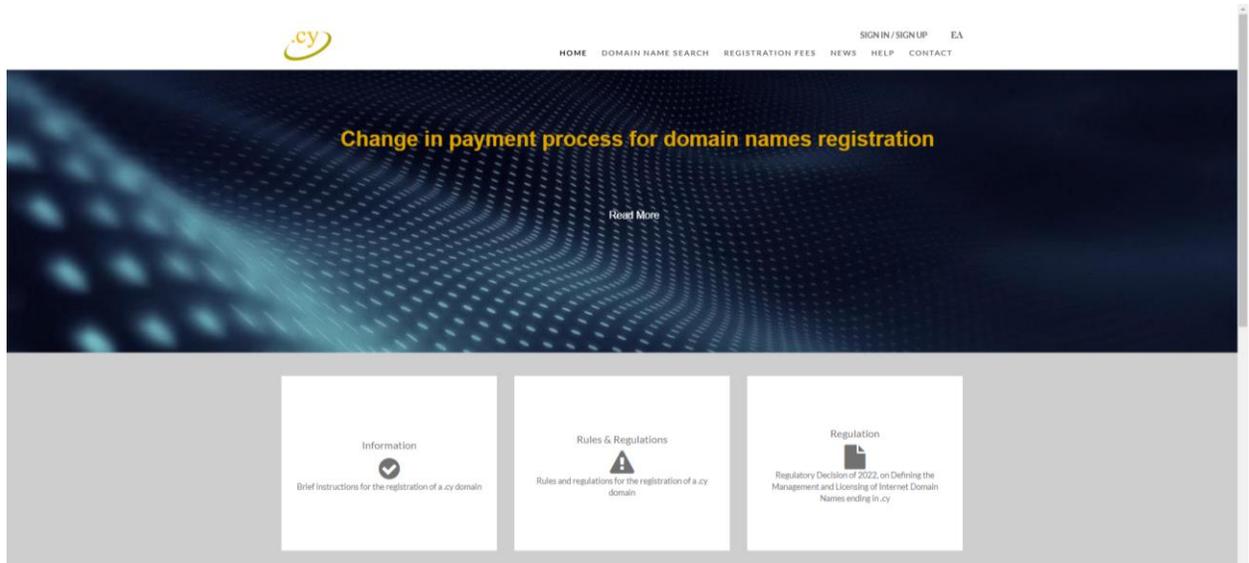


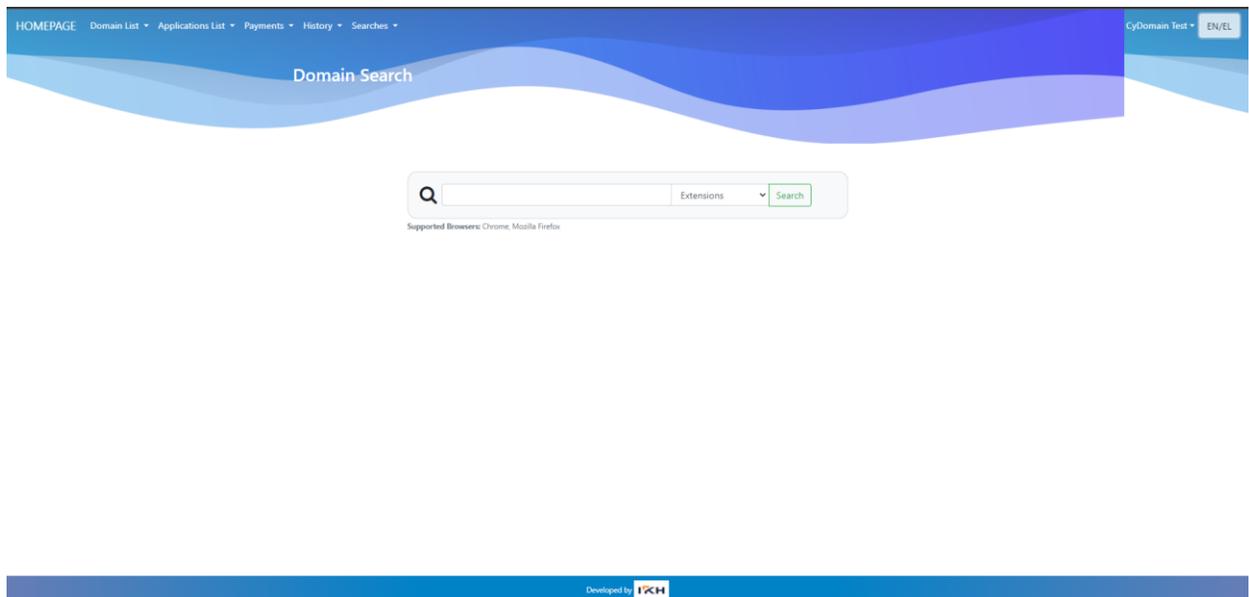


Create request for domain name registration

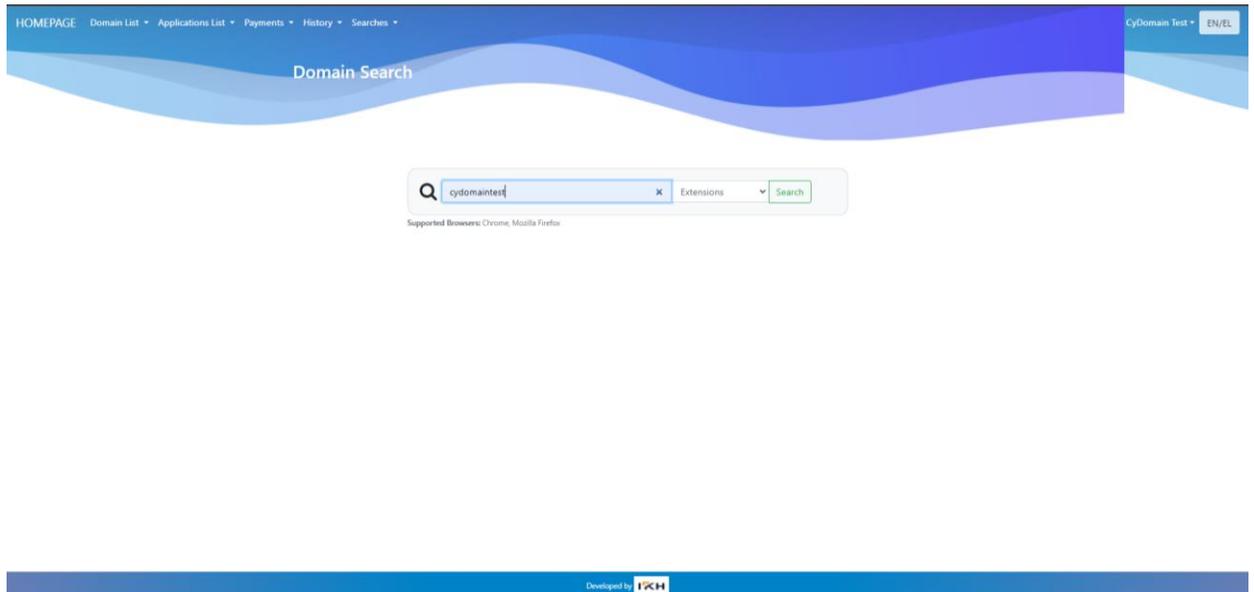
1. Go to our Web Page at www.nic.cy



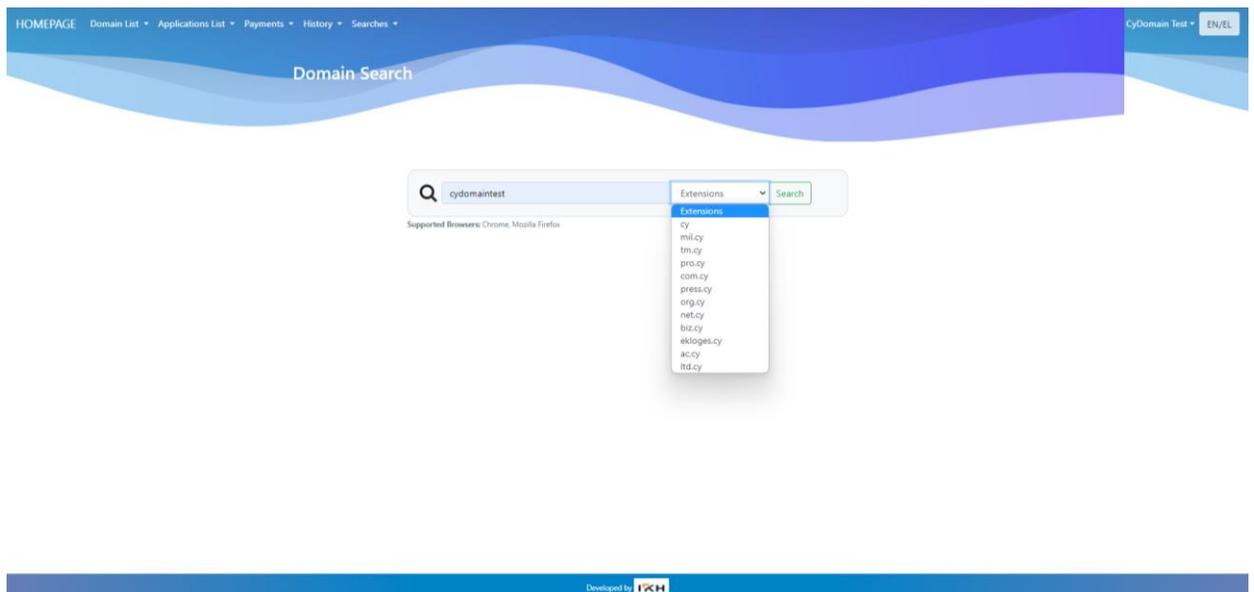
