of validity date :	
Status of validity :	12/1/2017
Date of issue :	12/1/2017

The principles to followed governing the conflict resolution by the internet domain names administration (the rules)

The follow up administration procedures, concerning the conflict resolution , is set in the polices of the conflict resolution , which includes the following :

The domain names issued by SIS domain names' administration , in addition to the complementary rules , set by the service provider , as published in the website . These rules must be observed , in case of any contradictions with the complementary rules set by the service provider.

1 .Definitions :

The following words , used in this policy , will have the **meanings** stated against each :

The complainant : " is the party , who filed a complain , related to a domain registration .

Judicial authority : " is the authorized court in Sudan.

Administrative arbitration panel , or administration panel , " is the arbitration panel appointed by the service provider , to solve the filed complaint , related to the domain name .

The arbitration panel member , " is the person appointed by the service provider to be a member in " the arbitration panel "

The party , " is any of the parties , related to the filed complaint "

The policy , " is the policy to be applied in solving the conflict case, of the domain name, set by the internet domains administration , as detailed in the registration agreement .

The provider " is the center of the " international intellectual property (WIPO) " for arbitration and mediation " ,and its website link is , <http://www.wipo.int/amc/en/domains> , or any other organization , body or individual , appointed by the internet domains ' administration , which can be defined in any case .

The certified registrar " is the body where the defendant has registered the domain name , which is the subject of the complaint, and specifically " **The certified registrar**" appointed by the internet domains' administration .

The registration owner agreement "is the agreement concluded between the certified registrar and the owner of the domain registration **The owner of the domain registration** " is " the registered person or organization , registered by the domain name registration administration , according to the domain name license procedures .

The defendant " is the owner of the domain name registration , against whom a legal case was filed "

The reverse ownership of the domain name , " is the misuse of the policies , in order to stop the owner from using his domain name registration "

The complementary rules , " is the rules which the service provider uses, and it should be matching the set polices , or these principles ,and should also include subjects like the fees , the directives of the wording , the page, the volume of the file, the reasonable texts and the means of communication with the service provider and the arbitration panel , in addition to the shape of the cover page .

The written notice , " is the written notice , which the service provider handles to the defendant , and it contains the instructions of the administrative follow up procedures , according to the set polices , to inform the defendant that the complainant has filed a legal case against him , and the service

provider has forwarded the complaint with all the relevant documents , including all the electronic annexes , to the defendant , using all the means herein , and the said notice does not include any paper copy of the complaint or its annexes .

2 . Communication :

A . When sending a complaint ,including any annexes to the defendant , the service provider has the option to use the available the available reason means , which secures receiving it by the defendant , and the service provider will be considered to have completed his commitment , when he uses any of the following procedures :

(1 . Sending a written notice of the complaint , using all the e-mails addresses , and the fax numbers , which are :

A . detailed in the domain name registration service data , (**WHOIS**) , concerning the registration owner , plus the technical and administrative communications which are :

B . Provided by the certified registrar to the service provider , concerning the invoices of the registration owner .

2 . Sending the complaint with the annexes by e-mail to :

A . e-mail addresses to the technical and administrative addresses , as well as to those responsible for the invoices .

B . The domain name agreed upon , is> @postmaster.

C . If the domain name or (www) is followed , it will lead to an interactive web page , (other than the original page) , and in this case the service provider will know that the page is reserved by the certified registrar , or an internet service provider, for reserving the registered domain names , of the many domain names' owners , any e-mail addresses or any e-mail address available in the web page .

3) Forwarding the complaint with the annexes to any e-mail address , which the defendant has told the service provider that he prefers ,and to all other e-mail addresses which the application can cover , as provided by the complainant , pertinent to article (3) (B)/5 .

B) All written communications with the complainant or the defendant , with the exception to those stated in article 2 (A) and 3 (B) /12 , must be electronic , through the internet (with a reference record) , beside any other required reasonable correspondences , from the complainant or the defendant as stated in the two articles 3 (B/3) and 5(B respectively .

C) All communications with the service provider or the arbitration committee must be performed through correspondences , if possible (including the copies mentioned in service provider complementary rules .

D) All communications must use the language specified in paragraph (11) above .

E) Any of the parties , may update his communication data , through informing the service provider , or the certified registrar .

F) All communications stated in these rules , are considered to be received , unless mentioned other wise , or decided by the arbitration panel , with the exception of the following cases :

(1 . If it has been sent through the internet , in the same date of the communications , on condition that such date can be accurately checked (2 . Or has been sent by fax , in the specified date , and the sending is confirmed .

(3 . If it has been sent in the specified date of the communication , by normal post service or DHL .

(G Unless otherwise mentioned in these rules , all the dates of the timing shall be considered according to these rules , which starts when communication begins in the first place , and the receiving must conform with Para (2H

(H All communications which takes place through the following :

(1 A copy of all correspondences taking place through the arbitration panel must be forwarded to both the service provider ,and the other party .

(2 A copy of all correspondences from the service provider , must be sent to the other party , the arbitration panel and the service provider as required .

I) The sender is responsible for keeping the content of the message ,and the conditions of the process , and should offer the other parties , which could be affected by the processes to be sure and verify the contents . This very important for preparing the required written reports for all the concerned , through e-mails , or fax , as stated in paragraph 2 (A)/(A) /(I).

J) When the sender of the message receives a notification informing that the message has not been received , he must immediately inform the arbitration committee (or the service provider) if the arbitration committee has not been established yet , and must tell the condition of the notification . And the directives of the arbitration committee (or the service provider) , must be observed in relation to any other procedures concerning the communication , or any other reply .

3 .The complaint :

A . Any person or an organization may start an administrative follow up ,through sending complaints to the service provider, which has to match this policy , and the applied rules .

B . The complaint , and any annexes must be sent electronically , with the following demands :

(1)e Demanding forwarding the complaint for taking the appropriate decision that matches the policies and the regulations herein .

(2) Demanding forwarding the name , the post and electronic address , phone and fax numbers of the person who filed the complaint, and any authorized representative , who can act on behalf of the complainant in relation to the administrative follow up procedures .

(3) Specifying a preferred procedure of communication with the complainant , in relation to the administrative procedures , and naming the person to be contacted , the mediator and the address details mentioned in (A) which must be electronically and (B) which includes a hard copy , if possible .

(4) Specifying whether the complainant has decided to proceed and complete finalizing the conflict through an arbitration panel , formed of one or three members . If the complainant chose a panel composed of 3 members , the

names of the 3 proposed members and their contact address must be made known , since they shall act as members of the arbitration panel (the names of the proposed nominees can also be taken from the list of the arbitration panel members of the service provider).

(5) Providing the name of the defendant (the owner of the domain name) , and all the required information , including the e-mail address, the phone and fax numbers) , which must be known for the complainant to ease the required contact with the defendant , or any of his representatives , as stated in the agreements concluded before the complaint , and the service provider must have the full detailed information to enable him to send the complaint as stated in paragraph 2 (A) above.

6)Specifying the domain name (the domain names) , which is the subject of the complaint .

(7) Specifying the certified registrar (the certified registrars) , who owns a domain name (domain names) when the complaint was filed .

(8)Specifying the trade mark , on which the complaint has based his complaint , and its relevance to the other goods and services , if present ,and the intension of the owner to use it in the future .

(9) The reasons behind the complaint , which specifically includes the following :

1 . The of similarities of the domain name (domain names) or the confusion between it (them) or a trade / service mark , in which the complainant has rights .

2 .The reason that shows the defendant (the owner of the domain name) has no legal right or interest in relation to the domain name (names) included in the filed complaint .

3 . The reason behind the claim that the domain name (names) is not registered , or misused .

The data must take into consideration whether the domain name(names) is registered or not, according to article (2&3 or any other details referred to in the two paragraphs (5 /B & C of the applied polices , and such must conform with this order , any wording or page stated in the complementary rules related to the service provider .

(10) Specifying the means of the solution which has been discussed , taking into consideration it must conform with the adopted policy .

(11) Specifying any other legal procedures , that has started or finished , in relation to the domain name (names of the complaint .

(12) Referring to the fact that a copy of the complaint was sent to the defendant (the owner of the domain name) , including the annexes and the cover page , of the complementary rules .

(13) Raising the fact that the complainant will later forward any thing concerning the objection of the administrative follow up decision , related to the cancelling of the domain name case, transfer to the country courts of the judicial authority .

(14)The conclusion must be signed , and followed with the following clauses , in any electronic text:

" The complainant or his authorized representative ..

" The complainant agrees to abide by the rules and orders relevant to the conflict resolution ".

"The owner of the registration agrees that the claims and the solutions related to the registration of the domain name , the conflict or the solution of the conflict will be against the registrar of the domain name only , and he will waiver any claims or resolutions against (A) the provider and the members of the arbitration panel , with the exception when the fault was intentionally committed by the certified registrar ,and (C) the internet domains' administration , in addition to the managers , the employees and all responsible personnel and the agents.

" The complainant certifies that the information provided in this complaint is complete ,accurate , as he believes , and the complaint is not filed for trifle indecent reasons , as to cause inconveniences for example , and all the confirmations shown in the complaint is certified as per the current legal rules and regulations , and will continue in future to be so , according to the intension and the reasonable applicable evidence .

(15) Adding any documents or other evidences , including a copy of the current applicable policy of the domain name (names) , related to the conflict ,

and any registration of a commercial trade mark , or any service mark , related to the filed complaint , and there must be a table detailing such evidences .

C)The complaint may involve more than one domain name , on condition that the domain name are registered with one registrar.

4 . Notification of the complaint

A) The service provider will study the complaint to be sure that it is administratively matching the set polices , and these rules , and after that he will direct it on line , with the annexes to the defendant , beside sending a hard copy of it , to the defendant (in addition to the explanatory cover page detailing the complementary rules for the service provider , as shown in paragraph 2 (A) , within a period of three days after payment of the fees , which must be paid by the complainant , as stated in paragraph (19) of these rules .

B) If the service provider found that the complaint does not match the administrative procedures , he will immediately inform both the complainant and the defender about the nature of the differences he has noticed , and the complainant will be offered five days to correct such differences , and the procedures will be withdrawn , without causing any damages , related to the right of the complainant to file a different complaint .

C) The date of starting the administrative follow up , will be the same date for the service provider to complete his responsibilities , detailed in item 2(A) , in relation to sending the complaint to the defendant .

D) The service provider will immediately inform the complainant , the defendant, the certified registrar and the internet domains administration about the starting date of the follow up administrative procedures .

5 . The feedback (reply) :

A) The defendant will handle his reply to the service provider, within 20day from the date of the start of the administrative follow up procedures .

B) The reply and the annexes must be sent online , in addition to observing the following :

(1) . The reply must specifically address the data and the claims mentioned in the complaint , and must include all or part of the basic facts related to the defendant (the owner of the registration) , so as keep the registration and use

the domain name of the conflict , (and this part of the reply , must match the defined wording , or the details of the provider' complementary rules page)

(2) . Provision of the full name , postal and e-mail address of the defendant(the owner of the domain name) , beside his telephone and numbers , and the address of any certified representative , who can act on his behalf, and represent him in the administrative follow up procedures .

(3) . Specifying a preferred method to communicate with defendant , in relation to the administrative follow up procedures , (including the nomination of the contact person , and the mediator , and the address information) , which must be online only for (A), and hard copies for (B) if possible .

(4) If the complainant choose to resolve conflict through a on-person arbitration panel (see paragraph 3"B" /"4" , it must be mentioned whether the defendant has chosen different way of a 3-person arbitration panel .

(5) If the complainant or defendant choose a 3-person arbitration panel , the names and contact addresses of these proposed persons must be known , and they can be chosen from the list of names of an arbitration panel provided by the domain registration service provider .

(6)Specifying any other legal procedures , concerning any domain name (names) , relevant to the subject complaint, which has already started , or finished .

(7) Indicating the fact that a copy of the reply has already been sent with the annexes to the defendant , as stated in paragraph 2(B)

. (8) Ending the text with the clause : "in any electronic form " , after the signature of the defendant or his authorized representative :

""the defendant certifies that the information contained in this reply is complete , correct , and accurate to the best of my knowledge , and the reply is not meant to cause any inconveniences , and the confirmations therein are guaranteed , pertinent to this rule , and the applicable law, which is currently available , and would continue in the future with the good intension and reasonable evidence "

(8) Ending the text with the clause , "in any electronic form " , after the signature of the defendant or his authorized representative :

" the defendant certifies that the information contained in this reply is complete , correct , and accurate to the best of my knowledge , and the reply is not meant to cause any inconveniences , and the confirmations therein are guaranteed , pertinent to this rule , and the applicable law, which is currently available , and would continue in the future with the good intension and reasonable evidence .

9) Adding any documents , or other evidences , which the defendant needs for support , in addition to a table detailing these documents .

C In case the complainant choose to solve the conflict by way of a 3- member arbitration panel , and agreed to pay the cost , if this choice is refused , and equally agreed to share half of the cost if the choice is agreed to .

