

LBDR Registrant Contact Record Requirements

(LBDR Guide for Registrars - rev 20210122)

The Domain Registrant Contacts are very important records under the LBDR and need special attention from the Registrars. For that purpose, we developed this guide to help Registrars understand the requirements, limitations, solutions and work around some of the issues, and most importantly what need to be done during the first period after the migration of the LBDR to the new system, policies and procedures. Section 4 of this documents details the issues that the Registrars will phase after the migration to the new system and what need to be done to address the various issues.

1. The LBDR Registrant requirements are as follow:

- 1.1. **Registrant** - A domain name **Registrant** is an individual or entity who registers a domain name. Upon requesting the registration and subsequently successful registration of a domain name, a **Registrant enters into a contractual agreement with a Registrar of his/her choice**. The contract describes the terms under which the registrar agrees to register and maintain the requested name. After registration, Registrants manage their domain name settings and renewals through their Registrars. To modify a setting, renew, transfer, or delete a domain, a Registrant submits the changes to the Registrar, and the registrar sends the change to the registry. (See Appendix-A for Registrant Rights and Responsibilities)
- 1.2. During the first phase, after the Migration to the new system, the **LBDR Registrants should have Local Status** (Lebanese registered organization with Local Address)
- 1.3. **Registrants should complete and sign the LBDR-A “Domain Registration Request and Agreement”** and submit it to the Registrar, physical copy or scan and email to an email provided by the Registrar. Sample of the LBDR-A is provided in Appendix-B
- 1.4. Registrant should provide Supporting documents required for the zone the domain will be registered under:

2. The Registrant Organization request to register the Domain under the selected Zone

	Zone	Registrant Status	Required Supporting Documents to be provide to Registrar
☉	COM.LB	Commercial Company	Current Commercial Circular or Lebanese ID of Private Practice Owners
☉	EDU.LB	Education Institution	Appointm ent of Education Institution Principle/Director from Ministry of Education
☉	GOV.LB	Governmental Organization	Decree Appointing Minister and/or Director General of Governmental Organization
☉	NET.LB	Internet Service Provider	Current Commercial Circular + Internet Service Provider License by MPT
☉	ORG.LB	Not-for-Profit Organization	Attestation from Ministry of Interior listing the current NGO Board members

Sample of the records for each of the Registrant Statuses are provided in Appendix-B

- 1.5. The **Registrant Contact is Mandatory on the LBDR Registration System**. The Registrant Contact information enter on the LBDR Registration System by the Registrar should be the same as provided in the LBDR-A. The Registrant should keep his/her contact info up to date by completing a new LBDR-A that will replace the one in record with the Registrar. The Registrar should promptly update the Registrant Contact record on the LBDR Registration System to reflect the new Registrant contact details. Change in official representative of the Registrant Entity should be supported by the relevant supporting documents listed under LBDR-A section “2”.

1.6. The **Registrant** should provide accurate and valid contact info in the LBDR-A section 4 and the **Registrar should validate the info** against the supporting documents listed in LBDR-A section “2”. The Registry and Registrar should be able at all time to contact the Registrant via email for issues related to the domain name including legal notifications, and domain life cycle issues such as update, deletion, transfer, etc. So, **it is critical that the email of the Registrant Contact is correct and validated by the Registrar.**

The mandatory Registrant Contact information that should be provided and entered and maintained on the LBDR Registration System are as follows:

4. Official Representative (Admin-c) Details Contact: *(* data required and should be valid otherwise the application will be rejected)*


	Registrant	Registrar
Full Name (*)		
Title (*)		
Organization (*)		
Address (*)		
Email (*)		
Phone (*)		

- **Full Name:** The full name of the official representative of the Registrant Organization (the person who can legally sign on behalf of that organization).
- **Title:** the title of the official representative of the Registrant Organization.
- **Organization:** is the Registrant Organization as per the provided supporting documents.
- **Address:** is the Local (Lebanese) address of the Registrant Organization.
- **Email:** is the email of the official representative of the Registrant Organization, that email will receive all the legal notifications related to the domain and it is critical that the email is correct and validated by the Registrar.
- **Phone:** is the phone of the official representative of the Registrant Organization.

