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# Common Definitions Policy

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# Document Information

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# Common Definitions for .aeDA Policies

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## 1. Purpose

This Policy contains:

- a) the definitions for terms commonly used in .aeDA Policies (see Section 2 below); and
- b) the rules to be followed in interpreting these terms where they appear in any .aeDA Policy (see section 3 below).

## 2. Definitions used in .aeDA Policies

Except where the context otherwise requires, the following words shall have the meanings assigned to them when they appear in any .aeDA Policy:

“**(dotEmarat) Domain Name**” or “**امارات (dotEmarat) Arabic Domain Name**” means any Arabic Script Domain Name which ends with the ASCII format suffix “xn--mgbam7a8h” and represented in Arabic Script as “امارات.”;

“**(dotEmarat)**” or “**امارات (dotEmarat) Arabic ccTLD**” means the ccTLD in respect of the UAE as indicated by the Arabic Script “امارات” or the ASCII format “xn--mgbam7a8h”;

“**(dotEmarat) Public Launch Date**” means the commencement of final phase of امارات (dotEmarat) ccTLD launch during which امارات (dotEmarat) Arabic Domain Name is available to the public on a First-Come, First Served basis;

“**.aeDA**” or “**.ae Domain Administration**” means a department of the Telecommunications Regulatory Authority, which is the entity that has been endorsed by IANA to manage the .ae Country Code Top Level Domain. .aeDA does not have a legal personality separate from that of the TRA;

“**.ae Domain**” means any Domain Name which ends in the suffix “.ae”;

“**.ae ccTLD**” or “**.ae Country Code Top Level Domain**” means the ccTLD in respect of the UAE as indicated by the two letter country code “ae”;

“**.aeDA Policies**” means the policies, procedures, guidelines, directions, notices, regulations, decisions, directives, warranties and codes of practice issued and made publicly available by the .aeDA from time to time and as may be modified or amended from time to time and each one is a “**Policy**” and this policy means these Registrar Accreditation Procedures;

**“.aeDA Privacy Policy”** means the privacy policy issued by .aeDA from time to time;

**“.aeDA Registry Technical Team”** means the .aeDA technical department which operates the Registry System;

**“A-label”** means the ASCII-compatible encoding form of an IDNA-valid string. The A-label is also referred to as the **DNS Form**;

**“Accreditation”** means the act of being in or the state of existence of being in compliance with the Accreditation Requirements and being accredited as a Registrar by the .aeDA, and **“Accredited”** or **“Accrediting”** has a corresponding meaning;

**“Accreditation Fee”** means the Fee that is paid to the .aeDA that is required as part of the Accreditation Process, the amount of which is notified by the .aeDA from time to time;

**“Accreditation Process”** means the process undertaken by the Registrar in accordance with the terms of the Registry-Registrar Agreement and any other relevant .aeDA Policies in force from time to time to ensure that the Registrar has Accreditation;

**“Accredited Registrars”** means a Registrar for the taking of Domain Name Applications and issuing of Domain Name Licences, and Accredited as such by .aeDA in accordance with the Registry-Registrar Agreement and the relevant .aeDA Policy and **“Accredited”** has a corresponding meaning;

**“Accreditation Requirements”** means the .aeDA Accreditation Requirements as set out in the Registry-Registrar Agreement and any relevant .aeDA Policies;

**“Active Variant”** means a Variant of a Primary امارات. (dotEmarat) Arabic Domain Name that functions in the DNS;

**“Administrative Contact”** means in respect of a Registrant, the person or persons identified in the Registry Database as the person authorised by the Registrant to interact with the Registrar of Record in respect of the relevant Domain Name Licence. The Administrative contact is to be regarded as the authoritative point of contact for the Registrant in respect of the relevant Domain Name Licence;

**“AED”** means the UAE Dirham;

**“Annual Accreditation Fee”** means one of the Fees payable to the .aeDA the amount of which is notified by the .aeDA from time to time;

