



## REGISTERING A DOMAIN NAME

To obtain your .MC domain name quickly and easily, read the advice below.


### WHO CAN REGISTER A DOMAIN NAME?

- Any legal entity with a transcript from the Monaco Trade & Industry Register can apply to register its name (or a brand name) with the suffix .MC.
- An association declared in Monaco can also register its name.
- If you hold a trademark registered in Monaco which covers the Principality, you can obtain the corresponding domain name with the suffix .mc (subject to approval by NIC Monaco).
- Finally, in some cases, for example if you are self-employed in a regulated profession, there are special rules to be followed. For more information on this subject, contact NIC Monaco.

### HOW TO CHOOSE A DOMAIN NAME

The domain name must match the name of your company (or a brand name clearly registered in the Trade & Industry Register).

#### EXAMPLES:

<i>Name or brand of my company</i>		<i>Domain</i>
<b>SARL DURAND</b>	<i>I can register</i>	<i>Durand.mc</i>
<b>DURAND MICHEL &amp; ASSOCIES</b>	<i>I can register</i>	<i>Durandmichelassocies.mc</i> <i>Durand-michel-et-associes.mc</i>
	<i>I cannot register</i>	<i>Dma.mc</i>
<b>DMA</b>	<i>I can register</i>	<i>Dma.mc</i>
<b>DUPONT MONACO</b>	<i>I cannot register</i>	<i>Dupont.mc</i>
	<i>I can register</i>	<i>Dupontmonaco.mc</i>

## WHAT DOCUMENTS ARE NEEDED?

You are:

### A COMPANY

- A transcript from the Trade & Industry Register dated within the last three months

### AN ASSOCIATION

- The association's bylaws

### TRADEMARK HOLDER

- Certificate of registration of the trademark.

### OTHER

- Please consult us

## HOW TO REGISTER A DOMAIN NAME

- Via a specialist provider (registrar)

Once you have made your choice, simply contact the registrar, who will handle the administrative formalities. The registrar is a legal entity that acts as an intermediary between the domain name owner and NIC Monaco. Most registrars are IT services companies. Your registrar need not be based in Monaco.

- Directly:

You can also register your domain name yourself, if you already have the technical knowledge required to manage your domain (especially DNS servers). In this case, simply complete the domain name registration form which you can find at <https://www.nic.mc>, under the heading "Documents"

## COMPLETING THE REGISTRATION FORM

If you do not want to use a service provider, keep in mind the following tips to obtain your domain name quickly.

The form can be obtained from our website (<https://www.nic.mc>).

The form must be completed with the following information:

- The domain name you have chosen (which must meet the allocation requirements)
- The domain name owner's details:
  - o Be careful not to confuse the owner (usually a legal entity) with the individual handling the domain name registration application.
  - o The owner must be a company (or an association) based in Monaco (except in the specific case of a trademark)
  - o Remember to provide a phone number and email address
- The registrar's details. If you are registering the domain name yourself, this is the domain name holder.
- The administrative contact: This contact must be based in Monaco, and their full address must be clearly indicated.
- The technical contact: The person technically responsible for the domain, who will be providing information about the DNS servers and will be capable of making any modifications necessary.
- The DNS servers: This information is supplied either by the host, or by the registrar, or by the technical contact. These are the servers on which the domain name will be hosted (not to be confused with web server hosting). The domain must be supported by at least two servers (also referred to as a "zone").

Remember to sign and stamp the document before sending it to NIC Monaco (whether you are doing this directly or through your chosen registrar), along with your company's Trade & Industry Register details (or any other document showing you have a legitimate claim to use the domain name requested).

## FAQ

### IS MY CHOSEN DOMAIN NAME AVAILABLE?

To find out whether the domain name is available or has already been registered by someone else, you can check our website. Log onto <https://www.nic.mc>, and go to the section entitled "Domain names / Availability".

### HOW LONG WILL IT TAKE TO REGISTER MY DOMAIN NAME?

Whether you go through a registrar or handle the process yourself, you should generally allow five working days after we receive your application for your domain name to be confirmed.

### HOW MUCH DOES IT COST?

Domain names can be registered with NIC Monaco free of charge. However, your registrar or host may charge a fee.

### DO I NEED TO RENEW MY DOMAIN NAME?

Unlike many other extensions, a domain name does not need to be renewed periodically. It is allocated permanently, until the holder asks for it to be de-registered.

However, for the domain name to remain valid, you need to inform us about any administrative changes (contact details, contact persons, applicant's status, etc.).

This is not to be confused with the renewal fee that you may be charged for your own service provider for hosting the domain and associated services.

### HOW MANY DOMAIN NAMES CAN I REGISTER?

One holder may register up to five domain names.

### HOW MANY CHARACTERS SHOULD MY DOMAIN NAME CONTAIN?

Your domain name must contain between 3 and 64 characters, with no spaces or accents.

### WHAT CHARACTERS ARE PERMITTED IN A DOMAIN NAME?

The domain name may contain only alphanumerical characters (the letters A to Z and the numbers 0 to 9) or hyphens ('-'). No other characters, accents or punctuation marks are permitted.

### WHAT DO I NEED TO ENTER UNDER "DNS SERVERS"?

DNS servers are the machines on the internet which provide information about your domain. In other words, they act rather like a telephone directory. Your registrar (or host) will provide you with this information.

### WHAT SHOULD I DO IF MY PREFERRED DOMAIN NAME DOES NOT MATCH MY COMPANY NAME OR A BRAND NAME OWNED BY MY COMPANY?

You will need to register the corresponding name as a new brand name with the Business Development Agency.

### DO I NEED TO SUBMIT MY DOCUMENTS IN PERSON?

No. You can send them to us by email or post (address provided below).

## MY REGISTRAR IS NOT BASED IN MONACO. IS THAT A PROBLEM?

No, the registrar can be based outside Monaco.

## MY COMPANY IS NOT YET REGISTERED. CAN I RESERVE A DOMAIN NAME NOW?

No. The domain name you want to register must match your company name or a brand name owned by your company. The name must be approved by the Business Development Agency and appear in the Trade & Industry Register before you can apply for the corresponding domain name.

## MY COMPANY'S PARENT COMPANY IS BASED OVERSEAS. DOES THIS MATTER?

No, provided the domain name owner is a Monegasque company and the administrative contact is based in Monaco. The technical contact and DNS servers may both be located overseas.

## CONTACTS



### **Direction du Développement des Usages Numériques**

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