2. Sign into your account



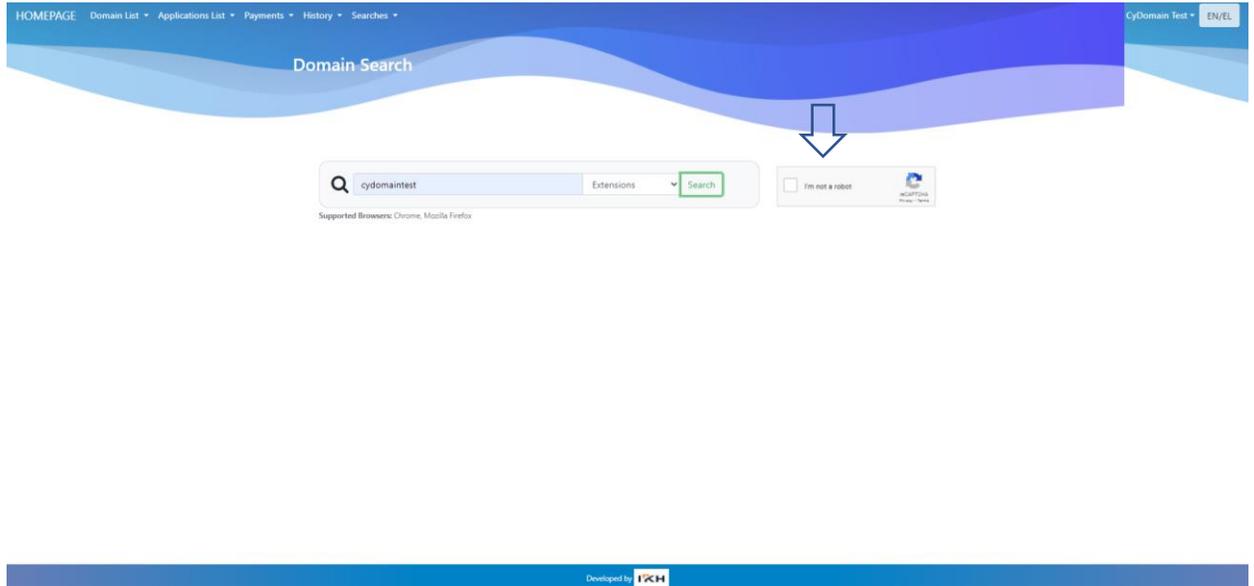
3. Type the name of the domain to be registered



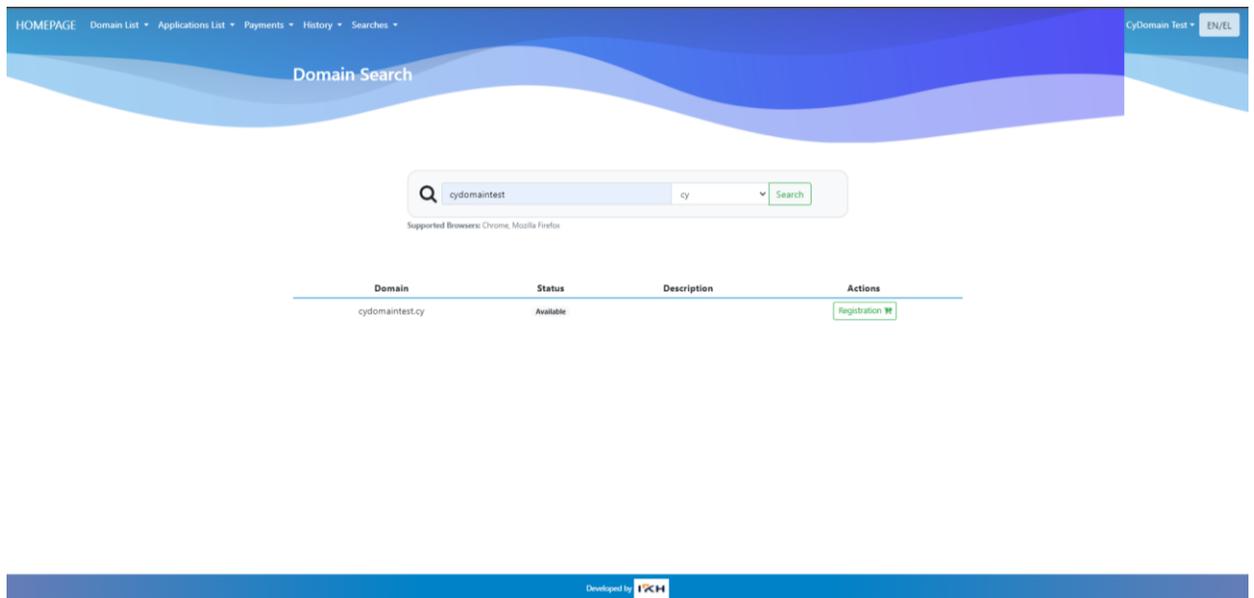
4. On the Extensions Tab, select the extension of the domain name and press "Search"



