

# Your Trusted Australian Registrar



## DOMAIN NAME PASSWORD (authInfo) RECOVERY FORM FOR .AU DOMAIN NAMES



### WHAT THIS FORM IS FOR

Please use this form **ONLY** if the **current listed email address** for your **Melbourne IT Domain Name** is **INVALID**.

You can find out the email address for your Domain Name here : <http://whois.melbourneit.com.au/>.

If your **email address** is **VALID**, please use the online retrieval tool at :

<https://www.melbourneit.com.au/maintenance/recoverkey.php>.

The Domain Name Password ('authInfo') is used by central Domain Name Registries to authenticate a Registrant requesting a transfer. It is **NOT** related to the Melbourne IT Registry Key which is used to authenticate access to Melbourne IT's systems only.

If you would like **more information** please click here : <http://www.melbourneit.com.au/help/index.php?topicid=22>.

If you require your Melbourne IT Registry Key, please visit : <https://www.melbourneit.com.au/maintenance/recoverkey.php>.

**FORM 4B**  
**DOMAIN NAME**  
**PASSWORD**  
**(authInfo)**

### HOW TO USE THIS FORM

Please check the registry listing for your Domain Name at <http://whois.melbourneit.com.au> then tick either A or B as appropriate.

**Important Note : Please use BLOCK LETTERS to complete this form.**

- A.**  Tick this Box if you are the person listed as the current Registrant Contact for your Domain Name and fill out only Sections 1 and 2 below.
- B.**  Tick this Box if you are NOT the person listed as the current Registrant Contact or the current Registrant Contact is no longer the appropriate person to act on behalf of the Licence Holder. You must fill out Sections 1, 2, 3 and 4 below.

### → 1. GENERAL INFORMATION

**- ALL LICENCE HOLDERS MUST COMPLETE THIS SECTION**

Please ensure that the Organisation details match exactly what is listed in the whois at <http://whois.melbourneit.com.au>.

**Today's Date** : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd / mm / yy)  
**Domain Name** : **www.**\_\_\_\_\_ **.au**  
**Organisation** : \_\_\_\_\_  
**Phone Number** : \_\_\_\_\_  
**Email Address 1** (your Registry Key will be sent here) : \_\_\_\_\_  
**Email Address 2** (Alternative Email Address) : \_\_\_\_\_  
**Secure Fax Number** (if current email address is not working) : \_\_\_\_\_

### → 2. WARRANTY AND AUTHORISATION

**- ALL LICENCE HOLDERS MUST COMPLETE THIS SECTION**

I hereby request and authorise Melbourne IT, also trading as Internet Names WorldWide (INWWW) and Internet Names Australia (INA) to re-issue the Domain Name Password (authInfo) for the above Domain Name. As the Licence Holder I warrant that I am authorised to request the Domain Name Password (authInfo) as, or on behalf of, the Licence Holder. I agree that Melbourne IT Ltd is not responsible for any demand which may be made against me or Melbourne IT Ltd by any party as a result of the issue of this Domain Name Password (authInfo) and I agree to hold harmless and release Melbourne IT Ltd from and against any claims. I also warrant that the current listed email address for this Domain Name is invalid.

**Signed** : \_\_\_\_\_ **Name (Print)** : \_\_\_\_\_

### → 3. ADDITIONAL SECTION

**- COMPLETE ONLY IF YOU TICKED BOX B ABOVE**

If you are not the current Registrant Contact for this Domain Name and wish to have the Domain Name Password (authInfo) sent to you, you must hold the position of Owner of the organization / Licence Holder or its Chief Executive Officer (CEO), Chief Operating Officer (COO), Managing Director, General Manager, Company Director, Company Secretary, Financial Controller or Chief Financial Officer (CFO). No other positions will be accepted.

**Signatory's (Principal's) Position** : \_\_\_\_\_  
**Witnessed By** (Signature) : \_\_\_\_\_ **Name of Witness (Print)** : \_\_\_\_\_  
**Address of Witness** (Print) : \_\_\_\_\_

### → 4. SIGNED REQUEST

**- COMPLETE ONLY IF YOU TICKED BOX B ABOVE**

You must send a signed request with this form on the letterhead of the Licence Holder which is shown in the Registry to support your request.

Please tick the box to indicate you have attached this

**WHEN COMPLETED PLEASE FAX THIS FORM TO MELBOURNE IT ON + 61 3 9620 2388**

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