

## Application Letter

(to be given on letterhead of the institute duly signed and stamped by head of the institute)

To,

Dated :

ERNET India  
5th Floor, Block- I, A Wing  
DMRC IT Park, Shastri Park,  
New Delhi 110053

**Subject: Application for registration/renewal of Domain Name .....  
for ..... (Name of Academic  
Institution)**

I, ..... (name), ..... (Designation) as head  
of.. .....(Name &  
Address of the academic institution) do hereby agree for and on behalf of the management of the  
..... that I will abide by the terms and conditions of ERNET for registering/renewing a  
domain name ..... under edu.in / ac.in/ res.in/ or विद्या°भारत, शिक्षा.भारत, शोध.भारत.  
My appointment letter is enclosed.

I do hereby authorize following person, working in the institute, to act on behalf of ( **Institute\_Name**) for handling all the activities related to domain name **xxxxxxx.xx.in** :

Name :

Adhar No :

Designation:

Signature of authorized person :

Phone :

Email :

Further, it is to inform that online registration/renewal form has been filled and uploaded  
required documents. Payment has also been made online through portal <https://registry.ernet.in>  
on..... (date) of Rs..... ....for registering/renewing above said domain for .....  
(no. of year (s)).

Therefore, ERNET India is requested to register/renew above said domain for .....  
..... (name of academic institution).

Yours sincerely,

Signature

(Name and Address of the Head of the Institute with sign and stamp)

Email:

Mobile No. :