



**CITRA**

الهيئة العامة لتنظيم الاتصالات وتقنية المعلومات  
COMMUNICATION & INFORMATION TECHNOLOGY REGULATORY AUTHORITY

## **Domain Name Registration Policy**

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## **1. Purpose of this Policy**

This Policy aims to determine the provisions governing the process of granting licenses for domain names issued by the Communication and Information Technology Regulatory Authority. The Internet Domain Division of the Communication and Information Technology Regulatory Authority shall implement this Policy.

## **2. General**

The Authority shall issue an exclusive license to the registrant through accredited registrars for the use of the domain for a specified period, in accordance with the terms and conditions contained in this Policy or any other policy issued by the Authority.

The Authority has the right to cancel any domain name that violates any of the terms of this Policy or any other policy of the country code Top Level Domain (ccTLD) for the State of Kuwait and issued by the Authority.

## **3. Priority of Registration**

3.1 Domain names are assigned according to priority of application, as this is implemented by the Internet Domain Registration System, without any bias or preference.

3.2 Reserved Names Policy shall apply to this policy.

## **4. Selecting the Accredited Registrar to Register a Domain**

Domain Name Applicants must select the accredited registrar authorized by the Authority. This shall be done during the submission of the application via the website of the Internet

Domain Division of the Authority or by direct contact with the accredited registrar.

## **5. Selecting Domain Name License Period**

The applicant of domain name registration may choose a one or two-year license period.

## **6. Domain Name Applicant's Responsibility**

- 6.1 Granting a domain name license does not entail obtaining any intellectual rights or other rights to the chosen name.
- 6.2 The applicant is responsible for ensuring that he/she is entitled to use the domain name, and that the registration or use of the domain name does not infringe upon the intellectual property rights or any other rights of others, nor does it harm the reputation of any person, nor does it prejudice any laws of the State of Kuwait.
- 6.3 The applicant's right to select the appropriate second-level domain during the submission of the application (.com.kw - .edu.kw – ind.kw ....) shall be taken into account in accordance with the conditions applied in this Policy.
- 6.4 The applicant shall take into consideration the reserved names policy issued by the Authority.
- 6.5 There is no restriction on the number of domains names that are licensed to the registrant. However, each submitted application must comply with the terms of this policy and other policies issued by the Authority.

## **7. Requirements for Obtaining Domains Names**

- 7.1 This Policy describes the specific requirements for the application of obtaining domain name. The accredited registrars must ensure that each application meets the requirements of the Authority.
- 7.2 The Authority shall reject applications for obtaining domain names that do not meet the requirements of the Authority, irrespective of any data provided by the accredited registrar or any other party.
- 7.3 The Authority has the right not to accept any application for obtaining a domain name.
- 7.4 The Authority is not obliged to provide any reasons when the application for a domain name is rejected. The Authority may, at its sole discretion, inform the applicant of the reasons for rejecting the application.

## **8. Requirements for Registering Reserved Words**

The Authority shall be entitled to examine applications that its owners were able to provide sufficient proof that they are authorized to register a domain name containing a reserved word, in accordance with the policies and regulations issued by the Authority in this regard.

## **9. Domain Name Creation Requirements Using English ASCII Letters Set**

- 9.1 Applications for domain name registration consisting of ASCII English letters set at second or third level of the code of the State of Kuwait “KW” must comply with the following set of requirements:

- 9.1.1 Each name shall consist of a minimum of one letter and a maximum of 63 letters.
- 9.1.2 To use ASCII English letters set, and it may consist of letters such as (a to z), numbers (0 to 9), and hyphens (-).
- 9.1.3 To start with a letter or number and end with a letter or number.
- 9.1.4 Does not contain two consecutive hyphens.
- 9.1.5 Does not contain hyphens in the third and fourth positions such as: (www.ab- - cd.kw).
- 9.1.6 Does not include a space such as: (www.ab cd.kw).

## **10. Eligibility Requirements for Obtaining Domain Names**

### **10.1 Third Level Domains under (com.KW)**

Third level domain names ending in (com.KW) are considered domain names for officially registered commercial or professional entities in the State of Kuwait. Any of the following requirements must be available to applicants of the domain (com.KW):

- 10.1.1 A valid license certificate issued by the Ministry of Commerce and Industry in the State of Kuwait and in compliance with the laws of the State.
- 10.1.2 Be the owner of a trademark registered in the State of Kuwait or authorized to use an international trademark, and the applicants must provide evidence of the right to use the trademark.
- 10.1.3 The following professional activities are excluded from the requirement of a commercial license and is replaced by a

professional certificate issued by the following competent authorities:

- Law firms and jurists.
- Medical activities
- Accounting audit
- Engineering Offices

#### 10.1.4 Signature Approval Certificate

10.1.5 A copy of the civil ID card of one of the authorized signatories.

10.1.6 Application for registration can be submitted via the website of the Internet domains through the Authority's accredited registrars.

