

Procedure for Requesting the Waiver of an Initial Assignment or Renewal Fee

According to the provisions of Chapter V, Article 26, item 15 of the organization's Bylaws, the Board of Directors may decide the waiver of membership fees.

The purpose of this procedure is to establish a mechanism for those members who may be finding it difficult to pay their membership fees and can prove they meet certain requirements.

To apply for a waiver, an organization must prove it meets the following requirements:

- Non-profit non-government organizations which have been assigned number resources or which have submitted a request for number resources that has been approved by LACNIC's Registration Service and is pending assignment.
- That such resources are being used or will be used for projects focusing on promoting Internet access among disadvantaged communities or vulnerable groups in the LACNIC service region; and
- One which has been assigned resources not exceeding a /19 or a /32 (IPv4 and IPv6, respectively);
- It must not be part of a for-profit commercial or corporate group.

Anyone interested in applying for the waiver should address a letter to the LACNIC Board explaining their project, its scope and purpose, as well as the reason for requesting the waiver of their membership fees.

If the fee waiver is granted, the waiver will be valid for a period of one year. A new fee waiver request must be submitted each year, at least 90 days before the invoice for the renewal of the resources is due. Likewise, the conditions described above must also be met.

Process for the Annual Waiver of Membership Fees

1. An organization that has already been assigned number resources by LACNIC and wishes to request the waiver of their renewal fee should address a letter to the LACNIC Board explaining the reason for their request.
 - a. In this letter, the applicant must inform how they are using (or planning to use) the resources assigned by LACNIC; and
 - b. The reasons why they are unable to pay their membership fee.
 - c. In the case of renewal fees, the applicant must submit their letter of request at least 90 days before the invoice for the renewal of their resources is due.

2. An organization that has never received number resources from LACNIC and wishes to request the waiver of their **initial** membership fee after submitting their initial request should send a letter addressed to the LACNIC Board explaining the reason for their request.
 - a. In this letter, the applicant must inform how they are planning to use the requested resources.
 - b. The applicant must also inform the reasons why they are unable to pay their initial membership fee.
3. LACNIC Staff will analyze the application and may request additional information from the applicant. Once all the information is received, it will be submitted to the Board for its evaluation, including a recommendation on the request.
4. This request may be approved or denied by the Board, whose decision will be final. According to Article 23 of the LACNIC Bylaws, approval of fee waivers must be decided by a special majority of Board members.
5. If the Board decides to approve the fee waiver request, LACNIC will inform the applicant that their request has been granted and proceed to issue a Credit Note to cancel their invoice as a Special Waiver.
6. The fee will be waived for a period of one year (the waiver period will be equal to the renewal period). The Board may specify a longer period, which in no event may exceed three years. Therefore, applicants wishing to renew their waiver must repeat the process annually, with the anticipation specified in item 1.c.