Transfer of Internet Number Resource Records and Change of a Member's Official Legal Name

RIPE NCC

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Contents

1.0 Definitions
2.0 Introduction
3.0 Transfer of Internet Number Resource Records
    3.1 Submission of the Request for Transfer
    3.2 If the Receiving Organisation is not yet a Member
    3.3 Financial Consequences
    3.4 Internet Number Resource Registration and RIPE Database Issues
4.0 The Member Changes its Official Legal Name

1.0 Definitions

For the purposes of this document Internet Number Resource records refer to:

- The registered allocations and assignments of a Member
- The independent Internet number resources assigned through the Member as a "sponsoring LIR" to an End User

2.0 Introduction

In order for the RIPE NCC to maintain an accurate registry, it must hold accurate data concerning:

- The natural or legal persons holding the registration of Internet Number Resources
- The Internet Number Resource records that are registered to the natural and legal persons

This means that any transfer of Internet Number Resources from one party to another, or any change to the legal status of a party holding the registration of Internet Number Resources, must be communicated to the RIPE NCC.

The Member must inform the RIPE NCC if *one or both* of the following changes occurs:

1. Internet Number Resource records are transferred. Such transfers may take place:
    - Because of a change in the business structure of the Member, for example in the case of a merger or acquisition of the Member's organisation; or
    - In the case of a pure transfer of an allocation from a Member to another Member according to RIPE Policies (section 5.5, IPv4 Address Allocation and Assignment Policies for the RIPE NCC Service Region). Such a transfer may also be facilitated through the RIPE NCC Listing Service.

2. The Member changes its official legal name. Such a change may occur, for example, because of a merger or acquisition of the Member's organisation.

This document describes the procedures to be followed for such changes to be properly communicated to, and registered with, the RIPE NCC.

Note:

If a change in the Member's official legal name is accompanied by a transfer of Internet Number Resource records, the Member must first inform the RIPE NCC of the name change and then of the transfer.

If a change in the Member's business structure is *not* accompanied by a transfer of Internet Number Resource records or a change in the Member's official legal name, then the RIPE NCC does not need to be informed of this change.

3.0 Transfer of Internet Number Resource Records

If a Member transfers their Internet Number Resource records to a third party for any reason, this transfer must be declared to, and approved by, the RIPE NCC.

3.1 Submission of the Request for Transfer

One of the involved parties must submit a request by email to the RIPE NCC for the transfer to be executed:

- If the transfer is due to a change in the business structure of the Member (e.g., merger or acquisition), the request must be submitted to ncc@ripe.net
- If the transfer is a transfer of allocation from one Member to another Member according to RIPE Policies (section 5.5, IPv4 Address Allocation and Assignment Policies for the RIPE NCC Service Region), the request must be submitted to lir-help@ripe.net

A registered contact or an authorised person (e.g., senior manager, legal successor) must send the request.

The RIPE NCC will ask for the following information:

i. Information regarding the parties involved, including:

- The full official legal names of all parties involved
- Which party will transfer the Internet Number Resource records and which party will receive them
- Recent registration papers issued by the relevant national authorities for all involved parties

If the current official legal names of the involved Members are different from the ones in the relevant signed RIPE NCC Standard Service Agreement, then the procedure described under Section B must be followed prior to the transfer of the Internet Number Resource records. The procedure described under Section B is not necessary for the transferring Member if the RIPE NCC Standard Service Agreement of the transferring Member is terminated (see Closure of LIR and Deregistration of Internet Number Resources, section A.1.1. and section A.1.2.).

ii. A description of the reason for the transfer (for example, due to merger, acquisition, transfer of allocation according to the RIPE policies)

If the transfer is taking place due to a change in the structure of the organisation(s) involved, a description of the changes among the organisation(s) is necessary. The description must be accompanied by all official legal documents proving/supporting the changes the request is based on.

iii. A list of the Internet Number Resource records that are requested to be transferred. If *all* of the transferring Member's Internet Number Resource records registered are being transferred, a confirmation of this is requested.