D) The service provider may request extending the reply period in exceptional circumstances , and equally this period can also be extended in case of a written agreement between the parties , on condition that the service provider approves such an agreement .

E) In case the defendant does not reply , and there are no exceptional circumstances , the arbitration panel will go ahead to resolve the dispute, and issues its decision on the complaint .

6 . The appointment of an arbitration panel and the timing of issuing its decision :

A) Each service provider keeps a declared list of the arbitration panel and their qualifications .

B) Once the arbitration panel is formed , the service provider will inform the two parties about it , and the specified date, when there is no exceptional case , that will affect the panel decision , related to the filed complaint .

7 . Impartiality and independence :

A member of the arbitration panel must be independent and impartial , and he must inform the service provider before his appointment , of any justifiable doubts that may affect his independence and impartiality as an arbitration panel member . In case of any new circumstances with an impact to what has been said , the concerned panel member must immediately report it to the service provider , and the service provider may nominate another arbitration panel member to replace him , according to his own discretion .

8. Communication between the two parties and the arbitration panel :

Individual contacts between the two parties or their representatives with the arbitration panel is not allowed , and all contacts between them must be carried out, and facilitated through the arbitration panel or the service provider via some one responsible of the case, to be appointed by the service provider , as detailed in the complementary rules .

9 . Sending the case file to the arbitration panel :

The service provider will send the case file to the panel , immediately after the appointment of the panel member , in case of the single – person arbitration panel , or immediately after the appointment of the last arbitration panel member by the service provider in case of the 3-member arbitration panel .

10 .The general authorities of the arbitration panel :

A) The arbitration panel will carry out the administrative follow up procedures , at its own discretion , and it must match these rules , and the set policy .

B) The arbitration panel must be sure of treating the two parties with impartiality , in all circumstances , and be sure that any party has got the just chance to present his case .

C) The arbitration panel must secure the provision of the follow up administrative procedures, within an appropriate reasonable speed , and it can extend the set period specified in the regulations , in response to a self initiative, or an initiative provided by one of the two parties , or the arbitration panel , in the exceptional cases .

D) The arbitration panel shall decide when to accept the evidence , and to what extent it is relevant to the case under question , beside its magnitude and importance .

E) The arbitration panel shall decide bringing together many different conflicts ,related to the concerned domain name , as it agrees with the set police , and these rules .

11 . The language of the procedures

A)The Arabic language will be the language of the administrative follow up procedures , unless agreed upon something else , between the two parties ,and the arbitration panel has the right to agree on another language , if the administrative follow up procedures requires it to do so.

B) The arbitration panel has the right to use languages other than the Arabic language, in the documents presented to it, and in this case partial or complete translation copies of the procedures , must be attached.

12 . Additional evidences

The arbitration panel , according to its own discretion , has the right to ask for more data and documents from any of the two parties .

13 . Personal hearing sessions

There will not be any personal hearing sessions (including the group telephone or video calls , or the group video or web calls , unless the arbitration panel on its own discussion decides other wise , based of its own discretion , as an exceptional hearing session to facilitate finalizing the complaint issue .

14 . Default

A) In case anyone of the parties does not commit himself to observe the specified periods, without any exceptional justifiable reasons , as stated in these regulations , or what has been approved by the arbitration panel , hence the arbitration panel will go ahead to issue a decision about the filed complain .

B) In case anyone of the parties does not commit himself to observe the set rules, the requirements , the needs or any demands presented by the arbitration panel , with no exceptional justifiable reasons , the arbitration panel in this case shall withdraw such evidence on its own justification .

15 . The arbitration panel decisions :

A) The arbitration panel will study the complaint , according to the data and evidences presented , taking into consideration the set policies , and these rules , and any other reasonable , appropriate rules and regulations .

B) The arbitration panel shall send its decision about the filed complaint to the service provider , within a period of 14 days , when there are no justifiable exceptional reasons , after the date of its establishment to waiver the timing , according to paragraph (6) .

C) In the case of a 3-member arbitration panel , the committee will take its decision based on the majority .

D) The arbitration panel decision must issued in writing , with the necessary reasons , which the panel has depended on , beside the date , and the name (names) of the member(members) of the arbitration panel .

E) The arbitration panel decisions , and the opposing views , must naturally match the directives detailed in the complementary regulations of the service provider, and any opposing views should be attached to the decision of the majority members of the panel, when the panel agrees that the conflict is out of what has been stated in paragraph 5 (A) , of the set policy , and this point must be raised , if the panel discovered after detailed reviewing that the filed complaint was based on bad intension , for example the aim of the complaint was to acquire the domain name , or the complaint was basically raised to irritate the owner of the domain , so the arbitration panel must mention this in its decision , which is considered as a form of misusing the administrative procedures .

16 . Informing the two parties about the decision :

A) The service provider will send the whole complete text of the panel decision to each of the two parties , through the concerned certified registrars , and the internet domains' names administration , and the concerned certified registrar will immediately inform any of the concerned parties an the internet

domains' administration , about the specified date of the implementation of the issued decision , which should be matching the with set policy .

B) The service provider will publish the whole decision of the arbitration panel , and the date of the implementation ,o in a website easily accessible to all , unless the panel issued other wise , and in any case the part of the decision telling that the complaint was filed on band intension must be published (refer to paragraph 5(E) of these rules .

17 . The settlement of the dispute , and the other reasons of the complaint :

A) When the two parties agrees to settle the conflict , before the issue of the arbitration panel , the panel will stop the administrative follow up procedures .

B) The arbitration panel shall stop the administrative follow up procedures , when it seems not necessarily ,or impossible to do so for any reason , unless any of the two parties , present a justifiable reason for objection , during the period of time agreed upon by the arbitration panel .

18 . The effects of the court procedures :

A) When a case is filed to a judicial court , before or during the administrative follow up procedures , concerning the domain name ,which is the subject of the complaint , the arbitration panel may suspend the administrative follow up procedures , or decide the continuation of the process , until reaching a decision , according to its own justifications .

B) When one of the parties files a judicial court case ,during the pending period of the administrative follow up procedures , concerning the domain name ,which the subject of the conflict , the arbitration panel and the service provider must be informed immediately (refer to item (8) above)

19) Payment of the cost service :

A) The complainant who filed the judicial court case , will pay the preliminary costs to the domain registration provider, according to the required sum , and

must be paid in the specific timing , and the complainant will pay all the costs of the service provider, once the arbitration process is agreed upon, with the exception of what has been mentioned in item 19 (D) , and the service provider is required to pay back a reasonable sum of the additional costs, paid cost to the complainant as detailed in the complementary rules set for the provider

B) The service provider shall not start any procedures concerning the complaint , before receiving the preliminary costs , from the complainant , as stated in paragraph 19 (A) .

C) If the service provider does not receive the costs , within 10 days from the filing of the complaint , the complaint will be withdrawn , and the administrative follow up procedures will be stopped .

D)The service provider can ask for additional costs payment , to be decided by the two parties , and the arbitration panel, to cover exceptional acts , like the personal interview hearing session .

20 . Relinquish responsibility :

The service provider , and the any member of the arbitration panel , shall not bear any legal responsibility towards any party , in relation to any act or unintentional mishandling of the administrative follow up procedures , pertinent to these rules .

21 . Amendments :

These rules are applicable during the time when the complaint is presented to the service provider , and the application of the administrative follow up procedures , and these rules may be amended by the internet domains' administration , but can not be amended under any conditions , without a clear written approval of the internet domains' administration .

6 Complaints policy :

Contents :

1. The objective	4
2 . Notifications	4
3 . Durability of the internet domains management , related to complaints	5
4 . Types of complaints	5
5 . The process of handling the complaints	8
6 . Definition and reviewing the policy	9

Information about the document

The contact person concerning this document

Contact the following person for more details about the instructions

Name	The person in charge of the polices
Address	Domain names' administration-SIS , Khartoum / Sudan
e-mail	info@domains.sd

The following information shows the status of the document

Issue	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	5/12/2017

1 .The objective

The policy of the handling of the complaints, related to the internet domains ' administration , aims to specify the types of complaints, filed by the owners of the domains registration , and the public ,who use this service , provided by the internet domains ' administration , hoping to set a successful mechanism to deal with such complaints .

2 . The alarms (notifications)

2.1 This policy will have no impact on the cases , in which the defendant claims the following :

1 . When the domain names are exactly the same , or there is some form of similarity , between the domain name and a trade or service mark , where the complainant has rights .

2 . The case in which the owner of the domain registration has no rights , or legal interests , related to the said domain .

3 .The case in which the domain name is registered , and misused .

The policy to be used in solving the domain names conflicts ,is applicable in the above mentioned cases , which are administered by the internet domain names administration , and relevant rules covering the whole process .

2.2 The policy of the domain names registration , adopted by the internet domain names administration , organizes the eligibility to own a domain name , and the domain name license offered by the internet domain names administration .

2.3 The policy of the domain names registration , includes the internet domain names administration rules , in addition to the policy of the reserved names , which organizes the reserved words .

2.4 When there is a doubt about the eligibility of the owner of a registered domain name , and how he gained the domain name registration license , the registrar must be given a reasonable chance to be sure that the available data of the domain name in question , which is kept with the internet domain names ' administration is updated , before taking any further procedures .

2.5 The owners of the registrations , must have binding agreements , between the owner of the domain registration , and the concerned registrar , and the electronic process to be adopted , will be the witness for such transaction , when the agreement is approved .

2.6 The certified registrar must be part of the certified registrar agreement ,with the internet domain names ' registration administration, and consequently each certified registrar must have his reasonable policy, to deal with the complaints , as detailed in the agreement , between (the internet domain names ' administration and the certified registrar), which is concluded with the internet domain names registration administration , and the aim of which is detailed in the conflict resolution policy of the domain names administration .

2.7 Other conflicts can be resolved , through the process adopted by the internet domains administration management , as detailed in the conflict resolution policy .

3 . The mandates of the internet domains' administrations related to handling of the complaints .

3.1 The authority of the domain names administration is confined to dealing with the domain names complaints , related to the issues under the control of the internet domains' administration , hence this administration deals with the following items :

A . The complaints related to domain names , and the owners of the domain names registration.

B . The complaints related to domain names ' services , provided by the certified registrars , and their service distributors .

3 .2 The internet domains ' administration, will not will not investigate or solve a complaint related to the following :

A . Reaching the internet or the e-mails services .

B . The high level general domains , (including .info , .biz . net and .com as examples , and so forth) , or the upper standard internet domains of the state (including .sd, .ae, .uk and so forth as examples) .

C . Web hosting services , electronic websites administration or online websites design services .

D . Illegal use , or misuse of domain names , like the indiscriminate use of e-mails which is not required , fraudulence and cheating .

E . Indecent websites , which contain nuisance unacceptable materials .

F . Any other possible contraventions of any polices concerning the state of Sudan .

3.3 The internet domains ' administration has the right to investigate nuisance , unacceptable insulting complaints , handled to it , with an internet domain name misuse , administrative point of view .

4 . The types of complaints

4.1 A complaint can be filed , when the owner of the domain registration name shows incompetence to own the license of such a domain name .

4.1.1 Eligibility for owning a domain registration name must be accurate and correct as prerequisite for owning a domain name license .

4.1.2 Any domain license is considered as a legal contract , to be acquired only through legal procedures , and when the owner of the domain name license is absent ,no certified registrar will have the legal right to update such domain name registration data, which is available with the domain names registration administration system , and he can not transfer the domain name license to any third party unless it matches the applicable laws and regulations of Sudan.

4.1.3 The owner of the domain name registration is responsible to prove his eligibility to own a domain name license at the time of the registration , and throughout the whole period of the license validity , in addition to keeping an eye not to contravene the system , and any polices and orders issued from the internet domains administration .

4.1.4 The owner of the domain name registration must be sure at the time of renewing his domain registration , that he understands all the relevant details of the system of the domain names administration , including the information relevant to his eligibility to own the domain name under the investigation , which must be updated , or he may lose renewing his domain name ownership renewal .

4.1.5 The internet domain names registration administration , will offer the domain name owner ample chance to update his information and data ,and any other items related to his eligibility to own the subject domain name , if possible before cancelling his domain name license .

4.2 The complaints related to the certified registrars , and the resellers (the distributors).

The authority of the internet domains administration , is to manage the complaints related to the certified registrars , and the service distributors , in relation to handling the subjects of assigning and managing domain names licenses , offered by the internet domains administration , in addition to resolving contraventions of the relevant agreements (managing internet domain names and the certified domain registrars) , including the complaints related to the following issues :

4.2.1 Registration or renewal of a domain name.

4.2.2 The transfer of a domain name ownership , from one of the certified registrar , to another .

4.2.3 The transfer of a domain name license , from one owner to another.

4.2.4 The contravention of the agreement concluded by (the domain names administration - by a certified registrar- the certified registrar) ,or any other policy adopted by the internet domains administration .

The internet domains administration , may take any one or more of the following procedures , according to the condition and circumstances of the filed complaint :

4.2.5 Asking the certified registrar or the distributor to amend the practice , or the procedures , which lead to the filed complaint .

