มูลนิธิศูนย์สารสนเทศเครือข่ายไทย
THAI NETWORK INFORMATION CENTER FOUNDATION

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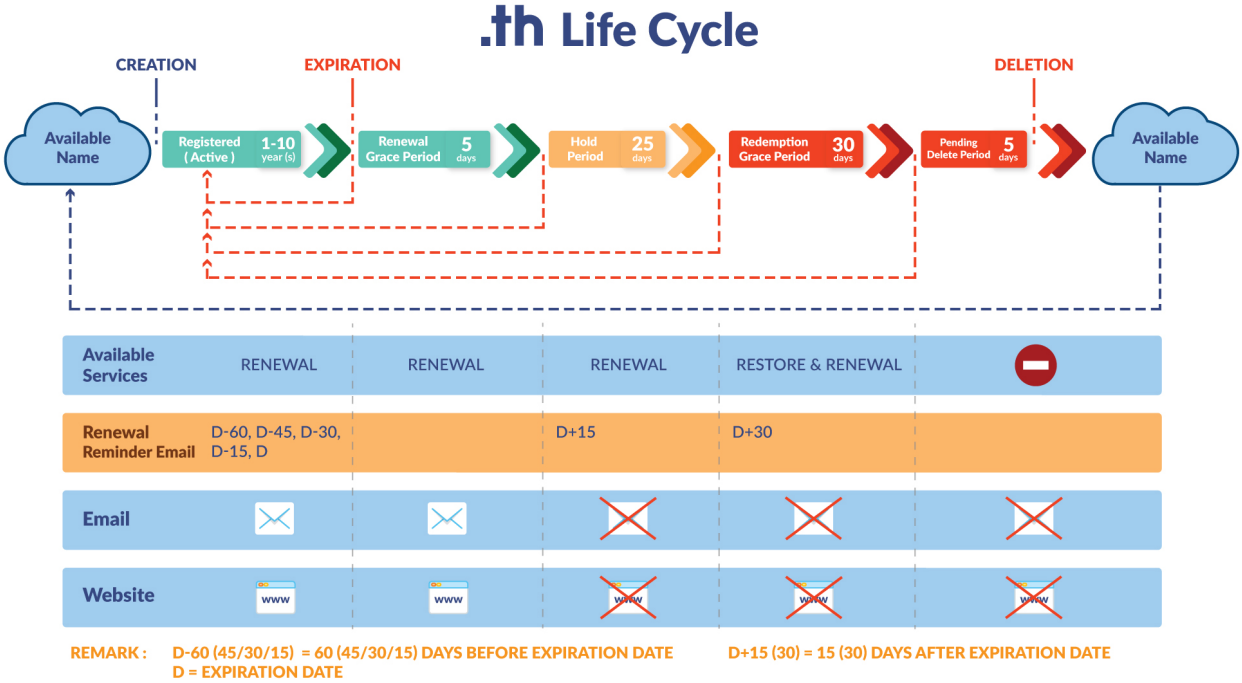
Guidelines for

.TH Third-Level Domain Name Registration

1. Life Cycle of .th and .ไทย



1.1. Available Name

A domain name is available as long as it has not been registered as a domain name by any other person (or it is listed as an Available Domain Name). After a user has chosen an available name they can proceed to submit a domain name registration request. [Click here to search available names.]

1.2. Registered Period

During the time a domain has been registered in the Domain Name System (DNS), no one is permitted to register the same name. Domain names can be registered and its registration can be renewed for a minimum of one (1) year and a maximum ten (10) years.

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Users can renew a domain name at any time, and it is advisable to proceed before the registration expiry date to maintain the registration. A registered domain name will have ACTIVE status when listed in the WHOIS database, beginning from the registration date until the expiry date. If a domain name is renewed during this period, it will maintain its ACTIVE status.

1.3. Renewal Grace Period (5 days)

If a domain name is not renewed before its expiry date, its domain status will be changed to EXPIRED the day after the expiry date, and the domain name life cycle will enter a Renewal Grace Period of 5 days. During this period, the domain name is temporarily auto-renewed to provide grace time for users to proceed with their domain name renewal and they are still able to use the domain name.

1.4. Hold Period (25 days)

If a domain name is not renewed before the deadline of the renewal grace period, the following day the Registrar will put the domain name on hold for a period of 25 days (Registrar Hold). During this period, the domain name will be unavailable temporarily as it has been removed from the zone file, resulting in unavailable access to the domain name website, email service, etc. Users can Un-hold the domain name themselves in the Domain Name Management System with no additional charge, but the domain name renewal must be completed quickly before this Registrar Hold period ends. Once the domain name is renewed, the status of the domain name will be Active, and it will be available as usual.

