

REGISTRAR ACRREDITATION GUIDE



PENGELOLA NAMA DOMAIN INTERNET INDONESIA

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PANDI use the following considerations regarding accreditation for Registrar of Second Level Domain (SLD) and the Top Level Domain (TLD) Indonesia. The following explanation is not a policy and is only intended as a reference for the Applicant.

In conducting accreditation, PANDI making rules and policies as well as business and technical considerations as the main reference in assessing Applicant accreditation.

This explanation is not intended as an additional regulations in the Terms Accreditation and Accreditation Agreement or other PANDI policy.

1. Description of the Application Fee and Procedure.

Registration fee is Rp 20,000,000, - (*twenty million*), PANDI will carry out the application process for the accreditation of Registrar shortly after receiving confirmation of payment of registration fee by the applicant, the examination carried for two weeks and can be extended based on the consideration PANDI, it does not include time spent in getting additional information from the applicant.

In accordance with the terms and conditions of accreditation that the registration fee is non-refundable either when the Applicant is accepted or rejected.

2. Statement of Minimum Qualifications for Accreditation

An applicant wanting accreditation must demonstrate that he can perform his duty as Registrar, Registrar accreditation application consists of:

- a. Applicant Information;
- b. Business Overview / Business Plan;
- c. Capability Engineering and Operations;
- d. Financial liabilities;
- e. Etc;
- f. Terms and Conditions.

3. Applicant Information

In this section the Applicant is expected to provide personal information of Applicant as well as business entities (entities established under the legislation of the Republic of Indonesia) that are to be accredited in addition to in this section, the Applicant must include accurate contact information that will be used for communication between PANDI and the Applicant in connection with accreditation.

The business entities that acceptable are:

- a. Limited Partnership (*Persekutuan komanditer*);
- b. Limited Liability Company (*Perseroan Terbatas*).

4. Business Overview / Business Plan

Applicant is expected to explain an idea or business plan as Registrar related businesses, besides the applicant must be able to explain how the system will be implemented in respect of servicing customers in Indonesia.

5. Technical and Operational Capabilities

The applicant must be able to describe the technical and operational conditions at this time, in this case, the Applicant's ability to manage systems Registrar in accordance with the standards established by PANDI.

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6. Financial Obligations

Applicant is expected to prove to PANDI that the applicant has sufficient financial capability to meet the requirements set by the Accreditation Agreement including but not limited to accreditation fees and deposit.

7. Etc.

In this section Applicants can explain the terms in the Accreditation Agreement and / or the application that applicant can not be met (if any).

8. Terms and Conditions

In this section applicant must read and understand all terms and conditions and then sign this application as a consent form.

Even if the requirements have been met, PANDI may refuse to approve a Applicant if the various conditions as set forth below. Relative with termination of accreditation, PANDI can cancel Registrar status, either permanently or temporarily certain time if they meet the conditions set out below.

The procedure for filing a request Accreditation PANDI are:

- a. Applicant read these instructions, read and download the form in the PANDI website Registrar.pandi.id;
- b. Applicant fills in application questions and to read, understand and signed terms and conditions that are part of the Application;
- c. Applicant must submit the application via mail and Email to the accreditation Committee at accreditation@pandi.id, With format:
 - Space : 1.5
 - fonts : Arial
 - font size : 11
- d. To file by e-mail senders should be in PDF format which then compressed in the form of .rar or .zip with a maximum size of 15 MB.
- e. Applicant will receive an invoice from PANDI Accreditation registration fee;
- f. Applicant pays a registration fee of accreditation in accordance with the invoice submitted by PANDI;
- g. New applications will be processed by the longest PANDI two weeks after Registration fee payment is received (excluding time to complete the document);
- h. Applicants will receive written notice from PANDI stating The application is accepted or rejected;
- i. After receiving Application, the applicant requested to signing an agreement Accreditation, pay an annual accreditation fee and training conducted by PANDI.

Qualification

At the time of filling application, the applicant must be able to show the ability of business and technical (including management, communication, and Information System), and provide information (Such as detailed business plan) that able to explain applicant current conditions. In the assessment of PANDI, To be approved Applicant must :

- a. Can provide security guarantees for Registrant information systems.
- b. Can handle the volume of domain name registration in accordance with the standards assigned
- c. Unable to process requests relating to domain names quickly.
- d. Achieve daily data backup reliable and easy to use and records of all holder DTD and registration data.
- e. Get backing up daily data that is reliable and easy to use and archiving of all holders DTD / DTT Indonesia and registration data.

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- f. Maintain electronic copies of all transactions, correspondence, and communications with SRS for at least about the registration contract.
- g. Providing information system security procedures to prevent malicious tampering or accidental operation of Applicant) Meet obligations under the agreement accreditation applicant.
- h. providing procedure which allows customers to change registrars without interruption in the use of the domain name.
- i. Having adequate human resources. Employees who fulfill requirement for handle the number of requests the registration and renewal domain name, equivalent to five full-time employees or more would be considered sufficient, though the number of employees fewer will be accepted based on the consideration PANDI.
- j. Make sure that the Registrar obligations to its customers and to administrators registration will be fulfilled when the Registrar no longer in operation, including ensure that the holder can continue to use the Domain Name Name Domain.
- k. Applicant for accreditation yang want to show his ability based on qualifications The above can do so by submitting a written description, such as reports financial, technical overview, and a comprehensive business plan.
- l. In case the applicant is already Registrar previously accredited, the applicant must demonstrate that they have met the requirements in this accreditation.
- m. The applicant must be able to Demonstrate that it has sufficient working capital to Registrar business operations. Bank guarantee or statements yang shows Applicant able to meet the expenses and deposits as well as other costs related to accreditation is considered sufficient.

PANDI can potentially reject Application for the following reasons:

- a) Their misinterpretation of the material by the Applicant, material inaccuracy, or materially misleading statement in the application or materials annexed to the application;
- b) The applicant can not / potentially can not meet the accreditation requirements, the Agreement Accreditation and PANDI Policy;
- c) Petitioner, directors, managers and / or shareholders of the enterprise applicant have effective control over the business applicant is in the process of law to cause cessation or business interruption Applicant.