4.2.6 Informing the certified registrar that he has contravened the agreement (between the internet domains administration and the certified registrar) , or the internet domains administration policy , and requesting him to correct such contravention immediately .

4.2.7 Forwarding the complaint to the concerned government administration .

4.2.8 Requesting the certified registrar or the distributor , to issue a full explanation , and an apology to the complainant .

4.2.9 Requesting the certified registrar or the distributor , to solve his mistakes , or pay back any costs covering any service which has not been provided .

In case the certified registrar or the distributor refused to abide by the directives of the internet domains administration , the latter may take the following actions :

4.2.10 Suspending or ending the service license of the certified registrar , or

4.2.11 In case of the certified registered distributor , he will be directed to correct the distribution processes , otherwise he will be accountable of what has happened .

4.3 Complaints about the list of the reserved words :

The authority of the internet domains administration is confined to dealing with the complaints , related to the domain names , or the phrases , which should be in form of reserved words , as follows :

4.3.1 Defining the correct specialized body to decide whether to add a domain name, a word or phrase to the reserve words or not .

4.3.2 Adding the domain name , or words , or a phrase to the list of the reserved words .

4.3.3 Deleting the domain name , or word , or a phrase to the list of the reserved words , if it is decided to end the domain name , the word , or a phrase to the list of the reserved words.

4.3.4 Implementing the policy of the reserved words in relation to the names or reserved words .

4.4 Complaints about the content of the website

4.4.1 The internet domains administration is not authorized to investigate any complaints related to the websites , and contains materials which is not

acceptable , or with defaming substances, and in such cases the complaint may be directed to the specialized bodies in Sudan.

4.5 Other complaints

This policy does not handle the complaints related to the following subjects :

4.5.1 The credibility of the certified registrar , and whether he actually administers genuine work , licensed under his name , and registered as owned by him , or not .

4.5.2 When the domain registration owner uses hi domain name , and causes contravention to other parties , like using their trade marks illegally , and in such cases and practices , the handling must be matching the policies , usually used to resolve conflicts, and the complainant must have a legal advice , without misusing the others' legal rights , who can go courts in such circumstances .

5 . The process of dealing with the complaints :

5.1 First of all , all complaints must directed immediately to the certified registrar , who is the sponsor of the process, and he is available to the public through the so called (WHOIS) service , when he performs any of the following tasks:

5.1.1 Forwarding the complaints immediately to the internet domains administration , if the complaints are related to the reserved list of words.

5.1.2 Be sure of the eligibility of the detailed data of the registration owner , as recorded in the domain names administration system (for example checking the presence of the company of the domain registration owner , or his current trade name , and trade mark).

A . In case all the detailed data concerning the eligibility of the concerned person , as detailed in the domain name administration system are correct , and matching the current data , the certified registrar in this case is not obliged to take any other procedures .

B .In case of absence of any eligible data in the domain names administration , the certified registrar must contact the owner of the registration ,to get the necessary new data and information , and if he failed to do so , he must ask the internet domain registration administration , to delete the domain name under question , due to his failure to present the required eligibility information for owning the domain name under question , which means his failure to satisfy the required policy and instructions .

5.1.3If the complaint concerns the tasks of the distributor of the certified registrar , the complaint procedures will be enacted internally with the certified registrar .

5 .2 The internet domains administration will carry out, only the necessary investigations , in case the complainant is not satisfied of the reply to his complaint , from the certified registrar , who is also the sponsor of the complaint .

5.3 The complainant is required to keep and provide his evidence , which must be sizable documented evidence , about the filed complaint , and the received replies , from the certified registrar , about the filed complaint .

5.4 The domain names registration administration will certify receiving the complaint , and decides its time frame, for the expected reply , and must take the necessary procedure to find a solution , within the nearest possible time , and if the complaint is complicated , the solution may take several weeks , and in such cases the internet domains administration will inform the complainant about the progress of the complaint procedures , and what has been done so far .

5.5 Once the complaint is received , the internet domain names administration , will ask the certified concerned registration agent, to investigate the case , depending on the presented information provided by both parties , plus the fact the domain names administration may get more information from to help the on-going investigation .

5.6 After completing the full investigation , the domain names ' administration will inform the complainant about the results of the investigations .

6. Defining and reviewing the policy

This policy document is prepared , and published , so as to present the internet domain administration policy , related to the technical and administrative systems of the said administration , based on its own estimation ,review / and or the procedural amendment of its policy ,as and when required , to publish or make any amendments to the its electronic website (internet domain administration website).

The policy related to the expiry, deleting and renewal of a domain name

7

Table of contents :

1	Duration of the grace period	4
2	Cancelling the domain name –the registration owner' request during the grace period	4
3	Cancelling the domain name –the registration owner' request during the grace period	5
4	Renewal of the domain name	5
5	The expiry date of the domain name	5
6	The list of the expired domain names	6
7	Deleting the domain name	6
8	Cancelling the domain name	7
9	Defining and reviewing the orders	7

Information about the document

The contact person about this document

Name	The person in charge of the policies
Address	The internet domains administration- Sudan
e-mail	info@domains.sd

The status of the document

The status of the document is as follows :

Publication	1.0
Expiry date	5/12/2017
Status	Valid
Date of issue	5/12/2017

Domain name validity policy , renewal and termination

The objective :

The aim of this policy is to define the basic rules, which organizes the renewal of the domain name registration license , its time of validity ,and the process of deleting it from the domain name registration system , under the control of the internet domains administration .

1 .The grace period :

1 -1 There is a 3-month grace period , during which the registration of the domain name may be cancelled , or immediately renewing it at the end of this period . The internet domain registration administration will pay back all fees paid by the certified registrar for the registration or the renewal .

1-2 The aim of this grace period is to correct any typing , or other mistakes , committed by the domain registration owner .

1-3 The internet domain registration administration , has the right to carry out the necessary investigations with the certified registrars ,and the domain registration owners , when there are genuine rules to do so, related to the use of the grace period for reasons other the reasons mentioned in the relevant orders .

1-4 The certified registrars , proved to have committed contraventions to these instructions , will face disciplinary enquiries , which may include the loss of their status as certified registrars

1 -5 The grace period will be used for all the needs of the registration and renewal processes of the domain names ' registration processes .

2 . Deleting the domain name , on request by the owner of the registration during the grace period .

The following process is applicable in case of the domain names which has been cancelled , on request by the registration owners , during the grace period .

2 – 1 The owner of the domain registration will ask the sponsor registrar to delete his registration , during the grace period .

2 -2 In case the registration owner asks the registrar to delete his registration within 3 days , or less , from the date of the establishment of the domain name , the original grace period will be valid , and hence the domain name registration will be deleted .

2 -3 All service files, of the relevant domain name registration will be removed from the domain name registration system .

2 -4 The internet domain name administration , shall pay back all fees paid by the certified registrar , related to the domain name registration and publication .

2 – 5 The domain name registration , will be removed through the domain name registration .

3. Deleting the domain name – when requested by the registration owner during the grace period .

The following process is applicable in case of the domain names which has been cancelled , on request by the registration owners , during the grace period .

3 -1 The owner of domain registration will ask the sponsor registrar to delete his domain registration name , and if the request for the cancellation is received after more than 3 days of the establishment of the domain name , then the whole process will be waiting the deletion action , after which the domain name will appear in the list of the expired domains .

3 -2 All service files relevant to this domain name , will be removed from the domain names ' system.

3 -3 All transactions related to this domain name will not be allowed , except the transaction related to the deletion act .

3 -4 The domain name will be ready for the deletion , from the domain names administration system after 3 days .

3 -5 The domain name deletion can be cancelled , any time before the completion of the deletion process .

4 . Renewal of the domain name :

4 -1 Registration of domain names can be valid for 1,2,3,4 or 5 years , and can be renewed for the duration of time extending from 1 year to 5 years .

4 -2 In case of the renewal of the domain name license , the , the domain name validity time will be extended to match the period of the renewal of the domain license renewal period .

4 -3 Domain names can be renewed at any time, and for any period of time, before the expiry date, for a maximum of 5 years and 90 days . And the aim of the 90 days ' period , is to be added to the licensing period , without the withdrawal of the reaming license period , to enable the domain name owner to renew his domain , without the withdrawal to the remaining period of the domain name license duration .

5 . The expiry date of a domain name :

This item is applicable on the non- renewed domain names licenses , at or before the actual date of expiry .

In the case when the domain name license is not renewed , the domain under question will be considered as " expired" , waiting to be deleted ,and the expiry will be very specific , on a fixed date , and hour e.g. " on this day at 07: 00 am. GMT " , including the week end vacation and public holidays .

5 -1 When the domain name expiry date is over .

5 1-1 The domain name is liable to enter into the expiry date phase as follows :

A .The domain name will be deleted from the domain names list.

B . Renewal of the domain name will be stopped .

C . This domain name may be renewed , or transferred to another certified domain names ' registrar .

5-1-2 After exactly 30 days , from the expiry day of the said domain name , the status of this domain will enter into " the expired state" , and will enter into the list of the " expired domain names " .

5-1-3 The state of "expired , waiting for deleting " , can not be surpassed and hence , the renewal is allowed , or the transference of this domain name is not allowed .

5- 1-4 After only one day , when the domain name enters into the sate of "expiry " , it will be ready for deleting .

6 The list of expired domain names :s

6-1 The list of the expired domain names , is considered to be an official list , which can be deleted from the domain names system .

6 -2 This list will be published in the official internet domains administration website .

7. Deletion of a domain name :

7-1 The domain name registration administration system , will carry out a routine research review check up , scanning the domain names which are potential for deleting .

7-2 The internet domain name administration , will specify the exact timing of the domain to be deleted , for example " at" 08:00 UTC" daily , which will be very inclusive , taking into consideration , the week ends ,and the public holidays .

7- 3 The concerned domain name ,will then be completely deleted , from the domain name registration administration system , as required .

8 – Deleting the domain name according to orders :

The specified procedures stated in this item , concerning the domain names which will be cancelled , due termination of the registration owner , to any instructions .

8.1 The domain name will be in the waiting list , of the internet domains administration , before receiving the instructions " pending delete policy " , and will later appear in the deletion list .

8.1.2 No other action will be allowed related to the said domain name , other than the expected deletion process order .

8.1.3 All service registrations concerning the said domain name , will be deleted .

8.1.4 The deletion of the said domain name , will be valid after 14 days of the waiting time .

8.1.5 The domain name deletion may be cancelled at any time during the stage before the deletion .

9. Defining and reviewing the policies :

These policies are prepared and published to expose the internet domain registration administration system , which control the whole required administrative and technical processes of the internet domains administration , which have the right to review , revise , or take the necessary measures to amend these instructions ,at any time , and all amendments will be published in the official internet domain administration website .

6 .Definitions and terminologies : 8

Information about this document

Person to be contacted in relation to this document

You can contact the following person for more details about his document

Name	The person in charge of the polices
Address	Internet domains administration - SIS
e-mail	info@domains.sd

The status of this document

The status of this document is shown as follows :

Publication no.	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	/12/2017

The following terms have the meanings stated against them , unless the context shows otherwise :

Internet domain administration : Is the administration responsible for the administration of the higher level of state domains (Cc TLD),concerning the state of Sudan , and the initiative of this internet domain was first started by SIS .

Cc TLD or the higher domain , is the upper state domain , or the sign of the state of Sudan code , like the American codes ' signs for exchange of information (ASCII) – (sd) , or the International Domain Names (IDN).

Internet Authority Numbers Association (IANA) .

Internet domains administration policies , means the policies ,procedures , advices , directives , notifications , regulations , orders ,decisions , directives , guarantees and the rules of the practices which are performed and made available for the public from time to time , by the internet domains ' administration , according to amendments and changes , as required from time to time.

Dependency : Means the state of commitment of the internet domains administration , and each" committed person" , or the state of commitment , has the same meaning .

Dependency fees : means the fees to be paid by the internet domains administration , which is considered to be an essential part of the dependency process , and the cost of this fees , will be declared from time to time , by the internet domains administration .

Dependency process : means the carried action carried out by the certified registrar , which must conform with the internet domains administration agreement , with the certified registrar , or any other polices , which has special connections with the internet domains administration , and being used from time to time , to guarantee the current dependency on the registration .

The certified registrar : is the registrar who receives the request for domain names ' and issue the required domain licenses , and he is also certified by the internet domains administration to do so , and the word " **certified** " has the same meaning .

The dependency requirements : means that the dependency requirements issued by the internet domains administration , and specified in the internet domains administration agreement - the certified registrar and any other policies , specially related to the internet domains ' administration .

The administrative contact body : it means the contact process related to the registration owner - the specific person or persons detailed in the domain administration data base , as specified as being authorized by the registration owner as official contact body /bodies , representing the registration owner , in relation to the relevant domain name .

SDG : is the sign meaning " the Sudanese pound " .

The annual certification fees : is the entitled annual fees costs , for the internet domains administration , to preserve the status of the required certification , and these fees will be notified from time to time , by the internet domains ' administration .

