**ANNEX A**

**COMPLAINT TRANSMITTAL COVERSHEET**

Attached is a Complaint that has been filed against you with the World Intellectual Property Organization (WIPO) Arbitration and Mediation Center (the **Center**) pursuant to the .eu Alternative Dispute Resolution Rules (the **ADR Rules**) and the World Intellectual Property Organization Supplemental Rules for .eu Alternative Dispute Resolution (the **Supplemental Rules**).

The ADR Rules are 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 ADR Rules and the Supplemental Rules, it will forward an official copy of the Complaint, including annexes, to you by email, as well as sending you a notice with information by post. You will then have twenty (20) days from the date of Commencement within which to submit a Response to the Complaint in accordance with the ADR Rules and 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 **ADR Rules** can be found at <https://eurid.eu/en/other-infomation/document-repository/>

• The **Supplemental Rules** can be found at <https://www.wipo.int/amc/en/domains/rules/supplemental/eu.html>

• A **model Response** can be found at <https://www.wipo.int/export/sites/www/amc/en/docs/response-eu.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 email at domain.disputes@wipo.int.

You are kindly requested to contact the Center to provide an alternate email address to which you would like (a) the Complaint, including Annexes and (b) other communications in the administrative proceeding to be sent.

A copy of this Complaint has also been sent to the Registry and 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 ADR Rules and Supplemental Rules.