

Microsoft's .OFFICE Registry Domain Name Registration Policy

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.OFFICE Registry Domain Name Registration Policy

This .OFFICE Registry Domain Name Registration Policy (“.OFFICE Registration Policy”) sets out the eligibility criteria for .OFFICE domain names in Microsoft’s .OFFICE registry. This .OFFICE Registration Policy may be updated periodically. The current version can be found at nic.office, and your continued registration of a .OFFICE domain name after any such update shall constitute your acceptance of any such update.

The terms set out in this .OFFICE Registration Policy constitute the full agreement concerning eligibility criteria for registration of a .OFFICE domain name. It is to be read in conjunction with the .OFFICE Registry T&Cs. No other agreements or representations supplement or alter the terms of this .OFFICE Registration Policy except as expressly incorporated herein.

Any undefined capitalized term in the .OFFICE Registration Policy shall have the meaning set out in the ICANN Registry Agreement applicable to the .OFFICE registry, available at <https://www.icann.org/resources/agreement/office-2015-03-12-en>.

All communications and information under this .OFFICE Registration Policy shall be in English.

General/Definitions

Authorized Employee means an employee of Microsoft or a Microsoft Affiliate who is authorized to seek registration of a .OFFICE domain name in the name of Microsoft.

Microsoft means Microsoft Corporation, a company organized under the laws of the State of Washington, U.S.A., and located at One Microsoft Way, Redmond, WA 98052.

Microsoft Affiliate means any person or entity that, directly or indirectly, through one or more intermediaries or in combination with one or more other persons or entities, controls, is controlled by, or is under common control with Microsoft.

.OFFICE Registry T&Cs means the .OFFICE Registry Domain Name Terms and Conditions, which set out the terms and conditions governing the registration and use of domain names in the .OFFICE registry.

Registrar means an ICANN-accredited registrar.

Registry means Microsoft as a provider of TLD registry services for the .OFFICE Top Level Domain registry.

Registry Services Provider means the entity providing back-end technical and operational services for the day-to-day functioning of the .OFFICE registry.

You or your means an individual or entity that registers and/or uses a .OFFICE domain name.

Terms used in the singular or plural are merely for convenience, and shall apply mutatis mutandis, as the context may require.

Rules of Eligibility

Domain names are only available for registration to and maintenance by Microsoft, for the exclusive use of Microsoft and Microsoft Affiliates.

- Microsoft reserves the right to periodically verify your eligibility to maintain and/or use a .OFFICE domain name registration, and at any time to initiate an Eligibility Reconsideration process.

- The only manner by which you may challenge your (non-)eligibility to register and/or use a .OFFICE domain name is through Microsoft's .OFFICE Eligibility Reconsideration process described below. Any determination on your (non-)eligibility to register and/or your (non-) eligibility to use a .OFFICE domain name shall be made in Microsoft's sole discretion, and is not subject to any further appeal mechanism or reconsideration process.

Eligibility Reconsideration

At any time during the registration of a .OFFICE domain name, Microsoft or Microsoft's domain management team may (whether of its own volition, or at the suggestion of a third party, whose identity may remain confidential) instigate an Eligibility Reconsideration process to verify your compliance with the .OFFICE Registration Policy, in particular as to the .OFFICE rules of eligibility set out above. A determination by Microsoft under the .OFFICE Eligibility Reconsideration process may result in the cancellation or revocation of the .OFFICE domain name registration and any such determination shall be made in Microsoft's sole discretion, and is not subject to any further appeal mechanism or reconsideration process.

Domain Name Registration Rules

Domain name registration in the .OFFICE will occur pursuant to a four-step process:

- (1) Eligibility Confirmation;
- (2) Naming Convention Check;
- (3) Acceptable Use Review; and,
- (4) Registration (.OFFICE domain name registrations shall be for one year).

Only if an attempted domain name registration is verified as meeting the .OFFICE Registration Policy, including the domain name being available for registration (i.e., not already registered), and only where the .OFFICE rules of eligibility are met, can a .OFFICE domain name proceed to registration/allocation. .OFFICE domain name registrations shall at all times be bound by all applicable .OFFICE rules and regulations including inter alia the .OFFICE Registration Policy and the .OFFICE Registry T&Cs.

