

**Application Form for  
Registrar Accreditation of “.mm” ccTLD**

DATED AS OF: 15 February, 2022

PREPARED BY



Posts and Telecommunications Department  
Ministry of Transport and Communications  
The Republic of the Union of Myanmar

## Registrar Accreditation of “.mm” ccTLD

Section 1 is the information from the applicant needed for the accreditation process. Section 2 and 3 describe what documents shall be sent. Annex A illustrates the accreditation process and criteria for becoming a Posts and Telecommunications Department (PTD) accredited registrar. The applicant must be Mobile Network Operators (MNOs) or NFS (I) or NS License holder accredited by the Posts and Telecommunications Department (PTD).

The address where the document may be inspected and obtained is:

**<https://www.ptd.gov.mm>**

Please send your application form and the documents and payment required (by mail or courier) to the Posts and Telecommunications Department (PTD) at the following address:

Director General  
Posts and Telecommunications Department  
Ministry of Transport and Communications  
Building No. 2, Nay Pyi Taw,  
The Republic of the Union of Myanmar  
Telephone Number: +95 67 3407626  
Email Address: [spectrumresource.ptd@gmail.com](mailto:spectrumresource.ptd@gmail.com)  
[ipresource.ptd@ms-motc.gov.mm](mailto:ipresource.ptd@ms-motc.gov.mm)

In case of any difficulty in obtaining the documents, interested parties may contact in writing:

Daw Zin Mar Win  
Assistant Director  
Posts and Telecommunications Department  
Nay Pyi Taw  
Telephone Number: +95 67 3407626  
Email Address: [zinmarzinmar70@gmail.com](mailto:zinmarzinmar70@gmail.com)

## SECTION 1: INFORMATION OF THE APPLICANT

<b>APPLICANT INFORMATION</b>	
Name of Applicant (Organisation) :	
The country (territory) in which the applicant is based :	
Business registration number / Certificate of registration number :	
Website :	
Business nature and business model :	
The date your organisation was set up :	
The number of month / year the organisation is in the domain:	
Are you currently providing webhosting service (Yes / No)?	
<b>ADMINISTRATIVE CONTACT</b>	
Name of Contact Person :	
Telephone number :	
Fax number :	
E-mail address :	
<b>TECHNICAL CONTACT</b>	
Name of Contact Person :	
Telephone number :	
Fax number :	
E-mail address :	
<b>BILLING CONTACT</b>	
Name of Contact Person :	
Telephone number :	
Fax number :	
E-mail address :	

<b>MARKETING CONTACT</b>	
Name of Contact Person :	
Telephone number :	
Fax number :	
E-mail address :	

## **SECTION 2: OPERATIONAL AND TECHNICAL CAPABILITIES**

1. What is the interface you are using to handle domain name registration with other registrar / registry e.g. Application Programming Interface ( API ), Extensible Provisioning Protocol (EPP)?
2. At the beginning, PTD will provide connection with EPP and a web-based platform to registrars. (Yes or No) Will you use EPP platform for '.mm' domain name registration?  
(If the answer is 'No', please go to No. 7)
3. What is the system platform (e.g. Windows, Unix, Linux) running for API / EPP?
4. How long is the outage time allowed for your current API / EPP system in a month or a year?
5. What programming language do you use in developing your current API / EPP Interface?
6. What is your expected response time (in second) for API / EPP service?
7. What database system do you use?
8. What is the bandwidth of your broadband network for upload and download respectively?
9. What is the estimated number of transactions you will expect to have with us per day or per month.
10. Applicant must have a minimum of infrastructure as follows:
  - a. 2 servers and Database Applications
  - b. Email and Web server
  - c. 2 DNS servers
  - d. Servers and Data Center locations (The Primary Server shall be located in the territory of the Republic of the Union of Myanmar )
11. The applicant must have main components: connection systems, remote control, security systems (Firewall, Anti-Malware, Monitor, etc.): customer

data registration and maintenance system, connection to the Registry's EPP system, WHOIS service system, DNS system, data backup/ recovery system.

