

1. Purpose

- 1.1. This document sets out the Accreditation requirements and guides the applicants through the application process.
- 1.2. The applicants should review this document before they complete the “Accredited Registrar Application and Warranty (LBDR-F)” form.
- 1.3. The applicants should review the “LBDR Registrar Accreditation Agreement (LBDR-RAA)” – Blank template available for download from <https://www.lbdr.org.lb/>
- 1.4. The applicants should also review the LBDR Domain Name Registration Policy and Procedures (published under <https://www.lbdr.org.lb/policies>).
- 1.5. As part of the Accreditation process, the applicant must meet or exceed the minimum requirements set out in this document.
- 1.6. Applicants must complete the LBDR-F application form and present to the LBDR LLC all information requested in this document.
- 1.7. Applicants may not allege to be LBDR Accredited Registrars until such time as the LBDR LLC notifies the applicant in writing accordingly.
- 1.8. Even if applicant meets the requirements set under section 3 “Accreditation Requirements”, the LBDR may refuse to accredit a registrar if any of the various matters set out under Section 4 “Matters potentially leading to ineligibility for accreditation” arise.

2. LBDR LLC Registry

2.1 LBDR Registration Policies and Procedures

- 2.1.1 Applicants, Registrants and Registrars by requesting the registration, registering, and maintaining the registration of a domain name under the LBDR managed .lb ccTLD zones, must agree to the terms and accept to abide by the “LBDR Domain Name Registration Policy and Procedures” (<https://www.lbdr.org.lb/policies>)
- 2.1.2 The LBDR Policy and Procedures set:
 - the domain names registration standards,
 - common terminology (Appendix A),
 - Policy rules, regulations, and procedures (the Policy),
 - .lb zones eligibility requirements (Appendix D),
 - .lb Domain name life cycle (Appendix-C),
 - Information on .lb reserve and prohibited domain names (Appendix E)
 - Domain name registration request and agreement (Appendix B)
- 2.1.2 The LBDR domain name registration workflows consist of:
 - Registration of a new domain workflow (<https://www.lbdr.org.lb/new-domain>)
 - The workflows to maintenance and update existing domains (<https://www.lbdr.org.lb/my-domain>)

2.2 Registry Registration System Infrastructure

- 2.2.1 Domain Name Registry Portal (<https://registry.lbdr.org.lb>)
 - (a) The Domain Name Registry Portal is a web-based tool built around the functionality offered by the EPP Protocol implemented in the Domain Name Registry System. It provides a GUI interface to perform EPP domain name registration functionalities.
 - (b) The Domain Name Registry Portal also provides Registered Names’ account management functionality, reports, payments, proforma invoicing, and credit reconciliation for Accredited registrars.
- 2.2.2 EPP Registration Service (<https://epp.lbdr.org.lb>)

- (a) The Domain Name Registry System also offers a standard EPP version 1.0 compliant TLS based registration service.
 - (b) The LBDR LLC does not provide any EPP toolkit, Registrars are free to use standard EPP toolkits or develop their own custom interfaces to the Registry System using the EPP protocol directly.
- 2.2.3 WHOIS Search (<https://whois.lbdr.org.lb/>)
- 2.2.4 LBDR Operation and Testing Environment (OTE). The LBDR LLC provides prospect, provisional and accredited registrars with access to an Operation and Testing Environments (OTE).

3. Accreditation Requirements

To be considered for accreditation, an applicant must meet, to the satisfaction of the LBDR, the following requirements:

3.1 General Requirements

- 3.1.1 The applicant must complete the “Accredited Registrar Application and Warranty (LBDR-F)” form by providing all the required information and supporting documents.
- 3.1.2 In the case of applicants based in Lebanon, the applicants must provide valid up-to-date copies of their Commercial Registration and Commercial Circular.
- 3.1.3 In the case of international registrar applicants, the applicants must provide evidence of valid ICANN accreditation and Commercial License documents of their country of establishment.
- 3.1.4 The applicant must provide any additional information and/or supporting documents requested by the LBDR before and/or during the Accreditation process.
- 3.1.5 The applicant must pay the applicable Fees (all fees are in USD, wire transfers from Lebanese banks should be routed via their correspondent banks otherwise they will be rejected).

