

NOTE FOR FILING FORM MM2: APPLICATION FOR INTERNATIONAL REGISTRATION GOVERNED BY THE MADRID PROTOCOL

Form MM2 (Mandatory): Application for international registration under the Madrid Protocol (Rule 9 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks)

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

This form must be used to file an international application under the Madrid Protocol.

Before using this form please check with your Office of origin (the Office where you have your basic mark registered or applied for, and through which you are submitting your international application) to see whether it has its own online service, or customized version of the MM2. If it does not, we strongly recommend that you consider using the [Madrid Application Assistant](#).

The simplest way to apply for an international application is to use the Madrid Filing Assistant, an electronic version of the MM2 form. It enables you to collect and record all the information required to complete an international application in an intuitive and linear manner. The necessary information can be imported directly from the Office of origin's national/regional trademarks database. This saves time and effort and reduces the risk of irregularities, making the process of filing an international application more efficient and accurate.

Once completed, the international application will be made available in a PDF format ready for you to submit to the Office of origin for its certification.

LANGUAGE OF THE INTERNATIONAL APPLICATION

The international application **must** be filed in English, French or Spanish, as prescribed by the Office of origin.

The Office of origin may allow you to choose between any of the three languages. Alternatively, the Office may restrict your choice of language to just one language, or to two languages. Before completing this form, you will need to check with the Office what language you have to, or may use.

ADDITIONAL FORMS TO BE ATTACHED FOR CERTAIN CONTRACTING PARTIES

Please ensure that you have attached the additional form(s) required for the designations of [the United States of America](#) (MM18) and [the European Union](#) (MM17 – if applicable).

HOW TO SUBMIT THIS FORM

You must file your international application with the Office of origin.

Before doing so, you will need to check with the Office of origin on how to submit the application form – in paper or by electronic means.

Do not send this form directly to WIPO.

FEE INFORMATION

Please use the [Fee Calculator](#) to help you estimate your fees.

The fees for filing an international application depend on the number of designated Contracting Parties, their applicable fees and the number of classes of goods and services that you wish to protect your mark for.

Please see the [Schedule of Fees](#) for further information concerning the applicable fees.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a Current Account at WIPO, *or*
- from funds already transferred to WIPO, *or*
- by transferring the required fees into WIPO's postal account (within Europe only) or bank account.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

When completing this form you **must** provide an e-mail address for the applicant, and another e-mail address for the representative (if appointed).

Where a representative is appointed, the e-mail address for the representative must be different to that indicated for the applicant.

Please note that the applicant's e-mail address will **not** be made public and WIPO will send all communications to the e-mail address for the representative **only**.¹

¹ Where a representative has been appointed, WIPO will not normally send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

Where a representative is not appointed, WIPO will send all communications electronically to the e-mail address provided for the applicant unless an alternative e-mail address for correspondence has also been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive electronic communications from Offices of designated Contracting Parties without delay, allowing you to contest a provisional refusal and protect your rights within the given time limit, if necessary.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM2

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use a “Continuation Sheet” at the last page of the form and indicate the number of Continuation Sheets attached here.

Where there is more than one applicant, please complete the dedicated “Continuation Sheet for Several Applicants”.

MM17 FORM(S)

If you have designated the European Union and wish to claim seniority, you must attach form [MM17](#) for each Member State for which seniority is claimed and indicate the number of forms attached here. Please refer to [Information Notice No. 20/2004](#) and to [EUIPO's Trade mark guidelines](#) for further information concerning seniority claims.

MM18 FORM

If you have designated the United States of America, you must complete and attach [form MM18](#) (declaration of intention to use the mark).

REFERENCE NUMBERS

The applicant and the Office of origin may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: CONTRACTING PARTY WHOSE OFFICE IS THE OFFICE OF ORIGIN

Indicate the country (for example, Switzerland) or the intergovernmental organization (for example, the European Union) of the Office of origin.

This is the country (or region) where you have entitlement (nationality, domicile and/or a real and effective industrial or commercial establishment) and where your basic application or registration (“basic mark”) is recorded – and where you are submitting your international application.

ITEM 2: APPLICANT

If there is more than one applicant, indicate the total number of applicants and then the name and address of the first applicant only. Please provide the name(s) and the address(es) of the other applicant(s) in the “Continuation Sheet for Several Applicants”. Do not indicate the details of more than one applicant in item 2.

Item 2(a): Name

If the applicant is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order that they are used. If the applicant is a legal entity, the full official designation must be indicated.

Item 2(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 2(c): E-mail address (mandatory)

You must provide an e-mail address for the applicant. WIPO will send all communications concerning this international application and the resulting international registration electronically only. WIPO will send all communications to the e-mail address indicated here, **unless** an alternative e-mail address for correspondence is indicated in item 2(g)(ii) or a representative is appointed in item 4. If a representative is appointed, the e-mail address provided for the applicant and representative must be different. The applicant must ensure that the e-mail address provided in this form is correct and kept up to date.

Item 2(d): Telephone number

Please also indicate your telephone number with the country and area codes (e.g., +41 22 338 86 86). You do not need to provide a telephone number but it could be useful if you need to be contacted.

Item 2(e): Other indications

We recommend providing the indications in item 2(e)(i) or 2(e)(ii) as applicable. The Offices of some Contracting Parties may issue provisional refusals where such indications are not provided.

Item 2(e)(i): If the applicant is a natural person, nationality of the applicant

If the applicant is a natural person, indicate nationality or citizenship.

Item 2(e)(ii): If the applicant is a legal entity (please, provide both of the following indications)

Legal nature of the legal entity

If the applicant is a legal entity, indicate the legal nature (e.g., “proprietary limited company (Pty Ltd)” or “a limited liability company (LLC)”).

State (country) and, where applicable, territorial unit within that State (canton, province, state, etc.), under the law of which the said legal entity has been organized

If the applicant is a legal entity, indicate the name of the country and where applicable, territory within that country, in which it was organized (e.g., “NSW, Australia”).

Item 2(f): Preferred language of correspondence

Please indicate English, French or Spanish as your preferred language to communicate with WIPO (it is not necessary to check this box if you wish to receive communications in the language in which the international application was filed). If you do not indicate a preferred language, WIPO will send all communications concerning this application and the resulting registration in the language of the international application.

Item 2(g): Alternative address and e-mail address for correspondence

Complete this item **only** if you want WIPO to send all communications concerning this international application and the resulting international registration to an address and e-mail address different from those indicated in items 2(b) and 2(c) above. WIPO will use this e-mail address for communication unless a representative is appointed.

ITEM 3: ENTITLEMENT TO FILE

Please indicate your entitlement (i.e. your connection with the Contracting Party of your Office of origin) by checking one of the boxes and providing the necessary additional information where appropriate.

That Office of origin may require you to prove your entitlement in line with its domestic laws and practices.

If there is more than one applicant, please indicate the entitlement details for the first applicant only here and provide the details of the other applicant(s) in the “Continuation Sheet for Several Applicants” attached to the form. Please note that each applicant must have entitlement through establishment, domicile or nationality with the Contracting Party of the Office of Origin, but it is not necessary for the nature of the connection to be the same for each of the applicants.

Item 3(a)(i)

Check this box if you are a national of the State that you have indicated in item 1 as the Contracting Party of the Office of origin.

Item 3(a)(ii)

Check this box if you are a national of a Member State of the intergovernmental organization (either the African Intellectual Property Organization (OAPI) or the European Union (EM)) indicated in item 1. Please also provide the name of the Member State of which you are a national (for example, Germany).

Item 3(a)(iii)

Check this box if you are domiciled in the territory of the Contracting Party indicated in item 1.

Item 3(a)(iv)

Check this box if you have a real and effective industrial or commercial establishment in the territory of the Contracting Party indicated in item 1.

Item 3(b)

Complete this item only if you have checked box 3(a)(iii) or (iv) and your address in item 2(b) is not in the territory of the Contracting Party indicated in item 1.

Item 3(b)(i)

Indicate the address of your domicile in the territory of the Contracting Party indicated in item 1, or

Item 3(b)(ii)

Indicate the address of your real and effective industrial or commercial establishment in the territory of the Contracting Party indicated in item 1.

The interpretation of what may be considered “nationality”, “domicile” or “real and effective industrial or commercial establishment” is exclusively a matter for the law of the Contracting Parties to determine.

ITEM 4: APPOINTMENT OF A REPRESENTATIVE

Complete this section only if you are appointing a representative.

There are no specific requirements as to who may be appointed as representative before WIPO (e.g., professional qualification, nationality or residence). Please do not send a power of attorney to WIPO; it is sufficient for the appointment to provide the relevant information in item 4.

The appointed representative may act before WIPO only. It may be necessary to appoint another representative to act before the Office of the designated Contracting Party, for example, when responding to a provisional refusal by such an Office.

If you appoint a representative before WIPO, all communications from WIPO (including, refusals, decisions and irregularity notices) concerning this application and the resulting registration will only be sent to that representative². This applies even if an e-mail address for correspondence has been provided in item 2(c) or item 2(g).

You must indicate the name, address and e-mail address of the representative; otherwise, WIPO cannot record the appointment.

Item 4(a): Name

If the representative is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order they are used. If the representative is a legal entity, the full official designation must be indicated.

Item 4(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 4(c): E-mail address

You **must** provide an e-mail address for the representative. All communications from WIPO concerning this application and its resulting registration will be sent only electronically to the e-mail address indicated here. The applicant and the representative must ensure that the e-mail address indicated here is accurate and kept up to date.

Item 4(d): Telephone number

Indicate the telephone number with the country and area codes (e.g., +41 22 338 86 86). A telephone number is not required, but it will allow WIPO to reach your representative if needed.

You may only indicate one representative. If you indicate several representatives, only the first one will be recorded. A partnership or firm of attorneys will be recorded as a single representative (and the name of individual attorneys will be disregarded).

² The only exceptions are where the appointment of the representative is irregular, renewal reminders, notifications of non-renewal, insufficient renewal fees and where the representative has requested cancellation of the appointment. See footnote 1, above, for further details.

ITEM 5: BASIC APPLICATION OR BASIC REGISTRATION

You must provide the details of your basic mark, i.e., the mark that has been applied for, or registered with, the Office of origin.

Basic application number and date of the basic application

Indicate the application number and date only where the basic mark is not registered.

Basic registration number and date of the basic registration

Indicate the registration number and date where the basic mark is registered.

When basing the international application on several basic applications/registrations, all of them must be in the same name as the applicant for the international registration and have been filed with the same Office of origin. Please indicate their numbers and dates. If there is not enough space, use the “Continuation Sheet”.

ITEM 6: PRIORITY CLAIMED

If you wish to claim priority in your international application, you **must** do so in this form by checking this box and providing the requested information. It is **not** possible to claim priority after the MM2 has been submitted.

Do not send any priority documentation to WIPO. It is sufficient to indicate the following information:

Office of earlier filing

Indicate the name of the Office of the earlier filing.

Number of earlier filing (if available)

Indicate the application or registration number, if available.

Date of earlier filing

Indicate the application date, which must be within the past six months from the date of receipt by the Office of origin indicated in item 13 (please, see below).

If your earlier filing does not cover all the goods and services listed in item 10 of this form

Indicate here the goods and services that are to be covered by the priority claim (partial priorities).

If several priorities are claimed

Check this box and use the “Continuation Sheet” to indicate the Office, the application/registration number, the application date and the relevant goods and services of the earlier filing (several priorities).

WIPO will not check the validity of the priority claim. However, if the priority date claimed is more than six months earlier than the “date of receipt of the international registration by the Office of origin”, the priority claim will be disregarded. The same applies where “the filing or registration date of the basic mark” is more than six months earlier than the date of receipt of the international registration, even if the priority date claimed is not, because the priority claim must be based on the first application in a country of the Paris Union.

The priority claim made in the application will automatically extend to the designations in the application. This will also be the case for any designations that you add subsequently to the international registration within the six months priority period.

ITEM 7: THE MARK

You must provide a clear reproduction of the mark. If the reproduction is not clear, WIPO will treat the application as irregular and inform you and the Office of origin accordingly.

The reproduction may be typed, printed, pasted or reproduced by any other means. WIPO will publish the mark in the [*WIPO Gazette of International Marks*](#) exactly as received in the international application.

REPRODUCTION OF THE MARK AS IT APPEARS IN THE BASIC APPLICATION/REGISTRATION

Item 7(a): Reproduction of the mark as it appears in the basic application/registration

Provide a reproduction of the mark as it appears in the basic mark. In particular, if the basic mark is in black and white, the reproduction in box (a) must be in black and white. Likewise, if the basic mark is in color, the reproduction must also be in color.

REPRODUCTION OF THE MARK IS IN BLACK AND WHITE IN BOX (A) BUT COLOR IS CLAIMED IN ITEM 8

Item 7(b): Reproduction of the mark is in black and white in box (a) but color is claimed in item 8

Leave this box blank unless color is claimed in item 8 as a distinctive feature of the basic mark, but the reproduction in box (a) is in black and white (i.e., where the mark at the Office of origin is recorded in black and white). In this case, provide the reproduction of the mark in color in box (b).

NON-TRADITIONAL MARKS

Where the mark is considered a non-traditional mark, for example, a three-dimensional or a sound mark, the reproduction of the mark in box (a) should correspond exactly with the graphical reproduction of the basic mark. For example, if the basic mark is a perspective view of a three-dimensional mark, the reproduction in box (a) must be the same perspective view.

If the reproduction of the basic mark consists of several views, the reproduction in the international application must fit within the box measuring 8 cm x 8 cm. Alternatively, where the Office of origin sends the international application to WIPO via electronic means, the Office should instead attach a reproduction of the mark, for example, in a JPEG file. If the basic mark is a sound mark reproduced by musical notation, the reproduction in this box must be showed by the same musical notation.

Please note that non-graphical representations cannot be included, e.g., a sound mark cannot be represented by a MP3 recording of the sound.

MARK IN STANDARD CHARACTERS

Item 7(c): Mark in standard characters

Check this box if you wish to claim that the mark is to be considered a mark in standard characters. It is **not possible** to add a standard character claim after filing the international application.

WIPO will not question the standard character claim, nor will it be legally binding on the Offices of the designated Contracting Parties. However, it will be up to the Offices of the designated Contracting Parties to determine how they view the mark. Some may consider a mark in standard characters a word mark with no stylization with or without the claim. In the absence of the standard character claim, the Offices of some designated Contracting Parties may raise a provisional refusal or consider the mark as a “figurative mark”, even where the mark does not include stylized or figurative elements.

If you do not wish to claim that the international mark is comprised of a mark in standard characters, it may be possible to present the claim directly to the Offices of the designated Contracting Parties concerned (see [Information Notice No 11/2013](#)). In that case, the claim will apply only in that Contracting Party (not to the international mark *per se*). You will need to contact the Offices of the relevant Contracting Parties directly for further information on this issue.

MARK CONSISTS OF A COLOR OR A COMBINATION OF COLORS AS SUCH

Item 7(d): Mark consists of a color or combination of colors as such

Check this box only if the mark consists of a color *per se*, or a combination of colors.

A color mark applies to cases where, for example, you wish to protect the single color itself (e.g., a specific shade of red) or a combination of colors. This is where the mark has no figurative or word elements. This is different from cases where the mark to be protected consists of elements that are in color.

Furthermore, a mark that consists of a color or combination of colors should not be confused with marks that have color elements that are to be considered as a distinctive feature of the mark.

ITEM 8: COLOR(S) CLAIMED

COLOR IS CLAIMED AS A DISTINCTIVE FEATURE OF THE MARK

Item 8(a): Color is claimed as a distinctive feature of the mark

Check this box if you wish to claim color as a distinctive feature of the mark and after you have provided the color reproduction in box 7(a) – or in (b) if the basic mark was published in black and white only.

Please note that you can only make this claim where either you have also claimed color as a distinctive feature in the basic mark or, although you have not made such claim, the basic mark is in color.

Do not check this box simply because the reproduction of the mark is in color. However, in certain Contracting Parties, the mark reproduced in color will require automatically that color is claimed (please see [Madrid Member Profiles Database](#)).

- *Color or combination of colors claimed:* If you have checked the box in item 8(a), you **must** indicate, in words, the color claimed (e.g., “purple”, Pantone 2685C”).

INDICATION, FOR EACH COLOR, OF THE PRINCIPAL PARTS OF THE MARK THAT ARE IN THAT COLOR

Item 8(b): Indication, for each color of principal parts of the mark that are in that are in color

If you have indicated that you wish to claim color(s), you could describe here where the color appears in the mark (e.g., “a red bird sitting on a green leaf”). Certain Contracting Parties may require this description when color is claimed (please see [Madrid Member Profiles Database](#)).

ITEM 9: MISCELLANEOUS INDICATIONS

Be careful when completing this item. It is not possible to change or remove such indications from the International Register once they are recorded; in other words, such indications will remain on the International Register for the lifetime of the international registration. There are optional indications and compulsory indications.

“Transliteration of the mark” in item 9(a), special type of mark in item 9(d) and description of the mark contained in the basic mark in item 9(e)(i) are compulsory indications and must be provided, if applicable.

“Translation of the mark” in item 9(b), “indication that a mark cannot be translated” in item 9(c), “voluntary description of the mark” in item 9(e)(ii), “verbal elements of the mark” in item 9(f) and “disclaimer” in item 9(g) are optional indications and may be provided, if the applicant so wishes.

WIPO will not question the absence of any of the optional indications. However, the Offices of some Contracting Parties may issue provisional refusals where such indications are not provided.

TRANSLITERATION OF THE MARK (COMPULSORY, IF APPLICABLE)

Item 9(a): Transliteration of the mark (compulsory, if applicable)

If the mark consists of non-Latin characters or numerals other than Arabic or Roman numerals, you **must** provide the transliteration into Latin characters or Arabic or Roman numerals following the phonetics of the language of the international application.

Do not confuse transliteration with translation (in item 9(b) below).

TRANSLATION OF THE MARK (OPTIONAL)

Item 9(b): Translation of the mark (optional)

You may indicate the translation of a word or words that can be translated into English and/or French and/or Spanish, irrespective of the language of the international application.

The Offices of some Contracting Parties may issue provisional refusals where such translation is not provided, please see the [Madrid Member Profiles Database](#).

MARK THAT CANNOT BE TRANSLATED (OPTIONAL)

Item 9(c): Mark that cannot be translated (optional)

Check the box if words appearing in the mark have no meaning (are invented) and a translation in item 9(b) above cannot be provided.

