

**TRANSFER OF HOSTING ACCOUNT AND/OR DOMAIN NAME**  
**RE: UNAVAILABILITY OF CURRENT REGISTRANT**

If the Current Registrant refuses to sign the REGISTRANT/CUSTOMER TRANSFER AGREEMENT then your Domain Name or Hosting Account **WILL NOT** be transferred by VirtualAve. For additional information, see the UNIFORM DOMAIN NAME DISPUTE RESOLUTION POLICY published at [HTTP://WWW.ICANN.ORG/UDRP/UDRP.HTM](http://www.icann.org/udrp/udrp.htm).

If the Current Registrant cannot be found or reached after good faith diligent effort and you wish to transfer the ownership (i.e., change registrant/customer name) for a hosting account and/or domain name registered with VirtualAve ("VirtualAve"), you will need to follow **ALL** of the directions below:

1. Submit the WHOIS record for the domain name or information regarding the hosting account.
2. Prepare a declaration (an example is attached below) which includes **ALL** of the following pertinent:
  - a. The last known address and e-mail of the Current Registrant.
  - b. The applicant must state his or her relationship to the Current Registrant.
  - c. The application must be accompanied by proof that the Current Registrant cannot be found or reached after a good faith diligent effort. *NOTE*, the declaration of facts should be submitted that fully describes the exact facts that are relied on to establish that a diligent effort was made. The fact that a Current Registrant is on vacation or out of town and is therefore temporarily unavailable to sign the declaration is not an acceptable reason. Such an application will be denied. The affidavit or declaration of facts must be signed, where at all possible, by a person having firsthand knowledge of the facts recited therein. Statements based on hearsay will not normally be accepted. Copies of documentary evidence such as certified mail return receipt, cover letter of instructions, telegrams, etc., that support a finding that the Current Registrant could not be found or reached should be made part of the affidavit or declaration. It is important that the affidavit or declaration contain statements of fact as opposed to conclusion.
  - d. The applicant must prove that the filing of the application is necessary (1) to preserve the rights of the parties or (2) to prevent irreparable damage.
  - e. The applicant must submit a declaration signed under penalty of perjury that must be notarized. Where a corporation is the applicant, an officer (President, Vice-President, Secretary, or Treasurer) thereof must sign the necessary declaration.

**PLEASE NOTE THAT PERJURY IS DELIBERATELY GIVING FALSE TESTIMONY; THE ACT OR CRIME OF KNOWINGLY MAKING A FALSE STATEMENT (AS ABOUT A MATERIAL MATTER) WHILE UNDER OATH OR BOUND BY AN AFFIRMATION OR OTHER OFFICIALLY PRESCRIBED DECLARATION THAT WHAT ONE SAYS, WRITES, OR CLAIMS IS TRUE.**

3. The applicant **MUST** also submit **ALL** the following documents:
  - a. A letter (on Company letterhead) requesting the transfer.
  - b. A certified copy (i.e., government issued and stamped) of the Company's formation documents (e.g., Articles of Incorporation);
  - c. A copy of a valid governmental issued identification (with the Current Registrant's signature appearing on the identification); and
  - d. A copy of a utility bill corresponding with the address on the Company's letterhead and/or Current Registrant's identification.
4. ***Applicant must pay an administrative fee of \$25.00 for the transfer of its domain name/hosting account to New Registrant.*** Current Registrant may complete the attached credit card authorization form or submit a cashier's check or money order for payment.
5. If the declaration, and evidence submitted with the declaration, is not found acceptable, VirtualAve may deny the application.
6. VirtualAve shall forward the applicant's application and supporting documentation to the Current Registrant. The Current Registrant may subsequently join in the application on filing a declaration or refuse to join in which case the application will be denied.
7. Make a copy of the application for your records, then ***send the original along with the other supporting documents to VirtualAve, Attn: Ownership 70 Blanchard Rd, 3<sup>rd</sup> Floor, Burlington, MA 01803 USA.*** Applications submitted via facsimile will not be accepted and will be discarded.
8. VirtualAve reserves the right to accept or reject your transfer request for any reason in its sole and absolute discretion.
9. Your request will be processed in 14-21 business days from the date of receipt by VirtualAve.

