

## Guidelines for

# .TH Third-Level Domain Name Registration

### 1. Domain Name Management System

The Registrar will provide registration service for .th domain name through Domain Name Management System which a user must apply membership and create a user account in order to log in to the system and submit a domain name registration request. In addition, there are other services available in this system allowing the members to manage their registered domain name conveniently such as domain name renewal, change of information of registered domain, etc.

#### 1.1. User Account

- A user must subscribe a member of the system and fill up personal information such as first-name, last-name, address, phone number, and email as contact information to the Registrar.
- Email and password specified in member subscription will be use to create a user account for log in to the system.
- A user account with no accessibility longer than 2 years and no registered domain name under administration will be automatically removed from the system.

#### 1.2. Conditions of Domain Name Registration Request

- Domain name registration request has life cycle 30 days. During this life cycle, other users cannot submit the request in the same name.
- A user account of domain name management system, involving another user account that is suspected of being the same person or obviously related, is allowed to submit a request of domain name registration in the same name at most 2 times within 60 days. The Registrar reserves all rights to terminate the request with no prior notice.

#### 1.3. Responsibility of Domain Name Management System Members

Members of Domain Name Management System will receive privilege to manage registered domain name(s) under their administration. Therefore, members will be responsible to any changes, corrections, or additional information. The Registrar will not responsible to any loss occurred from inaccurate data record resulted in any interruptions of domain name usage, or resulted in disconnection between the Registrar and the

domain name holder, or the agent. Thus, a member must be responsible and careful in recording correct data and provide valid contact information so that the Registrar can contact at any time.

## 2. Domain Name Registration Procedures



## 2.1. Member Subscription

A user must subscribe member of the Domain Name Management System as described in cause 1.1 in order to submit a domain name registration request and manage registered domain name(s) under your administration.

## 2.2. Search and Chose Available Domain Name

Domain naming must be in accordance with criteria of domain naming specified in [.th and .ไทย Domain Name Registration Policy](#), search for available domain name at the [Registrar website](#). In the event of unavailable name or reserved name, please consider another name that is still in accordance with criteria of .th and .ไทย domain naming.

## 2.3. Submission of Domain Name Registration Request and Attachment(s)

A user must submit a domain name registration request together with necessary attachment(s) as described in a preferred category. (See details of attachments in Appendix A)

## 2.4. Domain Name Verification and Result Notification

The Registrar will verify domain name registration request together with attachment(s), and will respond back to the user within one day. Typically, an approved domain name registration request will not be registered until the user has completed payment for registration fee and notify proof of payment to the Registrar.

## 2.5. Payment of Domain Name Registration Fee

A user must proceed to pay for domain name registration fee after a request of domain name registration has been approved, and must provide the Registrar with proof of payment.

- Fee schedule and payment channels are displayed on the [Registrar website](#)
- Submit proof of fee payment, and specify domain name to email [staff@thnic.co.th](mailto:staff@thnic.co.th) or facsimile number 02-564-8033

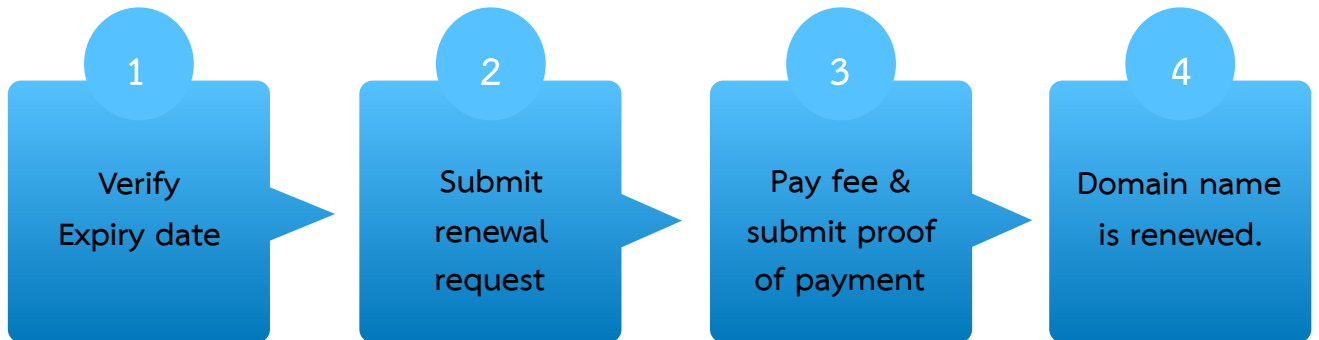
## 2.6. Domain Name Registration

Upon completing verification of fee payment, the Registrar will proceed to register a domain name and reply completion result to the user by email.

