



To: Internet Corporation for Assigned Names and Numbers ("ICANN")  
Attention: New gTLD Program Staff  
12025 Waterfront Drive, Suite 300, Los Angeles, California 90094

RE: Request for Exemption from Registry Operator Code of Conduct

Microsoft Corporation ("Registry Operator"), in connection with the execution of the Registry Agreement for the .Office TLD (the "Registry Agreement"), hereby requests an exemption from the obligations of the Registry Operator Code of Conduct set forth in Specification 9 to the Registry Agreement (the "Code of Conduct"). Pursuant to such request, Registry Operator confirms that each of the following statements is true and correct (collectively, referred to as the "Statements"):

1. All domain name registrations in the TLD are registered to, and maintained by, Registry Operator for the exclusive use of Registry Operator or its Affiliate (as defined in the Registry Agreement);
2. Registry Operator does not sell, distribute or transfer control or use of any registrations in the TLD to any third party that is not an Affiliate of Registry Operator; and
3. Application of the Code of Conduct to the TLD is not necessary to protect the public interest for the following reasons:

The .OFFICE TLD represents the Registry Operator's brand "OFFICE" and will be operated as an online platform by the Registry Operator and its Affiliates only. As explained in our Application Q18, the mission of the .OFFICE Registry is to lay the ground work for providing consumers and businesses who interact with Microsoft through the .OFFICE gTLD with a more secure and authentic experience, to protect the Microsoft Office brand, and to promote the Microsoft Office system. All registrations under .OFFICE TLD will be registered to Microsoft Corporation, and all use of such registrations will be by Microsoft Corporation and its authorized Affiliates only, as set out in the .OFFICE Registry Domain Name Registration Policy attached in Schedule A. Accordingly, the Code of Conduct is not necessary to protect other registrants and approval of this Exemption Request will not impact third parties.

Registry Operator represents that the registration policies attached hereto as Schedule A are a true and correct copy of the Registry Operator's registration policies for the TLD. Registry Operator agrees to notify ICANN promptly in writing in the event any of the Statements has become untrue (whether before or after an exemption has been granted). Registry Operator further acknowledges and agrees that the Exemption will be void if at any time any of the Statements has become untrue.

Submitted by: [REDACTED]  
Position: General Manager  
Date Noted: 13 January 2015  
Email: [REDACTED]



### **Schedule A**

Registry Operator hereby acknowledges that the following are the true and correct registration policies for the TLD:



# Microsoft's .OFFICE Registry Domain Name Registration Policy

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## .OFFICE Registry Domain Name Registration Policy

This .OFFICE Registry Domain Name Registration Policy (“.OFFICE Registration Policy”) sets out the eligibility criteria for .OFFICE domain names in Microsoft’s .OFFICE registry. This .OFFICE Registration Policy may be updated periodically. The current version can be found at [*nic.office*], and your continued registration of a .OFFICE domain name after any such update shall constitute your acceptance of any such update.

The terms set out in this .OFFICE Registration Policy constitute the full agreement concerning eligibility criteria for registration of a .OFFICE domain name. It is to be read in conjunction with the .OFFICE Registry T&Cs. No other agreements or representations supplement or alter the terms of this .OFFICE Registration Policy except as expressly incorporated herein.

Any undefined capitalized term in the .OFFICE Registration Policy shall have the meaning set out in the ICANN Registry Agreement applicable to the .OFFICE registry, available at [*insert link here*].

*All communications and information under this .OFFICE Registration Policy shall be in English.*

### General/Definitions

**Authorized Employee** means an employee of Microsoft or a Microsoft Affiliate who is authorized to seek registration of a .OFFICE domain name in the name of Microsoft.

**Microsoft** means Microsoft Corporation, a company organized under the laws of the State of Washington, U.S.A., and located at One Microsoft Way, Redmond, WA 98052.

**Microsoft Affiliate** means any person or entity that, directly or indirectly, through one or more intermediaries or in combination with one or more other persons or entities, controls, is controlled by, or is under common control with Microsoft.

**.OFFICE Registry T&Cs** means the .OFFICE Domain Name Registry Terms and Conditions, which set out the terms and conditions governing the registration and use of domain names in the .OFFICE registry.

**Registrar** means an ICANN-accredited registrar.

**Registry** means Microsoft as a provider of TLD registry services for the .OFFICE Top Level Domain registry.

**Registry Services Provider** means the entity providing back-end technical and operational services for the day-to-day functioning of the .OFFICE registry.

**You or your** means an individual or entity that registers and/or uses a .OFFICE domain name.

*Terms used in the singular or plural are merely for convenience, and shall apply mutatis mutandis, as the context may require.*

### Rules of Eligibility

Domain names are only available for registration to and maintenance by Microsoft, for the exclusive use of Microsoft and Microsoft Affiliates.

- Microsoft reserves the right to periodically verify your eligibility to maintain and/or use a .OFFICE domain name registration, and at any time to initiate an Eligibility Reconsideration process.



- The only manner by which you may challenge your (non-)eligibility to register and/or use a .OFFICE domain name is through Microsoft's .OFFICE Eligibility Reconsideration process described below. Any determination on your (non-)eligibility to register and/or your (non-)eligibility to use a .OFFICE domain name shall be made in Microsoft's sole discretion, and is not subject to any further appeal mechanism or reconsideration process.