3.2 Business and Operational Requirements

- 3.2.1 The applicant should demonstrate, or submit sufficient supporting evidence of, its ability to develop the necessary business capabilities, management, personnel, communication, marketing, support, financial, and information systems to perform the Registrar Services, including without limitation, the following:
 - (a) Have an appropriate number of qualified employees or the capacity to hire enough qualified employees to handle the registration, update, and Customer support volume efficiently; the relevant number of qualified employees deemed sufficient vary depending on expected volume and the registrar’s management and information infrastructures.
 - (b) Meet all relevant obligations/requirements set out in the Registry-Registrar Agreement and/or the LBDR Policy and Procedures.
 - (c) Meet all relevant financial obligations set out in the Registry-Registrar Agreement and the LBDR Schedule of Fees.
 - (e) Have a functional and updated website with easily accessible section dedicated to the LBDR registrar services.
 - (f) Present reasonable marketing and sales projections for Domain Name Registrations under the LBDR zones.
- 3.2.2 The applicant should demonstrate, or submit sufficient supporting evidence of, its operational capabilities to perform the Registrar Services, including without limitation, the following:
 - (a) Having the capacity, competent personnel, and technical means to carry out all relevant preliminary checks on a Customer’s eligibility to register a given Domain Name.
 - (b) Having the secure infrastructure to communicate and retain audit trails of the Registrar/Customer and Registry/Registrar communication exchange.
 - (c) Having the capacity, competent personnel, and technical means to securely store, index, and archive the customers’ domain name applications and supporting documents.

- (d) Having the capability to respond in an efficient and organized manner to the LBDR domain registration audit requests and law enforcement requests.
- (e) Process any registration, renewal, update, or transfer requests with secured direct access to the Registry System or through the registrar's platform via secure EPP access.
- (f) Provide straightforward procedures to enable Registrants to transfer to another Accredited registrar without interruption in use of the relevant Registered Domain Name or accessibility to Registrar Services.
- (g) Provide robust and scalable operations capable of handling the registration volume projected by the applicant.
- (h) Pass to satisfaction of the LBDR the policy and procedures, and audit tests requested by the LBDR.

3.3 Technical Accreditation Requirements

3.3.1 The applicant should demonstrate good knowledge of:

- the DNS system.
- the use of Name servers.
- what a Glue record is and its role in delegation of Domain Name authority.
- the Registry-Registrar model.
- the EPP Protocol.
- How the EPP Protocol Status.
- the WHOIS protocol and its intended use.
- the use on NSLOOKUP or equivalent to test the domain name resolution.

3.3.2 The applicant must successfully pass technical ability tests on the performance of common registrar operations. The test will be performed on the LBDR Operation and Testing Environment (OTE). Tests are available for:

- (a) (Mandatory) the Domain Name Registry Portal, HTTPS based administration web site; and
- (b) (optionally) the Extensible Provisioning Protocol (EPP) service.

4. Disqualification of Applicants/Registrars

4.1 The LBDR may refuse to Accredite an applicant for any of the following reasons:

- 4.1.1 There is a material misrepresentation, material inaccuracy or materially misleading statement in the application or any material accompanying the application; or
- 4.1.2 The applicant or any officer, director, or manager, or any person or entity owning ten percent (10%) or more of applicant has been convicted within the past ten (10) years of a crime related to financial activities or has been judged by a court to have committed fraud or breach of fiduciary duty or has been the subject of a judicial determination that the LBDR deems the substantive equivalent of any of the above; or
- 4.1.3 The applicant has submitted to the LBDR within the past calendar year an Accreditation application or material accompanying an Accreditation application that the LBDR has found to contain material misrepresentation, material inaccuracy, or materially misleading statement; or
- 4.1.4 The applicant engaged in cybersquatting or abusive registration; or
- 4.1.5 The LBDR LLC cannot conduct business, directly or indirectly, with the applicant due to restrictions, constrictions and/or sanctions imposed by regulations in Lebanon, United State, and/or Canada and related and not limited to the applicant's legal status, financial status, country of registration, or country of residency.

