

**DNS.PT.
PT Domains Registration Service.**

- September 1999 -

Legal Deposit No. 128352/98

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1 Introduction

The *FCCN - Fundação para a Computação Científica Nacional* (National Foundation for Scientific Computing) has been given responsibility by the *IANA - Internet Assigned Numbers Authority* for the registration of specific domains in Portugal i.e. those which are registered immediately below the PT¹ top domain.

With the recent creation of the ICANN², the FCCN has taken part in several of this organisation's initiatives, and it was especially involved in setting up the ccTLD³ Constituency and in organising the CENTR.⁴, which brings together the top domain Internet managers in Europe.

The delegation of these responsibilities is explained in greater detail in the RFC⁵1032/3/4 and RFC1591 documents.

It is recognised that name space on the Internet is a public resource that should be administered with due attention being given to ensuring equitable access to it for all social and economic agents.

The FCCN, in its administration of .PT domains, will be advised by a DNS Consultative Council with regard to questions on the application of the rules contained in these regulations, the appraisal of the service rendered to the Internet community and the changes to these regulations that the FCCN feels should be made.

The aim of this document is to inform the Internet community of the current rules and all procedures associated with the creation, maintenance and removal of a PT domain.

The registration of a PT domain does not confer on the applicant institution any kind of intellectual ownership of the domain name other than that which is strictly necessary for the functioning of the DNS⁶, it serves solely to link a PT domain to an IP address.

In this document, for the sake of convenience, domains directly below the Portugal (PT) TLD⁷ will be referred to as "PT domains" or simply "domains".

This document may be freely copied.

¹ **PT** - The ISO code 3166 for Portugal

² ICANN – Internet Corporation for assigned Names and Numbers

³ ccTLD - country code Top Level Domain

⁴ CENTR – Council of European National Top level domain Registries

⁵ **RFC** - Request for Comments. Documents used mainly to transmit information about the Internet. : see <http://www.ietf.org/>.

⁶ **DNS** - Domain Naming System

⁷ **TLD**- Top Level Domain: domains at the top of the Internet, such as COM and NET

2 The PT servers

The FCCN operates the primary DNS server of the PT domain: **NS.DNS.PT**. This server is hosted in Lisbon and, to ensure reliability, copies of the information it contains are dispersed throughout various countries and institutions. To be more precise, the following machines are secondary servers for the PT domain:: CIUP1.NCC.UP.PT, SUNIC.SUNET.SE, NS.EU.NET, NS.UU.NET, NS.DNS.BR and NS2.NIC.FR.

Due to the particular functions of this server, it is configured to include certain specifications, namely:

- **Recursion** – this server only answers to DNS queries about domains in which it is a primary or secondary server, that is to say that the recursive mode is turned off.
- **Zone transfer** – zone transfers are only authorised to secondary servers.

Since the 30th. September 1998 the NS.DNS.PT server has ceased to be the secondary server for new PT domains. Domains which were requested before this date will be allowed to maintain NS.DNS.PT as a secondary server for some time into the future, although this service is gradually being discontinued.

3 Requirements to create a PT domain

The domains are administrative bodies. The main aim of the domains is to allow a central body to organise the division of its names into various sub-entities. In Portugal the domains do not constitute legal entities.

There are no geographical or topological restrictions on the hierarchy of the domains. The hosts of a domain may be located at different points of the Internet and do not have to use the same software and/or hardware.

The majority of the requirements and limitations involved in the registration of a domain exist in order to ensure that it is managed responsibly. The administration of a domain involves controlling the attribution of names (both to hosts and to other domains) within the domain and supplying access to information related to these names for internal and external domain users.

Various requirements have to be fulfilled before a domain can be registered and authorised. Basically, the following three elements must be established: an applicant, a **technical contact**, who must act as co-ordinator in matters relating to the domain, and **names servers**.

3.1 Applicants

Entities which apply for registration of a new domain are defined as “Applicants”.

Only the following entities may register PT domains:

- a) Collective Persons registered with the RNPC (Registo Nacional de Pessoas Colectivas – National Register of Companies);
- b) Public bodies with autonomous administration;
- c) One-person businesses registered with the RNPC (*Registo Nacional de Pessoas Colectivas* [National Register of Companies])

3.2 Technical conditions

- a) A primary names server must be installed and configured and, in addition:
- b) at least one secondary server, although it is advisable to have two or more.
- c) Whenever technically feasible, the servers should be installed in separate buildings and should not use the same local network.
- d) The servers do not need to be physically located in the installations of the applicant institution and may be housed in the premises of a third institution.
- e) The servers must be guaranteed permanent access to the Internet, so that they may be consulted at any time.

