### ANNEX A

### COMPLAINT TRANSMITTAL COVERSHEET

|  |
| --- |
| You are hereby informed that a Complaint has been filed against you with the World Intellectual Property Organization (**WIPO**) Arbitration and Mediation Center (the **Center**) pursuant to the .SH Domain Name Dispute Resolution Policy (the **Policy**) as adopted by the Internet Computer Bureau Limited (NIC.SH) on June 1, 2020, the Rules for .SH Domain Name Dispute Resolution Policy (the **Rules**), and the WIPO Supplemental Rules for the .SH Domain Name Dispute Resolution Policy (the **WIPO** **Supplemental Rules**).  The Policy is incorporated by reference into your Registration Agreement with the Registrar(s) of your domain name(s), in accordance with which you are required to submit to a mandatory administrative proceeding in the event that a third party (a **Complainant**) submits a complaint to a dispute resolution service provider, such as the Center, concerning a domain name that you have registered. You will find the name and contact details of the Complainant, as well as the domain name(s) that is/are the subject of the Complaint in the document that accompanies this Coversheet.  Once the Center has checked the Complaint to determine that it satisfies the formal requirements of the Policy, the Rules and the WIPO Supplemental Rules, it will forward an official copy of the Complaint, including annexes, to you by email as well as sending you hardcopy Written Notice by post and/or facsimile, as the case may be. You will then have 20 calendar days from the date of Commencement within which to submit a Response to the Complaint in accordance with the Rules and WIPO Supplemental Rules to the Center and the Complainant. You may represent yourself or seek the assistance of legal counsel to represent you in the administrative proceeding.   * The **Policy** can be found at  <https://my.nic.sh/legal/legal_dispute.html> * The **Rules** can be found at  <https://my.nic.sh/legal/drp-rules.html> * The **WIPO Supplemental Rules**, as well as other information concerning .SH can be found at: <http://www.wipo.int/amc/en/domains/rules/supplemental/sh.html> * A **model Response** can be found at <http://www.wipo.int/amc/en/docs/response-sh.doc>   Alternatively, you may contact the Center to obtain any of the above documents. The Center can be contacted in Geneva, Switzerland by telephone at +41 22 338 8247 or by e-mail at [domain.disputes@wipo.int](mailto:domain.disputes@wipo.int).  You are kindly requested to contact the Center to provide the contact details to which you would like (a) the official version of the Complaint and (b) other communications in the administrative proceeding to be sent.  A copy of this Complaint has also been sent to the Registrar(s) with which the domain name(s) that is/are the subject of the Complaint is/are registered.  By submitting this Complaint to the Center the Complainant hereby agrees to abide and be bound by the provisions of the Policy, Rules and WIPO Supplemental Rules. |