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## **Instructions for registrars to register domain names belonging to a Naming Mandate**

All .swiss Naming Mandates have a Tracking Domain starting with "mandate--" and ending in ".swiss" e. g. :

**mandate--exampleOfDomainName.swiss**

All billing transactions related to a Mandate will be associated with its tracking domain.

To submit the applications for a Mandate, proceed as follows, using either EPP or the Registry Control Panel.

1) Create a Contact record where:

- the Name field is set to the Tracking Domain string
- the Organization is set to the prefix "(Mandate) " followed by the mandate holder's name
- the Enterprise ID field is set to the mandate holder's UID (format CHE-xxx.xxx.xxx)

2) Create the Tracking Domain as follows:

- select the "mandate-tracking" Phase,
- use the Contact created under (1) above as registrant, and
- set the "intended-use" field to the Tracking Domain string.

3) Create the domains belonging to the mandate as follows:

- select in the "mandate-domains" Phase,
- use the Contact created under (1) above as registrant, and
- setting the "intended-use" field to the Tracking Domain string.

For any questions contact Registry Support on +41-22-312-56-11.

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