

# **Information for assessing compliance conditions set out in article R20-44-43 of the CPCE**

2026

Appendix to the accreditation file

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\* CPCE : French Electronic Communications and Telecommunications Act

- A minimum requirement is indicated for certain questions. If this minimum requirement is not met, accreditation cannot be issued.
- All questions must be answered, otherwise accreditation will not be issued.
- Consistency between answers is expected

## 1. You are fully familiar with the principles and operating procedures of the domain name system

Indicate how your organization is structured to manage the DNS (**minimum requirement:** you must have at least two servers correctly configured).

- **Describe your DNS infrastructure (indicate the nature, the geographical/topological distribution, hardware/software diversity, etc.):**

- **Do you operate directly owned DNS servers?**

- **If not, please indicate the means set up to ensure you observe your contractual commitments with Afnic.**

- **Do you have service commitments (SLA / SLC) with respect to your customers? If so, what are they, in particular in terms of the minimum level of availability for the services concerned?**

- **Do you have a technical recovery plan in place (disaster recovery plan /IT continuity plan) in the event of a major failure of your systems?**

If so, please describe the services covered and the system in place (no minimum requirement, give examples of your technical experience):

- **Specify your technical experience (no minimum requirement, give examples of your technical experience):**
  - Are you accredited with other registries? If so, which one (s)?

## 2. You are fully familiar with the technical tools and rules required to register domain names with the Registry

- **Describe the organization and tools in place to register domain names with Afnic.**

- Describe the human resources implemented to carry out the registrations, and indicate if you have specific personnel for the TLD suffixes managed by Afnic (minimum required: an identified point of contact or service easily reachable by Afnic by direct line, specific personnel for the TLD suffixes managed by Afnic):

- Do you have an information system that includes an EPP client? If so, do you have any experience in the use of EPP with other gTLD or ccTLD registries (no minimum requirement, give examples of your technical experience):

- Will you use the web interface? If so, do you have any experience in the use of a web interface with other registries (no minimum requirement, give examples of your technical experience):

- Will you use data processors to carry out domain name registration operations

- If so, please indicate the means set up to ensure you observe your contractual commitments with Afnic.

#### **Information**

The use of resellers and subcontractors is not prohibited.

However, it is the responsibility of the accredited registrar to ensure that its intermediaries comply with its commitments and declarations.

When using resellers or subcontractors, the registrar must ensure compliance with the legal framework governing the protection of personal data, particularly in the case of transfers outside the European Union. Failing this, accreditation may be withdrawn.

- Describe the procedure for accepting and processing domain name registration requests from your customers (no minimum requirement, give examples of your expertise):

- Illustrate your command of Afnic registration procedures:

## Information

Once your administrative data has been validated by Afnic, you will be invited to undergo a series of technical tests (ramp-up phase) in the Sandbox environment. You will receive the server URL and your login details by email.

### List of operations to be performed during testing:

- create a contact of the individual type
- create a contact of the legal entity type
- create a name server
- create a domain name
- update a domain name by changing an administrative or technical contact
- update a domain name by adding at least one name server

- How do you plan to give access to "Authinfo" information to registrants wishing to transfer their domain name? (minimum requirement: at least one simple, accessible means clearly communicated to the domain name registrant):

- How will you inform your customers that it is possible to use the "Recover" operation and how will you make it available to them? (minimum requirement: at least one simple, accessible means clearly communicated to the domain name registrant). Please refer to the [Procedure Guide](#).



- How will you train your staff in Afnic's registration procedures and how they will evolve?  
(No minimum required, just illustrate your expertise)

### 3. You have set up a verification procedure for identification data provided by domain name applicants in order to reply to requests from the Registry

- **How do you ensure acceptance of the naming policy by domain name applicants during the registration process?**

(minimum requirement: a clearly explained method of checking this obligation).

- **Describe the tools and procedures set up, capable of satisfying Afnic requirements concerning checks of identification data:**

- In particular: in what form are Afnic's messages transferred to the domain name registrant?  
(minimum requirement: a clearly identified means of transferring Afnic messages to the domain name registrant).

- Describe the method for collecting the identification information required to register the domain names (no minimum requirement, give examples of your experience):

- **Describe the methods set up to check that the identification data of the domain name registrant are exact (give examples of your experience):**

- Do you have alert and control systems for erroneous data entries during the filing of a domain name?

- Do you test the accessibility of the registrant's e-mail address during registration?

- If you carry out the checks yourselves, what are the sources used (online databases, official documents?)

- How will you respect the contractual commitment to contact the holder at least once a year to update their data? (minimum requirement: a procedure has been set up):

- **Describe the procedure which will be set up when a third-party reports that the data about a domain name registrant are inaccurate (minimum requirement: a procedure has been set up):**

#### 4. You have the requisite human and technical resources to update the administrative and technical data provided by domain name applicants for their identification

- **Describe the tools provided for registrants to update the administrative and technical data for their domain names** (minimum requirement: at least a simple, accessible method clearly communicated to the domain name registrant). You can enclose screen captures with your package:

- Is updating the data a fee-paying service?