The applicant of the request : is a normal or legal person , who presents a request demanding a domain name , through a certified registrar .

The application fees : Means the entitled fees to be paid for the domain names' administration to cover the approval of the person to be a certified registrar .

The working day : is any day other the days of the official leaves , in Sudan .

Full day : is the duration of 24 hours , starting form from 12am to 12 pm , irrespective of being a working day or a leave day .

Deletion : means the deletion of the domain name , which is a process involving presenting an application to the domain names registration system , demanding the deletion of the concerned domain name from the domain names administration registration system , and provide the chance for other to benefit from the vacant space , and the word **deletion**" has its same meaning .

Starting date : is the date on which the internet domains ' administration agreement , with the certified registrar starts , once the certified registrar accepts the required needs of such certification .

The secret information : means but not exclusively any systems , technology , thoughts , concepts , technical knowledge or means, designs or printing

drawings , tracking information , or maps , models or tasks , or designs (including computer programs , or manufacturing tasks and other information available in the designs or the or the specifications) , or the intellectual property , or any other information owned or used by any licensed somebodies , or companies where the concerned have an interest to make the transaction a secret process , ownership or legal duty , which he must defend , whether these things , clearly classified documents as " secret " or " secret information " , irrespective of whether it has declared in writing , verbally or by any other acceptable means .

The waiting period : This is the period to be decided the owner of the cancelled domain name , to give ample time to be offered to another person who is demanding to have it .

Deletion : is the process to delete a domain name , from the system of the domain names administration , which is action that makes the deleted domain name nor registered once it is deleted , and hence available to be offered to another body , demanding to have it , and the meaning of the word "**deletion** " is the same meaning .

Domain Names System Service (DNS) : is the general domains names analysis system , as known in the technical documents(**RFCs**) , numbers 7034 – 1045 , available in the website (www.rfc-editor.org) , according to ira amendments , from time to time , which will be provided by the internet domains administration .

Domain name : is the branch of internet series detailed in the technical documents (RFC) , number 1034, 1035 and the other relevant pending requests , including those related to the protocol of the **International Domain Names Application (IDNA)** .

Domain name demand : or "**the demand** " means the request for the registration of a domain name , by the forwarding the relevant request by the concerned applicant .

The domain name pass word : Is the series of letters and numbers , to be decided by the internet domains administration polices , to be used by the owner of the domain registration , from among other uses , during the of the transfers of the certified registrars , in relation to the relevant domain name .

Domain name license : means licensing the use of a specific domain name , for a defined period of time , then publishing and giving it to the registration owner , by the internet domains administration , in a way that offers him the authority to use it , throughout the licensing period .

The duration of the domain name license : means the period of time ,which covers the validity of the domain license

The registration : means including the domain name in the domain names administration system , as domain name license for the benefit of the owner of the registration , and the word **registration** has the same meaning .

Domain names administration system , is the administration system of the domain names , which includes some or all the servers , the transformers or the direction equipment , safety protection system , and the relevant equipment , beside the programs which are fixed on these equipment , which is used to record and save and maintain the domain data administration .

Domain Names System (DNS) , is the system explained in the technical documents (RFC) , no.1591 , which is published in 1994 , and currently available in the website (www.rfc-editor.org) , which can be amended from time to time when necessary , beside analyzing the **Internet Protocols (IP)** titles , for the reasons of directing the passage of data through the internet .

Certified : is the needs which must be made available in the owner 'application , so as to gain the possibility of acquiring the required license, or returning a specific domain name , which has been published or offered by the internet domains administration ... the words **dependency or certified** has the same meaning .

Extensible Provisioning Protocol (EPP): means the provisioning protocol ,which liable for expansion , and is used to provide a way of communication , between the domain names administration departments , the certified registrars , and the whole project , specially the RFC 5730 , RFC5731, RFC 5733 and RFC 5735 , as decided from time to time , as well as the phrase " the extensible provisioning protocol " will have the same meaning .

The fees : means one or more payments , assigned to be paid by the certified registrars , for the internet domains administration .

(GNU Lazer General Public License): is the free software programs , published by a software company , which shall be made available , in the website (www.gnu.org) .

The government : means the government of Sudan , or any government unit in Sudan , and the government of Sudan , is represented by the ministry of information , communication and , information technology and the communications ' organization and posts center , plus the national center for information .

IANA : is the corporation which chooses the numbers to be used by the internet , and has the responsibility to assign internationally excellent names or numbers , to be use in the internet protocols , and currently administered by the internet corporation for the use of names and numbers , which is the same internet corporation responsible for administering the names and numbers assigned for (ICANN) .

ICANN : is the internet names and numbers corporation . It is the body responsible for coordinating the international domain names and assigns the internet protocols addresses (IP) .

INTERNET PROTOCOL or (IP) : is the communication protocol , considered to be the basic technology for guidance and addresses , on which the internet is depending .

Internet protocol address (IP) : is the system that specifies numbers , to be used as addresses for the internet resources . This naming means the series of letters , which is composed of one or more, of the letters , numbers or dash sign(-) , separated by a dot (.)

Hired domain : is the domain name which was available in the high domain , of the state coding system (sd) , before operating the domain names ' administration operation system , which controls the internet domains administration .

Amendment : is the process of amending the domain name , presented to the domain names administration , by the certified registrar on behalf of the domain name registration owner .

NOTE : is the environment of the operational process test , which is a system analogous to the service system provided the internet domain names administration for the test purposes .

Registered domain names : they are the domain names available in the domain names administration data .

The owner of the registration : is the normal or legal person , registered in the domain names' administration da base , as an individual person or organization , authorized to use the specific domain name , according to the license of the domain name .

The agreement of the registration owner : is the agreement which must be concluded between the certified registrar, and the owner of the registration , concerning the terms of condition , and the rules , which the certified registrar must observe , when providing the required service .

Information about the owner of the registration : these are the information about the owner of the registration , which is provided by the certified registrar , the owner of registration himself or any one who represents him (who has an authorized letter of delegation to do so) , to ask for the domain name , and the agreement with the owner of the registration , including for example but not

inclusively all details related to the owner of the registration , including his work address , which shall be taken from the certified registrar .

The contact address of the owner of the registration : which means all the details about the owner of the registration ,which is recorded in the e data base of the data base of the domain names registration administration .

The certified registrar : is the body which can conclude an agreement with the internet domains administration , to provide the registration service for the needy .

The certified registrar : is what concerns the licensing of the domain name , registered with the certified registrar , by the internet domain administration , and the relevant owner of the registration , and the word " nurtures " means the same thing .

The system of the certified registrar : is the means and ways used by the certified registrar , to interact with the domain names administration , and the public as a whole .

The services to be provided by the certified registrar: means all the required services provided by the certified registrar , including the registration , the renewal of the registration , the issue of the domain names licenses or the sustainable administration of the relations between the owner of the registration ,and the domain names registration administration , in relation to the licensing of the relevant domain names .

The agreement of the internet domains administration – the certified registrar or RRA .

Domains administration data : the domain names data base is kept with the internet domains ' administration , to preserves , secure and maintains the domains the available registered domain names (other than the information related to the intellectual property rights ,the non-public information , the sensitive commercial information , plus the internet domains data , owned by the internet domains ' administration which is used to establish and maintains

the internet domains ' administration system , for the provision of the required administrative services .

The registration administration door service : which mean the service that facilitates the access of the branch data groups domain names administration , through a door way to the domains administration data system .

The domains administration service : is the expandable protocol provision (EPP) information , and domain name names administration door information service ,and what corresponds it of the operational service choices .

Domains administration group equipment : means the program introduction face , provided by the internet domains administration , to the certified registrars , to facilitate accessibility to the domain names administration , related to the internet domains administration .

Organizing body : is the internet domains administration .

Renewal or to be renewed : is the annual renewal of the domain names , and the renewal of the license for a specific period of time .

The distributors : is the body which distributes the services , related to the certified registrars , which suits the conditions stated in the contract concluded between them , and the relevant certified registrar .

The list of the reserved names , or just the list : it is the list of words , kept with the internet domains administration , which reserved as pertinent to the applicable legislation in Sudan , in order to preserve the moral and cultural values , plus the words preserved for technical or other reasons , and its registration should be approved by the internet domains administration , or any government organization of Sudan , under the minster of communications , the communications organization and posts service , plus the national center for information .

The resources register : is the administration of the domains available in the domain names service series ,which helps in defining the web services , related

to any specific domain , including the websites of the official domain reserves ,and any relevant branch domains .

RFC : is an official document (technical document) , available in the website (www.rfc-editor.org) , as stated at the agreement date .

The second grade domain : is a single naming domain , as per the upper domain of the state coding (ccTLD) , eg.(domainname.sd) .

Addition : is the naming which appears at the end of the domain name .

The technical communication body : is the person responsible for the required communication , and usually appointed by the owner of the registration , and equally the technical communication body may be the certified registrar , who is the sponsor , or the his distributor .

The third grade domain : is the domain name composed of two names , according to the higher domain of the state domain coding (ccTLD) , eg. (domainname.com.s).

The transfer : it means the transfer of the certified registrar or the transfer of the owner of the registration , his agent or both , as meant by the text .

The transfer request : it is the request concerning the licensing of the domain name, by orders from the certified registrar who receives the transfer , from the domain administration , which keeps the domain administration data base – the registration process and the special handling of the domain name licensing , by the certified registrar ,to whom the registration will be transferred , and hence becomes the sponsor , as well as the certified registrar in relation to the licensing of this domain name .

The certified registrar who receives the transfer : it concerns the transference process related to the certified registrar to whom the transfer has already been carried out , or is going to be performed .

The certified registrar who performs the transfer : it concerns the transfer transaction , to the certified registrar to whom the transfer has already been carried out , or is going to be performed

URL : this is the abbreviation of the phrase that specifies the location of information , which is a series that describes the documents and other resources titles , on the internet , as defined by the internet engineering work group (**IETF**) in 2396 RFC , and the link is formed of two parts , separated by head dots ":" , the first part shows the address of the protocol which is will be used , like http , and ftp and so forth ,while the second part shows the internet protocol title ,(IP) or the domain name , with the provider .

The guarantee : means all the guarantees to be provided by each certified registrar as detailed in the registration owner guarantees' policy , related to the internet domains ' administration .

Domain name service information (WHOIS) : is the service which shall be made available to all the public , and the user will benefit from it , in checking the domains administration data base , to specify specific information , related to the domain name license , the relevant certified registrar , who will provide information that raises a number of questions , related to the domain name administration service .

Data base of the domain name information (WHOIS) : is the data of the general information , which will be included in the domain name data base information (WHOIS) , in relation to the registered domain names , and their related owners .

Domain name information data base (WHOIS) : is the data base through which the domain name service information is requested , beside the domain name information checkup , and the relevant answers which can be obtained .

Domain name information service (WHOIS) is the service which will be provided for the public by the internet domains' administration , which will enable the receiver of such service to checkup the domain name

administration data base , to update specific information related to the domain licensing .

XMIL : this is the language of differentiation which is liable for expansion, and is also a W3C initiative that enables the coding of information services , in a meaningless .

The area : is the branch section of the domain series .

The area file : is the file which contains the resources registers , of a specific domain .

Special definitions of the international domain names:

The naming – A (label): is the coding example which matches the American specifications for the exchange of information (**ASCII**) , related to the combatable series of the international domain names ' applications (IDNA) , and there is also an indication of the naming –A , which is known as the model of the domain name service .

An Arabic language domain name : is the domain name , where all the naming is using Arabic language letters .

ASCII : is the American Standard Code for the exchange of information , which a coding system which depends on the English language ABC "a" or @ ... , and is considered the main used form of domain name coding .

The coding , which is compatible with (ASCII) or (ACE: is the coding which is compatible with the American code standards for exchange of information ; and it is a coding system of coding dots (Unicode) , and consequently it is possible to transfer any letter , using only a specific group of the (ASCII) letters , like (a-z , 9-0 , "-") .

Non- available similarities (Blocked Variants): is the changes linked to the basic domain name in Arabic language , but is not presented as part of the domain names administration system , or the special domain name service of the internet domain administration .

Code points : is the special code specified in an excellent way , and each letter from languages and specific texts , and the code points are considered to be unique for each letter , or a letter face, like the dialect sign or the dual letters .

DNS Form : Is the shape of the domain name , as present in the domain name service .

Internationalized Domain Names In Application (IDNA) : is the protocol of the international domain names ' application , which is a form of a specific protocol RFC 3490 of the internet engineering group , in the website (<http://www.ietf.org>) , which enables the compatibility of computer applications to handle the domain names , which includes letters not compatible with the American specifications for the exchange of information , and the Internationalized Domain Names Application Protocol (IDNA) , will transfer the domain names which does not include no compatible letters with the American code specification , for the exchange of information , to the domain names compatible with the implementation of the American specifications' code , as the **IDNA** is considered to be a transitional period between the naming – A , and the naming – U .