1.5. Redemption Grace Period (30 days)

If a domain name is not renewed before the given grace time deadline and hold period, the Registrar will send a delete command to the registry operator the following day after this period. The registry operator will then prepare to delete the domain name, but still provide an additional 30-day grace period for restoration of the domain name. During this period, users still hold rights over the domain name and are able to renew its registration; however, they will still be subject to a redemption fee in addition to the renewal fee.

1.6. Pending Deletion Period (5 days)

The registration of a domain name that is not renewed or restored within the Redemption Grace Period deadline will enter into the deletion process to be permanently removed from the registry database, which will be completed within five (5) days. During this

period, it is not possible to restore, renew nor register the domain name until it is released and made available as a name ready for re-registration.

Remarks

- *Within five (5) days, a newly registered domain name can be deleted and reregistered one more time with no additional charge except in the case of adding the registration year. For example, in the case of an incorrect spelling or inaccurate record of significant information, the re-registration must be done within five (5 days) from the first domain name being deleted. If delayed, there will be an addition registration fee charged.*
- *A domain name older than five (5) days can be deleted and reregistered with an addition registration fee charged.*
- *When there is a delete command before the end of a normal domain name life cycle, the domain name will be entered into a Redemption Grace Period of 30 days, followed by Pending Deletion Period of 5 days.*

2. Domain Name Management System

The Registrar will provide registration service for a .th domain name through the Domain Name Management System. Each user must therefore apply for membership and create a user account to log into the system and submit a domain name registration request. There are also other services available, such as domain name renewal and change of information of registered domain, that allow members to conveniently manage their registered domain name.

2.1. User Account

- A user must subscribe as a member of the system and enter such personal information for the Registrar as first-name, last-name, address, phone number and email as contact information.
- Email and password specified in a membership subscription will be used to create a user account to log into the system.
- A user account not accessed for over two (2) years and with no registered domain name under administration will automatically be deleted from the system.

2.2. Domain Name Registration Request Conditions

- A domain name registration request has a lifecycle of 30 days during which other users cannot submit a request for the same name.
- A user with an account entered in the Domain Name Management System that involves another user account that is suspected of belonging to the same person or is obviously related, can submit a domain name registration request in the same name at most twice within 60 days. The Registrar reserves the right to terminate the request with no prior notice.

2.3. Domain Name Management System Member Responsibilities

Members of the Domain Name Management System are permitted to manage a registered domain name(s) under their administration. They will thus be responsible for any changes, corrections or additional information. The Registrar will not be responsible for any loss caused by inaccurate data that results in any interruption of domain name usage or disconnection between the Registrar and the domain name holder or agent. Thus, a member must be responsible and careful in recording correct data and provide valid contact information so the Registrar can contact them at any time.

3. Domain Name Registration Procedures

3.1. Member Subscription

A user must subscribe for membership in the Domain Name Management System as described in clause 1.1 to submit a domain name registration request and manage the registered domain name(s) under their administration.

3.2. Search and Selection of Available Domain Name

Domain naming must be in accordance with the criteria for domain naming specified in the .th and .ไทย Domain Name Registration Policy. Search for available domain names at the Registrar website. In the event of an unavailable or reserved name, the applicant should consider a different name in accordance with the criteria for .th and .ไทย domain naming.

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

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

3.4. Domain Name Verification and Result Notification

The Registrar will verify a domain name registration request with attachment(s) and will respond to the user within one (1) day. Typically, an approved domain name registration request will not be registered until the user has completed payment of the registration fee and notified the Registrar with proof of payment.

3.5. Payment of Domain Name Registration Fee

A user must pay the domain name registration fee following the approval of their domain name registration request, after which they must provide the Registrar with proof of payment.

- Fee schedule and payment channels are provided at the Registrar website
- Submission of proof of fee payment with specific domain name must be submitted by email staff@thnic.co.th or facsimile: 02-564-8033.

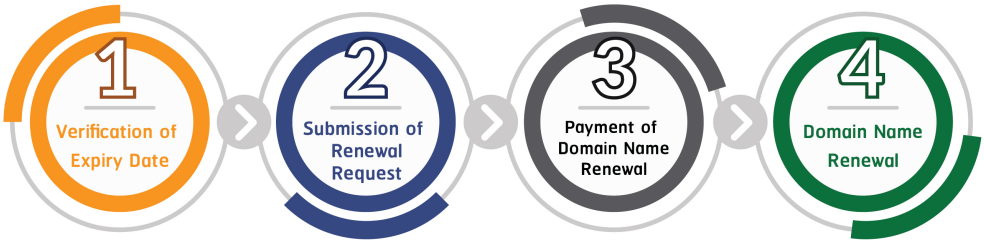
3.6. Domain Name Registration

Upon completion of the fee payment verification, the Registrar will register the domain name and then notify the user by email.

