

Step in transfer process	Action	Who does it & where?	Messaging	Notes
Request to prepare domain for transfer	- unlock domain - request TAC	Domain owner or account holder, in Control Panel (or other method?) provided by losing Registrar	<a href="#">Optional Notification of TAC Request</a>	This could mean the TAC doesn't already exist, or, requesting it could be looking at it in CP where it already is.  Clarification: It is not required to unlock the domain before requesting the TAC.  <i>WG discussed that this notification would be sent to the "domain owner." Additional work needed around definitions of the individuals involved in the process?</i>
Prepare domain for transfer	- verify validity of request - remove any other locks as appropriate - create TAC in Ry system - set TTL on TAC	Losing Registrar, in Registry system (via EPP?)		"Verify validity" could include confirming request is from the right person (this might be automated based on password login to CP), confirming the domain is not locked due to Change of Registrant (if that still exists), domain does not have Registry Lock to deal with, domain is more than 60 days old. - 5 day window might be at this step
Fulfill request to prepare domain for transfer	- provide TAC to domain owner	Losing Registrar	For cases where TAC is provided by email: "Here is your TAC" email (Policy does not need to define this template)	The few steps here could all happen basically at the same time, via the automated control panel (as it does today).  - Do we still want the 5 day window for Losing Rr to provide the TAC? - <b>Do we need to dictate who the TAC is provided to?</b> - How exactly is the TAC provided? What is "a secure manner"? Could be sent by email, could be displayed on screen. Do we need to define?
	- send separate notification saying the TAC has been provided	Losing Registrar	<a href="#">Required Notification of TAC Provision</a>	Sent in case the TAC was requested by someone who should not have had access to do so, in order to ensure that the domain owner is aware Sept 14 - could be required to send this to RNH if the TAC was sent to a different email address -- but under what circumstances would TAC be emailed somewhere else? - if TAC is sent by email to RNH, then this separate notification is not required <i>- Are there circumstances where it might be appropriate to send this notice to multiple email addresses?</i>
Notify domain owner (pre-transfer)	- notify domain owner that transfer is being requested	Losing Registrar	<a href="#">[Notification of Pending Transfer]</a>	We have two possible templates to be sent in this step, should choose one (they seem to be very close to the same already). Both are sent at the same time as the TAC is provided to the domain owner.  If we're sending the Notification of TAC Provision (row 5) we likely do not also need this notice. Sarah thinks only one pre-transfer notice to the domain owner should suffice.
Initiate transfer	- submit domain and TAC to gaining Registrar	Domain owner or account holder, in Control Panel/website of gaining Registrar	<a href="#">Gaining FOA Working Doc</a>	Gaining Rr is not required to send any confirmation request (no gaining FOA) but is likely to send a welcome message, payment receipt, etc.

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Request transfer at Registry	<ul style="list-style-type: none"> <li>- submit domain and TAC to registry operator</li> <li>- request domain to be moved to new Rr cred</li> </ul>	Gaining Registrar, via EPP		
Move domain to new Registrar	<ul style="list-style-type: none"> <li>- confirm domain OK to transfer &amp; TAC is valid</li> <li>- move domain to new Rr cred</li> <li>- Send poll messages to Losing/Gaining of transfer completion</li> <li>- add 1 year to registration term (or does Rr do this?)</li> </ul>	Registry	<a href="#">Gaining FOA Working Doc</a>	<ul style="list-style-type: none"> <li>- Is adding a year to the registration term up for modification in this PDP? Do we want to consider that?</li> <li>- On 7 Sep call, some support expressed for one-year add-on period.</li> </ul>
Post-transfer updates	<ul style="list-style-type: none"> <li>- update domain to show contact data provided in transfer request (could include updating contact data in Ry system)</li> <li>- reset TAC or invalidate TTL or whatever this process is</li> </ul>	Gaining Registrar (in both internal system and maybe Ry)		<p>See comment in cell -- do we need structure around the contact updates which may also be ownership changes?</p> <p>Working assumption: Registry to be responsible for TAC reset/TTL invalidation.</p>
Notify domain owner (post-transfer)	<ul style="list-style-type: none"> <li>- send notification of complete transfer</li> </ul>	Losing Registrar	<a href="#">Required Notification of Transfer Completion</a>	<p>Does (should) the gaining Registrar also have a policy obligation to send a notice at this stage? They will likely want to send one for business/marketing purposes, but are they required to do so?</p> <p>Should the Losing Registrar be required to provide links/info about procedures to follow if Registrant feels the transfer was done in error?</p> <p>Some support expressed for requiring this notification.</p>
Fast-Undo Transfer	<ul style="list-style-type: none"> <li>- identify that a transfer was fraudulent/problematic</li> <li>- notify gaining and losing Rrs</li> <li>- put that thing back where it came from or so help me</li> <li>- remove renewal that came with transfer, reverse payment made by gaining Rr?</li> </ul>	Gaining and Losing Registrars?		<p>This has also been called "reverse transfer" but I am concerned that won't clearly indicate that this is a specific UNDO moment?</p> <p><b>Lots of TBD here</b></p>