Compatible with the international domain names applications (IDNA Valid) : means the naming is compatible with all the international domain names requirements , related to the special application of the international domain names .

The settlement form "c" or "NFC" : means the "**Unicode**" which erase the replaceable similarities

Primary Arabic Script Domain Name : means the basic name of the domain name in the domain name administration , written in Arabic language , which has a related or non-related similarity .

The text : means a code system used to resemble the items , or data which can be expressed by using the language .

The similarity : means the number of two names , U- which are similar to each other , and whatever similar to a domain name , is considered to be puzzling to the user of the domain name , and the similarity could be in the basic domain naming in the Arabic language .

The naming U- (U- label): is a form of series compatible with the international domain names applications , related to (Unicode) letters , in the shape of the settlement (NFC) , and includes at least one , no combatable letter with the American specifications code, for the exchange of information , and is also referred to as U- , in the user sample name .

User model : means the shape of the domain name as it is found in the specific (**Unicode**) text: that is to say the individual coding system ,generally used to present an individual number , for each letter , through a large configuration of languages and texts , in the (**Unicode**) system , with tables which calibrates the coding system of each specific letter .

The internet domain administration has the right to update any of the mentioned definitions , and at any time , and any amendments will be published in the official website of the internet domain administration .

The domain name transfer policy – changing the certified registrar: 9

Table of content :

1 . The principles	4
2 . Transferring the transactions from a certified registrar , to another , winner certified registrar	4
3 .Transferring the transaction to the new certified registrar	5
4 . The domain name fees related to the transfer process with the certified registrar	6
5 . Ending the certification of a certified registrar.....	6
6 . The exemplary confirmation model message , related to transfer of a certified registrar	7
7 . The message of the exemplary reviewing process , related to the transfer of the certified registrar	8
8 .Defining and reviewing the policy	9

Information about the document :

Contact person in relation to the document :

Please contact the following person in relation to the details of this document :

Name	Name of the person in charge of the policies
Address	Internet domains administration – Sudan Internet Society / Khartoum
e-mail	ifo@domains.sd

The status of this document

The following details the status of this document:

The issue code	1.0
Validity date	5/12/2017
Date of issue	5/12/2017

Domain name transfer transactions :

There are two conditions for the transfer of a domain name, which are:

- * The transfer of a domain name from one certified registrar to another (certified registrar) or
- * transfer of a domain name from an owner of a domain name registration , to another owner , and the transfer of the owner of the registration will include the transfer of the concerned certified registrar.

The change (transfer) of the certified registrar .

The purpose

The purpose of the transfer policy , is to the requirements of the registrations owners , and the certified registrars , when any of the owners of the registrations has the desire to transfer his domain name , from one certified registrar to another .

1 . The principles :

The following principles will be applied in case of the transfer of any domain name from a certified registrar to another , and will be controlled by the administration of the certified registrars.

1.1 Any certified registrar may accept the transfer of a domain name ,within the limits of his authority , granted by the internet domains administration .

1.2 Owners of the domains registration has the right to take decisions related to the transfer to their relevant transfer , at any time .

1.3 The owner of the domain registration has the right to know all the details of the conditions , and regulations governing the relevant transfer , including the any costs and fees , before the completion of the transfer process .

1.4 The certified registrar , who is the loser in the transfer case , may not impose any additional costs , resulting from the said transfer, to be paid by the owner of the concerned domain name.

1.5 The loser certified registrar , will not delay or stop the said transfer process .

1.6 The request for the transfer must be confirmed by the owner of the domain name registration before the completion of the transfer process.

2 .The transfer of the registration process from a certified registrar ,to a new winner registrar

2.1 The new certified registrar, who gained the domain registration , must take the following steps , before receiving a written request for the transfer of the said domain name , from the domain names administration:

2.1.1 He must receive a written request from the owner of the registration which includes the valid pass word of the concerned domain name , and this request must be handed by post , fax , e-mail or a form through the internet , from the owner of the concerned domain name registration , taking into consideration verbal requests through personal contacts or phone calls are not acceptable.

2.1.2 The pass word of said domain name , will be used to recall all the relevant information of this domain name, from the domain names administration , of the internet domains control .

3.1.2 Sending confirmation transfer form message , to the party who demanded the transfer , and the message should be similar to the format shown

in paragraph (6) of this policy , and must be sent by fax or e-mail , to the party who demanded the transfer , and the owner of the domain name registration , as detailed in the domain names registration administration (if different from the party , who requested the transfer)

4.1.2 Receiving a reply a confirmation reply , from the contact person from the registration owner side , by post , fax or e-mail .

5.1.2 Concluding a new registration agreement , with the owner of the registration , in order to cover the remaining period of the domain registration license , or the period of the new domain license , if requested by the owner of the domain name , or when the transfer is linked with the renewal , when the request was originally initiated by the owner of the registration , and in all cases the transfer must observe all the terms , and conditions of the registration owner agreement ,and all the rules , regulations and polices set by the internet domains ' administration .

2.2 The certified registrar , who gained the new registration t , must satisfy the demands of the internet domains ' administration before the start of the transfer process

2.3 The winner of certified registrar must not provide the owner of the registration with the means related to the auto application for transference process concerning the internet domain administration .

2.4 The certified registrar winner , should keep a complete register for the transfer application of the registration owner , concerning the transfer request , to be available when requested by the internet domains' administration for reviewing , in addition to written copies for the transfer request , and a letter confirming the transfer request , and a confirmation reply from the owner of the registration .

2.5 The transference processes will be automatically performed , and completed as required , according to the applicable policy needs , and any other procedural requirements, issued by the internet domains' administration ,

within a period of 5 days , after the starting of the winner registrar agent , if the transfer was not performed earlier , by the loser certified registrar .

3. The transfer of the registration process from a certified registrar to a loser certified registrar

3.1 The domain names' administration , which administers the internet transfer process , and such loser registrar may send an exemplary reviewing message to the certified registration owner as defined in article (7) , telling him that the correction has been implemented .

3.2 The new certified registrar , who gained the transfer transaction , If the loser certified registrar sends a standard transfer review message , he must send it once , and within a period of two days ,from the date of his receiving the transfer notice, from the internet domains ' administration .

3.3 Once the certified registrar loser confirmed the transfer request , or in case of passing more than 5 days , from the event , the domain names administration system , will be updated , when the transfer of the domain name is completed , and the remaining period of the license time will also be transferred .

3.4 The certified loser registrar , must not try to delay or stop the said ,domain name registration transfer process to the new certified registrar .

3.5 In case the owner of the registration does not reply , to the standard transfer review message , the loser certified registrar in this case , must not determine to have a reply to the said message .

3.6 In case the loser certified registrar , receives a reply from the owner of the registration , telling that there is no approval of the said transfer transaction , the certified loser registrar in this case , may file a complain case to the internet domains ' administration , to prove that it is not authorized to stop the transfer process , and if the internet domains' administration believes that its approval of the transfer will not harm the owner of the registration , and

consequently the damage to the registration owner loser , will not be a satisfying cause to stop the transfer process .

.3.7 In case the internet administration decided that the owner of the registration does not approve the transfer process , as should be completed according to this policy , the internet domains' administration may do the following steps :

3.7.1 Allowing the loser certified registrar to start the transfer process , again(with the exception of the transactions stated in this policy)h .

3.7.2 Reversing the transfer process.

3.8 The conditions , which may take place later , would include the contravention of the loser certified registrar to some of these transactions , and equally this may take place with the distributor of the loser certified registrar , who belongs to the said certified loser registrar , to the conditions and regulations of the agreement of the internet domains' registration agreement , related to the completion of the said transfer process.

4. The domain names registration fees, related to the transfer of the certified registrar.

4.1 The certified loser registrar, has no right to impose any fees related to the said transfer process, or any form of costs , which might be considered as domain name transfer fees .

4.2 The certified registrar who benefited from the transfer , has no right to impose any fees related to the said transfer process , or other fees , which might be believed to be considered as transfer fees , and if he decided to include the transfer process with any other service proposals or if the registration name owner chose to acquire additional services , in this case the certified registrar who gains the transactions , must inform the registration owner that , the transfer will be performed without any fees .

4.3 If the owner of the domain name registration ,choose to renew his domain name license at the same time of its transference to the new certified registrar , the later may inform the registration owner that the renewal of the said domain name would be optional , and not considered as required condition of the transfer process .

5. Ending the authority of the certified registrar:

5.1 In case of the ending of the certification status of a certified domain name registrar, by the internet domains' administration , all the domain names sponsored by the certified domain name registrar , who lost his status as certified registrar , would be immediately transferred to the internet domains' administration (which consequently means that the internet domains administration would play the role of a certified registrar , sponsoring the internet domain names' administration .

5.2 The internet domains' administration, would inform the affected domain names' owners that they must action the transfer process of their domain names to other certified domain names' registrars , following the correct procedures detailed in this policy .

6. The exemplary confirmation message , related to the change of the certified registrar

6.1 The certified registrar who owned the transfer , according to this policy , must send a confirmation message to concerned person , who demanded the transfer , and the contact person of the domain name owner , registered with the domain names ' administration (when they are different contact persons) .

6.2 The aim of the exemplary transfer confirmation message , is to protect the owner of the registration and the winner certified registrar, through the confirmation of the following steps :

1 . The correct approval of the transfer request .

2 . The owner of the registration is informed about the correct way , the main conditions , and the correct rules governing the transfer process .

6.3 The exemplary transfer confirmatory message , must include a text confirming the transfer of the concerned domain name – confirmation request " , Notice

Attention : < enter the name of the contact person , representing the owner of the registration >

Reference: < enter the domain name >

You received this message because you are included in the domain name registration owner contacts , in the domain names' internet , administration system , and because we received a request from < enter the name of the loser registrar > ... Please read the following information related to the transfer of your domain name registration , and we need your agreement to conclude with you the new domain registration agreement contract . If you are willing to complete this deal , please contact us on the following address <enter the details of the winner certified registrar' contact person > followed by the following message: " I, confirm that, I have read the requirements related to the transfer of the said domain name, and the demand for the confirmatory request , and I would like to confirm my interest to complete the transfer process of < enter this domain name registration > from < enter the name of the certified registrar loser , to < enter the name of the certified registrar winner>

Please note that all the certified domain names registrars , must observe and commit themselves to implement the rules and policies of the internet domain names registration administration , < enter the URL address and the website of the internet domains' registration administration > .

" I ... the current certified registrar of the domain name... I received a confirmation that on this date(enter the date) , you have asked

for the transfer of the domain name (enter the domain name) to (enter the name of the winner certified registrar) , who will be the new sponsor of your domain name , on this date (.....enter the date , which is 5 extra days to the notification date >

... Please note that, all the certified registrars , must abide by the internet domains ' policy > enter the URL address to the internet domains website .

Immediately after concluding the domain names agreement , the transfer process will be completed , within two days of time, when there is a desire to complete it , hence please contact us , on the address <enter the details address of the contact person , of the winner certified registrar > by sending the following message : < I do confirm may desire to complete the transfer process of <enter the domain name> from < enter the domain name of the loser> to < enter the domain name of the certified registrar loser > to < enter the domain name of the certified registrar winner >

Please note that all the certified domain names registrars, must abide by the rules and regulation of the domain names internet administration <enter the URL website address, of the internet domains administration>.

7. The exemplary review message, related to the transfer of the certified registrar.

7.1 Based on this policy, the certified loser registrar may send a transfer review report to the contact person of the domain registration owner.

7.2 The review message to be sent, must include a confirmatory transfer exemplary message as follows: " at tension :> write the name of the contact person of the domain registration owner>

Reference: transfer < insert the domain name>

" I , The certified registrar , the current sponsor of this domain name , have received a confirmation on the date of < enter the date > ,that you have requested the transfer of your domain name to > enter the name of the winner

certified domain name registrar > , who will be the new certified registrar sponsor of your domain name , on the date of >insert the confirmation date> have received confirmation that you have asked for transferring your domain name to < write the name of the winner certified registrar > , which means that < write the name of the winner certified registrar > will be the new certified registrar and sponsor of your domain name , starting from the date of < add 5 days to specified date notified date > .

In case of your approval to the said transfer, you don't need to reply this message .

But if you not approve the transfer , please contact us <enter the details of the certified loser registrar contact person > .

Please note that all certified registrars , must strictly abide by the policies of the internet domains administration , the address of which is <enter the URL website address , of the internet domain administration>

9. Defining and reviewing the policy:

The document of this policy is prepared , published and will be disseminated the to spread the policies of the internet domains administration , relevant to the internet domains management , which has the right to review and amend whatever it believes to be reasonable , according to its own justification .