3.6.1. **Name Server (NS):** a registered domain name can be used when at least two configured NS are provided with no duplicate to install the domain name information, which cannot be completed without the NS information.

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

4. Domain Name Renewal Procedures



The Registrar or authorized reseller will automatically send a renewal reminder to users periodically prior to the registration expiry date, together with renewal and payment channels for user convenience. This is why the email and phone number provided by the user as contact information when registering a domain name must be valid and reachable.

Users can renew a domain name prior to or after the registration expired according to the following conditions and procedures:

4.1. Active Domain Name Renewal

4.1.1. **Verification of Expiry Date.** Users are responsible for verifying the expiry date of the domain name under their administration, even though there is an auto-renewal reminder provided periodically prior to the expiry date.

4.1.2. **Renewal Request Submission.** Users must submit a domain name renewal request prior to the expiry date to prevent the holding or deletion of their domain name.

4.1.3. **Domain Name Renewal Payment.** Users must make payment of the renewal fee and then submit proof of payment.

- Fee schedule and payment channels are available at Registrar website.

- Submission of proof of payment with the specific domain name must be made by email staff@thnic.co.th or fax: 02-564-8033.

4.1.4. **Domain Name Renewal.** A domain name will be renewed within one (1) day after verification of payment is completed, after which the user will receive a renewal completion notice via email.

4.2. Renewal of Expired Domain Name

If the Registrar did not receive a renewal request along with renewal fee (including not receiving proof of payment) by an expiry date, the domain name will enter into the renewal grace period despite the domain name holder still holding rights over the domain name for another 60 days with the possibility to still renew. The users must proceed with the domain name renewal during one of following three (3) periods. Each period has different conditions as presented below:

4.2.1. **Renewal Grace Period.** A renewal request for a domain name must be submitted within five (5) days after the registration expiry date, which is a grace period the Registrar provides so a renewal can be done without the loss of a domain name.

4.2.2. **Hold Period.** A renewal of a domain name within 25 days after the end of the Renewal Grace Period follows the 5-day Grace Period and will not exceed 30 days in total. The Registrar will put the domain name on hold for a hold period of 25 days. Users can proceed to un-hold the domain name in the Domain Name Management System themselves with no additional charge. They must submit the domain name renewal before this period expires.

4.2.3. **Redemption Grace Period.** Renewal of a domain name after the end of Hold Period must be completed within 30 days. On the 31st day, the domain name will enter the deletion process, but the user will receive a second grace period for domain name restoration within 30 days. Renewal of a domain name in this period will be subject to a redemption fee in addition to the renewal fee for a minimum of one (1) year.

5. Domain Name Restoration

Following the Redemption Grace Period that allows users to restore and renew a domain name, the domain name will be permanently deleted from the registry database. There is a redemption fee to restore the domain name in addition to a minimum one (1) year renewal fee.

5.1. Redemption Fee

Redemption fee: 1,600 Baht (One thousand six hundred Baht only) per one (1) domain name. This rate is exclusive of Value Added Tax (VAT).

5.2. Minimum 1 Year Renewal Fee

In the case of a domain name restoration request, the user must submit the request to restore and renew a domain name at the same time. A minimum one (1) year renewal is required, and the regular rate will be applied.

5.3. Domain Name Restoration and Renewal Procedures

5.3.1. **Submission of Restoration and Renewal Request.** A user can submit a restoration and renewal request in the Domain Name Management System.

5.3.2. **Payment of Restoration Fee and Renewal Fee**. A user must pay the redemption fee and renewal fee for a minimum of one (1) year, and then submit proof of payment.

5.3.3. **Domain Name Restoration and Renewal.** A domain name will be restored and renewed within one (1) day following verification of payment after which the user will receive a renewal completion notice via email.

6. Domain Name Information Change

Domain name information can be changed or revised as follows:

6.1. Change of General Information

Users can change or revise general information in the system themselves.

6.2. Change of Domain Name Holder

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

In the case the name of a domain name holder has been officially changed, a formal letter must be submitted to the Registrar requesting a change to the name of the domain name holder with the specific domain name signed by the domain name holder along with supporting documents as evidence such as the certificate of first name (or last name) change or a formal certificate that states the name change.