- f) Access must be given to the systems indicated by the FCCN in order to do zone transfers to the corresponding domains.
- g) The servers must use the parameters established in the rules for parameters and usage in the RFC's⁸ 819, 920, 874, 1032 to 1035 and 1101, and in any other current or future documents which may apply in this context.
- h) "*MX resource records* ", "*NS resource records*" or "*forwarders*" clauses displayed by servers exterior to the domain in question may only be used after the parties responsible have granted authorisation.

3.2.1 Suspension of a domain

A domain may be suspended if it is managed in such a way as to threaten the functioning of the DNS at either national or international level.

3.3 Persons responsible for the domain

3.3.1 Domain contacts

As part of the registration process it is necessary to nominate three contacts who will be responsible for the domain: an administrative contact, a technical contact and a contact responsible for payments.

The Administrative Contact

a) The individual nominated responsible for administration must be a legally recognised representative of the applicant institution. This contact will carry out all alterations to the environment of the requested domain that may be considered necessary, including its removal. Should the administrative contact change during the course of the domain's existence, a declaration should be sent to the FCCN informing them of the changes and supplying the data for the new administrative contact.

The Technical Contact

b) The technical contact should be someone with the authority to administer the names within the domain and take responsibility for the performance of its hosts. This individual must have a technical background and be available to receive and assess reports of problems and, if necessary, take action to resolve them. They should always be contacted when problems occur with access to the names servers or with the configuration of the domain. They may also make alterations to the domain but may not request its removal.⁹

It must be possible to contact the technical contact through a mailbox specified in the "*SOA resource record*" and which must therefore be active.

Contact for payments

c) In order to charge the domain, a contact person should be nominated to whom the respective bills may be sent. This contact will deal with all matters relating to the payment of domain registration and maintenance costs. Should any problems occur in this area, the administrative contact will be duly notified.

⁹ see point 10, sub-paragraph e);

4 Names attribution policy

Domain names must be as unambiguous as possible. Longer but clearly defined names are preferable to very short abbreviations which may easily lead to clashes and uncertainties.

4.1 Domain names which observe the following conditions are accepted as valid by the FCCN:

- a) The domain name to be registered must be between 2 and 63 characters long, and limited to the following set*:

0123456789abcdefghijklmnopqrstuvwxyz

- b) The name may not consist only of numbers.
c) The «-» (*hyphen*) character may be used to separate words, but may never be used at the beginning or end of a domain name.
d) No more than one domain may be registered under the same name.
e) The domain name requested may not be the same as that of any other top level domain on the Internet, either existing or in the process of being created.
f) The domain name requested may not be the same as that of any Internet protocol, application or terminology**.
g) Geographical names, i.e. toponyms, rivers, regions, etc. may not be used.
h) The use of generic names is also forbidden.

For the purposes of these regulations, the term generic name is taken to mean:

- names broadly reflecting an expression or designation, such as objects, names and kinds of products, services, establishments, sectors, professions, activities, affiliations, religions, areas of human knowledge, technologies, social classes and groups, illnesses, species of animal, plants or minerals, qualities and characteristics of people (including personal names or nicknames), living beings and objects, etc.

The generic nature of a name is checked regardless of the type, gender or verbal tense in which it occurs, specifically by reference to a Dictionary of the Portuguese Language.

4.2 The domain name requested by an entity must be the same as that declared in the National Register of Companies (RNPC) or in the *Diário da República* publication, in the case of public institutions. Transpositions of the names appearing in the aforementioned documents will not, therefore, be accepted, nor will names that infringe the provisions in the preceding sub-paragraphs.

- a) Abbreviations and initials of the legal name may also be used for a domain name, as long as they do not infringe the conditions stipulated in the preceding sub-paragraphs (4.1), unless they do not clearly reflect the object of the applicant institution, or give misleading indications with respect to its activity.

* There is no distinction between upper and lower case letters.