4.2 To address violations by an Accredited registrar of its obligations under the Registry-Registrar Agreement and or the LBDR Policies, including without limitation the Accreditation Requirements, the LBDR may, in its sole discretion, suspend access to the Registry System and/or disqualify a registrar, or any owner, officer, manager, and/or employee from being LBDR-Accredited Registrar either permanently or for a stated period.

5. Accreditation Process

5.1 The LBDR assesses applications based on the relevant Zones for which the applicant wishes to offer Registrar Services. The Domain Name Registration Policy sets out the specific requirements for each Zone.

5.2 **Application Process** - To apply for Accreditation before the LBDR LLC, the applicant should:

5.2.1 Review the Accreditation Requirements (section 3 of this document), the LBDR Policy and Procedures, and the Registry-Registrar Agreement.

5.2.2 Complete the online LBDR Accredited Registrar Application and Warranty (LBDR-F) Form. Applicant must answer all the relevant questions in the LBDR-F truthfully and accurately. All information requested should be supplied. The LBDR-F should be duly signed by the official representative of the applicant (registrar organization).

5.2.3 Scanned copied of documents should be sent by mail to admin@lbdr.org.lb

5.2.4 If original copies of documents are requested, then the LBDR LLC will provide the courier address that such documents should be sent to.

5.2.5 Once the applicant has completed and signed the online LBDR Accredited Registrar Application and Warranty (LBDR-F) Form. The applicant will receive an invoice from the LBDR for the Application Fee (all fees are in USD, wire transfers from Lebanese banks should be routed via their correspondent banks otherwise they will be rejected). Notice that the Application Fee is non-refundable.

5.2.6 Once the applicant pays the Application Fee and provide a copy of the payment confirmation/receipt via email to admin@lbdr.org.lb, the LBDR LLC will start the application review process and inform the applicant accordingly.

5.3 Application Review Process

5.3.1 The LBDR LLC will review the applications in a timely manner on a “first come, first served” basis. All information supplied will be treated confidentially.

5.3.2 An application will not be considered complete if it:

(a) Is missing any of the required documents or information; or

(b) Contains misleading or false information; or

(d) Does not include the duly signed copies of the Registry-Registrar Agreement; or

(e) Does not include the confirmation/receipt of payment of the applicable fee.

5.3.3 The LBDR will contact the applicant if any clarification, missing, or additional information are required. Any missing information must be provided and/or corrected, and the application completed within ten (10) Business Days from the date of the LBDR notification email, or the application will be deemed to have been withdrawn and will not be processed further.

5.3.4 The applicant hereby grants the LBDR LLC the right to make any inquiries before any third parties, including without limitation any references provided by applicant, holding interviews, or by any other reasonable means to verify the accuracy and completeness of the information provided by applicant.

5.3.5 The applicant may withdraw its application at any time by giving notice to the LBDR by email. Withdrawing will not prejudice the ability to submit a new application to the LBDR LLC in the future. If the applicant decides to reapply, the applicant should resubmit all relevant supporting documentation and pay applicable fees.

5.3.6 After reviewing the information and documentation provided by applicant and conducting any necessary follow-up inquiries, the LBDR will inform the applicant by email of its decision whether or not to grant Provisional Accreditation.

5.3.7 Should the LBDR decide to grant accreditation (provisional accreditation), the LBDR will prepare the Registry-Registrar Agreement and forward it for the applicant to sign. Notice that the Registry-

Registrar Agreement is not negotiable and the LBDR recommend to the applicant to obtain independent legal advice in relation to the same.

