

Dear Customer,

Thank you for your purchase of a .ie domain name. In order for this domain to become fully registered, there are certain requirements which must first be met. If the domain is not registered and we have not heard from you after 60 days of your initial application, your application will be removed from our system and a credit of the full fee paid will be added to your account.

To complete the registration, you have an initial period of 27 days to supply all necessary documentation to us, however, if you do find time is running out then give us a call or drop us an email and we will be more than happy to submit your application for a further 27 days free of charge.

All documentation should be sent either via fax to 1890 943 653 or as scanned attachments to docs@register365.com. If you would like to talk to someone regarding your domain application, please call us on **1890 944 500**.

N.B. Your chosen domain will not work and is not registered or owned by you until all requirements have been met.

Many thanks

Domain Administration Team

Please note that on registration, your nameservers must also be authoritative. If you have your own nameservers ready to be used, please check that these are authoritative so your DNS will also be accepted upon registration.

There are four main categories for Registration of .IE domain names.

Most people match one of the categories below.

If you feel none of the listed categories describe you, please contact us for further help.

PERSON

SOLE TRADER

COMPANY

OTHER

Please go through the questions on the following pages to see whether you match one of the categories and the documents / details you will need to provide in order to complete your registration.

Is the domain name your name?

Yes.
It is my own name.

Please send a Utility Bill or Irish Passport or Driving Licence showing your name.

No.
Is the domain name an abbreviation of your name?

Yes.
The domain is an abbreviation.

Abbreviations of personal names are not always permitted. Please either call us on 1890 944 500 or visit www.pdn.ie for further registration requirements.

No.
Is the domain being used for trade?

Yes.
I plan to use the domain for trade

Please go to the SOLE TRADER section for registration requirements

No.
If the domain is not being used for trade or advertising services you need to confirm the domain is for the purpose of information, a blog or a forum.

Please send a copy of your ID or Utility Bill along with a letter of claim. Your letter needs to explain what you want the domain name for and how you will use it.

Person

Do you have a Registered Business Name (RBN) number?

No.
Do you have a VAT number?

No.
If you are in the early stages of setting up a business you can send a letter from an Accountant, Solicitor or Bank Manager. This letter needs to detail you as a Sole Trader. You will also need to provide a letter of claim, showing what you plan to use the domain name for and how it relates to you.

If you do not have an Accountant, Solicitor or Bank Manager to write this letter, but plan to use the domain for commercial purposes, you should register your business with the CRO office and supply the RBN submission number together with the RBN₁ signature page.

Yes.
I am registered with the Revenue for VAT.

Please submit your VAT number together with a letter of claim. Your letter needs to explain what you want the domain name for and how you will use it.

Yes.
Do the RBN number and the domain name match?

No.
Please supply the RBN number together with a letter of claim. Your letter needs to explain what you want the domain name for, how you will use it and how it relates specifically to you.

Yes.
Please supply the number.
If your application has not yet completed with the CRO office, please submit instead your RBN submission number together with your RBN₁ signature page.

Are you a company registered in Ireland, with the CRO?

No.
Are you able to provide proof of trade with Ireland? (This needs to be an invoice showing your company name and an Irish address for delivery/billing).

Yes.
Does the domain name match your company name?

No.
Unless you have a trademark relating to the domain being purchased (Irish, Community, British or American only) you do not meet the registry requirements and so will not be able to register the domain at this time.

Yes.
Does the domain name match your company name?

No.
If the domain name refers to a product or service offered by your company or is an abbreviation of your company name.

Yes.
Please supply your Company's Registration Office (CRO) number.

If you have a trademark, (Irish, Community, British or American only) please submit the details to us.

No.
If the domain name refers to a product or service offered by your company or is an abbreviation of your company name.

Yes.
Please supply your companies registration number together with your proof of trade with Ireland.

Please supply a signed letter on your company letterhead, detailing your CRO number and the claim to the domain name. Your letter should detail how the domain relates to the company and how it will be used.

Please supply a signed letter on your company letterhead, detailing your company number along with your proof of trade and the claim to the domain name. Your letter should detail how the domain relates to the company and how it will be used.

Company

Which of the below best describes you?

Band

Please submit a signed letter from the band along with documentation to show the applicant is a band, eg, a link to a Facebook page, a poster advertising a gig or the sleeve of a CD.

Charity

Please submit your charity number along with a signed letter on the charity letterhead detailing what the charity will use the domain for.

Club / Association

Please submit a signed letter on your club/association letterhead (if you have it) detailing that you are a club/association and what you plan to use the domain name for.

Partnership

Please submit your VAT/RBN numbers together with the names of persons/companies in the partnership. You will also need to supply a letter of claim to the domain name. This needs to explain how the partnership plan to use the domain and how it relates to them.

Publication

Please submit your letter of claim detailing what the intended use of the domain name is. If the domain is the title of a book you will also need to provide a copy of the front page showing the author's name. The author will always be the domain owner.

School / Educational

Please supply the school roll number. If the domain name does not match the school name please submit a letter of claim on the school letterhead detailing the reasons for registering and how the domain will be used.

Other

IEDR This stands for the .IE Domain Registry; this is the organisation that handles all .ie domain registrations. The IEDR is responsible for setting requirements and restrictions and processing all applications. The IEDR may also be referred to as the “Registry”.

REGISTRAR This is the company that customers register their domain names through. We (Register365/Namesco Ireland Limited) are your registrar, and as such we will communicate with the IEDR on your behalf.

REGISTRANT This is the individual or organisation that registers the domain. The registrant will appear on the WHOIS record and may also be referred to as the “Holder”.

ADMIN CONTACT This is the individual who is responsible for authorising any changes or transfers for the domain. The individual is nominated by the registrant unless the registrant is an individual, in this instance the registrant will be the admin contact.

SOLE TRADER This is an individual who owns and runs their own business.

RBN NUMBER This stands for “Registered Business Name” number. It is held by most Sole Traders and Partnerships and is provided by the Companies Registration Office.

CLAIM LETTER This letter is requested when the Registry requires further information regarding a domain application. This letter needs to explain why the registrant has chosen the domain and what they plan to use it for. The registrant will also need to detail how the domain to be registered relates to them.

COMPANY This is an incorporated organisation that is registered for trade. An incorporated organisation will have a registered number from a company’s office.

CRO NUMBER This stands for “Company Registration Office” number and is given to a company when it becomes an incorporated organisation.

REGISTERED CHARITY NUMBER This is the number given to an organisation when it receives charity status. This number will start with “CHY”.

REGISTERED VAT NUMBER This is the number given when a company or sole trader registers for VAT with the Revenue.

CTM This stands for “Community Trade Mark”; a CTM is a trade mark that is valid in the 27 Member States of the European Union.

PARTNERSHIP This refers to a situation when more than one Sole Trader or Company are working together.

ROLL NUMBER This is the number given to schools and educational institutions by the Department of Education. The Roll Number consists of 5 numbers followed by a letter.

WHOIS This is the online record of the information held by the registry for the registrant of a particular domain. You can also use this service to check whether a domain is available for registration.

NIC-HANDLE This is a unique identifier assigned to the contact records for each domain name. This allows us to manage your contact information more easily

NAMESERVERS The nameservers hold the DNS records for domains they are authoritative for. The IEDR requires that a minimum of 2 nameservers are set up to host your domain before they will accept your application.

CLASS AND CATEGORY This is the way the IEDR manages registrations. The Class and Category chosen dictate what documentation is required to complete the application.

EXPIRING APPLICATION This is when the application period for a domain is approaching its close with the registry. The application period for a domain is 27 days.