

# Your Trusted Australian Registrar



## MELBOURNE IT REGISTRY KEY RECOVERY FORM FOR .AU DOMAIN NAMES

### WHAT IS THIS FORM FOR?

This form authorises Melbourne IT to send your domain name registry key by email or fax to contact details that are NOT currently on record for your domain name. The Melbourne IT Registry Key is used to access all of Melbourne IT's online maintenance systems. (Please note that the Melbourne IT Registry Key is NOT the Domain Name Password (authInfo) which is used by the Registry to authenticate domain name transfers between Registrars.)

**FORM 4A  
MELBOURNE IT  
REGISTRY KEY RECOVERY**

### 1 : VIEW YOUR REGISTRY RECORD

You **MUST** check the Registry record for your domain name **BEFORE COMPLETING THIS FORM**.

The Registry record can be viewed at <http://whois.melbourneit.com.au>

### 2 : ARE YOU THE RIGHT PERSON TO COMPLETE THIS FORM?

Based on the current Registry record for your domain name, please tick either A or B as appropriate and complete the relevant sections of the form.

A. ☐ I am the person listed as the Registrant Contact for the domain name on the current Registry record.

B. ☐ I am NOT the person listed as the Registrant Contact for the domain name on the current Registry record but I AM a **principal\*** of the Registrant Organisation / Licence Holder.

Please note that **ONLY** the Registrant Contact for the domain name as listed on the current Registry record, or a principal of the Registrant Organisation / Licence Holder can complete this form and request the reissue of a registry key.

**principal\*** For the purposes of this request a principal **MUST** be either the Registrant Organisation's owner, Chief Executive Officer, Chief Operating Officer, Managing Director, General Manager, Chief Financial Officer, Company Director, Company Secretary or Financial Controller.

### 3 : YOUR REQUEST DETAILS

Please use **BLOCK LETTERS** to complete this form

Today's Date : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (dd / mm / yy)  
Domain Name : www.\_\_\_\_\_.au  
Registrant Organisation / Licence Holder : \_\_\_\_\_  
Phone Number : \_\_\_\_\_  
Valid Email Address (your registry key will be sent here) : \_\_\_\_\_  
Secure Fax Number (if current email address is not working) : \_\_\_\_\_

#### Warranty and Authorisation

I hereby request and authorise Melbourne IT, also trading as Internet Names WorldWide (INWW) and Internet Names Australia (INA) to re-issue the Melbourne IT Registry Key for the above Domain Name. I warrant that I am authorised to request the Melbourne IT Registry Key as, or on behalf of, the Registrant Organisation / Licence Holder. I agree that Melbourne IT Ltd is not responsible for any demand which may be made against me or Melbourne IT Ltd by any party as a result of the issue of this Melbourne IT Registry Key and I agree to hold harmless and release Melbourne IT Ltd from and against any claims. I also warrant that the email address currently listed for the Registrant at the Registry is invalid.

**If you selected A** Please sign below and then **SUBMIT**

Signature of Registrant Contact

Name of Registrant Contact (please print)

**If you selected B** Please complete **ALL** items below:

Signature of Principal of Registrant Organisation / Licence Holder

Name of Principal of Registrant Contact / Licence Holder

Principal's position

Signature of Witness

Name of Witness

Address of Witness

If you selected B, you **MUST ALSO** provide a written request on the Registrant Organisation / Licence Holder's letterhead, signed by a principal of the registrant organisation / Licence Holder (see notes above on who is considered a principal for the purposes of this form).

☐ I have attached the duly signed registry key request on the Registrant Organisation / Licence Holder's letterhead as required.

### 4 : SUBMIT

**FAX (03) 9620 2388**



Alternatively, MAIL to:  
Melbourne IT,  
Level 2 / 120 King St  
Melbourne 3000