**“Applicant”** means a person who files with a Registrar a Domain Name Application;

**“Application Fee”** means the Fee that is payable to the .aeDA to apply to be an Accredited Registrar;

**“Arabic Script Domain Name”** is a Domain Name in which all Labels are based on Arabic Script;

**“ASCII”** means the American Standard Code for Information Interchange. ASCII is an encoding scheme based on the ordering of the English alphabet. ASCII is a common numerical code for computers and other devices that work with text. ASCII code is the numerical representation of a character such as 'a' or '@' and is the underlying encoding format used by the DNS;

**“ASCII Compatible Encoding”** or **“ACE”** means ASCII Compatible Encoding and is a system for encoding Unicode Code Points so any character can be transmitted using only a limited set of ASCII characters (i.e. a-z, 0-9 and “-”);

**“Auto Renewal Service”** means the service of automatically Renewing a Domain Name Licence without intervention or involvement from the Registrant.

**“Board of Directors”** or the **“Board”** the Board of the Directors of the .aeDA;

**“By Laws”** means the Internal Management Principles of .ae Domain Administration;

**“Business Day”** means any day on which banks are open in the UAE;

**“ccTLD”** or **“country code Top Level Domain”** means the country code Top Level Domain as indicated by a two letter country code, as part of the Domain Name System administered by IANA and described in Request for Comments (RFC) 1591;

**“Calendar Day”** means a 24 hour period from 12 am to 12 am being a day in the Gregorian calendar, and irrespective of whether it is a Business Day or not;

**“Cancellation”** means in respect of a Domain Name, the act of submitting a request to the Registry System to cancel the Domain Name from the Registry System, the effect of which is that it is as if that Domain Name had never been the subject of a Domain Name Licence in favour of the relevant Registrant, and that the Domain Name is not Registered in favour of that Registrant and “Cancel” shall have a corresponding meaning;

**“CEO”** means the Chief Executive Officer of .aeDA;

**“Certificate of Registration”** means a certificate issued to a Registrant in respect of a Domain Name to indicate that the Domain Name has been Registered by the .aeDA with the Registrant as the holder of the relevant Domain Name License, and the relevant Domain Name Licence shall itself constitute the Certificate of Registration;

**“Change in control of the Registrar’s business of providing Registrar Service”** means where the Registrar’s business of providing Registrars Services, whether operated from within a wholly owned subsidiary, from a related or associated entity, or directly by the Registrar, becomes subject to operation in accordance with the instructions of a third

party, whether as a result of the change of ownership of the business or any entity from which that business is operated, or as a result of any contract or other type of arrangement entered into by the Registrant with that third party;

**“Code Points”** mean an assigned code that uniquely defines every character in certain languages and scripts. These Code Points are unique numbers for each character, or an aspect of a character such as an accent mark or ligature;

**“Commencement Date”** means the commencement of the Registry-Registrar Agreement which will be determined by the .aeDA once the Registrar has met all the requirements for Accreditation;

**“Committee”** means the Advisory Committee of the .aeDA;

**“Confidential Information”** means but is not limited to all information, knowledge or data relating to know-how, business affairs, finances, technology, processes, frequency assignments, legal obligations, duties, powers and rights, policies, regulations, government secrets, commercial matters, products and their price, financial or marketing information, or information of an intellectual or technical nature such as technical data, drawings, photographs, specifications, standards, manuals, reports, formulae, algorithms, processes, lists, trade secrets, computer programs or software, data bases, software documentation, or other information in which the Disclosing Party has a business interest, confidential or ownership interest or legal duty to protect, and whether or not that documentation is clearly marked as ‘Confidential’, information which is confidential, or information and regardless of whether or not that information is disclosed in writing, orally or in any other fashion;

**“Deletion”** means the act of removing a Domain Name from the Registry System the effect of which is that it is as of the moment of Deletion that Domain Name is not the subject of a Domain Name Licence in favour of the relevant Registrant, and the Domain Name is not Registered in favour of that Registrant and “Delete” has a corresponding meaning;

**“DNS Form”** means the form of the Domain Name as it is represented in the DNS;

**“DNS Service”** means public domain name resolution service as defined in RFCs 1034 and 1045;

**“Domain”** means a subset of a DNS hierarchy used to group and identify a specific set of Resource Records typically common to or under control of a particular entity;

