



6 October 2014

Re: Pre-Audit Notification for 2015 Registrar Audit

Dear Registrar:

ICANN will be conducting a contractual compliance audit to assess whether registries and registrars are in compliance with their key obligations under their contracts with ICANN.

The plan is to audit all registrars and registries over a three-year period. One third (1/3) of registrars and registries will be randomly selected for the third year's audit.

If you **do not** receive a Request for Information (RFI) by Monday 20 October 2014, it will mean that your registrar has not been selected for the third year's audit.

We also plan to organize an optional information outreach session on Tuesday 21 October 2014 to those registrars and registries selected this year that may have any questions related to the Audit Program. Further information and details will be provided with the RFI on 20 October 2014 if your registrar is selected.

Below are the provisions in the Registrar Accreditation Agreement (RAA) that will be audited:

Registrar Agreement Provision or Policy	Description
3.10	Insurance
3.12	Reseller agreements (with all mandatory provisions)
3.17	Registrar contact details on registrar's website
3.17	Update contact information in RADAR
3.3.1 to 3.3.5	Whois access- interactive web page & port 43, Corresponding Data Elements
3.4.2	Maintenance of registration data for 2 years after domain transfer
3.7.7	Registration agreements w/ registrants (with all mandatory provisions)
3.7.8	Reasonable steps to investigate Whois inaccuracy claims
Policy	Restored Names Accuracy Policy
Policy	Whois Data Reminder Policy
Policy	Inter-Registrar Transfer Policy
Policy	Expired Domain Deletion Policy (Provision 3.7.5)



Audit Program Milestone Dates								
Start								End
<i>Pre-Audit Notification</i>	<i>Request for Info</i>			<i>Audit Phase</i>		<i>Reporting Phase</i>		<i>Remediation</i>
	1 st Notice	2 nd Notice	3 rd Notice	Begin	End	Begin	End	
6 Oct 2014	20 Oct 2014	11 Nov 2014	18 Nov 2014	1 Dec 2014	6 Mar 2015	9 Mar 2015	23 Mar 2015	9 Mar – 1 May 2015

Note: During the Request for Information and Audit Phases, ICANN will follow the 1-2-3 notification process (15 working days, 5 working days, 5 working days). For more information on notification process please see:

<http://www.icann.org/en/resources/compliance/approach-processes/overall-19jun13-en.pdf>

For more information on the audit (including the FAQs, audit process, audit plan and audit scope) please visit: <http://www.icann.org/en/resources/compliance/audits/future>

If you have any questions, please contact ICANN via email: complianceaudit@icann.org.

Thank you in advance for your cooperation.

Sincerely,

ICANN Contractual Compliance