5. Follow the «I'm not a robot» procedure

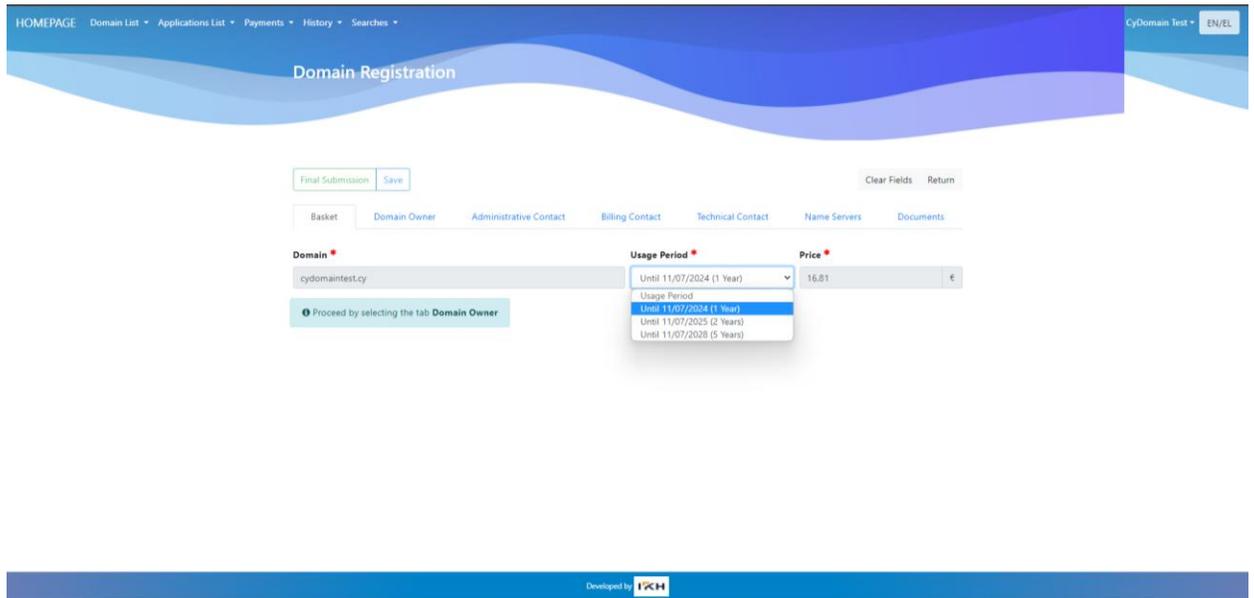


6. If the requested domain name is available for registration, the screen below will be displayed

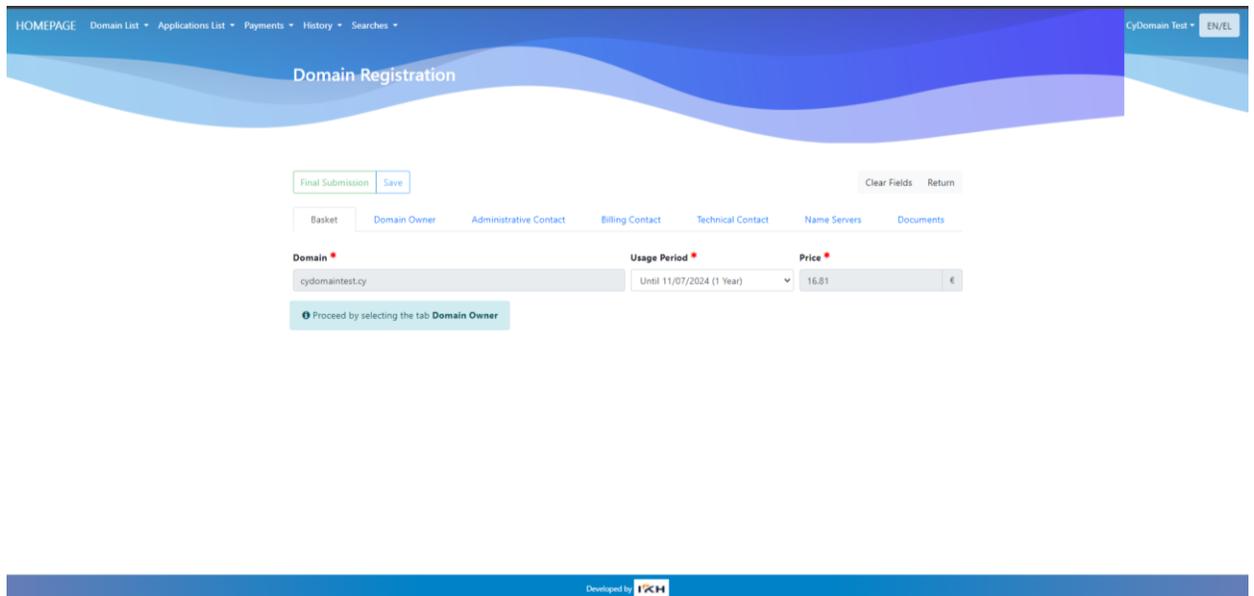


Press «**Registration**»

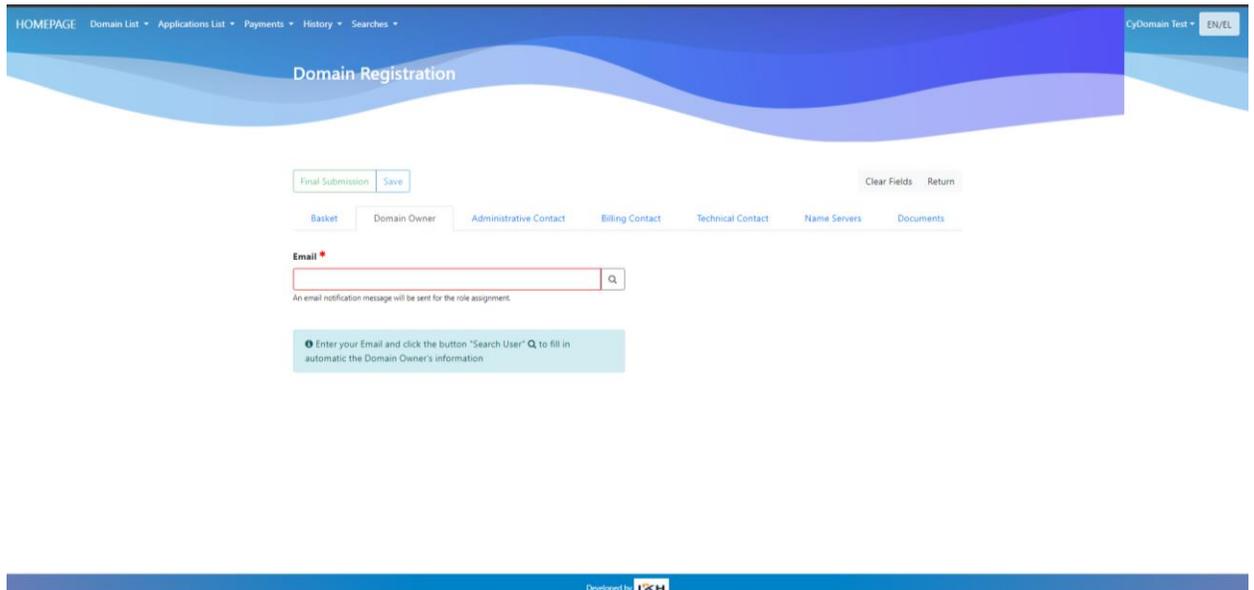
7. Select the usage period of the domain name (on the “Usage Period” Tab)