This could prevent provisional refusals by the Offices of designated Contracting Parties, requesting translation of the mark.

Item 9(d): Type of mark (compulsory, if applicable)

Where the basic mark is one of the types specified below, the corresponding indication **must** be made in the international application by ticking one of the boxes in this item. This indication **cannot** later be changed or removed from the International Register, nor added after the mark has been recorded in the International Register.

- *Three-dimensional mark*: Check this box only if the basic mark has been recorded as a three-dimensional mark.
- *Sound mark*: Check this box only if the basic mark has been recorded as a sound mark.
- *Collective, certification or guarantee mark*: Check this box only if the basic mark has been recorded either as a collective, certification or guarantee mark.

WIPO does not distinguish collective, certification or guarantee marks. The determination of the type of mark depends on the designated Contracting Parties.

Do **not** send any regulations governing the use of the mark to WIPO. Any documentation should be sent directly to the Offices of the designated Contracting Parties, if required. Please check the [Madrid Member Profiles Database](#) for more information on the Contracting Parties concerned.

DESCRIPTION OF THE MARK

Certain Contracting Parties require a description of the mark. Therefore, including a description might prevent a provisional refusal. WIPO will not check or question the accuracy of the description of the mark. Please note that once a description of the mark is recorded in the International Register, it **cannot** be changed or removed.

Item 9(e)(i): Description of the mark contained in the basic application or basic registration (compulsory if required by the Office of origin)

Indicate the description of the mark provided in the basic mark if required by the Office of origin.

Item 9(e)(ii): Voluntary description of the mark (optional)

If you wish to add a description of the mark, you can do so here. The description does not need to be in the basic mark, or it can be different from the description in the basic mark. It will apply to the international registration, for all the designated Contracting Parties.

VERBAL ELEMENTS OF THE MARK (OPTIONAL)

Item 9(f): Verbal elements of the mark (where applicable) (optional)

Indicate the essential verbal elements of the mark, particularly, if the words are stylized and difficult to read.

The verbal elements of the mark are for information purposes *only* and not intended to have any legal effect. If such information is not provided, the mark will appear in [Madrid Monitor](#) in accordance with what WIPO considers are the verbal elements.

The applicant may request WIPO to modify the text of the verbal elements provided at any time, but no notification of the correction will be sent to the Offices of the designated Contracting Parties.

DISCLAIMER (OPTIONAL)

Item 9(g): The applicant wishes to disclaim protection for the following element(s) of the mark (optional)

You may include a disclaimer for non-distinctive or generic elements of a mark to be recorded in the International Register.

Some Contracting Parties require a disclaimer for non-distinctive or generic elements of a mark. If a disclaimer is not added here, you risk receiving a provisional refusal from the Offices of those Contracting Parties. As such, you may wish to include a disclaimer in the international registration.

However, a disclaimer in the international registration will apply to the entire international registration and all the designated Contracting Parties (also future ones that are subsequently designated), not just to some of them. Once a disclaimer is recorded in the International Register it cannot be changed or removed. Therefore, you may wish to check with the Offices of the Contracting Parties concerned whether it is possible to submit the disclaimer directly with those Offices (so it only applies in those Contracting Parties – please refer to the [Madrid Member Profiles Database](#) for more information).

ITEM 10: GOODS AND SERVICES

MAIN LIST OF GOODS AND SERVICES FOR WHICH THE INTERNATIONAL REGISTRATION IS SOUGHT

The list of goods and services set out in the international application (the main list) must be covered by the scope of the list of goods and services in the basic mark; you can include the full scope or a more limited one. The goods and services do not need to match exactly with those in the basic mark, but they must fall within the scope of the basic mark.

There is some benefit to include, as your main list, all the goods and services covered by the basic mark in your international application as this will give you more flexibility in the future. Even if you do not wish to protect all goods and services at the time of filing the international application, you may wish to preserve your position in the event that you wish to protect them at a later stage (by way of a subsequent designation).

It is possible to have different specifications of goods and services for different designations, provided all the specifications are covered by your main list. You may cover different classes or different goods and services for the different designations. If the basic mark covers clothing, you may, for example, include “clothing” for some designations and for others (where a more precise specification is required), you may wish to state more specific items of clothing, for example, “t-shirts”.

WIPO will apply the version of the corresponding edition of the Nice Classification in force when you filed your international application, regardless of the version and edition of the Nice Classification applied to the goods and services in the basic mark.

WIPO accepts all the indications of the class headings, but some Contracting Parties may not. To prevent a provisional refusal by the Office of such a Contracting Party, it is advisable to list specific goods and services, instead of using the indication of the class headings.

WIPO will not accept the use of expressions such as “all goods in class X” and “all other services in this class”. Therefore, you must indicate the relevant goods and services. Please refer to our [Classification Guidelines](#) and use our [Madrid Goods and Services Manager](#) for further guidance and information.

Item 10(a): Indicate below the goods and services for which the international registration is sought

Indicate the goods and services here by grouping them together in the appropriate classes of the edition of the Nice Classification in force at the time of filing your international application. Each group should be accompanied by the number of the class, and presented in the order of the classes of that Classification.

LIMITATION OF THE LIST OF GOODS AND SERVICES

If you wish to reduce the list of goods and services for one or more of the designated Contracting Parties, you can do so by indicating a limitation in item 10(b).

Item 10(b): The applicant wishes to limit the list of goods and services in respect of one or more designated Contracting Parties:

Check the box if you wish to limit the list of goods and services provided in item 10(a) in respect of one or more designations. Indicate the name of the Contracting Parties appearing in item 11, together with the class number and the goods and services for which protection of the mark is sought in those Contracting Parties. The limitations may be different in respect of the different Contracting Parties.

When requesting a limitation you must expressly indicate in item 10(b) all the goods and services for which you seek protection of your mark in the designated Contracting Parties concerned. If you only indicate goods and services in a particular class, WIPO will consider that you do not seek protection in the Contracting Parties for which the limitation is requested for the other classes set out in the main list (item 10(a)).

There are many reasons why you may wish to limit the goods and services for certain Contracting Parties. In general, a limitation may be used for reducing the amount of the fees to be paid, preventing a possible provisional refusal and/or avoiding possible litigation. This is also useful if you have any agreement with a third party or you wish to avoid a conflict with a third party.

An example: You wish to apply for the protection of your mark in respect of “clothing” in Class 25 and you designate ten Contracting Parties, including, for example, the United States of America.

The United States Patent and Trademark Office (USPTO) does not accept general indications such as “clothing”. Therefore, the USPTO would, in this case, issue a provisional refusal requesting that the term “clothing” be more specifically defined, for example, “shirts, coats, socks...”.

However, Offices of other Contracting Parties may accept the broader term “clothing”. Therefore, to claim the broadest protection possible in the other Contracting Parties you may wish to simply limit the goods with respect to the designation of the United States of America, in item 10(b), in the following manner:

Contracting Party:	Class(es) of goods and services for which protection is sought in this Contracting Party:
United States of America	Class 25: shirts, coats and socks.

This means that for the designation of the United States of America, protection is sought in class 25 for “shirts, coats and socks” instead of “clothing”.

This could reduce the chances of receiving a notification of provisional refusal from the USPTO, and at the same time allow for protection for a wider coverage of goods in the other designated Contracting Parties.

ITEM 11: DESIGNATIONS

You must indicate the Contracting Parties for which protection for the mark is sought by checking the corresponding boxes.

It is not possible to designate the Contracting Party indicated in item 1, namely the Contracting Party of the Office of origin (prohibition of “*self-designation*”).

A number of specific requirements apply for certain Contracting Parties. Check the various footnotes in the form for more details. If you are designating the European Union (EM) or the United States of America (US), please note that they require specific information that you must provide at the time of filing the international application. Most of the footnotes are self-explanatory. However, some further information is highlighted below:

FOOTNOTE A: DESIGNATION OF THE EUROPEAN UNION (EM)

A second language

You must select one of the five official languages of the European Union Intellectual Property Office (EUIPO), namely, English, French, German, Italian and Spanish. The second language must be different from the language of the international application. Please note that protection in the EU may be challenged by a third party opposition in the second language.

If you do not indicate a second language, the international application with the designation of the European Union (subject to everything else being in order) will be recorded. However, the EUIPO will issue a provisional refusal and you will need to contact the EUIPO directly to overcome it.

A claim of seniority

The seniority claim is a feature of the European Union Trade Mark System, therefore, its status and impact can only be determined by the EUIPO and the Member State(s) of the earlier mark(s).

The applicant can claim seniority in the international application by attaching a form [MM17](#) for each Member State for which seniority is claimed. If the form MM17 is in order, WIPO will record the seniority claim in the International Register and forward all the information given to the EUIPO. The EUIPO will then examine the seniority claim and accept or refuse it in accordance with its applicable legislation.

Seniority must be claimed at the time of designating the European Union in the international application (or subsequent designation). If you do not claim seniority at the time of filing the international application or subsequent designation, you will need to submit the claim of seniority directly to the EUIPO. Since claiming seniority is subject to strict requirements and time limits set by the EUIPO, we strongly advise you to contact the EUIPO directly, if you have any questions.

FOOTNOTE B: INTENTION TO USE THE MARK

There are a number of Contracting Parties that require the applicant to declare that they have an intention to use the mark (or the intention to allow someone else to use the mark with their consent) in their territory, in connection with the goods and services applied for. The applicable Contracting Parties are listed in footnote 2.

FOOTNOTE D: DESIGNATION OF THE UNITED STATES OF AMERICA (US)

A declaration of intention to use the mark

If you designate the United States of America, you **must** complete and attach form [MM18](#) (declaration of intention to use the mark).

If the form MM18 is missing or defective, and where this irregularity is not remedied within the two months' period counted from the date of receipt of the international application by the Office of origin, the designation of the United States of America will be disregarded. WIPO will record the international application where other Contracting Parties are indicated.

FOOTNOTE E: DESIGNATIONS OF BRAZIL (BR), CUBA (CU) AND JAPAN (JP)

Individual fee payable in two parts

If you designate Brazil, Cuba or Japan, you are required to pay the individual fee in two parts. The first part is payable at the time of filing the international application, and the second part is payable once the Office concerned is satisfied that the mark qualifies for protection. Therefore, you would receive the notification of the second part of the individual fee together with the statement of grant of protection.

FOOTNOTE H: DESIGNATION OF BRAZIL (BR)

If you designate Brazil, you declare that the applicant, or a company controlled by the applicant, effectively and lawfully conducts business in connection with the goods and services covered in the designation of Brazil in the international application.

ADDITIONAL INFORMATION CONCERNING THE DESIGNATIONS OF CAMBODIA (KH), MEXICO (MX) MOZAMBIQUE (MZ), THE PHILIPPINES (PH) AND THE UNITED STATES OF AMERICA (US)

In addition to the declarations of *intention to use* the mark (referred to in footnotes 2 and 4), please note that you will need to submit declarations of *actual use* of the mark directly to the Offices in Cambodia, Mexico, Mozambique, the Philippines, and the United States of America in line with their national legislation. Since such *actual use* of the mark has to be declared before the respective Offices, taking into account the different requirements, procedures and time limits in each country, we recommend that you consult the [Madrid Member Profiles Database](#) or the Offices concerned for their specific requirements.

You may also refer to the following Information Notices:

- Cambodia (Information Notice [No. 11/2016](#))
- Mexico (Information Notice [No. 13/2018](#))
- Mozambique (Information Notice [No. 37/2016](#))
- Philippines (Information Notice [No. 18/2013](#))
- United States of America (Information Notices [No. 16/2010](#) and [No. 09/2016](#))

ITEM 12: SIGNATURE OF THE APPLICANT AND/OR THEIR REPRESENTATIVE

Sign this form (or use a seal) *only if* required or allowed by the Office of origin. The signature should be handwritten, printed, typed or stamped.

The person signing the form declares that they are entitled to do so under the applicable law.

ITEM 13: CERTIFICATION AND SIGNATURE OF THE INTERNATIONAL APPLICATION BY THE OFFICE OF ORIGIN

Do not complete this item. This item should only be filled out by the Office of origin.

The Office of origin must sign the international application form and must certify the date of receipt (or the date it was deemed to been received). The date of receipt is very important because it will become the date of the international registration, provided the international registration meets the minimum formal requirements, and it is received by WIPO within two months from the date it was received by the Office of origin. If the application is not received by WIPO within this two months period, it will bear the date the application was actually received by WIPO.

The Office of origin must certify that the particulars of the international application correspond to those of the basic mark.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

Where no payment or insufficient payment has been received by WIPO, the applicant and the applicant’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the applicant, representative, Office of origin or third party).

There is no need to calculate and indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, please use the [Fee Calculator](#) to help you estimate the amount of fees to pay.

The amount of fees payable will depend on the number of Contracting Parties designated, their applicable fees and the number of classes of goods and services.

Applicable fees

You must pay a basic fee of 653 Swiss francs for a mark in black and white or 903 Swiss francs where the mark is in color.

In addition to the basic fee, you will need to pay the fees for each of the designated Contracting Parties you wish to add to your international application, which will be either complementary and supplementary fees, or individual fees.

Complementary and supplementary fees (“standard fees”)

Complementary fees (100 Swiss francs per designated Contracting Party) and supplementary fees (100 Swiss francs for each class of goods and services in the excess of three) are fixed amounts and are often referred to as “standard fees”, which apply where the Contracting Parties designated have not declared for individual fees.

Individual fees

Some Contracting Parties charge an individual fee. Where individual fees have been declared, you will pay these fees instead of the standard fees, except where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable.

Please check amount here: [Individual Fees](#).

Do not forget to indicate the Grand Total in the form (in Swiss francs).

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of applicant, representative, Office of the Contracting Party of the holder or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the code (EN) for international application;
- ✓ The mark or verbal elements of mark (if available); and
- ✓ Name of the applicant (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate the date of the payment, in day, month and year.

[End of Note for Filing Form MM2]

NOTE FOR FILING FORM MM4: DESIGNATION SUBSEQUENT TO THE INTERNATIONAL REGISTRATION

Form MM4 (Mandatory): Designation subsequent to the international registration (Rule 24 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

You may use this form to add designations to an existing international registration.

You may wish to add a designation to extend the geographical scope of your existing international registration for example, because your business has expanded into a new territory, or you may wish to add a territory that was not a member of the Madrid Protocol at the time of filing your application. You may also wish to extend the coverage of an existing designation that did not cover all the goods and services in the international registration.

However, the simplest way to add Contracting Parties to your international registration is to use the [online subsequent designation](#). Once you have entered your international registration number in the online form, you will see a list of the Contracting Parties available for subsequent designation. You may then easily select those that you wish to designate and for which goods and services (including a limitation of the list of goods and services). Further, the fees will be automatically calculated for you, which you can then pay by using a credit card or by debiting them from a Current Account at WIPO.

However, if you would like WIPO to process your request for subsequent designation after the recording of a specific change in the international registration concerned, or if you wish to add a translation or voluntary description of the mark in your request, you will need to use this form (please see items 5 and 6 below).

ADDITIONAL FORMS TO BE ATTACHED FOR CERTAIN CONTRACTING PARTIES

Please ensure that you have attached the additional form(s) required for the designations of [the United States of America](#) (MM18) and [the European Union](#) (MM17 – if applicable).

THE DATE OF A SUBSEQUENT DESIGNATION

If you submit your request directly to WIPO, the date of the subsequent designation will be the date on which WIPO received the request. If you submit the request through the Office of the Contracting Party of the holder, the date of the subsequent designation will be the date of receipt by the Office provided that WIPO receives the request within two months from that date of receipt.

Please note that certain irregularities in your request may affect the date of the subsequent designation (for example, an incorrect international registration number), and in those cases, the date of the subsequent designation will be the date on which the irregularities have been remedied.

You may instruct WIPO that the subsequent designation take effect after the recording of another event. For example, if you have instructed WIPO to record the renewal of the international registration before recording the subsequent designation, then the date of the subsequent designation will be the day after the recording of the renewal (see item 6 below for further information).

Any priority claim that is recorded for the international registration will automatically apply to the subsequent designation, provided that the request is in order and is presented within the applicable six months period.

Please, note that the international registration has only one renewal date, which applies to all the Contracting Parties designated in the international registration at the time of renewal (including any subsequent designations). Your subsequent designation does not therefore, have an independent ten-year period, but it expires on the same date as the international registration to which it relates. You need to bear this in mind before requesting a subsequent designation close to the renewal date.

It is not possible to pay the required fees with a credit card when using this form. However, payment by credit card is possible if you use the online subsequent designation form.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

Please use the [Fee Calculator](#) to help you estimate your fees.

The fees for requesting a subsequent designation depend on the number of Contracting Parties subsequently designated, their applicable fees and the number of classes of goods and services that you wish to protect your mark for.

Please see the [Schedule of Fees](#) for further information concerning the applicable fees.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), or
- from funds that you have already transferred to WIPO, or
- by transferring the required fees into WIPO's postal account (within Europe only) or bank account.

It is not possible to pay the required fees by credit card when using this form. However, payment by credit card is possible if you use the online subsequent designation form.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using Contact Madrid (under "My request concerns" select the topic "a change in contact details of the holder"). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM4

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use a “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

MM17 FORM(S)

If you have subsequently designated the European Union and wish to claim seniority, you must attach form [MM17](#) for each Member State for which seniority is claimed and indicate here the number of forms attached. Please refer to [Information Notice No. 20/2004](#) and to [EUIPO's Trade mark guidelines](#) for further information concerning seniority claims.

MM18 FORM

If you are subsequently designating the United States of America, you must complete and attach [form MM18](#) (declaration of intention to use the mark).

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example 123456 or 123456A.

You can only indicate one international registration number per form MM4.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as recorded in the International Register. Where the international registration is jointly owned, indicate the names of each joint holder as recorded.

ITEM 3: DESIGNATIONS

You must indicate the designations (territories) for which protection for the mark is now sought, by checking the corresponding boxes.

It is not possible to subsequently designate the Contracting Party whose Office is the Office of origin (prohibition of “*self-designation*”).

A number of specific requirements apply for certain Contracting Parties. Check the various footnotes in the form for more details. If you are designating the European Union (EM) or the United States of America (US), please note that they require specific information that you must provide at the time of filing the subsequent designation. Most of the footnotes are self-explanatory. However, some further information is highlighted below:

FOOTNOTE A: DESIGNATION OF THE EUROPEAN UNION (EM)

A second language

You must select one of the five official languages of the European Union Intellectual Property Office (EUIPO), namely, English, French, German, Italian and Spanish. The second language must be different from the language of the international application. Please note that protection in the EU may be challenged by a third party opposition filed with the EUIPO in the second language that you indicate here.