2. Registrant Contact Data Validation by Registrars

Zone	Registrant Status	Required Supporting Documents to be provide to Registrar
COM.LB	Commercial Company	Current Commercial Circular or Lebanese ID of Private Practice Owners
	Sample Commercial Circular:	

	<p style="text-align: center;">إذاعة تجارية</p> <p style="text-align: center;">المحترمين السادة</p> <p style="text-align: center;">نحيطكم علماً أننا أسسنا محلاً تجارياً يعرف باسم:</p> <p style="text-align: center;">ACOMPANY ⇔ Registrant Organization</p> <p>موضوع المحل: التجارة العامة، تعهدات وصناعة عامة، خدمات على اختلاف أنواعها ما عدا الخدمات المالية، تجارة الكمبيوتر وجميع الاجهزة الالكترونية ، تصليح وبيع قطع الكمبيوتر والالكترونيات ، التمثيل التجاري، الإستيراد والتصدير.</p> <p style="text-align: center;">Registrant Address</p> <p style="text-align: center;">⇓</p> <p style="text-align: center;">مركزها: <input type="text"/> بناية الهناء الطابق الثاني، شارع تالكج، بيروت</p> <p>ولقد تسجّلت لدى جانب أمانة السجل التجاري في بعدنا بتاريخ...<input type="text"/></p> <p>وإن حق التوقيع عنها قد أنيط بالسيد <input type="text"/> جورج سميس</p> <p>فعلى أمل نيل تفكّم الغالية وإستمرار التعاون معكم نحيطكم علماً عن نموذج لتوقيع المدير.</p> <p>هكذا يوقع المفوض بالتوقيع، السيد <input type="text"/> جورج سميس</p>
EDU.LB	<p>Education Institution Appointment of Education Institution Principle/Director from Ministry of Education</p> <p>Sample Attestation from Ministry of Education Appointing a Director of a School:</p> <p style="text-align: right;">الجمهورية اللبنانية وزارة التربية والتعليم العالي المديرية العامة للتربية</p> <p style="text-align: center;">قرار رقم</p> <p style="text-align: center;">الترخيص بتعيين مدير لثانوية <input type="text"/> التربية للتموزجة</p> <p>Registrar Organization ⇨</p> <p>إن المدير العام للتربية بناء على المرسوم رقم ٣٧٩ تاريخ ٢٠٠٧/٦/١١ (تعيين المدير العام للتربية) بناء على المرسوم رقم ١٤٣٦ تاريخ ١٩٥٠/٣/٢٣ (نظام فتح المدارس الخاصة) وتعديلاته ولاسيما المرسوم رقم ٩٤٠٨ تاريخ ١٩٩٦/١٠/١٥ بناء على المرسوم رقم ٢٨٩٦ تاريخ ١٩٩٢/١٠/١٥ (تحديد مؤهلات من يتولى إدارة مدرسة خاصة) بناء على المرسوم رقم <input type="text"/> مدرسة خاصة كاملة</p> <p>بناء على القرار رقم <input type="text"/> بناء على الإستدعاء رقم <input type="text"/> بناء على قرار التفويض رقم <input type="text"/></p> <p>بناء على إهراخ رئيس مصلحة التعليم الخاص يقرر ما يأتي :</p> <p>المادة الأولى: يرخص لمؤسسة <input type="text"/> التربية للتموزجة الكائنة في <input type="text"/> بجمتون (قضاء <input type="text"/>) تعيين السيد <input type="text"/> فريد المعلم "مديراً" للمدرسة المذكورة</p> <p>المادة الثانية: يبلغ هذا القرار حيث تدعو الحاجة %</p>
GOV.LB	<p>Governmental Organization Decree Appointing Minister and/or Director General of Governmental Organization</p> <p>Decree Appointing a Director General:</p>

