

Abu-Ghazaleh Intellectual Property (AGIP)
أبو غزالة للملكية الفكرية



HANDBOOK 2018

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CHAIRMAN'S MESSAGE

Dear clients, colleagues, associates and friends,
It brings me great pleasure to provide you with the latest edition of the Abu-Ghazaleh Intellectual Property (IP) Handbook. This year, the Handbook will be made available to you electronically on our interactive website.

We will continuously monitor and research the globe to provide you with the most complete, comprehensive and up-to-date information on IP laws and regulations.

Abu-Ghazaleh Intellectual Property (AGIP) has been meeting the IP needs of distinguished international clients regionally and globally for more than three decades. Over this period, we have grown into a truly international firm. To provide complete coverage of the region, AGIP has 21 offices throughout the Arab countries, in addition to India, Turkey, Pakistan, Iran, Cyprus, China, Afghanistan, Nigeria and Russia. Moreover, to serve our clients on a global level, AGIP has an extensive network of 180 liaison and correspondent offices worldwide.

Throughout this growth, AGIP has maintained its unwavering commitment to its mission of providing clients with the best quality service available in the field of IP protection in the Arab world.

AGIP firmly believes that it is only through strong protection of Intellectual Property Rights (IPRs) the region can truly develop a dynamic and innovative business environment that will contribute to sustainable economic progress and development, real growth in the Gross National Product (GNP) and increased social welfare.

This commitment to IP protection comes to life as part of the continued involvement with

international organizations, including the World Intellectual Property Organization (WIPO) and the World Trade Organization (WTO); with NGOs such as the International Trademark Association (INTA), International Association for the Protection of Intellectual Property (AIPPI), International Federation of Intellectual Property Attorneys (FICPI) and with our funding of Arab NGOs, such as the Arab Society for Intellectual Property (ASIP) and the Licensing Executives Society-Arab Countries (LES-AC).

AGIP has organized and sponsored, in coordination with WIPO, ASIP and WTO, relevant training for members of the judiciary as well as district attorneys in various Arab countries. AGIP has also provided ASIP with experts to help draft new and better IP laws for a number of Arab states. We are also proud to have assisted in the publication of numerous ground-breaking reference works on IP in the Arab world, including the compilation of an English translation of all the Arab IP laws and the publishing of a major IP dictionary in Arabic.

Our goal is two-fold: to help provide our clients the protection their efforts deserve and to help further the advancement of the Arab people. To this end, we greatly appreciate your continued business and the relationship we have developed over the last quarter of a century. I assure you that we shall continue to do our utmost in providing you with the highest levels of service.

Please visit our continually updated website (www.agip.com), for a wealth of information in the IP field. I'm sure you will find it to be a most valuable tool, as you seek the best protection for your work.

Talal Abu-Ghazaleh

INTRODUCTION

Company Profile

Establishment

Abu-Ghazaleh Intellectual Property (AGIP) was established in Kuwait in 1972 under the name of T.M.P Agents at a time when Intellectual Property (IP) protection was still in its early stages of development in the Arab region. However, since our launch AGIP has consistently been at the forefront of efforts to improve the infrastructure of IP in the Arab world.

To this end, AGIP has worked in close coordination with Arab governments and multilateral organizations on introducing an efficient IP system that has brought up significant changes to the region.

With the new system, major multinational corporations have been given the confidence to expand to the region and plan major investments, as they are now assured that their investments are appropriately protected. In addition, the creative Arab individuals, such as architects, artists, designers, scientists, musicians and writers, are encouraged to render more creations, as their hard work is properly rewarded and their creations are effectively protected.

AGIP also assisted and supported governmental committees and officials charged in revising and drafting new laws and regulations for the enforcement of Intellectual Property Rights (IPRs) in several Arab countries, such as Bahrain, Lebanon, Yemen, Oman, Tunisia and the United Arab Emirates.

This commitment to IP protection has been reinforced through AGIP's continued involvement with international organizations, including the World Intellectual Property Organization (WIPO) and the World Trade Organization (WTO); with NGOs such as the International Trademark Association (INTA), International Association

for the Protection of Intellectual Property (AIPPI), International Federation of Intellectual Property Attorneys (FICPI), and through our funding support of Arab NGOs, such as the Arab Society for Intellectual Property (ASIP) and the Licensing Executives Society-Arab Countries (LES-AC).

AGIP has organized and sponsored, in coordination with WIPO, ASIP and WTO relevant training for members of the judiciary and district attorneys in various Arab countries. AGIP is also proud to have published numerous ground-breaking reference works on IP in the Arab world, including the compilation of an English translation of all the Arab Intellectual Property laws, and publishing of a major Intellectual Property Dictionary.

Progress and Technology

With more than three decades of continuous activity, AGIP now leads the IP field in the Middle East serving a broad scope of clients who includes the most important firms in the Fortune Global 500.

We deliver tailored services to all our clients covering registration, litigation, prosecution, licensing and counseling services related to trademarks, patents, industrial designs, copyrights and domain names.

This development in our services kept pace with the expansion in our branches which is translated into over 21 offices throughout the Arab countries; in addition to India, Turkey, Pakistan, Iran, Cyprus, Russia, Afghanistan, China and Nigeria, liaison offices in Europe, the UK, Canada Hungary and Italy, and a network of 180 liaison and correspondent offices worldwide.

We also sought through the continuous training and teaching to build the professional capacities of our employees, and provide them with the latest technology which helps them in achieving

their work according to the advanced professional standards, so as to acquire the confidence and respect of clients all over the world.

Services

Recognized regionally and internationally as the top Arab firm in the Intellectual Property field, Abu-Ghazaleh Intellectual Property (AGIP) adheres to high ethical and professional standards, and employs qualified in-house team of professionals as well as state-of-the-art technology, so as to provide a comprehensive range of IP services tailored to meet our clients' needs, regionally and internationally, including: Trademarks, Patents, Designs and Copyrights Registration

We cover all of our clients' Intellectual Property needs from registration and prosecution to maintenance, licensing and counseling services related to trademarks, patents, copyrights and industrial designs and models in all countries of the world through our long-established global network of associates.

We also provide services related to infringement, counterfeiting, opposition, cancellation and appeal actions.

Search for Published Trademarks

AGIP Data Center offers different kinds of search services for trademarks published in Official Gazettes to include the following countries: (UAE, Qatar, Kuwait, Lebanon, Oman, Westbank, Gaza, Yemen, Libya, Iraq, Jordan, Sudan & Bahrain).

Our Database includes more than two million trademarks with detailed records include but not limited to application number, application date, publication details (issue number, issue date and page number), registration number, registration date, owner name, nationality, image of trademark, description of goods, priority details, in addition to published transactions for trademarks include renewals, assignments and all other actions.

These search reports include searching for trademark name (word mark, device mark) and

owner's name which will give you a clear image of trademark availability, will provide you with information about similar/ identical trademarks published in certain Arab countries and will provide you with the portfolio of a specific owner in a specific country through using highly sophisticated search strategies.

While the official search in certain national trademark offices could take up to one month and is conducted manually to include identical search only, AGIP Data Center electronically offers, at competitive rates, a comprehensive search that produces accurate results within 24-48 hours to include searching for similarity and devices' marks.

Through our TAG IP search, you can have our search services online to include 3 types of search: (Identical search, Advance search and professional search).

Contact:

Website: www.agip.com

E-mail: datacenter@agip.com, for online search: search@agip.com

Trademark Watch Service

AGIP provides its clients with a Trademark Watch Service by monitoring all published trademarks resembling its clients' original trademarks. In case of any infringing signs, an alert includes detailed report will be sent to the concerned client.

In the event you wish to take an action, experienced IP lawyers from our sister company, Talal Abu-Ghazaleh Legal are there to assist you.

Our watch service search covers all the official gazettes of the Arab countries (Jordan, Oman, Bahrain, Sudan, Saudi Arabia, Kuwait, Lebanon, Qatar, Tunisia, West Bank, Gaza strip, UAE, Libya, Egypt, Morocco, Syria, Iraq and Yemen).

Patent Drafting

AGIP provides its clients with a professional service in this aspect: claims, full description of the invention and drawings are drafted in compliance with the different patent laws in the world.

Patent Validation System

We will not spare any effort to accelerate the examination procedures at the national patent offices; therefore we offer our clients:

- Search reports analysis: to find any granted patents for the desired applications that would be valid at the national patent offices.
- Amendments on claims: to make the application pursuant to the national patent laws.
- Follow-up on examination process: the “validation process” will be completed by issuing a granted patent.

Patent Anti-Infringement

Market Watch is actively and continuously conducted to alert us of any kind of infringement, thus guarantying maximum protection for your patents.

Because pharmaceutical and biotechnology patents are at an extremely high risk of infringement, AGIP has created a new service specifically for this sector which consists of tracking of and following-up on any patent or data protection infringement at the local health authorities and patent offices to ensure proper protection.