If you do not indicate a second language, the designation of the European Union (subject to everything else being in order) will be recorded. However, the EUIPO will issue a provisional refusal and you will need to contact the EUIPO directly to overcome it.

A claim of seniority

The seniority claim is a feature of the European Union Trade Mark System, therefore, its status and impact can only be determined by the EUIPO and the European Union Member State(s) of the earlier mark(s).

The holder can claim seniority in the request for subsequent designation by attaching a form [MM17](#) for each European Union Member State for which seniority is claimed. If the form MM17 is in order, WIPO will record the seniority claim in the International Register and forward all the information given to the EUIPO. The EUIPO will then examine the seniority claim and accept or refuse it in accordance with its applicable legislation.

Seniority must be claimed at the time of designating the European Union in the international application (or subsequent designation). If you do not claim seniority at the time of filing the international application or subsequent designation, you may submit the claim of seniority directly to the EUIPO. Since claiming seniority is subject to strict requirements and time limits set by the EUIPO, we strongly advise you to contact the EUIPO directly, if you have any questions.

FOOTNOTE B: INTENTION TO USE THE MARK

There are a number of Contracting Parties (as listed in footnote 2) that require the holder to declare that they have an intention to use the mark (or the intention to allow someone else to use the mark with their consent) in their territory, in connection with the goods and services applied for. The applicable Contracting Parties are listed in footnote 2.

FOOTNOTE D: DESIGNATION OF THE UNITED STATES OF AMERICA (US)

A declaration of intention to use the mark

If you designate the United States of America, you **must** complete and attach form [MM18](#) (declaration of intention to use the mark).

If the form MM18 is missing or defective, WIPO will issue an irregularity. The effective date of the subsequent designation will be the date on which the irregularity is remedied. If the irregularity is not remedied within the given time-limit, the designation of the United States of America will be disregarded. WIPO will record the request for subsequent designation where other Contracting Parties are indicated.

FOOTNOTE E: DESIGNATIONS OF BRAZIL (BR), CUBA (CU) AND JAPAN (JP)

Individual fee payable in two parts

If you designate Brazil, Cuba or Japan, you are required to pay the individual fee in two parts. The first part is payable at the time of filing the subsequent designation, and the second part will be payable once the Office concerned is satisfied that the mark qualifies for protection. Therefore, you will receive the notification of the second part of the individual fee together with the statement of grant of protection.

FOOTNOTE I: DESIGNATION OF BRAZIL (BR)

If you designate Brazil, you declare that the holder, or a company controlled by the holder, effectively and lawfully conducts business in connection with the goods and services covered in the subsequent designation of Brazil.

ADDITIONAL INFORMATION CONCERNING THE DESIGNATIONS OF CAMBODIA (KH), MEXICO (MX), MOZAMBIQUE (MZ), THE PHILIPPINES (PH) AND THE UNITED STATES OF AMERICA (US)

In addition to the declarations of *intention to use* the mark (referred to in footnotes b and d), please note that you will need to submit declarations of *actual use* of the mark directly to the Offices in Cambodia, Mexico, Mozambique, the Philippines, and the United States of America, in line with their national legislation. Since such *actual use* of the mark has to be declared before the respective Offices, taking into account different requirements, procedures and time limits in each country, we recommend that you consult the [Madrid Member Profiles Database](#) or the Offices concerned for their specific requirements.

You may also refer to the following Information Notices:

- Cambodia (Information Notice [No. 11/2016](#))
- Mexico (Information Notice [No. 13/2018](#))
- Mozambique (Information Notice [No. 37/2016](#))
- Philippines (Information Notice [No. 18/2013](#))
- United States of America (Information Notices [No. 16/2010](#) and [No. 09/2016](#))

ITEM 4: GOODS AND SERVICES CONCERNED BY THE SUBSEQUENT DESIGNATION

Please check only one box.

Item 4(a)

Check this box, if all the goods and services of the international registration apply to all the Contracting Parties indicated in this form.

Item 4(b)

Check this box, if you wish to limit the goods and services for all Contracting Parties indicated in this form. Any goods and services not listed will not be applicable for the Contracting Parties concerned. If the space is not sufficient, you may use the continuation sheet.

Item 4(c)

Check this box, if you wish to limit the goods and services for only some of the Contracting Parties indicated in this form. You may use the continuation sheet to identify the Contracting Parties and to name the goods and services of the limitation.

When requesting a limitation...

... you must expressly indicate in item 4(b) all the goods and services for which you seek protection of your mark in the designated Contracting Parties concerned. If you only indicate goods and services in a particular class, WIPO will consider that you do not seek protection for the other classes set out in the international registration.

Version and Edition of the Nice Classification

When requesting a limitation, you must not reclassify the limited list in accordance with the edition and version of the Nice Classification in force on the date of the subsequent designation. Instead, the limited list must follow the classification with which the mark was registered.

For example, the list of goods and services in an international registration effected in the year 2000 would have been classified according to the edition of the Nice Classification in force that year (i.e., the seventh edition). Any subsequent designation for a limited list of goods and services would have to follow that classification, regardless of the date on which that subsequent designation is made.

WIPO will not reclassify the list of goods and services of a subsequent designation to match the latest version and edition of the Nice Classification.

ITEM 5: MISCELLANEOUS INDICATIONS

All indications below are **optional**, but some or all may be required by certain Contracting Parties when they are designated. However, where these indications have already been given in the international application or in a previous subsequent designation, they do **not** need to be repeated here, since they will be included automatically.

Be careful when completing this item. It is not possible to change or remove such indications from the International Register once they are recorded; in other words, such indications will remain on the International Register for the lifetime of the international registration.

Item 5(a) Indications concerning the holder

It is not necessary to provide this information. However, by doing so, you may prevent provisional refusals from Offices of certain designated Contracting Parties that require such information. Please check the [Madrid Member Profiles Database](#) with regard to the Contracting Parties concerned. Only provide information in item 5(a)(i) **or** 5(a)(ii) as applicable. Do **not** complete both items.

Item (5)(a)(i): If the holder is a natural person, nationality of the holder

Where the holder is a natural person, you may indicate nationality or citizenship.

Item (5)(a)(ii): If the holder is a legal entity you may provide both the following indications

Legal nature of the legal entity

If the applicant is a legal entity, indicate the legal nature (e.g., “proprietary limited company (Pty Ltd)” or “a limited liability company (LLC)”).

State (country) and, where applicable, territorial unit within that State (canton, province, state, etc.), under the law of which the said legal entity has been organized

If the applicant is a legal entity, indicate the name of the country and where applicable, territory within that country, in which it was organized (e.g., “NSW, Australia”).

Item 5(b): Indication, for each color, of the principal parts of the mark that are in that color

If color(s) was (were) claimed in the international application as a distinctive feature of the mark, but you did not indicate which colors would apply to the principal parts of the mark, you may provide such information here (e.g., “a red bird sitting on a green leaf”).

Please note that you cannot add a color claim in a subsequent designation (this can only be added in the application). Where the mark is produced in color, certain Contracting Parties will automatically require that color be claimed (please see [Madrid Member Profiles Database](#)). Therefore, if your mark is produced in color and you have not claimed color in your international application you may wish to check with the Office of the subsequent designation concerned, to see whether a provisional refusal will be issued in this regard, and if so whether such refusal could be overcome.

Item 5(c): Translation of the mark

The Offices of some Contracting Parties may issue provisional refusals where such translation is not provided, please see the [Madrid Member Profiles Database](#).

You may indicate the translation of a word or words that can be translated into English and/or French and/or Spanish, irrespective of the language of the international application.

Item 5(d): Where the words appearing in the mark have no meaning

Check the box, if words appearing in the mark have no meaning (are invented) and a translation in item 5(c) above cannot be provided.

This could avoid provisional refusals by the Offices of designated Contracting Parties, requesting translation of the mark.

Item 5(e): Voluntary description of the mark

Certain Contracting Parties require a description of the mark. Therefore, including a description may prevent a provisional refusal. WIPO will not check or question the accuracy of the description of the mark. Please note that once a description of the mark is recorded in the International Register, it **cannot** be changed or removed.

If you wish to add a description of the mark, you can do so here **providing** that this is not already recorded in your international registration (i.e., you did not include this in your international application or in a previously recorded subsequent designation).

ITEM 6: DATE OF THE SUBSEQUENT DESIGNATION

Complete this item only if you wish to “delay” the date of subsequent designation following any special instructions:

Item 6(a): After the renewal of the international registration

Check this box if the subsequent designation is to take effect only after the recording of the renewal.

You may wish to consider the timing of a subsequent designation when the international registration is close to its renewal date. An example: The renewal date for an international registration is December 1, 2021. Should the holder subsequently designate one or more Contracting Parties in October 2021, the holder would need to pay renewal fees on December 1, 2021, for all the designated Contracting Parties (including those added in the subsequent designation two months earlier). If the date of the subsequent designation is not important and renewal of the international registration is imminent, the holder may wish to wait until after the international registration has been renewed before recording the subsequent designation. In such case, there will be financial savings, particularly where the subsequent designation concerns Contracting Parties charging individual fees.

Item 6(b): Following a change or cancellation of the international registration

Check this box and specify the change or cancellation.

This may be useful, for example, where the holder has submitted a request to to change their name or address and they wish the new name to be reflected in the request for subsequent designation, or where the holder has requested a partial cancellation for some goods and services.

ITEM 7: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting this directly to WIPO. If the form is not signed, the subsequent designation will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or the holder's representative) to sign this item.

The person signing the form declares that they are entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder (or the holder's representative) is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 8: DATE OF RECEIPT AND DECLARATION BY THE OFFICE OF THE CONTRACTING PARTY OF THE HOLDER PRESENTING THE SUBSEQUENT DESIGNATION

This item should only be filled out by the Office presenting the form.

The date of receipt is very important because it will become the date of the subsequent designation, provided this request meets the minimum formal requirements, and it is received by WIPO within two months from the date it was received by the Office of the Contracting Party of the holder. If the subsequent designation is not received by WIPO within this two months period, it will bear the date the subsequent designation was actually received by WIPO.

ITEM 9: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party.

There is no need to calculate and indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, please use the [Fee Calculator](#) to help you estimate the amount of fees to pay.

The amount of fees payable will depend on the number of Contracting Parties subsequently designated, their applicable fees and the number of classes of goods and services.

Applicable fees

When requesting a subsequent designation, you must pay a basic fee of 300 Swiss francs.

In addition to the basic fee, you will need to pay the fees for each of the designated Contracting Parties you wish to add to your international registration, which can be either complementary fees, or individual fees.

Complementary fees

A complementary fee of 100 Swiss francs for each designated Contracting Party is payable where the Contracting Parties designated have not declared for individual fees.

Individual fees

Some Contracting Parties charge an individual fee. Where an individual fee has been declared, you will pay that fee instead of the complementary fee, except where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable. Please check the amount of the individual fee here: [Individual Fees](#).

Do not forget to indicate the Grand Total in the form (in Swiss francs).

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of the holder, the representative, or a third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of the party making the payment and complete address;
- ✓ [Transaction code](#): enter the code (EX) for subsequent designations;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate the date of the payment, in day, month and year.

[End of Note for Filing Form MM4]

NOTE FOR FILING MM5: REQUEST FOR THE RECORDING OF A CHANGE IN OWNERSHIP

Form MM5 (Mandatory): Request for the recording of a change in ownership (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to record a change in ownership. The change in ownership can be total or partial. A total change in ownership relates to all the designated Contracting Parties and to all the goods and services covered by the international registration. A partial change in ownership relates to only some of the designated Contracting Parties and/or only some of the goods and services covered by the international registration.

The new holder (the transferee) must be entitled to use the Madrid System (a national, domicile or has a real and effective commercial establishment in a member of the Madrid System).

The recording of a change in ownership can be requested for multiple registrations in a single MM5 form, provided that:

- the registrations are being transferred from the same recorded holder (transferor) to the same new holder (transferee) and that
- for each registration, the change applies to all the designated Contracting Parties and concerns all the goods and services.

Otherwise, separate MM5 forms will be needed.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do not use this form if you wish to request the recording of a change in name of the holder, use [form MM9](#) for this purpose.

A change in the name of the holder implies that the same person or legal entity continues to be the holder of the international registration. The holder needs to determine, in line with the applicable national /regional laws, whether it would be legally appropriate to request the mere recording of a change in name (or legal nature) rather than record a change in actual ownership of the international registration.

Providing all the formality requirements are met WIPO will inscribe the change of ownership as requested, without any verification. Do not send any supporting documentation to WIPO.

THE EFFECT OF RECORDING THE CHANGE

Once WIPO has recorded the change of holder in the International Register, it will notify the Offices of the designated Contracting Parties concerned. The Offices of those Contracting Parties, in accordance with their local laws and practices, will determine the validity of the change in ownership. Each Office has a period of 18 months to declare (and notify the holder) that the change of ownership has no effect in their jurisdiction.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (*under* “My request concerns”, select the topic “a form submission”) providing it is signed by the holder.

If the form is not signed by the recorded holder it **must** be sent through an Office, either the Office of the Contracting Party of the recorded holder or that of the new owner. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means, and whether any handling fee is charged for the transmission to WIPO.

FEE INFORMATION

A fee of 177 Swiss francs is payable per international registration listed in the form.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), *or*
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), *or*
- by transferring the required fees into WIPO’s postal account (within Europe only) or bank account.

E-MAIL ADDRESS OF THE HOLDER AND WIPO’S ONLINE SERVICES

When completing this form, you **must** provide the e-mail address of each new holder (transferee). You must also indicate the e-mail address of the representative (if any).

The new holder (transferee) cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the new holder (transferee) must be different from the e-mail address of their representative. Where there is more than one new holder (transferee), each new holder (transferee) must provide their own e-mail address, which must be different from each other and their representative.

Please note that WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the *WIPO Gazette of International Marks*.

Where a representative is appointed, WIPO will send all communications only to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address of the new holder (transferee) or to the alternative e-mail address for correspondence, where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a [WIPO Account](#). The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM5

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

Where there is more than one new holder (transferee), please complete the dedicated “Continuation Sheet for Several New Holders (Transferees)”.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number, for example 123456 or 123456A.

You may indicate more than one international registration providing that registrations are being transferred from the same recorded holder (transferor) to the same new holder (transferee) and that the change applies to all the designated Contracting Parties and all the goods and services. If this is not the case, separate forms must be submitted.

ITEM 2: HOLDER OF THE INTERNATIONAL REGISTRATION

Indicate the name of the holder exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: NEW HOLDER (TRANSFEEE)

If there is more than one new holder (transferee) please indicate the total number of new holders (transferees) and then the details of first new holder (transferee) **only**. Please provide the name(s), the address(es) and e-mail addresses of the other new holder(s) in the “Continuation Sheet for Several New Holders (Transferees)” attached to this form. Do not indicate the details of more than one holder in item 3.

Item 3(a): Name

If the new holder (transferee) is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order that they are used. If the new holder (transferee) is a legal entity, the full official designation must be indicated.

Item 3(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 3(c): E-mail address (mandatory)

You must provide the e-mail address of the new holder (transferee). WIPO will send all communications concerning the international registration(s) listed in this request electronically only. WIPO will send all communications to the e-mail address indicated here, unless an alternative e-mail address for correspondence is indicated in item 3(g)(ii) or a representative is appointed in item 5. If a representative is appointed, the e-mail address of the new holder (transferee) and the representative must be different. The new holder (transferee) must ensure that the e-mail address provided in this form is correct and kept up to date.

Item 3(d): Telephone

Please also indicate your telephone number with the country and area codes (e.g., +41 22 338 86 86). You do not need to provide a telephone number but it could be useful if you need to be contacted.

Item 3(e): Nationality or legal nature and State of organization

We recommend providing the indications in item 3(e)(i) or 3(e)(ii) as applicable. The Offices of some Contracting Parties may issue provisional refusals where such indications are not provided.

Item 3(e)(i): If the new holder (transferee) is a natural person, nationality of the new holder (transferee)

If the new holder (transferee) is a natural person, indicate nationality or citizenship.

Item 3(e)(ii): If the new holder (transferee) is a legal entity (please, provide both of the following indications)

Legal nature of the legal entity

If the new holder (transferee) is a legal entity, indicate the legal nature (e.g., “proprietary limited company (Pty Ltd)” or “a limited liability company (LLC)”).

State (country) and, where applicable, territorial unit within that State (canton, province, state, etc.), under the law of which the said legal entity has been organized

If the new holder (transferee) is a legal entity, indicate the name of the country and where applicable, territory within that country, in which it was organized (e.g., “NSW, Australia”).

Item 3(f): Preferred language of correspondence

The new holder (transferee) may indicate English, French or Spanish as their preferred language to communicate with WIPO (it is not necessary to check this box if they wish to receive communications in the language in which the international application was filed). If a preferred language is not indicated, WIPO will send all communications concerning the international registration(s) listed in this request in the language of the international application(s).

Item 3(g): Alternative address and e-mail address for correspondence

Complete this item only if you want WIPO to send all communications concerning the international registration(s) listed in this form, to an address and e-mail address different from those indicated in items 3(b) and 3(c) above. WIPO will use this e-mail address for communication unless a representative is appointed.

Where there is more than one new holder (transferee), it is recommended to indicate an alternative address and e-mail address for correspondence.

ITEM 4: ENTITLEMENT OF THE NEW HOLDER (TRANSFEEE) TO BE THE RECORDED HOLDER OF THE INTERNATIONAL REGISTRATION(S)

The new holder (transferee) must have entitlement through establishment, domicile or nationality with a Contracting Party of the Madrid System. Where there are several new holders (transferees) it is not necessary for them to have the same entitlement. For example, new holder 1 may be a national of France and new holder 2 may be domiciled in the United States of America.

If there is more than one new holder (transferee) please indicate the entitlement details for the first new holder (transferee) only here and provide the details for the additional new holder(s) (transferee(s)) in the “Continuation Sheet for Several New Holders (Transferees) attached to this form.

Item 4(a)(i)

If the new holder (transferee) is claiming entitlement through nationality with a Contracting Party of the Madrid System, indicate the name of the Contracting Party of which the new holder (transferee) is a national here.

