

MACEDONIAN ACADEMIC RESEARCH NETWORK

MARnet

Pursuant to Article 10 paragraph 1 line 8 and 9 of the Law on the founding of the Macedonian academic research network MARnet (Official Journal of Republic of Macedonia no. 124/10 from September 20, 2010), the Board of Directors of MARnet on the session on May 21, 2014 adopted the following

POLICY

**for the organization and the management of
the top-level Macedonian .MK domain and
the top-level Macedonian .MKD domain**

I. GENERAL PROVISIONS

Article 1

By this Policy for the organization and the management of the top-level Macedonian .MK domain and the top-level Macedonian .MKD domain (hereafter the Policy) are regulated the issues of the organization and the management of the of the top-level Macedonian .mk domain and the top-level Macedonian domain .мкд (Cyrillic for .mkd), the types of subdomains in the .mk and .мкд domains and their use, the names of the subdomains, the registration and the deletion of the subdomains in the .mk and .мкд domains, the rules and the obligations of the users of the subdomains, the manner of handling the disputes and other issues concerning the management of the top-level Macedonian domains and the registered subdomains in the .mk and .мкд domains.

Article 2

The terms used in this Policy have the following meaning:

1. **Internet** – global communication system that contains a large number of interconnected autonomous systems (networks) that exchange information by the use of a joint collection of protocols for communication.
2. **IP address** – is a numeric identifier which unambiguously allows the identification of the devices connected to the Internet.
3. **Namespace servers** – the names of the namespace servers on which the domain is located.
4. **Unique register** – database of the names of the domains, their registrants and authorized persons for their administration. The register contains all the registered domains in the .mk and .мкд domains that exist on the main namespace server for the .mk and .мкд domains (hereafter the Register).
5. **MARnet** – public institution that performs activates for the public interest for the development, the organization and the management of the unique educational and research telecommunication network in Republic of Macedonia.
6. **Name of a subdomain** – array of permitted characters and symbols.
7. **Date of registration** – the date on which a domain is registered and it becomes visible in the Register.
8. **Date of expiry of the registration** – the date until which the domain is valid or the date until which all the financial liabilities for the domain are settled and it is visible in the Register.
9. **Registrant** - juridical persons or natural person which as final user has registered the domain through an authorized registrar.
10. **Contact** – is an authorized juridical or natural person, who can be an administrative or technical contact or is in the role of a registrant.

11. **Registrar** - legal entity that is authorized by MARnet to perform that type of activity and who has authorized access to the Register in order to make changes based on the demand of the contact.
12. **Set of keys** – entry that contains at least one key and one technical contact in order to have higher level of security.
13. **Set of namespace servers** – entry that contains at least two namespace servers and one technical contact.
14. **Requestor** - juridical or natural person that deposits a request for registration of a domain, in accordance with the predetermined conditions foreseen in the Policy for the organization and the management of the top-level Macedonian .MK domain and the top-level Macedonian .MKD domain.

The singular in this Policy means plural, and the plural means singular.

Article 3

National internet domains in Republic of Macedonia are the top-level Macedonian domains .mk (hereafter - .mk domain) and .mkд (hereafter - .mkд domain).

With the domains in the .mk domain governs the Macedonian academic research network MARnet (hereafter - MARnet), which is also the administrator of the .mk domain at the same time.

With the domains in the .mkд domain governs MARnet, which is also the administrator of the .mkд domain at the same time.

II. TYPES OF SUBDOMAINS IN THE .mk DOMAIN AND REGISTRATION OF THE .mk DOMAIN

Article 4

In the .mk domain are organized subdomains, which will be noted hereafter as secondary domains.

In the secondary domains in the .mk domain are registered subdomains that will be noted hereafter as tertiary domains.

Article 5

In the top-level .mk domain are organized:

- Primary domain .mk and
- Secondary domains:

1.gov.mk 2.edu.mk 3.org.mk 4.com.mk 5.net.mk 6.inf.mk

The number and the type of the secondary domains in the .mk zone can be changed and developed in accordance with the internet network and the needs of the users of the internet.

Article 6

The right to register secondary domain in the primary .mk domain is reserved for all juridical or natural persons.

Article 7

The right to register tertiary domain in the secondary domain gov.mk is reserved for: the bodies of the public administration of Republic of Macedonia, institutions and other organizations determined by the Constitution of Republic of Macedonia and the Law, as well as the public enterprises and the units of the local self-governance and the city of Skopje.

Article 8

The right to register tertiary domain in the secondary domain edu.mk is reserved for: educational and research institutions, foreign educational organizations that have the permit to perform educational scientific and research activities etc.