### **10.2 Eligibility for Third Level Domain Names under (net.KW)**

The third level domain names ending in (net.KW) are assigned to the Information and Communications Technology companies (ICT), smart solution providers and those registered in the Central Agency for Information Technology. The following requirements must be met in a domain name application of (net.KW):

10.2.1 Have a valid commercial license issued by the State of Kuwait by the Ministry of Commerce and Industry in the field of communications and information technology services in accordance with the laws applicable in the State of Kuwait, in addition to a certificate of accreditation from the Central Agency for Information Technology.

10.2.2 Be a registered owner of a trademark in the State of Kuwait in respect of the service or the product of communications and information technology.

### **10.3 Eligibility for Third Level Domain Names under (org.KW):**

The third level domain names ending in (org.KW) are the domain names of Kuwaiti charities and public benefit organizations operating in the State of Kuwait, including:

1. Sports organizations
2. Charity organizations
3. Professional organizations
4. Professional unions
5. Religious organizations
6. Social organizations

10.3.1 Applicants for a domain name (org.KW) must provide the accredited registrar with a copy of the organization's registration certificate or the organization's Memorandum of Association, as well as attaching a certificate to whom it may concern from the Ministry of Social Affairs and Labor or the Public Authority for the Workforce.

### **10.4 Eligibility for Third Level Domain Names under (edu.KW):**

The third level domain names ending in (edu.KW) are assigned to educational institutions in the State of Kuwait, including public and private universities and colleges, training institutes and



educational institutions of the Ministry of Education and the Ministry of Higher Education.

10.4.1A valid license certificate issued by the Ministry of Commerce and Industry in the State of Kuwait in compliance with the laws of the State.

10.4.2The applicant must submit a copy of the license certificate as a school or academic institution, or submit a letter stating so and issued by the Ministry of Education or the Ministry of Higher Education in the State of Kuwait.

#### **10.5Eligibility for Third Level Domain Names under (gov.KW):**

The third level domain names ending in (gov.KW) are the domain names of ministries and government entities in the State of Kuwait.

10.5.1The application shall be submitted through an official letter from the applicant entity to the Authority.

#### **10.6Eligibility for Third Level Domain Names under (ind.KW):**

The third level domain names ending in (ind.KW) are assigned for all citizens and residents in the State of Kuwait.

10.6.1The registrant must submit a copy of the civil card.

10.6.2If the domain name is registered to the family name, the name must match the last name of the registration applicant (the last name as stated in the official documents issued by the Public Authority for Civil Information or the Department of Nationality and Passports).

## **11.Registration Requirements**

11.1The technical standards and the policy of the Internet Domain Division require that it collects and stores the data and information of domain name applicants. This information is collected by accredited registrars through the electronic registration system of the Authority.

11.2Some information of the registrant is mandatory for all those wishing to register domain names in accordance with the applicable information collection and privacy policy issued by the Authority.

## **12.Application of the Authority’s Policy**

12.1The Internet Domain Division monitors and implements the policies issued by the Authority to ensure the integrity of the Domain Name Management System associated with the service. It also reserves the right to cancel any domain name, which is found to be in violation of applicable policies or terms and conditions under which the domain name license was granted or violation of any applicable law in the State of Kuwait.

12.2The accredited registrar must verify the applications for obtaining a domain name and ensure that the information is complete, correct and up-to-date and that it complies with the policies and regulations issued by the Authority.

12.3The applicant for obtaining a domain name must meet the applicable Policy requirements of the Authority upon submission of the application and throughout the period of the license granted.

### **13. Policy Violation**

13.1 The Authority has the right to cancel or suspend the Domain Name License in case the registrant submitted an incorrect guarantee, false or inaccurate information or incomplete information during the submission process or as part of the application.

13.2 The Authority shall have the right to cancel any domain name license if it is found that the registrant has violated any of the applicable laws in the State of Kuwait or the regulations and policies issued by the Authority.

### **14. Policy Review**

This Policy has been prepared and published for the purposes of presenting Domain Name Registration Policy of the Authority. The Communication and Information Technology Regulatory Authority may, as it deems appropriate, review or amend this Policy at any time and any amendments shall be published on the Internet domains official website.

## **Appendix One: Definitions**

The terms and expressions defined in the Registration Regulation of ccTLD State of Kuwait Bylaws of the Communications and Information Technology Regulatory Authority shall have the same meaning specified in this policy. In addition, the words and expressions set out in this policy shall have the meanings assigned to each.