Item 4(a)(ii)

If the new holder (transferee) is claiming entitlement through nationality with a State member of a Contracting Organization of the Madrid System, indicate the name of the State member of the Contracting Organization of which the new holder (transferee) is a national here.

Item 4(a)(iii)

If the new holder (transferee) is claiming entitlement through domicile with a Contracting Party, indicate the name of the Contracting Party of which the new holder (transferee) is domiciled here.

Item 4(a)(iv)

If the new holder is claiming entitlement based on their real and effective industrial or commercial establishment, indicate the name of the Contracting Party of which the new holder (transferee) has a real and effective industrial or commercial establishment here.

Where entitlement is derived from a connection with a member State of the EU, the new owner may indicate, in (iii) or (iv) either the State, if it is also a Contracting Party to the Madrid System (e.g., France), or the EU.

Item 4(b): Where the new owner is not a national of a Contracting Party or of an EU member State, and the address given under item 3(b) is not in the territory of any Contracting Party where the new holder (transferee) claims the entitlement, then the new holder (transferee) must indicate

Item 4(b)(i)

An address in a Contracting Party where they is domiciled, or

Item 4(b)(ii)

Where the industrial or commercial establishment is located. Provide the address in a form that will ensure prompt postal delivery.

ITEM 5: APPOINTMENT OF A REPRESENTATIVE BY THE NEW HOLDER (TRANSFeree)

Complete this section if the new owner wishes to appoint a representative.

Item 5(a): Name

If the representative is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order they are used. If the representative is a legal entity or a law firm, the full official designation must be indicated.

Item 5(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 5(c): E-mail address

You **must** provide the e-mail address of the representative. All communications from WIPO concerning the international registration(s) listed in this form will be sent only electronically to the e-mail address indicated here. The new holder (transferee) and the representative must ensure that the e-mail address indicated here is accurate and kept up to date.

Item 5(d): Telephone number

Indicate the telephone number with the country and area codes (e.g., +41 22 338 86 86). A telephone number is not required, but it will allow WIPO to reach your representative if needed.

Signature of the new holder (transferee) appointing the new representative

The new holder (transferee) **must** sign this item. The signature should be handwritten, printed, typed or stamped. If there is no signature WIPO will process your request, but the appointment of the representative will not be recorded and all communications from WIPO will be sent directly to the e-mail address for the new holder (transferee) of the international registration(s) listed in this form.

A representative may only record a single e-mail address to communicate with WIPO. All communications from WIPO will be sent to the representative by e-mail only.

ITEM 6: SCOPE OF THE CHANGE IN OWNERSHIP

You must check either box (a) **or** (b).

Item 6(a): Total change in ownership

Check this box if the change in ownership is total; that is, if it relates to all designated Contracting Parties and all goods and services covered by the registration.

Item 6(b): Partial change in ownership

Check this box if the change in ownership is partial; that is, if it relates to only some of the designated Contracting Parties and/or only some of the goods and services covered by the registration; and complete items 6(b)(i) and/or 6(b)(ii).

Item 6 (b)(i): Contracting Parties

Indicate the specific Contracting Parties which are the subject of the change in ownership, and/or

Item 6(b)(ii): Goods and services

Indicate the specific goods and services which are the subject of the change in ownership.

The list of specific goods and/or services cannot be broader than the main list in the international registration, and semicolons (;) should be used to separate items in the list. For example, if the international registration is for “shoes”, then “shoes” or “sandals” may be specified as the subject of the change in ownership, but “pants” or “hats” cannot be indicated since those goods are not included in the main list of the international registration.

If more space is needed to indicate the Contracting Parties or the goods and/or services, check the box at the bottom of the page, to indicate the use of a continuation sheet.

If the request for change of ownership applies to all designations and all goods and services, it will be treated as a total change in ownership.

ITEM 7: SIGNATURE OF THE HOLDER (TRANSFEROR) AND/OR THEIR REPRESENTATIVE

The recorded holder or the representative of the recorded holder must sign this form before presenting it directly to WIPO. If the form is not signed, the request for change of ownership will not be recorded.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder’s representative is not required and this item may be left blank. However, the Office may require or allow the holder (or the holder’s representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the recorded holder's representative signs the form, indicate the name of the representative as exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 8: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

FEE CALCULATION SHEET

You must complete the "Fee Calculation Sheet" annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder's representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party.

There is no need to calculate and indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, you will need to indicate the total amount of fees payable.

The fee for recording of a change in ownership is 177 Swiss francs per international registration listed in this form (regardless of whether the transfer is total or partial).

You must indicate the number of international registrations listed in item 1 and the Grand Total (in Swiss francs). For example, if you have listed four international registrations in item 1 you will need to pay 4 x 177 Swiss francs and indicated the total amount of 708 Swiss franc as the "Grand Total".

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for change of ownership (TR);
- ✓ The mark or verbal elements of mark (if available); and
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of the payment, in day, month and year format.

[End of Note for Filing Form MM5]

NOTE FOR FILING MM6: REQUEST FOR THE RECORDING OF A LIMITATION OF THE LIST OF GOODS AND SERVICES

Form MM6 (Mandatory): Request for the recording of a limitation of the goods and services (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

You may use this form to reduce the list of goods and services in respect of one or some of the designated Contracting Parties in an international registration. This may be appropriate, for example, to overcome an opposition or to comply with a settlement agreement with a third party.

However, the simplest way to record a limitation is to use WIPO's [online limitation](#) form. Once you have entered your international registration number in the online form, you will see your list goods and services as currently recorded for each of the designated Contracting Parties. You may then easily modify those goods and services or delete entire class(es) to reflect the limitation. Furthermore, you will be offered various options to pay the required fees including by credit card, or debiting the required amount from your WIPO Account.

A single MM6 form may be used to request the recording of a limitation for multiple international registrations in the name of the same holder, provided that the same limitation applies to all designated Contracting Parties or to the same designated Contracting Party for each of the international registrations.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do **not** use this form to remove some goods or services (but not all) permanently from the International Register, use form [MM8](#) (partial cancellation) for this purpose. A limitation only reduces the list of goods and services for the designated Contracting Parties concerned, without removing the goods and services from your international registration.

Do **not** use this form if you wish to remove one or more (but not all) of the designated Contracting Parties from the International Register, use form [MM7](#) (renunciation) for this purpose. A renunciation would render your international registration without protection in the designated Contracting Parties concerned.

For further information on partial cancellation and renunciation, please, refer to the Notes for Filing MM8 and MM7.

THE EFFECT OF RECORDING THE LIMITATION

The limitation (reduced list of goods and services for some or all designated Contracting Parties) will be recorded in the International Register and WIPO will inform the Offices of the designated Contracting Parties concerned. The Offices of those Contracting Parties, in accordance with their local laws and practices, will examine the limitation. Each Office has a period of 18 months to declare (and notify WIPO) that the limitation has no effect in their territory.

The goods and services that are the subject of the limitation will remain in the main list of the international registration, but they will no longer have effect in the designated Contracting Party concerned. You may later request the recording of a subsequent designation (form MM4) for the goods and services that are the subject of the limitation.

Impact on renewal fees

If any of the designated Contracting Parties covered in the international registration have made a declaration of individual fees, the recording of a limitation could have an impact on the renewal fees. This is because the renewal fees payable for those Contracting Parties having declared individual fees are calculated based on the limited list of goods or services.

Since the goods or services remain in the main list of the international registration, the holder would still need to pay supplementary fees if one or more of the designated Contracting Parties have not declared individual fees (that is, when the standard fees apply).

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means, and whether any handling fee is charged for the transmission to WIPO.

FEE INFORMATION

A fee of 177 Swiss francs is payable to WIPO, per international registration listed in the form.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), or
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), or
- by transferring the required fees into WIPO’s postal account (within Europe only) or bank account.

It is not possible to pay the required fees with a credit card when using this form. However, payment by credit card is possible if you use the [online limitation](#) form.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

HOW TO FILL IN FORM MM6

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

You may indicate more than one international registration providing the name of the recorded holder of each international registration indicated is identical. Further, the same limitation must apply to all designated Contracting Parties or to the same designated Contracting Parties. If this is not the case, separate forms must be submitted.

ITEM 2: NAME OF THE HOLDER

Indicate the holder’s name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: CONTRACTING PARTIES

You must check box 3(a) **or** box 3(b).

Item 3(a)

Check this box if you wish to limit the list of goods and services for all the designated Contracting Parties in the international registration(s) listed in this form.

Item 3(b)

Check this box if you wish to limit the list of goods and services for only some of the designated Contracting Parties and list those Contracting Parties.

ITEM 4: GOODS AND SERVICES

The limitation cannot be broader in scope than the goods and services recorded for the Contracting Parties (mentioned in item 3) in the international registration(s) (mentioned in item 1). The limitation cannot concern classes not already covered by the international registration(s).

Any class covered by the international registration(s) indicated in item 1, but not mentioned in item 4(a) or 4(b), will remain as recorded in the International Register.

Indicate whether the limitation concerns one or more entire class or only some of the goods and services from a given class.

Item 4(a)

Check this box if the limitation concerns only some of the goods and services in a given class, provide the relevant class number and the new complete list of the limited goods and services for this class. Do not indicate the goods and services that you wish to delete from the currently recorded list.

The international registration concerned will, for the designated Contracting Parties (indicated in item 3) be limited to the goods and services appearing in this new list. For example, if the international registration contains “clothing; footwear; headgear” in class 25, and you wish to limit the international registration for certain Contracting Parties to “clothing and headgear”, you should indicate “clothing; headgear” as the new list with respect to those Contracting Parties.

If you want to limit “clothing” to “t-shirts” only, you should indicate “t-shirts; footwear; headgear” as the new limited list.

Finally, if you wish to exclude “t-shirts” from “clothing”, you should indicate “clothing, except t-shirts; footwear; headgear” as the new limited list.

Item 4(b)

Check this box to delete one or more entire class and indicate the applicable class number(s) here. If a class number is indicated, the designation of the Contracting Parties indicated in item 3 will no longer cover this class.

For further guidance on how to complete item 4, particularly where the limitations concern entire classes and only some of the goods and services in a given class, please see the following example:

Example

An international registration covers “coffee; tea” (Class 30) and “wine” (Class 33). The holder no longer wishes to have protection for “tea” or “wine” in one of the designated Contracting Parties, namely Denmark. The holder would need to complete items 3 and 4 as follows:

Item 3 of the form MM6 (Contracting Parties)

Check **only** one box.

- (a) **the limitation** of the list of goods and services indicated in item 4(a) and/or 4(b) is to be recorded for **all** the Contracting Parties designated in the international registration(s) indicated in item 1; **or**
- (b) **the limitation** of the list of goods and services indicated in item 4(a) and/or 4(b) is to be recorded for the designated Contracting Parties **indicated below**:

Denmark

Item 4 of the form MM6 (Goods and Services)

[...]

- (a) **If the limitation** concerns changes in a given class, provide below the relevant class number and the complete **new limited list of goods and services of this class** (i.e., not the goods or services that you wish to delete from the currently recorded list):

Class 30 coffee.

- (b) **If an entire class is to be deleted**, indicate **only the class number** (if a class number is indicated here, it will be understood that the designation of the Contracting Parties indicated in item 3 **no longer** contains this class. Any class mentioned under item 4(a), above, must **not** be indicated here.):

Class 33.

The result would be that for Denmark the international registration would only cover coffee in class 30.

ITEM 5: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it directly to WIPO. If the form is not signed, the request for limitation will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the current account.

Account number

Insert five digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving instructions, this could be the holder, representative, or third party.

There is no need to indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, you will need to indicate the total amount of fees payable.

The fee for recording of a limitation is 177 Swiss francs per international registration listed in this form.

You must indicate the number of international registrations listed in item 1 and the Grand Total (in Swiss francs). For example, if you have listed four international registrations in item 1 you will need to pay 4 x 177 Swiss francs and indicated the total amount of 708 Swiss franc as the “Grand Total”.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged receipt of your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for limitation (LI);
- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of payment in day, month and year format.

[End of Note for Filing Form MM6]

NOTE FOR FILING FORM MM7: REQUEST FOR THE RECORDING OF A RENUNCIATION

Form MM7 (Mandatory): Request for the recording of a renunciation (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to abandon the effects of an international registration for all the goods and services with respect to some (but not all) of the designated Contracting Parties. However, the simplest way to request the recording of a renunciation is to use WIPO's [online renunciation](#) form. Once you have entered your international registration number in the online form, you will see the details of the designated Contracting Parties as currently recorded in your international registration and then you can simply select those that you wish to renounce.

A single [MM7](#) form may be used to request the recording of a renunciation for multiple international registrations provided that they are all in the name of the same holder and that the designated Contracting Parties for which the international registration is to be renounced are the same for each of the international registrations concerned.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do **not** use this form if you wish to restrict the list of goods and services with respect to all or some of the designated Contracting Parties in an international registration, use the [online limitation](#) form or form [MM6](#) (limitation) for this purpose.

Do **not** use this form if you wish to permanently remove particular goods and services from the International Register, affecting all the designated Contracting Parties, use form [MM8](#) (partial cancellation) for this purpose.

For further information on partial cancellation and renunciation, please, refer to the Notes for Filing MM6 and MM8.

THE EFFECT OF RECORDING THE RENUNCIATION

Once the renunciation has been recorded in the International Register, WIPO will inform the Offices of the designated Contracting Parties concerned. The renunciation has no effect on the goods and services covered by the international registration. However, the mark will not be protected by the international registration in the designated Contracting Parties that have been renounced. You may later request the recording of a subsequent designation ([online subsequent designation](#) or form [MM4](#)) for the designated Contracting Parties which are the subject of the renunciation.

Please note that it is not possible to transform the international registration into national or regional rights following a request for renunciation. Transformation is only possible where the Office of origin has requested the cancellation following the ceasing of effect of the basic mark (under Article 6(4) of the Protocol).

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means, and whether any handling fee is charged for the transmission to WIPO.

FEE INFORMATION

There is no fee payable to WIPO for the recording of a renunciation.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM7

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form "Continuation Sheet" and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The holder and the Office (if the form is submitted through an Office) may indicate their own internal file reference. WIPO will include this reference in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

You may indicate more than one international registration providing the name of the recorded holder of each international registration is identical and the designated Contracting Parties for which the international registration is to be renounced are the same. If this is not the case, separate forms must be submitted.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: CONTRACTING PARTIES

Indicate the designated Contracting Parties for which the international registration is to be renounced.

ITEM 4: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it directly to WIPO. If the form is not signed, the renunciation will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature should be handwritten, printed, typed or stamped.

ITEM 5: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM7]

NOTE FOR FILING FORM MM8: REQUEST FOR THE RECORDING OF A CANCELLATION OF THE INTERNATIONAL REGISTRATION

Form MM8 (Mandatory): Request for the recording of a cancellation of the international registration (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the cancellation of an international registration (total cancellation) or to remove some of the goods or services permanently from the international registration (partial cancellation).

A single form may be used to request a total cancellation for multiple international registrations provided that they are all in the name of the same holder. If the request concerns a partial cancellation, a separate MM8 form must be submitted for each international registration.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do **not** use this form unless you wish to either remove the international registration permanently from the International Register or remove some goods and services permanently from an international registration.

To reduce the list of goods and services with respect to all or some of the designated Contracting Parties in an international registration, without removing those goods and services permanently from the international registration, use form [MM6](#) (limitation).

To abandon the effects of an international registration with respect to some (but not all) of the designated Contracting Parties from the International Register, use form [MM7](#) (renunciation).

THE EFFECT OF RECORDING THE CANCELLATION

Total cancellation

When a total cancellation is recorded, the international registration concerned is removed from the International Register and will no longer be in force. Therefore, the international registration will no longer have effect in the designated Contracting Parties.

Partial cancellation

When a partial cancellation is recorded, the goods and services concerned are permanently removed from the international registration and will no longer be covered in the designated Contracting Parties.

A request for partial cancellation may be appropriate, for example, where specific goods and services are no longer of interest, or if the holder wishes to avoid a potential conflict with third parties in the Contracting Parties.

As the goods and services are permanently removed from the international registration, they will not be taken into account at the time of renewal when calculating the supplementary fees and, where applicable, the individual fees (for more information please see the Notes for Filing MM11). Furthermore, the goods and services concerned cannot later be the subject of a subsequent designation.

Once the cancellation of the international registration has been recorded in the International Register, WIPO will inform the Offices of the designated Contracting Parties concerned.

Please note that it is not possible to transform the international registration (or the cancelled goods and services) into national or regional rights following this request for cancellation. Transformation is only possible where the Office of origin has requested the cancellation following the ceasing of effect of the basic mark (under Article 6(4) of the Protocol).

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means, and whether any handling fee is charged for the transmission to WIPO.

FEE INFORMATION

There is no fee payable to WIPO for the recording of a cancellation.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM8

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The holder and the Office (if the form is submitted through an Office) may indicate their own internal file reference. WIPO will include this reference in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the international registration number(s), for example 123456 or 123456A.

When the request concerns several international registrations, the name of the recorded holder of each registration must be identical. If not, a separate request must be presented for each holder.

If you want to record a partial cancellation for several international registrations, you must present a separate request for each international registration.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as recorded in the International Register. Where the international registration is jointly owned, indicate the names of each joint holder as recorded.

ITEM 3: GOODS AND SERVICES

Indicate whether you wish to request a total or partial cancellation by checking either box 3(a) or box 3(b). Please, be careful when selecting a total cancellation. If box 3(a) is checked WIPO will inscribe the total cancellation regardless of whether any further information is provided in item 3(b), 3(b)(i) or 3(b)(ii).

Box 3(a): Total cancellation

Check this box if you want to cancel (remove) the international registration(s) from the International Register.

Please note that in the case of a total cancellation, the international registration will cease to exist.

Box 3(b): Partial cancellation

Check this box if you wish to cancel only some of the goods and services covered by the international registration.

If you have checked box 3(b) you must indicate the scope of the partial cancellation in items 3(b)(i) and 3(b)(ii):

Item 3(b)(i): Entire classes

Indicate only the class number of the class concerned if the entire class is to be cancelled – i.e., all the goods and services in a particular class to be permanently removed from the international registration.

Item 3(b)(ii): If the cancellation affects only some of the goods and services

Indicate the specific goods and services that are to remain in the international registration following the cancellation. Do not only list the goods and services to be cancelled.