Article 9

The right to register tertiary domain in the secondary domain org.mk is reserved for: nonprofit organizations, associations of citizens and foundations, political parties, labor unions, public health institutions, funds etc., foreign embassies, nonprofit international organizations which are allowed to perform a nonprofit activity by international agreement or pursuant to the law.

Article 10

The right to register tertiary domain in the secondary domain com.mk, net.mk and inf.mk is reserved for: companies, individuals registered for independently performing activities, persons with public authorities, chambers, unions, financial organizations, juridical and natural persons registered to perform economic activity.

III. REGISTRATION OF THE .MKD DOMAIN

Article 11

In the top-level .mkd domain is organized a primary domain .mkd.

The right to register secondary domain in the primary .mkd domain is reserved for all juridical or natural persons.

IV. NAME OF THE DOMAINS

Article 12

The full name of the domains consists of:

- Special part of the name (hereafter – name of the domain), which can be freely chosen by the person that submits the request for registration in the domain – the registrant and

- Fixed part of the name: the primary .mk or .mkд domains, as well as the secondary domains gov.mk, edu.mk, org.mk, com.mk, net.mk and inf.mk.

Article 13

The name of the .mk domain contains the following elements and fulfils the following conditions:

- Consists of letters of the English alphabet (there is no distinction between capital letters and small letters, it is not case sensitive), the numbers from 0 to 9 and the sign “-” (hyphen);
- Consists of at least 1 (one) up to at most 63 (sixty-three) symbols, the first and the last symbol cannot be the sign “-” (hyphen);
- It is not allowed to have two signs “-” (hyphen) one immediately following another;

Article 14

The name of the .mkд domain contains the following elements and fulfils the following conditions:

- Consists of letters of the Macedonian alphabet (there is no distinction between capital letters and small letters, it is not case sensitive), the numbers from 0 to 9 and the sign “-” (hyphen);
- Consists of at least 3 (three) up to at most 30 (thirty) symbols, the first and the last symbol cannot be the sign “-” (hyphen);
- It is not allowed to have two signs “-” (hyphen) one immediately following another;

V. MANAGEMENT OF THE .mk AND .mkд DOMAIN

Article 15

MARnet is in charge of:

- The procedure of registration of the domains in accordance with this Policy;
- The execution of the technical work connected to the permanent and stable functioning of the primary namespace server for all .mk and .mkд domains;
- The administration to the Register;
- The procedure for naming the registrars;
- The arbitration proceedings as prescribed by law and by this Policy;
- Other activities determined by law and other acts.

Article 16

The number of domains that can be registered by one registrant is unlimited.

The domains are registered for the period from one to ten years, with the right of prolongation after the period for the registration of the domain has passed.

Article 17

The registered domains are logged in the Register.

The Register mentioned in the previous paragraph is in electronic form, and the data recorded in it is publicly accessible on the web page of MARnet. It is not allowed to make copies of the Register.

VI. MANNER OF REGISTRATION OF A DOMAIN

Article 18

The registration of a domain is done by MARnet.

MARnet can transfer the right to perform registration of the domains to third persons, being the registrars, with whom an agreement will be concluded.

The request for registration of the domain is deposited by the registrant to the registrar of his choice.

The request is submitted:

- On a form published on the web page of the registrar, and which contains: data for the registrant, data for the domain, data for the contacts, names of the namespace servers on which the domain is located as well as the signature of the requestor;
- In an electronic form, which requires: data for the registrant, data for the domain, data for the contacts and names of the namespace servers on which the domain is located.

Article 19

The general conditions for the registrars are determined by the Board of Directors of MARnet by a decision, at the proposition of the director of MARnet and are publicly displayed on the web page of MARnet.

After the procedure of determining whether the conditions for registrar are fulfilled is accomplished by the service of MARnet, the director of MARnet and the chosen registrar sign an agreement.

The rights for registration of domains that refer to primary domains and all secondary domains except for gov.mk, MARnet can transfer them to the registrars.

The rights and obligations of MARnet and the registrars are determined by an agreement.

Article 20

The Register contains:

- Name of the domain;
- Registrar by whom the domain is registered;
- Name of the company or personal name and address of the registrant;
- Names of the persons authorized for administrative and for technical contact with their telephone numbers and e-mail addresses;
- Date of registration of the domain;
- Date until which are settled all financial liabilities connected to the registration of the domain;
- Namespace servers on which the domain is located.

Article 21

The registrant can ask for a written notification for the registered domain form MARnet.

At the written request of the registrant, MARnet issues a written notification - confirmation with the data logged into the Register.

VII. RIGHTS AND OBLIGATIONS OF THE REGISTRANTS

Article 22

The registrant is obliged for any changes of the data, which is logged in the Register, in the delay of 8 days in written form or in electronic form to notify the registrar through which the domain is registered by the e-mail address of the registrant logged into the Register.

