

Dear Hana Services:

This is a request to transfer my domain name into my control.

My name is \_\_\_\_\_ and I am the  
owner of \_\_\_\_\_ (shop name). My Account ID number is \_\_\_\_\_.

I am requesting that my domain name \_\_\_\_\_ be moved to a  
retail account and the User ID and Password for the domain name be sent to me at my personal  
email address of \_\_\_\_\_ *(Hana cannot transfer the domain  
name without this information, this email address will be where the domain Registrar sends the  
renewal notices for your domain name).*

I am also requesting that my website with Hanay be cancelled. If you would like  
to have your website cancelled please let us know what the issue(s) were that lead to  
this decision \_\_\_\_\_.

I DO NOT wish for Hana to cancel my website.

I understand that in the future, I will be responsible for the renewal of my domain name and that  
I need to inform the Registrar where the domain name is registered. If I change my email  
address, I understand that this will affect how I am informed when my domain name needs to be  
renewed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*(The signer must be the owner of record at Hana for this shop code, we will confirm the  
signature and email the requested information to the email address provided above)*

Please email or mail this completed form to the below address.

**Hana Software**

Suite 600, 12410 Milestone Center Drive,  
Germantown, Maryland 20876  
Phone: 503-445-3059  
Email: support@hanasoftware.com