Example

Your international registration covers goods and services in classes 14, 25 and 38, and you want to cancel the entire class 14 and exclude “*footwear*” from class 25:

Indicate in item 3(b)(i) only the class number to be cancelled:

Class 14*

Indicate in item 3(b)(ii) the full list of goods and services that is to remain protected:

Class 25 now reads: “Clothing, headgear”. This new list will replace the existing list in the International Register, which was “clothing, headgear and footwear”.

* Any class covered by the international registration that is not listed will not be cancelled and will remain as recorded in the International Register – in this example, class 38 remains protected as it is recorded in the International Register.

The recording of the partial cancellation will appear in the [WIPO Gazette of International Marks](#). The recording will reflect that:

Class 14 is cancelled.

Goods and services not cancelled:

25 Clothing; headgear.

Class 38 remains unchanged.

Box for continuation sheet

Check this box, if you need to use a continuation sheet.

ITEM 4: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting this directly to WIPO. If the form is not signed, the cancellation will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder’s representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing the form declares that they are entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature should be handwritten, printed, typed or stamped.

ITEM 5: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM8]

NOTE FOR FILING FORM MM9: REQUEST FOR THE RECORDING OF A CHANGE OF NAME OR ADDRESS OF THE HOLDER, OR WHERE THE HOLDER IS A LEGAL ENTITY, REQUEST FOR THE RECORDING TO INTRODUCE, OR CHANGE ITS LEGAL NATURE

Form MM9 (Mandatory): Request for the Recording of a Change in the Name or Address of the Holder; or, where the Holder is a Legal Entity, Request for the Recording to Introduce, or Change its Legal Nature (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

You may use this form to record a change of name and/or address of the holder; and/or where the holder is a legal entity, to introduce or change its legal nature. However, the simplest way to record such changes is to use WIPO's [online change in holder details](#) form. Once you have entered your international registration number in the online form, you will see the details as currently recorded and make the necessary changes.

A single form MM9 can concern one or more changes for one or more international registrations. The same change(s) can be recorded for multiple international registrations provided that the name of the holder recorded for each registration concerned is identical.

For example, the holder may submit one form MM9 to request a change of name and address for several international registrations, provided the name of the holder (as recorded in the International Register) for all registrations listed in the form is identical. The holder may also submit one form MM9 to record a number of changes such as, a change of name, address and an indication of legal nature to one international registration.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Change in name vs. change in ownership

Do not use this form if you wish to request the recording of a change in ownership of the international registration, use form [MM5](#) for this purpose.

A change in the name of the holder implies that the same person or legal entity continues to be the holder of the international registration. A holder would need to determine, in line with the applicable national /regional laws, whether it would be legally appropriate to request the mere recording of a change in name or legal nature rather than record a change in actual ownership of the international registration.

Providing all the formality requirements are met WIPO will inscribe the change as requested, without any verification. Do not send any supporting documentation to WIPO.

Change in the holder's contact details

To request a change in the holder's contact details (for example, e-mail address, or address for correspondence) use the [online change in holder details](#) form. Alternatively, you may use [Contact Madrid](#) (under "My request concerns", select the topic "a change in contact details of the holder").

THE EFFECT OF RECORDING THE CHANGES

Once WIPO has recorded the changes in the International Register, the holder (or their representative) and the Offices of the designated Contracting Parties concerned will be notified.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under "My request concerns", select the topic "a form submission"). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

A fee of 150 Swiss francs is payable to WIPO per form (regardless of the number of international registrations listed).

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), *or*
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), *or*
- by transferring the required fees into WIPO's postal account (within Europe only) or bank account.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under "My request concerns" select the topic "a change in contact details of the holder"). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM9

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use a “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The holder (and the Office if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

You may indicate more than one international registration providing the name of the holder of each registration is identical. If not, a separate request must be presented for each holder.

ITEM 2: NAME OF THE HOLDER

Indicate the name of the holder exactly as it is recorded in the International Register. Where the international registration is jointly owned, indicate the names of each joint holder as recorded.

ITEM 3: CHANGE IN NAME OR ADDRESS OF THE HOLDER

Item 3(a): New name

Tick this box if the holder has changed their name and indicate the new name as it should be displayed in the International Register, including the parts that remain unchanged.

Item 3(b): New address

Tick this box if the holder has changed their address and indicate the new address as it should be displayed in the International Register, including the parts that remain unchanged.

Where there are joint holders and the change only applies to one of them, it must be clear to which holder the change applies. If there are several joint holders **but** only one of them has a new name and/or address, provide the new name and/or address of the holder concerned, **as well as** the unchanged name and/or address of the other holders in the continuation sheet.

For example, X and Y are joint holders of an international registration. If just Y wishes to change their name or address, the following details should be provided in the continuation sheet.

“X’s name and/or address are unchanged; Y’s new name and/or address have been changed as follows: [...]”

In the example above, if only the new name and/or address of Y is indicated without any information concerning X, WIPO will issue an irregularity notice, asking the holder to clarify the issue.

ITEM 4: IF THE HOLDER IS A LEGAL ENTITY, RECORDING OF, OR CHANGE IN, THE INDICATIONS CONCERNING THE LEGAL NATURE OF THE HOLDER

To introduce or change an indication of legal nature of the holder you will need to provide the information requested in both 4(a) and 4(b).

To introduce a legal nature, the holder must be a legal entity. If the holder has previously indicated that he/she is a “natural person”, WIPO will issue an irregularity notice, asking the holder to clarify the issue.

Item 4(a): Change in, or introduction of legal nature

If you wish to change (or introduce) a legal nature, indicate the new legal nature here (e.g., “Joint Stock Company”) and then complete item 4(b).

Item 4(b): State and where applicable, territorial unit within that State

Indicate the State (country) and the territorial unit within that State (canton, province, state, etc.) under which the laws of the above legal entity has been organized (e.g., “United States of America, Florida”).

Where there are joint holders and the change only applies to one of them, it must be clear to which holder the change applies. If two or more joint holders wish to change (or introduce) a legal nature, such information may be provided in the continuation sheet.

ITEM 5: SIGNATURE BY THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting it directly to WIPO. If the form is not signed, the change(s) indicated will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder’s representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature should be handwritten, printed, typed or stamped.

ITEM 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, please check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party).

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

The fee is 150 Swiss francs, regardless of the number of changes or number of international registrations listed in item 1 of the form.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code (MT) for changes in the holder’s name, address or indications concerning legal nature;
- ✓ The mark or verbal elements of mark (if available); and
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of the payment, in day, month and year format.

[End of Note for Filing Form MM9]

NOTE FOR FILING FORM MM10: REQUEST FOR RECORDING OF A CHANGE IN THE NAME AND/OR ADDRESS OF THE REPRESENTATIVE

Form MM10 (Mandatory): Request for Recording of a Change in the Name and/or Address of the Representative (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the recording of a change in the name and/or address of the recorded representative. However, the easiest way to record such change, is to use WIPO's [online management of representative](#) form.

The change in the name and/or address of the recorded representative implies that the same person or legal entity continues to be the holder's representative.

A single form may be used to request the recording of a change in the name and/or address of the recorded representative for multiple international registrations, provided that the representative is recorded in the International Register for all applicable registrations, and that the international registrations are listed.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do **not** use this form to appoint a new representative. Please use the [online management of representative](#) form or form [MM12](#) for this purpose.

Please also use the [online management of representative](#) form if you wish to cancel an appointed representative.

THE EFFECT OF RECORDING A CHANGE IN THE NAME OR ADDRESS OF THE RECORDED REPRESENTATIVE

Once the change concerning the representative has been recorded, it will be reflected in the International Register and third parties, as well as the Offices of the designated Contracting Parties, will be put on notice of the change(s).

The new name or new address of the representative will be used in all communications from WIPO (including, refusals, decisions and irregularity notices).

Please note that the recording of a new name or address (or failure to record) does not constitute an excuse for failure to comply with any time limit to be met with regard to the international registration(s) concerned.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

There is no fee payable to WIPO for requesting a change in name and/or address of the representative.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM10

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The Representative and the Office (if the form is submitted through an Office) may indicate their own internal file reference. WIPO will include this reference in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

When the request concerns several international registrations, the name of the recorded representative of each international registration must be identical. If not, a separate request must be presented for each representative.

ITEM 2: NAME OF THE REPRESENTATIVE

Indicate the name and address of the representative exactly as recorded in the International Register.

ITEM 3: CHANGE(S) IN NAME AND/OR ADDRESS OF THE REPRESENTATIVE

Indicate only the details that have changed.

Item 3(a): New name

If there has been no change in the name of the representative, leave this item blank. If the change in name concerns a natural person their family (or last) name and given (or first) name should be indicated in the order that they are used. If the change in name concerns a legal entity the full official designation must be indicated.

Item 3(b): New address

If there has been no change in the address of the representative, leave this blank. If there has been a change, indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (where applicable) and the name of the country/region.

Item 3(c): New e-mail address

If there has been no change in the e-mail address, leave this section blank. WIPO will continue to communicate with the representative using the existing e-mail address only.

Where an e-mail is indicated, WIPO will communicate with the representative using this e-mail address only.

The holder and the representative must ensure that the e-mail address indicated here (or already recorded) is accurate and kept up to date.

Item 3(d): New telephone number

If there has been no change in the telephone number, leave this section blank. If there has been a change, indicate the telephone number with the country and city codes (e.g., +41 22 338 86 86). A telephone number is not required, but it will allow WIPO to reach your representative if needed.

ITEM 4: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it directly to WIPO. If the form is not signed, the changes to the representative's name or address will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing the form declares that they are entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register (or as indicated in item 3(a)).

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 5: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM10]

NOTE FOR FILING FORM MM11: RENEWAL OF THE INTERNATIONAL REGISTRATION

Form MM11 (Mandatory): Renewal of the International Registration (Rule 30 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

You may use this form to renew your international registration and provide WIPO with your payment details.

However, the simplest way to renew your international registration is to use WIPO's [online renewal](#) form. Once you have entered your international registration number in the online form, you will see the Contracting Parties designated in your international registration and the status of protection in each of those Contracting Parties. Further, the fees will be automatically calculated for you, which you can then pay by using a credit card or by debiting them from a Current Account at WIPO.

However, if you do not wish to use the online form, or you wish to request a complimentary renewal¹, you can use this form to send instructions for the renewal of your international registration.

CHANGES TO THE INTERNATIONAL REGISTRATION

It is not possible to record any changes to the international registration at the time of its renewal. Changes must be recorded *before* the renewal date to be taken into account during renewal and reflected in the renewal certificate.

In principle, changes to the international registration are recorded with the date on which the International Bureau received your request, provided it meets all the prescribed requirements. However, if your request is irregular (i.e., it does not meet all the prescribed requirements), the change will be recorded with the date on which you remedied the irregularity. For example, if you file a request for the recording of a change before renewal is due, but pay the fee required for that recording after the renewal date, the change will be recorded after the international registration is renewed.

Please make sure that you request the recording of any changes to the international registration (for example, limitation, partial cancellation or any changes in the holder's details) well in advance of your renewal date, so they can be taken into account in the calculation of renewal fees and reflected in the renewal certificate.

¹ Where an international registration has been renewed in respect of only some of the designated Contracting Parties and the holder decides, after the due date but within the six months grace period, to renew said registration in respect of a designated Contracting Party not covered by the renewal already effected, this may be done through a so-called "complementary renewal".

Finally, any change requested after the renewal date (including those requested during the grace period) will be recorded after the recording of the renewal.

SCOPE OF RENEWAL

Your international registration will be renewed

- for those goods and services that have not been affected by a recording of cancellation;
- for Contracting Parties that have not been affected by a recording of renunciation or total invalidation; and,
- in respect of a given Contracting Party, only for those goods and services not affected by the recording of a limitation or partial invalidation.

You may choose to renew your international registration for only some of the designated Contracting Parties. This is not considered a change of the international registration and is permitted as part of the renewal process.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

Please use the [Fee Calculator](#) to calculate your fees.

The amount of fees for the renewal of an international registration depend on the number of classes of goods and services in the international registration, the designated Contracting Parties and their applicable fees (either standard or individual fees). For designated Contracting Parties for which individual fees apply, the amount also depends on the number of classes for which protection has been granted in a final or further decision. For more information on the calculation of fees please see item 3 below.

WHEN TO PAY THE FEES

The earliest you can pay your renewal fees is three months before the renewal date. You can also pay your renewal fees during the six-month grace period after the renewal day, but then you will need to pay a surcharge of 50% of the basic fee (326.50 Swiss francs). Please note that *other* surcharges may apply with respect to certain designated Contracting Parties².

² Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.

HOW TO PAY FEES

You can pay the fees:

- by debiting the required amount from a Current Account at WIPO, *or*
- from funds already transferred to WIPO, *or*
- by transferring the required fees into WIPO's bank account or postal account (within Europe only)

It is not possible to pay the required fees by credit card when using this form. However, payment by credit card is possible if you use the online renewal form.

The renewal fees must be paid directly to WIPO. However, some Offices have agreed to collect and forward those fees to WIPO on behalf of the holder, please refer to [Declarations made by Contracting Parties of the Madrid System, the Protocol and the Regulations](#) for further information. In that case, the holder may pay the renewal fees through that Office instead of directly to WIPO.

You must pay the required fees in full. If you do not pay the required fees in full, your international registration will not be renewed.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under "My request concerns" select the topic "a change in contact details of the holder"). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative³.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

³ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM11

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form "Continuation Sheet" and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The holder and the Office (if the holder submits the form through an Office) may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example, 123456 or 123456A.

Please note that you can only indicate one international registration number per form MM11.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: CONTRACTING PARTIES FOR WHICH RENEWAL IS REQUESTED

You must indicate all the designated Contracting Parties for which you wish to renew the international registration by checking the corresponding boxes.

If you omit to select a designated Contracting Party, you will indicate to WIPO that you do not wish to renew the international registration for that Contracting Party.

It is possible to renew the international registration for all Contracting Parties that have not been the subject of a recording of total invalidation or renunciation. This means that you can renew the international registration for those Contracting Parties that have granted full or partial protection, and even for those Contracting Parties that have issued a total refusal. There may be legitimate reasons for such renewal, for example, you may be appealing a final or further decision.

WIPO will renew the international registration for all Contracting Parties where the corresponding boxes have been checked, but with the exception of those Contracting Parties affected by the recording of a renunciation or total invalidation. Such Contracting Parties will not be taken into account for the renewal, and any fees paid for those Contracting Parties will be reimbursed.

An advantage of using the online renewal form is that the status of protection of each of the Contracting Parties will be clearly indicated (for example, it will not be possible to select Contracting Parties that have been renounced or totally invalidated).

ITEM 4: SIGNATURE

The person signing the form declares that they are entitled to do so under the applicable law.

Name

Indicate the family (or last) name and the given (or first) name of the person signing the form (these names do not necessarily have to match the name of the recorded holder or their representative).

Signature

The signature should be handwritten, printed, typed or stamped.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the instructions; this could be the holder, the representative, or a third party.

If you choose this method of payment, you do not need to calculate or indicate the amount of fees as WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, please use the [Fee Calculator](#) to help you estimate the amount of fees to pay.

When you renew the international registration for Contracting Parties that have declared for an individual fee and have granted protection to your mark in a final or further decision, the amount of fees for the renewal for that Contracting Party will be calculated taking into account only the goods and services that are protected.

If you want to renew your international registration for a designated Contracting Party that has totally refused protection for your mark in a final or further decision, and it has declared an individual fee, you will need to pay for all the classes of goods and services covered by the designation.

Applicable Fees

To renew your international registration, you must pay a basic fee of 653 Swiss francs.

In addition to the basic fee, you will need to pay fees for the designated Contracting Parties where you wish to continue to protect your mark, which can be either complementary and supplementary fees, or individual fees.

Complementary and supplementary fees (“standard fees”)

Complementary fees (100 Swiss francs per designated Contracting Party) and Supplementary fees (100 Swiss francs for each class of goods and services in the excess of three) are fixed amounts and are often referred to as “standard fees”, which apply where the Contracting Parties designated have not declared for individual fees.

Individual fees

Some Contracting Parties charge an Individual Fee. Where individual fees have been declared, you will pay these fees instead of the standard fees except where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable. Please check amount here:

[Individual Fees](#).

Paying within the grace period

When paying within the six-month grace period, do not forget to add the surcharge of 50% of the basic fee. In this case, when using the Fee Calculator, do not forget to check the box “Grace Period”. Please note that other surcharges may apply for certain designated Contracting Parties⁴.

Do not forget to indicate the Grand Total in the form (in Swiss francs).

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of the holder, the representative, or a third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

⁴ Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:

- ✓ Name of the party making the payment and complete address;
- ✓ [Transaction code](#): (RE);
- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate the date of the payment, in day, month and year format.

[End of Note for Filing Form MM11]

NOTE FOR FILING FORM MM12: REQUEST FOR RECORDING OF AN APPOINTMENT OF REPRESENTATIVE

Form MM12 (Optional): Request for recording of an appointment of representative (Rule 3 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to appoint a representative to act on your behalf to manage your international application or registration before the International Bureau (WIPO) or to replace a representative already recorded. However, the easiest way to record an appointment of representative is to use WIPO's [online management of representative](#) form.

As far as WIPO is concerned, there are no specific requirements concerning the professional qualifications of appointed representatives. Furthermore, the representative does not need to be a national, domiciled or resident in a member State of the Madrid System.

A single form can be used to request the appointment of a representative for multiple international applications or registrations provided that all applicable applications or registrations are in the name of the same applicant or holder.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 3 of the Regulations. Therefore, it is important that you provide accurate and complete information

IS THIS THE RIGHT FORM?

Do **not** use this form to request a recording of a change in name or address or to update an e-mail address or telephone number of the representative already recorded in the International Register. Please use the [online management of representative](#) form or, form [MM10](#) for this purpose.

Please use the [online management of representative](#) form if you wish to remove an appointed representative.

Do **not** use this form to request the appointment of a local representative in a specific designated Contracting Party (for example, following a provisional refusal). You will need to contact the Office of that Contracting Party for information on any specific requirements it may have. You may also refer to the [Madrid Member Profiles](#) database for more information.

THE EFFECT OF RECORDING THE APPOINTMENT OF A REPRESENTATIVE

If you appoint a representative before WIPO, all communications from WIPO (including, refusals, decisions and irregularity notices) concerning the application(s)/registration(s) listed in the form, will be sent to that representative only (subject to very few exceptions where the applicant/holder will also receive a copy). WIPO will not re-send any communications to the representative that were previously sent to the holder. Please also note that the recording of the representative (or failure to record) does not constitute an excuse for failure to comply with any time limit to be met with regard to the international application(s)/registration(s) concerned.