**“Domain Name”** means an alphanumeric string associated with Internet resources detailed in RFC 1034, 1035 and other relevant RFCs;

**“Domain Name Application”** or **“Application”** means the application for the registration of Domain Name. A Domain Name Application is made by an Applicant;

**“Domain Name Password”** means a string of characters and numbers, defined by the .aeDA Policy to be used by the Registrant, amongst other things, during the Transfer of Registrars in respect of the relevant Domain Name;

**“Domain Name Licence”** means the licence to use a specific Domain Name, for a specified period of time issued or granted to a Registrant by the .aeDA, entitling that Registrant to an exclusive right to use that Domain Name for the relevant Domain Name Licence Period, the terms of which are notified by the .aeDA to the Registrars from time to time;

**“Domain Name Licence Period”** means the period for which a Domain Name Licence is granted;

**“Domain Name Record”** means in respect of a particular Domain Name Licence, the information that is held in the Registry System in relation to that Domain Name Licence;

**“Domain Name Registration”** or **“Registration”** means the entry of a Domain Name into the Registry as being the subject of a Domain Name Licence in favour of a Registrant and **“Registering”** or **“to Register”** shall have a corresponding meaning;

**“Domain Name System”** means the system described in RFC 1591 issued March 1994, found at [rfc-editor.org](http://rfc-editor.org) as amended from time to time;

**“Eligibility Requirements”** mean the requirements that an Applicant must meet in order to have a Domain Name License in respect of a specific Domain Name issued or granted to him as applied since the commencement of the New Registry Operations and **“Eligibility”** or **“Eligible”** shall have a corresponding meaning;

**“EPP Protocol”** means Extensible Provisioning Protocol and is used to provide a method of communication between Domain Name registries and registrars which is more particularly described in RFC3720, RFC3731, RFC3732, RFC3733 and RFC3735;

**“EPP Service”** means the Domain Name provisioning service as detailed in RFCs 4930 to 4934;

**“Executive Order”** means the Executive Order of the Supreme Committee made pursuant to the Telecoms Law or any other relevant law;

**“Fees”** means one or more of the Fee imposed or levied on Registrars by the .aeDA including but not limited to each of the following Fees:

- the Application Fee – the Fee payable to the .aeDA application to become an Accredited Registrar;
- the Accreditation Fee – the Fee payable to the .aeDA on becoming Accredited and signing the RRA;
- the Annual Accreditation Fee – the Fee payable to the .aeDA on the anniversary of Accreditation;

- the Initial Deposit – the Fee payable by each Registrar as a proof that they have sufficient funds to operate which forms the prepayment or Payment Security;
  - the Fees for Domain Name Creation and Renewal;
  - any other fee or charge notified by the .aeDA to the Registrar specifically or set out in any .aeDA Policy from time to time
- and “Fee” means a specific one of them as the context requires;

“**GNU Lesser General Public License**” means a free software license published by the Free Software Foundation;

“**Government**” means the Government of the UAE in place from time to time;

“**gTLD**” means Generic Top Level Domain;

“**IANA**” means the Internet Assigned Numbers Authority which is responsible for allocation of globally-unique names and numbers that are used in Internet protocols, and which is managed by ICANN;

“**ICANN**” means the Internet Corporation for Assigned Names and Numbers;

“**IDN**” means an Internationalised Domain Name. IDNs are Domain Names that include characters from scripts other than the twenty-six letters of the basic Latin alphabet “a-z”. An IDN can contain Latin letters with diacritical marks, or may consist of characters from non-Latin scripts;

“**IDNA**” means Internationalised the Domain Names in Applications Protocol. IDNA is a protocol defined in RFC 3490 by the Internet Engineering Task Force (<http://www.ietf.org>) that makes it possible for computer applications to handle Domain Names with non-ASCII characters. IDNA converts Domain Names with non-ASCII characters to ASCII Domain Names that function in the DNS. The IDNA protocol provides the transition between A-labels and U-labels.

