Guidelines for establishing authority to request changes to IRINN database records

Version: 1.0

Introduction

IRINN maintains records of the persons authorized to change details of records in the IRINN Whois database. If changes to the structure, ownership, or staffing of organizations take place, IRINN should be notified so that its records of authorized persons may be updated. In cases where IRINN has not been properly notified of such changes, then the resource holders must follow the procedures described in this document to establish their authority to request changes to IRINN database records.

Transfer of historical database records to APNIC/IRINN Whois database

Many Internet resources used in the Asia Pacific region were first allocated or assigned before APNIC/IRINN commenced operation. The registrations of most of these "historical" resources have now been transferred to APNIC, either from AUNIC, or from ARIN as part of the ERX project.

In relation to many historical resources, APNIC/IRINN has had no previous business relationships with the resource holders and has no records of authorized contact persons.

More information about the transfer of historical resources, including the ranges affected, is available at:

- http://www.apnic.net/aunic
- http://www.apnic.net/erx

Password problems

In some cases, holders of Internet address resources may no longer have access to the security information needed to modify their database objects. This may happen, for example, because staff previously responsible for maintaining registrations have left the organization, or simply because the registry key (password) has been lost.

It may also happen as a result of APNIC's work to apply protection to previously unprotected database objects, to increase resource security.

APNIC is able to generate new passwords; however, if APNIC/IRINN has not had a previous relationship with the organizations or individuals involved, APNIC/IRINN will insist on full documentation establishing the right to assume control of the database objects.

The documentation requirements are set out below.

Disputed control of Internet address resources

In some cases, more than one party may seek to assert control of database objects and their corresponding Internet address resources.

Where historical resources are in dispute, in the interests of operational stability and resource security, APNIC/IRINN must accept the registered status of resources as they are currently registered or as they were registered at the time the registrations were transferred to the APNIC Whois database.

IRINN will only make changes to the existing registration details if it receives satisfactory documentation establishing that:

- The organization seeking to assert control of the resources is in fact entitled to such control.
- There is no current genuine dispute nor likelihood of a genuine dispute regarding the resources in question.
- The organization seeking the change to the registration details agrees to indemnify IRINN against any actions that may follow the change of the registration.

If a dispute as to the control of the resources exists or is likely to arise, it is the responsibility of the disputing parties to resolve it.

IRINN encourages disputing organizations to seek mediation if necessary. Although IRINN is not able to offer mediation or arbitration services, it will cooperate with the reasonable requests of any such process entered into by all relevant parties.

Required documentation

Required in all requests

The following documentation is mandatory in all cases where an organization requests IRINN to make changes to any registration details:

- A declaration by the organization seeking the change setting out the changes required, the basis for the organization to assert its entitlement to the request, and an assurance that no dispute exists or is likely to arise; and
- An agreement signed by an authorized representative of the organization indemnifying IRINN for any action arising from the requested change.

Additional documents depending on case

The exact documentation requirements will depend on the circumstances of each case. Other applicable documentation may include:

- A declaration* by an individual acknowledging that their NIC-handle should no longer be used to reference the organization's database objects;
- A declaration* by another organization renouncing any claim to the resources to be affected by the requested change; or
- Other supporting documentation (including business name registration certificates; contracts or other legal documents setting out the terms of a company sale, transfer, or winding up; statements of company directorship;
- Employment contracts; consultancy agreements; or any other relevant document).

If it is not possible to obtain a declaration from individuals or organizations renouncing a

claim to resources, a signed statement or letter (on letterhead if applicable) in similar form may be considered.

Proof of dispute resolution

In cases where there has been a dispute, IRINN will not change any of the registration details unless it has been properly notified of the result of the dispute. This must be done by providing IRINN with one of the following:

- A declaration by the relevant former disputant(s) renouncing any claim to the resources in question;
- A statement by the mediator or arbitrator detailing the outcome of the dispute resolution process; or
- A court order setting out the details of a litigated decision.

Eligibility to hold resources

Only organizations are eligible to hold Internet address resources.

Individuals are only to be registered as representatives of organizations that are capable of using the resources. Furthermore, Internet address resources remain shared public resources at all times. Registration of these resources does not confer ownership on any organization or individual. It is an accepted principle of the global Internet addressing community that allocations or assignments of address space are valid only while the original criteria on which the allocation or assignment was based continue to be valid. Allocations and assignments of address space are intended to be held only by organizations with operational networks.

Forms of declarations

Organizations that are required to submit declarations should use one or more of the following forms provided by IRINN, as outlined in "Required documentation", above.

- Declaration to be made by organizations seeking from IRINN a change of registration details or a new maintainer object password.
- Declaration to be made by individuals renouncing responsibility for maintainer objects or registered contact details.
- Declaration to be made by organizations renouncing responsibility for Internet address resources.

All declarations must be signed and witnessed.

Examples for additional information provided in declarations

Each declaration provided by IRINN requires the completion of one or more schedules describing the facts to be relied on in each particular case. The following are some indicative examples of the details to be provided.