	<p style="text-align: center;">حرس مرسوم رقم</p> <p style="text-align: center;">وتعيينه رئيساً لإدارة مركز حكومي</p> <p style="text-align: center;">Registrar Organization →</p> <h2 style="text-align: center;">إت رئيس الجمهورية بناء على الدستور</h2> <p>بناء على المرسوم الاشتراعي رقم ١١٢ تاريخ ١٩٥٩/٦/١٢ وتعديلاته (نظام الموظفين)</p> <p>بناء على المرسوم الاشتراعي رقم</p> <p>بناء على المرسوم الاشتراعي رقم</p> <p>بناء على المرسوم رقم</p> <p>بناء على القانون رقم</p> <p>العام،</p> <p>بناء على المرسوم رقم</p> <p>بناء على اقتراح رئيس مجلس الوزراء</p> <p>ويعد الإطلاع على قرار هيئة مجلس الخدمة المدنية</p> <p>ويعد موافقة مجلس الوزراء بتاريخ</p> <p style="text-align: center;">Registrar Organization يرسم ما يأتي: Official Representative</p> <p style="text-align: center;">المادة الأولى يعين انتتوان المدير رئيساً لإدارة مركز حكومي مركز شاغر في الدرجة</p>	
NET.LB	Internet Service Provider	<p>Current Commercial Circular + Internet Service Provider License by MPT</p> <p>Notice: The Registrant Organization and Official Representative are from the Commercial Circular same as COM.LB</p> <p>Sample Internet Service Provider License by MPT:</p> <div style="text-align: right;">  <p>الوزير</p> <p>الرقم:</p> </div> <p>جانب المديرية العامة للاستثمار والصيانة</p> <p>الموضوع : تأجير خطوط اتصال رقمية دولية وتوزيع خدمات الانترنت.</p> <p>المرجع :</p> <p>- القرار</p> <p>- كتاب شركة Best Internet SARL الرامي إلى طلب استئجار خطوط اتصال رقمية دولية E1 والحصول على رخصة توزيع خدمات الانترنت، المسجل تحت رقم</p> <p>بالإشارة إلى الموضوع والمرجع المبينين أعلاه،</p> <p>بعد الإطلاع على المستندات المرفقة بكتاب الشركة، تبين أن شركة قد استوفت كافة المتطلبات والشروط الواردة في القرار ، لذلك تقر تأجيرها خطوط الاتصال الرقمية الدولية المطلوبة.</p> <p>ويطلب من المديرية العامة للاستثمار والصيانة اتخاذ الإجراءات اللازمة للتنفيذ</p>
ORG.LB	Not-for-Profit Organization	Attestation from Ministry of Interior listing the current NGO Board members

Sample Attestation from Ministry of Interior listing the current NGO Board members:

الجمهورية اللبنانية
وزارة الداخلية والبلديات
المديرية العامة
للشؤون السياسية والاجتئين

عدد : [Redacted]

إفادة
Registrant Organization

بناءً على الطلب المقدم من الجمعية المسماة "عمل خير" والحائزة على بيان العلم والخير رقم [Redacted] مركزها [Redacted] والمسجل في المديرية العامة للشؤون السياسية والاجتئين تحت رقم [Redacted]

بناءً على رأي هيئة التشريع والاستشارات في وزارة العدل رقم ٤٧٥/٢٠١١ تاريخ ٢٠١١/٨/١٠ وبعد العودة الى الملف الخاص بالجمعية المشار اليها أعلاه المحفوظ لدى الدائرة المختصة تبين لنا ما يلي :
تقدمت الجمعية بمحضر انتخاب هيتها الادارية المؤرخ في [Redacted] وقد سجل برقم [Redacted] تاريخ [Redacted] وتبين منه أن الهيئة الإدارية مؤلفة من السادة السيدات التالية أسماؤهم:

Official Representative
فأدى الزين

رئيسة
نائبة للرئيسة
امينة للصندوق
امينة للسرا
عضوا
عضوا
عضوا

إن هذه الإفادة صالحة لغاية [Redacted] ما لم ترد معلومات أخرى عن الموضوع لحينه.
بيروت في

3. Registrant Contact Creation, Update and Deletion by Registrar

Registrars can create, view, update and delete the Registrant Contact details using the LBDR Registration System GUI interface.

3.1. Creation of a New Registrant Contact

While creating a new domain and after you select the zone that you want to register the domain under and checkout the domain to the cart, you reach to below form:

Cart

mydom01.com.lb one year - 20.00 USD (8922.76 Available)

Don't delegate this domain now

Nameserver IPv4 Addr. IPv6 Addr.