The registration owners' agreement policy: 10

Contents:

1	The request for acquiring the domain name registration license.	4
2	The registration owner' guarantees	4
3	The approval for using the registration owner' information	5
4	Allowing the certified registrars to use the	5

	registration owners' information	
5	Safe keeping of the registration owner' information	6
6	Renewal of the domain name license	6
7	Internet domains' administration polices	6
8	Cancelling a domain name registration policy	6
9	Restrictions governing the commitments and compensation	7
10	Conflicts resolutions	8
11	The current applied law	8
12	Defining and reviewing the policies	8

Information about the document:

The contact person about this document

Name	The person in charge of the policies
Address	Internet domains ' administration – SIS , Sudan
e-mail	info@domains.sd

The status of this document :

The status of this document is shown as follows :

Publication	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose :

This policy sets the compulsory rules and conditions , to be strictly followed in the domain names licensing , which is issued by the internet domains administration . And this document is produced as reference to the registration owner and the certified domain name registrar agreement , and this policy is considered to be part and parcel of the agreement of the registration owner and the certified registrar .

The agreement of the registration owner and the certified registrar ,may not include any conditions , which is not compatible with the " domain internet administration and the certified registrar agreement" , plus the rules and conditions of the policies , issued by the internet domains administration ,and must not contradict or change the compulsory rules and conditions , which must be observed and followed by the authorized users , as stated in the concerned registration owner agreement , as follows :

1.The request for obtaining a domain name license

1.1 The applicant must certify and agrees that acquiring a domain name license , needs an application , to be handed to the internet domains ' administration , by the certified registrar , chosen by the applicant , or his representative .

1.2 The internet domains' administration will go ahead to take the necessary action after receiving the said application , demanding a domain name license .

1.3 The internet domains' registration may accept or refuse any application demanding a domain name license , according to its own discretion , without giving any reasons or justification for it has decided to do .

2. The guarantees of the owner of the registration :

The owner of the registration , must provide the following guarantees , to both the certified registrar , and the internet domains administration , when he first applies for the license , and again when applies for the renewal of the license .

2.1 The information mentioned in the application for acquiring a domain name registration license , or the renewal of the said license (including the supporting documents , if required) , must be real , complete and correct , and should not fraudulent , in any way .

2.2 The owner of the domain registration , must satisfy all the required conditions , demanded by the internet domains' administration ,throughout the period of the validity of his license .

2.3 The domain registration license , obtained by the domain name owner, should not be for illegal purposes , for example , just for the practice of unjust competition , or defaming the reputation of his enemies , or for deceiving purposes , and the domain name should not be directly or indirectly used for illegal purposes .

2.4 The domain registration license owner, must not use this license directly or indirectly , to contravene any laws , or currently used regulations .

2.5 The use of the domain name , or registering it by the applicant should not contradict or oppose the rights of a third party ,in Sudan , or any other legal authority system , in relation to the used trade or service mark , or the commercial publication rights , or any other intellectual property rights , since it reserved and protected by a local or international law , or linked in one way or the other to an international agreement , which Sudan must abide by .

2.6 The owner of the registration must know that , in case his application for acquiring a domain name registration is approved , his right for acquiring such a registration may be opposed and challenged by others , who might provide claims for their rights to have the same domain name .

2.7 The owner of the registration must know that , the internet domains' registration administration or the certified registrar , may cancel the domain license , if they found any of the guarantees detailed before, are incomplete , or not correct or fraudulent .

3 . The agreement to use the information of the registration owner:

3 .1 The registration owner , will offer the certified registrar , the right to provide the internet domains ' registration administration , with all the required information , related to concerned domain name , from the internet domains' administration (the information of the registration owner) , to be used for the domain name registration administration registration system .

3 .2 The certified registrar , will also provide the internet domains ' administration with the following :

3.2 .1 The right to publicly inform a third party of all the relevant information about the said domain name , which conforms with the internet domains' administration policies , and the rules of Sudan.

3.2.2 The right to publicly inform a third party, of all the relevant information about the said domain name , so as to empower the domain names' internet administration , to safe guard the " WHOIS" public service .

4 . The right of the certified registrars, to use the information of the registration owner :

4.1 The certified registrar agrees that , the information of the registration owner , related to any concerned domain name owner , which he acquires through the implementation process , of the domain name ownership registration , will only be used for the reasonable purposes of the operations of the domain names ' administration transactions , related to the internet domains' administration , or whatever suits the registration owner , as detailed in the registration owner agreement with the certified registrar , and the latter must not disclose such information to any third party .

4.2 The certified registrar , must not disclose these information to nay outside party , other than the information permissible by the laws of Sudan , and the internet domains ' policies .

5 . Safeguarding the information of the registration owner:

5.1 The registration owner , must provide a notice to the internet domains ' administration , about any changes of the registration owner information, which might take place, through his certified sponsor registrar , throughout the period of the validity of the domain name license .

5.2 The owner of the registration, must agree that , his inability to maintain and abide by the mentioned requirements , may lead to the cancelling of the domain name registration license .

6 . Renewal of the domain name license:

6.1 The owner of the domain name registration , may ask for the renewal of the domain license on condition that , he must observe the following :

6.1.1 Payment of all the required renewal fees.

6.1.2 The continuation to abide by the requirements of the polices set by the internet domains' administration.

6.1.3 These conditions and requirements must be observed, and applied throughout the period of the renewal of the domain name, as set in the internet domains' administration policies.

6.1.4 The owner of the administration agrees to bear the responsibility to provide the required guarantee for the renewal of the domain name license, before the set expiry date.

7. The internet domain administration policy:

The owner of the registration must abide by all the policies , and the instructions , issued by the internet domains' administration , when there is any contradictions between these policies , and the agreement with the registration owner , in which case the policies of the internet domains ' administration shall have the upper hand .

8. The cancelling of the domain name license:

8.1 The internet domains' administration may cancel, or suspend any domain name registration license, for any reason according to its own reasonable discretion, and justification, in the following cases:

8.1.1 in case the owner of the registrations contravenes the policies of the internet domains' administration.

8.1.2 In order to abide by the law, or an order issued by an authorized court, pertinent to the implementation of the applicable rules and regulations of Sudan, or in case of a conflict resolution order, issued by an authorized government or any conflict resolution panel.

8.1.3 In order to safeguard or stabilize the internet domains' administration system.

8.1.4 If it is part of the reserved names' policy

9. The limits of commitments and compensations:

9.1 The internet domains' administration manager , employees , agents , contractors or any other legally responsible body ,in relation to the registration owner , will not bear any costs , direct or indirect damages ,even if it is partial , of any kind (including for example the misuse of profits or losses , mismanagement of data or information , or even the cessation of required tasks ,affecting the direct and indirect costs) , which shall be the responsibility of the registration owner, whether the cause of it was intentionally carried out by the manager ,employees , agents or contractors of the internet domains' administration or not .

9.2 The domain name registration owner agrees to compensate the internet domains administration , its manager, employees, agents and contractors , and protects them against any claims , or commitments , towards the owner of the registration , in relation to the use of the said domain name registration , for example any complains about the contraventions of the trade names ,and trademarks , publication rights , or any form of unjust competition , or unjust contraventions of property rights ,insults or defamation .

9.3 The internet domains' administration will not provide any form of securities or guarantees, in relation to any domain name registration or use.

9.4 The domain registration owner agrees and certifies that, the decision of the internet domains ' administration to register the said domain name, has no intension to cause any harm to the rights of others, and it will not be used by the internet domains' administration as a legal or judicial defense, related to the registration owner or his use of the domain name registered in his name.

9.5 The owner of the domain name registration, agrees that the said domain name registration, will not lead to any form of property ownership benefits to the owner, or the certified registrar, or any other person, and the registration owner will also commits himself and certifies that the registration will not be used directly or indirectly to cause any illegal practices, or contraventions of the rights of the others , or the laws and regulations of Sudan .

9.6 Intentional provision of incomplete or inaccurate information by the owner of the registration , is considered to be a form of failure to provide immediate updating to his domain name , or his failure to respond to the certified registrar requirements , related to the accuracy of the communication data , related to the domain name registration license , within 15 days of the certified registrar inquires , and such neglect will be considered a serious contravention to the registration owner agreement , and will also be a genuine reason to cancel the domain name license .

9 .7 Both the certified registrar , and the owner of the domain name registration , will confirm and agree that the owner of the registration will not file a legal case , in any way or the other , against the internet domains ' administration , and the later will not be responsible for any loses or damages , caused by the certified registrar failure to carry out his required tasks and responsibilities , as stated in the certified registrar act , and any agreement between the certified registrar and the owner of the registration , plus this agreement .

10. The conflict resolution:

10.1 Once the domain name registration is completed, the owner of the registration must abide by the conditions, regulations and the policies governing the process of the conflict resolution, adopted by the internet domains administration department.

11. The applicable law:

This agreement shall observe the current applicable rules and regulations of Sudan .

12. Defining and reviewing the policy:

This policy is prepared, and distributed to show and explain the technical and administrative policy of the internet domains administration, and its system in administering the internet domains.

The internet domains administration, may update this policy, at any time , when necessary , based on its own reasonable assessment and reasonable justifications , without disclosing any reasons .

Domain names administration policy, and accessibility to the domain names services files: 11

Contents:

1	Accessibility of the domain names' files, and the domain names administration system.	4
2	Banning accessibility	5
3	Defining and reviewing the policies	5

Information about the document :

The contact person , in relation to the document

Name	The person in charge of the policies
Address	Internet domains administration – SIS , Sudan
e-nail	info@domains.sd

The status of this document :

The status of this document is shown as follows :

Issue no.	1.0
Validity	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose :

The aim of this policy is to provide easy accessibility of the domain names service files, and the domain names administration system .

1.1 The internet domains administration ,controls the operation service files , of Sudan .

1.2 Due to the importance of the data available in the domain names files, and the domain names administration , the internet domains administration , will not allow any general accessibility to these files (the files of the domain names , and the domain names administration) by any third party .

1.3 The following details shows the cases in which accessibility of a third party to the files of the domain names service , and the files of the files of the domain names administration .

1.3.1 Any company or organization , which provides secondary special services , concerning the domain names' administration .

1 .3.2 Any certified registrar , or

1 .3.3 Third parties like the government organizations and the law enforcement bodies , as legally required .

1 .4 In the cases when there is dire need for the access of the domain names files , and the domains administration files , by a third party , in which case a permission must be granted to do so , after receiving a direct application by the internet domains administration , and the application must show the purpose for such a demand request.

1 .5 In all cases the applicant of the mentioned request, must agree to abide by the following directives which includes :

1.5.1 The domain names ,and domain net administration files and information , must be used for legal purposes only , and must strictly observe the applicable rules and regulations of Sudan.

1.5.2 Prohibiting any form of illegal accessibility to the domain names' files or information , through the domain names' administration .

1.5 .3 The distribution of the domain names ' files and information , through the domain names administration is not allowed .

1.5 .4 Strictly observing and abiding by the rules and laws , which govern the use of the domain names, domains names administration , files and information .

1. 5.5 Taking all the reasonable precautions necessary to stop any form of illegal accessibility , to such files and information.

1. 6 In the case of the certified registrar , his accessibility to the domains' names administration files , and information , must limered to the items , which fall under his responsibility .

1. 7 Some exemptions can be offered , in case the internet domains' administration receives a clear permission to do, after full study of the relevant conditions , including the reasons behind the request to obtain such accessibility to the domain names' administration files.

1.8 Any accessibility to the domain names ' administration files ,and /or the system of the domain names' administration will be strictly controlled by the internet domains ' administration, to maintain and secure the strict commitment of the party which got the permission , to observe the directives and orders of the internet domains' administration .

1 . Permission for accessibility :

The internet domains' administration reserves its right to change the method of accessibility to such files and information , and /or the domains' name administration system , at any time, and equally has the right based on its sole discretion and justification to suspend accessibility to the said files and information to stop any form of possible threat to the safety and stability of the internet network .

2 . Defining and reviewing the polices :

This document is prepared and published , to disclose the internet domains' administration technical and administrative polices, of the system of the domain names' administration , and the internet domains' names administration may take the necessary steps to review and/or take any procedures to amend the said polices , at any time , according to its own sole discretion and justification , and such changes or amendments will be published in the official website of the domains' administration .

The policy of the domain names' administration governing the use of the domain names **12**

Contents :

1 . Implementation	4
2 . The limits of responsibility	4
3 . The control	4
4 . Expandable supply services of the internet domains' administration.....	4
5 . Domain names ' administration gateway.....	6
6 . "WHOIS" service of the internet domains' administration.....	7
7 . Defining and reviewing the policies	8

Information about

The person to be contracted in relation to this document

Please contact the following person for more details about these instructions :

Name	The person in charge of the polices
Address	The internet domains administration , SIS , Khartoum- Sudan
e-mail	info@domains.sd

The status of this document

The status of this document is shown as follows :

Issue no.	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose

The objective of this policy is to detail the correct use of the domains' name administration system , related to the domain name internet administration, and the relevant services linked to it , including the Expendable Provision Practices (EPP) , services, and the verification (WHOIS) service , in addition to explaining the acceptable use , of such practices .

This policy was implemented to provide the required facility for all the users , and the certified registrars , to reach the internet domains' administration , in an equally just and impartial way, beside the guarantee and safety of the internet domains' administration system.

