

EDU.LB New Domain Name Registration Guide

GENERAL: The Lebanese Domain Registry (LBDR) is a **CLOSED COUNTRY** registry.

To be entitled to apply for an EDU.LB domain name, the beneficiary entity should be an **officially registered educational institution or organization in Lebanon** and should own the rights to the trademark/trade-name in Lebanon under class 35. We will refer to the domain name beneficiary entity as **DOMAIN-BENEFICIARY**.

The beneficiary entity can apply directly or delegate the registration process and maintenance of the domain name to a third party. In all cases we will refer to the party handling the registration as **DOMAIN-GUARDIAN**.

To apply for a new EDU.LB domain the DOMAIN-GUARDIAN should provide the following:

1. Fax the following documents to the registry (fax# +961-1-744473 or scan the documents and email them to lbdr-fax@aub.edu.lb :

- a. A completed and signed domain name request (form LBDR-A) requesting the registration to domain to a DOMAIN-BENEFICIARY. The LBDR-A form is available for download from <http://www.aub.edu.lb/lbdr/lbdra.pdf>

The LBDR-A should be signed by the official representative of DOMAIN-BENEFICIARY as per the current company's Commercial Circular (IZAA TIJARIEH) document or organization license documents.

The official DOMAIN-BENEFICIARY representative is the “Administrative Contact Person (**Admin-c**)” and should be listed as such under the domain registration request (LBDR-B) and have a separate domain contact person request (LBDR-C).

- b. The Lebanese education institution license issued to the DOMAIN-BENEFICIARY by the Lebanese Ministry of Education.
- c. Copy of the Commercial Circular (IZAA TIJARIEH) showing the name and signature of the official representative of the DOMAIN-BENEFICIARY.
- d. A completed and signed domain delegation request (form LBDR-E) delegating the domain registration and maintenance to a DOMAIN-GUARDIAN. The LBDR-E form is available for download from <http://www.aub.edu.lb/lbdr/lbdre.pdf>

The DOMAIN-GUARDIAN is the “Technical Contact Person (**Tech-c**)” and should be listed as such under the domain registration request (LBDR-B) and have a separate domain contact person request (LBDR-C). The registry will only accept domain updates that are requested from the Admin-c or Tech-c email.

2. Email to niclbdr@aub.edu.lb :

- a. A complete **NEW** domain registration request (LBDR-B). The LBDR-B form is available for download from <http://www.aub.edu.lb/lbdr/lbdrb.txt>
- b. One or more complete NEW or UPDATE domain contact person requests (LBDR-C). The LBDR-C form is available for download from <http://www.aub.edu.lb/lbdr/lbdrc.txt>

PROCESS: The Lebanese Domain Registry will review the provided documents and if the application is accepted (domain name not already assigned and not for a generic or family name) the registry will reserve the domain name on a temporary basis and notify the Office of Intellectual Property Protection (IPP) at the Ministry of Economy and Trade that the domain name is available for registration (the attestation will be emailed to the IPP copying the requester)

IMPORTANT: The beneficiary entity should complete the trademark/trade-name registration process within the validity of the “LBDR Domain Available for Registration” attestation and complete the LB domain name registration. **The registry DOES NOT accept the trademark deposit document.**

For details about how to apply for a Lebanese Trademark Certificate please visit the below link or contact the Intellectual Property Office at the Ministry of Economy & Trade:

URL : <http://www.economy.gov.lb/MOET/English/Navigation/ServicesOnline/IPR/>

Phone : 961-(01)-982344

Address : Ministry of Economy & Trade (Intellectual Property Office)
Assaf Building, Artois Street, Hamra, Beirut, Lebanon.

3. Fax the **front and back page of the Lebanese Trademark Certificate** to the registry (fax# +961-1-744473 or scan the documents and email them to lbdr-fax@aub.edu.lb)

The trademark certificate should be owned by DOMAIN-BENEFICIARY and reflect the exact domain name in Latin script and specify the Internet advertising and use class 35. For an XYZ.edu.lb domain you should secure a trademark for "XYZ" only.

4. **Configure and test your primary and secondary name servers to resolve for the requested domain.**

5. To reinitiate the registration process email an **UPDATE** LBDR-B to niclbdr@aub.edu.lb

PROCESS: The Lebanese Domain Registry will review the application and complete the registration process and notify the requester.

We encourage you to review the attached Lebanese Domain Registry Updated Rules (rev. 19990922).

Best regards,

Nabil Bukhalid,
Lebanese Domain Registry Administrator

LEBANESE DOMAIN NAME REGISTRATION AND DISPUTE RESOLUTION POLICIES (rev. 19990922)

The Lebanese Domain Registry (LBDR) is a close country registry applying the following rules:

R01.	An entity registering a domain name under the Lebanese Domain Registry (LBDR) should have an official status in Lebanon and should own the trademark/trade-name of the exact domain name in Lebanon. The Lebanese trademark certificate should reflect the exact domain name in Latin script and specify the Internet advertising and use class 35 (trademark certificate issued by the Lebanese Ministry of Economy and Trade).
R02.	The registry is unique at the gTLD level as we might convert to a non gTLD structure. i.e. name.lb (by unique at the gTLD level we mean that if the domain.com.lb is registered then domain.xxx.lb is reserved and cannot be used under any other xxx.lb)
R03.	To register under net.lb, in addition to R01, the registering entity should be a licensed Lebanese ISP (license issued by the Lebanese Ministry of Post and Telecommunication).
R04.	To register under org.lb, in addition to R01, the registering entity should be a licensed Lebanese not-for-profit organization or an International organization with an official status in Lebanon (license issued by the Lebanese Ministry of Interior Affairs)
R05.	To register under gov.lb, in addition to R01, the registering entity should be a Lebanese government entity, Ministry, Municipality, etc. The domain delegation request should be signed by the highest official in that entity.
R06.	To register under edu.lb, in addition to R01, the registering entity should be a licensed Lebanese academic or vocational institution (license issued by the Lebanese Ministry of Education).
R07.	To register under com.lb, in addition to R01, the registering entity should be a licensed Lebanese commercial entity (license issued by the Commercial Registries, Ministry of Finance, Ministry of Economy and Trade)
R08.	In all cases the registering entity should send a complete LBDR-A form with clear delegation instructions.
R09.	Domain names are registered on a "first come, first served" basis. It is not the LBDR registry duty or responsibility to screen the requested domain names to determine whether the use of a domain name by an applicant may infringe upon the right(s) of a third party.
R10.	The registering entity certifies that, to her/his best knowledge, the use of the request name to be used as a domain name does not violate trademark, trade-name or other statutes.
R11.	Registering a domain name does not confer any legal rights to that name and any disputes between parties over the rights to use a particular name are to be settled between the contending parties using normal legal methods.
R12.	In all cases the domain allocation is tagged by the following LBDR General Disclaimer: Domain allocation will be cancelled without prior notice if the selected domain name is trademarked in Lebanon to another party and if the Lebanese Supreme Court of Commerce rules that the domain name should be cancelled or re-allocated to another party.
R13.	In all cases the LBDR registry is not a party in any domain name dispute or dispute resolution process. The registry will only execute the Lebanese Supreme Court of Commerce ruling.

***** The Lebanese Domain registry services at the American University of Beirut are completely free of charge. *****

Ratified on: September 22, 1999 (to be effective immediately)

Ratified by: Nabil Bukhalid, Lebanese Domain Registry Administrator