Search for Published Patents

Through our Published Patents Data Center, we conduct a comprehensive patent search using our internal database which includes all patent information published in the Official Gazettes by national, and regional patent offices. Our database includes patent information from all MENA countries including: Iran, Saudi Arabia, GCC regional, United Arab Emirates, Bahrain, Qatar, Oman, Jordan, Lebanon, Algeria, Egypt, Libya, Tunisia, Morocco, Syria, Sudan, Yemen, Gaza, West Bank, Iraq and Turkey.

Also, our database covers patent search in Africa (such as OAPI and ARIPO), Asia (such as India and Pakistan), South America countries, USA and Europe.

For further information regarding our patent search services, please contact us at: patents.ippr@agip.com

Ownership Search Service

Exerting relentless efforts to always remain at the forefront of trademark protection in the region, Abu-Ghazaleh Intellectual Property (AGIP) launched a new trademark service in respect of Ownership Search Service in Gaza, Kuwait, Lebanon, Libya, Oman, Qatar, UAE, West Bank and Yemen. AGIP started offering «Ownership Search» through its Data Center in August 2010.

Within 24 hours, AGIP conducts a comprehensive published trademark - ownership search in the Official Gazettes in Gaza, Kuwait, Lebanon, Libya, Oman, Qatar, UAE, West Bank and Yemen and provides clients with a full detailed search report indicating all of the trademarks filed through the owner of the trademark.

AGIP Data Center is a unique and comprehensive database compiled exclusively by AGIP for its clients. The database includes more than one million trademarks published in the Arab world with detailed records of renewals, assignments and all other actions as of the filing date of each trademark.

Domain Name Registration

TAG-Domains, a subsidiary of AGIP and an ICANN-Accredited Registrar, is one of the leading domain name registration providers for gTLDs and ccTLDs. TAG-Domains offers a full range of domain name services including management, registration, renewals and transfers.

IP-Renewals

AGIP handles renewal of Intellectual Property Rights (IPRs) of trademark owners and legal firms who are provided with a great tool to keep track and maintain their registered Intellectual Property Rights (IPRs). Our renewal service facilitates the renewal process for trademarks, patents, domain names and other IPRs.

IP Valuation

In cooperation with Talal Abu-Ghazaleh Valuation, our valuation services help determine the financial value of all IPRs, whether brands,

trademarks, patents, copyrights, trade secrets or industrial designs. This is performed through licensing and selling IP assets or through mergers and acquisitions.

Licensing and Franchising

Offered in cooperation with Talal Abu-Ghazaleh Legal, such services include drafting licensing and franchising agreements, along with providing legal consultations on the compatibility of such agreements with Arab laws, as well as mediation and litigation.

IP Portfolio Management

Beyond the prosecution services; the IP Portfolio Management Department at AGIP provides wide and comprehensive range of IP services, which can assure and maintain the client's IPR intangible assets in the market place.

The role of this department is to assist the brands' owners in making decisions in terms of their IP Rights; drawing strategies and roadmaps to ensure efficient exploitation of such assets in correct manner.

Services we provide:

- Trademark & Domain Names Portfolio Management.
- Trademark Strategy & Analysis.
- Trademark Due Diligence.
- SMEs IP Awareness.
- Trademark Portfolio Review.
- IP Consultancy.

Ag-IP-News Agency

AG-IP-News Agency is the only specialized global Intellectual Property news agency that has been exclusively established to cover Intellectual Property news, events and activities.

www.ag-ip-news.com

USA Legalization

For assistance in the legalization of documents in the United States, please contact Hynak & Associates:

Hynak & Associates, P.C.
812 South Courthouse Road

Arlington, VA 22204 USA
Phone: (703) 892-4989
Fax: (703) 553-7793
E-mail: Orders@hynak.com
URL: www.hynak.com

About Hynak:

Hynak & Associates is a professional services firm of attorneys that provides support to lawyers and legal assistants, especially Intellectual Property practitioners.

Hynak's services include facilitating and expediting the legalization and authentication of documents, as well as searching and retrieving files, file histories and individual documents from the US Patent & Trademark Office and the US Copyright Office.

General Administration

To ensure services of the highest quality, AGIP's 21 offices report to our General Administration in Amman, Jordan. In addition to monitoring the administrative and technical work of these offices, the General Administration provides them with a full range of services including quality control, training, technical know-how, consultations, financing, and state-of-the-art communication technology, through our own servers. The centralized accounting system at the General Administration enables clients to attend to financial matters easily and effectively through a single contact.

The General Administration can be reached at the following address:

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
PO Box: 921100, Amman 11192, Hashemite Kingdom of Jordan
Tel: (00 962-6) 5100 900
Fax: (00 962-6) 5100 901
E-mail: agip@agip.com
Contact Person: Mr. Charles Sha'ban

AGIP Website

The AGIP website has been highly equipped to cater for clients' various needs and to give easy access to a wealth of the most up-to-

date information regarding trademark, patent, design, copyright and domain name registration requirements, laws and regulations in all countries worldwide.

The website also includes a regularly updated section on the latest news on topical IP issues and concerns.

TREATIES and CONVENTIONS

Patent Cooperation Treaty (PCT)

Applications for the protection of inventions in any of the contracting states may be filed as international applications under this treaty. Applications are filed through the national office of a contracting state, which acts as the receiving office. Only a resident or national of a contracting state may file an application.

The documents and other requirements are as follows:

1. Petition.
2. The designation of the contracting state or states in which protection is sought.
3. The particulars of the applicant.
4. The title of the invention.
5. The particulars of the inventor.
6. The patent specification and claims, together with an abstract of the invention.
7. A set of the drawings.

The 137 states acceded to the PCT are:

(Status on October 13, 2009)

Albania, Algeria, Angola, Antigua and Barbuda, Armenia, Australia, Austria, Azerbaijan, Bahrain, Barbados, Belarus, Belgium, Belize, Benin, Bosnia and Herzegovina, Botswana, Brazil, Bulgaria, Burkina Faso, Cameroon, Canada, Central African Republic, Chad, Chile, China, Colombia, Comoros, Congo, Costa Rica, Côte d'Ivoire, Croatia, Cuba, Cyprus, Czech Republic, Democratic People's Republic of Korea, Denmark, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Estonia, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Grenada, Guatemala, Guinea, Guinea-Bissau, Honduras, Hungary, Iceland, India, Indonesia, Ireland, Israel,

Italy, Japan, Kazakhstan, Kenya, Kyrgyzstan, Lao People's Democratic Republic, Latvia, Lesotho, Liberia, Libyan Arab Jamahiriya, Liechtenstein, Lithuania, Luxembourg, Madagascar, Malawi, Malaysia, Mali, Malta, Mauritania, Mexico, Monaco, Mongolia, Montenegro, Morocco, Mozambique, Namibia, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Oman, Papua New Guinea, Peru, Philippines, Poland, Portugal, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, South Africa, Spain, Sri Lanka, Sudan, Swaziland, Sweden, Switzerland, Syrian Arab Republic, Tajikistan, Thailand, The former Yugoslav Republic of Macedonia, Togo, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Uganda, Ukraine, United Arab Emirates, United Kingdom, United Republic of Tanzania, United States of America, Uzbekistan, Viet Nam, Zambia, Zimbabwe.

Madrid Agreement Concerning the International Registration of Marks

The nationals of any of the contracting countries may, in all other countries party to the Madrid Agreement, secure protection of their trade and/or service marks registered in the country of origin, by registering the said marks at the International Bureau through intermediary of the national office of the said country of origin.

The documents and other requirements are as follows:

1. Two copies of the application on the prescribed form both dated and signed by the national office of the country of origin.
2. The particulars of the applicant.
3. Information about the contracting country in which the applicant has a real and effective industrial or commercial establishment, the contracting country in which the applicant has his residence, or the contracting country of which the applicant is a national.
4. The dates and numbers of the applications and of the registrations of the mark in force in the country of origin.

5. Prints of the mark (not to exceed 8x8 cms, and not less than 1.5x1.5 cms).
6. A list of the goods and/or services.
7. The country in which protection is required.
8. The period of validity, i.e. either 20 years or 10 years.

The following 57 states are party to the Agreement:

(Status on November 16, 2009)

Albania, Algeria, Antigua and Barbuda, Armenia, Australia, Austria, Azerbaijan, Bahrain, Belarus, Belgium, Bhutan, Bosnia and Herzegovina, Botswana, Bulgaria, China, Croatia, Cuba, Cyprus, Czech Republic, Democratic People's Republic of Korea, Denmark, Egypt, Estonia, European Community, Finland, France, Georgia, Germany, Ghana, Greece, Hungary, Iceland, Iran, Ireland, Italy, Japan, Kazakhstan, Kenya, Kyrgyzstan, Latvia, Lesotho, Liberia,

Liechtenstein, Lithuania, Luxembourg, Madagascar, Monaco, Mongolia, Montenegro, Morocco, Mozambique, Namibia, Netherlands, Norway, Oman, Poland, Portugal, Republic of Korea, Republic of Moldova, Romania, Russian Federation, San Marino, Sao Tome and Principe, Serbia, Sierra Leone, Singapore, Slovakia, Slovenia, Spain, Sudan, Swaziland, Sweden, Switzerland, Syrian Arab Republic, Tajikistan, The former Yugoslav Republic of Macedonia, Turkey, Turkmenistan, Uganda, Ukraine, United Kingdom, United States of America, Uzbekistan, Viet Nam, Zambia.

