
GUIDELINES
APPLICATION FOR SECOND-LEVEL DOMAIN NAMES

Date of Issue: 30 April 2018

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1. DEFINITIONS

“Existing Registrant”	means a holder of a third-level .BN domain name registered before 1 May 2018;
“General Launch”	means the launch for application of second-level domain names to the general public on a first-come-first-served basis beginning on 23 July 2018;
“SLD”	means a second-level .BN domain name; and
“Soft Launch Period”	means the launch period before the General Launch for application of second-level domain names to Existing Registrants only via batch processing beginning on 1 May 2018 and ending on 10 June 2018.
Softcopies of the Registrant Agreement and Registration Policies, Procedures and Guidelines (RPPG) are available for download at www.bnnic.bn under Policy Documents & Dispute Resolution.	

2. IMPLEMENTATION TIMELINE

Item	Description	Start Date	End Date
Press Release	1 advert	1 May 2018	1 May 2018
Soft Launch Period	Soft launch commences on 1 May 2018 and ends on 10 June 2018 after a period of six (6) weeks. Application is open to existing registrants only.	1 May 2018	10 June 2018
Batch Processing	Processing of applications received during soft launch period for a period of six (6) weeks.	11 June 2018	22 July 2018
General Launch	Application is open to all on a first-come-first-serve basis.	23 July 2018	N/A

3. ELIGIBILITY DURING THE SOFT LAUNCH PERIOD

- 3.1. During the Soft Launch Period, only Existing Registrants are eligible to apply for SLDs that are identical to their third (3rd) level .BN domain names.

- 3.2. All applications received during the Soft Launch Period that comply with the requirements under these guidelines will be processed together as a batch, and not on a first-come-first-served basis.
- 3.3. Where there are two (2) or more applicants for the **same** SLD, priority for allocation will be determined at the end of the Soft Launch Period in the following order:
- 3.3.1. **PRIORITY 1:** Existing Registrants who are Government organisations and registered trademark holders who own a 3rd level domain name before 1 May 2018.
Eg. A Government organisation with 3rd level domain name '123.gov.bn', seeking to register the SLD '123.bn', or a registered trademark holder with 3rd level domain name, 'ABC.com.bn', seeking to register the SLD 'ABC.bn'.
- 3.3.2. **PRIORITY 2:** All other Existing Registrants who own a 3rd level domain name registered under the 'com.bn/org.bn/net.bn/edu.bn' categories before 1 May 2018. The SLD applied for must be identical to the existing 3rd level domain name.
Eg. An Existing Registrant (who is not a Government organisation or a registered trademark holder) with 3rd level domain name 'XYZ.com.bn' seeking to register the SLD 'XYZ.bn'.
- 3.4. Applications in the Priority 1 Group will have priority over applicants in the Priority 2 Group.
- 3.5. Where there are two (2) or more applicants for the same SLD within the same Group, these applicants will be invited to bid for the SLD in accordance with a bidding process described in **Section 5** below.

4. APPLICATION PROCEDURE

- 4.1. All SLD applications must be submitted via BNNIC's accredited registrars listed under 4.2. The registrar shall submit the registration request online to BNNIC on behalf of the applicant.
- 4.2. BNNIC's accredited registrars are:

Registrar	Address	Remarks
Telekom Brunei Berhad (TelBru)	Telekom Brunei Berhad Royal Brunei Plaza, 4th Floor, Jalan Sultan Omar Ali Saifuddin, BS8811, Bandar Seri Begawan, Negara Brunei Darussalam	Please make your application for a second level domain name at their counters.
DST Network Sdn Bhd	DST Headquarters, Jln Tungku Link,	Please make your application for a

	Bandar Seri Begawan BE 3619 Negara Brunei Darussalam	second level domain name at their counters.
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- 4.3. All applications must be accompanied by:
- 4.3.1. A declaration form (*refer to Annex 2*);
 - 4.3.2. The SLD Application Form (*obtained from the accredited registrar*);
 - 4.3.3. Any associated fees (*refer to Annex 1*); and
 - 4.3.4. And any other supporting documents as BNNIC or its accredited registrars may require.
- 4.4. Registrars shall ensure that all items under Section 4.3 are completed before forwarding the applications to BNNIC within seven (7) calendar days from the date of the application.
- 4.5. BNNIC and its accredited registrars reserve the right to reject any application which is not in accordance with these guidelines.
- 4.6. Since application may not necessarily result in successful registration of an SLD, applicants must understand and agree to the payment and refund terms of their selected registrar, if any.