Nameserver IPv4 Addr. IPv6 Addr.

Registrant [Create](#) [Find](#)

Admin Contact [Create](#) | [Find](#) | [Clear](#) | [Copy Registrant](#)

Billing Contact [Create](#) | [Find](#) | [Clear](#) | [Copy Registrant or Admin](#)

Technical Contact [Create](#) | [Find](#) | [Clear](#) | [Copy Registrant or Admin or Billing](#)

Notice that the Registrant is a Mandatory contact for the creation of a domain.

To create a new Registrant Contact press on “Create” and you will get below Contact Information form to complete (the data source of the fields is highlighted in red):

Contact Information		
Mandatory	E-mail <i>From LBDR-A section 4</i>	<i>Email of Official Representative</i>
	Voice <i>From LBDR-A section 4</i>	<i>Phone +961 format</i> * Ext <input type="text"/>
National ID number	<i>Trademark Number if available</i>	
Unicode (Local IDN) Address		International address is limited to ASCII
Name	<i>From LBDR-A section 4</i>	<i>Full Name of Official Representative</i>
Organisation	<i>From LBDR-A section 4</i>	<i>Name of Registrant Organisation</i>
Country Code	<i>From LBDR-A section 4</i>	<i>From Address</i>
Street 1	<i>From LBDR-A section 4</i>	<input type="text"/>
Street 2		<input type="text"/>
Street 3		<input type="text"/>
City	<i>From LBDR-A section 4</i>	<i>From Address</i>
State/Province		<input type="text"/>
Postal Code		<input type="text"/>
Optional	Identifier	<input type="text"/>
	Authorisation Key	<input type="text"/>
	Fax	<input type="text"/> Ext <input type="text"/>
Locks	Contact is not locked by the server.	
Save		

- (A) Identifier – Unique ID of the Registrant Contact
- (B) Authorization Key (or authcode) – a password used for Registrar-to-Registrar domain transfers.

Both (A) & (B) can be optionally provided by the owner Registrar otherwise the system will generate the ID and authcode.

3.2. Use of Existing Registrant Contact

To link the domain to an existing contact, if you have the contact unique Identifier, enter the Identifier in the Registrant field and press on “Find”. If not leave the registrant field blank and press on “Find” and a search window will popup. Enter the search criteria and select the Registrant Contact person.

You need to make sure that the Registrant Contact Person Organization is as the same Organization provided in the LBDR-A section 4. If NOT, you need to create a new Registrant contact record (see section 3.1).

3.3. Update of a Registrant Contact

It is important to notice that when a Registrant contact record is created the LBDR Registration System will automatically add a “**Server Lock**” on the Registrant Contact record. The Server Lock means that the Registrant record cannot be updated nor deleted by the Registrar.

Repository Identifier 79370-lbdr
Identifier P4Y2wWtn
Authorisation Key The Authorisation Key for this contact is set
Registrar LBDR Internal (1)
Created By (Registrar) LBDR Internal (1)
Created By (Login) Nabil Bukhalid
Last Updated By (Registrar) LBDR Internal (1)
Last Updated By (Login) Nabil Bukhalid

My Timezone (Eastern European Time)

Last Updated Jan 25, 2021 9:54 PM
Created Jan 25, 2021 9:52 PM

E-mail toni.new@lbdr.org.lb
Phone +9613452314

Local Address Toni New
 My New Organization
 Street in Lebanon
 Beirut
 Lebanon

Contact redacted Data None

Locks Locked By Server
Status Active

To update a Registrant Contact’s record the Registrar should use the “**Change Registrant**” from the Edit Domain menu by selecting the “**Portfolio**” Tab > Searching for the Domain that lists the Registrant as contact > Select the Domain > click on “**Change Registrant**”

LBDR - Lebanese TLD | Operational Testing & Evaluation Only | Domain Details | lbdr_org - org_nabil | EPP | WHOIS