- 2.6.1. **Name Server (NS):** a registered domain name can be used when at least two configured NS are provided to installing domain name information. The user must enter NS information in the Domain Name Management System as well.

2.6.2. **WHOIS:** the Registrar will store information of all registered domain names in WHOIS database

### 3. Domain Name Renewal Procedures



#### 3.1. Verification of Domain Name Expiry Date

Users must be responsible to verify expiry date of a domain name, even though the Registrar has provided advance reminder 60 days prior to the expiry date.

#### 3.2. Submission of Domain Name Renewal

Users must submit a domain name renewal request in the system which shall be done prior to the expiry date to prevent suspension of domain name.

#### 3.3. Payment of Domain Name Renewal

Users must proceed to pay annual renewal fee and provide proof of payment to the Registrar.

- Fee schedule and payment channels are displayed on [Registrar website](#).
- Submit proof of fee payment, and specify domain name to email [staff@thnic.co.th](mailto:staff@thnic.co.th) or facsimile number 02-564-8033.

#### 3.4. Domain Name Renewal

Upon completing verification of fee payment, the Registrar will proceed to renew a domain name and notify completion result to the user by email.

#### 3.5. Expired Domain Name

In case a domain name holder do not wish to renew a domain name, or the event neither the Registrar did not receive annual renewal fee, nor did not receive proof of payment from the user, the Registrar will proceed the following procedures:

3.5.1. Once a domain name expired one month, the Registrar will temporary disable the domain name. The domain name holder will have rights over this domain name for one more month.

3.5.2. Once a domain name expired two months, the system will automatically delete the domain name. The domain name holder will lose rights over this domain name immediately. (In case of wishing to use this domain name again, a new registration request is required).

#### **4. Change of Domain Name Information**

Domain name information can be changed or revised as follows:

##### **4.1. Change of General Information**

Users can proceed to change or revise general information in the system and recorded by themself.

##### **4.2. Change of Domain Name Holder**

Change of domain name holder is considered important information change which can be revised by the Registrar only.

In case name of domain name holder has been officially changed, submit a formal letter to the Registrar requesting for change of domain name holder, specify domain name, signed by domain name holder, attach supporting documents as evidence such as certificate of first name (or last name) change registration or a formal certificate that stated name changed.

##### **4.3. Change of User Account**

Change of user account is considered important information that users must submit a formal letter to the Registrar requesting to change user account, signed by domain name holder or authorized agent. The letter must contain following details:

- Current user account (current email)
- New user account (new email)
- Domain names (list of domain names to be transferring to a new user account).

### Remarks

- If a new user account is an authorizes reseller, the user must arrange to pay at least a one-year annual renewal fee per domain name to the new user account.
- If a current user account is an authorized reseller, the user must arrange to pay at least a one-year annual renewal fee to the current user account.
- The Registrar will email a notification of user account change to the current user account, then proceed to change a new user account after two hours unless receiving an objection from the current user account.
- The Registrar will base on a formal letter from the domain holder or the agent. In the event that a current user account requested to hold domain name transferring to a new user account, the Registrar will extend the process to 24 hours after sending out the first email notification, and then will perform domain transfer to a new user account upon due time.
- The registrar offers services to change user account daily during 08.00-22.00 hours only.

### **5. Domain Name Deletion Request**

Domain name deletion will be performed by the Registrar only. A user can submit a domain name deletion request in the system, attach with supporting document(s) as evidence to the Registrar such as a formal letter to the Registrar requesting to delete domain name(s). This letter must specify domain name(s), seal (if applicable) and signed by the domain name holder or the agent.

In the event that a user cannot log in to the system to submit domain name deletion request, the user can add a request in the same letter requesting to change a new user account, specify email address for new user account creation.

### **6. Domain Name Transfer**

Transfer of domain name ownership to a new holder cannot be performed on a regular basis unless fall under specific cases, which user must submit a formal letter to the Registrar requesting to transfer domain name ownership, explicitly specify the domain name and name of transferee. ,

signed by the domain name holder/agent, seal (if applicable), and attach supporting document(s) as evidence as per following specific cases:

**6.1. In case of changing trade-mark owner**

Attachments: trade-mark certificate or certificate of changing trade-mark owner.

**6.2. In case of changing legal entity**

For example: merger and accusation.

Attachments: a request to change value added tax (Por Por 09); or certificate of business registration stated entity name changed; or certificate of partnership company (Por Kor 0401); or Business registration (Tor Kor 0401); or a form declaring list of shareholder and declaring tax receivable for merger or completely transfer business of public company or company limited (Kor For 1).

