



Rules for the registration of Internet domains within the address space for Slovenia (.SI) and general operating terms and conditions

9 July 2002

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Introduction

The two-letter national code for individual states and territories assigned to Slovenia under the ISO 3166 standard is **.si**. The Internet Assigned Numbers Authority – IANA – appointed ARNES as the Naming Authority for the registration of domains under **.si**.

ARNES registers only subdomains under the top-level domain .si, i.e. domains of the form xyz.si. Registration of domains under international, so-called generic, domains, such as **.com**, **.org**, **.int** and **.net** take place through organisations authorised to register domains under the above top-level domains (so-called accredited registrars). A list of accredited registrars can be found at <http://www.icann.org/registrars/accredited-list.html>.

ARNES formulates the rules for the allocation of subdomains under the top-level domain .si in line with Internet standards and ISOC, WIPO and ICANN recommendations and follows general international Internet trends. This version of the rules entered into force on 9 July 2002.

1. Domain space

Internet domain space is organised hierarchically. Registration of a subdomain under .si gives the eligible part which applied for registration the right to use the domain; it also confers on the organisation the right to manage the domain space under its domain. It is recommended that the hierarchical structure of the domain match the hierarchical structure of the eligible party.

For example:

The University of Ljubljana is registered with ARNES under the domain uni-lj.si. Individual faculties then register their domains (in the form of faculty.uni-lj.si) within the University, and not directly with ARNES, which is authorised to manage the .si address space.

2. Syntax rules

A domain is a string of characters which must meet the following requirements:

- individual characters can be letters of the English alphabet (A-Z) with no distinction between upper- and lower-case letters, numbers (0-9) and the "-" character (hyphen);
- the first and last character must not be a hyphen, and the string must contain at least one letter;
- the string may not have two hyphens in the third and fourth places (domains of the form bq--....si are not permitted);
- the length of the string must be between 3 and 63 characters.

3. Parties eligible to domain registration under .si

The following are eligible to register domains under the national top-level domain .si (hereinafter: eligible parties):

1. commercial entities with principal offices in Slovenia which are inscribed in the Business Register of the Statistical Office of RS;
2. main subsidiaries of foreign commercial entities engaged in activities on the territory of the Republic of Slovenia and inscribed in the Business Register of the Statistical Office of RS;
3. diplomatic and consular representative offices of foreign states in Slovenia;
4. international organisations of which Slovenia is a member.

Eligible parties under points 1 and 2 may register one domain which is the same as their registered name.

Eligible parties under point 1 which are direct users of the state budget listed in the Order on determination of direct and indirect users of state and municipal budgets (Uradni List RS 97/01, 4 December 2001) under point I may register up to 3 domains, and in exceptional cases more. Such domains must match the official title or abbreviation of such bodies or with the performance of their activities, and may not have a generic meaning.

Eligible parties under points 1 and 2 which are the holders of one or more trade marks registered for the area of Slovenia may register one domain for each of their trademarks.

Eligible parties under point 3 may register up to 3 domains for their own purposes.

Eligible parties under point 4 may register domains which match their title or abbreviation in English, French and/or Spanish.

All eligible parties may also register temporary domains under certain conditions.

In the event that ARNES receives multiple applications for the same domain, ARNES will award the domain based on the first correctly completed application which is received by ARNES.

In the continuation of the instructions, we provide detailed instructions for the registration of individual types of domain.

4. Registration of domains which are the same as the registered name of the eligible party

Eligible parties inscribed in the court register must attach to the registration form a copy of an **extract from the court register**, from which their registered name or title is evident. The domain name must match the full or abbreviated title inscribed in the court register. Where the title includes a the symbol of a place or country, and such symbol is not an essential part of the name of the commercial entity, ARNES will not include it in the domain name at the request of the applicant. Where the full or abbreviated name conflicts with the syntax rules, or where the desired name has already been taken, the most similar name meeting the syntax rules will be determined in agreement with the applicant. Where the agreed name is an abbreviated name of the title or name of the commercial entity which differs from the title inscribed in the court register, the domain name must contain a hyphen ("-").

Eligible parties under points 1 and 2 of section 3 which do not require inscription in the court register should attach a **copy of notification of the Statistical Office RS on identification**. Domain names for such applicants (except for political parties) must contain a hyphen ("-") and must match the name of the entity as evident from the copy of the notification of the Statistical Office of RS.