Home Register **Portfolio** Hosts Contacts Logins Info Account Logout

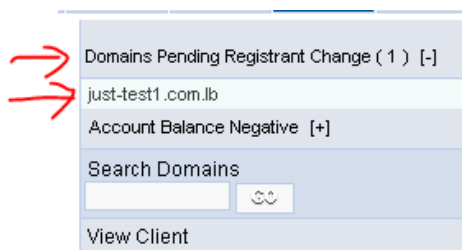
Name	just-test1.com.lb	
Repository Identifier	79371-lbdr	
Registrant	Toni New2	
Registrar	LBDR Internal (1)	
Authorisation Key	P2)+pi8~GX	
Created By (Registrar)	LBDR Internal (1)	
Created By (Login)	Nabil Bukhalid	
Last Updated By (Registrar)	Unknown/No Registrar	
Last Updated By (Login)	Nabil Bukhalid	
Interpreted Status	Delegated - AddPeriod (Grace)	
Status	Status Name	Current Value
	ok	Active
	inactive	Not Set
	pendingCreate	Not Set
	pendingRenew	Not Set
	pendingDelete	Not Set
	redemptionPeriod	Not Set
	addPeriod	Grace period provided after initial registration
	pendingTransfer	Not Set
	pendingUpdate	Not Set
	pendingRestore	Not Set
	clientHold	Not Set
	clientDeleteProhibited	Not Set
	clientRenewProhibited	Not Set
	clientTransferProhibited	Not Set
	clientUpdateProhibited	Not Set
	serverHold	Not Set

Account Balance Negative [+]
 Search Domains
 Bulk Update
 Transfer Request
 Transfer Activity
 View Domain
 Summary
 History
 Domain Statement
 View Trademarks
Manage Domain
 Documents
 Notes
 DS Records
 Reports
 Historical Abstract
Edit Domain
 NameServers
Change Registrant
 Request Delete
 Contacts

Create a new Registrant Contact record with the updated data, add under “Make a Note” (1) a note clarifying to the Registry why you are changing or updating the Registrant record, and upload a copy of the LBDR-A document related to the change that you are requesting by clicking on “Choose File” (2) and “Save” the changes. (The supported document types for the upload are .pdf, .jpg, .jpeg, .zip, .rar only)

Name	just-test1.com.lb
Repository Identifier	79371-lbdr
Current Registrant	Toni New2
Registrar	LBDR Internal (1)
Registrant	BeBWXR6Q Toni New2 Some Different Org street 1 Beirut LB toni-new2@lbdr.org.lb
	<input type="text"/> Create Find
Make a Note	Write an optional note about the registrant change <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> 1 </div>
Upload a File	Upload a file detailing the reason for this change. Allowable types are .pdf, .jpg, .jpeg, .zip, .rar 2 <input type="button" value="Choose File"/> No file chosen <input type="button" value="Save"/>

After you successfully save the “Change Registrant” request, you will see on the top right corner of the GUI console a pending approval task for the domain under “**Domain Pending Registrant Change**”:



The Change Registrant process will kickstart the following review and validation workflow that consists of automatic email notifications and manual actions by the Registry and Registrar:

- The LBDR Registry System will send an automatic “**Registrant Change Request**” email to the Registrar, Current Registrant and New Registrant informing them that a request to change the Registrant details for the domain was requested by the Registrar.
- The Registry Approver will see the “**Domain Pending Registrant Change**” on its console and will review the request, might communicate with the Registrar to request additional info and support documents, Approve or Reject the request.
- The LBDR Registry System will send an automatic “**Registrant Change Approved**” or “**Registrant Change Rejected**” email to the Registrar, Current Registrant and New Registrant informing them of the action.
- If the request stays unresolved for more than 14 days, the System will auto decline the request and send an automatic “**Registrant Change TimeOut**” email to the Registrar, Current Registrant and New Registrant informing them that the request was rejected.

3.4. Deletion of a Registrant Contact

The Registrant contact record is “**Server Lock**” upon creation and cannot be deleted by the Registrar unless if the contact record was replaced and is no more linked to any domain. In that event the LBDR Registry will run period data cleansing procedures, identify the Contact Records that are no more linked to domains, unlock the “Server Locks” and inform the Registrars accordingly. The Registrar will be able to delete the contact record individually or by bulk by searching for the specific record or for all contacts that are inactive.