Note:

Since AGIP Handbook is being updated on an annual basis, please make sure to always refer to our website www.agip.com, to obtain the latest and most up-to-date information regarding IP.

Afghanistan

Afghanistan Office

Kabul

P.O.Box 13004, Qalai-e-Fathullah, Kabul,
Afghanistan

Telephone: 0093-20-2312688

Mobile: 0093-779464384

Fax: 0093-20-2312689

Email: afghanistan@agip.com

Contact: Babu A. Nambarath (Mr)

Summary of the Trademark Registration System

Afghanistan is not a member of the Paris Convention, WIPO or any other international treaty for the Protection of Industrial Property; and hence an applicant cannot claim priority based on their home applications/registrations. However, the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement which consists of 45 classes is followed in Afghanistan.

Persons, either of private or legal status, who want to register trademarks may approach the Registration Bureau at the Commercial Court and apply for registration. Immediately on the receipt of the prescribed application form at the Registration Bureau, its contents are entered in the books of the Registration Bureau and a receipt is given. The officer in-charge of the Registration Bureau shall accept or refuse the application within 15 days from the receipt of the application. In case that the application for registration of a mark is refused by the Bureau concerned, the reason for it should be clearly stated. In that case the applicant may refer to the Commercial Court within 10 days of the notification.

If the application for registration of a mark is accepted by the Registration Bureau or the Commercial Court, the Registration Bureau would be bound to register the trademark within 10 days and to issue a formal Registration Certificate to the applicant.

Subsequently, the Publication Department of the Afghanistan Government shall publish the details of the accepted trademarks in the Official

Gazette for the awareness of the public. The following parties may file opposition notices against pending applications and registered trademarks:

1. Those who claim the ownership of the trademark and
2. those whose trademark is so similar to the applied/registered mark and that could create confusion among the users.

If the opposition is filed prior to the registration of the defendant, it is required to notify the defendant within 15 days. If the defendant did not withdraw the application, the opponent may contact the Central Commercial Court within 60 days. During this time the registration process shall be suspended. Otherwise, i.e., if the opponent did not approach the court or follow-up on his opposition thereafter, the trademark shall be registered in the name of the defendant. When there is an opposition is filed, the applicant may also contact the Commercial Court to substantiate his claim on the mark. The court shall issue its verdict on such complaints on the basis of commercial trials.

The statutory limitation for hearing of any claim against a registered trademark shall be three years from its registration. The claim of those who do not file an objection within the said three years shall be invalid.

A trademark registration is valid for 10 years as of the date of filing the application and the owner of the trademark may apply for an additional 10 years upon expiration of the initial 10 years. Use of marks in Afghanistan is not compulsory for

filing applications or necessary for maintaining registrations in force.

Unauthorized use of a trademark registered under the law or an imitation of such trademark applied on goods and services of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods and services bearing a counterfeited mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods or services of the same class are offenses punishable under the law.

Filing Requirements

Trademark Application:

1. Name, Address and the Legal Status of the Applicant in English;
2. A list of the goods/services and the corresponding class(s), as per the Nice Classification;
3. A Power of attorney duly legalized up to the Afghanistan Consulate; and
4. Prints of the trademark.

Renewal:

1. A Power of attorney duly legalized up to the Afghanistan Consulate;
2. Photocopy of the Registration Certificate or last renewal certificate, if renewed once; and
3. Prints of the trademark, (if it is not an ordinary letters).

Recordal of Change of Name and/or Address:

1. A Power of attorney in the name of the new name duly legalized up to the Afghanistan Consulate;
2. A document showing the change of name issued by the local competent authority and duly legalized up to the Afghanistan Consulate;
3. The original Registration Certificate or last renewal certificate of the trademark; and
4. Prints of the trademark.

Recordal of Change of Address:

1. A Power of attorney showing the new address duly legalized up to the Afghanistan Consulate;
2. The original Registration Certificate or last renewal certificate of the trademark; and
3. Prints of the trademark.

Recordal of Assignment:

1. Powers of attorney from both the assignor and assignee duly legalized up to the Afghanistan Consulate;
2. A deed of assignment executed between the assignor and the assignee duly legalized up to the Afghanistan Consulate;
3. The original Registration Certificate or last renewal certificate of the trademark; and
4. Some prints of the trademark.

Recordal of Merger:

1. A Powers of attorney from the new company duly legalized up to the Afghanistan Consulate;
2. A document showing the merger issued by the local competent authority and duly legalized up to the Afghanistan Consulate;
3. The original Registration Certificate or last renewal certificate of the trademark; and
4. Some prints of the trademark.

Recordal of License Agreement:

1. Powers of attorney from both the Licensor and Licensee duly legalized up to the Afghanistan Consulate;
2. A License Agreement executed between the Licensor and the Licensee duly legalized up to the Afghanistan Consulate;
3. The original Registration Certificate or last renewal certificate of the trademark; and
4. Some prints of the trademark.

Summary of the Patents Registration System

Patent law has not come into force in Afghanistan so far, and it is expected to come in force within the next 6 to 12 months. Unfortunately, at present there is a legal vacuum in this field. Hence, it is not possible to file patent applications in Afghanistan at present.

At present, as the only available way of protection and to provide relatively a remedy for the said legal vacuum, we advise all our clients to publish a Cautionary Notice in the local Newspaper(s) in the English Language.

The Cautionary Notice stating that such and such invention related to a particular matter belongs

to such and such inventors/company. Although the publications of cautionary notices are not registered in any official registers, and it is only an advertisement but it could be a base for claiming priority right in the future when the patent law comes in force in the country. Therefore the publication should be in detail, and not in a short form. If it is published in short form, it may not serve the priority purposes.

There are no specific requirements for publication of Cautionary Notices in Afghanistan, however the basic information needed are as follows:

1. Full name and address of the applicant(s);
2. Full name and address of the inventor(s);
3. Softcopy of the specification;
4. Softcopy of the drawings;
5. Softcopy of the claims; and
6. Softcopy of Abstract.

ALGERIA

Algeria Office

Premises address: Centre Commercial et d’Affaires(El-Qods) 9th Floor, Office No. 09-22
P.O.Box 148, Cheraga, Algiers, Algeria
Telephone: 21321341419
Fax: 21321341423
Email: algeria@agip.com
Contact: Gasmi Tahar (Mr)

Summary of the Trademark Registration System

Algeria is a member of the Paris Convention for the Protection of Industrial Property and the Madrid Agreement Concerning the International Registration of Marks.

Algeria is a member of Madrid Protocol relating to the Madrid Agreement since July 31, 2015.

The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Algeria and the revision of class 42 with the creation of classes 43 to 45 has been adopted as of January 1, 2002. An application may include goods and/or services in any number of classes against payment of an additional fee to cover the additional classes.

Once a trademark application is filed, the filing certificate indicating the filing number and the filing date is issued within approximately a week. Trademark applications are examined as to their registrability against prior registrations. The certificate of registration is issued upon completing all the filing requirements. Trademarks are published after registration and there is no provision for filing opposition to the registration of a mark.

According to Trademark Law No. 03-06 of 2003, a trademark registration is valid for 10 years as of the filing date of the trademark application, and it is renewable for periods of 10 years, each upon application and payment of the prescribed renewal fees. A grace period of 6 months is allowed for late renewal of a trademark registration against payment of a fine.

The assignment of a trademark is possible with or without the goodwill of the business. Changes in the name and/or address of a registrant must be recorded. Recording a license is possible and an unrecorded license is invalid. Use of trademarks in Algeria is not mandatory for filing applications neither for registrations nor for maintaining trademark registrations in force. However, a trademark registration is subject to cancellation on the strength of a court decision obtained to this effect by any interested party.

A cancellation action relies basically on establishing sufficient grounds that the trademark in question has not actually been used seriously for a period of 3 years after filing the application, or if the use ceases for more than 3 years. Any infringement or unauthorized use of a registered trademark is punishable under the provisions of the current law.

Filing Requirements

Trademark/Service Mark Applications

1. A simply signed Power of Attorney for each application in French.
2. A list of the goods to be covered by the application.
3. The name and address of the applicant.
4. A certified copy of the priority document. It must be submitted within a period of six months, in case it is claimed.

Renewal of Trademark/Service Mark Registrations

1. A simply signed Power of Attorney.
2. The number and date of the registered trademark/service mark.

3. The name, address and nationality of the applicant.
4. Proof of use.

Assignment Applications

1. A simply signed Power of Attorney.
2. A duly notarized and legalized deed of assignment signed by the assignor and the assignee.
3. The name and address of the assignee.
4. The number and date of the registered trademark/service mark.