1 . The implementation

1.1 The internet domains ' administration works with the users , to resolve any form of contraventions , and secures its happening in any way, before the closure of the service.

1.2 The internet domains ' administration may restrict , suspend or stop the accessibility of any user , to the domain names' administration , in any time , without any form of prior warning or notification.

1.3 A warning may also be issued , by the internet domains' administration , in case of a serious contravention , by any of the certified registrars , who fails to

abide by ,and observe this policy , as stated in the agreement between the domain names' administration and ay of the certified registrars .

1.4 The internet domains' administration may temporarily suspend ,restrict or ban the accessibility of the service users , who do not observe the reasonable accessibility of the service , without any excusable justifications .

2 . The scope of responsibility

The internet domains' administration , shall not bear any form of responsibility in any case , towards the domain names users, of the internet domains administration , or towards any customer, or a third party , in relation to any direct or indirect damages , related to the procedures , which can be applied in exclusively to suit this policy , without causing losses ,pending of the services or losses to the to the programs and other data, even in cases in which the internet domains ' administration is being informed , about the possibilities of losses and damages to the internet domains' administration .

3 . The control

The internet domains ' administration will practice the required control over all the accessibility transactions of the domains ' administration system , and its users , to maintain and secure the need of all to observe this policy .

4 . The potentially expandable supply service of the internet domains administration

4 .1 Defining the frequency of the expandable Principal Practices (EPP) related to the internet domains ' administration .

A . The internet domains administration shall impose the level of some orders , related the domain names' administration , which is a technical job , and failure of the orders might take place , when the process exceeds the standard level .

B . The continuous trial to exceed the standard limit , is considered to be useless , and not allowed .

C . The repeated trial to surpass the standard amended limit , to banning communication at the web level .

4.2 Restriction to access the internet protocol(IP) address .

A . The communication transactions would be limited , and processed through the provision service, with potential extension to the internet domains' administration system , that controls accessibility to the web equipment , and software .

B. The certified registrars , are supposed to provide the internet domains' administration with the addresses of the internet protocols addresses which they want to use, to access the domain names' administration .

C .The certified registrars has the right to provide both (IPv4) and (IP v6) domains , with a maximum limit not to exceed 29 (IP v4) addresses, and 129 (IP v6) addresses .

D . The certified registrars would be allowed to add another two (IPv4) two (IP v6) domains , with the same standard specifications , as stated in C above , after forwarding requests for that , and the approval of the domain names' administration .

4.3 The pass words of the expandable provision service .

The pass words of the expandable provision service , must satisfy the following requirements :

A . Should be composed of 8 to 32 letters.

B . Should contain a minimum of 2 numbers at least .

C . Should have one capital letter at least.

D . Should contain one small letter at least.

E .Should contain 2 non-digital letters at least

F . Should not depend on a dictionary word

The internet domains' administration strongly urges all to observe the best practices , in relation to organizing the changes of the pass words , to be used to access the provision of the expandable service .

4.4 The digital certificates

It is possible in some cases to provide the certified registrar with a digital certificate , which should be used when communicating with the expandable provision service , and such certificates shall be prepared on request , to be forwarded by the certified registrar , after payment of the fees , and the certificate must be signed by the " organization of the expandable service certificates " , related to the internet domains' administration , and should be valid for one year , from the date of its signature , and must match the " common name" , in the certificate, and the user name , when entering certificate user name .

The registrar will also bear the responsibility of checking the expiry date, of the said certificate , to be sure of his communication with the domain names' administration , when using a digital valid certificate , and the certified registrars may ask for new digital certificates , for at least one week before the expiry date of the old certificate .

The internet domains ' administration will notify the certified registrars about the expiry dates of these digital certificates ,but at the same time will not bear any responsibility for those who fail to communicate with the domain names' administration , in relation to whatever concerns the expiry dates of their digital certificates , and any continual trials to communicate with the domain names' administration , using invalid digital certificate may lead to banning the internet protocol address source , of the internet web .

4 .5 The three steps checking process :

The three steps checking and reviewing processes must be carried out to secure a successful communication with the internet domain names

administration , since such checking would show the correctness of the following links :

A . The internet protocol address , is the special source of communication , in the specific user account, of the "common name" field , stated in the digital certificate , which would be presented .

B . The conformity of the " common name" in the digital certificate, with the name , which tries to register an account entry name .

C . The name of user ,and pass word , must be valid.

And the continuous failure trials , would lead to banning the internet protocol address in the internet web.

5 . The domain names administration gateway

5.1 Defining the HTML example (the popular coding text language)

The internet domains administration , reserves its right to amend the infrastructure and the text pages of (HTML) , used in the administration gateway , at any time, hence the certified registrars , would suppose the presence of the domain names used as examples as they are , but the web pages (which has no special trade marks , as stated in the white pages provided by the internet domains' administration .

5 .2 The programming :

Automatic programming will not be completed at the registration administration gateway , with the exception of the pages used for retrieving the pass word , and (WHOIS) process , which has nothing to do ,with the trade mark in the yellow pages .

The internet domains ' administration , will carry out the programming at the registration administration gateway , and would take the necessary actions , when discovering any form of neglecting the commitment to follow this policy .

5 .3 The pass words of the registration administration gateway

The pass words must satisfy the following requirements :

- A) Must be formed of 8 to 32 letters.
- B) Should have a minimum of 2 letters.
- C) Should have 2 capital letters at least.
- D) Should have 2 small letters at least.
- E) Should have 2 non-digital letters at least.
- F) Should not depend on a dictionary word.

And the internet domains ' administration , must strictly follow the best practices in relation to future changes (within a period of 2 months , for example) , for the pass words to use in the communication of the registration administration gateway .

6. (WHOIS) internet domains administration service

The use (WHOIS) internet domains administration service , is restricted , and each user of this service must do so, within the following limits :

The time frame	The limit for each internet protocol address
Each hour	20
Each day	200

The certified registrars, can each provide a list of internet protocol addresses , through which they can carry out a large number of communications , and such numbers of internet protocol addresses shall be arranged as follows :

The time frame	The limit for each internet protocol address
Every hour	500
Every day	1000

The certified registrars has the right to provide a maximum of 3 (IPv4),and 3 (IPv6) , taking into consideration the number of the former domain address must not exceed 29 , and latter must not exceed 125 , beside the implementation of the above mentioned limits on the merger investigation processes, which is completed through the" (WHOIS" ,service including the 32(Port43) , which has been implemented , the registration administration gateway and the website of "(WHOIS)" , plus the other "WHOIS" services , which has trade marks, and those which has not , as these marks are provided by the internet domains administration .

Once the set limit of "WHOIS" service is reached , the issued internet protocol addresses will be put in the " black list", whether it belongs to the certified registrar or not .

Any internet protocol address issued under the website , will be banned and put in the black list , when it makes any " WHOIS" investigation ,whether it belongs to the certified registrar or not .

7. Defining and reviewing the policy

This policy was prepared , and published with the aim of providing information about the internet domains ' administration , specially the technical and administrative roles of this administration , which may take the necessary action according to its own discretion , and justification , to review and/or amend this policy at any time, and publish what has been done in the official website of the administration.

The policy of the inherited domain names **13**

Contents

1	The transitional presentation of the inherited domain names
2	The inherited domain names
3	The expiry of the inherited domain names
4	Policy defining and reviewing

Information about the document

The prson to be contacted in relation to this policy

Please contact the following person , in relation to the details of these instructions

Name	The person in charge of the polices
Address	Internet domains administration – SIS ,Khartoum ,Sudan
e-mail	info@domains.sd

The status of this document

The following is the status of this document

Publication no.	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose:

The internet domain names' administration controls the operation of the domain names ' operation system , related to the management of the said process ,and shoulders the responsibility of the hired domain names, beside specifying the policy governing the how to deal with the inherited domain names .

1 – The transferable application for the inherited domain names

1 -1 The internet domains 'administration may decide to accept the sponsorship of the new domain names ,to be under any of the certified registrars

1 -2 The internet domains ' administration will take this decision only, and shall put the inherited domain names under the sponsorship of any of the sponsorship of any of the certified registrars , in the following cases :

1-2 -1 According to the request of the owner of the inherited domain name or

1-2-2 According to the sole discretion of the administration or

1-2-3 when the party who was responsible for the inherited domain names , is incapable to carry out he post of a certified registrar, at the starting time , when the domain names ' administration assumes its responsibility .

2 .The inherited domain names :

2 -1 All third standard level domain names shall be considered old legacy ,or any special case , as considered by the domain names' administration, at the beginning of the domain name administration system, of the internet domain administration .

2 -2 Any changes of information stored and the third standard inherited domain names, related to the domain names' administration system , is not allowed , before the updating of the popular information , and the special communication data of the owner of the registration , which is related to the said domain name , taking into consideration the internet domains ' .

administration shall carry out the necessary updating and reviewing , when it receives the said information .

3 – The end of the validity of the old domain names

3 -1 The expiry date of the inherited domains , which has been used for more than 3 years , after its expiry date , and after the starting date of the domain names administration , which is concerned about a 3- year period of the domain names' administration starting date .

3-2 The licensing will be expired for the domain names updated before one year of its expiry dates , which is a year after the date of the establishment of the domain name administration , which controls the internet domain names' administration system .

3-3 All the other inherited domains ' names , which are potentially liable for updating for a period of 120 days , after the starting of the new domain names' transactions , or at the beginning the expiry date .

3 -4 All the transactions of the renewal of the inherited domain names , must be completed satisfactorily , in a form that observes the requirements of the internet domains administration system , which in this case requires acquisition of a domain name license from the internet domains' administration authority .

3 -5 As for the registration owners , who believes that they have a right to be exempted from the changing of the domain names' expiry dates, assigned for them , according to the above mentioned specific rules , or their right to avoid observing the needs of the internet domains' administration when they ask for the renewal .

4 .Defining and reviewing the policy:

This document is prepared and published to disseminate the technical and administrative policies and regulations of the internet domains' administration system ,and the administration has the right to review , amend or change this policy at any time , as required .

The acceptable use policy 14

Contents :

1 .Protecting the system and the web	4
2 . Avoiding interference with the services	4
3 . The web safety	4
4 . The implementation	5
5 . The limits of the responsibility	5
6 . The control	5
7 . Definition and reviewing of the policy	5

Information about this document

Who is to be contacted in relation to this document

Please contact the following in relation to the details of this document

Name	The person in charge of the policies
Address	The internet domains administration – SIS , Khartoum , ,Sudan
e-mail	info@domains.sd

The status of this document

The following is the status of this document

Issue no.	1.0
Expiry date	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose

This policy is published to provide all the users and the certified registrars with easy, fair and just accessibility to the internet domains' administration services, and secure its safety and stability.

1 . Protecting the system and the web :

Any contravention of the internet domains and the web protection system , is not acceptable and will not be allowed, and may lead to criminal or /and civil responsibility , that could need help and co-operation , with any organization or law enforcement body ,in case of any suspicion of an offence or criminal intervention .

2 . Preventing intermingling with the services

No party has right to use the internet domains ' administration system in a way that leads to preventing or restricting the use of others , or their enjoyment of the web facilities , the web services or any other product of the internet domains' administration .

3 . The internet web safety

3 .1 No party has the right to practice any form of security contravention or cut any internet communication system , including accessibility of the other users' data base , which this person has no right to disclose, or register entry to any account , which he has no right to enter or use .

3.2 No party has the right to surpass or try to surpass the user permission , the web security , the users ' accounts , the users' safety or contravenes the control system of the transactions related to the internet domains' administration , or trying to tamper with its accessibility , including any form of no-intentional accessibility of the data base , and directing it to the concerned user, or the entry registry to the server or to a non-permissible entry to the concerned user , or making any form of fraudulent practices , including the user name , pass word , or the protection systems of the other webs , in addition to the implementation of any form of web control , that may lead to the obstruction of the non-permissible data base , of the particularly concerned user .

3.3 The need for the application of this part may lead to the "suspension of the service" , and will not be limited to surveying the system seeking outlets , and the flood massages of the order ping (testing the web communication) , the fraudulent directive information and the intentional trials to increase the load of a certain service , in addition to the trials to stop the service of the hosting body . And any party has no right to use the internet domains' administration system related to the use of any program , text , order or any message designed to interact with the user system , in any way , locally or through the internet .

4 . The implementation

4.1 The internet domains' administration shall work closely with the users to solve any contraventions, secure its repletion before the completion of the service .

4 .2 The internet domains' administration , according to its own discretion , may restrict, suspend or even terminate accessibility of the user to the system, at any time , and without any warning .

4 .3 A notification may also be issued by the internet domains' administration , in case of any serious contravention of the rights of the certified registrars , who fail to observe and abide by the terms of this policy , as detailed in the agreement between the internet domains' administration and any certified registrar .

4 .4 The internet domains' administration , according to its own sole discretion , may restrict, suspend or even terminate accessibility of a user who irresponsibly surpasses the limits which governs the use of the system . to the system .

