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| **ARBITRATION AND MEDIATION CENTER** |

**ANNEX B**

(three-member panel)

Re: Case No. DGE20XX-XXXX

<domainname.ge>

Notification of Complaint and Commencement of Administrative Proceeding

1. 1. **Notification**. You are hereby notified that an administrative proceeding has been commenced against you pursuant to the .GE Domain Name Dispute Resolution Policy (the .GE Policy) approved by Caucasus Online LLC (the .GE Registry) on April 16, 2018 (<http://nic.net.ge/Content/Docs/WIPOPolicyENG.pdf>), the Rules for .GE Domain Name Dispute Resolution Policy (the .GE Rules) approved by the .GE Registry on April 16, 2018 (<http://nic.ge/Content/Docs/WIPORulesENG.pdf>), and the WIPO Supplemental Rules for .GE Domain Name Dispute Resolution Policy (the Supplemental Rules) ([http://www.wipo.int/amc/en/domains/rules/supplemental/ge.html](http://www.wipo.int/amc/en/domains/supplemental/ge.html)).

The .GE 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 the WIPO Arbitration and Mediation Center (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.

(Please note that the administrative proceeding has been commenced against the registrant of the domain name(s) that is/are the subject of the Complaint and not the technical contact, zone contact, administrative contact or billing contact, if different from the domain name registrant. The technical contact, administrative contact or billing contact, if different from the domain name registrant, are requested to forward this notification and any attachments to the registrant of the domain name(s) in question.)

Pursuant to Paragraph 4 of the .GE Rules and Paragraph 4(d) of the Supplemental Rules, you have been forwarded an electronic copy of the Complaint (including any annexes).

If you would like a copy of the Complaint (including any annexes) forwarded to an alternate email address(es), please advise the Center of this as soon as possible. Such request may be sent by email to the Center at [domain.disputes@wipo.int](mailto:domain.disputes@wipo.int), referring to the above case number.

2. **Date Complaint Received**. The Complaint submitted by […] was received by email on [Date] by the WIPO Arbitration and Mediation Center (the “Center”). [Identify related submissions and dates of receipt.] A copy of the Complaint [and related submission] accompanies this notification.

3. **Formal Requirements Compliance Review**. In accordance with Paragraph 4(c) of the .GE Rules and Paragraph 5 of the Supplemental Rules the Center has verified that the Complaint satisfies the formal requirements of the .GE Policy, .GE Rules and Supplemental Rules. Payment in the required amount to the Center has been made by the Complainant.

4. **Commencement of Administrative Proceeding**. In accordance with .GE Rules, Paragraph 4(f), the formal date of the commencement of the administrative proceeding is **[date]**.

5. **Deadlines**. You have 20 calendar days from the date of commencement of this administrative proceeding (see paragraph 4 above) within which to submit to us any Response (copying the Complainant) according to the requirements that are described in the .GE Rules, Paragraph 5. The email address to which you should send your Response (copying the Complainant) is domain.disputes@wipo.int. Any request to the Center for an extension pursuant to Paragraphs 5(b) and 5(e) of the .GE Rules, may be submitted to the same email address. The Respondent may expressly request an additional four (4) calendar days in which to respond to the Complaint, and the Center shall automatically grant the extension in accordance with Paragraph 5(b) of the .GE Rules. This extension does not preclude any additional extensions that may be given further to Paragraph 5(e) of the .GE Rules. In the absence of any extension, the last day for sending any Response (copied to the Complainant) to us is **[date]**. In filing your Response, you may refer to the Model Response and filing guidelines made available on the Center's website (<http://www.wipo.int/amc/en/docs/response-ge.doc>*).*

6. **Consent to remedy.** You may consent to the remedy requested by the Complainant and agree to [transfer/cancel] the disputed domain name(s).

7. **Default**. If your Response is timely submitted by the specified due date, the Center will duly acknowledge receipt. In the absence of any submitted Response (or evidence of its transmission), the Center will typically forward a notice of respondent default. In either case, the Center will proceed to appoint an Administrative Panel to review the facts and to decide the case. The Administrative Panel will not be required to consider a late-filed Response, but will have the discretion to decide whether to do so and, as provided for by .GE Rules, Paragraph 14, may draw such inferences from your default as it considers appropriate. There are other consequences of a default, including no obligation on our part to consider any designations you have made concerning the appointment of the Administrative Panel or to observe any guidelines you have provided concerning case-related communications.

8. **Administrative Panel**. The Complainant in this administrative proceeding has elected for an Administrative Panel consisting of three panelists. The dispute between you and the Complainant therefore will be decided by an Administrative Panel consisting of three members.

