

Domain Name Transfer Authorisation

(one form must be completed per domain)



Why Transfer Your Domain To Aspedia?

- Aspedia is a trusted domain provider in the Australian market
- Aspedia has over ten years experience in the Domain Name industry
- Australian businesses continue to choose Aspedia as their .au domain provider
- Aspedia offers telephone and email support for personalised service
- Aspedia is your 'one-stop' shop for getting your business online.
- We provide Domain Names, Email Hosting, Web Hosting, Website Development, CRM, eNewsletters, and other services.

OFFICE USE ONLY

- Transfer Submitted.
- Transfer Approved.
- Approval Date: __/__/__
- Was Domain Renewed on Transfer? Yes No
- Renewal For: 1Year 2 Years
- New Renewal Date: / /
- Accounts -Setup Transfer Costs, Bi-Annual Renewal & DNS Hosting
- Client Advised of Approval.

Requirements And Costs To Transfer A Domain Name:

- If you are an existing Aspedia web client no admin cost is charged for the transfer and the only cost applicable is if there are automatic renewal fees associated with the transfer. See costing section below for renewal fees due upon transfer.
- Customers that do not have web services with Aspedia will include a **\$25.00** admin transfer fee, plus a renewal fee if applicable. See costing section below for renewal fees due upon transfer.
- If a domain is nearing expiry, some registrars lock the domain for transfer during this period. In this case, it is suggested that you contact your current provider to either unlock the domain or renew the domain with this provider and then undergo the transfer process after renewal.
- All domains that have either mail or web services attached that are live to the internet, incur an annual Domain Name Hosting fee of **\$110.00**. DNS Hosting makes your domain live on our nameservers so that it is visible to the internet.

Company Information

Please Note: If Domain Name is for Company Trading Name – both Company and Trading Name details must be submitted

Company Name:

Postal Address:

Suburb:

State:

P/Code:

Contact E-mail :

Telephone: ()

Mobile:

Fax: ()

Domain Name Information

Domain Name:

Registry Key:

Domain Name Password (authInfo):

(Required for Melbourne IT Registered Domains Only)

(Required for all Non-Melbourne IT Registered Domains.)

Note: A Registry Key is only required if the domain is already registered with Melbourne IT. To obtain your registry key please contact your current domain provider or Melbourne IT directly. A Domain Name Password (AuthInfo) is required for all Non-Melbourne IT registered Domains. Please contact you current domain provider to obtain this password

Is Domain Name Hosting (DNS) Required for the transferred domain? Yes No

DNS Hosting makes your domain name live to the internet so that services such as your website, mail, and anything else associated with your domain point to the correct internet address. Cost \$110/year Inc. GST

DNS Details

I would like Aspedia to undertake the following tasks in relation to my domain:

- Transfer, re-delegate and host my domain
- Re-delegate and host my domain
- Host my domain only
- Do nothing with DNS and leave records as is

OFFICE USE ONLY

- DNS Setup
- Mail Accounts Setup
- Client Notified Of Accounts

I hereby acknowledge that I have read, understood and agree to Aspedia undertaking the actions as indicated above.

Signature..... Name..... Position.....

I also require Aspedia to action the following setups that relate to my Domain:

Other host names

IP Address

e.g. UPN VPN, , Webmail

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Email Information

Will Aspedia be hosting emails associated with your domain after transfer? Yes No

If No, proceed to the Website Information Section of this form and we will transfer the domain and simply point any current mail records to your current provider's mailserver and services should not be interrupted.

If Yes, do you know the Mail Server IP Address which hosts your email? Please provide

If Yes, please list required email addresses?

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.....

NOTE: If Aspedia is not hosting your domain name (DNS) but you still require mail services with us, the Mail Record IP Address will be supplied to you so that you can organise your current host to point the DNS record to it.

Email Notes:

If a client currently has email services attached to their domain name? e.g. emailname@theirdomainname.com.au please provide notice in advance of transfer to ensure that the domain record can be updated to point to the current mailserver address and avoid any interruptions to services.

Note: Email with an external provider that is not attached to your domain name (e.g. a hotmail or bigpond email address) will not be affected by the transfer. It is only email addresses attached to the domain name that are affected when a domain is redelegated as new mail starts to be delivered through our mailservers and needs to be accessed through our webmail facility.

Handy Notes When Moving Mail Services To Aspedia:

Clients are advised to save all critical existing emails, or alternatively, forward them to an email address that is not changing. This will ensure that all mail is secure and guarantees no loss of existing email in the changeover process.

The client can nominate a convenient time for the changeover to be initiated (e.g. a less busy time of the day for email traffic) and we will aim to do the changeover at the time allocated (Note: this must be during business hours).

When mail changes over, email will cease to be received using the current format that the client uses and will start to be received via our mailserver and using the Aspedia mail system.

Website Information

Do You Have An Existing Website Attached to Your Domain e.g. www.yourdomainname.com.au? Yes No

If Yes, do you know the Web Server IP Address which hosts your website?

It is very important to know whether the client has email or a current website attached to this domain. If either of these services are attached to the domain, Aspedia will take steps to ensure that these services are not interrupted during the transfer of the domain.

A domain name transfer is then initiated by Aspedia. If there is email and/or a website already attached to the domain that we are transferring, we will ensure that the domain is setup on our nameservers in advance and we will re-point the web and email records to the current web and mail server addresses and then they will automatically read to these existing addresses upon transfer.

Transfer Costs

\$25.00 - Admin Transfer Fee (applicable to all domain transfers) Note: This fee is waived for Aspedia web clients.

\$49.50 - .com (upon transfer a .com automatically renews for 1 additional year.) This is not an Aspedia cost but an automated cost charged by the registrar. This additional year is added on to the current expiry date.

\$137.50 - .com.au (if an AU domain is transferred within 90 days of expiry, the domain is automatically renewed upon transfer for an additional 2 year period). This is not an Aspedia cost but an automated cost by the registrar.

Bi-Annual Maintenance & Licensing Fee of \$137.50 for Australian Domains & \$99.00 for Top Level Domains applies & Annual \$110.00 Domain name Hosting

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Credit Card Details	
Amount Due: \$ _____	Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> Diners
Credit Card Number: _____	
Name on Card: _____	
<i>Please note that payment by Diners & Amex incurs an additional transaction fee of 5% of total GST inclusive amount.</i>	
<i>I hereby acknowledge that I have read, understood and agree to be bound by the Terms and Conditions# in respect of the registration of the above Domain Name and agree to the additional charge of 5% if paying by Diners or Amex.</i>	
Authorisation for Transfer of Domain Name and Associated Costs	
I, _____ as representative of certify that I have the authority to transfer the above domain name to Aspedia Australia Pty Ltd.	
Signature: _____	Date: _____
Name: _____	Position: _____