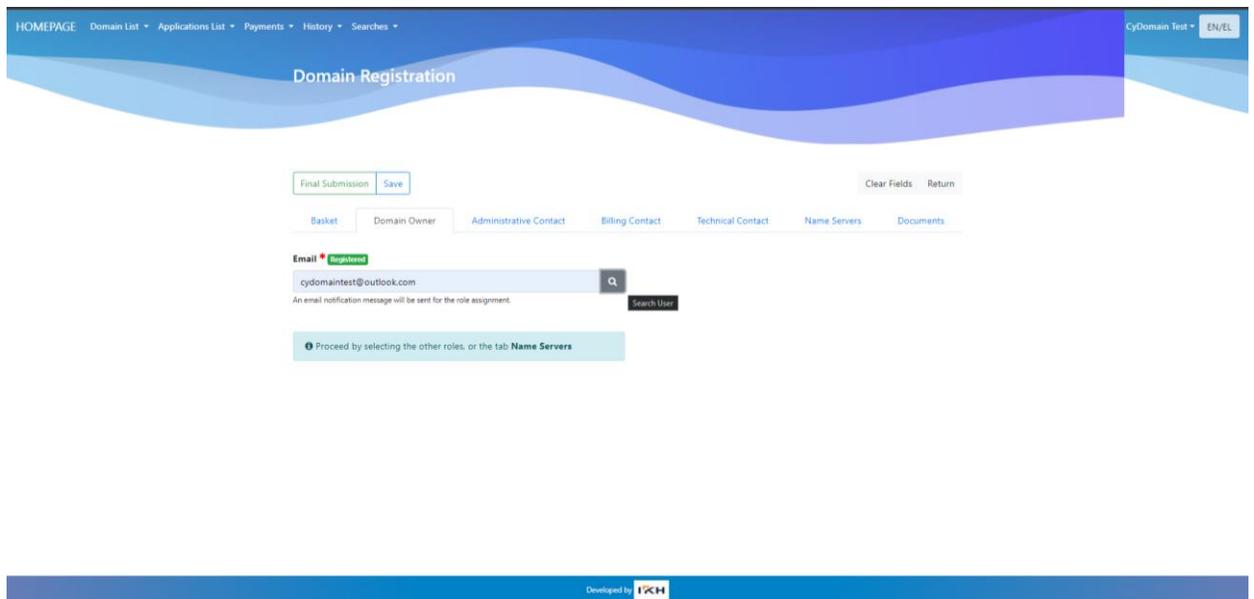
The amount to be paid for the selected usage period will be displayed on the “Price” tab



8. Press on the “Domain Owner” Tab



9. Specify the “Domain Owner”. Type the email address of the domain owner account and press 



The system will inform whether the user is registered or not

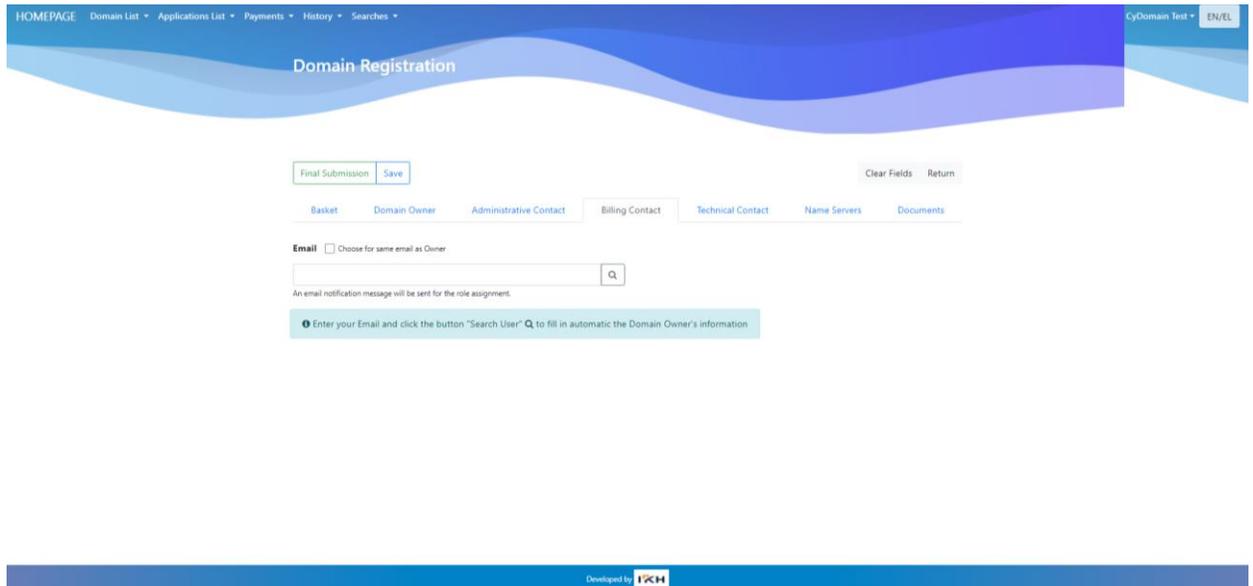
10. Move to the “Administrative Contact” Tab.

The screenshot shows the 'Domain Registration' page with the 'Administrative Contact' tab selected. The 'Email' field is empty, and the 'Choose for same email as Owner' checkbox is unchecked. A search button with a magnifying glass icon is visible next to the email input field. A blue banner at the bottom of the page reads 'Developed by IYCH'.

11. Specify the “Administrative Contact” of the domain. Type the email address of the Administrative Contact account and press  .
The system will inform whether the user is registered or not.
If the Administrative Contact is the same with the Domain Owner, select the “Choose for same email as Owner” option and then press  .

The screenshot shows the 'Domain Registration' page with the 'Administrative Contact' tab selected. The 'Email' field now contains the text 'cydomaintest@outlook.com'. The 'Choose for same email as Owner' checkbox is checked, and the word 'Registered' is highlighted in green. A search button with a magnifying glass icon is visible next to the email input field. A blue banner at the bottom of the page reads 'Developed by IYCH'.

