

APPLICATION FOR ADR FINANCIAL ASSISTANCE

Application form

1. APPLICANT'S DETAILS					
Full names:					
Postal Address:					
Physical Address:					
Telephone number:		Fax number:		Mobile number:	
E-mail address:					
Website address:					
Company's registration number (if individual, provide ID number):					
Income tax number:					
VAT number:					
Citizenship statuses (only SA citizens will be considered for assistance):					

2. DOMAIN NAME INFORMATION	
(only co.za domain names will be considered for assistance)	
Disputed co.za domain name:	
Registrant name:	
Is the registrant complainant or respondent in the dispute?	
Is assistance sought for first-time dispute or to appeal a decision?	
If applicant is complainant, please state ground/s (abusive/offensive) for the dispute (this can be provided in a separate sheet):	

If applicant is respondent, please state grounds for defense (this can provided in a separate sheet):	
If assistance is sought for appeal, please state grounds for appeal:	

3. UNDERTAKING TO USE A SINGLE ADJUDICATOR PANEL:

ADR financial assistance is intended for single adjudicator panel resolution. Does the applicant undertake to use a single adjudicator panel unless otherwise a three (3) adjudicator panel is demanded is chosen by the other party to the dispute?

Yes / No: _____

4. REQUIRED INFORMATION

.za DNA needs as much information as possible about the applicant in order to determine whether or not the applicant should be allocated financial assistance. The determining factor is whether or not the applicant can afford to finance the dispute on their own.

(a) In the case of a juristic person, the following information should be attached to the application:

Information	Attached? (Yes/No)
Statements of income, assets & liabilities	
Audited financial statement for the past financial year (not applicable to close corporations)	
Last 6 months bank statement	
Valid tax clearance certificate	
Proof of compliance with relevant company legislation	
Sworn affidavit confirming inability to pay ADR fees	
Proof of registration in South Africa	

(a) In the case of a natural person, the following information should be attached to the application:

Information	Attached? (Yes/No)
Proof of income for the past year (including salary slips)	
Proof of income of spouse (in the case of married people)	
Last 6 months bank statement	
Payment of tax (or arrangement with SARS regarding such)	
Proof of South African citizenship (e.g. ID document)	
Sworn affidavit confirming inability to pay ADR fees	

5. GUIDING PRINCIPLES

The applicant understands that .za DNA is required in terms of section 34 to provide ADR financial assistance exclusively to fund complainants and registrants seeking financial assistance. The application procedure and eligibility criteria are used to assist .za DNA to determine whether or not financial assistance should be allocated. In considering each application, .za DNA is guided by the following underlying principles:

- (a) *Restriction to SA citizens*: financial assistance is limited to South African citizens.
- (b) *Affordability*: the applicant must prove that they cannot afford to pay ADR fees. .za DNA shall use "good cause" to determine ability or inability to afford ADR fees.
- (c) *Proof of abusive/offensive registration*: the applicant must prove that the dispute is based on abusive or offensive registration.
- (d) *Limitation to co.za domain*: financial assistance shall only be granted for co.za domain name disputes.

- (e) *Consideration by a single adjudicator:* the applicant who receives financial assistance shall choose a single adjudicator panel, unless the other party insists on a three (3) member adjudicator panel.
- (f) *Limitation for appeals:* assistance for appeals shall be limited to 50% of the total appeal costs to ensure availability of financial assistance to as many applicants as possible.
- (g) *Documentary evidence:* decisions to allocate or not to allocate financial assistance shall be made based on documents submitted by the applicant. No in-person hearings shall be conducted.
- (h) *Public interest:* .za DNA shall consider public interest in making its decisions.

 Name of signatory Signature Date

6. UNDERTAKINGS

The applicant hereby undertakes that the information supplied in this form and which accompanies this form is true and correct to the best of the applicant’s knowledge, and that any misrepresentation may lead to the disqualification of the application.

 Name of signatory Signature Date

The “ADR financial assistance form” must be filled in, signed and submitted to the Authority by registered post to:

.za Domain Name Authority, P O Box 4620, Halfway House, 1685, South Africa.

It can also be delivered by hand to the Chief Executive Officer (CEO) of the Authority at:

.za Domain Name Authority, No. 44 Grand Central Blvd, Sanofi House Halfway house, Midrand, Gauteng.

The form can also be emailed to:

adrfinancialassistance@zadna.org.za