



## **.aero Credit and Payment Policies**

### **Credit Policies**

An Afilias .aero Financial Information Form and a Data Form must be on file for each .aero Registrar.

The credit limit is based on the Cash Deposit maintained with Afilias. As domain names are registered, your account is reduced by the appropriate dollar amount. A monthly invoice will be presented by Afilias to you for domain names processed during the preceding month.

If the payment security should be depleted, registration of domain names will be suspended and new registrations, renewals and transfer requests will not be accepted until the payment security is replenished. Therefore, .aero Registrars should provide Afilias with a notification threshold sufficient to prevent the payment security account from depleting to zero.

Afilias permits Cash Deposits as payment security to establish a credit limit, whereby a Registrar wire transfers funds to an Afilias bank account. Billable transactions are debited against the Registrar's account. *Exhibit A* outlines the wire transfer requirements and banking information.

**Afilias is not responsible for the failure of e-mail or any related deliveries due to outdated or inaccurate contact information or failure caused by postal and electronic mail carriers.** Therefore, it is essential that the Registrar keep contact information current with Afilias. Updates to contact information should be sent to [finance@registry.aero](mailto:finance@registry.aero).

### **Payment Policies**

1. Payment must be made in U.S. dollars.
2. Electronic statements of activity will be published monthly as defined by the agreement.
3. Funds must be wired to the bank outlined in *Exhibit A*. Funds will be credited to the Registrar's account on the next business day following receipt.

### **Accessing On-Line Account Information**

You can view your current account balance through the Afilias .aero Admin Web site.

## **Exhibit A: WIRE TRANSFER INSTRUCTIONS**

Beneficiary name: Afiliás plc  
Beneficiary address: 3 Harbourmaster Place, Dublin D01 K8F1, Ireland

Bank name: HSBC Bank plc  
Bank address: 1 Grand Canal Square, Dublin D02 P820, Ireland

SWIFT BIC: HSBCIE2D

IBAN: IE02HSBC99023135874476

Reference: [Registrar ID and Registrar Name]

**Afiliás is not responsible for the correct posting of payments if the above information is used inaccurately or incompletely.**

## Exhibit B: REFUND and REIMBURSEMENT POLICY

Registrars may request refunds of a portion or all of their cash collateralized payment security. In order to do so, the following procedures must be followed:

Registrar must request a refund in writing in the form of a letter on your company letterhead. The letter must be addressed to the Finance Department of Afilias and should be signed by a company-authorized person whose signature we have on file in order to validate the signature. Usually this is the person who has signed the Registry-Registrar Agreement with Afilias. The letter should include the amount of the refund requested (in US dollars) and the wire transfer information of the bank **where the Registrar has originated wire transfers to Afilias**. Afilias will not transfer funds to third parties other than the bank where the Registrar originates wire transfers to Afilias. A contact name and number should be provided in case additional information is needed or a problem should arise.

The letter should be scanned and emailed to Technical Support at [techsupport@afilias.net](mailto:techsupport@afilias.net). Once the letter has been received and the signature verified, the account balance will be checked to ensure sufficient funds are available for refund. If sufficient funds are available, the refund will be processed and the account balance will be reduced by the requested refund amount. If funds are insufficient, the Registrar will be contacted.

If, as a result of the refund, the account balance is insufficient to perform billable transactions, the Registrar will have to wire funds in order to replenish the account even if the refund is in transit from Afilias.

**Exhibit C: AUTHORIZATION FORM**

The undersigned, a duly authorized officer of \_\_\_\_\_ (“Registrar”), hereby certifies (i) that the persons listed below are the current holders of the positions with Registrar listed next to their respective names, and that the respective signatures appearing below are the true and accurate signatures of each of such persons:

<u>Name of Person</u>	<u>Position Held</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

and (ii) that each of the above-named persons has been and is hereby authorized by all necessary action on the part of Registrar to represent Registrar in all dealings with Afiliac plc, its subsidiaries and affiliates, and their respective officers, employees and agents (collectively, “Afiliac”), and in such capacity to conduct all business of Registrar with Afiliac and to legally bind Registrar with respect thereto.

The undersigned, on behalf of Registrar, acknowledges and agrees (i) that it is Registrar’s sole responsibility to keep the information provided herein updated and (ii) that Afiliac may rely on the certifications set forth herein until such time as a duly authorized officer of Registrar shall deliver to Afiliac written notice of any modification hereto in a form satisfactory to Afiliac in its sole discretion. Such notice shall be delivered to Afiliac plc, 4<sup>th</sup> Floor, International House, 3 Harbourmaster Place, Dublin D01 K8F1, Ireland, with a copy to Afiliac USA, Inc., Building 3, Suite 105, 300 Welsh Road, Horsham, PA 19044, Attn: Registrar Relations.

In witness whereof, the undersigned certifies to the foregoing as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_