



The Internet Corporation for Assigned Names and Numbers

NOTE: This Registrar Audit Notice is a template used for communicating an audit to the selected Registrars. It is published for informational purposes only. Audit scope and dates will vary based on the audit program underway. Please refer to the Audit Page to learn more about the program.

ICANN 1st Notice - Request for Information

ICANN Request for Information (RFI) to [Registrar Name]

Dear Registrar:

As announced in the Pre-Audit Notification Letter dated [date-month-year], ICANN is conducting contractual compliance audits to assess whether Registrars are in compliance with key obligations of their contract with ICANN.

[Registrar Name] has been selected for this year's audit. Please read this entire notice as it provides the instructions for completing and submitting the attached Request for Information (RFI) spreadsheet.

You are requested to submit the completed RFI spreadsheet and requested data/documents for this 1st Notice before [date-month-year].

IMPORTANT NOTE: If you are part of a family and multiple Registrars within your family were selected, you can respond for one IANA # within your family **ONLY** if all selected Registrars operate the same technically and operationally. If this is applicable to your family, please provide a list of the selected IANA #s and the IANA # to which you are responding for the audit. If the selected Registrars within your family operate differently, all documentation for each selected Registrar is required.

[Instructions on completing the audit questionnaire are provided here]



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As part of this audit program, ICANN will leverage the professional services of KPMG to assist with the collection and evaluation of all data.

KPMG's contractual agreement with ICANN includes confidentiality obligations which requires KPMG to protect all data collected as part of the audit program, which may include (but is not limited to) the following measures:

- * Antivirus measures
- * Firewalls, intrusion detection sensors and event monitoring
- * Demilitarized zone for Internet facing applications
- * Unique user IDs and complex passwords
- * User access provisioning and de-provisioning
- * Encryption for communication across public networks and the Internet
- * Physical and environmental controls

For audit related information please visit:

<https://www.icann.org/resources/pages/audits-2012-02-25-en>

ICANN Contractual Compliance is offering optional outreach sessions with the objective of providing an overview and timeline of this year's audit program and to address questions related to the audit. If your schedule permits, your participation would be greatly appreciated.

What time are the sessions?

[Session date and time provided here and additional instructions for participants]

If you have any questions, please contact ICANN via email: complianceaudit@icann.org.

Thank you in advance for your cooperation.

Sincerely,

ICANN Contractual Compliance



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