



Procedure for payments to DK Hostmaster

Version 2.1

01/02/2023

1. About payments to DK Hostmaster

- 1.1 According to Section 5.9 of DK Hostmaster's terms and conditions for the right of use to a .dk domain name, all payments to DK Hostmaster must be made according to DK Hostmaster's instructions. This procedure outlines how payments must be made and how a registrant or the registrant's billing contact can choose to receive invoices from DK Hostmaster.
- 1.2 This procedure applies to payments to DK Hostmaster in connection with domain names where the registrant has chosen registrant management, cf. section 2.1 of Terms and conditions for the right of use to a .dk domain name, and for payments concerning the creation and renewal of waiting list positions.
- 1.3 A registrant who has chosen registrar 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, must make payments regarding the domain name to the registrar in the manner advised by the registrar.

2. The role as billing contact

- 2.1 A registrant may choose to insert another natural or legal person as billing contact of his or her domain name. The registrant must use DK Hostmaster's self-service to insert another person as billing contact for a domain name.

A registrant can also agree with a registrar of .dk domain names, i.e., a legal or natural person who has a valid registrar contract with DK Hostmaster, that the registrar must attend to the role as billing contact for the registrant's domain name.

- 2.2 A registrar's payments to DK Hostmaster must be made as prepayments via a registrar account with DK Hostmaster, cf. the registrar contract.

3. Invoices from DK Hostmaster

- 3.1 Before the end of a paid-up period for a .dk domain name, DK Hostmaster sends an invoice for renewal of the registration period for the domain name in question.
- 3.2 DK Hostmaster sends a registrant an invoice for renewal of the registration period using the contact details specified by the registrant.

If a registrant has entered another legal or natural person as the billing contact for the domain name, DK Hostmaster issues the invoice to this billing contact and uses the contact details registered with DK Hostmaster for this billing contact.

If the billing contact is a registrar of .dk domain names, he or she must pay in advance, cf. section 2.2, and will not receive an invoice from DK Hostmaster prior to the expiry of the registration period.

- 3.3 In some cases, payment to DK Hostmaster must be made online via DK Hostmaster's self-service portal. This applies to:
- Payment for signing up to the waiting list,

- Payment of extension of a registration period, which is paid during the already paid registration period and before the issuance of an invoice from DK Hostmaster on renewal of the registration period,
- Payment of fee for transferring a domain name,
- Payment of fee for restoring a domain name and new period fee in connection with restoring a domain name after suspension,
- Purchase of VID-service.

4. Methods of transmission

- 4.1 DK Hostmaster sends an invoice by email to the registrant or to the billing contact if the registrant has entered another person as billing contact for the domain name; however, not if the billing contact is a registrar, cf. section 3.2.
- 4.2 Instead of an email, the registrant or billing contact may choose to receive an invoice in one of the following ways:
- E-boks (online digital mailbox); delivery of the invoice directly to the registrant's or the billing contact's E-boks.
 - BetalingsService (automatic payments); the invoice is received as an attached file in the payment summary.
 - OIOUBL; electronic invoice to the EAN number specified by the registrant or billing contact.
- 4.3 If a registrant or a billing contact chooses another transmission method than email this is associated with additional costs that DK Hostmaster will charge on the invoice to the registrant or billing contact. All prices are available at DK Hostmaster's website.
- 4.4 A registrant or a billing contact can select one of the transmission methods specified in section 4.2 via DK Hostmaster's self-service portal. However, delivery of invoices directly to the registrant's or the billing contact's E-boks must be selected on the E-boks' website.

5. Methods of payment

- 5.1 An invoice from DK Hostmaster may be paid in the following ways:
- Via Netbank using the FIK code.
 - Online via DK Hostmaster's self-service portal. The following cards can be used: Visa/Dankort, MasterCard, Diners and JCB.
 - Online via DK Hostmaster's self-service portal using MobilePay.
 - Automatic payment via registration with BetalingsService.
 - Automatic card payment.

6. Notice of non-payment

- 6.1 If a registrant or a registrant's billing contact has not paid an invoice from DK Hostmaster for renewal of a registration period for a domain name, DK Hostmaster sends notice to the registrant or the billing contact by email. This gives notice of

suspension of the domain name if payment is not received by the due date specified in the email.

This notice is an invoice in itself and may be paid in the same way as the original invoice, using one of the methods specified in section 5.1.

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.