

# Registry-Registrar Agreement (RRA) Amendment Guide

How to Submit a Request for a Registry-Registrar Agreement  
Amendment

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# Introduction

**This how-to guide provides guidance for registry operators about how to notify the ICANN org (all subsequent uses of “ICANN” refer to the ICANN org) of a proposed Amendment to a Registry-Registrar Agreement (RRA), what documentation is required, and how such notifications will be processed.**

As outlined in section 2.9(a) of the Registry Agreement, the registry operator is required to notify ICANN of any revisions to the Registry-Registrar Agreement:

*Registry Operator may amend the Registry-Registrar Agreement from time to time; provided, however, that any material revisions thereto must be approved by ICANN before any such revisions become effective and binding on any registrar. Registry Operator will provide ICANN and all registrars authorized to register names in the TLD at least fifteen (15) calendar days written notice of any revisions to the Registry-Registrar Agreement before any such revisions become effective and binding on any registrar. During such period, ICANN will determine whether such proposed revisions are immaterial, potentially material or material in nature. If ICANN determines or is deemed to have determined under this Section 2.9(a), that such revisions are immaterial, then Registry Operator may adopt and implement such revisions. If ICANN determines such revisions are either material or potentially material, ICANN will thereafter follow its procedure regarding review and approval of changes to Registry-Registrar Agreements at <<http://www.icann.org/en/resources/registries/rra-amendment-procedure>>, and such revisions may not be adopted and implemented until approved by ICANN. Notwithstanding the foregoing provisions of this Section 2.9(a), any change to the Registry-Registrar Agreement that relates exclusively to the fee charged by Registry Operator to register domain names in the TLD will not be subject to the notice and approval process specified in this Section 2.9(a) but will be subject to the requirements in Section 2.10.*

A high-level graphical representation of the RRA Amendment process is provided in [Appendix A](#) of this document.

To initiate the process, a proposed RRA Amendment request case must be submitted via the Naming Service portal. Once submitted, ICANN will review your documents for completeness and determine whether your requested changes are material.

Please note that during the initial ICANN review of your documents it may be determined that an additional service is required before you can proceed with the Registry-Registrar Agreement Amendment request.

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# Instructions

## Step 1 – Consultation Call (Recommended)

We recommend you schedule a consultation call to review your proposed amendment and address any questions you have about the process. Your engagement manager will arrange a call with the appropriate ICANN team members to guide you through the process and review your proposed changes.

To schedule a consultation call, open a General Inquiry case in the [Naming Services portal](#).

Please follow the instructions below to submit a General Inquiry case for scheduling your consultation call:

- Log in to the Naming Services portal, and select New Case.
- Select Registry Services from the catalog menu.
- Select process General Inquiry.
- Type Subject: RRA Amendment Consultation Request.
- Include a brief description of your proposed changes.
- Submit your request.

## Step 2 – Submit RRA Amendment Request

Per the [RRA Amendment Procedure](#), registry operators are required to submit two documents to ICANN org for review:

1. A Redline of the existing RRA indicating the changes requested
2. Signed cover letter describing the purpose of the proposed changes

Once you have the required documentation you can submit your RRA Amendment request in the [Naming Services portal](#) (NSp) following the steps below:

- Log in to the Naming Services portal, and select New Case.
- Select Registry Services from the catalog menu.
- Choose Registry-Registrar Agreement (RRA) Amendment.
- Select the TLD for the proposed RRA Amendment.
- Upload the required documents:
  - Redlined RRA.
  - Signed cover letter on company letterhead, describing the purpose of the proposed changes.
- Submit your request.

You will be able to track the progress of your RRA Amendment request within the Naming Services portal once your request is submitted.

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## Step 3 – Initial ICANN Review

Once your documents are submitted, ICANN will review the documents for completeness, and you will be notified if any additional information or clarification is needed. Once completeness is verified, ICANN will determine if the changes requested are material as referenced in section 2.9 of the Registry Agreement.

ICANN will notify you within fifteen (15) calendar days, via the case, whether your proposed changes are deemed immaterial, material or potentially material:

- ⦿ If changes are deemed immaterial, you will bypass step 4 and ICANN will notify you of final process steps.
- ⦿ If changes are deemed material or potentially material, your RRA Amendment request will be forwarded to the Registrars Stakeholder Group (RrSG) for review and ICANN may commence its internal review.

Once you have been notified of materiality, ICANN will finalize its initial review and notify you if any additional changes are necessary.

Note: The Initial ICANN Review process phase will restart if/when new or revised documentation is submitted.

## Step 4 – Registrars Stakeholder Group/ICANN Review

If the proposed changes to the RRA are deemed material or potentially material, ICANN will forward the redlined version of the proposed RRA changes and cover note to the Registrars Stakeholder Group (RrSG) for review and ICANN may commence its internal review. This review period may vary depending on the complexity of the proposed changes but will ordinarily take no longer than twenty-one (21) days. ICANN will [publish the proposed changes and cover note](#) on icann.org.

During the review period, if any concerns are raised by the RrSG or ICANN, ICANN will arrange a consultation with you and the RrSG, if applicable, to address and resolve those concerns.