Eligible parties under points 3 and 4 are not inscribed in the Business Register of the Statistical Office, and so must attach to the domain registration form an official letter.

Some special rules for domain names for eligible parties which do not require inscription in the court register are listed below.

- **Independent traders ("samostojni podjetnik" – S.P.) and other individuals engaged in economic activity**

The prescribed form of domain name for independent traders and other individuals engaged in economic activity is **activity-sp**, **activity-surname** or **activity-xy**, where "activity" is the registered activity in which the individual is engaged, and "xy" represents the initials of the name of the individual (e.g. *mizar-kovac.si*, *arhitekt-novak.si*, *odvetnik-klepec.si*, ...). The domain name may not be of the form **name-surname** (e.g. *andrej-novak*, ...).

- **Municipalities, local communities**

Municipalities can register a domain with the name of the place in which they have their seat (*example: the Ljubljana City Council registered the domain ljubljana.si*). Local communities may also register a domain with the place name.

- **Institutes**

The Institutes Act stipulates that the name of institutes must contain the word "ustanova" ("institute"). The domain name must be in the form **name-ustanova** or **ustanova-name**, where "name" is the name of the institute inscribed in the records of institutes.

- **Societies**

Domains of societies must be of the form **name-drustvo** (“society”), **name-klub** (“club”), **name-kud** (“cultural centre”) or **name-zveza** (“association”) (if desired, the order can be changed to, for example, **drustvo-name**, ...), where "name" is the name of the society inscribed in the register of societies.

- **Law offices**

Domains of law offices must be in the form **name-op**, where "name" is the name of the partner of the law firm.

- **Trade unions**

Trade unions can register domains in the form **name-sindikata** or **sindikata-name**, where "name" is the official title inscribed in the relevant register.

- **Political parties**

Political parties can register domains of the form **partyname**, where “partyname” is the name inscribed in the register of political parties.

5. Registration of domain names equal to registered trademarks

Eligible parties may register domains **equal to trademarks** (or the text parts thereof, if the trademark also contains a pictorial element) under the following conditions:

- the trademark must be registered for the territory of Slovenia
- the holder of the trademark must be entitled to registration of the domain under the top-level domain .si
- the applicant must be the trademark holder or main subsidiary of the foreign commercial entity which is the trademark holder (see point 2 of definition of eligible parties)
- proposed domain names must entirely match the text part of the trademark (no word or part-word may be changed, left out, or abbreviated).

Trademark holders under these Rules shall be:

- everyone inscribed in the relevant register of trademarks as the holder of the trademark, or
- everyone legally allocated by licence or other contract the right to use the trademark on the territory of the Republic of Slovenia for at least one more year from receipt of the application at ARNES.

ARNES reserves the right to withdraw domains without delay after the expiry of the inscribed right or in other instances when such right ceases or becomes a matter of dispute. Holders of domains are obliged to inform ARNES if their right to use a trademark on the territory of Slovenia has expired.

A **copy of the notification of the Statistical Office of RS on identification**, and a copy of the **Resolution on recognition of the trademark** or **Confirmation of the Slovenian Intellectual Property Office (SIPO)**, must be attached to the domain name registration form. Where holders of trademarks under the second indent of the previous paragraph are concerned, the inscription of the contract must be evident from the confirmation of the Slovenian Intellectual Property Office. If the trademark has not been registered with the SIPO, but with the World Intellectual Property Organisation (WIPO) for the territory of Slovenia, the applicant must attach to the form a copy of a document from the WIPO Office or an extract from the ROMARIN international registered trademark database. If the applicant is the holder of the trademark under rule 2 of the above Trademark Holder Rules, the applicant must submit a copy of the License Contract in addition to the above requirements.

All eligible parties may register one domain name under **.si** for each of their trademarks.

6. Registration of domains for international organisations

International organisations which are subjects of international law and of which the Republic of Slovenia is a member may register domains which read as their full names or abbreviations, insofar as they submit to ARNES evidence of the membership of the Republic of Slovenia (international treaty, law, ...), and a statute or other document making clear who is entitled to represent the organisation. The form for domain registration must be signed by the representative or authorised person, and ARNES may as required request confirmation from the competent ministry or additional documents demonstrating the power of the person signing to represent the organisation. All such documents must be in English or Slovene.