12. Move to the “Billing Contact” Tab

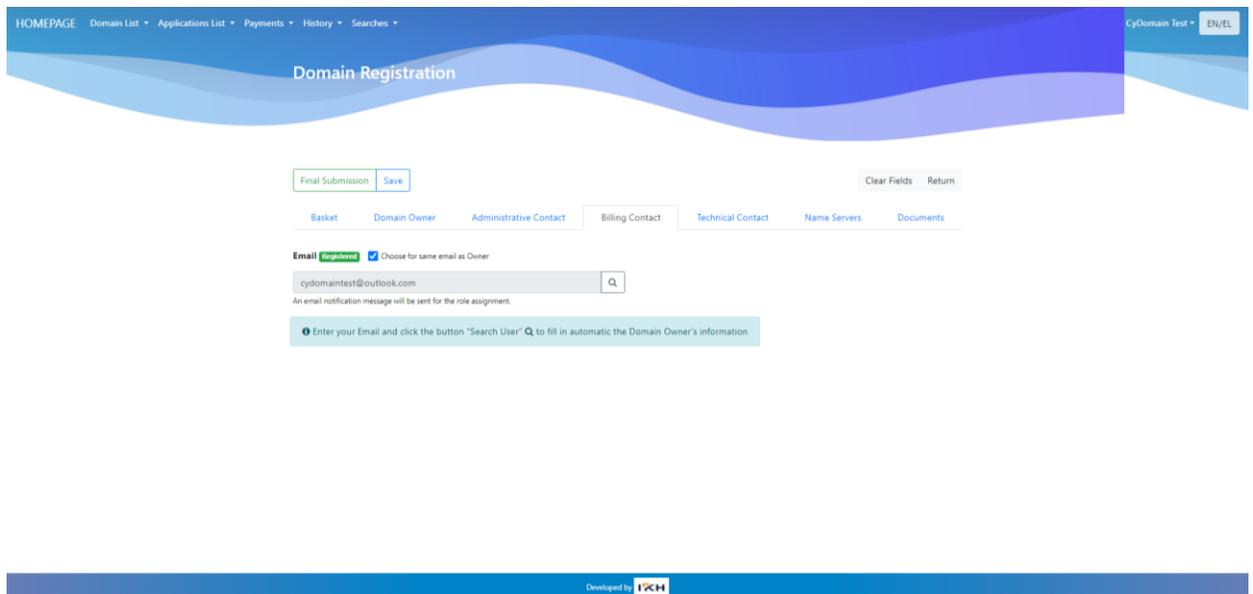


The screenshot shows the 'Domain Registration' form with the 'Billing Contact' tab selected. The form includes a navigation bar with 'HOME PAGE', 'Domain List', 'Applications List', 'Payments', 'History', and 'Searches'. The 'Billing Contact' tab is highlighted, and the 'Email' field is empty. A message below the field states: 'An email notification message will be sent for the role assignment.' A blue instruction bar at the bottom reads: 'Enter your Email and click the button "Search User" to fill in automatic the Domain Owner's information.'

13. Specify the “Billing Contact” of the domain. Type the email address of the Billing Contact account and press .

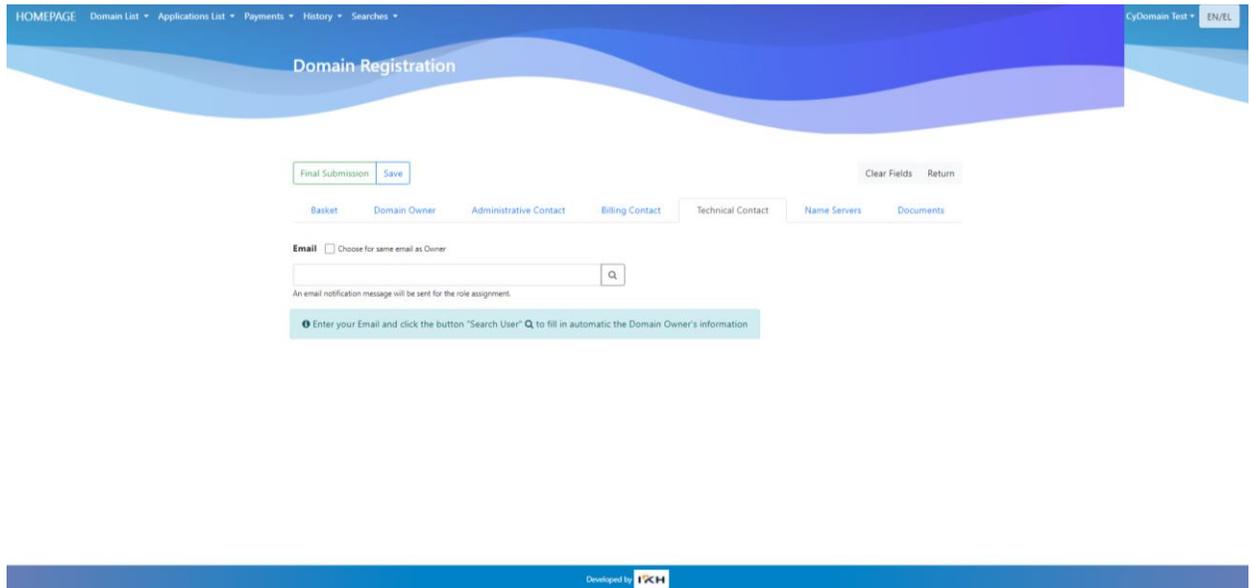
The system will inform whether the user is registered or not.

If the Billing Contact is the same with the Domain Owner, select the “Choose for same email as Owner” option and then press .



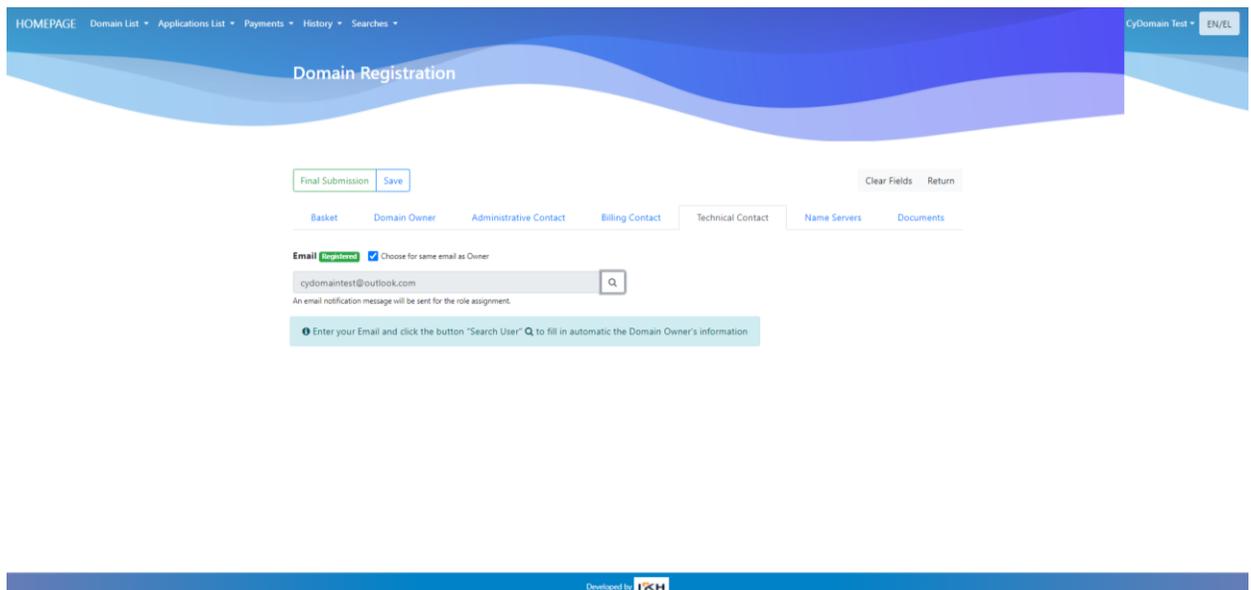
The screenshot shows the 'Domain Registration' form with the 'Billing Contact' tab selected. The 'Email' field now contains the text 'cydomainintest@outlook.com'. The checkbox 'Choose for same email as Owner' is checked. A message below the field states: 'An email notification message will be sent for the role assignment.' A blue instruction bar at the bottom reads: 'Enter your Email and click the button "Search User" to fill in automatic the Domain Owner's information.'

14. Move to the “Technical Contact” Tab



The screenshot shows the 'Domain Registration' form with the 'Technical Contact' tab selected. The form includes a navigation bar with 'HOME PAGE', 'Domain List', 'Applications List', 'Payments', 'History', and 'Searches'. The 'Technical Contact' tab is highlighted, and the 'Email' field is empty. A message below the field states: 'An email notification message will be sent for the role assignment.' A blue instruction bar at the bottom reads: 'Enter your Email and click the button "Search User" to fill in automatic the Domain Owner's information.'