The appointed representative may act before WIPO only. It may be necessary to appoint a representative to act before the Office of the designated Contracting Party, for responding to a refusal by such an Office.

When WIPO has recorded the appointment of the representative in the International Register, the Offices of the designated Contracting Parties will be informed.

The appointment of a new representative will replace any representative previously appointed.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

There is no fee payable to WIPO for requesting the appointment of a representative.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

When completing this form you must provide the e-mail address for the representative.

Furthermore, where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM12

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The Representative and the Office (if the form is submitted through an Office) may indicate their own internal file reference. WIPO will include this reference in any further communication concerning this form.

ITEM 1: NAME OF THE APPLICANT AND/OR HOLDER

Indicate the holder /applicant name exactly as recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint applicant/holder as recorded.

ITEM 2: INTERNATIONAL APPLICATION (S) REFERENCE(S) AND/OR REGISTRATION NUMBER(S)

For international applications (only where the registration number is not yet available)

Indicate the Office of origin of the basic mark, the basic mark application/registration number(s) and date(s), and the filing date of the international application before the Office of origin.

For international registrations

Indicate the full international registration number(s), for example 123456 or 123456A.

The name and address of the applicant/holder of each international application or registration must be identical. If not, a separate request must be presented for each applicant/holder.

ITEM 3: REPRESENTATIVE

Item 3(a): Name

If the representative is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order they are used. If the representative is a legal entity, the full official designation must be indicated.

Item 3(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 3(c): E-mail address

You **must** provide the e-mail address for the representative. WIPO will send all communications concerning the international registration(s)/application(s) listed in this form electronically only to the e-mail address indicated here. The representative must ensure that the e-mail address indicated here is accurate and kept up to date.

Item 3(d): Telephone number

Indicate the telephone number with the country and area codes (e.g., +41 22 338 86 86). A telephone number is not required, but it will allow WIPO to reach your representative if needed.

ITEM 4: SIGNATURE OF THE APPLICANT AND/OR THE HOLDER

The applicant and/or holder must sign this form before presenting it directly to WIPO. If the form is not signed, the representative will not be recorded and all the communications from WIPO will be sent directly to the applicant or holder of the international registration (or the existing representative on record).

If the request is presented through, and signed by, an Office the signature of the applicant/holder is not required and item 5 may be left blank. However, the Office may require or allow the holder to sign this item.

The person signing the form declares that they are entitled to do so under the applicable law.

Name of holder

Indicate the name of the holder/applicant (including joint applicants/holders) exactly as recorded in the International Register.

Where the applicant/holder is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature of holder

The signature should be handwritten, printed, typed or stamped.

ITEM 5: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM12]

NOTE FOR FILING MM13: REQUEST FOR THE RECORDING OF A LICENSE

Form MM13 (Mandatory): Request for the recording of a license (Rule 20*bis* of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

The holder (or their representative) may use this form to request the recording of a license.

If you wish to record a license for more than one licensee, or for more than one international registration, you will need to complete a separate form for each licensee or for each international registration.

Please note it is **not** possible to record sub-licenses.

IS THIS THE RIGHT FORM?

Do **not** use this form to request an amendment or cancellation of the recording of a license. Please use form [MM14](#) (amendment) or [MM15](#) (cancellation) for such purpose.

THE EFFECT OF THE RECORDING OF THE LICENSE

Once WIPO has recorded the license in the International Register, it will notify the Offices of the designated Contracting Parties concerned. The Offices of those Contracting Parties, in accordance with their local laws and practices, will determine the validity of the license. Each Office has a period of 18 months to declare (and notify WIPO) that the license has no effect in their jurisdiction.

For some countries/regions, recording a license in the International Register has the same effect as registering a license directly with each national/regional IP Office.

However, recording a license in the International Register will have no effect in a country/region that has declared that its domestic laws do not provide for the recording of trademark licenses¹; or that their domestic laws provide for the recording of licenses, but that the recording of licenses in the International Register has no effect². In the latter case, the holder will need to contact the national or regional Offices directly if they wish to record a license in that territory.

¹ Rule 20*bis*(6)(a) (please refer to the [Madrid Member Profiles](#) database or the [declarations](#) made by Contracting Parties on WIPO's website).

² Rule 20*bis*(6)(b) (please refer to the [Madrid Member Profiles](#) database or the [declarations](#) made by Contracting Parties on WIPO's website).

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”) providing the request is signed by the holder (or the holder’s representative).

Where the holder (or the holder’s representative) has not signed the request, it must be presented through an Office. This may be the Office of the Contracting Party of the holder or the Office of a Contracting Party with respect to which the license is granted. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

A fee of 177 Swiss francs is payable to WIPO per request.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), *or*
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), *or*
- by transferring the required fees into WIPO’s bank account or postal account (within Europe only) .

E-MAIL ADDRESS OF THE HOLDER AND WIPO’S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM13

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the "Continuation Sheet" at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder and the Office (if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example, 123456 or 123456A.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name (including joint holders) exactly as it is recorded in the International Register.

ITEM 3: LICENSEE

Indicate the details of the licensee. If you wish to record a license for more than one licensee, you will need to complete a separate form for each licensee.

Item 3(a): Name

If the licensee is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order that they are used. If the licensee is a legal entity, the full official designation must be indicated.

Item 3(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

ITEM 4: REPRESENTATIVE OF THE LICENSEE

It is optional to provide this information. The representative of the licensee will be recorded for information purposes only. WIPO will not communicate with the licensee nor their representative. The licensee's representative is not to be confused with the holder's representative recorded in the International Register.

Item 4(a): Name

If the representative is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order they are used. If the representative is a legal entity, the full official designation must be indicated.

Item 4(b): Address

The address should include the postal code (if applicable) and name of country/region.

ITEM 5: CONTRACTING PARTIES

Item 5(a): Contracting Parties with respect to which the license is granted

You must check either box 5(a)(i) **or** box 5(a)(ii).

Check box 5(a)(i) if the license is to be recorded for **all** Contracting Parties designated in the international registration concerned.

Check box 5(a)(ii) if the license is to be recorded for only **some** of the Contracting Parties designated in the international registration concerned, then list the Contracting Parties in the box below.

Item 5(b): Territorial restriction (if applicable):

Check box 5(b) if the license concerns only part of the territory of a specified designated Contracting Party and provide the details here. For example, "the license concerns only the territory of Belgium of the Contracting Party the Benelux".

ITEM 6: GOODS AND SERVICES

You must check either box 6(a) **or** box 6(b):

Check box 6(a) if the license is to be recorded for **all** the goods and services in the international registration indicated in item 1.

Check box 6(b), if the license is to be recorded for only **some** of the goods and services in the international registration indicated in item 1, and indicate the goods and services to be covered by the license.

ITEM 7: MISCELLANEOUS INDICATIONS

All indications below are **optional**.

Item 7(a): Nationality or legal nature and State of organization

Only provide information in item 7(a)(i) **or** 7(a)(ii) as applicable. Do **not** complete both items.

Nationality of the licensee

If the licensee is a natural person and you wish to indicate their nationality check box 7(a)(i) and indicate the applicable territory.

Legal nature and the State of organization of the licensee

If the licensee is a legal entity, you may check box 7(a)(ii) and indicate the legal nature (e.g., “proprietary limited company (Pty Ltd)” or “a limited liability company (LLC)”), and the name of the country and where applicable, territory within that country, in which it was organized (e.g., “NSW, Australia”).

Item 7(b): Type of license

Check **one** box only.

Check box 7(b)(i) if the license is to be recorded as an “exclusive license”. This may apply, for example, where the license is granted only to one licensee and precludes the holder from using the mark and from granting licenses to any other person/entity.

Check box 7(b)(ii) if the license is to be recorded as a “sole license”. This may apply, for example, where the license is granted only to one licensee and precludes the holder from granting license to any other person/entity - but does not prevent the holder from using the mark.

If neither box is checked, the license may be considered as a non-exclusive license.

Item 7(c): Duration of the license

You may include details concerning the duration of the license, for example:

The license is limited in time and granted from January 1, 2021 to January 1, 2022;

The license is subject to automatic extension;

The license is granted for an unlimited period of time.

Please note that the license will remain recorded in the International Register until it has been amended or cancelled.

ITEM 8: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it directly to WIPO. The person signing this form must declare that he or she is entitled to do so under the applicable law. If the form is not signed, the license will not be recorded.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office (see below). In such case, this item may be left blank.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 9: SIGNATURE OF OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office. This could be the Office of the Contracting Party of the holder or the Contracting Party where the license is granted.

FEE CALCULATION SHEET

You must complete the "Fee Calculation Sheet" annexed to the form.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder's representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

The fee is 177 Swiss francs.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for license (NLC);

- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of payment in day, month and year format.

[End of Note for Filing Form MM13]

NOTE FOR FILING MM14: REQUEST FOR AMENDMENT OF THE RECORDING OF A LICENSE

Form MM14 (Mandatory): Request for amendment of the recording of a license (Rule 20*bis* of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

The holder (or their representative) may use this form to request the recording of an amendment of a previously recorded license.

If you wish to amend a license for more than one licensee, or for more than one international registration, you will need to complete a separate form for each licensee or for each international registration.

IS THIS THE RIGHT FORM?

Do **not** use this form to request a recording of a license or to request the cancellation of the recording of a license, use form [MM13](#) (recording a license) or [MM15](#) (cancellation of a license) for such purpose.

THE EFFECT OF RECORDING THE LICENSE

WIPO will record the amendment of the license in the International Register, and notify the holder (or their representative) and the Offices of the designated Contracting Parties concerned.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”) providing the request is signed by the holder.

Where the request is not signed by the holder it must be presented through an Office, either the Office of the Contracting Party of the holder or through the Office of a Contracting Party with respect to which the recorded license was granted. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

A fee of 177 Swiss francs is payable to WIPO per request.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), or
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), or
- by transferring the required fees into WIPO's bank account or postal account (within Europe only).

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under "My request concerns" select the topic "a change in contact details of the holder"). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM14

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example 123456 or 123456A.

ITEM 2: NAME OF THE HOLDER

Indicate the holder’s name (including joint holders) exactly as it is recorded in the International Register.

ITEM 3: NAME OF LICENSEE

Indicate the name of the licensee exactly as it is recorded in the International Register.

If you wish to amend the recording of a license for more than one licensee, you will need to complete a separate form for each licensee.

ITEM 4: AMENDMENT(S)

The holder will need to consider whether there has in fact been an amendment to an existing recorded license, or whether such changes have instead resulted in a new license. In the latter case, the holder should use form [MM15](#) to cancel the existing license and form [MM13](#) to record the new one.

Where several licenses are recorded in respect of the international registration concerned, you must clearly specify the license to which the request relates, such as, indicating the date and reference of the recorded license in the Gazette (for example, “2008/12 Gaz, 24.04.2008”) or by providing details of the Contracting Party concerned (for example, “the license covering Switzerland”).

Alternatively, you may indicate, “this request for amendment relates to all licenses recorded in respect of the international registration indicated in item 1 that are in the name of the licensee indicated in item 3”.

Please indicate the amendments to the recorded license by checking all boxes that apply.

Item 4(a): New name of the licensee

Check this box if you wish to record a change in name of the recorded licensee and indicate the new name here.

Item 4(b): New address of the licensee

Check this box if you wish to record a change in the address on record for the licensee and indicate the new address here.

Item 4(c): Details of other amendments

Check this box if you wish to record an amendment that does not concern the name and address of the licensee, or you wish to record an amendment in addition to an amendment to the name and address of the licensee.

Other amendments to the license may concern the Contracting Parties, the goods and services covered by the license, the legal nature of licensee (where legal entity) or State of which the licensee is a national (where natural person), the name and address of the licensee’s representative, or the type or duration of a license. Please explain clearly any amendments, for example, “*the license no longer covers Switzerland*” or “*the duration of the license is 10 years from the date [day/month/year]*”.

ITEM 5: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting it to WIPO. If the form is not signed, the amendment of the license will not be recorded.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office. In such case, this item may be left blank. The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

The fee is 177 Swiss francs.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Indicate date of payment in day, month and year format.

Payment identification

When transferring funds to WIPO (bank or postal transfers), provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for amendment of a license (LLC);
- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of payment in day, month and year format.

[End of Note for Filing Form MM14]

NOTE FOR FILING MM15: REQUEST FOR THE CANCELLATION OF THE RECORDING OF A LICENSE

Form MM15 (Mandatory): Request for the cancellation of the recording of a license (Rule 20*bis* of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the cancellation of a previously recorded license.

If you wish to cancel the recording of a license for more than one licensee, or for more than one international registration, you will need to complete a separate form for each licensee or for each international registration concerned.

IS THIS THE RIGHT FORM?

Do **not** use this form to request a recording of a license or to request an amendment of a license, use form [MM13](#) (recording of a license) or form [MM14](#) (amendment of a license) for such purpose.

THE EFFECT OF RECORDING THE LICENSE

Once WIPO has recorded the cancellation of the license in the International Register, the holder (or their representative) and the Offices of the designated Contracting Parties concerned will be notified.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”) providing the request is signed by the holder.

Where the request is not signed by the holder, it must be presented through an Office, either the Office of the Contracting Party of the holder or through the Office of a Contracting Party with respect to which the recorded license had effect. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

There is no fee payable to WIPO for this request.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM15

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example 123456 or 123456A.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name (including joint holders) exactly as it is recorded in the International Register.

ITEM 3: NAME OF LICENSEE

Indicate the name of the licensee exactly as it is recorded in the International Register. If you wish to cancel the recording of a license for more than one licensee, you will need to complete a separate form for each licensee.

ITEM 4: LICENSE(S) TO BE CANCELLED

Where several licenses are recorded in respect the international registration concerned, you must clearly specify the license to which the request relates, such as, indicating the date and reference of the recorded license in the Gazette (for example, "2008/12 Gaz, 24.04.2008") or by providing details of the Contracting Party concerned (for example, "the license covering Switzerland").

Alternatively, you may indicate, "this request for cancellation of the recording of a license relates to all licenses recorded in respect of the international registration indicated in item 1 that are in the name of the licensee indicated in item 3".

ITEM 5: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it to WIPO. If the form is not signed, the request for the recording of a cancellation of a license will not be recorded.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office. In such case, this item may be left blank. The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM15]

NOTE FOR FILING FORM MM16: SUBSEQUENT DESIGNATION RESULTING FROM CONVERSION (EUROPEAN UNION)

Form MM16 (Optional): Request for recording of subsequent designation resulting from conversion (European Union) (Rule 24 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

You may use this form to request the recording of subsequent designation resulting from conversion of a designation of the European Union (EU).

However, given that the request must be submitted to WIPO by the European Union Intellectual Property Office (EUIPO), it is **highly recommended** that holders use the form prepared by the EUIPO available online: <https://euipo.europa.eu/ohimportal/en/online-requests-apply-now>.

WHAT IS CONVERSION?

Where the international registration contains a designation of the EU that ceases to exist under the applicable law, the holder may request that the EU designation be converted into a subsequent designation in one or more countries of the EU¹. This may be beneficial, for example, where the EU designation – which is unitary in nature – has been refused protection following an opposition based on grounds that only apply to one EU country. The holder in that situation may seek to convert the EU designation into individual designations in the EU countries not affected by those grounds. The date of the subsequent designation(s) resulting from conversion will benefit from the date of the designation of the EU, as recorded in the International Register.

Conversion of an EU designation may not always be possible. Therefore, you are advised to check with the EUIPO the grounds precluding conversion before filing a request for the recording of subsequent designation resulting from conversion.

Further, conversion is not to be confused with “transformation”, which is a feature of the Madrid System that applies following the ceasing of effect of the basic mark and the consequential cancellation of the international registration.

For further information, please see: [Information Notice No. 2/2004](#) and Rule 24(7) of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks.

¹ With the exception of Malta, because it is not yet a member of Madrid System.

HOW TO SUBMIT THIS FORM

You must present a request for conversion directly to the EUIPO. The general time limit for requesting conversion is three months, but the start of the time limit depends on the ground for conversion. You will need to check this with the EUIPO. The EUIPO will examine the request for compliance with the conditions under the EU legislation before transmitting the request to WIPO.

For more information, contact the EUIPO:

European Union Intellectual Property Office (EUIPO)

Address: Avenida de Europa, 4
E-03008 Alicante
Spain

Telephone: +34 965 139 100

Fax: +34 965 131 344

E-mail: information@euipo.europa.eu

Website: <https://euipo.europa.eu/ohimportal/en/contact-us>

FEE INFORMATION

Please use the [Fee Calculator](#) to help you estimate your fees.

The fees for requesting a subsequent designation or designations resulting from conversion will depend on the number of EU countries subsequently designated, their applicable fees and the number of classes of goods and services that you wish to protect your mark for.

Please see the [Schedule of Fees](#) for further information concerning the applicable fees.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), or
- from funds that you have already transferred to WIPO, or
- by transferring the required fees into WIPO's postal account (within Europe only) or bank account.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under "My request concerns" select the topic "a change in contact details of the holder"). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the *WIPO Gazette of International Marks*.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative².

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM16

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use a “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

Where there is more than one holder, please complete the dedicated “Continuation Sheet for Several Holders”.

² Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The holder and the EUIPO may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example 123456 or 123456A.

You can only indicate one international registration number per form MM16.

ITEM 2: HOLDER OF THE INTERNATIONAL REGISTRATION

If there is more than one holder, indicate the total number of holders and then the name and address for the first holder only. Please provide the name(s) and address(es) of the additional holder(s) in the “Continuation Sheet for Several Holders” attached.

Item 2(a): Name

Indicate the holder’s name exactly as recorded in the International Register.

Item 2(b): Address

Indicate the holder’s address exactly as recorded in the International Register.

If you wish to add, update or delete your e-mail address, phone number or your address for correspondence, you must submit a request to WIPO using [Contact Madrid](#) (under “My request concerns”, select the topic “a change in contact details of the holder”) for this purpose.

ITEM 3: GROUND FOR THE CONVERSION OF THE DESIGNATION OF THE EUROPEAN UNION

You must indicate the ground for conversion by checking the appropriate box.

