



Domain Name Manager Username and Password recovery - Proof of ownership

If you have forgotten the details required to log on to your domain name manager, then you can normally recover that information by using the 'password recovery' option from where you logged in. However, our systems will only send the information to the e-mail address listed as the primary contact. If you have changed your e-mail address and not updated this with us then it may not be correct.

In cases like these, we can update your e-mail contacts and send you the required information to log on subject to you filling this form in and faxing it back to us as proof of authority.

This precaution is in order that we do not release access details to others without proper approval from the owner.

"I request that you provide the usernames and passwords for the following domain name (if you have more than one, simply list the one you are enquiring about – the others will usually be in the same profile)."

1	Domain Name (Block CAPITALS)
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2	Proof of Name / Address
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Individuals: Please provide copies of at least TWO of the following

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|-------------------------------------|---|
| Utility Bill - Gas or Electricity | Council Tax / Business Rates proof |
| Telephone (not mobile) | Bank Statement (not older than 3 months) |
| Police / Forces ID Card | UK Drivers licence |
| Nominet Certificate (UK Names only) | Soho Tracking Number (provided at purchase) |

If the name is registered to a Company, in addition to the above please provide at least ONE of the following:

- | | |
|--------------------------|----------------------------------|
| Business Lease Agreement | UK Company Number |
| Recent Accounts | Face from UK Company Credit Card |

Declaration

- I hereby warrant that the details previously supplied to me to administer the domain name noted at (1) above have been irretrievably lost.
- I affirm that I am THE OWNER / AUTHORISED ADMINISTRATOR of the domain name (delete as appropriate).
- I request that access details for the domain name manager are supplied to me as follows:

By e-mail to:	
By Fax to:	
By telephone (not mobiles) to:	

Signature	Date
Print Name & Position	

Send this page together with supporting documents by fax to Soho UK