15. Specify the “Technical Contact” of the domain. Type the email address of the Technical Contact account and press  .
The system will inform whether the user is registered or not.
If the Technical Contact is the same with the Domain Owner, then select the “Choose for same email as Owner” option and then press  .



The screenshot shows the 'Domain Registration' form with the email address 'cydomaintest@outlook.com' entered in the 'Email' field. The 'Choose for same email as Owner' checkbox is checked. A message below the field states: 'An email notification message will be sent for the role assignment.' A blue instruction bar at the bottom reads: 'Enter your Email and click the button "Search User" to fill in automatic the Domain Owner's information.'

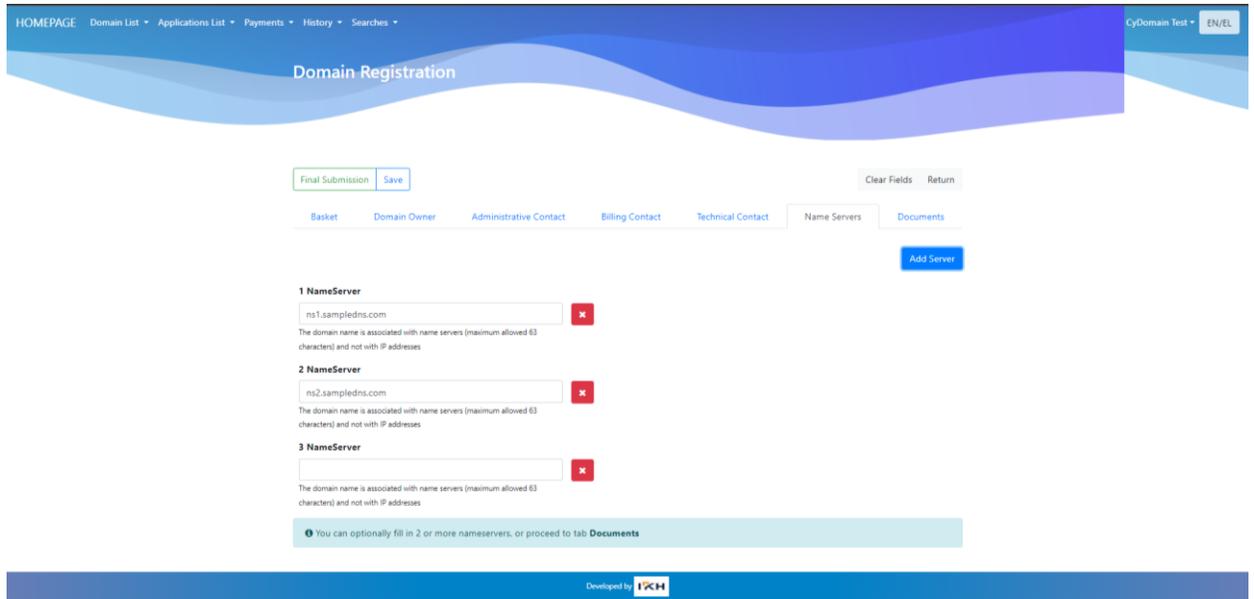
16. Tab “Name Servers”

Specify the Domain Name Servers on which your domain will be forwarded. The names of the Servers will be provided by your hosting provider. The minimum number of the name servers to be specified is two (2)

The screenshot shows the 'Domain Registration' interface with the 'Name Servers' tab selected. The page header includes 'HOME PAGE', 'Domain List', 'Applications List', 'Payments', 'History', and 'Searches'. The user is logged in as 'CyDomain Test' with language options 'EN/EL'. The navigation menu includes 'Basket', 'Domain Owner', 'Administrative Contact', 'Billing Contact', 'Technical Contact', 'Name Servers', and 'Documents'. The 'Name Servers' section contains two input fields labeled '1 NameServer' and '2 NameServer'. Each field has a text input area and a 'Save' button. Below the fields, a note states: 'The domain name is associated with name servers (maximum allowed 63 characters) and not with IP addresses.' A blue 'Add Server' button is located to the right of the 'Name Servers' tab. A light blue banner at the bottom of the form area reads: 'You can optionally fill in 2 or more nameservers, or proceed to tab Documents'.

This screenshot is identical to the one above, but the input fields for '1 NameServer' and '2 NameServer' are now filled with the text 'ns1.sampledns.com' and 'ns2.sampledns.com' respectively. The 'Save' buttons are still present. The rest of the interface, including the navigation menu and the 'Add Server' button, remains the same.

If the Name Servers to be specified are more than two, press the “Add Server” option and additional Name Servers cells will be displayed.

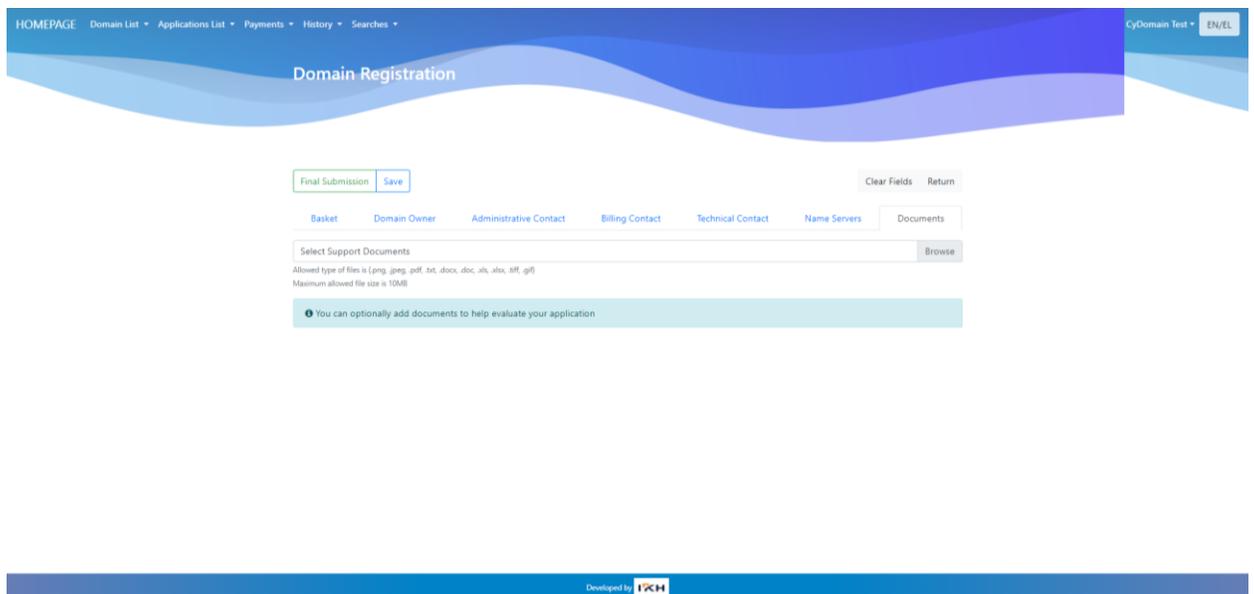


Important Note: The Name Servers can be specified at any time, after the domain name registration. Do not need to be specified upon application submission.