6.3. Change of User Account

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

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

6.4. Change of User Account for Authorized Reseller

- If a new user is an authorized 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 is an authorized reseller, the user must arrange to pay at least a one-year annual renewal fee to the current user account.

Please Note :

- *The Registrar will email a notification of user account change to the current user account, then proceed to change the user account after two hours unless an objection from the current user account is received.*
- *The Registrar will act according to the formal letter submitted by the domain holder or agent. In the event a current user requests a hold on the domain name transfer to a new user account, the Registrar will extend the process for 24 hours after sending the first email notification after which it will perform the domain name transfer to the new user account in due time.*
- *The Registrar offers services to change user accounts daily from 08.00 am to 10.00 pm only.*

7. Domain Name Deletion Request

Domain name deletion will be performed by the Registrar only. A user can submit a domain name deletion request through the system by submitting a formal letter together with attached supporting document(s) as evidence. This letter must specify the domain name(s), affixed seal (if applicable) and be signed by the domain name holder or agent.

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

8. Domain Name Transfer

The transfer of domain name ownership to a new holder cannot be performed on a regular basis except in certain circumstances. In such cases, the user must submit a formal letter to the Registrar requesting the transfer of domain name ownership, specifying the domain name and name of transferee signed by the domain name holder/agent, with the affixed seal (if applicable) and attached supporting document(s) as evidence as per the following cases:

8.1. Change of trademark owner

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

8.2. Change of legal entity

For example: merger and accusation.

Attachments: a request to change Value Added Tax (VAT) (Por Por 09); certificate of business registration stating the entity name change; certificate of partnership company (Por Kor 0401); business registration (Tor Kor 0401) or a form declaring the list of shareholders and tax receivable for merger or transfer of business of a public company or limited company (Kor For 1).

8.3. Change of foreign legal entity or foreign trade-mark owner by authorized local agent to hold domain name

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

8.4. In the case of the death of a natural person or court ordered disappeared person/incompetent person/quasi-incompetent person

Attachments: a court order or evidence of legal heir; copy of particulars of civil registration from the Registration Database, General Register Office, Department of Provincial Administration, Ministry of the Interior of the legal heir together with a death

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certificate or court order specifying a disappeared, incompetent/quasi-incompetent person.

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

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Appendix A

Attachments for Verification of Domain Name by Category

Category 1

.ac.th or .ศึกษา.ไทย

This category is designed for academic institutions certified by the Ministry of Education in Thailand, or an agency with equivalent status.

Attachments: a copy of the announcement or license of the academic institution's establishment. In the event a government academic institution loses its license/announcement, they can submit a formal letter to the Registrar requesting to register a domain name with an affixed seal (if applicable) and signed by the director or authorized person of the academic institution. The letter must contain the following:

(1) Domain name
(2) Name of academic institution
(3) Agency affiliation
(4) Address of academic institution

Category 2

.co.th or .ธุรกิจ.ไทย

This category is designed for business entities as follows:

(1) Juristic entity registered with the Department of Business Development (DBD), Ministry of Commerce in Thailand.
(2) Person or entity registered the Value Added Tax registered with the Revenue Department (RD), Ministry of Finance in Thailand.
(3) State Enterprise.
(4) Trademark owners who have registered with the Department of Intellectual Property (DIP), Ministry of Commerce in Thailand.
(5) Foreign juristic persons or trademarks owners who appointed a grantee of power of attorney (agent) to be responsible for a domain name on their behalf.

The agent must be a business entity in accordance to article (1) or (2) mentioned above.

Attachments:

1. **Juristic entity registered with the DBD** must submit 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: *A business registration number is accepted without attachment of a copy of the business registration certificate.
2. **Person or entity registered the Value Added Tax ID** must submit a copy of their VAT registration certificate (Por Por 20).
3. **State Enterprises** must submit a copy of their Establishment Act, Royal Decree of Establishment or VAT registration certificate (Por Por 20)
4. **Thai Trademark owners** must submit a copy their trademark registration certificate issued by the DIP.
5. **Foreign juristic entity or trademarks owners** are allowed to appoint an authorized representative, who is a juristic entity according to Thai law or an entity who registered VAT ID with the RD, to register a domain name on their behalf. A formal letter must be submitted to the Registrar requesting the appointment of an authorized representative to hold a domain name on their behalf. It must state the domain name and name of the authorized representative, be signed by the foreign juristic entity or trademark owner, have the affixed seal (if applicable) and attachment of the following documents:

   5.1. Foreign juristic entity must present the following documents:

   5.1.1. Certificate of establishment of the foreign juristic entity (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 must 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 their supervisory projects in accordance with the Cabinet Resolution dated 17 December 2002.