5 . The scope of responsibility

The internet domains' administration , has no responsibility in any form , and in all circumstances , towards the practices of the users of the internet domains ' administration system , or the practices of any agent or a third party in relation to any form of direct or indirect damages , resulting from the practices related to this policy , including the financial losses , or even losses related to the programs or other data , even when it has been notified by the internet domains' administration , and the potential possibilities of the occurrence of such damages .

6 .The control

The internet domains' administration controls all the processes facilitating the accessibility of the domains administration system, beside the practices of the system users, to secure the required correct practice of this policy .

7 . Defining and reviewing the policy

This document is prepared and published to disseminate the technical and administrative polices and regulations of the internet domains' administration system . The internet administration may review or amend this policy according to its own discretion , at any time , and any amendments will be published in the official website of the internet domains' administration .

The privacy and data collection s policy 15

Contents

1	The principle	4
2	Collection and the use of personal information	4
3	Communication with the internet domains' administration	5
4	Disclosing the personal information	5
5	Requesting the acquisition of domain names , registering and keeping them	6
6	(WHOIS) special service of the internet domain administration	7
7	Presentation of (WHOIS) data	7
8	The accuracy	8
9	Safeguarding	8
10	Defining and reviewing the policy	8

Information about the document :

The person to be contacted about the document :

Name	The person in charge of the policies
Address	Internet domains administration , SIS , Khartoum /Sudan
e-mail	info@domains.sd

The status of this document

The following is the status of this document

Issue no.	1.0
Validity date	5/12/2017
Status	Valid
Date of issue	5/12/2017

The purpose

The internet domains' administration has prepared this policy to help the users to understand the methodology of the collection and maintaining their data , and it can be used by the administration . This policy is published and can be accessed and read via the administration website , beside the conditions of the website use , and the commitment of the administration towards the users , taking the following into consideration :

When all their data is collected

The purpose of the data collection

Whether the information shall be passed to a third party or not

1 -The principles :

The aim of this policy is to achieve the following :

1 .1 Safe keeping of the individuals rights , relevant to the means they use in collecting their personal information

1 .2 Safe keeping and observing the rights of the registration owners , and the methods they use in collecting and presenting their personal data and information .

1 .3 Defining the roles of the internet domains' administration and the certified registrars , in relation to the collection of the personal data and , its processing and presentation

1 .4 Respecting the law enforcement bodies and the other relevant government bodies ,working for the general public interest

2 .The collection and use of the personal information :

2 .1 The personal information may be collected in the following cases :

2 .1.2 During the period when applying for the domain name

2 .1.3 When the person demanding the service communicates with the internet domains' administration

2 .1.4 When dealing with the queries ,complaints and the future referred issues

.

2.1.5 When referring a complaint to the concerned body , according to its nature and circumstances .

2 .1.6 When the internet domains' administration checks and reviews the stakeholders' ideas to understand their views and proposals , in relation to the upper domains , to decide the future state' coding

,(ccTLD) of Sudan .

2 .2 It is allowed to use the personal information in the following circumstances :

2.2.1 It can be used to communicate with the owner of the registration in relation to the issues of the domain name registration , to facilitate the solution of any conflicts , according to the conflict resolution policies adopted by the internet domains' administration

2 .2.2 It can used to specify the law enforcement body , the authorized courts and legal counsels of the domains' names .

2 .2.3 It can be used to enforce (WHOIS) service , which allows any third party to review specific data related of a domain name , and the owner of the registration .

2 .2.4 It can be used to enforce the internet domains' administration in managing the system , and abiding by its internal procedures .

2 .3 The internet domains' administration will not use the provided personal information for commercial purposes

2 .4 The personal information will not be sent to any third party , unless it matches the set polices , as required , based on the applicable laws of Sudan.

3 .Communication with the internet domains' administration :

The personal data can be obtained by the internet domains' administration , when the concerned person communicates with the administration in the following cases :

3 .1 When someone applies for a job with the internet domains' administration

3.2 When someone applies to be a certified registrar

3.3 When someone investigates , or speaks over the phone with the internet domains' administration , and such calls are registered to provide good service and training .

3.4 When someone personally visits the internet domains ' administration office

3.4.1 The process of exiting and entering the internet domains' website , will be recorded with the specific timing , and the duration of the stay ,and the whole process will be recorded and saved by cameras .

3.4.2 Everybody will be asked to sign in the visitors' record book, after showing his identity card , and recording his service provider .

4. Provision & exposure of the personal information

4.1 Personal information can be provided , by the internet domains' administration , when asked by any of the law enforcing bodies , a court or any legally authorized firm , as stated in Sudan law , or when receiving a judicial or authorized court order to do so . And all such transactions will be record since it does not contradicts the legal procedures of Sudan laws .

4.2 Personal data may be stored or transferred outside Sudan , for the purpose of using it in the conflicts resolutions , as far as it coincides with the applicable law procedures .

4.3 It must be noted that the internet domains' administration has no control over the practices of others , and the implementation of the personal privacy protection , will be limited to what has been stated in this policy , and any exposure of information to a third party , will be governed by this policy , taking into consideration that the internet domains' administration will only deal with the three responsible parties , and will not bear any responsibility for protecting the privacy provided by these parties .

4.4 The internet domains' administration provides reasonable technical and security services , to protect the personal information , and stop illegal accessibility to such information , and all users are required to observe and apply the necessary security procedures provided by the internet domains' administration .

5 .The process of demanding , recording and safe keeping domain names :

5 .1 The internet domains' administration will ask any of the certified registrar , to provide her with the required personal information related to the domains names registration process , and will safely keep such information , or renew it .

5.2 The internet domains ' administration shall do its best efforts to minimize the required personal information to the reasonable possible level .

5.3 The internet domains' administration system will have all the information provided by the certified registrars .

5.4 The " WHOIS" , service presents a collected package of branch information .

5.5 The internet domains' administration requires such information to maintain the implementation of its agreement with any of the certified registrars , as mentioned in the internet domains' policy .

5.6 The concerned persons has the right to refuse at any time, the use of the additional personal information , and in this case they need to communicate with the internet domains' administration , and if they find that the information to be collected is the same information which must be collected to for the registration of a domain name, so in this case the refusal will lead to cancelling the domain name .

6 . The " WHOIS " of the internet domains' administration :

6.1 The internet domains' administration , shall make certain information about a domain name available for the public , through the "WHOIS" service .

6.2 Any body has the right to use this service , on condition that it is for the following purposes :

6.2.1 Informing about the availability of the domain name.

6.2.2 Renewal of the registration of the domain name

6.2.3 Communicating with the owner of the registration , in relation to the domain , or the relevant website.

6.3 The "WHOIS" service must not be used for any services other than what has been mentioned in (6.2) above , specially the restricted item , or the activities which are not required , or the other activities used in one way or the other to collect information related to the owners of the registration , for purposes of sending propaganda , commercial or research material about the market or other activities which are not desirable , using the website post , the telephone , fax or the normal post facility , in addition to any other trivial parasitic practices .

6.4 Any user of the " WHOIS" is not allowed to use the auto operations , and/or the website , which sends information to it (i.e. the WHOIS service) .

6.5 The information relevant to the "WHOIS" service , would be silicified to (13:00 hr.) , to stop any form of misuse .

6.6 The domain names' administration respects the privacy of the regions and other states , as far as possible , according to their laws and applicable laws of Sudan.

7 . Presentation of "WHOIS" data :

The " WHOIS " service will present the following information , related to the domain names , which has ben registered , in the domain names' system .

The domain name	Description of the domain name
The domain name	The registered domain name (Note: In case the domain name is in Arabic , it will be the main domain name) .
Similarities of domain names' codes	Specifying all the Arabic active similar domain names ' transactions, (Note: this is applicable for the Arabic domain names' only)
The date of the last amendment	The date of the last domain name amendment
The certified domain name	The name of the certified sponsor registrar
The status	The status of the domain name
The name of the owner of the	The name of the owner of the registration

registration	
Type of ownership	The type of ownership related to status , and used by the owner of the registration to acquire the domain name (the licensing for example : the licensing of the commercial registered business)
The name of the person to be contacted in relation to the owner of the registration	The name of the person to be contacted who represents the owner of the registration
The e-mail of the person to be contacted	The e-mail address of the person to be contacted
The name of the technical contact	The name of the technical contact address
The e-mil of the technical contact	The e-mail address of the technical contact
The service servers	There is a list of computers , used in analyzing domain names , and internet protocols addresses

8 . Accuracy :

All personal information to be presented to the domains' names administration must be very accurate, since they are the information to be used by the internet domains' administration , like the accurate communication information .

9 .The safe keeping of information :

The internet domains' administration keeps the necessary information in form of internal tables , based on the purpose , legal and contractual requirement , which should be collected as required .

10 .Defining and reviewing the polices :

This current policy was prepared and published to be presented , as required by the technical and administrative airs of the internet domains' administration , which may review and/ or amend the said policy according to its own discretion , at any time, and all relevant information are available in the official website of the internet domains' administration .

The Sudanese Internet Society 16

The policy of the reserved internet domains

Table of contents:

1	The purpose
2	What is meant by " the reserved domain names"
3	What are the authorized bodies which has the right to reserve domain name
4	How to reserve a domain name
5	The list of the reserved domain names

Information about the document:

The person to be contacted about the document:

Name	The person in charge of the policies
Address	Internet domains administration , SIS , Khartoum /Sudan
e-mail	info@domains.sd

The status of this document

The following is the status of this document

Issue no.	1.0
Validity date	5/12/2017
Status	Valid

Date of issue	12/1/2017
Amendments	SIS can amend this policy, at any time, and the amendment shall be effective from its starting date, and will be implemented over all the domain names, registered by SIS.

1. The purpose:

The internet domains' administration is responsible for managing the reserved domain names, and this policy specifies how to deal with it locally and internationally , and what concerns its ownership .

2 . What is meant by the" reserved domain names " :

The reserved domain names are the domain names which has been reserved , or being set a side in advance , and their use is banned for ever , or allowed for those who are entitled to use it, according to this policy , unless there is a relinquish of the conditions to be observed .

3 .What are the authorized bodies , to implement the required reservation of the domain names :

1 . The government bodies : This policy is to be implemented exclusively through the national center for information , authority for the organization of communications and post and the ministry of communications (and no application for a domain name reservation , will be accepted only via these three mentioned government bodies .

2 . The Sudanese Internet Society (SIS) : SIS may reserve domain names , and stop their registration , if the registration affects the system of the society , its

activity or the organization and the activities of the other organizations which belongs to it , domestically or internationally e.g. the (ICAN) .

3 . The names which insults religion , the norms , the morals or the Sudanese culture , or the national persons , and any organization can apply for reserving such domain names , or even banning it temporarily , until the general meeting of the executive committee .And any three members of the executive committee can ask for reserving or banning such domain names permanently with a request of three members of the executive committee of the society .

4. The intellectual property rights ' organizations internally or externally :

These organizations has the right to address the internet domain names' administration for reserving domain names , since such request does not contradicts the above mentioned items , the laws of the government of Sudan or the conditions of the registration process set by the internet domains' administration , and if such activities contradicts the applicable laws , those who have been affected may refer the case to the courts , and judicial system of Sudan.

4 . How to reserve the domain names

1.Domain names can be reserved by sending an official letter , post message or an e-mail , from the authorized authority to the concerned body .

2. A list of reserved domain names can be built through time.

3. When a domain name period ends , one of the above mentioned reservation conditions will be implemented , (take a government domain as an example) , and considered as example of one of one of the reserved domain names , until the owner of such a domain names comes forward and relinquish his ownership of the domain name in question .

4 . Since it is impossible to specify all the reserved domain names , hence when one of such domain names is registered , In response to a demand of one of the authorized bodies for the registration and pending of domain names, as such practice must be must be enacted in response to an official request during a period of three months , from the date of the registration , and in this case the concerned certified registrar will be informed , in addition to reimbursing the registration fees , and if the registration period has been surpassed , the concerned certified registrar will be informed that the concerned domain name will not be renewed for next year , and consequently this domain name will not be included in the reserved list .

5 . In case of domain names which insults religion or the state, the norms or the traditions , the morals or the local and international paradigms , or the national historical and dignitaries , or any act which may cause damage to SIS , as stated in items (2-3) , or any case which has a judicial order , or directives from the national security service , to cancel the said registration immediately , at any time ,after the end of the three- month period from the date of registration .

6. When a domain name is registered using the modern electronic means , and the registration fees are paid , the registration process will be enacted automatically , and the fees will be reimbursed to the certified registrar

account , or to any of his agents , so as to enable him to make a new alternative registration .

5 . The list of the reserved domain names

It is not allowed to register or use this list by any organization , other than the above entitled to do so , which includes the following :

- 1 . All insulting domain names included in the items(2-3) .
- 2 . All the domain names or the committees , the international and regional groups , or other groups which have deals with the internet society , or any other government organization , which deals with it .
- 3 . All town names ,the regions , or the government bodies inside or outside Sudan.
- 4 .The names of the known international companies .
- 5 .Any name which can be added later , pertinent to paragraph (4) above