



## Administrative Email Address Change Form

**Fax:** 514.905.6501

**Attention:** R4L Administration

Fax this form, complete with all applicable details, to the fax number above in the event that a Domain's Administrative Contact email address is no longer functioning, and must be changed to a new address.

Please make sure that all of the appropriate details are included (Note: the required elements will depend on whether the domain is owned by an individual or a corporation.

<b>Required: Individual's Domain Name:</b>	<b>Required: Corporation's Domain Name</b>
<ol style="list-style-type: none"><li>1. Domain Name</li><li>2. Signed letter of request</li><li>3. Photo ID (current driver's permit or passport)</li><li>4. New administrative email address</li><li>5. Owner's Signature</li></ol>	<ol style="list-style-type: none"><li>1. Domain Name</li><li>2. Signed letter of request on Company letterhead</li><li>3. Business Registration documents</li><li>4. Photo ID connecting Requestor to the Corporation (current driver's permit or passport)</li><li>5. New administrative email address</li><li>6. Owner's Signature</li></ol> <p><i>Owner's Signature This information should belong to someone with demonstrable signing authority for the organization, as shown on the Business Registration documents.</i></p>

Register4Less will email the new Administrative email address notifying them that the update has been completed. Note that the administrative email address is the only aspect of your domain record that we will update.

If you wish to change other details on your domain record, you may use the Lost Password function from <http://Register4Less.com> to have the account Username and Password sent to you by email. With this, you will have full management access for your domain.

Please consult the Help link on our web site for a step-by-step guide to all domain management tools and help guides for web hosting and other services we provide.

**Administrative Email Address Change Template**  
*Please include the appropriate information below, as specified in the table on the previous page.*

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**Domain Name:**

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**Company Name:**

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**Owner:**

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**New Administrative Email Address:**

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**Signature:**

**Attach:**

- Signed letter of request (on company letterhead if required)

**Include a clear photocopy of :**

- Photo ID
- Business Name Registration / Incorporation Documents (if required)