

.EDU.AU DOMAIN: CHANGE OF CONTACT FORM

Instructions

- This form is to be completed with all applicable details in the event that the email addresses listed as the contacts for the management account in the console and the registrant and technical contacts listed in the registry database for your domain name(s) are no longer valid.
- This form must be completed by an authorised representative of the current registrant, printed on letterhead and accompanied by photo id of the representative.
- Where the representative is not listed as an authorised contact, other identification or supporting documentation must be provided. (e.g. via a listing with the appropriate government accreditation/registration authority, or a copy of the ABN, ACN or Business Registration Certificate of the current registrant)
- Please send the completed form and supporting documents to registrar@esa.edu.au.
- Upon receipt, your request will be raised for review and processed. Once your details have been updated, a link to set a new password for the management account will be sent to the email addresses nominated on the form.

Please Note

This form is only to update contact details – it will not change the legal entity that holds the domain name licence.

All automated notifications regarding your domain name(s) will also sent to the primary and secondary email addresses provided for the management account. This includes renewal reminders, invoices, policy announcements and password reset requests submitted via the login page.

The contact details in the registry database do not receive automated notifications but are considered authorised contacts for the associated domain name. If you would prefer to have a password reset sent to a contact currently listed in the registry database please contact our support team.

The current details in the registry database can be viewed via www.domainname.edu.au/whois.htm.

The name and email address fields in the registry database are made publicly available for the purpose of providing the WHOIS service, allowing end-users to query a domain name to identify and/or contact the registrant. Management account contact details, and the postal address and phone number fields in the registry database are not made publicly available.

You may nominate a role or job title (e.g. "General Manager") in place of a personal name for the name fields.

In the case of an incorporated entity being the current registrant, the registrant contact details must be for a principal, employee or member of the current registrant. In the case that an individual is the current registrant, the registrant contact details must be for that individual. The technical contact details may be those of a third party (e.g. an IT service provider).

Nominating a third party for the management account contacts is not recommended.

Terminology

Current Registrant: the legal entity currently listed as the registrant for a domain name in the registry database this can be viewed via the WHOIS lookup function at www.domainname.edu.au/whois.htm

Request to Change Contact Details

I request that for the following domain name(s):

1	5
2	6
3	7
4	8

The management account contacts be updated to:

Primary Contact Name:

Postal Address:

Phone Number:

Primary Email Address:

Secondary Email Address: (optional)

And the registry database contacts be updated to: (if different from the above account contacts)

Registrant Contact

Name:

Postal Address:

Phone Number:

Email Address:

Technical Contact

Name:

Postal Address:

Phone Number:

Email Address:

Declaration

I declare and warrant to Education Services Australia Ltd and to .au Domain Administration Ltd that:

- I am authorised to submit this form for or on behalf of the current registrant of the domain name(s); and
- all information contained in this transfer form and any accompanying supporting documentation is true, complete and correct, and not misleading.

I hereby authorise Education Services Australia Ltd to update the details for the domain name(s), and send access details for the management console to the primary and secondary email addresses provided for the account contacts.

Signature: Date:

Name: Position Held:

Organisation: ABN/ACN: