**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 Saudi Domain Name Dispute Resolution Rules (the **Rules**), the Saudi Domain Name Dispute Resolution Procedure (the **Procedure**), and the WIPO Supplemental Procedures for Saudi Domain Name Dispute Resolution Procedure (the **Supplemental Procedures**).

The Rules are incorporated by reference into the Saudi Domain Name Registration Regulation that you accept with 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 Rules, the Procedure and the Supplemental Procedures, it will forward an official copy of the Complaint, including annexes, to you by email. 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 Procedure and the Supplemental Procedures 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 **Rules** can be found at   
   (<https://help.nic.sa/en/dispute-resolution-rules>)
* The **Procedure** can be found at   
   (<https://help.nic.sa/en/dispute-resolution-procedure>)
* The **Supplemental Procedures**, as well as other information concerning the resolution of domain name disputes can be found at (<https://www.wipo.int/amc/en/domains/cctld/sa/index.html>)
* A **model Response** can be found at (<https://www.wipo.int/amc/en/docs/response-sa.docx>)

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, by fax at +41 22 740 3700 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 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 Rules, Procedure and Supplemental Procedures.