License Applications

1. Certified Copy of the license agreement signed by the licensee and the licensor legalized and notarized up to the Algerian consulate
2. Sworn French translation of the license agreement by local translator.
3. Particulars of the trademark applications/registrations subject to the license.
4. A simply signed Power of attorney.

Change of Name Applications

1. A simply signed Power of Attorney.
2. A certified copy of the change of name document legalized and notarized.
3. The number and date of the registered trademark/service mark.

Change of Address Applications

1. A simply signed Power of Attorney.
2. The number and date of the registered trademark/service mark.

NOTE:

- POA should be filed with the applicant's name with legal form and address as mentioned in the instruction letter, signatory name and position, dated and signed.
- Recordals should be notified to us for clients who want to renew a trademark that was not filed through us, legalized and notarized.

Summary of the Patent Registration System

Once a patent application is filed, it is examined as to unity and form only. There is no examination as to the novelty of the invention, although the provisions of Patent Law No. 03-07 of 2003, stipulate that an application should be filed

before the invention has become known through publication or use.

A patent is valid for 20 years starting from the national filing date of the application. Such validity is subject to the payment of the prescribed annual fees. Annuities are to be paid counting from the national filing date. A 6-month grace period with a fine is allowed for late payment of the annuity.

Under the Patent Cooperation Treaty (PCT), a patent is valid for 20 years starting from the international filing date of the application. Such validity is subject to the payment of the prescribed annual fees. Annuities are to be paid counting from the international filing date. A 6-month grace period with a fine is allowed for late payment of the annuity.

The rights to a patent may be assigned or transferred through succession. An assignment shall have no effect against third parties, unless it has been entered in the relevant records of the Patent Office. A patentee may license the right to use his invention. License agreements must be recorded to be effective against third parties.

Working of patents in Algeria is an official requirement. In the event that the owner of a patented invention in Algeria does not satisfy the stipulated working requirements of the country within 4 years as of the date of filing, or 3 years from the grant, the patent will be subject to compulsory licensing under the provisions of the law.

Importance of patented articles is not considered a sufficient working requirement. The rights conferred by a patent on the registered patentee expire on the lapse of the protection period as prescribed by the law, lawful assignment of the patent rights, final court decision to this effect, or non-payment of a due annuity within 6 months after the respective due date. Infringement of the rights of a patentee is punishable under the provisions of the current patent law.

Filing Requirements

Patent Application

1. A Power of Attorney legalized and notarized for each application.

2. The name, address, nationality and profession or nature of business of the applicant and the inventor(s).
3. A simply signed deed of assignment, if the applicant is not the inventor.
4. A summary of the invention (about 100 words) in French and Arabic.
5. Three copies of the specification and claims in French and Arabic.
6. Three sets of the formal drawings, if any.
7. A certified copy of the priority document for a convention application, if claimed.

PCT Applications

1. A Power of Attorney legalized and notarized for each application.
2. The name, address and nationality of the applicant and the inventor(s).
3. A copy of the international publication.
4. Two copies of the specification and claims in Arabic.
5. Two sets of the formal drawings in Arabic, if any.
6. A copy of the international search report.
7. A copy of the international preliminary examination report, if any.

Patent Annuities

1. The number and date of the filing of the patent.
2. The name, address and nationality of the applicant.

Assignment Applications

1. A Power of Attorney legalized and notarized.
2. A notarized deed of assignment signed by the assignor and the assignee, along with its French translation.
3. The name, address and nationality of the assignee.
4. The number and date of the registered patent.

License Applications

1. A Power of Attorney legalized and notarized by the licensee.
2. A notarized license agreement executed by both parties along with its French translation.
3. The name, address and nationality of the licensee.

NOTE:

- POA should be filed with the applicant's name with legal form and address as mentioned

in the instruction letter, signatory name and position, dated and signed.

- Recordals should be notified to us for clients who want to renew a trademark that was not filed through us.

Summary of the Design and Industrial Model Registration System

Designs and industrial models are protected in Algeria through registration with the competent office. Designs and industrial models created prior to filing the application are deemed novel.

Once an application is filed, it is examined as to the form only and is accorded a filing date immediately. The application is kept secret during the first year of the duration term, unless the applicant requests publication. Applications are published in the Official Gazette after the lapse of the first year of protection period or earlier, upon the applicant's request. There is no provision for filing opposition. The total duration of a design registration is 10 years as of the filing date of the application, divided into two terms; the first year and the succeeding 9 years. Applicants must request the 9-year extension either on filing or within the first year; otherwise the registration will expire. A grace period of 6 months is allowed.

Any infringement or unauthorized use of a registered design or industrial model is punishable under the current law.

Filing Requirements Design Application

1. A simply signed Power of Attorney for each application.
2. Seven identical copies of the representations of the design. Pictures of the design are requested instead of the short description of the design.
3. A certified copy of the priority document for a convention application to be lodged within two months from the filing date, if claimed.
4. An explanatory legend explaining the novelty of the design and figures/pictures of each design.
5. The date of signature of the POA should be included in the filing document, accordingly, the filing will not be possible without the original POA document.

NOTE:

- POA should be filed with the applicant's name with legal form and address as mentioned in the instruction letter, signatory name and position, dated and signed.
- Recordals should be notified to us for clients who want to renew a trademark that was not filed through us.

Summary of the Copyright Registration System

Protection of copyright and related rights is governed by Law No. 03-05 of 2003. The Implementing Regulations for the aforementioned law have not yet been passed.

The protection of copyright in Algeria is automatic without any formality according to the Berne Convention for the Protection of Literary and Artistic Works. Protection is granted to every Intellectual Property work of art no matter what its type, style, form of expression, value or purpose is.

Copyrightable works include written and oral works, computer software, dramatic and musical works, choreographic, cinematographic and photographic works, plastic and applied arts and folklore. Protection for the lifetime of the author plus 50 years following his/her death is granted.

The Ministry of Culture reserves the right to allow publication of the work of art, if the copyright holder has not done so, while providing the copyright holder or the heirs with fair compensation.

The Civil Court prosecutes all acts of copyright contravention and is entitled to confiscate revenues and counterfeit copies.

Filing Requirements**Copyright Application**

Protection is automatic in Algeria without any filing formalities.

Summary of the Domain Name Registration System

The Internet Network Center is the local registry for the Top-Level Domain Name (.dz) in Algeria.

Top-Level Domain

.dz: all institutions and organizations

Second-Level Domains

.com.dz: economic and commercial companies

.org.dz: state related bodies or organizations

.gov.dz: governmental organizations

.edu.dz: academic and scientific institutions

.ass.dz: associations

.pol.dz: political establishments

.art.dz: culture and arts

Filing Requirements**Domain Name Application**

1. Original POA document duly completed with the applicant's name and address and signatory name and position.
2. Copy of registration certificate as issued from International Bureau in Geneva or from the Algerian Trademark Office.
3. New Application Form Duly completed with all information.
4. Recordals documents (change of address, change of name, change of legal form, assignment, merger) if any amendment has been made.

Registration of a DN will not be possible in Algeria if:

1. The trademark is still pending.
2. The trademark was not renewed.
3. The amendments have not been recorded (change of address, change of name, change of legal form, assignment, and merger) at the Algerian Trademark office or in the WIPO.

NOTE:

As per the Algerian NIC office, no more need for originals, only scanned copy should be provided, and the followings documents will be needed:

1. POA document duly filed, signed and stamped.
2. Application form document duly filed, signed and stamped.
3. Copy of the registration certificate as issued from the INAPI, or, a copy of the registration certificate designating Algeria as issued from WIPO.

BAHRAIN

Bahrain Office

Premises address: TAG-Org Bldg., Bldg. 1002, Road 5121, Suwafiah 351

P.O.Box 990, Manama, Kingdom of Bahrain

Telephone: (+973) 17550003

Fax: (+973) 17382208

Email: bahrain@agip.com

Contact: Mazin Ajawi (Mr)

Summary of the Trademark Registration System

The Kingdom of Bahrain is a member of the Paris Convention for the Protection of Industrial Property. Starting June 2007, claiming priority has become possible.

The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Bahrain and the revision of class 42 with the creation of classes 43 to 45 has been adopted as of July 1, 2005.

A separate application is to be filed for each class of goods or services. Once a trade/service mark application is filed, the trademark is examined as to its registrability. Trademark applications accepted by the Registrar are published in the Official Gazette. There is a 60-day period open for filing an opposition by any interested party.

An opposition to the registration of a trademark should be prosecuted before the Registrar by an authorized agent or the proprietors themselves within the prescribed period as of the date of publication. Such an opposition case should be settled by the Registrar. In the absence of an opposition, a published trademark is registered, and the certificate of registration will be issued.

Trademark rights are acquired by registration. However, a trademark application can be opposed successfully upon producing sufficient proof of the prior use of the mark in Bahrain and elsewhere in the world.