Name Includes
 ID Equals
 E-mail Includes
 Organisation Includes
 Any Address Field Includes
 Street 1 Includes
 Street 2 Includes
 Street 3 Includes
 City Includes
 State/Province Includes
 Postcode Includes
 Country
 Phone Includes ext.
 Fax Includes ext.
 Created After
 Created Before
 Results Ordered By

All Contacts
 Active Contacts
 Inactive Contacts
 Deleted Contacts

And run a “Bulk Delete”:

ID	Name	Linked Domains
0aeizGeJ	IBRAHIM ASSAD SHREIM	no linked domains
0dpLyEhT	ABDUSSAMII AL SHARIF	no linked domains
0g0WGMmR	JOSEPH@LIBANCOM.COM.LB	no linked domains
0LFxucak	TONY M. AZAR	no linked domains
0Ln1Yjt7	JOSEPH@LIBANCOM.COM.LB	no linked domains
0Lqcz15j	KHALYL JABBOUR	no linked domains
0nWx3pl	TONY M. AZAR	no linked domains
00VB73BE	MICHEL J. KANBOUR	no linked domains
0SX2XrpD	RAMZI B. MAKAREM	no linked domains
0uqiX8MO	ISSAM DANIF	no linked domains
0X7RSMhC	RAFIC DAHER	no linked domains
0y94Z9A2	WAFIC RHAIME	no linked domains
0yiVu3Fq	PETER D. R. YEATES	no linked domains
0YvcVNNa	CHARBEL WAKIM	no linked domains

Account Balance Negative [+]

Search Contacts

Search Contacts

Create Contact

Active Contacts

Inactive Contacts

Export

Save CSV

Bulk Modify Local Addresses

Bulk Modify International Address

Bulk Modify Details

Bulk Delete

4. What are the Issues that the Registrars will be Facing with the Registrant Contacts Records after the Migration to the New Registration System?

4.1. Status of the Registrant Records in the LBDR Legacy System

In the Legacy System the LBDR maintained the following roles:

- a. The registrant is an organization,
- b. The admin-c is supposed to be the official representative of that registrant organization.

But this policy was not enforced before 2008, some of the domains were updated to correct the discrepancy in admin-c contact records, but others were not corrected, and the admin-c is still a representative of the delegated tech-c entity or OMSAR for the .gov domains.

So, the admin-c email can be the actual official representative email or the email of the tech-c.

- c. The tech-c is supposed to be the technical contact person and can be someone be from registrant organization itself or delegated to a service provider (some of the service providers were identified by the LBDR as prospect registrars but others are not)

4.2. Status of the Registrant Records in the New LBDR Registration System

The problem that we faced with the export, transform and loading of the data from the legacy system to the New LBDR Registration System is that we were not able to identify and correct all of the above-mentioned discrepancies programmatically. So, we ended up importing some of the Registrants' inconsistencies to the new system and ended up with the following scenarios and required corrective actions during the renewal of the domains:

Scenario-A:

Correct and Valid Registrant Contact	Registrant_Name	admin-c name being the official representative of the Registrant Organization (correct)	Registrar should only validate the Domain Registrant record during the renewal of the domain
	Registrant_Organization	Domain Registrant Organization (correct)	
	Registrant_Email	admin-c email (correct)	

Scenario-B:

Incorrect and Not- Valid Registrant Contact	Registrant_Name	admin-c name being the official representative of the Registrant Organization (correct)	Registrar should update the Domain Registrant during the renewal of the domain by following section 3.3 "Change Registrant" process
	Registrant_Organization	Domain Registrant Organization (correct)	
	Registrant_Email	Tec-c email (incorrect)	

Scenario-C:

Incorrect and Not- Valid Registrant Contact	Registrant_Name	admin-c name being a contact from the tech-c organization (incorrect)	Registrar should update the Domain Registrant during the renewal of the domain by following section 3.3 "Change Registrant" process
	Registrant_Organization	Domain Registrant Organization (correct)	
	Registrant_Email	Tec-c email (incorrect)	

Scenario-D:

Incorrect and Not- Valid Registrant Contact	Registrant_Name	admin-c name being a contact from the tech-c organization (incorrect)	Registrar should update the Domain Registrant during the renewal of the domain by following section 3.3 "Change Registrant" process
	Registrant_Organization	Missing, misspelled, or wrong Domain Registrant Organization (incorrect)	
	Registrant_Email	Tec-c email (incorrect)	

4.3. Proposed Timeframe to Renew the Domains and Correct the Registrant Accounts

The task to correct the Registrant records is a critical and important task and will protect and benefit the Registrants, Registrars and Registry. To facilitate that task the LBDR will offer a phased and extended domain renewal schedule and will waiver the Registrant update fees.