(1) Eligibility Confirmation

- Only Authorized Employees may seek to register (including any renewals) .OFFICE domain names; .OFFICE domain names may only be registered to Microsoft and may not under any circumstances be registered by parties other than Microsoft; .OFFICE domain names may not subsequently be sold, distributed or transferred to any other party.
- Only Microsoft and Microsoft Affiliates may use .OFFICE domain names.
- Prior to approval/registration/renewal, all prospective domain name registrations will be verified by the Registrar and Microsoft's .OFFICE domain name management team for compliance with the .OFFICE rules of eligibility both as to registration and use.

(2) Naming Convention Check

A second-level .OFFICE domain name must meet all of the following criteria:

- (a) Must be at least 1 character and no more than 63 characters long.

- (b) Must not contain a hyphen at the 3rd and 4th positions (tagged domains), unless corresponding to a valid Internationalized Domain Name in ASCII encoding (for example “xn-ndk061n”).
- (c) Must contain only letters (a-z), numbers (0-9) and hyphens, or a combination of these.
- (d) Must start and end with an alphanumeric character, not a hyphen.
- (e) Must not be a Reserved Name (see below).

(3) Acceptable Use Review

- Upon submission of a request to register a .OFFICE domain name, or by asking Microsoft to renew a .OFFICE domain name registration, Authorized Employee represents and warrants that the .OFFICE domain name registration does and will at all times comply with the .OFFICE Registration Policy and the .OFFICE Registry T&Cs .
- Prior to approval/registration/renewal, the domain name registration will be verified by Microsoft’s .OFFICE domain name management team for compliance as to .OFFICE Registry T&Cs.
- Domain name registrations/renewals will only be permitted in the .OFFICE registry where an Authorized Employee has obtained a .OFFICE registration code from Microsoft’s .OFFICE domain name management team in advance of registration; .OFFICE registration codes are granted subject to Microsoft’s satisfaction that the proposed registration and use of a .OFFICE domain name will conform with the .OFFICE Registry T&Cs.
- Microsoft may periodically review your compliance with the .OFFICE Registry T&Cs. Any determination by Microsoft’s domain name management team as to your (non-)compliance with the .OFFICE Registration Policy and/or .OFFICE Registry T&Cs may result in the cancellation or revocation of the .OFFICE domain name registration or the withdrawal of permission to use it, as applicable and in Microsoft’s sole discretion.

(4) Registration

- Unless otherwise agreed in writing in advance with the Microsoft .OFFICE registry and confirmed by the Registrar, .OFFICE domain name registrations, and renewals, are for a period of one year.
- Provided that the .OFFICE Eligibility Confirmation, Naming Convention Check, and Acceptable Use Review criteria are all satisfied, Microsoft’s .OFFICE domain name management team will instruct the Registrar to proceed with the registration or renewal of the .OFFICE domain name.
- If at any point prior to the registration expiration date the Authorized Employee no longer wishes to maintain a .OFFICE domain name registration, Authorized Employee may submit a written (which shall include email) request to domains@microsoft.com for Microsoft’s .OFFICE domain name management team to cancel the .OFFICE domain name registration; in such event, Microsoft’s .OFFICE domain name management team is under no obligation to make such domain name available for future registration.
- At the conclusion of the registration period for a .OFFICE domain name, unless an Authorized Employee has instructed Microsoft otherwise at least 30 calendar days prior to the expiration

of the .OFFICE domain name registration, Microsoft will automatically renew the .OFFICE domain name registration.

Reserved Names

The following terms are reserved from registration:

- a. terms prohibited by ICANN from availability for registration including as required by the ICANN Registry Agreement applicable to the .OFFICE Top Level Domain, and in particular
 1. the terms “example”, “www”, “rdds”, and “whois” at all levels, which at Microsoft’s discretion shall be withheld from registration or allocated to Microsoft, and
 2. the term “nic”, at all levels, as this term shall be allocated to Microsoft for use in connection with the operation of the .OFFICE Top Level Domain; and
- b. any term reserved by Microsoft in its sole discretion.

Microsoft's. OFFICE Registry Launch Policy

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.OFFICE Registry Launch Policy

This .OFFICE Registry Launch Policy (“.OFFICE Launch Policy”) sets out the policies to be followed during the initial launch phase for the .OFFICE Top Level Domain.