The Member must also indicate any End User assignment agreements that are requested to be transferred.

If a Member transfers all of their Internet Number Resource records, the RIPE NCC Standard Service Agreement of the Member may be terminated (see Closure of LIR and Deregistration of Internet Number Resources, section A.1.1.).

iv. The correct contact details of all organisations involved

The RIPE NCC may ask the organisations involved to confirm the correctness of their contact details or to update them. The contact details include the billing contact details and the VAT number details.

v. A Transfer Agreement signed by both parties or by their legal successors

The RIPE NCC will make a template of the Transfer Agreement available. Either party may submit the Transfer Agreement to the RIPE NCC, signed by authorised persons for both parties. The RIPE NCC may ask the other party/parties to confirm their agreement to the transfer. The confirmation must be authorised (signed or sent) by a contact person or authorised person (e.g., senior manager, legal successor).

If the transferring party no longer exists by the time the RIPE NCC is being informed, the receiving party must send:

- an official document (issued by a national authority) confirming the closure of the transferring party; and
- a copy of an older signed agreement between the relevant parties mentioning the transfer of the Internet Number Resource records. If such an agreement is not available, the receiving party must send confirmation of the transfer to the RIPE NCC signed by an authorised person (e.g., senior manager, legal successor). The RIPE NCC reserves the right to reverse the transfer should another party object to this transfer and provide an agreement that proves that the Internet Number Resource records should have been transferred to them.

vi. An overview of the utilisation of all allocations and of the status of all independent Internet Number Resource assignments

The RIPE NCC may ask for an overview of the utilisation of all Internet Number Resources registered to the Member and of all End User assignment agreements signed by the Member.

3.2 If the Receiving Organisation is not yet a Member

Members may wish to transfer their Internet Number Resource records to another Member or to an organisation that is not yet a Member.

If the Internet Number Resource records are transferred to a non-Member, the receiving organisation must apply to be a Member by signing the RIPE NCC Standard Service Agreement before the transfer takes place (more information on how to become a Member is available).

If the receiving organisation refuses to do the above, the RIPE NCC will not transfer the Internet Number Resource records to them.

The request for the transfer can be submitted as described above (Section 1).

3.3 Financial Consequences

All outstanding invoices and all outstanding financial obligations must be paid in full. If the RIPE NCC Standard Service Agreement is terminated in the course of the RIPE NCC financial year, the service fee for this Member must be paid for the full year. The payment is the responsibility of the receiving Member.

If the receiving organisation decides to sign the RIPE NCC Standard Service Agreement, then a sign-up fee must be paid (see RIPE NCC Charging Scheme).

3.4 Internet Number Resource Registration and RIPE Database Issues

The RIPE NCC will review the status of any IP address allocation or independent Internet Number Resource assignment maintained by the organisations involved, in compliance with the RIPE Policies current at the time of the transfer.

The receiving Member must deregister from the RIPE Database any invalid or overlapping registrations or unused assignment approvals.

The RIPE NCC will update the registry, including all RIPE Database objects maintained by the RIPE NCC that are related to this transfer. The transferring Member must update all RIPE Database objects maintained by them that are related to this transfer.

4.0 The Member Changes its Official Legal Name

It is the obligation of the Member to inform the RIPE NCC immediately if any change in the Member's official legal name occurs.

The Member must send an email to ncc@ripe.net informing the RIPE NCC of the name change. This email must include:

- New registration papers from the national authority; and
- The official legal documents supporting this change

The RIPE NCC will send a new RIPE NCC Standard Service Agreement for the Member to sign under the new official legal name. When the RIPE NCC receives the new RIPE NCC Standard Service Agreement properly signed by the Member, it will update the registry, including all RIPE Database objects maintained by the RIPE NCC that are related to this change. The Member must update all RIPE Database objects maintained by them that are related to this change.