17. Tab “Documents”

This tab is used in order to submit supporting documentation for your application. **It is clarified** though that the applicant has no obligation to submit any documents.

“Registry .cy” will request any documentation considers to be necessary for the evaluation of the application and the applicant will be able to submit it at that time.

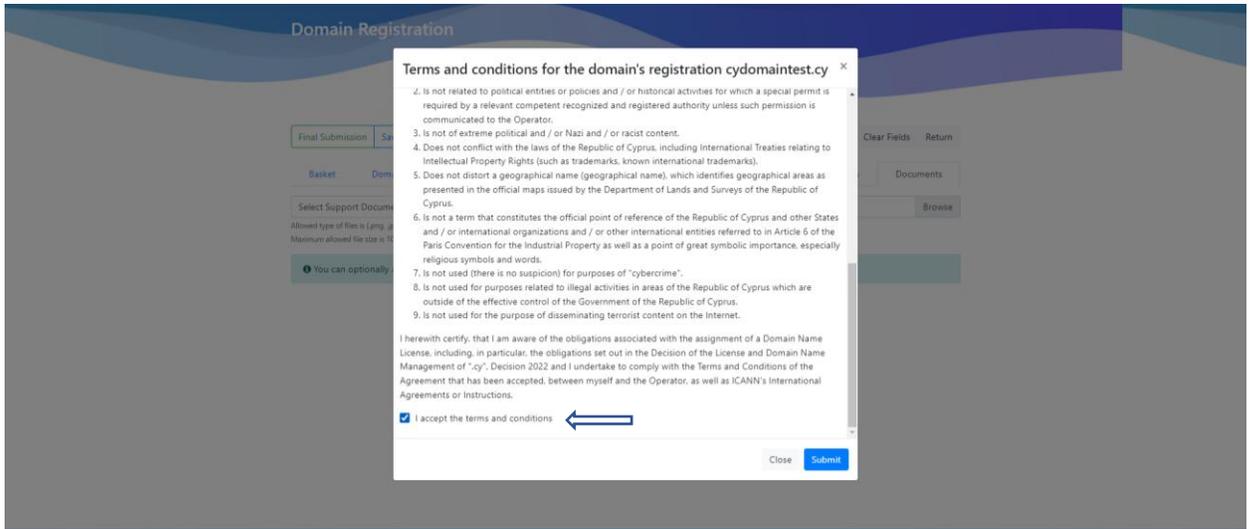


18. Press “Final Submission”

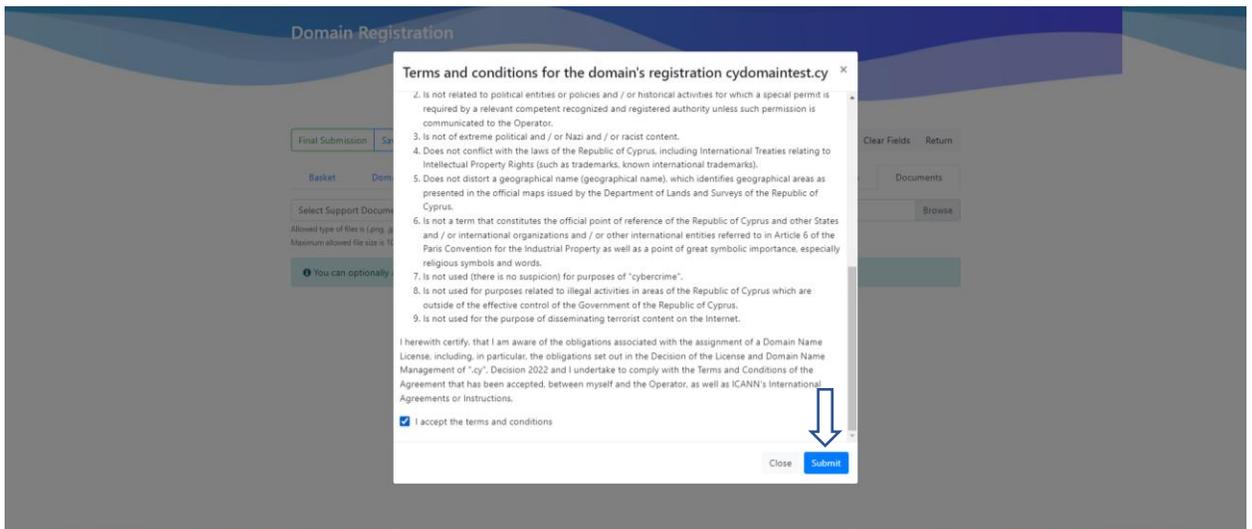
The screenshot shows the 'Domain Registration' form. At the top, there is a navigation bar with 'HOME PAGE', 'Domain List', 'Applications List', 'Payments', 'History', and 'Searches'. On the right, it says 'CyDomain Test' and 'EN/EL'. The main heading is 'Domain Registration'. Below this, there is a 'Final Submission' button highlighted with a blue arrow, and a 'Save' button next to it. A tooltip above the 'Final Submission' button says 'Fill in the required fields.'. To the right of these buttons are 'Clear Fields' and 'Return' buttons. Below the buttons, there are tabs for 'Basket', 'Domain Owner', 'Administrative Contact', 'Billing Contact', 'Technical Contact', 'Name Servers', and 'Documents'. A 'Select Support Documents' section is visible, with a 'Browse' button. Below this, it says 'Allowed type of files is (png, jpeg, pdf, txt, docx, doc, xls, xlsx, xfl, gif)' and 'Maximum allowed file size is 10MB'. At the bottom, there is a note: 'You can optionally add documents to help evaluate your application'. The footer of the page says 'Developed by IPCH'.

