

*(This letter must be duly completed and sent to HKDNR by email or fax)*

Hong Kong Domain Name Registration Company Limited (“HKDNR”)

Email: enquiry@hkdnr.hk

Fax: (852) 2319 2626

**Fill out this form if the Transferor is an individual**

**Form: TNRCASE2**

Dear HKDNR,

**Re: Transfer of domain name \_\_\_\_\_ .hk / .香港 (“Domain Name)**

*(please cross out the inappropriate domain extension above)*

**Tracking Number \_\_\_\_\_**

I, \_\_\_\_\_ (name of Transferor), resident in  
\_\_\_\_\_ (name of country and state if applicable) write to  
confirm that I agree to transfer the registration of the Domain Name to the Transferee,  
\_\_\_\_\_ (Transferee’s name), resident in  
\_\_\_\_\_ (insert country name and state if applicable).

I acknowledge and agree that:

- (a) I am the current registrant of the Domain Name, and I have not transferred, or entered into any agreement that purports to transfer any right, title or interest in the Domain Name to any third party;
- (b) The transfer is subject to the Transfer Application being accepted by HKDNR and any outstanding fees owned to HKDNR by me or Transferee being paid; and
- (c) Once the transfer is completed, all my rights, title and interest in the Domain Name and all my obligations derived from the registration of the Domain Name with HKDNR shall be completely transferred to the Transferee; and
- (d) I may not assign any right, title or interest in the Domain Name by other means or procedures set out in this transfer form and any other attempt by me to assign any of the Domain Name’s rights or any attempt by my creditors to obtain right, title and interest in the Domain Name. These shall not be recognized by HKDNR and may render my registration of the Domain Name voidable at HKDNR’s

sole discretion

(e) Once the transfer is completed, the paired Chinese domain name (e.g. CDN.hk is also transferred if you transfer a CDN.香港 domain name) and the bundled name will also be transferred to the same transferee.

Sincerely,

\_\_\_\_\_  
(Signature of Transferor)

\_\_\_\_\_  
Date: \_\_\_\_\_

(Name in Block Letters)

ID card no.\*, if applicable

We, the Transferee, agree to jointly execute the transfer of the above-named Domain Name.

\_\_\_\_\_  
(Signature of Transferee or director / partner / owner / authorized person of the Transferee)

\_\_\_\_\_  
Date: \_\_\_\_\_

(Name and Title in Block Letters)

Company Chop or  
ID card no.\*, if applicable

*\* If the transferor or transferee is an individual - You can hide a maximum of 2 numbers in the I.D. card number string by putting a '\*' if you like.*

## Documents to Submit (for Case 2)

### **For Case 2: When the Transferor is an individual**

#### **1. Transfer Letter**

Transfer Application Letter (Form TNRCASE2)

#### **2. Document(s) from Transferor**

(A) If the Transferor is an individual residing in Hong Kong, a copy of the Hong Kong ID card of the individual or the passport of the individual. If the Transferor is 11 years and older and under 18 years of age a copy of the Transferor's parents'/guardians' Hong Kong ID cards or passports together with a Certificate of Birth or Certificate of Guardianship.

**OR**

(B) If the Transferor is an individual outside Hong Kong, the original completed and signed **Declaration Form DCTNR2** together with a copy of such document that proves the legal identity of that individual (such as a passport or ID card<sup>1</sup>)

#### **3. Document(s) from Transferee**

3.1 (A) Any documents required to be submitted under the HKDNR Rules in relation to the domain name being transferred. For example, if you wish to have a .com.hk domain name transferred to you, you must provide a copy of your Business Registration Certificate as only commercial entities registered in Hong Kong are eligible to register .com.hk domain names.

**AND**

(B) If the Transferee is a company or business registered in Hong Kong, a copy of the Business Registration Search results dated not more than (30) business days prior to the date of the Transfer Application Letter showing the status of the company is 'Live'.

3.2 If the Transferee is an individual resident in Hong Kong, a copy of the Hong Kong ID card<sup>1</sup> or passport of the Transferee.

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<sup>1</sup> Instead of attaching the identity card copy with your application, you can choose to present the original copy of the HKID card to the staff at HKDNR's office.

**OR**

3.3 If the Transferee is a company/business registered outside Hong Kong, the document that can prove the legal existence of the company, and the original completed and signed **Declaration Form DCTNR1** together with a copy of a document dated not more than (30) business days prior to the date of the Transfer Application Letter (such as company search results or business registration search results) that proves that the signatory of the Declaration Form DCTNR1 is a director/partner/sole proprietor of the company or business.

**OR**

3.4 If the Transferee is an individual resident outside Hong Kong, the original completed and signed **Declaration Form DCTNR2** together with the copy of a document that proves the legal identity of that individual (such as passport or ID card).

#### **4. Additional Documents as required by HKDNR**

HKDNR may notify the Transferor and/or Transferee in writing that they are to provide additional documents to support the application to transfer the domain name. In such circumstances, the Transferor and/or Transferee must submit such additional documents within the deadline set out in such notification.

HKDNR may refuse a transfer application if the correct documents are not submitted with the transfer application, or if the documents submitted are in the opinion of HKDNR deficient in any way.

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**Fill out this form if you are the Transferor or Transferee and are a business outside Hong Kong**

**Declaration of Domain Name Registration (Declaration Form DCTNR1)**

I solemnly, sincerely and truly declare as follows:

1. I am a [director/partner/owner] of \_\_\_\_\_ (name of business) (the “Business”) registered in \_\_\_\_\_ (country name and state name, if applicable) and the Transferor/Transferee of domain name \_\_\_\_\_ .hk / .香港 (domain name) and have sufficient authority to bind the Business. I declare that the Business is as at the date of this declaration in existence and is solvent.
2. The matters declared herein are true to the best of my knowledge and belief.
3. I attach a copy of a document that proves that I am a director/partner/sole proprietor of the Business in English or within an English translation (if the original document is not written in English)

\_\_\_\_\_  
(Signature of an individual or Director / Partner / Sole Proprietor representing the current registrant of the Company or Business)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title in Block Letters)

Company chop, if applicable

(This letter must be duly completed and sent to HKDNR by email or fax)

Hong Kong Domain Name Registration Company Limited (“HKDNR”)

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**Fill out this form if you are the Transferor or the Transferee and is an individual living outside Hong Kong**

**Declaration of overseas individuals (Declaration Form DCTNR2)**

I solemnly, sincerely and truly declare as follows:

1. I, \_\_\_\_\_ (name), am the [Transferor/Transferee] of the domain name \_\_\_\_\_ .hk / 香港 (domain name) legally present in \_\_\_\_\_ (insert country name and state name, if applicable.)
2. The matters declared herein are true to the best of my knowledge and belief.
3. I attach a copy of a document that proves my legal identity in English or with an English translation (if the original document is not written in English).

\_\_\_\_\_  
Signature of an individual [Transferor/Transferee]

\_\_\_\_\_ Date: \_\_\_\_\_  
(Name and Title in Block Letters)

Document or ID card no., if applicable
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