A trademark registration is valid for 10 years as of the date of filing the application, and it can be renewed for periods of 10 years each. The trademark law provides for a 6-month grace period for late renewal of a trademark. If a trademark is not renewed, the law does not allow third parties to register the trademark, unless after the lapse of 3 years from the date of cancellation.

The assignment and the authorized user of a trademark can be recorded once the trademark is registered. Such a recordal is published in the Official Gazette. The assignment of a trademark can be accepted only with the goodwill and the business' concern together. All other changes can be recorded after the registration of a trademark.

Use of trademarks in Bahrain is not compulsory, neither for filing applications for registration nor for maintaining trademark registrations in force. However, a trademark is subject to cancellation by any interested party, who can establish that the trademark has not been actually used during the 5 years preceding the application for cancellation, or that there was no bona fide intention of using the trademark on the goods in respect of which the trademark was registered.

Unauthorized use of a trademark registered under the law or an imitation of such trademark applied on goods of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods of the same class, are offenses penalized under the law in Bahrain.

Filing Requirements

Trademark/Service Mark

A) New applications:

1. A Power of Attorney signed by an authorized signatory of the applicant and legalized up to any Arab Consulate or authenticated by an Apostille.
2. Any One of the following supporting documents, legalized up to any Arab Consulate or authenticated by an Apostille:
 - a. Certified copy of any corresponding home or foreign registration/application of the mark, if priority is to be claimed; or
 - b. Certificate of incorporation of the applicant company; or
 - c. Certificate issued by the registrar of companies; or
 - d. Extract of the entry of the applicant company in the commercial register; or
 - e. Certificate issued by the Chamber of Commerce.
3. Full particulars of the applicant: Name, address and profession.
4. A clear print of each mark as it is to be filed.
5. The International Class(es) and the list of goods and/or services

B) Renewal of Trademark Registration

1. A Power of Attorney signed in the name of the registered owner, legalized up to any Arab Consulate or authenticated by an Apostille.
2. Copy of latest renewal/ registration certificate for which we do not hold any information.

C) Recordal of Assignment:

- a. A Power of Attorney signed by an authorized signatory of the Assignee. The POA must be legalized up to any Arab Consulate or authenticated by an Apostille.
- b. A Deed of assignment signed by the Assignor and the Assignee legalized up to any Arab Consulate or authenticated by an Apostille.

D) Recordal of change of name and/ or address:

- a. A Power of Attorney reflecting the new name and/ or address signed by an authorized signatory and legalized up to any Arab Consulate or authenticated by an Apostille.

- b. A certificate or any document issued by a competent authority attesting to the change of new name and/ or address of the company, legalized up to any Arab Consulate or authenticated by an Apostille

E) Recordal of license agreement:

1. A Power of Attorney signed by the trademark registered owner (Licensor), which must be legalized up to any Arab Consulate or authenticated by an Apostille.
2. A Power of Attorney signed by the Licensee, which must be legalized up to any Arab Consulate or authenticated by an Apostille.
3. License Agreement signed by both parties and legalized up to any Arab Consulate or authenticated by an Apostille.

F) Recordal of Security Interest Agreement

1. A Power of Attorney signed by the registered owner, which must be legalized up to any Arab Consulate or authenticated by an Apostille.
2. A Power of Attorney signed by the party in whose favour the security interest (lien) is recorded, legalized up to any Arab Consulate or authenticated by an Apostille.
3. A Security Interest Agreement (lien), which must be legalized up to any Arab Consulate or authenticated by an Apostille.

G) Recordal of Merger:

- a. A Power of Attorney signed by an authorized signatory of the new owner, which must be legalized up to any Arab Consulate or authenticated by an Apostille.
- b. A certified copy of the merger document, notarized and legalized up to any Arab Consulate or authenticated by an Apostille.

Summary of the Patent and Utility Model Registration System

Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under Patent and Utility Models Law No. 1 of 2004 and subsequent amendment under Law No. 14 of 2006.

A patent application should be filed in Bahrain within 6 months as of the filing date of the priority document, in order to claim priority. It is possible to enter a national phase patent application based on International PCT application. Such national phase applications must be filed within 30 months from the earliest priority filing date.

Amendment of specifications is possible before the official grant of the subject patent, provided that the said amendments do not exceed what has been disclosed in the original application.

A novelty examination takes into consideration any specification previously lodged with the Patent Office or any patent previously registered. The Patent Office may require whatever amendments it deems necessary to bring the application into conformity with the law. In case the applicant does not comply with the requirements of the Patent Office as authorized by the Registrar of Patents, the Registrar will reject the application.

The Directorate of Industrial Property (DIP) is now accepting annuities of patents that have been previously registered in the official records therein and that still valid.

In case of rejection, an applicant is entitled to appeal against the requirements and conditions of the Patent Office by means of submitting a petition to the Patent Office, within 30 days as of the date of the Registrar's decision. Approved applications are published in the Official Gazette and are rendered open to public inspection.

Under the law, a patent is valid for 20 years from the date of filing the application, or from the priority date in case of claiming priority. The application is subject to the payment of the prescribed annuity fees due, after the issuance of letters patent certificate, from the date of filing in Bahrain or the convention filing date in the case of priority applications. A grace period of 6 months, from the due date, is granted to the owners of the registered patents to pay the due fees. If this is the case, late annuity fees will be applicable.

The right to a patent may be assigned, transferred through succession or license. The assignment of granted patents/utility models must be made in writing. An assignment will have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Patent Office.

Working of patents is an official requirement. In case the owner of a patented invention in Bahrain fails to satisfy the stipulated working requirements of the country within 3 years, as of the date of grant, or within 4 years, as of the date of application, whichever is longer, the patent will be subject to compulsory licensing under the provisions of the law.

The rights conferred by a patent on the registered patentee expire on the lapse of the protection period as prescribed by the law, lawful assignment of the patent rights, final court decision to this effect, or nonpayment of annuity fees within 6 months after the respective due date.

Bahrain is a member of the Gulf Cooperation Council (GCC) Patent Office. It is a regional office for the GCC, which comprises the United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar and State of Kuwait. Certificates of patents granted by the Office secure legal protection of the inventor's rights in all member states.

Filing Requirements: Patent and Utility Model Application

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. An extract from the Commercial Register or from the Memorandum of Association, if the applicant is a company, duly legalized up to an Arab consulate.
3. One copy of the English specification and claims together with its Arabic translation.
4. One set of the drawings relating to the invention, if any.
5. An abstract of the invention of no more than 200 words, together with the best explanatory diagram.

6. A deed of assignment signed by the inventor and the applicant and duly legalized up to an Arab consulate, if the applicant is not the inventor.
7. A certified copy of the application giving the filing date, number and country, if the application is to be filed with a priority claim.

Note: Documents in items (1, 4, 5, 6 and 7) mentioned above should be submitted to the Patent Office on the filing date of the application, while documents in items [2 and 3 (claims only)] can be submitted within 90 days (strictly non-extendible) from the filing date of the patent application. Documents in item (3 - Arabic translation only) can be submitted within 120 days (strictly non-extendible) from the filing date of the patent application.

Note: The power of attorney and the supporting documents are no longer necessary to be legalized upto the Consulate of Bahrain or any other Arab consulate, if the applicant's country is a member of The Hague Convention. The Apostille documents are sufficient for filing with the Industrial Property Office and the Patent Office in Bahrain.

Assignment Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. A deed of assignment executed by both parties and duly legalized up to an Arab consulate.

Registered User/License Agreement Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. License agreement executed by both parties and duly legalized up to an Arab consulate.

Change of Name/Address Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. A certificate proving the change of name or address issued by a competent authority of the applicant's domicile.

Summary of the Design and Industrial Model Registration System

A design registration in the Kingdom of Bahrain is valid for 10 years from the filing date, renewable for an additional term of 5 years (15 years in total). Absolute novelty is required for allowing protection of industrial designs in Bahrain. The design can be either in the form of drawings or photographs and should show at least three views of the design.

Claiming priority under Paris Convention is possible at present. Priority can be claimed within six months of the filing date of the prior application.

Design applications accepted by the Registrar are published in the Official Gazette.

Design Applications

Filing Requirement

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. The name, address, nationality and occupation or nature of business of the applicant.
3. A certified copy of the certificate of incorporation of the applicant company.
4. A certified copy of the priority document, if priority is to be claimed. Please note that priority can only be claimed within six months of the date of filing of the priority application.
5. Three representations of each design.

Note: The power of attorney and the supporting documents are no longer necessary to be legalized upto the Consulate of Bahrain or any other Arab consulate, if the applicant's country is a member of The Hague Convention. The Apostille documents are sufficient for filing with the Industrial Property Office and the Patent Office in Bahrain.

Assignment Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. A duly legalized deed of assignment signed by the assignor and the assignee.

Change of Name/Address Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. A letter from the proprietors addressed to the Registrar of Trademarks in Bahrain stating their request to effect the change of name or address.

