

ANKC LTD ADMINISTRATIVE PROCEDURE

REGISTRATION OF INTERNATIONAL KENNEL NAMES WITH THE FCI SECRETARIAT

Listed below is the Administrative Procedure for the registration of ANKC Ltd Prefixes with the FCI.

General

All federated and associated member countries and/or contract partners have to send to the FCI Office their proposals of kennel names under the form of official cards (see attached) duly filled in and signed by a responsible person (1 copy and a summary list). These documents can also be sent by e-mail. Handwriting cards will be refused.

The following data will have to appear from now, on the cards:

- Name of the owner
- Name of the co-owner(s)
- Complete address of the owner
- Breed(s)
- Suffix or prefix

The FCI will send one copy back with the stamp "**ACCORDE FCI**". On the card, a specific registration number will be written. The countries are free to use a different numbering system for their own records. The FCI numbering system works as follows:

(Number of the card/year)

1/2000, 2/00, 3/00,4/00

1/2001, 2/01,3/01,4/01

1/2002, 2/02, 3/02,4/02....etc

- Per card, you may propose 1 to max. 3 kennel names.
- If all the proposals of kennel names are already registered for other countries, the note "**DEJA CONCEDE**" (already conceded) will be stamped on the card. In this case, the options are;
 - The owner may request a new prefix;
 - The existing prefix may be suffixed with (Aust) as previously agreed FCI/ANKC delegates; or
 - The owner may elect not to register with the FCI but to remain solely with the ANKC Ltd.
- Each national organisation manages its kennel name department according to their own regulations and the FCI can therefore be of no assistance. However, ANKC Ltd can get in touch with one of our federated members for advice.

- An invoice will be issued and the price per kennel name is **6 €** (Approx \$10Au).
- The cards with the stamp “DEJA CONCEDE” are not included in the invoice. Please find hereunder a general view of what will be included in the invoice and what will not:

Procedure

Listed below is the procedure for registration which will be provided to the membership

1. The member confirms on the FCI web site if the Kennel Name/Prefix has already been registered. If it has it is recommended they place (AUS) as a suffix to the Prefix.
2. The member submits the completed card (Excel) to the members, Member Body with the prescribed fee. This fee a one off payment per prefix. Full payment be made at time of application whether the registration is accepted or not.
3. The Member Body confirms the detail and signs as the responsible person (electronically).
4. The Member Body then transfers the card to a master spreadsheet and completes the summary sheet and if all is correct then it is forwarded to the ANKC for action. Suggest forwarding is done periodically and not as they come in.
5. The ANKC Administrator forwards to the FCI for registration. It is recommended that the summaries remain in Member Body listing to avoid confusion on return and invoicing.
6. The FCI returns the completed cards to the ANKC with either “**ACCORDE FCI**” (accepted) or “**DEJA CONCEDE**” (rejected) stamped on them. With the appropriate invoice for the FCI component.
7. The ANKC Administrator forwards the cards to the Member Body for return to the member. With the appropriate invoice for the FCI and ANKC component.
8. The Member Body either forwards the accepted registration to the member and registration is completed or returns the rejected prefix to the member and explains the options. Where the owner requests the prefix to be suffixed with the annotation (AUS) then there is no further fee for the processing of the amended prefix. The amendment is resubmitted via the ANKC to the FCI

Suggested Fees

This fee should include 3 components, FCI Fee (\$10), ***ANKC Administration Fee (\$15) and Member Body Administration fee as determined by each Member Body.***

Invoice

Will be charged:

- New kennel name,
- Kennel name moved from a country member to another country member,

- Modification in a Kennel name already existing before, that's to say: addition of a new word or modification in a word.
- Too important modification in a kennel name registered in the year.

Will not be charged:

- Change of address and/or addition of co-owners in the kennel names.
- Change of owner.
- Modifications in the Kennel name, if the change is not too important, that's to say: addition of an article or an "S" – "S".
- Typing error.
- Addition of new breeds
- Modification from prefix to suffix and from suffix to prefix

For all the points mentioned here above, may we ask you send us a new card to have a correct official document in our records?

(Noting under the FCI/ANKC agreement the FCI will only deal with the ANKC)

If you have any other questions, please contact us.