The Internet Corporation for Assigned Names and Numbers

ICANN

1 October 2013

Re: Pre-Audit Notification for 2014 Registrar Audit

Dear Registrar:

ICANN will be conducting a contractual compliance audit to assess whether registries and registrars are in compliance with their key obligations under their contracts with ICANN.

The plan is to audit all registrars and registries over a three-year period. One third (1/3) of registrars and registries will be randomly selected for the second year's audit.

If you **do not** receive a Request for Information (RFI) by Monday 14 October 2013, it will mean that your registrar has not been selected for the second year's audit and will be audited next year.

We also plan to organize two optional information outreach sessions on Thursday 17 October 2013 to those registrars and registries selected this year that may have any questions related to the Audit Program. Further information and details will be provided with the RFI on 14 October 2013 if your registrar is selected.

Below are the provisions in the Registrar Accreditation Agreement (RAA) that will be audited:

Registrar Agreement Provision or Policy	Description
3.10	Insurance
3.12	Reseller agreements (with all mandatory provisions)
3.16	Registrar contact details on registrar's website
5.11	Update contact information in RADAR
3.3.1 to 3.3.5	Whois access- interactive web page & port 43, Corresponding Data Elements
3.4.2	Maintenance of registration data for 3 years after domain transfer
3.7.7	Registration agreements w/ registrants (with all mandatory provisions)
3.7.8	Reasonable steps to investigate Whois inaccuracy claims
Policy	Restored Names Accuracy Policy
Policy	Whois Data Reminder Policy
Policy	Inter-Registrar Transfer Policy
Policy	Expired Domain Deletion Policy (Provision 3.7.5)

Los Angeles Offices: **12025 Waterfront Drive, Suite 300**   **Los Angeles, CA 90094-2536**   **USA**   **T +1 310 301 5800**   **F +1 310 823 8649**

Brussels   •   Silicon Valley   •   Sydney   •   Washington

http://icann.org

Audit Program Milestone Dates							
Start							**End**
Pre-Audit Notification	*Request for Info*			*Audit Phase*		*Reporting Phase*		*Remediation*
	1st Notice	2nd Notice	3rd Notice	Begin	End	Begin	End	
1 Oct 2013	14 Oct 2013	4 Nov 2013	11 Nov 2013	2 Dec 2013	7 Mar 2014	10 Mar 2014	24 Mar 2014	25 Mar – 5 May 2014

Note: During the Request for Information and Audit Phases, ICANN will follow the 1-2-3 notification process (15 working days, 5 working days, 5 working days). For more information on notification process please see:

http://www.icann.org/en/resources/compliance/approach-processes/overall-19jun13-en.pdf

For more information on the audit (including the FAQs, audit process, audit plan and audit scope) please visit:

http://www.icann.org/en/resources/compliance/audits/future

If you have any questions, please contact ICANN via email: complianceaudit@icann.org.

Thank you in advance for your cooperation.

Sincerely,

ICANN Contractual Compliance