Registered User Applications

1. A signed Power of Attorney, notarized and legalized up to Bahrain or any other Arab Consulate, (original required by mail).
2. A license agreement or a registered user agreement duly legalized.

Summary of the Copyright Registration System

Law No. 22 of 2006 related to Copyright and Neighboring Rights was issued on June 25, 2006, to govern the protection of copyright and related rights in the Kingdom of Bahrain.

The law, whose Implementing Regulations have not yet been issued, annulled Copyright Law No. 10 of 1993.

In order to gain protection, the publishers of copyrightable works have to deposit 3 copies of the work with the Copyright Protection Office at the Ministry of Information. Original works of literature, art and science, regardless of type, importance or purpose are protectable.

Such works include books, pamphlets and other writings, lectures, sermons, dramatic works, musical works, musical compositions, cinematographic works, works of drawing, painting, architecture, sculpture, engraving, photographic works, works of applied art, illustrations, maps, plans, sketches and three-dimensional works as well as computer programs and folklore expressions. The law also provides protection for neighboring rights including rights of performers, producers of sound recordings and broadcasting organizations.

The National Council for Culture, Arts and Literature reserves the right to allow publication of the work of art, if the copyright holder has not

done so, or if his/her heirs do not publish it within one year of being informed to do so in writing. In this case, the Ministry of Information can obtain an order from the High Court of Justice to impound the work and to hand it over to the National Council, while providing the copyright holder or the heirs with fair compensation.

Protection period for the economic rights of the authors consists of two phases, the author's lifetime and a period ranging from 20 to 70 years following his death.

Infringements are prosecuted before the Civil Court of Bahrain. The court can stop the circulation of the infringing works, seize and destroy them and the equipment used, estimate the infringers' proceeds and call upon experts' assessment.

As per the law, penalties for copyright infringements have been stiffened. Wide spectrum of penalties, including imprisonment ranging between three months to one year and a fine ranging between BHD 500- BHD 4,000, have been imposed on the violators of the copyright law.

Bahrain is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Note: The Copyright Office is currently not accepting new copyright applications, due to the non-issuance of the Implementing Regulations for the said law.

Filing Requirements Copyright Application

1. A Power of Attorney legalized up to the Bahraini Consulate.
2. Three copies of the work.
3. A legalized copy of the deed of assignment, if the applicant is not the author.

Note: The power of attorney and the supporting documents are no longer necessary to be legalized up to the Consulate of Bahrain or any other Arab consulate, if the applicant's country is a member of The Hague Convention. The Apostille documents are sufficient for filing with the Industrial Property Office and the Patent Office in Bahrain.

Summary of the Domain name Registration System

The Bahrain Telecommunications Co. (BATELCO) is the local registry for the Top-Level Domain Name (.bh) in the Kingdom of Bahrain.

Top-Level Domain

.bh: general use

Second-Level Domains

.com.bh: commercial use

.gov.bh: governmental institutes and agencies

.net.bh: ISPs

.edu.bh: educational bodies

.org.bh: non-for-profit organizations

Note: Any resident or non-resident company may obtain a domain name registration in Bahrain.

Filing Requirements

Domain Name Application

1. An application form which can be submitted by mail, email or fax.
2. A letter requesting the domain name registration. (The letter should be on official letterhead and submitted by mail or fax).
3. A signed Power of Attorney, (notarized and legalized up to the Bahraini or any other Arab consulate). The original is required by mail.

Note: Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

Note: The power of attorney and the supporting documents are no longer necessary to be legalized upto the Consulate of Bahrain or any other Arab consulate, if the applicant's country is a member of The Hague Convention. The Apostille documents are sufficient for filing with the Industrial Property Office and the Patent Office in Bahrain.

CHINA

China Office

413, Tongsheng Tower, No. 458 Pudong Fushan Rd, Shanghai, China, 200122

Telephone: (00 86-21) 5878 6281

Fax: (00 86-21) 5878 2853

Email: china@agip.com

Contact: Noor Shangwei (Ms.)

Filing Requirements

Trademark Application

Formal Requirements for Filing Trademark Applications in China

Trademark application without priority:

1. A copy of signed Power of Attorney;
2. Trademark print in jpg format;
3. The name, address, postal code and contact person of the applicant in English and we will translate into Chinese under client's authorization;
4. The designated class and products of the mark;
5. Meaning of the mark, if any.
6. Copy of the company registration certificate with stamp or signature of the client.

Filing an application with Priority claim

1. A copy of signed Power of Attorney;
2. Trademark print in jpg format;
3. The name, address, postal code and contact person of the applicant in English and we will translate into Chinese under client's authorization;
4. The designated class and products of the mark; and
5. Meaning of the mark, if any.
6. Copy of the company registration certificate with stamp or signature of the client.
7. A certified copy of the filing document issued by the priority country authority. This certified copy should be in original.

Priority claim

1. A copy of signed POA;
2. A certified copy of the filing document issued by the priority country authority. This certified copy should be in original;

3. A Copy of the business registration certificate of the applicant issued by the authority in local country, with seal or signature of the client;
4. The name, address, postal code and contact person of the applicant in English and we will translate into Chinese under client's authorization;

Trademark Assignment

1. The application forms, should be signed or stamped by the two parties in original, and please advised that the client should sign on the Chinese version;
2. POAs signed from each parties;
3. Copies of the company registration certificates of both parties with stamps or signatures of both of parties.

Customs Recordal

1. A copy of signed POA, and the original is also necessary which will be prepared by us;
2. A copy of the client's company registration certificate issued by local country, and if the language is in Arabic, please provide an English translation with Notarization;
3. The photos in jpg format of the products bearing the mark which should be exactly the same as the mark;
4. The list of name and address of the Authorized user by the client in China; and
5. The trademark print in jpg format.

Patents Applications

Patent Application for Invention / Utility

Model (Convention Application)

Name and address of the applicant(s) and the inventor(s).

Information of Priority Right (if priority right is claimed).

Description, claims, abstract, drawings (if any).

Certified priority document (if priority right is claimed).

Assignment (if the applicant in China is different from that of the priority application).

Power of attorney.

Items 1-3 are mandatory at the time of filing, whereas items 4-6 can be filed later; however, the deadline for submitting item 4 will expire after three months from the Chinese filing date.

Patent Application for Design (Convention Application)

Name and address of the applicant(s) and the inventors(s).

Information of Priority Right (if priority right is claimed).

Drawings or three sets of photographs.

Certified priority document (if priority right is claimed).

Assignment (if the applicant in China is different from that of the priority application).

Power of attorney.

Items 1-3 are mandatory at the time of filing, whereas items 4-6 can be filed later; however, the deadline for submitting item 4 will expire after three months from the Chinese filing date.

Chinese National Phase of a PCT Application (Invention/Utility Model)

Name and address of the applicant(s) and the inventors(s).

Information of Priority Right (if priority right is claimed).

Published PCT application documents.

Amendments under Article 19, Article 34 and Article 41 of the PCT, if any (if such amendments shall be basis for examination in China).

Items 1-4 are mandatory at the time of filing, whereas item 5 can be filed later.

Design Applications

For a design application to be filed in China, it is required to submit the following:

1. Two sets of drawings or photographs (if color is claimed, it is required to submit two sets of colorful photographs) to the State Intellectual

Property Office of China. For that purpose, please provide us with four sets of drawings or photographs for one design case.

The following information is also required at the time of filing a design case:

1. Priority Right data (if any to be claimed).
2. Name, address and nationality of each designer.
3. Name, address, nationality and residence of each applicant.
4. Title of article.
5. Locarno Classification of the article to which the design applies.

If priority is claimed, a certified copy of the priority document is required to be submitted within three months from the Chinese filing date. However, in order to avoid any extra late filing fees.

We recommend submitting the certified copy of the priority document as well as the executed Power of Attorney at the time of filing.

In addition, if the applicant of the Chinese design application is different from that of the priority application, it is also required to submit Assignment.

Copyright Applications

Requirements for Registration of Copyright of Computer Software in China

Name, address (including post code), nationality and identification number of the applicant; name and telephone number of the person to contact if the applicant is an entity. If the applicant is the copyright owner, please also indicate:

- a. Whether the applicant is the original copyright owner or an heir or assignee of the copyright. If the applicant is an heir or assignee, a notarized copy of certificate of inheritance or assignment of the copyright shall be provided.
- b. The status in which the copyright is owned by the copyright owner, solely or jointly.

Documentation to prove the identification of the applicant, i.e., a notarized or legalized copy of

identification card for an individual applicant, or a notarized or legalized copy of business license for an entity applicant.

Application form which shall be signed by the applicant. If there is more than one applicant, one applicant may represent all the other(s) while submitting at the same time an authorization to said applicant.

Description of the software, which should comprise (no more than 500 words): the objects of developing the software, main functions, capabilities and other technical features of the software or its newly added portion if the software is a revised one.

Source program list: 20 consecutive pages for each of the beginning, middle and ending portion of the source program list, or the whole source program list if it is less than 60 pages in total.