- Does the domain name registrant pay an extra charge for the use of the tool to update the data? (example: premium-rate phone call):

- **What is the minimum guaranteed lead-time you offer for taking into account and disseminating the updated data?** (minimum requirement: maximum lead-time one week):

- **Describe the human resources provided to update the administrative and technical data provided by domain name applicants:**

- Indicate the department in charge of the update, a point of contact (minimum requirement: a clearly identified point of contact for the domain name registrant):

- Describe the training provided for staff (no minimum requirement, give examples of the training provided):

5. You have the requisite computer equipment and software to ensure the security of personal data provided by domain name applicants, and safeguard these data in accordance with the provisions concerning the protection of personal data

- **Describe your personal data protection compliance as a company based outside the European Union (minimum requirement: answer all the points listed below):**

*If you are based in the European Union, please go directly to the "Governance of Data Processing and Individual Liberties" section below if you do not complete all the information requested below.*

➤ You are established in the following country:

☐ This country is recognized as suitable by the European Union, and data transfers do not need to be governed by transfer tools. (cf. <https://www.cnil.fr/data-protection-around-the-world>).

☐ This country is not recognized as suitable by the European Union, and data transfers need to be governed by the following transfer tools: Appendix 3: "Appropriate safeguards for transfers outside EU".

➤ Does the country in which you are established allow the full effectiveness of the contractual clauses set out in Appendix 3?

☐ **YES**

☐ **NO**  
In this case, the Registrar lists below the items of its legislation that do not allow adequate protection, together with the additional measures it is implementing to ensure adequate protection of personal data in accordance with European standards.

Points of national legislation not allowing Appendix 3 to be effective	Measures you are taking to ensure the effectiveness of Annex 3 for the adequate protection of personal data

- **Describe your Data Processing Rights and Freedoms governance or in what way you are able to demonstrate your compliance with the legal framework for the protection of personal data. (minimum required: Yes on all points + Security Policy):**

a) DPO or equivalent identified in the Identification Form:

☐ **YES**

☐ **NO**

b) You know and fully control your processing operations of personal data:

☐ **YES** because you have a regularly updated register of processing operations.

☐ **YES** because even if you do not have a register of processing operations as an entity with less than 250 employees, you ensure your staff's knowledge and control of your processing operations are regularly updated.

☐ **NO**

c) A register of personal data breaches:

☐ **YES**

☐ **NO**

d) A security policy:

☐ **YES**

Provide an attachment with a copy of the file or describe below your personal data security measures:

☐ **NO**

e) A procedure for reviewing the compliance of processing operations and internal practices:

☐ **YES**

☐ **NO**



- **Describe your security policy for the personal data provided by domain name applicants:**

- Do you have a system to safeguard the personal data provided by applicants? If so, describe it (minimum requirement: a clearly identified back-up system):

- Do you have a security certification? If so, indicate it (no minimum requirement, give examples of your experience):

- What is your approach and the frequency of security audits of your information system (IS)? (minimum requirement, a technical audit covering one or more components of the IS is carried out at least once a year or following the occurrence of a security problem):

- **Describe your policy for collecting and keeping the personal data provided by domain name applicants**

- When collecting personal data, how do you inform the data subjects the processing operations that you carry out? (minimum requirement: a means of information - example: URL or contract with the domain name applicant):

- How do you find out the ways in which personal rights are exercised, how do you allow them to be implemented simply, easily and electronically, and have you incorporated them into the contract with your end-users? (minimum requirement: electronically with an indication of the DPO or equivalent in the disclaimer on the method of implementation):

- When collecting personal data, how do you inform the data subjects that their personal data will be transmitted to Afnic? (minimum requirement: on your page dedicated to information on the processing of personal data, a URL linking to the [information page accessible on the Afnic website](https://www.afnic.fr/en/observatory-and-resources/documents-to-consult-or-download/processing-of-holders-data/): <https://www.afnic.fr/en/observatory-and-resources/documents-to-consult-or-download/processing-of-holders-data/>):

- Do your personal data processing operations specify a retention period consistent with their purpose? Do you purge the data at the end of the retention period? (minimum requirement, yes):

- How quickly do you respond to requests to exercise personal rights (for example: requests to access their personal data by a domain name registrant, the right to oppose, query, access, and/or rectify information concerning them etc.)? (minimum requirement, 1 month maximum):

## 6. You can receive the public under suitable conditions

- **Describe the contact methods provided for the public (minimum requirement: at least one contact method, no obligation to provide a reception desk or telephone contact):**

### Publication of answers:

- Telephone, e-mail, boutique, ticket, chat, forum...?

For each method, specify the contact details and cost (if any) for the domain name registrant:

- **How do you inform the public about your contact methods?**

- Are the hosting options easily accessible to the customer? (Minimum requirement: information on the hosting option is simple, accessible and clearly communicated to the domain name holder). You may attach screenshots to the file.

Publication of answers to the three following questions:

- **Do you provide customer support in French?**
- **On what days and at what times is your support available?:**
- **Indicate the exact URL where the fees for domain name registration and management services will be published (minimum requirement: compliance with the law). You can enclose screen captures with the file:**

SIGNATURE-POSITION