7. Registration of temporary domains

In exceptional cases, ARNES allows the registration of **temporary** domain names for projects or events of wider significance. The value of the temporary domain name may not be equal or misleadingly similar to a registered name of a commercial entity, a company title or a trademark registered for the territory of Slovenia. Domain names registered for this purpose shall be valid for 2 months only, with no possibility of extensions. The same eligible party may not reapply for registration of the same domain name, and may not hold more than one temporary domain name.

If an international conference is organised in Slovenia, it is possible for the purposes of implementation of the conference to register a temporary domain name valid for 1 year. This domain name may not be equal or misleadingly similar to the name of a commercial entity, a company title or trademark registered for the territory of Slovenia not linked to the conference.

Together with a completed application form and a copy of the extract from the court register or of notification of the Statistical Office of RS on identification, applicants must also submit sufficient evidence of the organisation of the project, event or conference.

8. Prohibited values for domain names under .si

Points 1, 2 and 3 notwithstanding, **it is not possible to register under .si:**

- domain names equal to international top-level domains (com, org, int, ...)
- domain names with misleading meanings (www, ftp, ...)
- indecent and offensive domain names.

9. Registration procedure

Applicants complete the **form for registration of an Internet domain in the .si address space**, which is available from their Internet Service Provider, in electronic form on ARNES's home page at:

<http://www.arnes.si/domene/registracija.html>

or in paper form from **ARNES, Jamova 39, POB 7, 1001 Ljubljana**.

The completed form must show **administrative** and **technical contact persons**. The administrative contact person must be an authorised person at the applicant (and not at the Internet service provider or other person arranging registration of the domain name on behalf of the applicant). The administrative contact person is the only one who can subsequently report to ARNES any changes in the data regarding the registered domain name (address of the holder, contact persons, ...). All changes to information given in the form must be reported in writing immediately to ARNES. The holder himself is responsible for consequences arising from ARNES not having correct contact information available. The technical contact person is authorised to report data for the registration of the domain name in the top-level DNS server for **.si**.

Applicants should state in their application form a proposal for the domain name, taking into account the current rules for the allocation of domain names under the .si top-level domain, since unsuitable proposals cannot be considered. ARNES must receive a separate application for each domain name which the applicant wishes to register. It is not possible to apply for registration of multiple domains on a single form. The form must be signed by the responsible person of the applicant. Applicants should then send the completed form (together with the required copies of documents) to ARNES.

If an applicant lists on the application form a proposed domain name which conflicts with the rules or the value of which has already been registered, coordination of proposals shall take place either by telephone (**01 479 88 33**) or by electronic mail (**dom-reg@arnes.si**).

ARNES will only consider complete applications. Applications shall be considered complete if they include a correctly completed application form, all the required copies of documents and a proposal for a domain name which meets the rules for the registration of domain names under **.si**.

ARNES will conduct the registration procedure in the order in which applications are received. The order in which applications are received is determined according to the following procedure:

For applications sent by post arriving in the reception office ARNES on the same day, the time of receipt will be considered to be 11:00 a.m. When received mail is opened, each application is marked with the date of receipt and a serial number reflecting the order in which mail received was opened. In the event that multiple complete applications containing identical proposals for domain names arrive at ARNES on the same day, priority in the registration is given to the application with the lowest number allocated on opening. For applications received by fax, the time of receipt, which is automatically printed on receipt of the fax, will be taken into account. In the event that ARNES receives complete applications by post and by fax at 11:00 a.m. for the same domain name, the application sent by post will have priority.

On the basis of the data provided in the form, ARNES will register the domain name in the database of registered domain names, and will inform the applicant thereof in writing, whereby the applicant becomes the **domain name holder**. **Confirmation of registration of the domain name** is sent to the address of the administrative contact person stated in the application form. Applicants who do not receive confirmation within two weeks of submitting their application forms should telephone 01 479 88 33, or send a message to *dom-reg@arnes.si*.