Documentation materials, such as the following:

- a. Specification of the design.
- b. User's guide.
- c. Maintaining guide.
- d. Operation guide.

Such documentation materials should be 20 consecutive pages for each of the beginning, middle and ending portion of the materials, or the whole materials, if it is less than 60 pages in total.

Power of Attorney which should be signed and dated by the copyright owner(s). If there is more than one owner, the Power of Attorney may be signed by all owners, or by one owner representing the other owners together with an authorization to the said owner.

Requirements for Registration of Copyright of Works in China

If the copyright owner is an individual, the following documents are required:

Certified or legalized copy of his or her identification card or passport.

Application form which shall be signed by the applicant. If there is more than one applicant, one applicant may represent all the other(s) while submitting at the same time an authorization to said applicant.

Description of work which should briefly introduce the contents of the work and the course of creation of the work.

Original and copy of the work.

Letter of guarantee of copyright.

Power of Attorney which shall be signed and dated by the copyright owner(s). If there is more than one owner, the Power of Attorney may be signed by all owners, or by one owner representing the other owners together with an authorization to the said owner.

If the copyright owner is an entity, the following documents are required:

Certified or legalized copy of its business license.

Application form which shall be signed by the applicant. If there is more than one applicant, one applicant may represent all the other(s) while submitting at the same time an authorization to said applicant.

Description of work which should briefly introduce the contents of the work and the course of creation of the work.

Certified copy of the author's card or passport.

Certified copy of the entrusted person's identification card or passport.

Original or copy of the agreement stating the belonging of the work.

Original and copy of the work.

Letter of guarantee of copyright.

Power of Attorney which shall be signed and dated by the copyright owner(s). If there is more than one owner, the Power of Attorney may be signed by all owners, or by one owner representing the other owners together with an authorization to the said owner.

CYPRUS

Cyprus Office

TAGI-UNI Building 104 Mecca Street, Um-Uthaina, Amman, Jordan

P.O.Box: 921100, Amman 11192, Jordan

Telephone: (00 962-6) 5 100 900

Fax: (00 962-6) 5 100 901

Email: cyprus@agip.com

Contact: Suzan Jamjoum (Mrs)

Summary of the Trademark Registration System Renewal

Renewal is to be requested within 3 months prior to the registration's expiry date. However, if the renewal was not timely applied for, the Trademark Registrar shall be entitled to remove the mark from the Register.

Restoration is possible only if the owner of the trademark is granted the right to restore the trademark upon payment of the required fee and by filing an application within the two months following the notice of removal of the trademark.

Trademark registrations will be renewed for periods of 14 years.

Assignment

A registered mark may be assigned with or without the goodwill of the business. The assignment of a trademark may be made in connection with all or some of the goods or services covered by registration.

Filing Requirements

Trademark/Service Mark Application

Trademark/Service Mark Applications

A simply signed power of attorney.

A detailed list of the goods/services and the classes pertaining thereto.

The full particulars of the applicant.

Nine prints of the trademark, if in color. If black and white, one print is sufficient.

Renewal Requirements

Simply signed Power of Attorney.

The name and address of the applicant

Trademark particulars.

Assignment requirements

Simply signed Power of attorney signed by the assignee.

Deed of Assignment duly executed by the assignor and assignee in its original or duly certified copy thereof.

Note:

Certification marks may only be assigned with a special consent of the Registrar.

Domain Name Application

Registration of Second-Level Domains:

.com.cy: commercial use

.tm.cy: trademarks

Requirements for Registering a Domain Name under this Extension "com.cy"

1. One application form (please precise if you wish to register your domain name for one or two calendar years).
2. One Request on domain name owner's letterhead, the request letter should be signed and stamped with the company seal.

Requirements for Registering a Domain Name under the Extension "tm.cy"

Please note that in order to register a domain name under this extension you would need to have your trademark registered in Cyprus or have it registered as a Community Trade Mark (CTM).

1. A copy of the Trademark registration certificate.
2. One request letter on the domain name owner's letterhead, the request letter should be signed and stamped with the company seal
3. One application form (please specify if you wish to register your domain name for one or two calendar years).

Note: All documents may be submitted by email. Originals are not required.

4. It is not possible to register domain name in Cyprus in the name of foreign companies, however AGIP is able to register domain names on the behalf of foreign companies since local presentation is a must.
5. If the client has a local company, he can be the owner of the domain name. Otherwise, AGIP can register the required domain, however AGIP shall be listed as the owner of your domain.

EGYPT

Egypt Office

TAG Building, A26 Smart Village, km 28 Cairo/
Alex Desert Road 6th October, Egypt

P.O.Box 150 Smart Village 12577, 6th October,
Egypt

Telephone: (+202) 35352900

Fax: (+ 202) 35370433

Email: egypt@agip.com

Contact: Tarek Al-Khatib (Mr.)

Summary of the Trademark Registration System

Egypt is a member of the Madrid Agreement Concerning the International Registration of Marks (Act of Stockholm of 1967). The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Egypt and the revision of class 42 with the creation of classes 43 to 45 has been adopted as of January 1, 2002.

Once a trademark application is filed, the trademark is examined as to its registrability. All classes and services can be protected as the class heading can claim all the goods it covers. Should the mark lack any requirement as provided for in the law and its regulations, the examiner will reject the application. The applicant may appeal such a rejection of its application within 30 days as of the date of receiving the relevant official notification.

Trademark applications approved by the Registrar are published in the Official Gazette. There is a 2-month period from the date of publication during which any interested party may file an opposition notice. An opposition to the registration of a published trademark should be prosecuted by either a patent attorney or an applicant before the Registrar. The opposition case is referred to the competent tribunal, if not settled by the Registrar, or if either party objects to the decision issued by the Registrar. In the absence of opposition, a published trademark is registered, and the relative certificate will be issued.

As per new regulations issued by the Egyptian Trademark Office, the deadline to file a petition

application in response to the provisional refusal of an international registration has been reduced to three months instead of six months from the date of notification through the World Intellectual Property Organization (WIPO).

A trademark registration is valid for 10 years from the date of filing the trademark application and it is renewable for periods of 10 years each upon application and payment of the prescribed renewal fees.

The Trademark Office serves a written notice to the registered owner of a trademark at his address as indicated in the register. The notice, which is served during the month following the expiry of the validity term, indicates the date on which the renewal fees should have been paid and calls for payment during the grace period. If the registrant fails to apply for renewal during the 6 months following the expiry of the stipulated protection period, the Trademark Office will ex officio cancel such registration which will eventually be removed from the register.

The assignment of a trademark should be recorded, and unless it is published in the Official Gazette and entered in the records of the Trademark Office, it shall not be effective vis-à-vis third parties. The assignment of a trademark must not necessarily be submitted with the establishment of the business concern. Changes in the name and/or address of a registrant must be recorded.

Use of trademarks in Egypt is not compulsory for filing applications for registration or for maintaining trademark registrations in force. However, a trademark registration is vulnerable

to cancellation on the strength of a court decision obtained to this effect by any interested party.

A cancellation action relies basically on establishing sufficient grounds that the trademark in question has not actually been used seriously for a period of 5 consecutive years. A trademark registration is consequently canceled unless the owner proves that non-use of the trademark was for reasonable cause of which the court approves. The Trademark Office or any party concerned is entitled to demand cancellation of any trademark registered in bad faith.

Any infringement or unauthorized use of a registered trademark is punishable under the provisions of the current trademark law.

Filing Requirements

Trademark/Service Mark/Collective Mark Application

1. A Power of Attorney legalized up to the Egyptian Consulate. (To be submitted within 6 months from the date of filing the application).
2. Ten prints of the trademark for each class.
3. A list of the goods and services to be covered by the application; class heading can be claimed for all classes in Egypt.
4. A certified copy of the priority document must be submitted within six months, in case it is claimed.

Note: According to the regulations, documents mentioned in items 1 and 4 must be available within 6 months from the filing date. Please be advised that if the documents were not available by the due date, the above-captioned trademark application will lapse.

You are kindly requested to provide us with the above documents at least one-month ahead of time, in order to enable us to prepare the necessary translations prior to filing them at the Egyptian Trademark Office.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney legalized up to the Egyptian Consulate, if we do not previously possess one. The power must be available upon filing the renewal application.

2. The number and date of the registered trademark/service mark.

Assignment Applications

1. A Power of Attorney signed by the assignee and legalized up to the Egyptian Consulate. (To be submitted at the time of filing the application).
2. An extract of the entry of the assignee company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Egyptian Consulate.
3. A legalized deed of assignment duly signed by both parties and legalized up to the Egyptian Consulate.
4. Name, address, nationality, legal status and profession or nature of business of the assignee.

License Applications

1. A legalized license agreement by the Egyptian Consulate.
2. A Power of Attorney by the licensee and the licensor legalized up to the Egyptian Consulate. (To be submitted at the time of filing the application).
3. An extract of the entry of the licensee company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Egyptian Consulate.
4. The name, address, nationality and profession or nature of business of the licensee.