“**IDNA-valid**” means a label that meets all of the requirements of the IDNA specifications for an IDNA label;

“**Initial Deposit**” or “**Payment Security**” means the fee payable to each Registrar as a proof that they have sufficient funds to operate and which forms the prepayment or Payment Security for the Registrar;

“**Internal Management Procedures**” means the Internal Management Procedures of the .aeDA as made available by the TRA from time to time;

“**International Chamber of Commerce**” or “**ICC**” activities cover a broad spectrum, from arbitration and dispute resolution to making the case for open trade and the market economy system, business self-regulation, fighting corruption or combating commercial crime;

**“International Court of Arbitration of the International Chamber of Commerce (ICC)”** The International Court of Arbitration of the International Chamber of Commerce (ICC) provide a means for settling disputes in a final and binding manner, offering resolution of commercial means anywhere in the world;

**“Label”** means a string of characters consisting of one or more letters, numbers or a dash characters ('-');

**“Legacy Domains”** means Domain Names existing prior to the commencement of the .aeDA’s Registry System;

**“Logo”** means the .aeDA logo a copy of which is attached as Schedule (8) of the RRA;

**“Maintenance”** means the management of the ongoing relationship between the Registrant and the .aeDA Registry, by the Registrar;

**“Modification”** means alterations to the Domain Name Record submitted to the Registry System by the Registrar, on behalf of the Registrant;

**“Name Service”** means the service that responds to DNS resource records requests for Registered Names;

**“New Registry Operations”** means the operation and administration of the .ae ccTLD Registry by the TRA;

**“Normalization Form C”** or **“NFC”** means Unicode Code Points where alternate representations are removed;

**“OTE”** means Operational Testing Environment, which matches or replicates the services provided by the Registry System, for testing purposes;

**“Payment Security”** has the meaning ascribed to it in Section 15.2 of the Registry-Registrar Agreement;

**“Provisional Accreditation”** means accrediting a Registrar for the purpose of testing the interoperability of the Registrar’s System and the Registry System;

**“Primary امارات. (dotEmarat) Arabic Domain Name”** means a Domain Name in the Registry Database which has Variants associated with it;

**“Registered Names”** means Domain Names in the Registry Database;

**“Registrant”** means the individual or organisation that is recorded in the Registry Database as the person who is entitled to use a specific Domain Name pursuant to a Domain Name License;

**“Registrant Agreement”** means the agreement to be entered into between the Registrar and a Registrant with respect to, *inter alia* the terms and conditions on which the Registrar shall provide the Registrar Services to a Domain Name as a Registered Name in favour of the Applicant and Registrant;

**“Registrant Data”** means the information about the Registrant provided to the Registrar by or on behalf of the Registrant for the purposes of a Domain Name Application and a Registrant Agreement including but not limited to any details of the Registrant’s name, postal and business address and contact details collected by the Registrar;

**“Registrant Contact”** means in respect of a Registrant, the details indicated in the Registry Database for the Registrant;

**“Registrant’s Whois Data”** means the Registrant Data in respect of a Registrant appearing in the Whois Database;

**“Registrar”** means a person or entity that, pursuant to a contract with the .aeDA is able to provide Registration Services to Registrants;

**“Registrar of Record”** or **“Sponsoring Registrar”** means in respect of a Domain Name Licence, the Registrar which is responsible to the Registry and the relevant Registrant for management of the Domain Name Licence, and **“Sponsorship”** and **“Sponsoring”** have corresponding meanings;

**“Registrar’s System”** means the method and systems which the Registrar uses to interact with the Registry System and the public;

**“Registrar Services”** or **“Registration Services”** means the provision of services by an Accredited Registrar including the Registration, the Renewal, the issue of Certificates of Registration, or the on-going management of the relationship between a Registrant and the Registry in respect of the relevant Domain Name Licence;

**“Registry-Registrar Agreement (RRA)”** or **“RRA”** means the Registry-Registrar Agreement (RRA) made between the Registrar and the .aeDA pursuant to which the Registrar is able to provide certain services to Applicants including Domain Name Registrations and Renewals;