Where the designation of the EU:

- *has been the subject of a final refusal:* Check this box if the designation of the EU has been totally or partially refused by the EUIPO. The time limit of three months for requesting conversion starts from the date of the final decision refusing protection.
- *has not been renewed before WIPO and the possibility to renew the mark has lapsed:* Check this box if the designation of the EU has not been renewed and the six months grace period (following the due date for renewal) has expired. The time limit of three months for requesting conversion starts from the date of expiry of the grace period.
- *has been the subject of a partial cancellation:* Check this box if the designation of the EU has been the subject of a partial cancellation (some of the goods and services have been removed). The time limit of three months for requesting conversion starts from the date of the recording of the partial cancellation in the International Register.

- *has been subject of an invalidation by the EUIPO or the European Union Trade Mark (EUTM) Court:* Check this box if the designation of the EU has been invalidated by the EUIPO or the EUTM Court. The time limit of three months for requesting conversion starts from the date of the decision or date the judgement is final.
- *has been the subject of a renunciation:* Check this box if the designation of the EU has been renounced (before WIPO) and the renunciation is recorded in the International Register. The time limit of three months for requesting conversion starts from the date of the recording of the renunciation in the International Register.

ITEM 4: DESIGNATED CONTRACTING PARTIES

You must indicate the designated Contracting Parties (countries) for which protection for the mark is sought by checking the corresponding boxes³.

By indicating Ireland (IE), the holder has declared an intention to use the mark in that country in connection with the goods and services identified in the respective designation.

ITEM 5: GOODS AND SERVICES

Please check only **one** box.

Item 5(a)

Check this box, if the subsequent designation is for all designated Contracting Parties (EU countries selected in this request) for all the goods and services of the EU designation.

Item 5(b)

Check this box if the subsequent designation is for all the designated Contracting Parties (EU countries selected in this request), but for only some of the goods and services covered by the designation of the EU. The goods and services concerned must be listed in the continuation sheet (grouped together according to the Nice Classification).

Item 5(c)

Check this box, if the subsequent designation is for only some of the Contracting Parties (EU countries selected in this request) for only some of the goods and services covered by the designation of the EU. Use the continuation sheet to identify the EU countries and goods and services concerned (grouped according to the Nice Classification). Any Contracting Parties (EU countries) selected in Item 4 not listed in the continuation sheet will be designated for all goods and services covered by the designation of the EU.

³ If you wish to protect your mark in Malta, you will need to file a national conversion with the EUIPO, as it is not a member of the Madrid Protocol.

When the request concerns only some of the goods and services covered by the EU designation

You must expressly indicate all the goods and services for which you seek protection of your mark in the designated countries concerned. If you only indicate goods and services in a particular class, WIPO will consider that you do not seek protection for the other classes covered by the EU designation.

Version and Edition of the Nice Classification

When your request concerns only some of the goods and services covered by the EU designation, you must not reclassify those goods and services in accordance with the edition and version of the Nice Classification in force on the date of the subsequent designation. Instead, the list must follow the classification with which the mark was registered.

For example, the list of goods and services in an international registration recorded in the year 2000 would have been classified according to the edition of the Nice Classification in force that year (i.e., the seventh edition). Any subsequent designation for a limited list of goods and services would have to follow that classification, regardless of the date on which that subsequent designation is made.

WIPO will not reclassify the list of goods and services of a subsequent designation to match the latest version and edition of the Nice Classification.

ITEM 6: SIGNATURE BY THE OFFICE OF THE EUROPEAN UNION (EUIPO)

This item should only be filled out by the Office (EUIPO) presenting the form.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, which could be the holder, representative or third party.

There is no need to calculate and indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, please use the [Fee Calculator](#) to help you estimate the amount of fees to pay.

The amount of fees payable will depend on the number of Contracting Parties subsequently designated as a result of conversion, their applicable fees and the number of classes of goods and services.

Applicable fees

When requesting a subsequent designation resulting from conversion of a designation of the EU, you must pay a basic fee of 300 Swiss francs.

In addition to the basic fee, you will need to pay the fees for each of the Contracting Parties you wish to convert into subsequent designations, which can be either complementary fees, or individual fees.

Complementary fees

A complementary fee of 100 Swiss francs for each designated Contracting Party is payable where the Contracting Parties designated have not declared for individual fees.

Individual fees

Some Contracting Parties charge an individual fee. Where an individual fee has been declared, you will pay that fee instead of the complimentary fee, except where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable. Please check the amount of the individual fee here: [Individual Fees](#).

Do not forget to indicate the Grand Total in the form (in Swiss francs).

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of the holder, the representative, or a third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), please provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of the party making the payment and complete address;
- ✓ [Transaction code](#): enter the code (EX) for subsequent designations;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate the date of the payment, in day, month and year.

[End of Note for Filing Form MM16]

NOTE FOR FILING FORM MM17: CLAIM OF SENIORITY (EUROPEAN UNION)

Form MM17 (Mandatory): Claim of Seniority (European Union) (Rules 9(5)(g)(ii), 21*bis* and 24(3)(c)(iii)) of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to claim seniority at the time of designating the European Union (EU) either in an international application, or subsequently in an international registration.

There can be only one seniority claim per form. If you wish to claim seniority for more than one member State of the EU, you will need to complete a separate form for each member State (see [Information Notice No. 2/2004](#)).

WHAT IS SENIORITY?

Seniority is a feature of the EU trademarks system, governed by EU legislation. It may apply to owners of EU trademarks, and holders of international trademarks designating the EU.

An applicant (or holder) designating the EU in an international application (or subsequently in an international registration), may claim the seniority (prior rights) of an existing national trademark registration, or international registration protected in an EU member State provided that several requirements are met (for example, the owner, the mark and the goods and services must be the same). A valid seniority claim means that the prior rights in the member State concerned, may be allowed to lapse, without detriment to the holder's trademark rights in that particular country. In principle, the concept of seniority is based on the concept of "replacement" in the Madrid System.

The details of the seniority claim will be published in the *WIPO Gazette of International Marks*, for the international registration concerned.

Once recorded in the International Register, the European Union Intellectual Property Office (EUIPO) will examine the seniority claim in accordance with its applicable legislation. If the EUIPO refuses the seniority claim, it will notify WIPO and the refusal will be recorded.

If a previously accepted seniority claim later ceases to have effect (for example, it is withdrawn or cancelled), the EUIPO will notify WIPO and the seniority claim recorded in the International Register will be amended accordingly.

It is possible to claim seniority after the designation of the EU in an international application (or subsequently in an international registration) has been recorded. However, any "late" seniority claim must be made directly to the EUIPO. Where the seniority claim in this case is accepted, the EUIPO will notify WIPO of the relevant information, which will then be recorded in the International Register.

For more information, contact the EUIPO:

European Union Intellectual Property Office (EUIPO)

Address: Avenida de Europa, 4
E-03008 Alicante
Spain

Telephone: +34 965 139 100

Fax: +34 965 131 344

E-mail: information@euipo.europa.eu

Website: <https://euipo.europa.eu/ohimportal/en/contact-us>

HOW TO SUBMIT THIS FORM

If you have designated the EU and wish to claim seniority, you must complete and attach this form to your form MM2 (international application) or to form MM4 (subsequent designation) as applicable. This is also possible when using online forms such as the Madrid Application Assistant or online subsequent designation tool.

FEE INFORMATION

There is no fee to claim seniority.

HOW TO FILL IN FORM MM17

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use a “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder and the EUIPO may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

DESIGNATION OF THE EUROPEAN UNION

Designation of the EU (international application)

If the EU is designated in an international application (form MM2), check the appropriate box and provide:

(i) Name of applicant

Indicate the name exactly as it appears in the international application (form MM2). If there are two or more joint applicants, indicate the names of all joint applicants here (i.e., the name appearing in the international application form **and** the name(s) provided in the “Continuation Sheet for Several Holders” attached to the international application form).

(ii) Basic application or registration number

Indicate the basic application or registration number as indicated in item 5 of the international application (form MM2).

Subsequent designation of the EU (international registration)

If the EU is designated subsequently in an international registration (form MM4), check the appropriate box and provide:

(i) Name of holder

Indicate the holder’s name (including joint holders) exactly as recorded in the International Register.

(ii) Corresponding international registration number

Indicate the full international registration number(s), for example 123456 or 123456A.

PARTICULARS OF THE EARLIER MARK FOR WHICH SENIORITY IS CLAIMED

There can be only one seniority claim per form. If you wish to claim seniority for more than one member State of the EU, you will need to complete a separate form for each member State.

(1) Member State

Indicate the member State from which you claim seniority by checking the corresponding box. For example, if you wish to claim seniority from Austria, check box AT only.

(2) Nature of registration

Indicate whether your seniority claim is from a national registration in a member State or an international registration protected in a member State by checking the relevant box. For example, if you wish to claim seniority from a trademark registered nationally in Austria, tick the first box. If you wish to claim seniority from a designation of Austria in an international registration, tick the second box.

(3) Registration number

Indicate the registration number of the mark registered in the member State from which you claim seniority.

(4) Date from which the relevant registration was effective

Indicate the date from which the relevant registration was effective in the member State from which you claim seniority. For an international registration, this would be the date of international registration or the date of the subsequent designation of that member State concerned.

(5) Goods and services for which the earlier mark is registered.

Indicate the goods and services covered by the registration from which you claim seniority. Use semi-colons to list clearly the indications of goods and services covered, and group them in the appropriate classes.

[End of Note for Filing Form MM17]

NOTE FOR FILING FORM MM18: DECLARATION OF INTENTION TO USE THE MARK (UNITED STATES OF AMERICA)

Form MM18 (Mandatory): Declaration of intention to use the mark (United States of America) (Rules 9(5)(f) and 24(3)(b) of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks)

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

If you are designating the United States of America (USA), you **must** complete and submit this form together with the international application ([form MM2](#)) or the request for subsequent designation ([form MM4](#)), as applicable. This also applies to applicants and holders using online forms such as the [Madrid Application Assistant](#) or [online subsequent designation tool](#).

This form contains the exact wording of the declaration of intention to use the mark required by the USA. **You must not amend it.** You must also complete the form in English, even if the international application or the subsequent designation is in French or Spanish.

WHAT HAPPENS IF I DESIGNATE THE USA, BUT DO NOT TO ATTACH THIS FORM?

What happens if the form is missing will depend on whether the USA is designated in an international application or in a request for subsequent designation.

Where the USA is designated in an international application and the form is missing or does not comply with the applicable requirements, WIPO will notify the applicant and the Office of origin accordingly. If WIPO receives the missing or corrected form within the period of two months from the date of receipt of the international application by the Office of origin, the application will be processed as if it had been included in the initial application. If the form is not received within the aforementioned timeframe, WIPO will disregard the designation of the USA, and continue processing the international application if it contains other designations. In this case, WIPO will also reimburse any designation fees paid in respect of the USA. The international application will be abandoned if it contains no other designations.

Where the USA is designated in a request for subsequent designation and the form is missing or does not comply with the applicable requirements, WIPO will issue an irregularity notice and give the holder a time limit to submit the missing or corrected form. Where the irregularity is not remedied, WIPO will disregard the designation of the USA, process the request for subsequent designation where it contains other designations and reimburse any designation fees already paid for the designation of the USA. Where the irregularity is remedied, the date of the subsequent designation of the USA – and all other designations included in the request – will be the date the missing or corrected declaration was received by WIPO.

HOW TO FILL IN FORM MM18 (SIGNATURE REQUIREMENTS)

Instructions concerning the completion of this form are clearly set out in the form itself.

However, it is important to highlight the requirements of the United States Patent and Trademark Office (USPTO) concerning the signature.

WHO MUST SIGN THE FORM?

The declaration of intent to use must be signed by:

- a person with legal authority to bind applicant (such as a guardian);
- a person with firsthand knowledge of the facts and actual or implied authority to act on behalf of applicant (such as an Executive Director where the applicant or holder is a legal entity); **or**
- an attorney who has passed the bar exam in any State in the USA.

Where an applicant or holder has appointed a representative to act on their behalf before WIPO, the representative may only sign the form if they meet one of the requirements mentioned above.

Where there are several applicants/holders, all of them must separately sign the form.

Electronic signatures are permitted. The signature must be handwritten, printed, stamped or typed.

Signatory's title

You need to include information concerning the title of the person signing the form on behalf of the applicant or holder. This is to clarify that the person signing the form has the proper authorization to do so. For example, if the applicant or holder is a legal entity, their title could be "Chief Executive Officer" or "President"; if the applicant or holder is an individual, their title could be "applicant" or "holder". If the signatory is an attorney licensed to practice before the USPTO, their title could be "attorney".

FURTHER INFORMATION

For further information, please see our [Information Notice No. 23/2003](#) or contact the USPTO directly.

United States Patent and Trademark Office (USPTO)
Address: P.O. Box 1450
Alexandria, VA 22313-1450
United States of America
Telephone: (1 571) 272 8901 (Commissioner for Trademarks)
E-mail: usptoinfo@uspto.gov
Website: <http://www.uspto.gov>

[End of Note for Filing Form MM18]

NOTE FOR FILING MM19: REQUEST FOR THE RECORDING OF A RESTRICTION OF THE HOLDER'S RIGHT OF DISPOSAL

Form MM19 (Optional): Request for the recording of a restriction of the holder's right of disposal (Rule 20 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the recording of a restriction of the holder's right of disposal.

A single form may be used for **several** international registrations, provided that the recording of a restriction of the holder's right of disposal is the **same** and that the restriction applies to **all**, or to the **same**, designated Contracting Parties and concerns all, or the **same**, goods and services for **each** of the international registrations.

IS THIS THE RIGHT FORM?

You do not have to use this form, you may also request the recording of a restriction of the holder's right of disposal by sending a letter via [Contact Madrid](#). However, we highly recommend using this form to help ensure that all the relevant information is provided in your request, and to avoid irregularities.

If you wish to remove the recording of a restriction of the holder's right of disposal, please send a letter via [Contact Madrid](#).

THE EFFECT OF RECORDING OF A RESTRICTION OF THE HOLDER'S RIGHT OF DISPOSAL

The recording of the "restriction of the holder's right of disposal" in the International Register is for information purposes only and has no legal effect on the international registration concerned.

Furthermore, the recording of any restriction in the International Register does not prevent WIPO from recording any change of the international registration such as, a change in ownership, upon request by the recorded holder.

Once WIPO has recorded the restriction of the holder's right of disposal in the International Register, it will notify the Offices of the designated Contracting Parties concerned. Those Offices will determine the validity of the restriction of the holder's right of disposal in accordance with their local laws and practices. For example, some Offices may refuse the effect of a change in ownership if a restriction of the holder's right of disposal has been recorded in the International Register.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

If you are not the holder (or their representative) and, for example, there is a court order concerning the disposal of the assets of the holder, this request should be submitted through the Office of the Contracting Party of the holder. If that Office finds the request to be in order, it will forward it to WIPO for recording.

FEE INFORMATION

There is no fee payable to WIPO for the recording of a restriction of the holder’s right of disposal.

E-MAIL ADDRESS OF THE HOLDER AND WIPO’S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM19

The form must be typed. WIPO cannot accept handwritten forms.

REFERENCE NUMBERS

The holder (and the Office, if the holder submits the form through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

You may indicate more than one international registration in the name of the recorded holder provided the same restriction applies to all designated Contracting Parties, or to the same designated Contracting Parties of each international registration. If this is not the case, separate forms must be submitted.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: DESIGNATION(S) CONCERNED

Check box 3(a) if the restriction of the holder's right of disposal is to be recorded for all the designated Contracting Parties in the international registrations indicated in item 1.

Check box 3(b) if the restriction of the holder's right of disposal is to be recorded for only some of the designated Contracting Parties in the international registrations in item 1. Indicate the designation(s) concerned by checking the relevant box(es).

ITEM 4: SUMMARY STATEMENT OF THE MAIN FACTS CONCERNING THE RESTRICTION

Only include a very brief summary of the main facts concerning the restriction for example,

“The holder’s right of disposal of the above-mentioned international registrations has been restricted in all the designated Contracting Parties, following the execution of a Security Agreement dated 01/01/2021 in favor of ABC company limited.”

Do not attach any supporting documentation.

ITEM 5: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting it directly to WIPO. If the form is not signed, the request for the recording of a restriction of the holder’s right of disposal will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder’s representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM19]

NOTE FOR FILING MM20: REQUEST FOR CONTINUED PROCESSING

Form MM20 (Mandatory): Request for continued processing (Rule 5*bis* of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request continued processing where you have failed to meet a time limit for an action in a procedure before WIPO.

Continued processing does not apply to procedures before national or regional IP Offices, for example, where you have failed to meet the time limit to respond to a provisional refusal.

WHEN IS CONTINUED PROCESSING POSSIBLE?

An applicant or holder may request continued processing where they have failed to meet a time limit for an action in a specific procedure before WIPO. Continued processing is possible where the applicant or holder has failed to comply with the time limit relating to:

- an international application, specifically concerning an irregularity to be remedied by the applicant only (Rules 11(2), (3) and 12(7));
- a request for the recording of licenses (Rule 20*bis*(2));
- a request for subsequent designation (Rule 24(5)(b));
- a request for the recording of a change of ownership, a limitation, a renunciation, a change in the name, address or legal nature of the holder, a cancellation of the international registration, or a change in name of address of the representative (Rule 26(2));
- a request for the payment of fee for the recording of the division of an international registration (Rule 27*bis*(3)(c));
- the second part of the individual fee (Rule 34(3)(c)(iii)); and for
- a request that an international registration continue its effects in a successor State and the payment of the fees related to this request (Rule 39(1)).

A request for continued processing must be presented to WIPO on form MM20 **within two months** from the expiry of the time limit concerned together with the applicable fee.

For example, if you failed to comply with a time limit for the payment of the second part of an individual fee by November 1, 2021, a request for continued processing must be made by January 1, 2022, at the latest. It is only possible to submit a request once the time limit concerned has expired.

Along with the request, the requirements in respect of which the time limit concerned applied must be complied with. Again, following on from the afore-mentioned example, this means that the second part of an individual fee must be paid at the time of filing the request as well as the fee payable to WIPO.

Please refer to our [Guide to the International Registration of Marks](#) for further details concerning continued processing.

THE EFFECT OF THE CONTINUED PROCESSING

If the request is in order, WIPO will continue to process the international application, subsequent designation, request or other action for which a payment had to be made, and record that fact in the International Register, as well as notify the applicant or holder accordingly.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”).