12. Plan and procedures to update compatibility with the Registry system's update and upgrade of DNS system and EPP System.
13. Policy and procedures of system operation management, data backup system and frequency, data retention period for business.
14. The primary Domain Name Applicant must have been active DNSSEC, the Registrar must already support DNSSEC management and has a master experts DNSSEC.
15. The applicant must have a plan to transfer the domain name to another registrar if the Applicant is unable to continue the management of domain names.

### **SECTION 3: SUBMISSION OF DOCUMENTS**

The applicant shall send the below documents along with the application form

1. Document that can prove the legal existence of the applicant e.g. a copy of the valid Business Registration Certificate in Myanmar.
2. If the applicant is a registrar accredited by ICANN, please provide full details and proof thereof.
3. Document that can prove the telecommunications service licensees accredited by the Posts and Telecommunications Department(PTD)
4. Do you have any previous experience in domain name registration? Please describe your current reseller operations including: number of domains currently under your management (.mm and other)
  - a. average number of monthly registrations (.mm and other)
  - b. other related services that you provide (e.g. web hosting).
5. What systems and procedures do you have to handle all customer enquiries and support services, Service Level Agreement (SLA) including customer requests for changes in registration data?
6. What systems and procedures do you have to handle customer billing?
7. What systems and procedures do you have to handle customer complaints?
8. Form of receiving requests of domain name registration (Directly or Online) and how to handle the requests of domain name registration.
9. Model and plans to manage customer care service (contaction customer if necessary, reminding customers when domain name is about to expire).
10. Description of business plan for at least 3 years:
  - a. Business plan and strategies for “.mm” development and budget plan for “.mm” promotion.

b. Long-term service provision plan for “.mm”. The expected price for “.mm” provision including all related price: registration, renewal, transfer, contact information update, DNS change, etc.

11. The applicant must guarantee the protection of personal data.
12. The applicant shall be submitted the description of number of yearly estimated domain sales( at least 5 years).
13. The applicants who passed the accreditation, the applicant must provide a reliable document externally ( Bank Guarentee and other Siminlar document ) which shows the ability of the Applicant to deposit of Total Amount (**MMK**). (Total Amount = Number of 1<sup>st</sup> year Estimated Domain Sales x Relevant Domain Price defined by the Department per Domain).



**SECTION 4: DECLARATION**

I, representing the applicant, declare that I have read the “Electronic Addressing Plan (Draft)” and Eligibility Criteria and Allocation Guidelines for Third Level .mm Domain Name in whole posted on PTD’s website or received from PTD and accepted that the applicant will be bound by all terms in it and also in this Application Form. I declare that the information sent in this application is true and accurate in all aspects. The signatory is the authorized representative of the applicant who has overall responsibility in ensuring applicant’s compliance.

I also declare that the applicant resides in \_\_\_\_\_  
(country or territory name) is at this date of its declaration in existence and solvent.

I would also like to clearly state the following as it may be, in my opinion, conflicting with the interest of PTD:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For and on behalf of the applicant

\_\_\_\_\_

Name of signatory: \_\_\_\_\_

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

## Annex A

### ACCREDITATION CRITERIA

The Accreditation Criteria is the minimum requirements to be met by the Registrar in order to be PTD accredited and are as set forth below (which are subject to modifications and amendments by PTD from time to time in writing).

1. The Registrar, if being a corporate, shall at all times remain a valid, registered, solvent company whether registered in Myanmar or elsewhere.
2. The Registrar must have the technical capability and all necessary hardware and software to carry out all of its functions as a registrar, including but not limited to:
  - a. Conduct of Registrar Services;
  - b. Ensuring the confidentiality and security of Registrant Data and Confidential Information;
  - c. Performing customer-related functions such as billing, etc; and
  - d. Maintaining reliable data backup systems;

and shall prior to launch of its services, pass the Technical Testing Procedure of the PTD and successfully complete a test run without any errors.

3. The Registrar must demonstrate the ability to provide prompt service to Registrants for their registration needs, including the setting up of a complaint handling procedure and customer service as well as perform its other registration obligations on time and in accordance with the quality-of-service standards prescribed by PTD from time to time.

(The above is subject to change by PTD)