



# Procedure for transferring a domain name

Version 2.0

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## 1. About transferring a .dk domain name

- 1.1 Pursuant to section 7.1 of DK Hostmaster's terms and conditions for the right of use to a .dk domain name, a registrant is entitled to transfer his or her .dk domain name to another natural or legal person, according to DK Hostmaster's instructions. This procedure provides instructions on how to transfer a domain name.

## 2. What is a transfer?

- 2.1 A registrant is a natural or legal person who has entered into an agreement with DK Hostmaster on the right of use to a domain name. In the event of a transfer, the registrant surrenders the right of use to the domain name to another natural or legal person. To complete the transfer, the natural or legal person to whom the right of use is surrendered must enter into an agreement with DK Hostmaster on the right of use to the domain name in question.

## 3. Method for transferring a domain name with registrant management

- 3.1 A registrant who has chosen registrant management of his or her domain name, cf. section 2.1 of Terms and conditions for the right of use to a .dk domain name, can initiate a transfer of his or her domain name by using DK Hostmaster's self-service, which can be found at the address: <https://self-service.dk-hostmaster.dk/>.

If the registrant has several domain names to be transferred, but has registered these with different user IDs, the registrant must log in with each user ID and initiate a new transfer using each user ID.

- 3.2 On the self-service portal, the registrant must enter the relevant details for the future registrant next to the domain name to be transferred.

The future registrant of the domain name in question will receive an email from DK Hostmaster about the initiated transfer. The transfer will be completed when the future registrant has accepted the transfer, entered into an agreement with DK Hostmaster on the right of use to the domain name, paid the fee for transferring the domain name, and has completed a NemID check if the future registrant resides in Denmark

All prices are available at DK Hostmaster's website.

- 3.3 A future registrant residing outside Denmark may, after completing the transfer, be requested to submit documentation of his or her identity and contact information.
- 3.4 Once a transfer has been completed using DK Hostmaster's self-service portal, the former registrant will be notified of the completed transfer. The new registrant will also receive documentation of the agreement entered with DK Hostmaster on the right of use to the domain name.

#### 4. Method for transferring a domain name with registrar management

- 4.1 A registrant who has chosen registrar management of his domain name, cf. section 2.1 of Terms and conditions for the right of use to a .dk domain name, must follow the registrar's instructions to initiate a transfer of the domain name, including payment for the transfer.
- 4.2 The future registrant must enter into an agreement on the right of use to the domain name with DK Hostmaster before the transfer can be completed and must complete the ID control as prescribed by DK Hostmaster.
- 4.3 Once a transfer of a domain name under registrar management has been initiated, neither the current nor the future registrant can make a change of registrar until the transfer process has been completed.

This procedure is laid down in accordance with section 14(1) of the Danish Domain Names Act. DK Hostmaster A/S is obliged to observe good domain name practice in the laying down of this procedure; see section 14(3) of the Danish Domain Names Act.