Any domain name registered during the initial launch phase of the .OFFICE Top Level Domain is subject at all times to the .OFFICE Registration Policy and .OFFICE Registry T&Cs which can be found at nic.office.

General/Definitions

Terms used in this .OFFICE Launch Policy that are not defined below have the same meaning as in the .OFFICE Registration Policy and .OFFICE Registry T&Cs. Additional terms specific to this .OFFICE Launch Policy include:

Identical Match means that the domain name consists of the complete and identical textual elements of a Trademark Clearinghouse-validated trademark. In this regard, marks which would be identical to Trademark Clearinghouse-validated trademarks but for the following amendments qualify as Identical Matches: (a) spaces contained within a mark are either replaced by hyphens or omitted; (b) only certain special characters contained within a trademark are spelled out with appropriate words describing it (“@” and “&”); (c) punctuation or special characters contained within a mark that are unable to be used in a second-level domain name may either be (i) omitted or (ii) replaced by a hyphen and still be considered Identical matches. A mark does not qualify as Identical Match where it is a plural or “marks contained” (i.e., “brandx” in “brandxproducts”).

Sunrise means an opportunity for trade mark owners to register the Identical Match of their mark as a domain name prior to general domain name availability in the .OFFICE Top Level Domain; any Sunrise registrations in the .OFFICE Top Level Domain are subject to eligibility criteria.

Top Level Domain means the final characters after the dot in a domain name; in the case of “nic.office”, this is “office”.

Trademark Claims means the process whereby notice is given to a prospective domain name registrant concerning the scope of the rights of a trade mark owner whose mark is an Identical Match to the requested domain name, and whereby the prospective registrant warrants that: (i) they have received notification that the mark(s) is included in the Trademark Clearinghouse; (ii) they have received and understood the notice; and (iii) to the best of their knowledge, the registration and use of the requested domain name will not infringe the rights that are the subject of the notice. If the domain name is registered subsequent to the notice being issued and the registrant attesting to its non-infringement, the Registrar or the Trademark Clearinghouse will notify the mark holder(s) of the registration.

Trademark Clearinghouse means the central storage repository of validated (authenticated) trade mark rights-related data and information for dissemination with respect to trade mark rights

protection mechanisms and other registry-related services mandated by ICANN and currently run by Deloitte.

Terms used in the singular or plural are merely for convenience, and shall apply mutatis mutandis, as the context may require.

All communications and information under this .OFFICE Launch Policy shall be in English.

Sunrise Policy

The .OFFICE Sunrise will last for thirty (30) calendar days from the launch of .OFFICE.

During the .OFFICE Sunrise, Microsoft will recognize and honour all Trademark Clearinghouse-validated word marks:

- (i) nationally or regionally registered and for which proof of use – which can be a declaration and a single specimen of current use – has been submitted to, and validated by, the Trademark Clearinghouse; or
- (ii) that have been court-validated; or
- (iii) that are specifically protected by a statute or treaty currently in effect and that was in effect on or before 26 June 2008.

Applications for registration of domain names which are Identical Matches to these marks and which are made by eligible owners of such marks will be accepted and registered in the order in which they are received.

Only applicants who are eligible under the terms of the .OFFICE Registration Policy may submit a request for registration of a .OFFICE domain name under the .OFFICE Sunrise. Any request for registration of a .OFFICE domain name by an ineligible applicant will be rejected without notice.

Upon submission of a signed mark data (SMD) file containing a Trademark Clearinghouse-validated record to the Registrar, and the Registrar's confirmation to Microsoft that a domain name is available for registration, any request for registration of a .OFFICE domain name under the .OFFICE Sunrise will be processed in accordance with the terms of the .OFFICE Registration Policy.

Sunrise Dispute Resolution Policy

The .OFFICE Sunrise Dispute Resolution Policy (**SDRP**) will allow challenges to Sunrise registrations undertaken pursuant to the .OFFICE Sunrise Policy, on the following grounds:

- (i) at the time the challenged domain name was registered, the registrant did not hold a trademark registration of national effect (or regional effect) or the trademark had not been court-validated or protected by statute or treaty as set out in the Sunrise Policy;

(ii) the domain name is not an Identical Match to the mark on which the registrant based its Sunrise registration;

(iii) the trademark registration on which the registrant based its Sunrise registration is not of national effect (or regional effect) or the trademark had not been court-validated or protected by statute or treaty; or

(iv) the registration eligibility criteria set out in .OFFICE Registration Policy were not met by the registrant at the time of the Sunrise registration.