** Such as: telnet, ftp, email, www, web, smtp, http, tcp, dns, wais, news, rfc, ietf, mbone, bbs, isoc.

4.3 Where the applicant institution has:

- a) A periodical registered with the Instituto da Comunicação Social (Institute of Social Communication) - ICS;
- b) An ADMD X.400 registered with the Instituto das Comunicações de Portugal (Portuguese Communications Institute) - ICP;
- c) A trademark registered with the INPI - Instituto Nacional de Propriedade Industrial (National Institute of Industrial Ownership), or with a community or international body equally empowered for the purpose.

Names which wholly correspond with those registered with the above institutions will also be accepted as domain names, if they do not coincide with the non-authorized names defined above (see point 4.1).

4.3.1 In the above-mentioned cases, abbreviations or initials of the names registered with the above authorities (the ICS, ICP and the INPI or with a community or international body equally empowered for the purpose) will not be accepted. An abbreviation is defined as the use of only a few of the letters or words comprising the legal name. The name intended for the domain must therefore be identical to that which appears on the registration document.

4.3.2 In relation to brands:

- a) Only brand-names consisting of nominative elements, and containing only the characters previously defined as valid (see point 4.1, sub-parag. a)) will be considered.
- b) In the event of any doubts about the correct expression of the graphic composition of the brand-name documentary proof from the INPI may be demanded.
- c) Copies of requests for registration of a brand-name will be accepted if accompanied by a search document, certified by the INPI, proving that the brand is free and if it is not translated into a name covered by point 4.1. The applicant entity will, however, until the definitive registration of the respective brand-name is obtained, furnish proof each year relative to the status of the process, on pain of removal of the domain. If the request is refused, it is the responsibility of the institution which holds the domain to communicate this information to the FCCN within a maximum period of 1 week, and the domain will be duly removed.

4.3.3 One-person businesses (*Empresários em Nome Individual*) may not use their name as a domain name unless it has been previously registered as a brand-name, in which case they should only use the names authorized in the paragraphs of point 4.3.

4.4 Departments, faculties, schools, offices and other sectors of an institution should register themselves as domains of that institution and not as PT domains.

4.5 Certain classes of public institutions may use a prefix in order to be more easily identified. Ministries, for example, may use the prefix “Min-“ (Min-Saude.pt). The following are examples:

<u>Type of institution</u>	<u>Prefix</u>	<u>Example</u>
Ministérios (Ministries)	Min-	Min-Saude.pt
Câmaras Municipais (Municipal Councils)	CM-	CM-Lisboa.pt
Comissões de Coordenação Regional (Regional Co-ordination Commissions)	CCR-	CCR-Alg.pt
Escolas Secundárias (Secondary Schools)	ES-	ES-Lisboa.pt
Governos Cívicos (Civil Governors)	Gov-Civil-	Gov-Civil-Guarda
Assembleia Municipal (Municipal Assembly)	AM-	AM-Porto
Juntas de Freguesia (Parish Council)	JF-	JF-Faial
Assembleia de Freguesia (Parish Assembly)	AF-	AF-Faial

5 Responsibilities

5.1 The applicant institutions must assume total responsibility for the choice of the domain name which they request. It is their particular responsibility to ensure that the requested domain name does not conflict with any intellectual or industrial ownership rights.

5.2 The applicant institutions are authorising the placing of all data relative to the requested domain, and their contacts, on computer files and the dissemination of this information on the Internet.

6 Costs

a) The registration of a PT domain has been a paid service since 1 January 1997. This charge is necessary to ensure the correct management and functioning of the primary PT DNS server. It covers the costs of personnel, communications, the PT and UPS¹⁰ primary server back-up equipment, IP connectivity, electricity, cooling, quotation on international organisations, international co-ordination and technical upgrades.

b) Charges

Initial registration of the domain (including maintenance up to 31 December of the following calendar year of registration) – 14 000PTE (69.83 Euros).

Maintenance of domain – 12 000PTE (59.86Euros) per 2 years.

VAT at the legal rate of 17% must be added to the above amounts.

c) No application for domain will be considered if the form is not accompanied by a cheque or direct debit slip.

d) Payment for the maintenance of domains may only be made by one of the following methods, in order of preference:

- **Bank Transfer:**

- **FCCN**

- Banco Português do Atlântico

- NIB: **001705020001012752141**

- All transfers should identify the paying entity, the name of the domain and the number of the invoice to which they refer correctly stated.

- A copy of the transfer document should be sent to the FCCN for checking of the invoice number and name(s) of the domain(s) for which settlement is being made.

- Failure to comply with any of the above stipulations will invalidate the payment.

