

Application Change Requests

1. Application Change Requests Overview	2
2. Change Request Determination Criteria	2
3. Application Change Request Types and Required Processes	5
4. Application Change Request Workflows	9
4.1 Application Change Requests: Workflow 1	9
4.2 Application Change Requests: Workflow 2	10

1. Application Change Requests Overview

The Application Change Requests (ACR) process permits applicants to request changes to applications, which are reviewed by ICANN against the change request determination criteria (described in [Section 2](#)) and subject to approval by ICANN.

It should be noted that material ACRs will be published for a 30-day comment period, as described in [Application Change Request Types and Required Processes], giving the general public the opportunity to provide their input.

Applicants may request to change or update Organization or gTLD Application Information throughout application processing and evaluation, and during the contracting process.

If at any time during the evaluation process information previously submitted by an applicant becomes untrue or inaccurate, the applicant must notify ICANN promptly after becoming aware of any fact or circumstance giving rise to such obligation to notify. ICANN reserves the right to require a re-evaluation of the application in the event of a material change,¹ which could result in additional fees. Failure to notify ICANN of any change in circumstances that would render any information provided in the application false or misleading may result in the application not being allowed to proceed.

Applicants may request changes to many aspects of their application, as described in [Section 3](#). However, it should be noted that applicants may not change their applied-for string except in cases where the applicant has qualified as a Brand TLD and is in contention (see the Section on Brand Eligibility Evaluation). Brand String Change Requests are not considered regular ACRs and follow a different process, as described in [\[Contention Set Resolution section\]](#).

It should be noted that ACRs from supported gTLD applicants will also be considered in relation to the applicant's eligibility to receive further financial support via the Applicant Support Program (ASP). Please see the [ASP Terms and Conditions](#) for more information.

2. Change Request Determination Criteria

When evaluating each ACR, ICANN will consider all available information against the seven criteria below, which were developed to enable applicants to make necessary changes to applicant-specific information or their applications while ensuring a fair and equitable process for all applicants. The weight of each criterion may vary on a case-by-case basis, depending on the facts and circumstances surrounding the change request and the application including the

¹ A material change is a change that will likely (1) change the status of an application, and/or (2) change the outcome of an evaluation of an application.

applicant and the string(s). Determination of whether changes will be approved will balance the following factors:

1. **Evidence that original submission was in error:** This criterion is applicable in cases where the applicant requests a change to correct an error. In this case, the criterion requires that the applicant provide adequate information to support the request. There are few cases of change requests to correct an error. However, when such a case is submitted, this criterion is heavily weighted.

Is there evidence to support an assertion or claim that the change is requested for the sole purpose of correcting an error?

2. **Explanation:** This criterion requires that the applicant provide an explanation for the requested changes. If an explanation is not provided, the applicant is given an opportunity to remediate.

Is a reasonable explanation provided?

3. **Cause for change:**

Is the change being requested in response to third-party input, including but not limited to application comments, objections, GAC Advice, or GAC Member Early Warnings? Is the change requested to reflect an organizational change (e.g., a change to the organization name or mailing address)?

4. **Precedents:** This criterion assesses whether approval of the change request would create a new precedent, or if it would be in-line with other similar requests that have been approved. At this stage of the New gTLD Program, it is unlikely that a change request that would create a new precedent would be approved.

Is the change similar to others that have already been approved? Could the change lead others to request similar changes that could affect third parties or result in undesirable effects on the program?

5. **Impact to third parties, including other applicants:** This criterion evaluates whether the change request materially impacts third parties, particularly other applicants. In cases where a change to application material has the potential to materially impact the status of another applicant's application, this criterion is heavily weighted.

What impact, positive or negative, would the change have on third parties, including other applicants? Would allowing the change be fair to the general community? Would approving a change request put the applicant in a position of an unfair advantage or disadvantage compared to other applicants?

6. **Materiality:** This criterion assesses how the change request will impact the status of the application and its competing applications, the string, the contention set, and any additional Program processes that it or its competing applications must complete such as Community Priority Evaluation. A change that is determined to be material in and of itself will not cause a change request to be rejected. However, it will cause other criteria to weigh more when considered in conjunction with each other.