The planned timeframe for the task is one year from the date we go live on the New System.

Appendix-A

Registrant Rights and Responsibilities

Domain name registrants have certain rights and responsibilities. Registrant rights include access to information from your registrar regarding processes for registering, managing, transferring, renewing, and restoring your domain name registration.

Domain Name Registrants' Rights:

- Your domain name registration must be subject to a **Registration Agreement with an LBDR Accredited Registrar**. You are entitled to review this **Registration Agreement** at any time and download a copy for your records.
- You are entitled to accurate and accessible information about:
 - The **identity of your Accredited Registrar**;
 - Your **Registrar's terms and conditions**, including pricing information, applicable to domain name registrations;
 - The **customer support services offered by your Registrar** and how to access it;
 - **How to raise concerns and resolve disputes with your Registrar**; and
 - Instructions that explain your Registrar's processes for registering, managing, transferring, renewing, and restoring your domain name registrations.
- You shall not be subject to false advertising or deceptive practices by your Registrar. This includes deceptive notices, hidden fees, and any practices that are illegal under the consumer protection law under the jurisdiction of Registration Agreement between you and your registrar.

Domain Name Registrants' Responsibilities:

- You must comply with the terms and conditions posted by your Registrar, including applicable policies from your Registrar, the Registry and ICANN.
- You must review your **Registrar's current Registration Agreement**, along with any updates.
- **You will assume sole responsibility for the registration and use of your domain name.**
- You must provide accurate information for publication in directories such as WHOIS, and promptly update this to reflect any changes.
- You must respond to inquiries from your Registrar within fifteen (15) days and keep your Registrar account data current. If you choose to have your domain name registration renew automatically, you must also keep your payment information with your registrar current.
- You must represent that: "to the best of the registrant's (you) knowledge and belief, neither the registration of the Registered Name nor the manner in which it is directly or indirectly used infringes the legal rights of any third party." This means that the registrant must represent to the Registrar that the domain name is not being registered for use in a way that would violate the legal rights of others. An example of this "infringement" could be a registration of a domain name that violates a trademark or copyright held by someone that is not the registrant.
- If there is a dispute in connection with the use of the registered name, the registrant must agree to jurisdiction of the courts where the Registrar is located (often stated on the website or in the Registrar/Registrant Agreement). Agreeing to jurisdiction means that the registrant agrees that the court in that location has the power to decide these types of cases.
- The registrant must agree that its registration is subject to "suspension, cancellation, or transfer" for the following reasons:
 - if an ICANN adopted specification or policy requires it; or
 - if a registrar or registry procedure requires it "to correct mistakes by Registrar or the Registry Operator in registering the name; or
 - for the resolution of disputes concerning the Registered Name.

" For example, the UDRP is an ICANN adopted policy that specifies that an administrative panel hearing a domain name dispute could order that a domain name registration be suspended, transferred or cancelled, and the registrant has to agree that this is a possibility.

- The registrant shall "indemnify and hold harmless the Registry Operator and its directors, officers, employees, and agents from and against any and all claims, damages, liabilities, costs, and expenses (including reasonable legal fees and expenses) arising out of or related to the Registrant's domain name registration." At its simplest, this means that if the Registry Operator (or its employees, etc.) for the registered name is sued because of the Registrant's domain name registration, the registrant will pay the Registry Operator for all fees and expenses in defending against the suit as well as pay for any judgments or liabilities awarded. This "indemnification" is not solely limited to court cases.

