



Dear Registry Operator,

This notification serves as a reminder that all annual certifications, as required by the registry agreement, **must be submitted to ICANN org no later than 20 January 2022**.

### Submission Guide

ICANN org has implemented process improvements to allow for a streamlined submission process via the Naming Services portal. Credentialed users will provide the annual certifications via attestations in the case and upload internal review reports (if applicable).

Credentialed users should log into the Naming Services portal and open the applicable service request cases available in the portal:

- a. Annual Certification of Compliance with Code of Conduct
- b. Annual Certification of Compliance with Code of Conduct Exemption
- c. Annual Certification of Compliance with Specification 13

### Criteria

Please submit the appropriate certification(s) only after conducting your own internal review based on the specific registry agreement contract terms. Please click on the below links to see the related terms:

- a. **Annual Certification of Compliance with Registry Operator Code of Conduct:** [Section 3 of Specification 9 of the New gTLD Base Registry Agreement](#)
- b. **Annual Certification of Compliance with Code of Conduct Notice of Exemption:** [ICANN's Code of Conduct Exemption Process](#)
- c. **Annual Certification of Compliance with Specification 13:** [Section 7 of the Specification 13 of the New gTLD Base Registry Agreement](#)

If you are unsure whether you are required to submit a certification or have questions about the process, view the [Frequently Asked Questions](#) or refer to the short submission guide above.

If you have additional questions, please contact ICANN's Global Support center via the Naming Services portal or by emailing [globalsupport@icann.org](mailto:globalsupport@icann.org).

Kind Regards,

ICANN GDD Accounts and Services Team