**“Registry Data”** or **“Registry Database”** or **“Registry”** means the data maintained by the .aeDA Registry Technical Team to record, store and maintain details of available and registered and previous Domain Names (other than Intellectual Property or non-public, proprietary or commercially sensitive information or property of the .aeDA used by the .aeDA in establishing and maintaining the Registry or providing the Registry Services);

**“Registry Portal Service”** means the service of providing to Registrars a web based interface to the Registry System;

**“Registry Services”** means the EPP Service, the Whois Service, the Whois Check Service, the Registry Portal Service, DNS Service and their OTE equivalents;

**“Registry System”** means the system which includes any or all servers switches routers firewalls and associated equipment and the software installed on such equipment used in recording, storing and maintaining the Registry Data;

**“Registry Toolkit”** or **“RTK”** means the Registry Toolkit;

**“Regulatory Body”** means the TRA;

**“Renewal”** means in respect of a Domain Name Licence, the renewal of that Licence for a subsequent Domain Name Licence Period and “to Renew” shall have a corresponding meaning;

**“Resellers”** mean those entities that resell the services of an Accredited Registrar in accordance with the terms of a contract between them and the relevant Accredited Registrar;

**“Reserved Names List”** or **“List”** means the list of words maintained by the .aeDA which are reserved due to, UAE legislation, to preserve moral and cultural values, and those that are reserved due to technical reasons, or for reasons that are to protect the .UAE ccTLDs, and the Registration of which must be approved by the .aeDA and possibly another government department or Agency of the UAE;

**“Restricted Domain Name”** means Domain Names that are registered where there is a unique name followed by one of the suffixes under a UAE ccTLD that the .aeDA has reserved for this purpose, for example: www.example.co.ae;

**“Restricted Domain Name Licences”** means Domain Names that are registered where there is a unique name followed by one of the suffixes under a UAE ccTLD that the .aeDA has reserved for this purpose, for example: www.example.co.ae;

**“Resource Record”** means a record within a DNS hierarchy that assists in locating the network resources associated with a particular Domain, including the location of authoritative servers for any Sub-Domains;

**“RFC”** means each of those documents entitled “Request For Comment” found at [www.rfc-editor.org](http://www.rfc-editor.org) as at the date of the Agreement;

**“Script”** means a symbolic system used to represent elements or statements expressible in language;

**“Sub-Domain”** means a Domain which is a subset of a larger Domain within a DNS hierarchy;

**“Suffix”** means the Label(s) appearing at the end of a Domain Name;

**“Supreme Committee”** means the committee previously established for the supervision of the telecommunications sector pursuant to Article (2) of the Telecoms Law;

**“Technical Contact”** means the contact person or role (for example: “General Manager”) nominated by the Registrant. The Technical Contact may be the Registrar of Record or their Reseller.

**“Telecoms Law”** means the Federal law by Decree No. 3. of 2003 Regarding the Organisation of the Telecommunication Sector as amended;

**“Toolkit APIs”** or **“API”** means Application Program Interface, containing a set of routines, protocols and tools for building software applications;

**“TRA or the Authority”** means the General Authority for Regulating the Telecommunication sector established under Article (6) of the Telecoms Law;

**“Transfer”** means either a Transfer of Registrar, a Transfer of Registrant or both, as the context dictates;

**“Transfer of Registrar”** means the transfer of the Sponsorship of a Domain Name Licence in the Registry Database from the Registrar of Record in respect of that Domain Name Licence to another Registrar and **“Transferred”** and **“Transferring”** shall have a corresponding meaning;

**“Transfer of Registrant”** means the transfer in the Registry Database of the Domain Name Licence from one Registrant to another Registrant;

**“Transfer Command”** means in respect of a Domain Name Licence, an instruction from the Transferee Registrar to the Registry, for the Transfer in the Registry Database of the Registration/Sponsorship of that Domain Name Licence, from the Registrar of Record to the Transferee Registrar, so that the Transferee Registrar becomes the Registrar of Record in respect of that Domain Name Licence;