- 5.3.8 Should the LBDR decide not to grant Accreditation, the LBDR will provide the reasons as to why the application was rejected. An unsuccessful request will not prejudice the applicant's ability to submit a new application.

5.4 Provisional Accreditation

5.4.1 Provisional Accreditation is granted by the LBDR LLC provided:

- (a) the application meets all the Accreditation Requirements to the satisfaction of the LBDR; and
- (b) the applicant completes, signs, and submits the Registry-Registrar Agreement.

5.4.2 Once Provisional Accreditation has been granted, the Registrar will be allowed access to the Operational Testing Environment (OTE) of the Registry System for testing and training purposes.

5.4.3 To proceed to full Accreditation, the applicant must pass the operational, Technical Interface, and the Regulatory and Policy tests:

(a) Regulatory and Policy Tests:

- The Regulatory and Policy Tests are set and assessed by the LBDR. Such tests are designed to test the applicant's ability to comply with its obligations under the Registry-Registrar Agreement and the LBDR Policies. As part of these tests, the LBDR will conduct an audit of the applicant's website and may conduct a site inspection of its premises.
- These tests will also determine whether the applicant can satisfactorily conduct policy compliance checks for domain name applications. If the applicant fails these tests, it will receive a notice from the LBDR giving the reasons for failure.

(b) Technical Tests:

- The Technical Tests are set and assessed by the LBDR. Such tests are designed to test the applicant's general knowledge about the DNS System as well as its technical proficiency in dealing with the Registry System.
- These tests are also intended to assess the applicant's ability to connect to and use the Registry System, both through the Domain Name Registry Portal, and optionally the use of the EPP Service. If the Registrar fails these tests, it will receive a notice from the LBDR LLC giving the reasons for failure.

5.4.4 Applicants may undertake the tests as many times as is required to pass the test within a three (3) months period. Should the applicant not be successful within that period the applicant will be required to reapply.

5.5 Full Accreditation

5.5.1 Once the applicant has passed the tests described above, the LBDR will advise the applicant by email that it has received full Accreditation. The applicant will also receive an invoice from the LBDR for the Accreditation Fee and the agreed upon minimum credit advance amount (all fees are in USD, wire transfers from Lebanese banks should be routed via their correspondent banks otherwise they will be rejected).

5.5.2 Once the applicant pays the Accreditation Fee and the credit advance amount and provides a copy of the payment confirmation/receipt via email to admin@lbdr.org.lb, the LBDR LLC will issue an online fully executed copy of the Registry-Registrar Agreement and the applicant will be able to view it and download a copy for its records.

5.5.3 Until a fully executed copy of the Registry-Registrar Agreement is received from the LBDR LLC, the applicant will not:

- (a) Act or hold itself out as an Accredited registrar;
- (b) Provide or offer to provide, or state or imply that it is authorized to provide, any Registrar Services with respect to domain name(s) issued by the LBDR; and/or

(c) Identify itself as an Accredited registrar or by any term suggesting similar reference, or use directly or indirectly, in any manner whatsoever the LBDR LLC's name or any trade or other identifying mark owned or used by the LBDR LLC.

5.5.4 The LBDR LLC will announce that the applicant is an Accredited Registrar and publish its name and contact details on the list of Accredited registrars on the LBDR website under <https://www.lbdr.org.lb/lbdr-ar>. If the applicant would prefer to postpone the announcement of its Accreditation, such request must be made to the LBDR LLC by email stating the underlying reasons for such request.

5.5.5 The LBDR LLC will provide the successful accredited registrar with an official logo to attest of its Accreditation. The logo should be displayed prominently on the Accredited registrar's website and on any printed materials that it provides to Customers.

5.5.6 Following the official Accreditation notification from the LBDR, the Registrar inaugurates LBDR Accredited Registrar Services.

6. Help, Questions, Information Requests

For any help, questions, or information regarding the application process, please submit your queries by email to: admin@lbdr.org.lb