Domain Name Registrants FAQ:

- [FAQs: Domain Name Renewals and Expiration](#)
- [FAQs: Transferring your domain name](#)

Appendix-B

LBDR | DOMAIN REGISTRATION REQUEST & AGREEMENT

LBDR-A (ver. 201101)

Definitions: **LBDR** – The Lebanese Internet Domain Name Registry as assigned by MINA
Domain – The Internet domain name in Latin script registered under the **LBDR** for Internet addressing
Registrar Organization – An officially recognized Lebanese entity registering the **Domain** for its own use via the **Lebanese Registrar Network**
Registrar/Name – The official representative of the **Registrar Organization**
Registrar – An LBDR accredited organization that sells domain names to the public (“registrant”)

1. **Domain Name** (To register MYDDM.COM.LB: type MYDDM in Latin script, minimum 1 characters - do not include www or COM.LB)

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2. The Registrar Organization requests to register the **Domain** under the selected **Zone**

Zone	Registrar Status	Required Supporting Documents to be provided to Registrar
<input type="checkbox"/> COM.LB	Commercial Company	Current Commercial Circular or Lebanese ID of Private Practice Director
<input type="checkbox"/> EDU.LB	Education Institution	Agreement of Education Institution Principle/Director from Ministry of Education
<input type="checkbox"/> GOV.LB	Governmental Organization	Decree Appointing Minister and/or Director General of Governmental Organization
<input type="checkbox"/> NET.LB	Internet Service Provider	Current Commercial Circular + Internet Service Provider License by NPT
<input type="checkbox"/> ORG.LB	Non-Profit Organization	Agreement from Ministry of Interior listing the current NGO Board members

3. The Registrar Organization is provided the **Domain** as a Trademark:

- The Registrar Organization would like to benefit from the 50% discount on the trademark registration granted by the Ministry of Economy & Trade and renew a Domain Name Available Association. If provided the case by a trademark is recommended, but NOT handled by the LBDR.

4. Official Representative (Admin/Sec) Details Contact: (* data required and should be valid otherwise the application will be rejected)

	Registrant	Registrar
Full Name (*)		
Title (*)		
Organization (*)		
Address (*)		
Email (*)		
Phone (*)		

I, the undersigned in my capacity of official representative of the Registrar Organization do hereby request the **undersigned Registrar** to register on my behalf the aforementioned **Domain Name** under the specified **Zone** to be explained via the **Lebanese** for the sole purpose of conducting lawful activities. I testify that in the best of my knowledge and belief, neither the registration of the **Domain Name** nor the manner in which it is directly or indirectly used infringes the legal rights of any third party or violates trademark, trademark or other statutes, and that the information provided in this application and any provided supporting documents are accurate and actual copies of the originals. I agree in the fact that registering the **Domain Name** does not confer any ownership or legal rights in the **Domain**, the **Domain Name** is just allocated for the use of the Registrar Organization for a fixed Allocation Period. I agree that the **Domain Name** registration is subject to suspension, cancellation, or transfer if the Registrar Organization fails to pay the registration renewal fee upon the expiry of the Allocation Period, or violate the LBDR Registration Rules and Procedures, or if a request or inquiry procedure requires it is carried out by Registrar or the Registrar is registering the **Domain Name**, or for the resolution of dispute concerning the Registered Name, or in exercise court order and I agree that the Registrar Organization shall not be entitled to any compensation or damages whatsoever. I agree, if there is a dispute in connection with the use of the registered name, to accept the jurisdiction of the courts where the Registrar located. I agree that I assume sole responsibility for the registration, updating the information and use of the **Domain Name**. I agree that I shall indemnify and hold harmless the Registrar and its directors, officers, employees, and agents from and against any and all claims, damages, liabilities, costs, and expenses (including reasonable legal fees and expenses) arising out of or related to the **Domain Name** registration. I agree that the Registrar Organization and Registrar business and contractual relationship is solely between the two parties. I testify that I authorize the LBDR to publish the contact information related to the **Domain Name**, I accept to receive domain names from the LBDR via email or other means, and I agree to comply with the LBDR registration rules, privacy and dispute resolution policies and procedures as published on the LBDR official website (www.lbdr.org.lb)

IN WITNESS WHEREOF the Registrar Organization caused this Agreement to be executed by its duly authorized representative:

Signature:

Registrar Organization Seal:

Name:

Title:

Date: