



MFSD's Supplemental Rules

1. Definitions

“**MFSD**” is the dispute resolution provider, with its registered office in 20122 Milan, 12, Cosimo del Fante, accredited by Registry of country code Top Level Domain “.it”.

“**Domain Name**” is the domain name registered under the cc TLD “.it”

“**Registry**” is the Registry of country code Top Level Domain “.it”.

“**Parties**” are the Complainant and the Respondent, involved in a same Administrative Proceeding.

“**Administrative Panelist**” is an Administrative Panel, composed of one or three independent and impartial persons appointed by MFSD that is selected to administer the dispute according to the Assignment Rules and Supplement Rules. The Administrative Panel is independent of the MFSD, Registry and the parties.

“**Panel/Panels**” is/are the professional men/women accredited, listed e elected by MFSD, for deciding a administrative proceeding, and their names are in the Internet web site: www.mfsd.it.

“**Procedure**” is the administrative procedure for riassegment one or more domain name in order to Riassegment Rules before the Panel or the Panels appointed by MFSD.

“**Representative**” is the person eventually elected by a Part to represent in the course of procedure.

“**Rules**” are the whole acts in order to Procedure in Namin Rules, Riassegment Rules and in this Supplemental Rules.

“**Respondent**” is the person who has registered one or more domain name and against the Complaint introduces the procedure.

“**Rules**” are the Rules of Assignment adopted in order to Domain Names registered under the country code TLD .it

“**Riassegment Rules**” are the Rules in the document named “DN Riassegment Rules”.



“Supplemental Rules” are the rules performed and adopted by MFSD

“Complainant” is the person who fill a Complaint to MFSD to starting the Procedure.

“Case Administrator” is the person appointed by MFSD to deal with the procedure and to communicate to the Parties and the Panelist or the Panel.

2. Communications

All the communications provided by the Rules and addressed to MFSD can be sent trough form performed by MFSD and finded in the MFSD web site: www.mfsd.it

The Parties or the Panelist can make these communications by e-mail, in file text, to e-mail address: responsabile@mfsd.it. The parties, during the Procedure, can't contact directly the Panel or the Panelist, and the Panel can't contact directly to the Parties.

When there is a communication from Parties, the Case Administrator send the received communication to the other Part and to the Panel or Panelist.

When there is a communication from Panel or Panelist, the Case Administrator send at the same time the communication to the Parties.

The Case Administrator communicate, in order to precedent paragraphs, not later than one (1) business day to the first communication.

The Case Administrator send communications to every one of the three - Administrative Panels.

Only the President of the Administrative Panel can authorize formal communications.

The Case Administrator send the communications to the Parties and to the Panelist by e-mail, except the Complainant or the Respondent asked for communications send by fax or by letter.

In this case, the Case Administrator send the communications, if the Part who asked this, pay the supplemental prices publisced in the web site: www.mfsd.it

This payment must be contextually at the payment of fees of the procedure, if the form is requested by Complainant, or when the form complaint is filled, if the form is requested by the Respondent.



The Case Administrator sends the communications to the Parties or to their Representative by registered letter to this address: MFSD, via Cosimo del Fante n. 12, 20122 - Milano.

3. Filing of complaint documents.

The Complaint and the Response with their documents have to be filled to Case Administrator.

The interested Part, when it's possible, files the original documents. Moreover, the interested part, when it's possible, send a copy of documents in electronic format, too.

Each document must number in progressively and the Part must make an index of the filed documents, with indication of the number of each document and a short description of its content.

The filed documents are published in pdf. format by Case Administrator.

The precedent dispositions can be applied to the attached documents, too, if there are authorized by Panelist, in the course of the procedure.

4. General List of Procedures.

Each Procedure is marked by progressive number, eventually went before an abbreviation that marked MFSD to the other Providers.

The Case Administrator hold a general list of the procedures and make a reference to the number that was assigned to the individual procedure in each communication in order to this.

The procedure's identificative number must be put clearly in the inscription of all communications that come from party or Panelist.

Title II - Proceeding

5. Filing the complaint.

For introducing a procedure, the Complainant must send to the Case Administrator the complaint, with enclosure the documents.

The complaint can be draw up using the special schedule, that is published in the web site www.mfsd.it, this allow the on line guide filling of the form, or making contact with MFSD to the number +39 0255 or by fax at number +39 02.55.....



The **complaint** is sent to the Case Administrator in original and by e-mail, the sent by e-mail is automatic if was through helped compilation in on line modality.

The original of the **complaint** is sent to the Case Administrator must be signated by the Compeint and, if his was named, by Rappresentante, too.