Would the change affect the outcome of any evaluations (whether required or conditional) of some or all of the application? Would the change affect string contention? Could the change potentially give rise to an objection?

7. **Timing:** This criterion determines whether the timing of the change request impacts criteria 4 - 6 above. In cases where timing of the change request is found to impact these criteria, it will be heavily weighted.

Does the timing interfere with the application processing in some way?

Changes that result in material changes to public portions of the application will be subject to a 30-day comment period.² Changes that require a 30-day comment period will be posted on the [Next Round website] where the updated information will be displayed.

² See [application comments] for more information on the comment period.

3. Application Change Request Types and Required Processes

The table below outlines a non-exhaustive list of potential ACR types, whether the type of change is permitted, and the necessary processes for each type of change. The table also differentiates between the two workflows that different types of ACRs will trigger. More information can be found below in [\[Application Change Request Workflows\]](#).

Besides what is included in the table, relevant evaluations (see [\[String Evaluation\]](#) and [\[Application and Applicant Evaluation\]](#)) will be performed again based on the specific area(s) affected by the ACR; this will be assessed on a case-by-case basis.

Note that the types of application changes that will be approved may vary depending on the facts and circumstances surrounding the ACR and the application, including the applicant and the string(s). If approval of the ACR results in a need for re-evaluation, an additional fee may be charged.

Change Type	Allowed?	Process required?							
		Comment period	Objection period	Singular/ Plural Notification	String Evaluation	Registry Commitments Evaluation	Background Screening	Financial Evaluation	RSP re-evaluation
Workflow 1									
Changes to the applicant information³									
Changes to key individuals, such as Board members, officers/directors etc.	Y						Y		
Material changes to financial condition or related information	Y							Y	
Changes in the control of the applicant	Y						Y		
Changes to confidential portions	Y							Y	

³ Please note that ACRs submitted by supported gTLD applicants may require the applicant to be considered for eligibility to receive ongoing financial benefits of the Applicant Support Program (ASP). See [ASP Terms and Conditions](#) for more information.

Change Type	Allowed?	Process required?							
		Comment period	Objection period	Singular/ Plural Notification	String Evaluation	Registry Commitments Evaluation	Background Screening	Financial Evaluation	RSP re-evaluation
of the application									
Changes to the administrative details associated with the application (e.g. contacts, users, address, email, phone, website URL)	Y								
Changes to applicant's stock symbol	Y								
Changes to name of applying entity ⁴ <i>Note: Supporting documentation will be required</i>	Y								
Changes to parent entity	N	N	N	N	N	N	Y	N	N
Changes to other sections of the application									
Changes to mission/purpose of proposed gTLD	Y	Y							
Selected Registry Service Provider (RSP) change to a non-pre-evaluated RSP	N								Y
Change of RSP	Y								
Changes from any application type to another application type, excluding from or to Community applications	Y	Y							
Changes from or to Community applications	N								

⁴ This item refers to a simple name change of the applying entity only. It does not apply to changes in the applying entity itself such as the case of the application being assigned from a parent entity to a wholly-owned subsidiary.

Change Type	Allowed?	Process required?							
		Comment period	Objection period	Singular/ Plural Notification	String Evaluation	Registry Commitments Evaluation	Background Screening	Financial Evaluation	RSP re-evaluation
RVCs Pursuant to Section 3.2.4.1 of AGB Topic 9⁵									
Material changes to RVC	N ⁶								
Removal of RVC	N ⁷								
All RVCs Excluding the RVCs Pursuant to Section 3.2.4.1 of AGB Topic 9									
Proposed by applicant: Material changes	Y	Y				Y			
Agreed between applicant and ICANN during the Registry Commitment Evaluation: Material changes	Y	Y							
Removal of RVC	Y	Y							

⁵ See [Section 3.2.4.1 of AGB Topic 9] for more information. Note that the ACRs listed in this section of the table apply to RVCs that have already been approved by ICANN.

⁶ Such material changes may be allowed in extraordinary circumstances.