**6.3. In case foreign legal entity or foreign trade-mark owner changed the authorized local agent to hold domain name**

Attachments: a notification letter to the Registrar requesting to change the authorized agent to hold domain name on behalf of, specify domain name and name of the new authorized agent, signed by the foreign legal entity or foreign trademark owner.

**6.4. In case of death of natural person or court ordered disappeared person/ incompetent person/quasi-incompetent person**

Attachments: a court order or evidence of legal heir, a copy of particulars of civil registration from Registration Database General Register Office, Department of Provincial Administration, Ministry of Interior, of legal heir, together with evidence of death certificate or court order to be a disappeared person/incompetent person/quasi-incompetent person.

In case a domain name holder passed away or cannot perform juristic acts, the person who wish to be the transferee of the domain name must submit a formal letter to the Registrar for further consideration.



## Appendix A

### Attachments for Verification of Domain Name by Category

#### Category 1

.ac.th or .ศึกษา.ไทย

This category is designed for academic institutions who are certified by the Ministry of Education in Thailand, or by a related government agency.

**Attachments:** a copy of announcement or license of academic institution establishment. In the event that a government academic institution lose the establishment license/announcement, they can issue a formal letter the Registrar requesting to register domain name, seal (if applicable), and signed by director or authorized person of an academic institution. The letter must contain following contents:

- (1) Domain name
- (2) Name of academic institution
- (3) The agency affiliation
- (4) Address of academic institution

#### Category 2

.co.th or .ธุรกิจ.ไทย

This category is designed for business person as follows:

- (1) Juristic persons registered with the Department of Business Development, Ministry of Commerce.
- (2) Persons registered Value Added Tax with the Revenue Department, Ministry of Finance
- (3) State Enterprise
- (4) Persons who own registered trademark issued by the Department of Intellectual Property, Ministry of Commerce.
- (5) Foreign juristic persons or trademarks are allowed to appoint a local agent to hold domain name(s) on their behalf. The authorized agent must be business persons under cause (1) or (2).



## Attachments:

1. **Juristic persons registered with the Department of Business Development**, present one of the following documents:
  - a) Certificate of business registration/business license/affidavit\*
  - b) Certificate of partnership company (Por Kor 0401) or Business Registration (Tor Kor 0401)
  - c) Registration of Value Added Tax (Por Por 20)

**Remarks:** \*It is allowed to fill up business registration number without attaching a copy of document.
2. **Persons registered Value Added Tax with the Revenue Department**, present VAT Registration (Por Por 20)
3. **State Enterprises**, present Establishment Act, Royal Decree of Establishment or VAT Registration (Por For 20)
4. **Persons who own registered trademark in Thailand**, present Certificate of Trademark Registration issued by the Department of Intellectual Property in Thailand.
5. **Foreign juristic persons or trademarks** are allowed to appoint an authorized representative who are juristic person according to Thai law or a person who registered VAT with the Revenue Department to register domain name on their behalf. A formal letter to the Registrar requesting to appoint an authorized agent to hold domain name on behalf of, specify domain name and name of the authorized agent, signed by the foreign juristic person or foreign trademark owner, seal (if applicable), and attach with following documents:
  - 5.1. Foreign juristic persons, present the following documents:
    - 5.1.1. Certificate of establishment of foreign juristic person (both original and English translation).
    - 5.1.2. Certificate of establishment of a local agent such as certificate of business registration or VAT registration (Por Por 20).
  - 5.2. Foreign trademark owners, present the following documents:
    - 5.2.1. Certificate of foreign trademark (both original and English translation).
    - 5.2.2. Certificate of establishment of a local agent such as certificate of business registration or VAT registration (Por Por 20).



### Category 3

.go.th or .รัฐบาล.ไทย

This category is designed for government agencies and supervisory projects of government agencies in accordance with the [cabinet resolution dated 17 December 2545 BE.](#)

#### Attachments:

1. **Government agency level: ministry, bureaus, department, province or local administrative organizations with special forms/special administrative region and local government agencies;** present official letter address to the Registrar requesting for domain name registration, signed by the supreme executive, director of IT office, or authorized person. The letter must contain following contents:
  - i. Domain name
  - ii. Name of government agency
  - iii. The agency affiliation
  - iv. Address of the government agency
2. **Supervisory projects of government agencies,** present appointment order of the project committee or appointment order of the strategic plans/pilot plans. If cannot present the above-mentioned documents, issue an official letter to the Registrar requesting for domain name registration, signed by the agency's supreme executive. The letter must contain following contents:
  - i. Domain name
  - ii. Name of projects, strategic plans and pilot plans.
  - iii. Objectives
  - iv. List of project committees
  - v. Project period and project end date (must be dd/mm/yyyy)
  - vi. Responsible government agency



THNIC

มูลนิธิศูนย์สารสนเทศเครือข่ายไทย  
THAI NETWORK INFORMATION CENTER FOUNDATION

159 ถนนพิจัย แขวงถนนนครไชยศรี เขตดุสิต กรุงเทพฯ 10300  
159 Pichai Rd., Thanon Nakhon Chai Si, Dusit, Bangkok 10300 Thailand  
โทรศัพท์ 02 244 8261 โทรสาร 02 244 8264

#### Category 4

.mi.th or .ทหาร.ไทย

This category is designed for agencies under the Royal Thai Armed Force. An authorization letter from the Department of Military Information, Royal Thai Armed Force Headquarter, allowing an agency to register a domain name is required.