- **Direct Debit**

- A form authorising direct debit may be obtained from the FCCN, and should be completed by the paying entity.

- **Cheque** payable to: *FCCN - Fundação para a Computação Científica Nacional*

e) **If a domain is not paid for within 30 days of receiving a bill, it will be removed.**

¹⁰ Uninterrupted Power Supply

- f) The FCCN will send out biennial invoices relative to this service to the designated payment contacts. Once the payment has been received the FCCN will send the corresponding receipt to the address indicated on the documents requesting registration, if asked to do so.

- g) An electronic system for the registration of domains is to be implemented, in accordance with the provisions that regulate electronic subscription and the conclusion of on-line contracts.

7 Registration Procedures

- a) A request to register a domain must be sent to the FCCN using the **appropriate form**.
- b) This form is enclosed in the appendix and may be freely reproduced or photocopied, preferably using the applicant institution's headed stationery.
- c) The request form must be completed correctly, signed by a representative of the institution and stamped/authenticated with the applicant institution's stamp (or with the appropriate embossed white seal)
- d) All the relevant documentation referred to in point 8 must be enclosed with the request for registration.

Note: The FCCN will register domains in the order in which the completed applications are received. A 'completed application' is taken to be one which includes all the documents described in the preceding sub-paragraphs.

7.1 Means of contact:

- a) The completed form, together with the original documents required, must be sent to the following address:

DNS.PT.
Apartado 50366
1708-001 Lisboa

- b) If there are found to be technical faults that prevent the correct configuration of the domain, the applicant institution must correct all the anomalies that have been detected within a period of one month after they have been brought to their attention. Failure to do so may result in their application being archived, thus obliging the applicant institution to reapply to the FCCN for registration.

- c) The FCCN will endeavour wherever possible to use e-mail as the means of contact with the interested parties, only resorting to other means when this proves impossible.

It is the responsibility of applicant institutions to ensure that the details of the administrative, technical and payment contacts are always kept up to date. The FCCN will accept no responsibility whatsoever for difficulties in making contact that arise from the non-communication of any changes in this information.

7.2 If the documents are completed correctly and the servers correctly configured, a domain will normally become active within a maximum period of **15 working days**.

7.3 The FCCN does not offer technical support to applicant institutions in relation to the registration of domains.

8 Documents to be enclosed with a request for registration

8.1 Applicant institutions must always enclose a copy of the following documents:

- a) Legal Person's fiscal identity card in the case of businesses registered with the RNPC
- b) documentary evidence from the *Diário da República* proving the status of entity with autonomous administration, in all other cases.
- c) One-person business fiscal identity card;
- d) proof of payment of the domain requested.

Documents proving the appropriate registration with the ICS, ICP or INPI should be enclosed with requests for the domains referred to in the paragraphs of point 4.3.

9 Rejection of a request

- a)** A request may be rejected if it does not comply with the procedures indicated in the previous points.
- b)** The administrative contact will be notified of the rejection and after this the request cannot be resubmitted.
- c)** In the event of any problems, either the administrative contact or the technical contact will be notified, depending on the nature of the problem.
- d)** If, by the end of the agreed period of time, outstanding anomalies have not been regularised, the procedures for registering the domain will be filed/annulled thus obliging the applicant institution to reapply to the FCCN.

10 Alterations

a) In the event of any alterations to the information originally supplied in reference to the aforementioned contacts, it is the responsibility of the institution which holds the domain to inform the FCCN within 30 days of these changes.

b) If any alterations are to be made to the primary or secondary servers the FCCN must be notified within a period of eight working days before these modifications are made by those responsible for the domain.

c) Failure to comply with the above procedures will absolve the FCCN of any responsibility in situations in which contact needs to be made between the entities involved and in situations in which the service fails to function well.

d) In order to carry out alterations the form which is enclosed in the appendix to this document must be used. The form must always bear the name of the domain for which the alterations are intended. Once fully completed, this form should be sent to the FCCN at the above-mentioned address.

e) The designated technician may request the alteration of any items relating to the domain except the name of the administrative contact and the name of the applicant institution. In addition he may not take any action towards its removal.

f) The process of altering the name of a domain consists of two stages:

1. removing the old domain
2. requesting a new domain

11 Removing a domain

a) In order to remove a PT domain the administrative contact or another individual clearly identified and authorised by the applicant institution is required only to complete the form enclosed in the Appendix (the same form used to request a domain) to the same address used for requests for a domain.

