

## REGISTRAR ACREDITATION FORM

### INFORMATION FOR APPLICANTS

1. All applicants must provide complete and accurate responses to the questions contained in Sections A, B and C of the application form. If there is no response available for a particular question, please indicate that fact next to the number corresponding to the question.
2. While submitting this application form, applicants must attach the following documents:
  - a) A profile of the applicant which shall contain Certified True Copies of its certificate of incorporation, and information of its technical competence to serve as an accredited Registrar;
  - b) Two copies of the Registrar Agreement, signed and sealed by the applicant and dated;
  - c) A once off and **non-refundable** accreditation fee of P3000.00
  - d) Fees may be paid through the registry portal for those with access or
  - e) Wire Transferred to: **FIRST NATIONAL BANK**  
**BRANCH: MAIN MALL**  
**BRANCH CODE:282867**  
**BANK ACCOUNT NUMBER: 62011115088**  
**SWIFT CODE: FIRNBWGXXXX**
3. All documents and payment should be sent by courier only directly to BOCRA at the following address:  
**ATT: BW REGISTRY**  
**BOTSWANA COMMUNICATION REGULATORY AUTHORITY**  
**PLOT 50671 INDEPENDENCE AVENUE**  
**PRIVATE BAG 00495**  
**GABORONE BOTSWANA**
4. Applications sent via email and fax will not be accepted
5. All queries and questions should be directed to **registry@bocra.org.bw**



# SECTION A

## GENERAL INFORMATION

1) COMPANY NAME

2) COMPANY REG NUMBER (ATTACH CERTIFICATE OF INCORPORATION)

3) PHYSICAL ADDRESS

4) POSTAL ADDRESS

5) PHONE and FAX

# SECTION B

## TECHNICAL DETAILS

1) IANA NUMEBER IF APPLICABLE

2) TECHNICAL CONTACT

3) TECHNICAL CONTACT EMAIL:

4) ADMINISTRATIVE CONTACT

5) ADMINISTRATIVE CONTACT EMAIL:

6) CUSTOMER SERVICE CONTACT

7) CUSTOMER SERVICE CONTACT EMAIL:

8) CONNECTION TO REGISTRY (PLEASE TICK) EPP

GUI

9) PRIMARY FOCUS (PLEASE TICK) PUBLIC SERVICE

BRAND PROTECION

10) EXPLAIN HOW YOU PLAN TO HANDLE CUSTOMER COMPLAINTS AND REQUESTS FOR CHANGES

11) DO YOU HAVE ANY AGREEMENTS WITH RESELLERS? PLEASE EXPLAIN

12) HOW DO YOU HANDLE CUSTOMER BILLING?

13) DO YOU HAVE ANY PREVIOUS EXPERIENCE IN DOMAIN NAME REGISTRATION? PLEASE DESCRIBE YOUR CURRENT RESELLER OPERATIONS AND ANY OTHER SERVICE YOU PROVIDE.

# SECTION C

## WARRANTY

By signing this application form, you:

- a. warrant that all the information contained in this application form, and all supporting documents included with this application form, are true and accurate to the best of your knowledge;
- b. warrant that you have read and understood BOCRA's Registrar Agreement, and Published Policies;
- c. given BOCRA permission to perform a background search on you or your company;
- d. given BOCRA permission to contact third parties, investigate, request and obtain additional information and documentation, and otherwise verify the information contained in this application; and
- e. waive liability on the part of BOCRA for its actions in verifying the information provided in this application, and on the part of any third parties who provide truthful, material, relevant information about you as requested in this application form.

**Full Name of Applicant**

**Company Stamp or Representative Signature**

**Contact Person:**

**Name**.....

**Title** .....

**Date** .....

**Signature** .....

