

Register.ca Inc.

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Manual Process Order Form

By submitting a Manual or Administrative Process request through Register.ca, you hereby agree to the following terms.

- You confirm that you have full authority to make such a request on behalf of the registrant.
- You agree to fully and accurately disclose any and all information required from you by Register.ca, CIRA, or any other Authoritative Body applicable to your request.
- You acknowledge that Register.ca reserves the right to revoke or reject your request due to invalid or improper information at any time.
- Before your request is submitted or processed in any way, you agree to pay the entire Request Fee. Further you recognize and accept that the **Request Fee is non-refundable** regardless of the result of your specific request. If your request is rejected for any reason, this fee will not be refunded and future re-submission of your request may incur additional Request Fees.
- You acknowledge that your request can take up to 10 business days to complete once your order has been received and processed by Register.ca.
- You acknowledge that you have read and understood and agree to abide by all applicable rules and policies of CIRA (www.cira.ca), Register.ca, and any other applicable Authoritative Body. Furthermore, you agree to abide by the decision reached by either Register.ca, CIRA, or the Authoritative Body in the case of your specific request.

Domain Name:		Registrant number:	
Service Requested: (Check one) (GST will be added to the amount)	<input type="checkbox"/>	Manual Change of Administrative Contact for individuals (Free) (Also submit the required MCAC form)	
	<input type="checkbox"/>	Manual Change of Administrative Contact for Businesses (Free) (Also submit the required MCAC form)	
	<input type="checkbox"/>	Manual Change of Administrative Contact for Non Profit Org. (Free) (Also submit the required MCAC form)	
	<input type="checkbox"/>	Registration of Conflicting Domain Name (\$50.00 plus registration fee)	
	<input type="checkbox"/>	Registration of Municipal Domain Name (\$50.00 plus registration fee)	
	<input type="checkbox"/>	Manual Registrant Transfer (\$50.00 plus transfer fee)	
	<input type="checkbox"/>	Cancellation of an active dot-ca domain name (\$25.00 per registrant)	
Name on Credit Card:			
Credit Card Number:		Expiration Date:	
Full name:		Phone No:	
Address:			
Email address:			
I have read and accept the above terms and conditions.			
Signature:		Date:	

You may provide any additional comments, instructions or documents in a separate page.