11.1 A PT domain may also be removed if:

a) The institution which requested it no longer exists (due to bankruptcy, merger with another institution, closure etc.)

b) An institution has lost the right to use the domain name.

c) Payments are more than 30 days overdue.

d) Requested documents do not reach the FCCN within the agreed period of time.

e) The servers which support the domain do not fulfil the technical conditions deemed adequate within the agreed time limit.

f) There is a lack or incomplete amount of information, which thus prevents the FCCN from establishing contact.

11.2 The FCCN will notify the administrative contact of the domain in question by registered letter within a period of 10 working days, explaining the reasons for its removal.

11.3 The FCCN is exempt from responsibility for any consequences of the removal of a domain under any of the above circumstances.

11.4 After a domain has been removed its name cannot be reused by any other institution for a period of 30 days.

12 Updates

The rules and procedures described in this document have been revised in accordance with the needs which have arisen as a result of the dramatic growth of the Internet. The FCCN encourages Internet users to forward any suggestions related to this document. If they are judged relevant and of possible future use, they will be taken into account in any revisions of this present document.

This document is available in electronic format at **<http://www.dns.pt/>**. A legal deposit of the same has also been made, bearing the number 128352/98.

13 Resolution of disputes

There may be no more than one domain with the same name. In the event of a clash between a requested name and another, previously sought or already registered, the institutions concerned must arrive at an agreement as to who shall have it.

Any questions related to the interpretation of this document will be settled on the advice of the .pt DNS Consultative Council.

14 .pt DNS Consultative Council

A .pt DNS Consultative Council has been set up to advise the FCCN on the various aspects associated with running an Internet name space in Portugal.

The .pt DNS Consultative Council is empowered to advise the FCCN on the following:

- Questions on the application of the rules contained in these regulations;
- Appraisal of the service rendered to the Internet community; and
- Changes to these regulations.

The .pt.DNS Consultative Council will be composed of:

- 3 persons of acknowledge merit relative to the issues that fall within the scope of the .pt DNS Consultative Council, appointed by the FCCN Executive Committee.
- 3 representative of Internet access providers chosen by and from among their number;
- 1 representative from each of the following institutions:
 - Instituto das Comunicações de Portugal – ICP;
 - Instituto Nacional de Propriedade Industrial – INPI;
 - Instituto de Comunicação Social – ICS
 - Instituto do Consumidor – IC;
 - Missão para a Sociedade da Informação – MSI.

The .pt DNS Consultative Council must approve the rules under which it operates, but it will, whenever possible, favour the use of new technologies, especially those related to the Internet, to carry out its functions and interact with the FCCN.

15 Final provision

The norms resulting from this revision of the regulations take effect from 27 September 1999.

With regard to costs, it should be noted that the domain registration applications received prior to the date stipulated in the previous paragraph will be governed by the former scale of charges.

APPENDIX A

When an institution decides to submit a written request for a domain it should be forwarded using the text on the following page, which should be duly completed and signed. It is not necessary to enclose the text which contains instructions on how to complete the form.

Instructions for completion of form

- 0 Write “N” for a new domain, “A” for alterations to an existing domain or “R” for the removal of a domain..
- 1 Write the new name only, without the .PT ending.
- 2 Write the full name of the applicant institution as it exists in the Registo Nacional de Pessoas Colectivas in the case of private institutions or in the appropriate Diário da República publication in the case of public institutions.
- 3 Write the full name, address and other means of contact for the administrative contact. If this individual already has a registered *NIC-Handle* this should appear in the name field.
- 4 Write the full name, address and other means of contact for the technical contact. If this individual already has a registered *NIC-Handle* this should appear in the name field and the other fields should be left blank.
N.B: After the domain has been created, alternative technical contacts may be appointed, provided that the existing administrative and technical contacts send their new data to the FCCN at the aforementioned address.
- 5 The name of the primary server for the new domain should be indicated, even in cases where this name will be included in the new domain (e.g. `DNS-server.new-domain.pt`). It is not necessary to name the secondary servers since these will be obtained through the configuration of the primary server.
N.B: The FCCN should be informed whenever there is any alteration to the servers which will directly affect the configuration of the PT domain.
- 6 Write the full name of the contact to whom bills for the payment of services should be sent. Also write the name, address and tax number of the entity which will make these payments. This entity may be the applicant institution itself or a third party.
- 7 Put a cross in the appropriate box.