

## **Procedure of domain transfer to LOG-IN BASED SYSTEM (New System)**

**The procedure of domain transfer to Log in based system :**

**Step 1** Sign up new member at <http://www.thnic.co.th>. Select register and complete the form.

**Step 2** Confirm to transfer domain to Log in based system. There are 2 ways :

**2.1 Provide authorized letter** This letter is authorized by domain owner (use head letter of domain owner) and contain 2 main contents as below.

1. Confirm to transfer the domain (specify your domain) to Log in based system under account xxx (xxx is new log in which be sign up at step 1.
2. Sign by person in charge of the domain owner (such as Managing Director etc.), input his/her full name in parentheses and also stamp organization seal.

**2.2 Confirm by administrative contact**

1. Administrative Contact inform the domain and new log in which sign up at step 1 to [staff@thnic.co.th](mailto:staff@thnic.co.th).
2. THNIC email a confirmation form to Administrative contact after THNIC receive email above.
3. Administrative Contact reply email aboved (2.) to [staff@thnic.co.th](mailto:staff@thnic.co.th) to confirm all information is correct. The administrative contact has not to delete any information which appear in the email.