**APPLICATION FOR TRANSFER OF DOMAIN NAME/HOSTING ACCOUNT**

*CHECK THE APPROPRIATE TRANSFER BOX*  
(PLEASE PRINT/TYPE CLEARLY)

Domain Name: \_\_\_\_\_  
(Print Domain Name)

Customer Code/Username and Domain Name: \_\_\_\_\_

\_\_\_\_\_  
(Print Customer Code Number / Username and Domain Name)

I, \_\_\_\_\_  
(Print Name of Applicant)

\_\_\_\_\_  
(Print Address of Applicant)

\_\_\_\_\_  
(Telephone and Facsimile Numbers of Applicant)

\_\_\_\_\_  
(E-Mail of Applicant)

request transfer of ownership of the above-mentioned Domain Name/Hosting Account  
from:

\_\_\_\_\_  
(Print Name of Current Registrant)

\_\_\_\_\_  
(Print Address of Current Registrant)

\_\_\_\_\_  
(Telephone and Facsimile Numbers of Current Registrant)

\_\_\_\_\_  
(E-Mail of Current Registrant)

**DECLARATION**  
(PLEASE PRINT/TYPE CLEARLY)

**PLEASE NOTE THAT PERJURY IS DELIBERATELY GIVING FALSE TESTIMONY: THE ACT OR CRIME OF KNOWINGLY MAKING A FALSE STATEMENT (AS ABOUT A MATERIAL MATTER) WHILE UNDER OATH OR BOUND BY AN AFFIRMATION OR OTHER OFFICIALLY PRESCRIBED DECLARATION THAT WHAT ONE SAYS, WRITES, OR CLAIMS IS TRUE.**

The undersigned declares, under penalty of perjury, that:

1. The name, last known address and e-mail of the Current Registrant is:

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(Print Name of Current Registrant)

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(Print Address of Current Registrant)

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(Telephone and Facsimile Numbers of Current Registrant)

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(E-Mail of Current Registrant)

2. The relationship of the Current Registrant to the undersigned is as follows (describe in detail – use additional pages, if necessary):

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3. After making a good faith diligent search, I declare and certify, under penalty of perjury, that the Current Registrant cannot be located.

4. I have diligently attempted to contact the Current Registrant as follows (describe the exact facts that are relied on to establish that a diligent effort was made. The fact that a Current Registrant is on vacation or out of town and is therefore temporarily unavailable to sign the declaration is not an acceptable reason. Such an application will be denied. Statements based on hearsay will not normally be accepted. It is important that the affidavit or declaration contain statements of fact as opposed to conclusion) (use additional pages, if necessary):

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5. Attached hereto are true and correct copies of (e.g., copies of documentary evidence such as certified mail return receipt, cover letter of instructions, telegrams, etc., that support a finding that the Current Registrant could not be found or reached should be made part of the affidavit or declaration):

- Correspondence sent to the Current Registrant, via Certified Mail (or its foreign equivalent), return receipt requested.
- E-mails sent to the Current Registrant.
- Other (describe in detail - use additional pages, if necessary):

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6. I maintain a proprietary interest in the subject matter of this application as follows (describe in detail - use additional pages, if necessary):

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7. That the filing of the application is necessary (1) to preserve the rights of the parties or (2) to prevent irreparable damage as follows (describe in detail - use additional pages, if necessary):

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I certify and declare, under penalty of perjury, that the foregoing is true and correct. (Where a corporation is the applicant, an officer (President, Vice-President, Secretary, or Treasurer) thereof must sign the necessary declaration).

**APPLICANT:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Active E-Mail: \_\_\_\_\_

Date: \_\_\_\_\_

**[A NOTARY PUBLIC OR ITS FOREIGN EQUIVALENT MUST CERTIFY THE CURRENT REGISTRANT'S SIGNATURE]**

State/Prov. of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

The foregoing REGISTRANT/CUSTOMER NAME CHANGE AGREEMENT was signed by the Current Registrant before the undersigned.

\_\_\_\_\_  
Signature of Current Registrant

Subscribed and sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_,  
(Date) (Month)  
200\_\_\_\_, by

\_\_\_\_\_  
Name of Current Registrant

\_\_\_\_\_  
Signature of Notary Public (or its foreign equivalent)

[SEAL]

**CREDIT CARD AUTHORIZATION FORM**

The undersigned, Current Registrant hereby authorizes VirtualAve to make charges in the amount of **Twenty-Five United States Dollars (\$25.00 USD)** to the Credit Card, listed below, in consideration for administrative transfer fees and services rendered as requested by me or authorized user(s) of this credit card. I fully understand the administrative fees are non-refundable.

Credit Card Type:

- Visa
- MasterCard
- American Express
- Other \_\_\_\_\_

Credit Card Number:   

Expiration Date:          /

Billing Name (as it appears on credit card):

\_\_\_\_\_

Billing Address (where credit card statements are sent to):

\_\_\_\_\_

\_\_\_\_\_

Daytime Tel. No.: \_\_\_\_\_ Evening Tel. No.: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

***[Attach a copy of the front and back of the credit card  
and Cardholder's government issued identification]***