**“Transferee Registrar”** means in respect of a Transfer, the Registrar to which management or Sponsorship of a Domain Name Licence is or is to be Transferred;

**“Transferor Registrar”** means in respect of a Transfer, the Registrar from which management or Sponsorship of a Domain Name Licence is or is to be Transferred;

**“Transfer Request”** or **“Request”** means in respect of a Domain Name Licence, a request from the relevant Registrant for the Transfer from the Registrar of Record to another Registrar, of the Sponsorship of that Domain Name Licence in the Registry Data, so that other Registrar becomes the Registrar of Record;

**“U-label”** is an IDNA-valid string of Unicode characters, in normalization form NFC and including at least one non-ASCII character, expressed in a standard Unicode form. The U-label is also referred to as the **User Form**;

**“UAE”** means the United Arab Emirates;

**“UAEnic”** means United Arab Emirates Network Information Centre;

**“UAE ccTLDs”** means the .ae ccTLD and .امارات (dotEmarat) Arabic ccTLD

**“UAE Domain Name”** or **“UAE ccTLD Domain Name”** means a .ae Domain or a .امارات (dotEmarat) Arabic Domain Name;

**“UAE DRP”** means UAE Dispute Resolution Policy;

**“Unrestricted Domain Name Licences”** means a Domain Name licence which is registered under a UAE ccTLD, where there is no suffix between the unique name and the UAE ccTLD; which is not reserved by the .aeDA for the purpose of Restricted Domain Names Licenses, for example: www.example.ae;

**“Unicode”** means the commonly used single encoding scheme that provides a unique number for each character across a wide variety of languages and scripts. The Unicode scheme contains tables that list the Code Points for each character identified;

**“User Form”** means the form of the Domain Name as it appears in the selected script;

**“Variant”** means two U-labels that are considered to be ‘equivalent’ to each other. A Variant of a Domain Name is one that is considered by the .aeDA to be potentially confusingly similar to users of the Domain Name. Variants are associated with the Primary Domain Name;

**“Warranty”** means each of Warranties given by each Registrant as set out in the .aeDA Registrant Warranties Policy, and **“Warrant”** shall have a corresponding meaning;

**“Whois Check Service”** means the service made available to the public whereby an enquirer can interrogate a Registry Database to determine certain information regarding a Domain Name Licence and the relevant Registrar, but which provides less information than an enquiry through the Whois Service;

**“Whois Data”** means the public information data for inclusion in the Whois database in respect of Registered Names and their Registrants;

**“Whois Database”** means the database from which Whois Service and Whois Check Service answers or information to respond to queries;

**“WhoIs Service”** means the service made available to the public by .aeDA, whereby an enquirer can interrogate a Registry Database to determine certain information regarding a Domain Name Licence;

**“XML”** means Extensible Markup Language and is a W3C initiative that allows information and services to be encoded with meaningful structure;

**“Zone”** means a sub-section of the global DNS hierarchy;

**“Zone File”** means a file that contains the Resource Records of a particular Domain;

**“2LD”** a Domain Name that consists of a single Label under the ccTLD. For example: “domainname.ae”; and

**“3LD”** a Domain Name that consists of two Labels under the ccTLD. For example: “domainname.co.ae”.

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### **3. Interpretation**

Except where the context otherwise requires, the following principles will apply in interpreting the terms defined in Section 2 of this Policy, when those terms are used in any .aeDA Policy:

- a) words importing the masculine, feminine or neuter gender include any of them, and the singular includes the plural and vice versa;
- b) clause or section headings are for ease of reference only and do not affect the meaning of this Policy;
- c) references to notice mean notice in writing;
- d) the Schedules and any appendices or annexures form part of this Policy;
- e) a reference to a Party includes its executors, administrators, successors and permitted assigns; and
- f) words and expressions importing natural persons include partnerships, bodies corporate, associations, governments, governmental and local authorities and agencies.

### **4. Policy Review**

The .aeDA may add to, delete, or amend any of the terms defined in Section 2 above, or any of the rules of interpretation set out in Section 3 at any time in its complete discretion, including for the purpose of clarification only.