**Attachments:** official letter address to the Registrar requesting for domain name registration, issued by the Department of Military Information, Royal Thai Armed Force Headquarter. The letter must contain following contents:

- i. Domain name
- ii. Name of agencies or projects
- iii. Agency address

#### Category 5

.net.th or .เน็ต.ไทย

This category is designed for licensees of telecommunication business license in accordance with the [Telecommunication Business Act 2544 BE](#) (2001 CE).

**Attachments:** telecommunication business license.

#### Category 6

.or.th or .องค์กร.ไทย

This category is designed for non-government organizations e.g. associations, foundations, professional councils, religious places, public organizations, independent organizations, cooperatives, political parties, embassies, chamber of commerces, clubs, social projects, or international organizations with local branch in Thailand.

**Attachments:**

1. All types of organizations according to Thai law, present certificate of establishment or certificate issued by government agency such as certificate of association establishment, certificate of foundation establishment, etc. In case of document loss, issue a formal letter



address to the Registrar requesting for domain name registration, signed by director or authorized person. The letter must contain following contents:

- i. Domain name
  - ii. Organization name
  - iii. List of organization administrative committee
  - iv. Objectives of organization
  - v. Address and contact detail of organization
2. Clubs or other non-government agencies which are not formed as an organization according to Thai law, present a certificate letter from any organization according to Thai law to certify real existence, signed by organization's director or president, address this letter to the Registrar requesting for domain name registration. This letter must contain the same contents as cause 1 above.
3. Supervisory projects of non-government agencies, present a formal letter to the Registrar requesting for domain name registration, signed by organization's director or president or authorized person. The letter must contain following contents:
- i. Domain name
  - ii. Project name
  - iii. List of project committees
  - iv. Objectives
  - v. Project period and project end date (must be dd/mm/yyyy)
4. International organizations which have representative branch in Thailand, present one of following documents:
- 4.1. In case representative branch is an organization according to Thai law, the local agent can issue a formal letter to the Registrar requesting for domain name registration, signed by branch's top executive or authorized person. The letter must contain following contents:
- i. Domain name
  - ii. Name of international organization
  - iii. Name of representative branch in Thailand
  - iv. Address of representative branch in Thailand

4.2. In case representative branch is natural person, present a certification letter from the headquarter organization address to the Registrar requesting for domain name registration, signed by organization's top executive or authorized person, attached with a copy of an identification card of the representative. The letter must contain following contents:

- i. Domain name
- ii. Name of international organization
- iii. Name of representative branch in Thailand
- iv. Address and contact detail of representative in Thailand

### **Category 7**

#### **.in.th or .ไทย**

This category is designed for all types of entities according to Thai law, or Thai citizen, or foreign nationality who holds a valid work permit to work in Thailand. Individuals who are incompetent such as underage person must obtain consent from a legal representative.

Domain name “may not” refer to the name of the organization or the person, nonetheless, domain naming must not conflict with other criteria of .th and .ไทย domain naming.

Foreign trade-mark holders are allowed to register their trade-mark names under .in.th category for the purpose of right protection only, thus the registered domain name will be non-usable.

#### **Attachments:**

1. All types of entities according to Thai law, present certificate of entity registration/ establishment; or issue a formal letter to the Registrar requesting for domain name registration, signed by entity's top executive/authorized person. The letter must contain following contents:
  - i. Domain name
  - ii. Legal entity name
  - iii. Address in Thailand
  - iv. Registration number of legal entity. If not available, attach a copy of the signer's ID

2. Natural persons, present one of the following documents:

- i. Identification card
- ii. Government Identification card
- iii. Driving license
- iv. Passport
- v. Work permit issued by Ministry of Labor, Thailand

For underage person, present following documents:

- i. Identification card/document of the underage person
- ii. Identification card of the legal representative, certify domain name registration request.

3. Foreign trademark owners, present a certificate of foreign trademark in both original and English translation.

*In case of any discrepancy between this translation and the original Thai text, the Thai text shall govern. Terms in this translation expressed in the singular should be construed as also including the plural, and vice versa.*