FEE INFORMATION

A fee of 200 Swiss francs is payable per form (covering one request for continued processing for one international application or registration). This fee is in addition to any other fees related to the request (for example, payment of application fees).

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM20

The form must be typed. Handwritten forms will not be accepted.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The applicant or holder may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

ITEM 1: WIPO REFERENCE NUMBER

You will find the WIPO reference number, for example, 806/123456789 in the notification received from WIPO.

ITEM 2: INTERNATIONAL REGISTRATION NUMBER OR BASIC MARK NUMBER

For international registrations

Where the request concerns an international registration, indicate the full international registration number, for example 123456 or 123456A.

For international applications

Where the request concerns an international application, indicate the application of registration number and date of the basic mark, and the filing date of the international application before the Office of origin.

ITEM 3: NAME OF APPLICANT/HOLDER

Indicate the name of the applicant or holder exactly as it appears in the international application, or recorded in the International Register.

Where the international application or the international registration is jointly owned indicate the names of each joint applicant/holder as recorded.

ITEM 4: REQUEST FOR CONTINUED PROCESSING

Indicate the reason for the request for continued processing by checking the relevant box.

An international application, including missing or insufficient payment of fees (Rules 11(2), (3) or 12(7))

Check this box where you failed to comply with a time limit in relation to an application for an international registration, for example, you failed to provide transliteration of the mark or pay the relevant fees.

The recording of a license, including missing or insufficient payment of fees (Rule 20*bis*(2))

Check this box where you failed to comply with a time limit in relation to a request for the recording of a license, for example, you did not present the correct form (MM13) or you failed to pay the required fee.

A subsequent designation, including missing or insufficient payment of fees (Rule 24(5)(b))

Check this box where you failed to comply with a time limit in relation to a request for a subsequent designation, for example, you did not present this on the relevant form (MM4 or online form) or you failed to pay the required fees.

The recording of a change of ownership, a limitation, a renunciation or a change in the name, address or legal nature of the holder, a cancellation of the international registration, or change in name of address of the representative, including missing or insufficient payment of fees (Rule 26(2))

Check this box where you failed to comply with a time limit in relation to a request for the recording of a change, limitation, renunciation or cancellation of an international registration, for example, you did not present the request concerned on the proper form or you failed to pay the required fees.

The recording of the division of an international registration relating to missing or insufficient fees (Rule 27bis(3)(c))

Check this box where you failed to meet the time limit to pay the fee for a request for division.

The payment of the second part of an individual fee under Rule 34(3)(c)(iii).

Check this box where you failed to comply with a time limit for the payment of the second part of an individual fee.

A request that an international registration continues its effects in a successor State, including missing or insufficient payment of fees (Rule 39(1))

Check this box where you failed to comply with a time limit in relation to a request that an international registration continue its effect in the successor State.

ITEM 5: SIGNATURE OF THE APPLICANT, HOLDER AND/OR THEIR REPRESENTATIVE

The applicant, holder or their representative must sign the form before presenting it directly to WIPO.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Name (applicant or holder)

Indicate the name of the holder (including joint applicants/holders) exactly as recorded in the International Register or, name of applicant as indicated in the international application.

Name (representative)

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded applicant or holder signs the form, there is no need for the representative to sign it as well.

Where the applicant, holder or the representative is a legal entity, indicate the name as recorded in the International Register, or indicated in the international application (not the name of the person signing the form on behalf of that legal entity).

Signature (applicant or holder/representative)

The signature must be handwritten, printed, typed or stamped.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, please check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the current account,

Account number

Insert five digit account number, and

Identity of the party giving the instructions

Indicate the name of the party giving instructions; this could be the holder, representative, or third party.

There is no need to indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

The fee is 200 Swiss francs.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged receipt of your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, please check the respective box and indicate the following:

Payment identification

When transferring funds to WIPO (bank or postal transfers), please provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for limitation (CPR);
- ✓ The International Registration Number; or Basic Application or Registration Number;
- ✓ The mark name (if available);
- ✓ Name of applicant or holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of payment in day, month and year format.

[End of Note for Filing Form MM20]

NOTE FOR FILING MM21: REQUEST FOR THE CORRECTION OF RECORDING

Form MM21 (Optional): Request for the correction of recording (Rule 28 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the correction of an error made by WIPO or by an IP Office concerning an international registration.

WIPO will not correct errors made by the holder or the holder's representative. Where, for example, AT was indicated instead of AU in the list of designations, the designation of AU can only be included in the international registration by a subsequent designation. Where the representative has made an error in the holder's name, it would be necessary to request a recording of a change in the holder's details.

ERRORS MADE BY WIPO

If WIPO has made an error in the recording of your international registration, you may request a correction at any time.

ERRORS MADE BY AN IP OFFICE

If an IP Office has made an error concerning an international application or registration, WIPO will make a correction provided the request for correction is received within **9 months** from the date the error was published in the International Register ([WIPO Gazette of International Marks](#)).

The holder or the IP Office concerned may present the request for the correction. If the holder presents the request, the Office will need to verify the error. Given the 9 months' time limit, if the holder believes that an Office has made an error, we recommend that they raise the error directly with the Office concerned and WIPO as soon as possible.

WIPO will also amend minor typographical errors or spelling mistakes made by an IP Office, as long as such amendments do not impact the rights deriving from the international registration. An example here, would be an error in the registration number of the basic mark. This type of correction may be requested at any time.

THE EFFECT OF THE CORRECTION

Where WIPO has corrected an error, it will notify the holder and the Offices of the designated Contracting Parties affected by the correction, and publish this in the Gazette. The Offices that are notified of the correction may inform WIPO, within a given time limit, that they cannot (or can no longer) grant protection to the international registration as corrected. This may happen in cases where there are grounds for refusal of the international registration as corrected, which did not apply to the international registration as originally notified to the Office concerned.

FEE INFORMATION

There is no fee payable to WIPO for this request.

HOW TO SUBMIT THIS FORM

You can submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”).

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM21

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the “Continuation Sheet” at the last page of the form and indicate the number of continuation sheets attached here.

REFERENCE NUMBERS

The holder or the Office, submitting the request may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number, for example, 123456 or 123456A.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 3: REFERENCE NUMBER

Item 3(a): WIPO reference number

If you are the holder or their representative requesting the correction, complete item 3(a).

You will find the WIPO reference number, for example, 806/123456789 in the notification received from WIPO.

Item 3(b): WIPO notification number

If you are the Office requesting the correction, complete item 3(b).

You will find the 3-letter and the 6-digit number, for example, ENN/2014/01 in the notification received from WIPO.

ITEM 4: DESCRIPTION OF THE REQUESTED CORRECTION

Provide full details of the error to be corrected. If you need more space, check the box and use a continuation sheet.

ITEM 5: SIGNATURE OF THE HOLDER OR OFFICE PRESENTING THE REQUEST

The person signing the form declares that they are entitled to do so under the applicable law.

Item 5(a): Where the request is presented by the holder or their representative

If the holder or their representative is presenting this request, complete item 5(a) only.

Holder

Where the holder signs the form, indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the representative signs the form, there is no need for the holder to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

Item 5(b): Where the request is presented by the Office

If the Office is presenting this request, complete item 5(b) only.

Name of the Office

Indicate the full name of the Office presenting the request.

Name and signature of the official signing the form

Indicate the full name of the official signing the form on behalf of the Office.

The signature must be handwritten, printed, typed or stamped.

E-mail address (of the official signing the form)

Please provide an e-mail address that WIPO may use to contact the Office to discuss the request, if necessary.

[End of Note for Filing Form MM21]

NOTE FOR FILING FORM MM22: REQUEST FOR THE DIVISION OF AN INTERNATIONAL REGISTRATION

[Form MM22](#) (Mandatory): Request for the Division of an International Registration (Rule 27*bis* of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the division of an international registration (divisional registration). The request must be filed with the Office of the designated Contracting Party in respect of which the international registration is to be divided.

WHEN IS DIVISION OF AN INTERNATIONAL REGISTRATION POSSIBLE?

The division of an international registration may not always be possible. Some Offices of designated Contracting Parties cannot accept division, because their domestic legislation does not provide for division or their domestic laws are not compatible with the rules in the Madrid System. Please refer to the [Madrid Member Profiles](#) database or the [declarations](#) made by Contracting Parties on WIPO's website.

Where an Office of a Contracting Party can accept requests for division, such request could be a good option where the Office concerned has refused an international registration for only some of the goods or services covered by the international registration.

Requesting division of the international registration before the Office concerned would allow the Office to grant protection for those goods and services that are not contested without further delay. The refused goods and services will be moved to a new international registration (i.e., a divisional registration allowing the holder to contest this part only through a local representative).

EXAMINATION OF THE REQUEST FOR DIVISION

The Office receiving the request for division will examine it to ensure that it meets the requirements of its applicable law, including any requirements concerning fees.

WIPO will examine the request for division to ensure it meets the formality requirements. If WIPO finds the request to be in order, it will record the division in the International Register. The divisional registration will have the same number as the original registration but with the addition of a capital letter (A or B, etc.). However, this divisional registration will have only one Contracting Party, which is the one presenting the request for division to WIPO.

THE EFFECT OF THE RECORDING OF A DIVISION

Once the division has been recorded and the divisional registration is created, WIPO will notify the Office that presented the request and inform the holder.

EFFECTIVE DATE AND RENEWAL

The division of the international registration will be recorded with the date on which WIPO received the request or, where the request was irregular, the date on which the irregularity was remedied. However, the effective date of the divisional registration will be the same as the original international registration. Therefore, it follows that the renewal date of the divisional registration will also be the same as the original international registration and not the recorded date of the request for division.

HOW TO SUBMIT THIS FORM

The request must be filed with the Office of the designated Contracting Party in respect of which the international registration is to be divided.

However, before doing so, consult the Office concerned to determine whether it may accept such request and if so, how the form should be submitted (on paper or via e-mail or other electronic means).

FEE INFORMATION

A fee of 177 Swiss francs is payable to WIPO per request for division.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the "Real-time Status" tab when viewing a specific record, or enter your international registration number in the "Real-time Search" tab in Madrid Monitor.

HOW TO FILL IN FORM MM22

The form must be typed. Handwritten forms will not be accepted.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form "Continuation Sheet" and indicate the number of Continuation Sheets attached here.

STATEMENT

In accordance with Rule 27*bis*(1)(d), if applicable, the Office presenting this request, may check this box and include a statement sent in accordance with either Rule 18*bis* or 18*ter* for the goods and services listed in the request.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

REFERENCE NUMBERS

The holder and the Office may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: CONTRACTING PARTY OF THE OFFICE PRESENTING THE REQUEST

Indicate the Contracting Party in respect of which the international registration is to be divided.

ITEM 2: NAME OF THE OFFICE PRESENTING THE REQUEST

Indicate the full name of the Office of the Contracting Party named in item 1.

ITEM 3: INTERNATIONAL REGISTRATION NUMBER

Indicate the full international registration number of the international registration subject of the division, for example, 123456 or 123456A.

ITEM 4: NAME OF THE HOLDER

Indicate the holder's name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 5: GOODS AND SERVICES FOR WHICH DIVISION IS TO BE RECORDED

Clearly list the goods and services that should be set apart in the divisional registration, grouped in the appropriate classes, for example, "Class 3 soaps; perfumes".

Where the Office concerned has refused an international registration for only some of the goods or services covered by the international registration, you may list the refused goods and services here. This will result in a separate divisional registration being created just for those goods and services. Once the divisional registration has been recorded, the Office may then send a grant of protection for those goods and services that have not been refused and remain in the main international registration (with all the designations).

Alternatively, you may list the "accepted" goods and services here, and the Office may attach a grant of protection for those goods and services in the divisional registration to this request. However, this would result in the refused goods remaining in the main registration with all the other designations, and a separate divisional international registration protected for only some goods and services, covering only one designated Contracting Party. In such case, the holder could be left with two international registrations to manage and maintain if the Office concerned could not later accept a request to merge the two (should the refusal ultimately be overcome).

ITEM 6: SIGNATURE BY THE HOLDER AND/OR THE HOLDER'S REPRESENTATIVE

The holder or their representative only needs to sign the form if the Office presenting the request requires them to do so. In this case, the holder will need to declare that he or she is entitled to do so under the applicable law, and complete this item as follows:

Holder

Where the holder signs the form, indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 7: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item must be filled out by the Office presenting the form.

Name and signature of the official signing the form

Indicate the full name of the official signing the form on behalf of the Office.

The signature must be handwritten, printed, typed or stamped.

E-mail address (of the official signing the form)

Please provide an e-mail address that WIPO may use to contact the Office to discuss the request, if necessary.

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, check the box and indicate the following:

Holder of the account

Indicate the name of the holder of the Current Account.

Account number

Insert the five-digit account number.

Identity of the party giving the instructions

Indicate the name of the party giving the payment instructions, this could be the holder, representative, or third party.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(b) Amount of Fees

The fee is 177 Swiss francs.

(c) Method of Payment

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, or third party).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, check the respective box and indicate the following:

Indicate date of payment in day, month and year format.

Payment identification

When transferring funds to WIPO (bank or postal transfers), please provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code for division (DR);
- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate date of payment in day, month and year format.

[End of Note for Filing Form MM22]

NOTE FOR FILING FORM MM23: REQUEST FOR THE MERGER OF INTERNATIONAL REGISTRATIONS RESULTING FROM THE RECORDING OF A PARTIAL CHANGE IN OWNERSHIP

[Form MM23](#) (Mandatory): Request for the merger of international registrations resulting from the recording of a partial change in ownership (Rule 27ter(1) of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks)

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the merger of one or more international registrations, which were previously separated from the same original international registration following the recording of a partial change in ownership. It is not possible to merge international registrations that originated as separate international applications.

IS THIS THE RIGHT FORM?

Do not use this form to request the merger of international registrations resulting from the recording of division. Use form [MM24](#) for this purpose.

THE EFFECT OF THE RECORDING OF A MERGER

Once the merger has been recorded, WIPO will inform the holder and the Offices of the Contracting Parties concerned.

The number of the merged international registration will always be the same, but whether it is followed by a letter (A, B, etc.) will depend on the special circumstances of the international registrations that are subject of the merger. For example, where the “children” (i.e., the separated registration numbers, 123456**A** and 123456**B**) are merged with the “mother” (i.e., the original international registration number 123456), the resulting registration will have the original international registration number (i.e., without any capital letter). Whereas, if the “children” (i.e., the separated registrations 123456**A** and 123456**B**) covering the same goods are merged together, the resulting registration will have the original registration number plus the capital letter used in the first separated registration, in this example, 123456**A**.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

There is no fee payable to WIPO for the recording of a merger.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the [WIPO Gazette of International Marks](#).

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

HOW TO FILL IN FORM MM23

The form must be typed. Handwritten forms will not be accepted.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The holder and the Office (if the request is presented through an Office) may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: NAME OF THE HOLDER

Indicate the holder’s name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

ITEM 2: INTERNATIONAL REGISTRATION NUMBERS

Indicate the full international registration numbers that are to be merged, for example, 123456, 123456A, 123456B.

ITEM 3: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting it directly to WIPO. If the form is not signed, the merger will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder’s representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

Where the holder signs the form, indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the representative signs the form, there is no need for the holder to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 4: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM23]

NOTE FOR FILING FORM MM24: REQUEST FOR THE MERGER OF INTERNATIONAL REGISTRATIONS RESULTING FROM THE RECORDING OF DIVISION NOTE FOR FILING FORM MM24

Form MM24 (Mandatory): Request for the merger of international registrations resulting from the recording of division (Rule 27*ter*(2) of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the merger of a divisional international registration with the international registration from which it was divided. The request must be filed with the Office of the designated Contracting Party that presented the request for division.

IS THIS THE RIGHT FORM?

Do not use this form to request the merger of international registrations resulting from a partial change in ownership, use form [MM23](#) for this purpose.

WHEN IS THE MERGER OF A DIVISIONAL INTERNATIONAL REGISTRATION POSSIBLE?

Not all Contracting Parties that provide for the division of an international registration accept requests for merger. Please refer to the [Madrid Member Profiles](#) database or the [declarations](#) made by Contracting Parties on WIPO's website.

Where an Office of a Contracting Party can accept requests for merger following a division of an international registration, such request could be a good option where the holder has overcome the refusal raised against the goods and services covered by the divisional registration and they wish to merge this divisional registration with the international registration from which it was divided.

EXAMINATION OF THE REQUEST FOR MERGER

The Office receiving the request for merger will examine it to ensure it meets the requirements of its applicable law, including any requirements concerning fees.

WIPO will examine the request for merger to ensure it meets the formality requirements. If WIPO finds the request to be in order, it will record the merger in the International Register.

THE EFFECT OF THE RECORDING OF A MERGER

Once the merger has been recorded, WIPO will inform the holder and the Office of the Contracting Party concerned. At that stage, there would be no longer a divisional registration for that designated Contracting Party for the holder to maintain.

HOW TO SUBMIT THIS FORM

The request must be filed with the Office of the designated Contracting Party that presented the request for division.

However, before doing so, consult the Office concerned to determine whether it may accept such request and if so, how the form should be submitted (on paper or via e-mail or other electronic means).

FEE INFORMATION

There is no fee payable to WIPO for the recording of a merger.

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail is the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative;
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative;
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative;
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative;
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

Monitoring your request

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

HOW TO FILL IN FORM MM24

The form must be typed. Handwritten forms will not be accepted.

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The holder and the Office may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

ITEM 1: NAME OF THE HOLDER

Indicate the holder’s name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

The international registrations to be merged must be in the name of same holder.

ITEM 2: INTERNATIONAL REGISTRATION NUMBER

Indicate the number and letter of the divisional international registration that is to be merged with the international registration (of the same number) from which it was divided (for example, international registration 123456A is to be merged with international registration 123456).

ITEM 3: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or their representative only needs to sign the form if the Office presenting the request requires them to do so. In this case, the holder will need to declare that he or she is entitled to do so under the applicable law, and complete this item as follows:

Holder

Where the holder signs the form, indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Representative of the holder

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the representative signs the form, there is no need for the holder to sign it as well.

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 4: OFFICE PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

Name and signature of the Official signing the form

Indicate the full name of the official signing the form on behalf of the Office.

The signature must be handwritten, printed, typed or stamped.

E-mail address (of the Official signing the form)

Please provide an e-mail address that WIPO may use to contact the Office to discuss the request, if necessary.

[End of Note for Filing Form MM24]