



Termination of the Registrar Agreement

REQUEST FORM



Termination of a Registrar Agreement request form

(Print the form on your company's letterhead paper)

Your registrar id: _____

Company Name: _____

Is your .eu, .eio and .eu domain name portfolio empty?

YES

NO

If you have answered **yes**: termination can proceed.

If you have answered **no**: the termination procedure can be initiated, however you must first empty the account of domain names before the termination can proceed. To empty your registrar account, please consult the procedure below (in point 1.).

Please note you may send in your termination request at any time, and it will be handled by EURid.

Are there any staging and/or tryout accounts attached to the registrar account?

YES

NO

If yes, please state the id of the account(s) here: _____

Reimbursement

If there are remaining funds on your account, please state if these are to be transferred to another registrar account or if you would prefer a bank transfer.

Transfer the remaining funds to Registrar id: _____

Transfer the remaining funds to bank account:

Bank name: _____

IBAN: _____

SWIFT/BIC: _____

Signature

(To be signed by the official contact person. If that person no longer is within the company, another person with the mandate to represent the company in matters such as this, can sign the request.)

Full name and signature

City

Date

N.B. If you send the form to EURid by email, please forward it as a .pdf file. Furthermore, please have your registrar security code, the unique 12 digits code used for handling several aspects of your account, on hand, as EURid will ask for this as verification before finalizing a reimbursement.

To terminate the Registrar Agreement with EURid

1. Ensure that the domain name portfolio is empty and that no domain names will be left under the Registrar's management by the end of the Term. To transfer the domain names from the portfolio, there are three options:

a) Ask clients to choose a new registrar. They should then contact the new registrar and ask to transfer their domain name(s) to that new registrar's portfolio.

b) Agree with another registrar on a bulk transfer and request EURid to perform a bulk transfer to that registrar. For additional information on the bulk transfer procedure please visit the [Procedural section](#) of the registrar extranet or contact your Liaison Manager.

c) Negotiate with other registrar(s) to perform a standard transfer of domain names. When choosing this option, registrants should be notified beforehand, as their consent is needed.

2) Send EURid an official request to terminate the Registrar Agreement three months before the end of the one-year Term, by email (as a .pdf file) or post. All correspondence should be printed on company letterhead paper. Indicate your registrar ID number and have the letter signed by the company official contact person. In addition, state if any staging and/or tryout accounts are attached to the registrar account. One request should be sent per accredited registrar and should state where any reimbursements are to be transferred. That is: Bank, IBAN and SWIFT/BIC.

3) Contracts will at the latest be terminated at the end of the month of the agreement's initialization, as indicated in the agreement, provided the conditions in Article 10 of the Registrar Agreement have been fulfilled.

4). EURid will monitor termination requests and contact the registrars in due course to obtain information and further verification. Registrars are requested to have their registrar account security code, activation code and passwords on hand, as this information will be needed for verification purposes. EURid will also ask if any Staging or Tryout accounts are activated in order to terminate those as well.

Contact information:

EURid vzw
Telecomlaan 9
B-1831 Diegem, Belgium
Fax: +32 24 01 27 51
Tel. +32 2 401 27 60
Email: info@eurid.eu

5. After the contract has been terminated, a credit note will be sent out for the amount of the prepayment.

6. For reimbursements not linked to terminations but exceeding the prepayment level, please consult the document "**Procedure for Reimbursement**" also found under the [Procedural section](#) of registry.eu.