

*(This letter must be printed on the letterhead of the Transferor, duly completed, and mailed to Hong Kong Domain Name Registration Co., Limited)*

Hong Kong Domain Name Registration Company Limited ("HKDNR")  
Unit 2002-2005, 20/F FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan,  
Hong Kong

**Fill out this form if the Transferor is a business**

**Form: TNRCas1**

Dear HKDNR,

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

*(please cross out inappropriate domain extension above)*

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

I, \_\_\_\_\_ (name), am a (director / partner / owner) of  
\_\_\_\_\_ (Transferor's name) the "Transferor"  
and I hereby declare that I have the authority to bind the Transferor, a business registered in  
\_\_\_\_\_ (country name and state if applicable). I write to  
confirm that the Transferor agrees to transfer the registration of the Domain Name to the  
Transferee \_\_\_\_\_ (Transferee's name) resident  
in \_\_\_\_\_ (country name and state if applicable).

The Transferor acknowledges and agrees that:

(a) the Transferor is the current registrant of the Domain Name, and has 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 owed to HKDNR by the Transferor or Transferee being paid; and

(c) once the transfer is completed, all the Transferor's rights, title and interest in the Domain Name and all its obligations derived from the registration of the Domain Name with HKDNR shall be completely transferred to the Transferee; and

(d) the Transferor may not assign any right, title or interest in the Domain Name by other means or procedures save the procedures set out in this transfer form and any other attempt by the Transferor to assign any of the Domain Name's rights or any attempt by Transferor's

creditors to obtain right, title and interest in the Domain Name shall not be recognized by HKDNR and may render Transferor's registration of the Domain Name voidable at HKDNR's sole discretion.

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

Sincerely,

\_\_\_\_\_

(Signature of director / partner / owner representing Transferor)

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

(Name and Title in Block Letters)

Company Chop, if applicable

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

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

\_\_\_\_\_

(Signature of Transferee or director / partner / owner / individual representing Transferee)

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

(Name and Title in Block Letters)

*\* 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 1)**

### **For Case 1: When the Transferor is a business**

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

Transfer Application Letter (Form TNRCas1)

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

(A) If the Transferor is a company or business registered in Hong Kong, a copy of a Business Registration Certificate and the Business Registration search result for the Transferor dated not more than (30) business days prior to the date of the Transfer Application Letter showing the current status of the organization is 'live'.

OR

(B) If the Transferor is a company or 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 the 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.

#### **3. Document(s) required to be submitted by the 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 (*or show the original copy to staff at HKDNR's office*) card or passport of the Transferee.

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 that they have 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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Hong Kong Domain Name Registration Company Limited (“HKDNR”)  
Unit 2002-2005, 20/F FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan,  
Hong Kong.

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

**Declaration for overseas businesses (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 with 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

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Unit 2002-2005, 20/F FWD Financial Centre, 308 Des Voeux Road Central, Sheung Wan,  
Hong Kong.

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

**Declaration for Domain Name Registration (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 \_\_\_\_\_(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)

ID number, if applicable