

Accreditation as Registrar

Version 1.39

Namibian Network Information Center (Pty) Ltd

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In order to accredit with Namibian Network Information Center (“NA-NiC”) as a Registrar for .NA[®] country code Top Level (“ccTLD”) Domain Names, you must follow (all of) these following steps (in order):

1. Contact the corresponding Register Operator via email at accounts@omadhina.co.NA (Namibian Applicants) or directors@omadhina.NET (Foreign Applicants) by email signed with a GNU Privacy Guard (“GPG”) key which is visible on the Public Key Server (“PKS”) infrastructure (such as, for example <https://keys.openpgp.org/>), so the key can be imported.
2. Once that has been done you will send us appropriate documentation in order to satisfy the Effective Control requirement of the Accreditation Agreement (such as for example the CM 22 and CM 29 forms, or CC 2 form) as efficiently compressed (preferably less than 1 MB per document), well readable PDFs attached to emails addressed to dns-admin@na-nic.com.na, signed with same GPG key as above.
3. We will then take the accreditation process further in terms of the recently promulgated Electronic Transactions Act (Act 4 of 2019):
 - 3.1. Once we have decided to accept your application we will email you the latest version of the Accreditation Agreement as PDF, signed by us, and accompanied by a GPG signature file so you can verify integrity.
 - 3.2. You will complete the Agreement, including your GPG Key Fingerprint, pasting your signature into it.
 - 3.3. Then you will sign it with the same GPG key, taking care to produce an ASCII armored file and return both by email addressed to dns-admin@na-nic.com.na.
 - 3.4. We’ll then sign the PDF with our GPG key again and combine the signature files into one which we’ll return back to you by email.
 - 3.5. You may then verify with GPG for good signatures from both parties (confirmed by both GPG Key Fingerprints in the PDF) and integrity of the PDF.
4. ICANN Accredited Registrars will be approved to make use of the Extensible Provisioning Protocol (“EPP”) on request.
 - 4.6. However, if you are a Registrar not accredited with ICANN, but wish to make use of EPP, you could apply as well.
 - 4.5.1. In that case you may be required to go through an extensive evaluation procedure.
 - 4.5.2. We would advise you to attempt this only if you have significant expertise with EPP and/or anticipate a large number of registrations.
5. After receipt of Agreement we would request you to email us the details for the Register Operator to enter into the database via the Portal <https://swakop.omadhina.co.na>. You may change them afterwards, with the exception of the Registrar *Handle* (which can not be changed after the fact for technical reasons).
 - 5.1. If you were approved for EPP these details would include the IP addresses from which EPP connections would be made so we could enter these into our firewall.
 - 5.2. Should you wish to further secure your access to the Web GUI from certain IP Addresses only, you would let us know and we would add those addresses to your profile (which you will be able to yourselves as well) but also to the firewall.
6. The Administrative Contact of the Registrar must be an individual who “*can speak for*” the Registrar, such as CEO, or Company Secretary and must read all correspondence addressed to the registered email address directly.
7. The Register Operator would then advise you by GPG signed and encrypted email of your login and password credentials, the latter to be changed forthwith.
8. Once the details have been entered into the Portal, correspondence will only entered into with the email address listed for the Registrar in the Portal at the time.

- 8.1. You may modify this information, however, in the Portal at your convenience.
- 8.2. Any email address entered in the Portal must have a valid GPG key listed in the PKS infrastructure.
- 8.3. The use of a ticket system is acceptable, provided it has a valid GPG key listed in the PKS infrastructure and it has been configured not to auto-respond to emails sent to it from the portal, especially when requested by the Register Operator or NA-NiC to do so.
- 8.4. Operational correspondence will be, in the first instance, directed to the Register Operator.
9. The use of a 2 Factor Authentication is mandatory and enforced by the CoCCATools Portal. Currently we support the [Google Authenticator](#).
10. Failure to safeguard the credentials (2FA and/or password(s)) which result in the Register Operator having to manually reset any or all of them may result in the assessment of a manual handling fee which will be debited against the Domain Credit in the Portal.
11. For technical reasons, a Registrar will only be accredited to manage domain names on behalf of either Namibian or Foreign Applicants, but not both from the same login account, with the exception of .co.NA.
 - 11.1. If you are a Namibian Registrar you therefore have to indicate if you wish to manage domain names for both Namibian and Foreign Applicants so we can set up two separate login accounts accordingly.
 - 11.2. For a Foreign Registrar we will set up only one login account.
12. Registrars purchase Domain Name Credit against which registrations or renewals are debited on the Portal.
 - 12.1. Due to Exchange Control Regulations we only allow Foreign Registrars to make use of a different Credit Card gateway than Namibian Registrars. This increases the Domain Name Credit directly.
 - 12.2. Namibian Registrars pay via EFT and after receipt the Register Operator will increase the Domain Name Credit manually accordingly. We have added a Credit Card gateway for Namibian Registrars.
13. There will be an annual fee equivalent to the price of 3 registrations, but we shall credit the payment of 3 actual registrations against this.