

Change of ownership procedure for domain names with .cy extension

The following steps must be followed in order to complete the “**Change of Ownership**” procedure:

The **current owner/registrant** of the domain must login into the system (account).

From the Menu, select:

→Domain List

→My Domains

A list of all domain names under the ownership of the specific account, will be displayed as follows:

S/N	Domain	Application Date	Activation Date	Expiration Date	Roles	Status	Actions
1	www.testing1.cy	13/01/2022	13/01/2022	13/01/2023	Role <input type="text" value="Role"/>	Active	    

For the domain name that the ownership will change, press the  button, under the column “Actions”

The window below will be displayed:

Request for ownership change of the domain name testing1.cy ×

Through this process, the ownership of the domain name will be transferred to another person or legal entity.
After the process is completed, ownership of this domain name will be removed from you.

Enter the email of the new owner *

Rationale: *

Select Support Documents

Allowed type of files is (png, jpeg, pdf, txt, docx, doc, xls, xlsx, tiff, gif)
Maximum allowed file size is 5MB

Complete all necessary information and press “Submit” at the right bottom of the page.

An email will be sent to the new Registrant/Owner to confirm ownership acceptance. If the new Registrant/Owner is not a registered user, registration will also be required.

Upon new Registrant/Owner acceptance, the request will be submitted to Registry .cy for evaluation. Evaluation is completed within one working date.

If the request is approved, the new owner/registrant will receive an email to proceed with the payment of the €10 “change of ownership” fee. This fee must be paid within two working dates from the approval of the request.

The “Change of Ownership” procedure is completed only when the “change of ownership” fee is settled.