**Instructions :**

This template is only for a case if the current Administrative Contact no longer incharge of the domain name(s).

Please fill in the form and FAX to MYNIC Customer Service by using the Registrant letterhead.

The Administrative Contact must be an authorised employee of the Registrant organization /company **who able to speak and contract on behalf of the Registrant**. The Administrative Contact is the person who is in charge of the domain name.

Regards,

MYNIC Berhad (735031-H)

T 1300-88-7277

F 1300-80-7277

E [customercare@mynic.my](mailto:customercare@mynic.my) (Registration and Billing Enquiries)

**Re: Registering new Username for New Administrative Contact of domain name(s)**

We wish to update the Administrative Contact for the *domain name(s)* specified in the table below.

As the current Administrative Contact in MYNIC’S database is no longer in charge, we wish to appoint the following person:

First name:

Last name:

Tel:

Fax:

E-mail:

If the person above has an existing Contact Person Code, please specify here:………..

*(NOTE: The Administrative Contact must be an authorised employee of the Registrant.)*

|  |  |
| --- | --- |
| Domain Name(s) | Username \* |
|  | 1.  2.  3. |

**Important Note:**

*\* Please provide at least 3 choices of Username. Username must contain 5-10 alphanumeric characters*

*The username and temporary link to create the password will be emailed to you once MYNIC received and verified this document.*

We understand that the username and password are necessary to affect any applications under MYNIC’s new online registration system.

Yours sincerely,

Signature :

Name of New Administrative Contact :

Designation :

Verified by (Director/Manager/Head of Department/)

Signature :

Name :

Designation :

Company Stamp :