The Complainant has provided us with the names and contact details of three candidates to serve on the Administrative Panel, and has indicated its order of preference. We will try to appoint one of these three candidates. If we are unsuccessful, we shall make the appointment from our published list of panelists.

You are required to provide the names and contact details of three persons in order of preference in your Response. These three persons may be taken from our published list of panelists (<http://www.wipo.int/amc/en/domains/panel.html>). We will try to appoint one of the three persons you have nominated to serve on the Administrative Panel. If we are unsuccessful, we shall make an appropriate appointment from our published list. If you do not provide us with the names and contact details of any candidates, we shall make the appointment from our published list.

Once we have appointed two panelists, both you and the Complainant will be contacted concerning the procedures for the appointment of the Presiding Panelist (*i.e.*, the third Panelist).

9. **Communications**. Your Response should be communicated to us according to the requirements of .GE Rules, Paragraph 5(c) (*e.g.*, in electronic form (including any annexes) via the Internet pursuant to Supplemental Rules, Paragraph 12(b)). All case-related filings or submissions to the Center in addition to the submission of your Response should be made according to Supplemental Rules, Paragraph 3(a). The email address to use for both purposes is [domain.disputes@wipo.int](mailto:domain.disputes@wipo.int).

In your Response you may wish to indicate where and how you would like us to send case-related communications to you, for example if you should have a preferred method for communication from any used in this Complaint Notification.

All communications that are required to be made to the Complainant under the .GE Rules and Supplemental Rules, including your Response, should be made according to the contact details and methods specified in the Complaint. Any corrections or updates to the Respondent’s contact information during the remaining Pendency of the proceeding shall be communicated to the Center in accordance with .GE Rules, Paragraphs 5(c)(ii) and 5(c)(iii).

Questions about your case, or other general queries may be emailed to [domain.disputes@wipo.int](mailto:domain.disputes@wipo.int).

10. **Fees**. Please note that the fees for the administrative proceeding will be paid in their entirety by the Complainant.

11. **The Administrative Proceeding**. As this case is to be decided by a three‑member Administrative Panel, we shall send to you and to the Complainant a list of five candidates for the Presiding Panelist. You will each be asked to indicate your order of preference from among the five candidates. Unless we are notified of an agreement between you and the Complainant as to the identity of the Presiding Panelist, we shall make the appointment taking into consideration the preferences to us.

The Administrative Panel will typically have 14 days from the date of its appointment to issue a decision in the case. Under normal circumstances, we will forward the decision to you, the Complainant, the concerned Registrar and the .GE Registry within three (3) business days of receiving it from the Administrative Panel. Should the decision require that the domain name(s) in question be either transferred or cancelled, the GE Registry will notify all parties concerned of the date that the decision will be implemented if the GE Registry does not receive notification and the required documentation from you in accordance with Paragraph 4(k) of the .GE Policy. We will then post the decision on a publicly accessible web site, unless we have been directed not to by the Administrative Panel.

12. **Case Manager**. The Center, which is a neutral dispute resolution provider, has appointed a Case Manager who is in charge of administering your case. The Case Manager’s details appear below. Please note that, while the Case Manager is at your disposal to answer questions relating to such matters as filing requirements and applicable procedure, he / she is not the decision-maker on the merits of this case, and cannot provide you with legal advice or make any representations to the Administrative Panel or otherwise on your behalf.

Case Manager: [name]

Address: WIPO Arbitration and Mediation Center

34 chemin des Colombettes

1211 Geneva 20

Switzerland

Telephone: +41 22 338 8247

Fax No.: +41 22 740 3700

EMail Address: domain.disputes@wipo.int

13. **Additional Information**. Additional information about the administrative procedure for .GE domain names is available at <http://www.wipo.int/amc/en/domains/cctld/ge/index.html>.

Yours sincerely,

[name]

Case Manager

**COMMUNICATIONS**

The Notification of Complaint and Commencement of Administrative Proceedings is being communicated to the Respondent in accordance with the following contact details:

By the following method:

[ ] Email (Complaint with attachments)

Please note that Written Notice of this dispute has also been sent to the below contact details:

By the following method(s):

[ ] Post/Courier [***Please add the following if no fax number is available:***] (A facsimile number is not available)

[ ] Facsimile

The Notification of Complaint and Commencement of Administrative Proceedings is being copied to the Complainant by email in accordance with the following contact details:

A copy has also been communicated by email to the .GE Registry [[and to the Registrar listed below:]]