10. Statement of applicant/domain name holder

By signing the domain registration form, applicants confirm the following:

- The applicant is aware of the rules for registration of domains under .si (Rules), which are available at <http://www.arnes.si/domene/registracija.html> and which must be respected.
- All data contained in this form and in enclosures are true, and so ARNES is not obliged to verify the accuracy or existence of such data.
- The proposed domain does not violate Slovenian legislation, and does not represent a violation of the rights of third parties.
- The applicant fully renounces the initiation of any claim whatsoever against ARNES in connection with the allocation and use of the domain, or with the implementation of the Rules and general operating terms and conditions,
- The applicant has obtained the consent of the persons stated in the application as “administrative and technical contact persons” to the effect that ARNES may publish all their data stated in the form in the database publicly accessible via the WHOIS server (<http://www.arnes.si/whois.html>), wherein ARNES shall not be obliged to report data on persons obtaining data from this database.
- The applicant shall in relation to third parties fulfil all obligations arising for ARNES in connection with registration of the domain.
- If the application is for a domain which is the same as a trademark, but the applicant is not registered as the owner of the trademark; By signing this statement, the applicant promises that they have the legal right to use this trademark within the territory of Slovenia for at least one year from the date when ARNES receives the applicants' application.

11. Price of registration and annual maintenance of a domain name in the top-level DNS server

Registration itself is currently **free of charge**, and does not mean an actual physical connection to the network; it is merely the first step in the process of including an organisation in the global Internet network. Applicants or holders should obtain all other information regarding Internet access from their chosen Internet service provider. Instructions for the registration of a domain name in the primary DNS server for **.si** can be found at <http://www.arnes.si/registracija.htm>.

ARNES expects to begin to charge for registration services and for annual maintenance of the domain name in the top-level DNS server for **.si** from the beginning of 2002. The tariff for services will be published on the ARNES home page. Holders of domains which were registered free of charge will also have to pay for annual maintenance of the domain in the top-level DNS server under the published tariff.

12. Changes to registered domains

ARNES will change registered domain names on the basis of a proposal from the holder of the domain name.

Holders of registered domain names may propose changes by submitting a written proposal, which must include a statement of the current domain name and a new proposal for the domain name. If the holder of a domain proposes a change due to a change in the company title or name, a copy of the resolution of the inscription in the court or other relevant register, which makes clear that the company title or name has changed, must be attached to the application.

If the proposal for changes to the domain name is in accordance with the current rules for the registration of domain names under **.si**, ARNES will record the changes in the database of registered domains. ARNES will issue confirmation of the changes to the domain name, which will then be sent to the address of the administrative contact person.

ARNES will reject applications for changes to registered domains if the holder proposes changing the domain name to a form which may not be registered under these rules.

The initial domain name will remain valid for a further **six months**, following which the domain will be removed without prior notification from the top-level domain name server for **.si** and from the database of registered domain names. Holders of domain names explicitly consent to the deletion of the initial domain name by sending a request to change the domain name to the ARNES address.

13. Deletion of registered domains

- a) ARNES will delete domain names from the top-level domain name server for **.si** and from the database of registered domain names **without prior notification** to the holder of the domain in the following cases:
- if the holder himself requests deletion; the holder must submit the request for deletion in writing
 - after the expiry of the validity of a temporary domain
 - after the expiry of the validity of the initial domain name on changes to the domain name
 - in the event that the initial domain name was registered for a fixed period because at the time of registration the holder did not have the necessary documentation (in the event of changes to the company title, registration of the abbreviated company title, intended company title, company in the process of being established etc.), and because the holder failed to submit such documentation before the expiry of validity
 - if a court issues a ruling on the deletion of the commercial entity which is the holder of the domain from the court or other relevant register
 - if it is impossible to establish contact with the administrative contact person, or if the addresses given are incorrect.
- b) ARNES will delete domains from the top-level domain name server for **.si** and from the database of registered domains **after prior notification** to the holder of the domain in the following cases:
- if the domain was registered on the basis of false data;
 - if the holder no longer meets the conditions which were met at the time of registration of the domain (e.g. change of title, holder of the domain is no longer the holder of the trademark, ...);
 - due to a court decision.
 - If ARNES doubts the validity and/or suitability of the license contract that allows the applicant permission to register and use the domain under the top level domain .si

ARNES will inform the holder of the reasons for deletion of the domain 15 days before deletion of the domain. If the holder objects to the deletion within this interval, ARNES will suspend deletion and will make a new decision on the deletion. Holders may not submit appeals against the repeated decision.