

*(This letter must be printed on the letterhead of the Transferor (if available) duly completed, and mailed to Hong Kong Domain Name Registration Co., Limited)*

Hong Kong Domain Name Registration Company Limited ("HKDNR")  
Unit 2002-2005, 20/F ING Tower, 308 Des Voeux Road Central, Sheung Wan, Hong Kong

**Fill out this form if the Transferor is an individual**

Form: TNRCas2

Dear HKDNR,

**Re: Transfer of domain name \_\_\_\_\_ .hk ("Domain Name")**  
**Tracking Number \_\_\_\_\_**

I, \_\_\_\_\_ (name of Transferor), resident in  
\_\_\_\_\_ (name of country and state if applicable) write to  
confirm that I agree to transfer the registration of the Domain Name to the Transferee,  
\_\_\_\_\_ (Transferee's name), resident in  
\_\_\_\_\_ (insert country name and state if applicable).

I acknowledge and agree that:

- (a) I am the current registrant of the Domain Name, and I have not transferred, or entered into any agreement that purports to transfer any right, title or interest in the Domain Name to any third party;
- (b) the transfer is subject to the Transfer Application being accepted by HKDNR and any outstanding fees owed to HKDNR by me or Transferee being paid; and
- (c) once the transfer is completed, all my rights, title and interest in the Domain Name and all my obligations derived from the registration of the Domain Name with HKDNR shall be completely transferred to the Transferee; and
- (d) I may not assign any right, title or interest in the Domain Name by other means or procedures set out in this transfer form and any other attempt by me to assign any of the Domain Name's rights or any attempt by my creditors to obtain right, title and interest in the Domain Name.

These shall not be recognized by HKDNR and may render my registration of the Domain Name voidable at HKDNR's sole discretion.

Sincerely,

\_\_\_\_\_  
(Signature of Transferor)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name and Title in Block Letters)

ID Number, if applicable

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We, the Transferee, agree to jointly execute the transfer of the above-named Domain Name.

\_\_\_\_\_  
(Signature of Transferee or director / partner / owner / individual  
representing the Transferee)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name and Title in Block Letters)

Company Chop or ID number, if  
applicable

## **Documents to Submit (For Case 2)**

### **For Case 2: When the Transferor is an individual**

#### **1. Transfer Letter**

Transfer Application Letter (Form TNRCas2)

#### **2. Document(s) from Transferor**

- (A) If the Transferor is an individual residing in Hong Kong, a copy of the Hong Kong ID card of the individual or the passport of the individual. If the Transferor is 11 years and older and under 18 years of age a copy of the Transferor's parents'/guardians' Hong Kong ID cards or passports together with a Certificate of Birth or Certificate of Guardianship.

OR

- (B) If the Transferee is an individual outside Hong Kong, the original completed and signed Declaration Form DCTNR2 together with a copy of such document that proves the legal identity of that individual (such as a passport or ID card).

#### **3. Document(s) from Transferee:**

- 3.1 Any documents required to be submitted under the HKDNR Rules in relation to the domain name being transferred. For example, if you wish to have a .com.hk domain name transferred to you, you must provide a copy of your Business Registration Certificate as only commercial entities registered in Hong Kong are eligible to register .com.hk domain names.

AND

- 3.2 (A) If the Transferee is a company or business registered in Hong Kong, a copy of the Business Registration Search results dated not more than (30) business days prior to the date of the Transfer Application Letter or the copy of the Business Registration Certificate showing that the Business Registration Fee is paid together with the copy of the Business Registration Certificate if such is not provided for 3.1

OR

- (B) If the Transferee is an individual resident in Hong Kong, a copy of the Hong Kong ID card or passport of the Transferee.

OR

- (C) If the Transferee is a company / business registered outside Hong Kong, the original completed and signed **Declaration Form DCTNR1** together with a copy of a document dated not more than (30) business days prior to the date of the Transfer Application Letter (such as company search results or business registration search results) that proves that the signatory of the Declaration Form DCTNR1 is a director / partner / sole proprietor of the company or business.

OR

- (D) If the Transferee is an individual resident outside Hong Kong, the original completed and signed **Declaration Form DCTNR2** together with the copy of a document that proves the legal identity of that individual (such as a passport or ID card).

#### **4. Additional Documents as required by HKDNR**

HKDNR may notify the Transferor and/or Transferee in writing that they are to provide additional documents to support the application to transfer the domain name. In such circumstances, the Transferor and/or Transferee must submit such additional documents within the deadline set out in such notification.

HKDNR may refuse a transfer application if the correct documents are not submitted with the transfer application, or if the documents submitted are in the opinion of HKDNR deficient in any way.

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Hong Kong Domain Name Registration Company Limited (“HKDNR”)

Unit 2002-2005, 20/F ING Tower, 308 Des Voeux Road Central, Sheung Wan, Hong Kong

**Fill out this form if you are the Transferor or Transferee and are a business outside Hong Kong**

**Declaration for overseas businesses (Declaration Form DCTNR1)**

I solemnly, sincerely and truly declare as follows:

1. I am a [director / partner / owner] of \_\_\_\_\_ (name of business) (the “Business”) registered in \_\_\_\_\_ (country name and state name, if applicable) and the Transferor / Transferee of domain name \_\_\_\_\_ .hk (domain name) and have sufficient authority to bind the Business. I declare that the Business is as at the date of this declaration in existence and is solvent.
2. The matters declared herein are true to the best of my knowledge and belief.
3. I attach a copy of a document that proves that I am a director / partner / sole proprietor of the Business in English or with an English translation (if the original document is not written in English)

(Signature of an individual or Director / Partner / Sole Proprietor representing the current registrant of the Company or Business)

Company chop., if applicable

\_\_\_\_\_ Date: \_\_\_\_\_

(Name and Title in Block Letters)

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Hong Kong Domain Name Registration Company Limited (“HKDNR”)

Unit 2002-2005, 20/F ING Tower, 308 Des Voeux Road Central, Sheung Wan, Hong Kong

**Fill out this form if you are the Transferor and Transferee and an individual living outside Hong Kong**

**Declaration for overseas individuals (Declaration Form DCTNR2)**

I solemnly, sincerely and truly declare as follows:

1. I, \_\_\_\_\_ (name), am the [Transferor / Transferee] of the domain name \_\_\_\_\_ (domain name) legally present in \_\_\_\_\_ (country name and state name, if applicable).
2. The matters declared herein are true to the best of my knowledge and belief.
3. I attach a copy of a document that proves my legal identity in English or with an English translation (if the original document is not written in English)

\_\_\_\_\_  
Signature of an individual [Transferor / Transferee]

\_\_\_\_\_  
(Name and Title in Block Letters)

Date: \_\_\_\_\_

ID Number, if applicable