

NOTICE

RENEWAL OF .RW DOMAIN NAMES SUBSCRIPTION FEE
(CITIZENS)

Audience: Registrars

Date: 2013-08-06

Issue By:

RICTA

The Rwanda Information & Communication Technology Association – RICTA is the official sponsoring organization of the .RW country code top-level domain (ccTLD) of the Republic of Rwanda. RICTA primary mandate is to look after the management, the sustainability, the integrity and the security of the

Rwanda Internet space under .RW. Prior to September 2012, the .RW ccTLD was managed by DNS Africa also referred to as “Interpoint SARL”. DNS Africa/Interpoint SARL promoted FREE registration and renewal service fee policy for Rwandan locals/citizens.

Considering RICTA objectives to grow the Rwanda Internet business through various key investments, RICTA has opted to establish a service fee on registration and renewals for all .RW domain name owners. RICTA wishes to urge to all Rwandan domain holders to register their existing domain names before the 30th of September 2013 through RICTA accredited registrars.

1 KEY MESSAGES

1. This communication plan is running for a period of three (3) months starting with the 1st of July to the 30th of September.
2. The communication plan is targeting Rwandan citizens holding .RW domain names under the following second level domain names;
 - a) **ORG.RW**; used for non-governmental, not-for-profit, foundations, public benefit, etc.
 - b) **AC.RW**; used for Rwanda accredited and registered academic organizations / institutions
 - c) **CO.RW**; used for commercial organizations, businesses, etc.
 - d) **NET.RW** used for network service provider (Internet, etc.)
 - e) **RW** general purpose domain names

2 MEDIUMS OF COMMUNICATION

Even the fact that we have incomplete information on domain holders and the urgency it was deemed fit to use different effective measures to put this message across.

The communication plan will be done with different mediums of communications. That include:

1. Press conference
2. Email.
3. Social media (twitter, Facebook).
4. Newspapers imvaho and new times.
5. Web banners new times website, igihe website.

3 PROCESSES AND PROCEDURES

RICTA has divided the Rwandan domain holders into two categories, those with

- a) Complete Addresses
- b) Incomplete addresses

3.1 PROCESSES AND PROCEDURES

The following diagram explains the steps to be taken in case of those that have complete addresses:

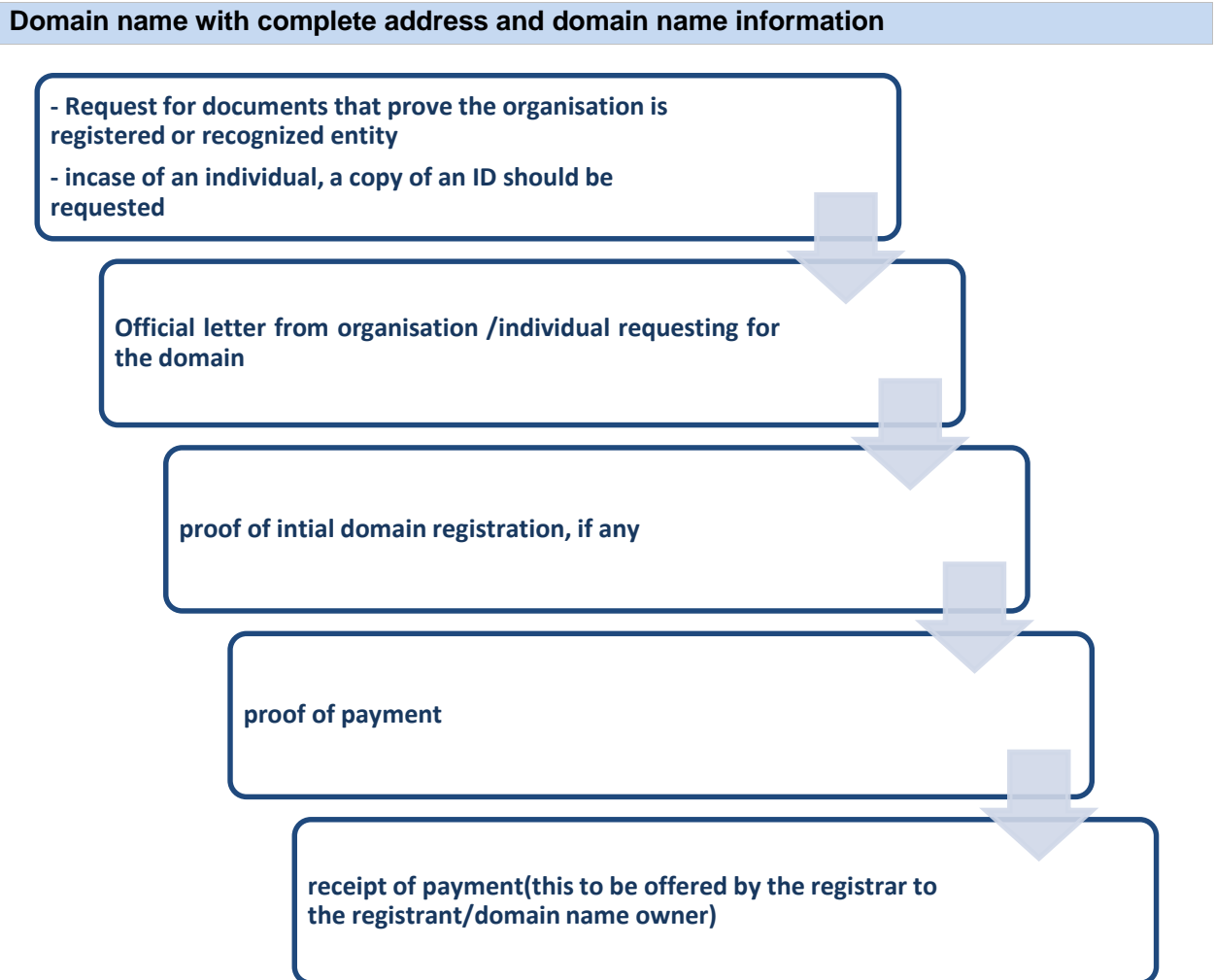


FIG 1 *diagram explaining the steps of registered .rw domains for domains with complete addresses*

N: B:

1. Please note that for the following domain names respective documents have to be submitted as proof for recognition or registration;
 - a) **ORG.RW:** Copy of an official document from relevant authorities of the Republic of Rwanda stating that it is a recognised and/or accredited organization / institution in the Republic of Rwanda;
 - b) **AC.RW:** Copy of an official document from the Ministry of Education stating that it is a recognised and/or accredited educational institution in the Republic of Rwanda;
 - c) **CO.RW:** Copy of company registration certificate issued by the Rwanda Development Board;

2. Each individual domain name subscription **SHOULD ALWAYS be sanctioned with a contract between the registrar (reseller/middleman) and the registrant (domain name owner).**

The following diagram explains the steps to be taken in case of those that have incomplete addresses

Domain name with incomplete addresses and domain name information

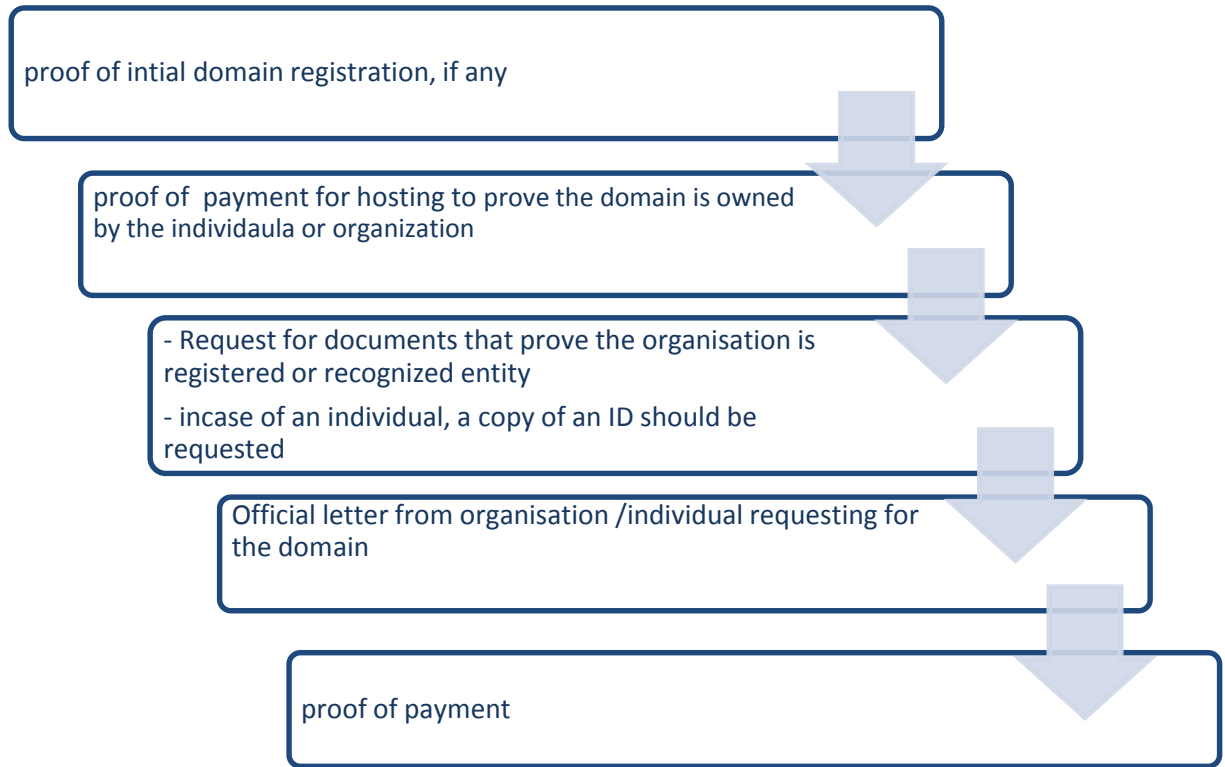


FIG 2: This diagram explaining the steps of registered .rw domains for domains with in complete addresses

4 FRAUD AND DOMAIN NAME HIJACKING

Some of the key elements to be taken into account are

- Fraud
- Domain hijacking
- More than one individual claiming to own a domain

Checking mechanisms to prove who the actual owner of the domain is

1. Checking the name servers: the registrar has to check if the existing name servers correspond to the name servers the applying person is giving;
2. Trying to correlate the information provided by the applying person and the information on the domain name website (if a website actually exists);

In order to prevent fraud, domain hijacking and/or domain disputes the steps below have to strictly be followed

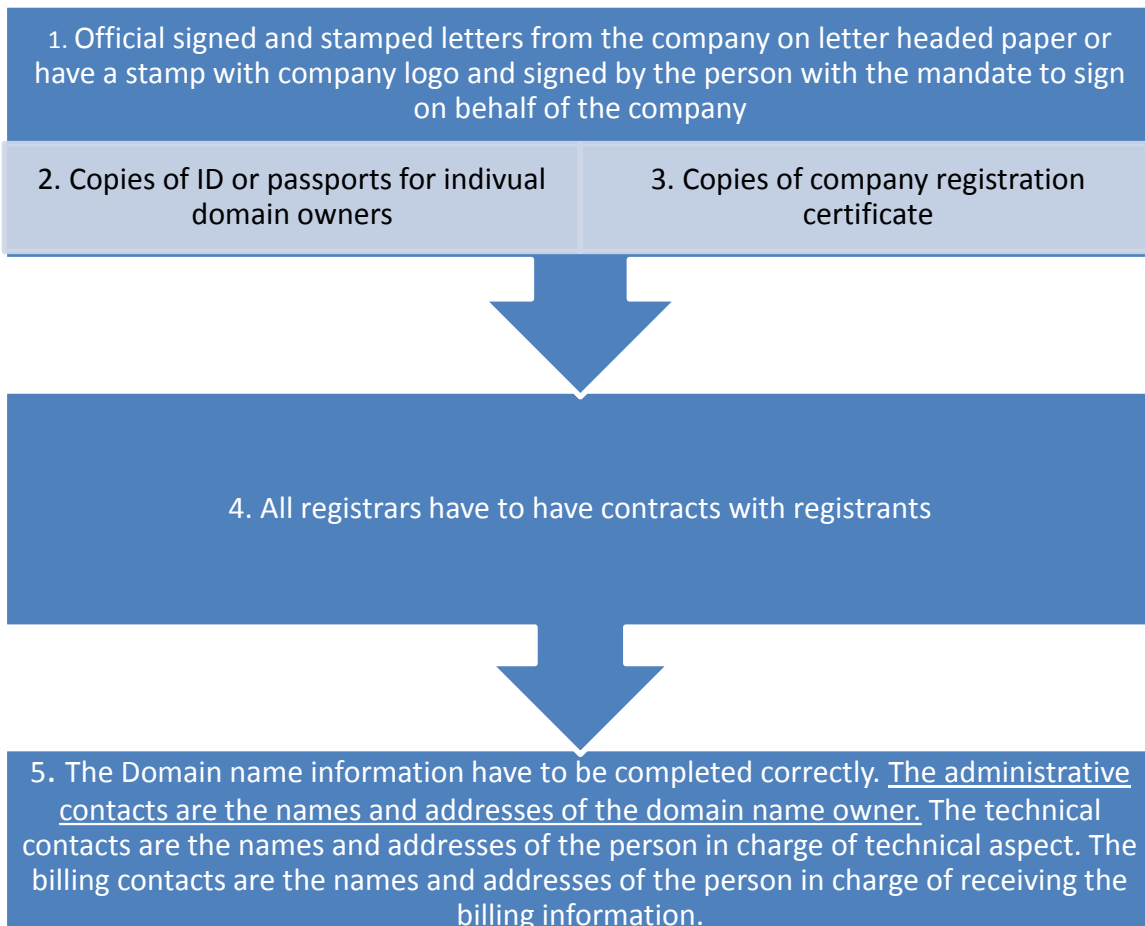


FIG 3: This diagram explains the steps to be taken to prevent fraud and domain hijacking or domain disputes; they have to be strictly followed.