

**NOTICE TO REGISTRANTS  
REGARDING THE  
FEES POLICY AND RULES**

The fees outlined in the FEE POLICY and RULES are applicable to your Registrar and payable by your REGISTRAR to CIRA. CIRA does not charge you directly. You have already entered into an agreement with your Registrar agreeing to pay certain amounts for various transactions, including the registration of your domain name and CIRA is NOT involved in the setting of those fees and/or charges. PLEASE NOTE that the Registrar fees, such as certification fee, re-certification fee, 24/7 fee, etc. are fees which you do NOT have to pay to CIRA. These are fees which your Registrar has to pay to CIRA to remain a CIRA Certified Registrar.

# CIRA POLICIES, RULES, AND PROCEDURES

## Fees Policy and Rules Version 1.6

**Fees Policy:** CIRA will cover its operating expenses by charging fees for certifying and recertifying CIRA Certified Registrars, domain name registrations, and registration transactions, as well as other services that CIRA may offer to Registrars and/or Registrants in accordance with its mandate. CIRA reserves the right to increase or decrease these fees from time to time. (amended 2003-09-25)

### Fees Rules:

1. **Fees – Schedule:** CIRA will charge the fees set out in the following schedule:

Fee	Description	Amount
<b>CERTIFICATION/RE-CERTIFICATION FEES</b>		
Application for Certification Fee	A non-refundable fee payable by each Registrar on or prior to submission of the Application for Certification. (effective 2000-12-01)	\$1,000
Certification Fee	A fee payable by each Registrar on or prior to submission of each Application for Certification. (effective 2000-12-01)	\$1,000
Re-certification Fee	An annual fee payable by each Registrar on or prior to the submission of each Application for Re-certification. (effective 2000-12-01)	\$1,000
Initial Deposit to CIRA Deposit Account	This amount must be paid by the Registrar on or prior to submission of the Application for Certification. This amount will be placed in the CIRA Deposit Account, an account designated for use by CIRA to receive prepayments from Registrars of Fees (see CIRA Deposit Account below). (effective 2000-12-01)	\$1,000
Other Deposits to CIRA Deposit Account	All Registration Fees (plus applicable taxes) will be charged against the Registrar's balance in the CIRA Deposit Account. The Registrar must have an initial balance in this account of \$1,000 (the Initial Deposit). The Registrar must ensure that it has a balance in the CIRA Deposit Account to cover the payment of Registration Fees and will not be permitted to have a negative balance. (effective 2000-12-01)	
Non-Emergency Call Fee (added 2003-09-25)	A fee payable by a Registrar when utilizing the 24/7 Emergency Technical Support for Registrars service improperly pursuant to the Emergency Technical Support for Registrars Policy and Rules. Therefore, if	\$50.00 (added 2003-09-25)

Fee	Description	Amount
	CIRA determines, at its sole discretion that a problem was of a Non-emergency nature, the Registrar will be charged this fee. (added 2003-09-25)	
<b>REGISTRATION FEES</b>		
Registration as Registrant Without a Domain Name Fee	A fee payable by a Registrar upon the approval by CIRA of an application to become a Registrant Without a Domain Name. This fee will be charged to the Registrar's balance in the CIRA Deposit Account. (effective 2000-12-01)	\$0
Registration Fee	A fee payable by a Registrar upon the approval by CIRA of an application to register a Domain Name for a registration period of one (1) to ten (10) years. This fee will be charged to the Registrar's balance in the CIRA Deposit Account. (amended 2003-05-01)	\$8.50 per year (amended 2005-07-01)
Failure to Confirm Fee	<p>A fee payable by the Registrar who has submitted a:</p> <ul style="list-style-type: none"> <li>• Request to Become a Registrant Without a Domain Name; or</li> <li>• Registration Request</li> </ul> <p>will be charged to the Registrar's balance in the CIRA Deposit Account should the proposed Registrant fail to complete the confirmation procedure in the requests within the time frame stipulated by CIRA's Rules and Procedures. (effective 2000-12-01)</p>	\$0
Registration Renewal Fee	A fee payable by a Registrar on or before the scheduled expiry of a Domain Name Registration to renew the registration for a period of one (1) to nine (9) years. This fee will be charged to the Registrar's balance in the CIRA Deposit Account. (amended 2005-03-22)	\$8.50 per year (amended 2005-07-01)
Fee for late renewal of a Domain Name Registration	A fee payable by a Registrar (in addition to the applicable Registration Renewal Fee) if a renewal request by the Registrar is processed during the thirty (30) day period of suspension after the scheduled expiry date for a Domain Name Registration. This fee will be charged to the Registrar's balance in the CIRA Deposit Account. (effective 2000-12-01)	\$0
Change of Registrar Fee	A fee payable by the new Registrar of a Registrant for each Domain Name Registration for which the new Registrar becomes the Registrar of record. For each such Domain Name Registration, provided the total registration period with the additional year will not exceed 11 years, CIRA will extend the registration period by one year from the scheduled expiry date of the registration period. This fee will be charged to the new Registrar's balance in the CIRA Deposit Account. (amended 2005-03-22)	\$8.50 (amended 2005-07-01)

<b>Fee</b>	<b>Description</b>	<b>Amount</b>
Change of Registrant Fee (Transfer of Registration)	A fee payable by a Registrar on the transfer of a Domain Name Registration to a new Registrant. For each such Domain Name Registration, provided the total registration period with the additional year will not exceed 11 years, CIRA will extend the registration period by one year from the scheduled expiry date of the registration period. This fee will be charged to the new Registrar's balance in the CIRA Deposit Account. (amended 2005-03-22)	\$8.50 (amended 2005-07-01)
Manual Change of Administrative Contact Expedited Process Fee (added 2003-09-25)	A fee payable by a Registrar when requesting CIRA to change administrative contact details on an expedited basis. (added 2003-09-25)	\$8.50 (amended 2005-07-01)

**2. Fees – currency:** All Fees are payable in Canadian currency. (effective 2000-12-01)

**3. Fees – taxes:** At the time of payment to CIRA of any of the Fees, Registrars will be required to pay in full the amount of all applicable taxes (including the Goods and Services Tax (GST) and, where required, the Harmonized Sales Tax (HST)) applicable on such Fees. The GST will be refunded to a Registrar which is a provincial government or any other person eligible under law for a refund and which provides to CIRA a completed and executed certificate in prescribed form. (effective 2000-12-01)

**4. Fees – method of payment:** The Application for Certification Fee, the Certification Fee, the Re-certification Fee and all amounts deposited by Registrars to the CIRA Deposit Account must be paid by certified cheque, bank draft or any other method that provides immediately available funds, payable to the order of “Canadian Internet Registration Authority” in a minimum amount of \$250. (effective 2002-09-15)