



Dear Registry Operator,

This notification serves as a reminder that all annual certifications, as required by the registry agreement, **must be submitted to ICANN no later than 20 January 2020**.

The certifications should only be made after conducting your own internal review based on the specific registry agreement contract terms including, among other things, the following:

- a. **Annual Certification of Compliance with Registry Operator Code of Conduct** (Section 3 of Specification 9 of the New gTLD Base Registry Agreement): If Registry Operator or a Registry Related Party (as defined by Section 1 of Specification 9) also operates as a provider of registrar or registrar-reseller services, Registry Operator will conduct internal reviews at least once per calendar year to ensure compliance with the Code of Conduct (Specification 9). Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide the results of its internal reviews, along with a certification executed by an executive officer of Registry Operator certifying as to Registry Operator's compliance with the Code of Conduct, via email or to an address to be provided by ICANN.
- b. **Annual Certification of Compliance with Code of Conduct Notice of Exemption:** Registry Operator agrees to conduct internal reviews at least once per calendar year to ensure continued compliance with the representations made in its Exemption Request and the exemption criteria set forth in [ICANN's Code of Conduct Exemption Process](#). Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide ICANN with a certification executed by one of its executive officers certifying continued compliance with the representations made in the Registry Operator's Exemption Request and the exemption criteria set forth in [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): Registry Operator agrees to conduct internal reviews at least once per calendar year to ensure that the relevant top-level domain (TLD) meets the requirements of the definition of a .BRAND top-level domain. Within twenty (20) calendar days following the end of each calendar year, Registry Operator will provide ICANN with the results of its internal review(s), along with a certification executed by one of its executive officers certifying that the

relevant top-level domain meets the requirements of the [definition of a .BRAND top-level domain](#).

The description of annual certifications provided above has been included for illustrative purposes. Each registry operator is responsible for providing any certifications required by its 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 below.

Submission Guide

There are three methods registry operators can use to submit their annual certifications:

1. By logging into the Naming Services portal and opening 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
2. By filling out ICANN org-created sample certification forms and submitting them to globalsupport@icann.org or opening a General Inquiry case in the Naming Services portal and attaching the filled forms to the case. These forms are available in the [Document Library](#) section of the Naming Services portal.
3. By utilizing your own forms and submitting them to globalsupport@icann.org or opening a General Inquiry case in the Naming Services portal and attaching the filled forms to the case.

For ease of processing, ICANN org encourages registry operators to open the applicable service request case in the Naming Services portal (method #1 above). However, if using either ICANN org-created forms or their own forms, registry operators are kindly asked to use the following file naming convention: [.TLD]-[Name of Certification] (*.EXAMPLE - Annual Certification of Compliance with Registry Operator Code of Conduct.pdf*).

Thank you for your cooperation.

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

Please note that by submitting your personal data, you agree that your personal data will be processed in accordance with ICANN's [Privacy Policy](#), and agree to abide by the [Terms of Service](#).

Kind Regards,
ICANN gTLD Accounts and Services Team