Organizations seeking from IRINN a change of registration details or a new maintainer object password

This declaration is to be used in situations such as the following:

- A previous employee who holds passwords for database objects has left the organization and cannot be contacted.
- A network has changed ownership status (for example by merger of organizations, sale of business, takeover, winding-up, or dissolution of partnership) and the current holder of the address space no longer has access to the information required to change the registration details.
- There has previously been a dispute regarding the control of network resources, but the dispute has now been resolved by mutual agreement, mediation, or litigation.

This declaration requires two schedules.

- Schedule A specifies the registration details as they currently exist and as the organization wishes them to be amended.
- Schedule B summarizes the facts that the organization relies upon to justify its entitlement to make the request.

Schedule A

The organization should include the full database object from the APNIC/IRINN database as it currently stands, followed by the full database object as the organization wishes it to be amended.

Multiple database objects may be listed in this schedule.

Details of Internet address resources

The Organization requests that the following Internet address resource:

```
inetnum 150.x.x.x - 203.x.x.y
netname ERX-SPARKYNET
descr  SPARKYNET
descr 4 Churchland
Street descr Melbourne
descr VIC 3001
country IN
admin-c KY99-AP
tech-c KY99-AP
remarks This aut-num object created as part
of remarks the ER- Transfer from ARIN
mnt-by  MAINT-AU-KY99-AP
changed  nobody@aunic.net  19961122
changed aunic-transfer@apnic.net
20010525 source APNIC
```

be amended to:

Schedule B

```
inetnum 203.x.x.x - 203.x.x.y
netname SPARKYNET-AU
descr  SPARKYNET
descr 4 Churchland
Street descr Melbourne
descr VIC 3001 country
AU admin-c XZ32-AP
tech-c QM86-
AP remarks
mnt-by MAINT-AU-
SPARKYNET changed
changed  nobody@aunic.net  19961122
changed aunic-transfer@apnic.net
20010525 source APNIC
```

The organization should describe the facts that the organization relies upon to justify its entitlement to make the request. The description should be clear, concise, and accurate. Where possible, supporting documents (such as employment contracts, consultancy agreements, contracts of sale of business, administrator's reports, and business registration certificates) should be attached to support the facts provided.

Example:

Summary of facts justifying requested action

I believe the Organization is fully entitled to request the specified action, on the basis of the following facts:

1. Sumit was employed by Sparkynet from 1 August 2005 to 27 July 2010 (see employment contract and letter of resignation, attached).
2. During the period of his employment Mr Sumit was responsible for all hostmaster activities at Sparkynet, including the maintenance of Sparkynet's registration objects in the ARIN database.
3. Mr Sumit was registered as the administrative and technical contact for Sparkynet's network.
4. Mr Sumit is no longer employed by Sparkynet; however, when he left, he did not communicate to his successors the password for the maintainer object used to secure Sparkynet's registration details.
5. Despite all best efforts, Sparkynet has been unable to contact Mr Sumit.
6. Therefore, Sparkynet requests that IRINN amend its registration details as follows:
   a. Replace Mr Sumit as admin-c and tech-c with Javed (XZ32-AP) and Vikal (QM86-AP) respectively.
   b. Change the maintainer for Sparkynet's database objects to MAINT-IN-SPARKYNET

Organizations renouncing responsibility for Internet address resources

This declaration is to be used in situations where an organization has previously held (or appears to have held) Internet address resources, but no longer wishes to be associated with those resources.

This declaration requires one schedule, which specifies the resources to which the organization wishes to renounce any entitlement.

Schedule A
The organization should include the full database object of the resources in question.

Example:

Details of Internet address resources

The Organization permanently renounces any entitlement or claim to the following Internet address resource:

```
inetnum 150.x.x.x - 203.x.x.y
netname ERX-SPARKYNET
descr  SPARKYNET
descr 4 Churchland
Street descr Melbourne
descr VIC 3001 country
AU admin-c KY99-AP
tech-c  KY99-AP
```

```
remarks This aut-num object created as part
of remarks the ER- Transfer from ARIN
mnt-by  MAINT-AU-KY99-AP
changed  nobody@aunic.net  19961122
changed aunic-transfer@apnic.net

20010525 source APNIC
```

Individuals renouncing responsibility for maintainer objects or registered contact details

This declaration is to be used by individuals who are currently associated with the Internet address resources of an organization (for example as tech-c, admin-c, or maintainer) but no longer wish to be associated with those resources.

This declaration requires one schedule, which specifies the resources that the individual wishes should no longer make reference to their personal database objects.

Schedule A

The organization should include the full database object of the resources in question.

Example:

Specified database objects

The following database objects, relating to Internet address resources held by the Organization, should no longer be referenced by my NIC-handle:

```
inetnum 150.x.x.x - 203.x.x.y
netname ERX-SPARKYNET
descr  SPARKYNET
descr 4 Churchland
Street descr Melbourne
descr VIC 3001
country IN
admin-c KY99-AP
tech-c KY99-AP
remarks This aut-num object created as part
of remarks the ER- Transfer from ARIN
mnt-by  MAINT-AU-KY99-AP
changed  nobody@aunic.net  19961122
changed aunic-transfer@apnic.net

20010525 source APNIC
```