5. BIDDING PROCEDURE

- 5.1. This only applies to applications made during the Soft Launch Period. Where there are two (2) or more applications for the same SLD within the same Priority Group referred to in Section 3.4 above.
- 5.2. BNNIC will notify the relevant applicants via the email address registered on their application form and provide the applicants with a Bid Form to fill in. A notice will also be posted on the BNNIC website.
- 5.3. BNNIC shall not be obliged to provide applicants with any other form of notification. Each applicant agrees that BNNIC shall not be liable for any failure of the applicant to receive any notification regarding the bid, and that it will not initiate any claim action against BNNIC or invalidate any bid exercise on account of such failure.
- 5.4. The bid will be conducted in the manner specified in the notification. Each applicant shall be solely responsible for taking all necessary measures required, at its own cost and expense, to participate in the bid.
- 5.5. The bid results will be announced via email and published on BNNIC's website.
- 5.6. The SLD will be allocated to the highest bidder upon payment of the winning bid. Applicants should note that the winning bid does not include the registration fees payable by the applicant to its registrar.

6. ALLOCATION AND ACTIVATION OF SLD DURING THE SOFT LAUNCH PERIOD

- 6.1. BNNIC does not guarantee that all applicants will be allocated a SLD based on their current identical third-level domain name registered with BNNIC even if the applicants comply with all application requirements. This may be due to another applicant with a higher priority or the SLD applied for is reserved by BNNIC.
- 6.2. The SLD shall be activated and allocated to the successful applicant immediately before the General Launch.

7. DISPUTES

- 7.1. All disputes in relation to SLDs will be dealt with in accordance with the Brunei Darussalam Domain Name Dispute Resolution Policy, Rules and Supplemental Rules (“Dispute Resolution Policy”) referred to in the Registrant Agreement regardless of when the SLD was registered.

8. GENERAL

- 8.1. BNNIC reserves the right to amend these guidelines from time to time. Each time BNNIC makes any amendments to this document, BNNIC will publish the amended version on its website.
- 8.2. Each amended version will supersede all previous versions. Applicants should review BNNIC’s website regularly in order to inform themselves of such amendments.

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ANNEX 1 | FEES

FEE LIST

Phase	Registration Fee
Soft Launch Period	Please check with the accredited registrar of your choice.
General Launch	Please check with the accredited registrar of your choice.

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ANNEX 2 | DECLARATION FORM

Notes:

1. Individuals or organisations applying for 2nd level '.bn' domain name are required to:
 - Read and agree to the Guidelines for Application of Second-Level Domain Names;
 - Submit their application through the accredited registrar of their choice; and
 - Complete this form and send to their selected registrar.
 2. There **may** be a separate form issued by registrars to be completed by the applicant.
 3. Existing 3rd level registrant means a holder of a 3rd level '.bn' domain name registered with Brunei Network Information Centre (BNNIC) Sdn Bhd ("BNNIC") before 1 May 2018.
 4. For Government Organisations and Registered Trade Mark Holders, the domain names applied for must be identical to the words comprised in the Qualifying Trade Mark during the Soft Launch Period.
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Second Level Domain Name ("SLD") applied for: _____ .bn

Registrant Name: _____

I/We* declare that I am/my organisation is* a:

- Registered Trade Mark Holder (Trade Mark No: _____) which I am/we are* relying upon as the Qualifying Trade Mark.
- Existing 3rd level .bn registrant (State domain name: _____)
- Generic Applicant

I/We* have read and agree to abide by the terms and conditions of the Registrant Agreement, Registration Policies, Procedures and Guidelines ("RPPG") and Guidelines for Application of SLD, and understand that BNNIC will accord priority of registration in the order set forth therein. In the event that there are multiple applications for the same domain name in any category of applicants having the same priority, these applicants will be invited to submit bids for the allocation of the domain name. BNNIC will separately inform applicants concerned of the bidding procedure.

By submitting this application, I/We* are making the warranties and representations in Clause 7 of the Registrant Agreement to BNNIC, which warranties and representations are deemed to be incorporated here by reference.

I/We* further understand that:

- i. Any false or inaccurate declaration, warranty or representation made by me/my company* will disqualify my/our* application or render my/our* registration to be cancelled by BNNIC;
- ii. BNNIC reserves the right not to register the domain name selected by the applicant; and
- iii. BNNIC reserves the right of rejecting any application which is not in accordance with the Registrant Agreement, RPPG and/or the Guidelines for Application of SLD

Name and Designation

Signature and Date

Company Stamp (if applicable)

*To delete where applicable

For Registrar's Use:

Checked and verified by registrar: _____

Name and Designation

Signature and Date

Company Stamp (if applicable)