NOTE: This Registry Audit Notice is a template used for communicating an audit to the selected Registry Operators. 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 the [gTLD name]

Dear Registry:

As announced in the Pre-Audit Notification Letter dated [date-month-year] ICANN is conducting contractual compliance audits to assess whether gTLD Registry Operators are in compliance with their key obligations under their contracts with ICANN.

[gTLD name] has been selected for this year’s audit.

As the Registry Operator of this gTLD, you are requested by [date-month-year] to submit the completed Request for Information (RFI) questionnaire, and to upload requested data/documents to a secure ICANN storage.

[Instructions on completing the audit questionnaire are provided here]

Please also note that ICANN will directly ask your Data Escrow Agent and TMCH [where applicable] for some of the data related to your Registry operations.

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

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

Thank you in advance for your cooperation.

Sincerely,

ICANN Contractual Compliance

**Terms of Use - ICANN Compliance Site**

The ICANN Contractual Compliance site is restricted to registered users only and requires a password for access. By accessing the site you agree not to provide your password nor provide access to any other person who is not authorized by your organization. In addition you agree to only utilize the site to respond to the ICANN Contractual Compliance Request for Information (RFI). You must promptly notify ICANN in the event that you become aware of misuse of your password or unauthorized access or any other event or action that may reasonably be expected to impair the security of the site. Your access may be terminated, or limited in the event that ICANN becomes aware of any unauthorized use or breach of any of these terms and conditions.

You are responsible for data and information you upload on the ICANN Contractual Compliance Site. You must ensure that all such content complies with all applicable laws, regulations and authority; and that the content will not infringe the intellectual property or data privacy rights of any third party.