19. Accept the “Terms and Conditions”

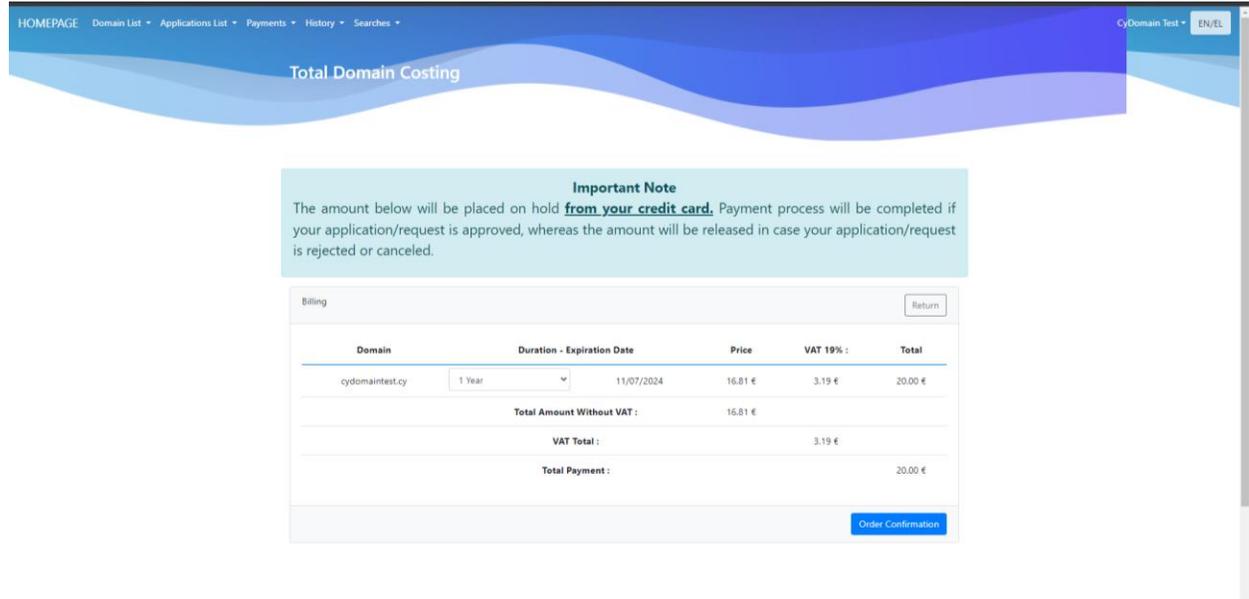
The screenshot shows the 'Domain Registration' form with a modal dialog box open. The dialog box is titled 'Terms and conditions for the domain's registration cydomainest.cy'. The text inside the dialog box reads: 'The .cy Registry, as the Data Processing Officer, follows and complies with the General Data Protection Regulation 2016/679 (GDPR). Your information in this online application will be used exclusively by the .cy Registry for the registration and management of .cy domain names. The Registry will not disclose/provide your personal data to third parties without your consent. You have the right to access, rectify, restrict/oppose the processing and/or erase your personal data. To exercise your rights, you can contact us by phone at +35722892127 or electronically at the email cydns@ucy.ac.cy. You can find out more about the .cy Registry Data Protection Privacy Policy at www.nic.cy. In case of complaint, you can contact the DPO of the University of Cyprus or if you are not satisfied, the Office of the Commissioner for Personal Data Protection (www.data.protection.org.cy). Terms and Conditions (Solemn Declaration) A. I hereby declare: 1. That what I state in this application is accurate and true. 2. I bind the particular legal person (in the case of a legal person). 3. That to the extent that I am aware of the .cy domain name in question, there is no violation of third party rights. 4. That if the Variable Domain Name of Second Level Domain with a suffix ".cy" matches with geographical term, I am the responsible Local Government Organization. B. I also declare that the Domain Name ending in ".cy": 1. Does not contain words of deceptive content and / or is contrary to public policy and / or national security and / or morality, or for which the application was made in bad faith or whose content is an offense under the Laws of the Republic of Cyprus.' The dialog box has 'Close' and 'Submit' buttons at the bottom right. The background shows the 'Final Submission' button and the 'Terms and Conditions' tab selected.



20. Press "Submit"

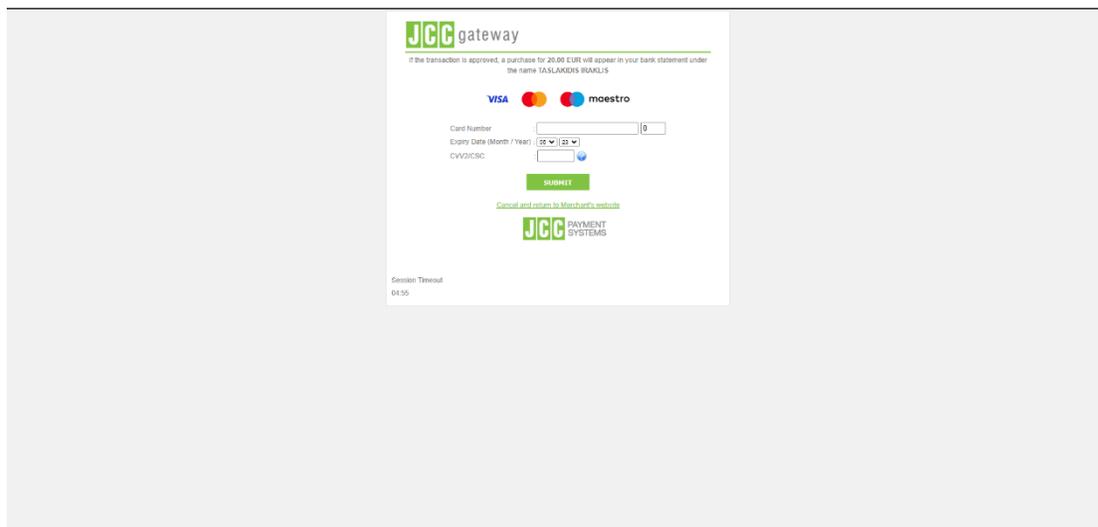


21. The window below will be displayed to confirm your order.

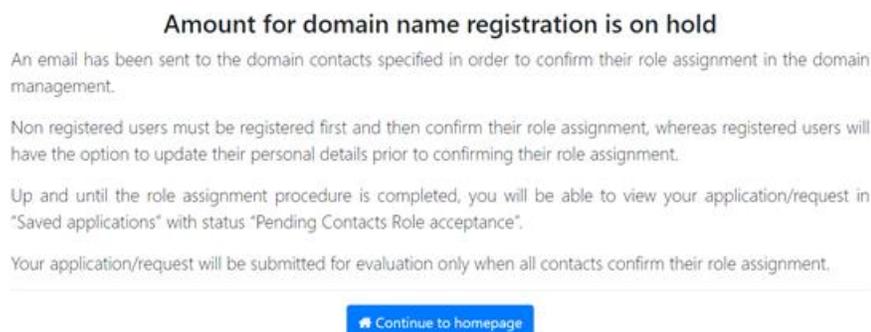


Press “Order Confirmation”

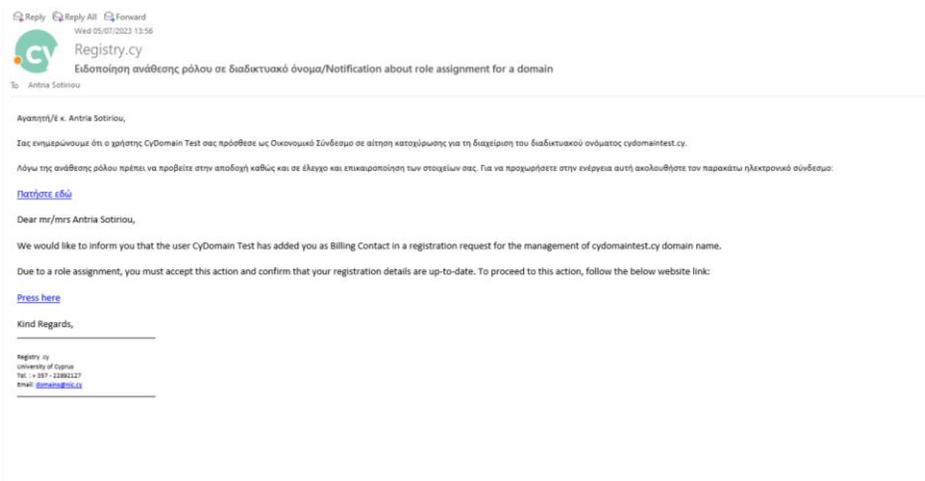
22. The system will take you to the JCC gateway to complete your credit card details. By pressing “Submit” the relevant fee will be placed **on hold** in your credit card account.



23. The message below will appear on your screen to confirm that the amount has been placed **on hold**.



24. The system will send an email to all contacts of the domain, informing them of the role assignment and asking for their confirmation.



When contacts accept their role, the application/request will be submitted into the system for evaluation by **Registry .cy**

The evaluation of an application is being processed within **1 working day**.

If the application is approved, the hold amount is permanently deducted from the applicant's credit card account.

If the application is rejected or cancelled, the hold amount is released, and it is available in applicant's credit card account.