## Eligibility Reconsideration

At any time during the registration of a .OFFICE domain name, Microsoft or Microsoft's domain management team may (whether of its own volition, or at the suggestion of a third party, whose identity may remain confidential) instigate an Eligibility Reconsideration process to verify your compliance with the .OFFICE Registration Policy, in particular as to the .OFFICE rules of eligibility set out above. A determination by Microsoft under the .OFFICE Eligibility Reconsideration process may result in the cancellation or revocation of the .OFFICE domain name registration and any such determination shall be made in Microsoft's sole discretion, and is not subject to any further appeal mechanism or reconsideration process.

## Domain Name Registration Rules

Domain name registration in the .OFFICE will occur pursuant to a four-step process:

- (1) Eligibility Confirmation;
- (2) Naming Convention Check;
- (3) Acceptable Use Review; and,
- (4) Registration (.OFFICE domain name registrations shall be for one year).

Only if an attempted domain name registration is verified as meeting the .OFFICE Registration Policy, including the domain name being available for registration (i.e., not already registered), and only where the .OFFICE rules of eligibility are met, can a .OFFICE domain name proceed to registration/allocation. .OFFICE domain name registrations shall at all times be bound by all applicable .OFFICE rules and regulations including inter alia the .OFFICE Registration Policy and the .OFFICE Registry T&Cs.

### (1) Eligibility Confirmation

- Only Authorized Employees may seek to register (including any renewals) .OFFICE domain names; .OFFICE domain names may only be registered to Microsoft and may not under any circumstances be registered by parties other than Microsoft; .OFFICE domain names may not subsequently be sold, distributed or transferred to any other party.
- Only Microsoft and Microsoft Affiliates may use .OFFICE domain names.
- Prior to approval/registration/renewal, all prospective domain name registrations will be verified by the Registrar and Microsoft's .OFFICE domain name management team for compliance with the .OFFICE rules of eligibility both as to registration and use.

### (2) Naming Convention Check

A second-level .OFFICE domain name must meet all of the following criteria:

- (a) Must be at least 1 character and no more than 63 characters long.



- (b) Must not contain a hyphen at the 3rd and 4th positions (tagged domains), unless corresponding to a valid Internationalized Domain Name in ASCII encoding (for example “xn--ndk061n”).
- (c) Must contain only letters (a-z), numbers (0-9) and hyphens, or a combination of these.
- (d) Must start and end with an alphanumeric character, not a hyphen.
- (e) Must not be a Reserved Name (see below).

### (3) Acceptable Use Review

- Upon submission of a request to register a .OFFICE domain name, or by asking Microsoft to renew a .OFFICE domain name registration, Authorized Employee represents and warrants that the .OFFICE domain name registration does and will at all times comply with the .OFFICE Registration Policy and the .OFFICE Registry T&Cs .
- Prior to approval/registration/renewal, the domain name registration will be verified by Microsoft’s .OFFICE domain name management team for compliance as to .OFFICE Registry T&Cs.
- Domain name registrations/renewals will only be permitted in the .OFFICE registry where an Authorized Employee has obtained a .OFFICE registration code from Microsoft’s .OFFICE domain name management team in advance of registration; .OFFICE registration codes are granted subject to Microsoft’s satisfaction that the proposed registration and use of a .OFFICE domain name will conform with the .OFFICE Registry T&Cs.
- Microsoft may periodically review your compliance with the .OFFICE Registry T&Cs. Any determination by Microsoft’s domain name management team as to your (non-)compliance with the .OFFICE Registration Policy and/or .OFFICE Registry T&Cs may result in the cancellation or revocation of the .OFFICE domain name registration or the withdrawal of permission to use it, as applicable and in Microsoft’s sole discretion.

### (4) Registration

- Unless otherwise agreed in writing in advance with the Microsoft .OFFICE registry and confirmed by the Registrar, .OFFICE domain name registrations, and renewals, are for a period of one year.
- Provided that the .OFFICE eligibility confirmation, naming convention check, and acceptable use review criteria are all satisfied, Microsoft’s .OFFICE domain name management team will instruct the Registrar to proceed with the registration or renewal of the .OFFICE domain name.
- If at any point prior to the registration expiration date the Authorized Employee no longer wishes to maintain a .OFFICE domain name registration, Authorized Employee may submit a written (which shall include email) request to [REDACTED] for Microsoft’s .OFFICE domain name management team to cancel the .OFFICE domain name registration; in such event, Microsoft’s .OFFICE domain name management team is under no obligation to make such domain name available for future registration.
- At the conclusion of the registration period for a .OFFICE domain name, unless an Authorized Employee has instructed Microsoft otherwise at least 30 calendar days prior



to the expiration of the .OFFICE domain name registration, Microsoft will automatically renew the .OFFICE domain name registration.

## Reserved Names

The following terms are reserved from registration:

- a. terms prohibited by ICANN from availability for registration including as required by the ICANN Registry Agreement applicable to the .OFFICE Top Level Domain, and in particular
  1. the terms “example”, “www”, “rdds”, and “whois” at all levels, which at Microsoft’s discretion shall be withheld from registration or allocated to Microsoft, and
  2. the term “nic”, at all levels, as this term shall be allocated to Microsoft for use in connection with the operation of the .OFFICE Top Level Domain; and
- b. any term reserved by Microsoft in its sole discretion.