The business communication between the registrars and the registrants is made by:

- The submission of a request with the changes in question;
- Electronic means to the registrar, by the stated contacts for the domain from the Register.

Article 23

All the information referring to the domains .mk and .мкд is published on the web page of MARnet.

If for certain issues it is necessary to get in contact with more than one registrant at the same time, the contact is made in the same manner as in the previous paragraph of this Article.

Article 24

The communication described in Article 23 paragraph 2 of this Policy has the same legal action as if it was a written notification.

Article 25

The registrant is responsible for each registration of a domain which is not in accordance with the purpose of the domain and it is contradictory to the provisions of this Policy.

The registrant bears responsibility for eventual infringement of the intellectual property (copyright, industrial property or other protection in accordance with the regulations which regulate this topic), as for each damage that resulted from the infringement, and which results from the procedure for registration of a domain or use of a domain.

In the case of a dispute between the registrant and a third person, which resulted from the abuse of the domain, MARnet directs them to resolve the dispute by a procedure determined by law and by this Policy.

Article 26

The registrant is responsible for the correctness of the data in the request and for the credibility of the documentation attached to the request.

If the registrar discovers later on that the data in the request is incorrect or that the documentation attached to the request is not credible, MARnet after the notification of the registrar can delete the domain from the Register, without searching approval from the registrant.

The registrar bears the responsibility for potential damage for wrongful deletion of the domain.

In the case of paragraph 3 of this Article the provisions of this Policy that refer to a deletion of a domain are applicable.

VIII. CHANGE OF THE DATA OF THE REGISTERED DOMAINS

Article 27

The name of the domain cannot be changed.

The registrar that makes the changes is responsible in front of MARnet for the correctness of the change that is made.

The registrar will make the change in the Register at the request of the contact for the domain.

Follows a list of possible changes and authorized persons who can demand those changes to be made:

- Change of an administrative contact can be made by the registrant or the administrative contact himself;

- Change of a technical contact can be made by the registrant or the technical contact and the administrative contact himself;
- Change of the namespace servers can be made by the registrant, administrative contact or technical contact;
- Change of the registrant can be made by the existing registrant together with the new registrant in front of the registrar by a written Request for a domain;
- Change of data for the registrant can be done by the registrant in front of the registrar by a written Request for a domain;
- The registrant is the only contact which is authorized to make deletions of a domain;
- Change of an identifier (key) for a contact cannot be done, change of all the rest of the data except for the identifier is done by the appointed contact;
- The identifier (key) for the list of namespace servers cannot be changed;
- The identifier (key) of the set of keys cannot be changed;

Article 28

MARnet has insights of all the changes done by the registrar at the request of the registrant in the Register.

The change of the data is considered finished when it will be visible in the Register.

Article 29

MARnet has the right to change any type of data for a domain or to delete a domain on the grounds of an effective court decision or a decision by a competent authority.

When necessary, in order to preserve the technical stability of the Internet, MARnet can after prior notification to the registrant temporary deactivate the domain until the reason for it persists.

IX. RENEWAL OF REGISTRATION OF A DOMAIN

Article 30

The registrant can ask for a prolongation of the registration of the domain in front of the registrar at most 15 days prior to the expiration of the registration of the domain.

The prolongation of the registration of the domain is considered finished when the registrar will make it visible in the Register.

X. DELETION OF A DOMAIN

Article 31

The registration of a domain can be annulled, the domain can be deactivated and deleted from the Register in the following cases:

- If the registrant acts contrary to this Policy;
- If the registrant has demanded in a written form the annulment of the registration of the domain and its deletion from the Register;
- If the registrant of the domain does not settle or settles with delay the financial liabilities determined by the acts of MARnet;
- If the registered domain is not able to fulfil the technical conditions for functioning of the domain, and that leads to problems in the functioning of the namespace system;
- If the registrant during the procedure for registration has given wrongful or not credible data or documentation;
- If the registrant has not submitted a change of the obligatory personal data and for the use of the domain;
- If the registrant does not respect his obligations and responsibilities prescribed by this Policy;
- If the registrant of the domain does not bear the responsibility or does not cooperate with the service, or with the authorized persons for the domain, the service for questions determined by this Policy and in other cases for which it is necessary to undertake certain activities;
- If the registrant of the domain abuses the domain by the use or the lack of use if he infringes the rights of intellectual property, copyrights and trademarks according to the applicable regulations;
- In other cases determined by law or this Policy.

Article 32

If the domain is not prolonged until the date the registration expires, it enters into protected period of the total of 120 (one hundred and twenty) days, and during that period any change of the data of the domain cannot be made.

If the domain is not prolonged in the first 60 (sixty) days of the protected period, the domain is deleted from the primary namespace server.

