



ANNEX B

STOP COMPLAINT NOTIFICATION INSTRUCTIONS

1. **Notification.** You are hereby notified that an administrative proceeding has been commenced against you pursuant to the Start-up Trademark Opposition Policy for .BIZ adopted by NeuLevel, Inc. and approved by the Internet Corporation for Assigned Names and Numbers (ICANN) on May 11, 2001, (the *STOP*) (<http://www.nic.biz/countdown/stop.html#policy>).

The STOP is incorporated by reference into your .BIZ Registration Agreement with the Registrar of your domain name(s), pursuant to which you are required to submit to and participate in a mandatory administrative proceeding in the event that a third party (the *Complainant*) submits a STOP Complaint to an ICANN-approved dispute resolution service provider (<http://www.icann.org/udrp/approved-providers.htm>) concerning the domain name(s).

(Please note that the administrative proceeding has been commenced against the registrant of the domain name(s) that is/are the subject of the Complaint and not the technical contact, zone contact, administrative contact or billing contact, if different from the domain name registrant. The technical contact, zone contact, administrative contact or billing contact, if different from the domain name registrant, are requested to forward this notification and any attachments to the registrant of the domain name(s) in question.)

2. **Date Complaint Received.** The Complaint submitted by [identify complainant(s)] was received by e-mail on [date] and in hardcopy on [date] by the WIPO Arbitration and Mediation Center (the *Center*). [Identify related submissions and dates of receipt.] A copy of the Complaint [and related submission] accompanies this notification.
3. **Formal Requirements Compliance Review.** In accordance with Paragraph 4(a) of the Rules for Start-up Trademark Opposition Policy for .BIZ (the *STOP Rules*) (<http://www.nic.biz/countdown/stop.html#rules>), the Center has verified that the Complaint satisfies the formal requirements of the STOP, the STOP Rules and the WIPO Supplemental STOP Rules. Payment in the required amount to the Center has been made by the Complainant.

4. **Commencement of Administrative Proceeding.** In accordance with STOP Rules, Paragraph 4(c), the formal date of the commencement of the administrative proceeding is [date].
5. **Deadlines.** Within 20 calendar days from the date of commencement of this administrative proceeding (see Paragraph 4 above) you must submit to the Complainant and to us a Response according to the requirements that are described in STOP Rules, Paragraph 5 and the WIPO Supplemental STOP Rules. The last day for sending your Response to the Complainant and to us is [Date + 20 days].
6. **Default.** If your Response is not sent by the above date, you will be considered in default. We will still appoint an Administrative Panel to review the facts of the dispute and to decide the case. The Administrative Panel will not be required to consider a late-filed Response, but will have the discretion to decide whether to do so and, as provided for by STOP Rules, Paragraph 14, may draw such inferences from your default as it considers appropriate. There are other consequences of a default, including no obligation on our part to consider any designations you have made concerning the appointment of the Administrative Panel or to observe any guidelines you have provided concerning case-related communications.
7. **Administrative Panel.** The dispute between you and the Complainant will be decided by an Administrative Panel consisting of one impartial and independent decision-maker.

The appointment of that panelist will be made by us from our published list of panelists (<http://arbiter.wipo.int/diputes>), unless you and the Complainant first inform us that you have come to an agreement on the identity of the single panelist. We will appoint the single panelist within 5 calendar days of the date your Response was due. The fees for the administrative proceeding will be paid in their entirety by the Complainant.

8. **Communications.** Your Response should be communicated to us according to the requirements of STOP Rules, Paragraph 5(b) and the WIPO Supplemental STOP Rules, Paragraph 3 (i.e., original and three sets of hardcopy and by e-mail). All case-related filings or submissions to the Center after the submission of your Response should be made according to WIPO Supplemental STOP Rules, Paragraph 3(a). The e-mail address to use for both purposes is biz.stop@wipo.int.

In your Response you should indicate where and how you would like us to send case-related communications to you. Please provide only a single postal address, fax number and e-mail address for you or, if applicable, your authorized representative for the dispute, otherwise we will use our discretion as to which contact details we will use.

All communications that are required to be made to the Complainant under the STOP Rules and the WIPO Supplemental STOP Rules, including your

Response, should be made according to the contact details and method(s) specified in the Complaint.

Questions about your case, or other general queries may be e-mailed to biz.stop@wipo.int.

9. **The Administrative Proceeding.** We shall appoint the Administrative Panel within five days following receipt of your Response, or the lapse of the time period for the submission thereof.

The Administrative Panel will have 14 days from the date of its appointment to issue a decision in the case. Under normal circumstances, we will forward the decision to you, the Complainant, the concerned Registrar and ICANN within three business days of receiving it from the Administrative Panel. Should the decision require that the domain name(s) in question be either transferred or cancelled, the **Registrar** will notify all parties concerned of the date that the decision will be implemented if the **Registrar** does not receive notification and the required documentation from you in accordance with Paragraph 4(k) of the STOP. We will then post the decision on a publicly accessible web site, unless we have been directed not to by the Administrative Panel.

10. **Case Manager.** The Center has appointed a Case Manager who is in charge of administering your case. Please note that, while the Case Manager is at your disposal to answer questions relating to such matters as filing requirements and to help you to understand the STOP, STOP Rules and WIPO Supplemental STOP Rules, he/she cannot provide you with legal advice or make any representations on your behalf.

Case Manager:	[Name]
Address:	WIPO Arbitration and Mediation Center 34 chemin des Colombettes 1211 Geneva 20 Switzerland
Telephone:	+41 22 338 8247
Fax No.:	+41 22 740 3700
E-Mail Address:	biz.stop@wipo.int

12. **Additional Information.** Additional information about NeuLevel and the administrative procedure under the STOP is available at <http://www.nic.biz>, and about the Center's Domain Name Dispute Resolution Service under the STOP at <http://arbiter.wipo.int/domains/gtld/biz/index.html>.

Yours sincerely,

[Name]

Case Manager

COMMUNICATIONS

This notification is being communicated to the Respondent (including the domain name registrant, administrative contact, technical contact, zone contact and billing contact, as required by Paragraph 2(a) of the STOP Rules) in accordance with the following contact details:

[List contact details as provided by concerned registrar(s), in Complaint (if different from registrar), postmaster@<the contested domain name> and e-mail addresses shown on applicable web page]

By the following methods:

- ☐ Post/Courier (with enclosures)
- ☐ Facsimile (Complaint **with/without** attachments)
- ☐ E-mail (Complaint **with/without** attachments)

This notification is being copied to the Complainant in accordance with the following contact details:

[Enter contact details specified in Complaint]

By the following methods:

- ☐ Post/Courier
- ☐ Facsimile (Complaint **with/without** attachments)
- ☐ E-mail (Complaint **with/without** attachments)

A copy has also been communicated to the Internet Corporation for Assigned Names and Numbers (ICANN) and the Registrar(s) listed below (Complaint **with/without** attachments):

[Identify Registrar(s)]