⁷ Such removal may be allowed in extraordinary circumstances.

4. Application Change Request Workflows

Different types of ACRs trigger different workflows, as described below. Specifically, absent extraordinary circumstances, ACRs will follow one of the two workflows below:

- [Workflow 1](#): ACRs relating to all areas **except** Community Registration Policies and Registry Voluntary Commitments follow Workflow 1.
- [Workflow 2](#): ACRs relating to Community Registration Policies and Registry Voluntary Commitments follow Workflow 2.

4.1 Application Change Requests: Workflow 1

All ACRs, except those relating to Community Registration Policies and Registry Voluntary Commitments, will follow the workflow described below:

1. **Submission**: The applicant submits an ACR.
2. **Administrative Review**: In this step, ICANN determines whether the type of ACR is generally allowed, in accordance with the table in [\[Application Change Request Types and Required Processes\]](#). If it is determined that the change is not permitted, the applicant will be informed that the ACR is not approved.
3. **Review**: ICANN reviews the change request materials against the seven change request determination criteria above. In the event that additional information is required before a determination can be made, ICANN will request the information from the applicant.
4. **Determination**: Once ICANN completes its review of the change request, the applicant will be informed of ICANN's determination.
 - If the ACR is not approved, the applicant will be informed.
 - If the ACR is approved, the proposed changes are posted to the Next Round website, the application is updated, and the applicant is informed. The applicant will also be informed:
 - i. A comment period and re-evaluation(s) are not required (process ends here), or
 - ii. A comment period is required (see step 5), or
 - iii. A comment period and re-evaluation(s) are required (see steps 5 and 6).
5. **Comment Period**: The ACR will be posted for a 30-day comment period. This period will allow time for the community to review and submit comments on the changed portion of the application.
6. **Re-evaluation**: ICANN will issue an invoice for re-evaluation, where applicable. Upon payment, ICANN will perform re-evaluation on the affected evaluation area(s) concurrently with the Comment Period.

[\[add flowchart\]](#)

4.2 Application Change Requests: Workflow 2

ACRs relating to Community Registration Policies and Registry Voluntary Commitments (RVCs) will follow the process described below.

1. **Submission:** The applicant submits an ACR.
2. **Administrative Review:** In this step, ICANN determines whether the type of ACR is generally allowed, in accordance with the table in [section x]. If it is determined that the change is not permitted, the applicant will be informed that the ACR is not approved.
3. **Administrative Review:** ICANN reviews the change request materials against the seven change request determination criteria above. In the event that additional information is required before a determination can be made, ICANN will request the information from the applicant.
4. **Determination:** ICANN determines whether the change is material.
 - If not material, the proposed changes are posted to the Next Round website, the application is updated, and the applicant is informed (process ends here).
 - If material, please see step 5.
5. **Registry Commitment Evaluation (RCE):** If ICANN determines in step 4 above that a change is considered “material”, these changes will require an RCE. If at this point, the RCE on the proposed RVC or Community Registration Policy submitted with the initial application or with any previously concluded ACRs has already started, the applicant may be required to pay additional fees for re-evaluation.
6. **Determination:** ICANN completes the RCE and makes a determination..
 - If the requested change passes RCE, please see step 7.
 - If the requested change does not pass RCE, the application will not be updated as requested via the ACR and will proceed without the requested change.
 - If the requested change does not pass RCE, the change was requested following GAC Advice or an Expert Determination in the context of an objection, and it was determined that the application cannot proceed unless such change is made, the application cannot proceed. See [Section 3.2.4.1 of AGB Topic 9] for more information on this type of RVC.
7. **Publication:** All submitted RVCs or Community Registration Policies will be published alongside their respective ICANN determination following the RCE. If the submitted RVCs or Community Registration Policies undergo any changes as a result of the negotiation between the applicant and ICANN in order to be approved by ICANN, the approved RVCs or Community Registration Policies will be published alongside the original version submitted by the applicant.
8. **Comment period:** A 30-day comment period will be launched. ICANN reserves the right to re-initiate negotiations or discuss with the applicant comments raised during the comment period.

[add flowchart]

