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## How shall a change of domain holder be performed, and who can request it?

Agent - 2025-04-25 - Change of holder

Concerning a transfer meaning the change from one holder (legal or physical) to another holder (legal or physical) for .se or .nu domain. It is only the registrant (the holder) that can request a change of holders of a domain name.

It is particularly important to verify that the person requesting the change actually is the registrant.

The registrar must have appropriate procedures to verify the holder, for example, with eID, by checking with the UC credit information agency or the Swedish Companies Registration Office etc. Make sure to save the information so that you can account for the action you have taken and make corrections if any errors occur. If a control panel is used, the change request must be connected to the login or other authentication process.

A change of holder cannot be performed if a domain name is subject to an ADR/UDRP process and if The Swedish Internet Foundation is aware of an ongoing court process.

Registry Services does not charge registrars for change of holders.

The *Appendix 7* of the Registry-Registrar Agreement entails a detailed routine description of how a Change of Holder must be performed.