In the **complaint**, the Complainant must declare his choise in order to the number of the Panel.

The absence of the declaration is equivalent to a choise in order to a Panelist that is composted by a single Panel. If the Complainant choised in order to a Panelist with three members, he/she must indicate one list of three panel.

The Case Administrator verify the formal regularity of the **complaint**, when these performance of condition:

- happened total payment of the Procedure's fees by Complainant;
- on reception on the original complaint to the Case Administrator and by e-mail.

If one of the conditions ut supra come true, the Case Administrator make contact the Complainant and inform him/her about not happened of the second condition.

Expire ten days to the communications without that the second condition happend, the complaint is esteemed **barred to a proceeding**.

In this case, the Case Administrator **dismissal the proceeding** and of received documents, and moreover remboursement of fees paied by Complainant.

6. Examination the regular performance of complaint.

The Case Administrator, when finded the performance of conditions ex art. 5, find regular performance of complaint.

The complaint must be in accordance with that disposed in the Supplemental Rules.

If the Case Administrator verify a procedural flaw of complaint, it notice to the Complainant, and ask him or her to remedy irregularity within the time provided by art. 4 of Riassegment Rules.

Expired the deadline without that the irregularity is performance, the complaint is considered renounced and the Case Administrator provided by the last paragraph of art. 5.

7. Communications from Complainant to Respondent.

When the formal regularity of Complainant, the Case Administrator send to the Respondent copy of complaint in compliance with art. 2 of Riassegment Rules and not later than time provided by art. 4 of Riassegment Rules.

8. Filling the response.

The Respondent, in the time provided by the Riassegment Rules can send own reply to the Case Administrator and, for this, can use the special form



Respondent that is published in the web site www.mfsd.it, and it can be compiled with the help assistance of MFSD'Case Administrator. The documents filled by Respondent must be attached in the Response.

The reply is sent to the Case Administrator in original and by e-mail. The original reply must be undersigned by Respondent and, if he's named, by Representative.

If the Complaint requested a Panelist composed by three Panels, the Respondent must point at a list of three Panels.

9. Designation of Panelist.

The list of Panelist elected by MFSD is published in the web site www.mfsd.it

In the case that a single Panel is appointed to decide a proceeding, MFSD appointed the Panel and inform her or him about the designation.

In the case that the Complaint ask the designation of Panelist, composed by three Panels, MFSD choose- if it's possible- a Panel among three professionists appointed by Complaint, a Panel among the three candidates appointed by Respondent and the third Panel, who take the chair automatically, on the basis of instructions provided by the next paragraph.

In the case of Panelists with three members, the President will be the Panel il cui nominativo sia stato eventualmente indicato da entrambe le parti nel proprio elenco di tre professionisti; in the caase that the Panelists appointed by both Parties are more one, MFSD will choose among them the president, in its unreversable opinion, in the list of Panelists.

Then MFSD will provide to inform the Panels about happened designation.

The designation of a panel for being member of a Panelist is considered accepted when the Case Administrator receive the original eclaration of independence and impartiality, that MFSD will provide to send to the designated Panel.

10. Accessibility to the Proceeding's documents.

When The Panelists is constituted, the Case Administrator furnish the Parties and the Panelist with password necessary for automatic access to the documents of Proceeding through the web site www.mfsd.it

Title III - Decision

11. Form.

The decision of the Panelist can be drafted with the special schedule published in the web syte www.mfsd.it

Title IV. Final provisions.

12. Liability of Panels.

The Panels elected for deciding a procedure have the liability to finish the received job with care, indipendence and impartiality in the respect of the Rules.

In the Case that the Panels is composed by three Panels, the Panel who has the duty of President must :



- guarantee the correct running of the Panelist, in the respect of the Rules and the time for publishing of the final decision;
- communicate to the Case Administrator about all the decisions assumed by the panellists;
- prepare a draft of the decision and submit it to the other Panelist, in time so that they can express their notes.

13. Substitution of the Panels.

The Panels can be substitute in the case of death, disability or renunciation to the designation.

MFSD provide to designe a new Panel not later than 5 days to knowledge to the necessity of proceeding a substitution.

14. Remand.

In lack of specific rules, the Panels and the Parties must

9. Fees

The applicable fees for the Procedure are specified in Schedule of Fees and published on the MFSD's web site.

10. Amendments

Subject to the Naming Rules and Rules, the MFSD may amend these Supplemental Rules in its sole discretion.

11. Exclusion of Liability.

Except in respect of deliberate wrongdoing, an Administrative Panel, the Registry and MFSD shall not be liable to a Part, a concerned registrar or Registry for any act or omission in connection with the administrative proceeding.