### **1. The Regulatory Body for the Management of the Internet Domain Names:**

This is the part responsible for operating top-level domains of the State code for the interest of all beneficiaries, and this role is represented by the Communications and Information Technology Regulatory Authority. As the Authority manages the higher-level domain names of the State code (ccTLD) according to the best practices and standards adopted in this field, in order ensure efficiency, fairness and transparency for beneficiaries. This includes the control and implementation of all regulations, policies and procedures in relation to the operation of the country code Top Level Domain name (ccTLD), in addition to supervising the operation of its registration system.

### **2. Registry Operator (Registry):**

The operator shall have exclusive responsibility for the maintenance of the Central Registry of country code top-level domains (ccTLD). The Registry Operator, on behalf of its registered customers, shall perform the functions of registering, renewal or modification of domain name data in the Registry. The Communications and Information Technology Regulatory Authority conducts this role.

### **3. Accredited Registrars**

A person or entity providing integrated registration services for those wishing to register domain names through a contract with the Registry Operator. The accredited registrar represents the (Public Front-End), which provides registration services for registrants and resellers.

### **4. Resellers**

Accredited registrars can assign resellers to sell domains to customers and provide services to them. These resellers purchase domain names and manage domain name registers of their customers through an interface panel that connects them with their registrar and brokers do not have direct access to the Registry.

### **5. Registrant**

This is the natural or legal person, who has registered or is registering, directly or through another party, a specified domain name. This individual or entity reserves the right to use its domain name for a specified period provided it complies with the registration policies and procedures and pays the registration fees. This person or personal legal entity is bound by the terms of the related Service Agreement signed with the accredited registrar or reseller for country code Top-Level domains (ccTLD).

### **6. Country code Top-Level Domains (ccTLD) of the State of Kuwait**

They are the top domains that are supervised by the Authority, and include:

- The Kuwaiti Latin top level: This is a symbol of two Latin letters (.kw) and is represented in the first Latin syllable from the right side of any Kuwaiti-Latin domain name.
- Kuwaiti Arabic top level: This is a word that represents the abbreviated name of the State of Kuwait (الكويت), and is represented in the first Arabic syllable from the left side of any Kuwaiti Arabic domain name.

## 7. **Kuwaiti Domain Name:**

Any Arabic domain name or any Latin domain name that falls within the country code Top-Level domains (ccTLD) of the State of Kuwait and is referred to in short as (domain).

## 8. **Latin Domain Name:**

This is a name made up of several Latin syllables separated by dots, and takes one of the following two forms:

- 8.1. A Latin domain name of two Latin syllables such as (example.kw), where (.kw) is the first Latin syllable from the right side.
- 8.2. A Latin domain name of three Latin syllables such as (example.com.kw), where the first and second syllables of the right side are one of the major subdivisions of the Kuwaiti-Latin top level such as (com.kw, edu.kw).

## 9. **Latin Syllable:**

A series of characters (Latin letters from A to Z, numbers from 0 to 9 and hyphen (-). There is no difference as to whether the Latin letters are small or capital) and the Latin syllable is used to create a Latin domain name.

## **10. Arabic Syllable:**

A series of characters (such as Arabic letters, numbers and hyphen (-), that are used to create an Arabic domain name without distinguishing letters by means of diacritics, hamza or closed taa.

## **11. Arabic Domain Name:**

This refers to any of the following two standard forms or both of them, used to represent domain names in Arabic in accordance with International Standard Specifications for international domain names so that they are:

11.1. The first form in Arabic: This is a name composed of two Arabic syllables separated by a dot (Example: example.الكويت) so that “الكويت.” is the first Arabic syllable of the left side.

11.2. The second form in Latin: This is a domain name consisting of two Latin syllables corresponding to the Arabic form (Encoded Unicode), so that the first Latin syllable from the right side is the Latin syllable xn-mgbg8edvm corresponding to the Kuwaiti-Arabic top level: “الكويت.”. For example, the Arabic domain name (١٢٣.الكويت) corresponds to the form (Encoded Unicode) following "xn-mgbg8cdvm.١٢٣ "

## **12. Corresponding Latin Syllable (Encoded Unicode):**

A series of Latin characters that are used to represent the Arabic syllable in ASCII format for any domain name on the Internet and always start with four characters (--xn). This is created according to the International Standard Specifications using

Internationalized Domain Names (IDN), through which conversion from the Arabic syllable to the corresponding Latin syllable (Encoded Unicode) or vice versa can be correctly carried out.

**13. New General Latin Top-level Domains (New gTLDs):**

They are the Latin top domains approved by ICANN since 2013, Social. /technology. /academy.

**14. The parties to objection:**

It includes both the objector and the objected against, or any person related to the party to dispute.

**15. The reserved name:**

This is a word or phrase that is prohibited from being used in Kuwaiti domain names according to the policies specified by the Authority.

**16. List:**

List of reserved names prepared under these procedures.



