



13 November 2012

**Re: Pre-Audit Notification for 2013 Registrar Audit**

Dear Registrar:

ICANN will be conducting contractual compliance audits to assess whether registries and registrars are in compliance with their key obligations under their contracts with ICANN.

The plan is to audit all registrars and registries over a three-year period. One third (1/3) of registrars and registries will be randomly selected for the first year's audit.

If you **do not** receive a Request for Information (RFI) by Monday 26 November 2012, it will mean that your registrar has not been selected for the first year's audit and will be audited in year 2 or year 3.

Below are the provisions in the Registrar Accreditation Agreement (RAA) that will be audited:

<b>Registrar Agreement Provision or Policy</b>	<b>Description</b>
3.10	Insurance
3.12	Reseller agreements (with all mandatory provisions)
3.16	Registrar contact details on registrar's website
5.11	Update contact information in RADAR
3.3.1 to 3.3.5	Whois access- interactive web page & port 43, Corresponding Data Elements
3.4.2	Maintenance of registration data for 3 years after domain transfer
3.7.7	Registration agreements w/ registrants (with all mandatory provisions)
3.7.8	Reasonable steps to investigate Whois inaccuracy claims
Policy	Restored Names Accuracy Policy
Policy	Whois Data Reminder Policy
Policy	Inter-Registrar Transfer Policy
Policy	Expired Domain Deletion Policy (Provision 3.7.5)

**Note:**

*During the Audit Phase and the Request for Information Phase, ICANN will follow the 1-2-3 notification process (15 working days, 5 working days, 5 working days). Please note in table below that several additional days have been given between 2nd and 3rd notice due to holidays.*

Audit Program Milestone Dates								
Start								End
<i>Pre-Audit Notification</i>	<i>Request for Info</i>			<i>Audit Phase</i>		<i>Reporting Phase</i>		<i>Remediation</i>
	1 <sup>st</sup> Notice	2 <sup>nd</sup> Notice	3 <sup>rd</sup> Notice	Begin	End	Begin	End	
13 <sup>th</sup> Nov. 2012	26 Nov. 2012	17 Dec. 2012	28 Dec. 2012	7 Jan. 2013	12 April 2013	15 April 2013	19 April 2013	22 April 2013

For more information on the audit (including the FAQs, audit process, audit plan and audit scope) please visit:

<http://www.icann.org/en/resources/compliance/audits/future>

If you have any questions, please contact ICANN via email: [complianceaudit@icann.org](mailto:complianceaudit@icann.org).

Thank you in advance for your cooperation.

Sincerely,

ICANN Contractual Compliance