## ('>papaki HELP

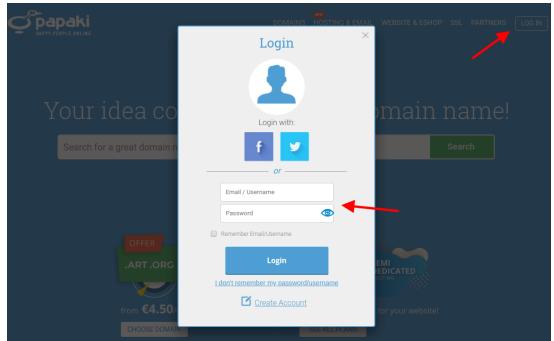
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## How can I change the owner of my domain?

- 2023-01-03 - Διαχείριση domains

In case you want to change the owner of a domain name, you could do this from your Papaki account.

1. Login to your Papaki account.

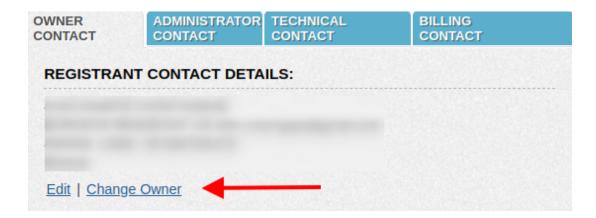


2. From **My Products** list, select **Domains** and click on your **Domain**.



3. More most of the tld's, except .gr and .fr domains, you could click **Edit** on the **Owner Contact** and save the new owner's details.

Keep in mind that some registries like ICANN, forward a confirmation email for this change.

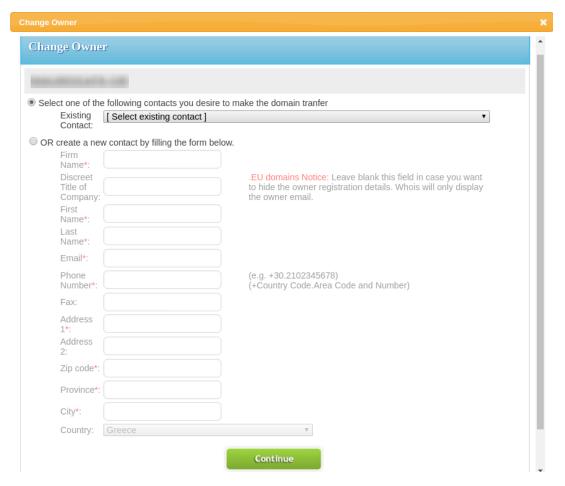


For the .gr and .fr domains, so that you may change the owner, click on **Change**Owner and this procedure has a charge.

You could find the owner's change cost, from our **Price list** <u>here</u>.

4. On the pop up window you should insert the new owner's details and click **Continue.** 

You are able to select an already existing contact or add a new one by filling the form.



- 5. After this you will be asked to complete the order.
- 6. From the new pop up you will get instructions, which will also be sent to your email.

You will get a **.pdf document**, which will be needed to be signed by both the current and new owner.

In case the owner is a company (current or new) the document needs to be stamped too.

A copy of the **personal ID** card or **passport** from both the current and future owner will be need too. Alternatively, you may send us a formal declaration for each party.

In case of company, an **official document**, like the article of association, where we may find the company name and the legal representative's name

OWNER CONTACT	ADMINISTRATOR CONTACT	TECHNICAL CONTACT	BILLING CONTACT
REGISTRANT CONTACT DETAILS:			
REGIOTARI GOTTAGI DETALEG.			
Edit   A transfer to fill and send:	owner request is p	ending, Form	

7. Once you have all the documents, you should forward them to our email support@papaki.com, so that the owner's change would be complete.