Attachments:

1. **Government agencies, including a ministry, bureau, department, province or local administrative organization with special form, administrative region or local government agency** must submit an official letter addressed to the Registrar requesting a domain name registration signed by the chief executive, IT office director or authorized person. The letter must contain the following:
    i. Domain name
    ii. Name of government agency
    iii. Agency affiliation
    iv. Address of the government agency
2. **Supervisory projects of government agencies** must submit the appointment order of the project committee or appointment order of the strategic plans/pilot plans. If the above documents cannot be presented, an official letter must be submitted to the Registrar requesting domain name registration signed by the agency's chief executive. The letter must contain the following:
    i. Domain name
    ii. Name of project(s), strategic plan(s) and pilot plan(s)
    iii. Objectives
    iv. List of project committee members
    v. Project period and project end date (must be dd/mm/yyyy)
    vi. Responsible government agency

Category 4

.mi.th or .ทหาร.ไทย

This category is designed for Royal Thai Armed Force agencies with authorization by the Department of Military Information, Royal Thai Armed Forces Headquarter granted permission to register a domain name.

Attachments: official letter addressed to the Registrar requesting domain name registration issued by the Department of Military Information, Royal Thai Armed Forces Headquarter. The letter must contain the following:

i. Domain name
ii. Name of agency(s) or project(s)
iii. Agency address

Category 5

.net.th or .เน็ต.ไทย

This category is designed for licensees of a telecommunication business license in accordance with the Telecommunication Business Act 2001.

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, chambers of commerce, clubs, social projects or international organizations with a local branch in Thailand.

Attachments:

1. All types of organizations according to Thai law must submit a certificate of establishment or certificate issued by a government agency such as a certificate of association establishment, certificate of foundation establishment, etc. In the case of a lost document, a formal letter addressed to the Registrar must be submitted

requesting domain name registration signed by the director or authorized person. The letter must contain the following:

i. Domain name
ii. Organization name
iii. List of members of the organization's administrative committee
iv. Objectives of the organization
v. Address and contact details of organization

2. Clubs or other non-government agencies with no legal status according to Thai law can submit a certified letter issued by a juristic entity under Thai law and signed by the organization's director or president. The letter must be addressed to the Registrar requesting domain name registration and contain the same contents as stipulated in clause 1.
3. Supervisory projects of non-government agencies must submit a formal letter to the Registrar requesting domain name registration. It must be signed by the organization's director, president or authorized person and contain the following:

   i. Domain name
   ii. Project name
   iii. List of project committee members
   iv. Objectives
   v. Project period and project end date (must be dd/mm/yyyy)

4. International organizations which have a representative branch in Thailand must submit one of following documents:

   4.1. In the case the representative branch is an organization according to Thai law, the local agent can submit a formal letter to the Registrar requesting domain name registration. It must be signed by the branch's chief executive or authorized person and contain the following:

      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 the case a representative branch is an individual person, they must submit a certification letter from the organization's headquarter addressed to the Registrar requesting domain name registration. It must be signed by the organization's chief executive or authorized person and have a copy of

an identification card of the representative attached. It must also contain the following:

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

Category 7
.in.th or .ไทย

This category is designed for all types of entities, non-juristic entities with an official location in Thailand, or an individual with Thai citizen or a non-Thai citizen who holds a valid Thai work permit. Individuals who are ineligible such as an underage person must obtain consent from a legal representative.

The domain name in this category "is not" required to name after the organization or person, however, it must not conflict with other criteria of .th and .ไทย domain naming.

Foreign trademark holders are allowed to register their trademark names under this category for the purpose of rights protection only; however, the registered domain name will be non-usable.

Attachments:

1. All types of entities according to Thai law must submit a certificate of entity registration/establishment or a formal letter to the Registrar requesting domain name registration singed by the entity's chief executive or authorized person. The letter must contain the following:
   i. Domain name
   ii. Legal entity name
   iii. Address in Thailand
   iv. Registration number of the legal entity. If unavailable, a copy of the signatory's ID must be attached.
2. Individual persons must submit a copy of one of the following documents:
   i. Identification card
   ii. Government Identification card
   iii. Driver's license

iv. Passport

v. Work Permit issued by the Ministry of Labor, Thailand

Underage persons must submit one of the following documents:

i. Identification card/document of the underage person

ii. Identification card of the legal representative to certify the domain name registration request.

3. Foreign trademark owners must submit a certificate of foreign trademark in both the original language 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.