After the expiration of the protected period in the second 60 (sixty) days, the domain is deleted from the Register and it is free for registration.

XI. TRANSFER OF DOMAINS

Article 33

The registrar should provide to the registrant the right to choose a new registrar if he wishes, for all the domains that the registrant has registered through the registrar.

The registrar should cooperate with the registrant, the new registrar and MARnet in the process of the transfer of the domain.

Article 34

The registrant can leave the domain to a new registrant.

The change of the registrant is done in front of the registrar by a Request for a domain – Change of a registrant, defined by MARnet, signed by the registrant and a Request for domain – Registration of a domain, submitted by the new registrant.

The change of the registrant of the domain is considered finished when the registrar will make the change of the registrant apparent in the Register.

XII. ELIGIBILITY TO USE A DOMAIN BY INHERITANCE AND BY RENOUNCING A DOMAIN

Article 35

If the registrant has ceased to exist, the legal successor can ask to gain the right for the use of the domain, or to change the registrant of the existing domain by adding on their name in the Register.

By a Request for a domain, a part from the necessary documentation, it is obligatory to also show an effective act by which the right of inheritance is proven. From the act, the right for inheritance of the use the domain should be unambiguously apparent.

Article 36

The registrant of the domain can by a Request for a domain – Deletion of the domain revoke the right of use of the domain.

At the moment the statement is given in front of the registrar, the domain is deleted and can be registered to other person in procedure for registration of a domain.

XIII. DISPUTE RESOLUTION

Article 37

The parties are directed to resolve the disputes referring to the registration of a domain in front of the permanent arbitration as part of MARnet in accordance with the Policy for arbitration proceedings as part of the Macedonian academic research network MARnet. The board of directors of MARnet adopts a Policy for arbitration proceedings for dispute resolution in the case of registration of a domain.

Article 38

The decision made in arbitration proceedings in front of MARnet, in accordance with the Policy for arbitration proceedings as part of the Macedonian academic research network MARnet, has obligatory action towards the participants in the procedure.

The decision made in the arbitration proceedings does not revoke the right of the parties to seek protection in front of a competent court or to undertake other procedures prescribed by law.

XIV. TRANSITIONAL AND FINAL PROVISIONS

Article 39

Amendments of this Policy can be done at any time by the Board of Directors by the manner and in procedure as for the adoption of this Policy.

Proposition for amendments of this Policy can be proposed by any member of the Board of Directors and the director of MARnet.

Article 40

By entering into force of this Policy, the Policy for the organization and the management of the top-level Macedonian domain .MK from October 2013 repeal.

Article 41

All the domains registered until the day of the adoption of this Policy remain registered further on.

The coordination will be made one month before the expiring of the registration of the domain, the registrant with the choice of the registrar from the list of registrars published on the web page of MARnet chooses a registrar through which he will make the reregistration or the prolongation of the domain.

Article 42

If after the expiration of the domain which is registered and entered in the Register, the domain is not coordinated in accordance with the previous Article of this Policy, the domain will be deactivated and deleted.

Article 43

MARnet will cease to perform the activity of registrar for the primary .mk domain and all secondary domains except for gov.mk, after the commencement of work of the two other registrars to which MARnet will attribute these rights by signing an agreement.

If the number of registrars diminishes to one, MARnet will start doing the work of registrar once again for the .mk domains.

If registrar for .mk domains ceases to exist, all the domains registered by the registrar that has ceased to exist will be transferred to MARnet. The registrants of these domains will chose a new registrar at the latest until the period of prolongation of the domain.

Article 44

MARnet will cease to perform the activity of registrar for the .мкд domain, after the commencement of work of the two other registrars to which MARnet will attribute these rights by signing an agreement.

If the number of registrars diminishes to one, MARnet will start doing the work of registrar once again for the .мкд domains.

If registrar for .мкд domains ceases to exist, all the domains registered by the registrar that has ceased to exist will be transferred to MARnet. The registrants of these domains will chose a new registrar at the latest until the period of prolongation of the domain.

Article 45

MARnet as public institution that performs activities of public interest has the right for its own needs and for the needs of the authorities of the public administration of Republic of Macedonia, institutions and other organizations determined by the Constitution of Republic of Macedonia and the law, as well as public enterprises and units of local self-governance and the city of Skopje to register primary .mk domain and in all secondary domains and in the primary .мкд domain, as well as to remain registrar for them.

Article 46

The registrants that have registered a domain preserve the right to use the domain also during the reregistration, independently of the fact whether it enters in the group of registrants who have the right to register in the tertiary domains in the secondary domain.

Article 47

This Policy will be used starting from June 10, 2014, and it enters into force on the day of its publication in the "Official Journal of Republic of Macedonia".

Macedonian academic research network
MARnet
President of the board of directors
Margita Kon-Popovska