If the consultation results in updates to the proposed changes, ICANN will submit the revised document to the RrSG and open an additional review period for the RrSG and ICANN, which will normally not exceed fifteen (15) days. Once the second review period closes, ICANN will attempt to resolve any remaining issues through consultation with you and the registrars.

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## Step 5 – Approval or Rejection

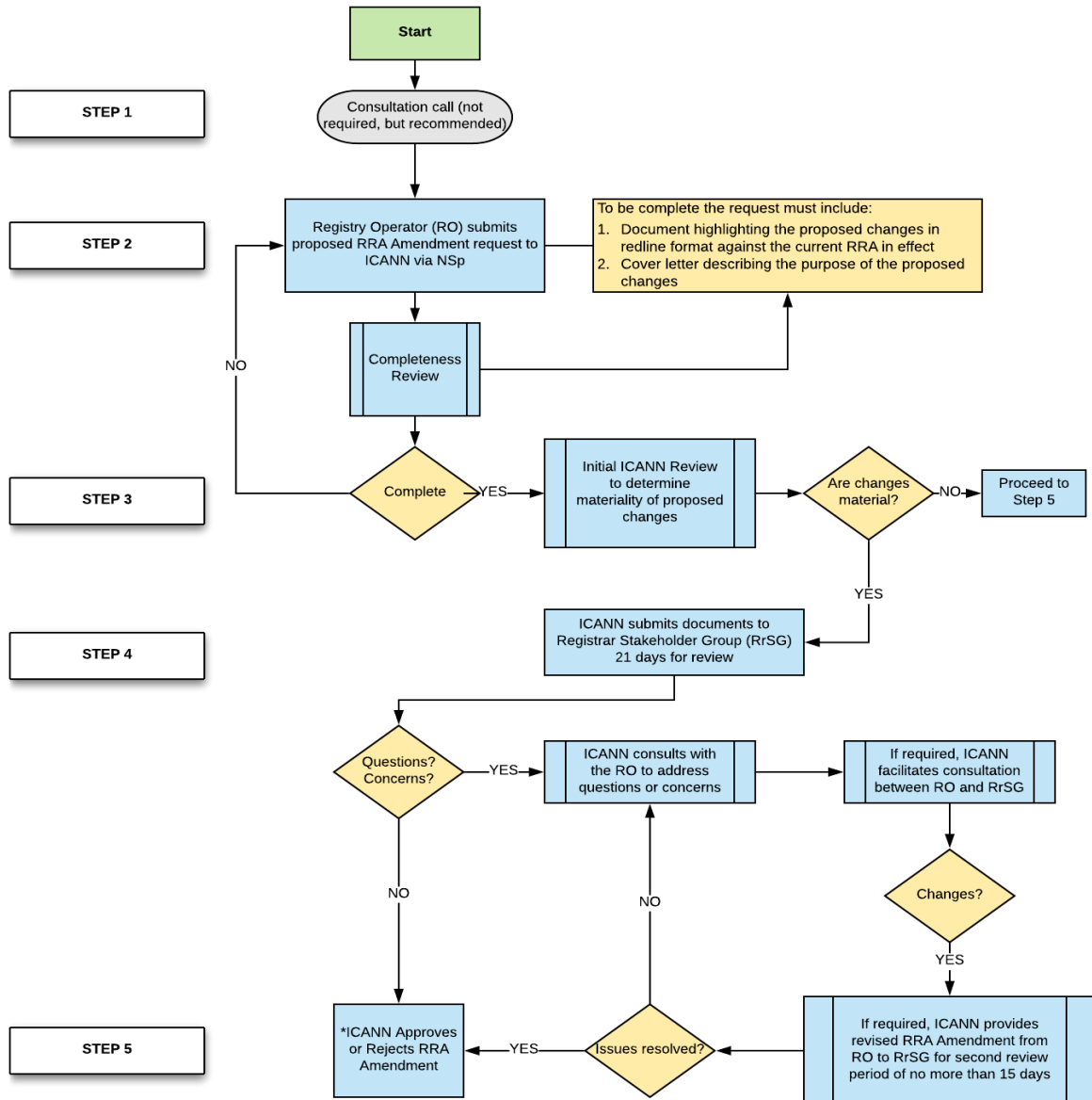
During this step, ICANN will approve or reject the proposed changes. Some changes may require consideration by ICANN's Board of Directors in cases where there might be a substantial effect on third parties or on the security and stability of the Domain Name System (DNS). You will be notified via the service request case of your approval status.

Following the approval from ICANN org, it is expected the requesting registry operator will forward the amended RRA to the registrars.

# Appendix A

## RRA Amendment Approval Process Workflow

This diagram provides a high-level workflow of the Registry-Registrar Amendment Process.



*\*If the proposed changes have a substantial effect on third parties or on the security and stability of the DNS the RRA Amendment may be require approval by the ICANN Board.*

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 **More information:** [icann.org/resources/rra-amendment-procedure](https://icann.org/resources/rra-amendment-procedure)