Any SDRP challenge should be submitted to domains@microsoft.com

Upon receipt of a SDRP challenge determination, the implementation of any SDRP determination will be managed by Microsoft in its sole discretion, and in accordance with the .OFFICE Registration Policy and .OFFICE Registry T&Cs.

Trademark Claims

For purposes of .OFFICE Trademark Claims, the .OFFICE registry will recognize and honor all word marks that have been or are:

- (1) nationally or regionally registered;
- (2) court-validated; or
- (3) specifically protected by a statute or treaty in effect at the time the mark is submitted to the Clearinghouse for inclusion – for purposes of Trademark Claims no demonstration of use is required.

The .OFFICE registry will provide Trademark Claims services during an initial launch period (Trademark Claims period) for marks in the Trademark Clearinghouse for the first 90 days that registration is open for general registration.

During the Trademark Claims Period, upon registrant's attempt to register a domain name that is an Identical Match to a Clearinghouse-validated mark, registrant will receive a Trademark Claims notice (see Annex). Upon registrant's confirmation that registrant has received and understands Trademark Claims notice, and registrant's confirmation that to the best of registrant's knowledge registrant's registration and use of the requested domain name will not infringe the trademark rights listed in the Trademark Claims notice, registrant's request for registration will be managed by Microsoft's .OFFICE domain name management team in its sole discretion in accordance with the .OFFICE Registration Policy.

If, pursuant to the .OFFICE Registration Policy, registrant's request for a .OFFICE domain name registration which is an Identical Match to a Clearinghouse-validated mark is allowed (i.e., registrant's eligible domain name is registered), the Registrar (through an interface with the

Clearinghouse) will notify the relevant mark holder(s) listed in the Trademark Claims notice of registrant's registration.

Annex - Trademark Claims Notice

TRADEMARK NOTICE

[In English and the language of the registration agreement]

You have received this Trademark Notice because you have applied for a domain name which matches at least one trademark record submitted to the Trademark Clearinghouse.

YOU MAY OR MAY NOT BE ENTITLED TO REGISTER THE DOMAIN NAME DEPENDING ON YOUR INTENDED USE AND WHETHER IT IS THE SAME OR SIGNIFICANTLY OVERLAPS WITH THE TRADEMARKS LISTED BELOW. YOUR RIGHTS TO REGISTER THIS DOMAIN NAME MAY OR MAY NOT BE PROTECTED AS NONCOMMERCIAL USE OR "FAIR USE" BY THE LAWS OF YOUR COUNTRY.

Please read the trademark information below carefully, including the trademarks, jurisdictions, and goods and services for which the trademarks are registered. Please be aware that not all jurisdictions review trademark applications closely, so some of the trademark information below may exist in a national or regional registry which does not conduct a thorough or substantive review of trademark rights prior to registration. If you have questions, you may want to consult an attorney or legal expert on trademarks and intellectual property for guidance.

If you continue with this registration, you represent that, you have received and you understand this notice and to the best of your knowledge, your registration and use of the requested domain name will not infringe on the trademark rights listed below. The following *[number]* marks are listed in the Trademark Clearinghouse:

1. Mark: <tmNotice:markName> Jurisdiction:
<tmNotice:jurDesc>
Goods and Services: <tmNotice:goodsAndServices>
International Class of Goods and Services or Equivalent if applicable:
<tmNotice:classDesc>
Trademark Registrant: <tmNotice:holder>
TrademarkRegistrant Contact: <tmNotice:contact>

This domain name label has previously been found to be used or registered abusively against the following trademarks according to the referenced decisions:

Decision Number:
UDRP Provider:

- 2 (<tmNotice:claim>). Mark: Jurisdiction: Goods and Services: International Class of Goods and Services or Equivalent if applicable: Trademark Registrant:

Trademark Registrant Contact:

X (<tmNotice:claim>). Mark: Jurisdiction: Goods and Services: International Class of Goods and Services or Equivalent if applicable: Trademark

Registrant: Trademark Registrant Contact

For more information concerning the records included in this notice, see <link to informational page>.