Change of Name/Address Applications

1. A Power of Attorney legalized up to the Egyptian Consulate. (To be submitted at the time of filing the application).
2. A certified certificate of the change of name or address which should be legalized up to the Egyptian Consulate.

Summary of the Patent Registration System

Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under the patent law in Egypt. The Patent Office may require whatever amendments may be necessary to bring the application into conformity with the law.

The provisions of the patent law stipulate that an application should be filed before the invention has become known prior to the filing date or the priority date through publication or use worldwide. The Patent Office currently receives many published patents worldwide and stipulates absolute novelty when examining the patent.

Patent applications are examined closely as to the contents and novelty of the invention. Once the application is accepted, it is automatically published in the Official Gazette. Any interested party may oppose the grant of a patent within 2 months as of the date of publication. The opposition notice is submitted to the competent committee. Should no opposition against the grant of a patent be filed, or should the committee reject an opposition, the charges of preparing copies for circulation purposes, which is the final step before grant, must be paid to the Patent Office.

It takes an average of 3 years from the filing date of the patent application to mature into a granted patent. Annuities are to be paid every year as of the filing date of the application even before the patent is granted. However, according to the current patent law, there is a one-year grace period from the due date with a late fine to settle payment of the annuity.

An applicant is entitled to appeal the requirements and conditions of the Patent Office by means of submitting a petition to the competent committee within 30 days as of the receipt of the notice, served to him by the Patent Office. Approved applications are published in the Official Gazette and are rendered open for public inspection.

A patent is valid for 20 years starting from the date of filing the application. Annuities should be paid until the expiry of the patent protection period.

The rights to a patent may be assigned or transferred through succession. The assignment of patent applications and granted patents must be made in writing. An assignment shall have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Patent Office.

Working of patents is compulsory in Egypt. In the event that the owner of a patented invention does not satisfy the stipulated working requirements within 3 years as of the date of the grant, or within 4 years from the filing date, which of the two periods is longer, or if working ceases for one year without an acceptable reason, then the patent will be subject to compulsory licensing under the provisions of the law. If within 2 years as of the grant of the compulsory license, the licensee does not exploit the patented invention, any interested party may apply to the Patent Office demanding the cancellation of the subject patent for non-working.

The rights conferred by a patent on the registered patentee lapse with the end of the protection period as prescribed by the laws, abandoning of patent rights, final court decision to this effect, non-payment of a due annuity within one year after the respective due date or failing to respond to an official action.

Infringement of the rights of a patentee is punishable under the provisions of the current patent law.

Filing Requirements Patent Application

1. A Power of Attorney legalized up to the Egyptian Consulate.
2. A deed of assignment legalized up to the Egyptian Consulate.
3. The name, address, nationality and profession or nature of business of the applicant(s) and the inventor(s).
4. The specification in English or French for preparing the Arabic translation. The specification must be subdivided as follows:
 - a. Prior art,
 - b. Drawbacks of the prior art,
 - c. What is new about the invention (improvements),
 - d. Detailed description,
 - e. Mode of exploitation of the invention,
5. A summary of the invention (abstract) in English and Arabic (about 100 words).
6. One set of the formal engineering drawings.
7. An extract of the entry of the applicant company in the commercial register, or a

copy of the certificate of incorporation. The document in either form should be duly legalized up to the Egyptian Consulate.

8. A certified copy of the priority document must be submitted within three months, in case it is claimed.

Notes:

- Items 1, 2, and 7 must be available within 4 months from the filing date; otherwise the application will lapse irrevocably, and the specification in English or French must be filed with the application. The Arabic translation must be submitted within 6 months. On the other hand, the priority document must be filed within 3 months from the filing date to preserve priority rights.
- Item 8 must be filed within 3 months from the filing date.
- For PCT applications, items 2, 7 and 8 are not required.

Assignment Applications

1. A Power of Attorney signed by the assignee and legalized up to the Egyptian Consulate.
2. An extract of the entry of the assignee company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Egyptian Consulate.
3. A legalized deed of assignment from the assignor(s) to the assignee(s).

License Applications

1. A license agreement legalized up to the Egyptian Consulate.
2. An extract of the entry of the licensee company in the commercial register, or a copy of the certificate of incorporation legalized up to the Egyptian Consulate.

Change of Name/Address Applications

1. A Power of Attorney legalized up to the Egyptian Consulate.
2. A change of name and/or address certificate legalized up to the Egyptian Consulate.

Summary of the Design and Industrial Model Registration System

Designs and industrial models are protected in

Egypt through registration with the competent office. The International Classification for Industrial Designs under the Locarno Agreement is applied in Egypt. A registration is effective with novelty examination.

A design or an industrial model registration is valid for 10 years starting from the date of filing the application. A registration can be renewed once for further 5 years. A registration of a design or an industrial model is subject to cancellation in the event any interested party requests such a cancellation before the competent tribunal, on the grounds that the subject design or industrial model was not novel at the time of filing the relevant application. The registration, assignment and cancellation of design and industrial model registrations are published in the Official Gazette and entered in the register.

Opposition of the registration of an industrial design is permitted by Intellectual Property Law No. 82 of 2002, and can be submitted within 2 months from the publication date of the industrial design.

The Trade Registry Department may, when public interest so requires and subject to the approval of a ministerial committee established by a decision of the Prime Minister upon submission of the competent minister, issue an exclusive license for the exploitation of the protected industrial design against fair competition.

Any infringement or unauthorized use of a registered design or industrial model is punishable under the current law.

Filing Requirements

Design Application

1. A Power of Attorney legalized up to the Egyptian Consulate.
2. Four representations (photographs or drawings) of the design or model on good quality paper of size 33x21 cm.
3. A legalized extract of the entry of the applicant company in the Commercial Register, or a legalized copy of the certificate of incorporation; which includes the name, address, nationality, legal status and profession or nature of business of the applicant.

4. A certified copy of the priority document for a convention application. All documents must be available within three months from the filing date.

Assignment Applications

1. A Power of Attorney signed by the assignee and legalized up to the Egyptian Consulate.
2. An extract of the entry of the assignee company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Egyptian Consulate.
3. A legalized deed of assignment including the transfer of the ownership of the establishment which produces the goods for which the trademark is registered.
4. Name, address, nationality, legal status and profession or nature of business of the assignee.

Note: In addition to the above, for design applications, the applicant company must submit an extract from the Commercial Register or the certificate of incorporation, legalized up to the Egyptian Consulate.

License Applications

1. A legalized license agreement by the Egyptian Consulate.
2. A Power of Attorney by the licensee and the licensor legalized up to the Egyptian Consulate.
3. An extract of the entry of the licensee company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Egyptian Consulate.
4. The name, address, nationality and profession or nature of business of the licensee. For design applications, the applicant company must submit an extract from the Commercial Register or the certificate of incorporation, legalized up to the Egyptian Consulate.

Change of Name/Address Applications

1. A Power of Attorney legalized up to the Egyptian Consulate.
2. A certified certificate of the change of name or address. For design applications, the applicant company must submit the certificate of the change of name or address legalized up to the Egyptian Consulate.

Summary of the Copyright Registration System

Original works of literature, art and science, regardless of type, importance or purpose are protected in Egypt as per Law No. 82 of 2002. This includes works of art expressed in writing, sound, drawings, photography and motion pictures, such as books, writings, speeches, oral works, plays, dramatic works, musical compositions, films, phonographic works, applied art, 3-D works, computer programs and national folklore. Such works are protected for the lifetime of the author plus 50 years following his/her death.

The law also provides protection for related rights, including rights of performers, producers of phonograms and broadcasting organizations.

In order for protection to be effective, the work of art is to be original and includes personal efforts, innovation and new arrangement.

The Cultural Affairs' Supreme Council at the Ministry of Culture reserves the right to allow publication of the work of art for documentary, transitional, educational, cultural or scientific uses under certain conditions.

Egypt is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

1. A Power of Attorney legalized up to the Egyptian Consulate.
2. A copy from the passport/ID of the applicant and the agent.
3. Filing the respective form for registration purposes.
4. A certificate indicating the registration of the work of art in any other country and the registration data, if any.
5. An original and two copies of the work of art.

Summary of the Domain Name Registration System

The Egyptian Universities Network (EUN) is the local registry for the Top-Level Domain Name (.eg) in Egypt.

Second-Level Domains

- .com.eg: commercial sites
- .eun.eg: Egyptian Universities Network
- .edu.eg: educational sites
- .sci.eg: scientific sites
- .gov.eg: governmental sites
- .org.eg: organizations sites
- .net.eg: ISPs

Notes:

1. Domain names may be registered for an active or inactive usage (reservation for future use).
2. All domain name registration applications are served on a “first-come, first-serve” basis. All requests will be processed on an equal basis.

Filing Requirements

Domain Name Applications

Requirements for 3rd Level Domain Name (.com.eg):

The required documents that a client needs to submit to Egyptian Domain Names Office in order to register .com .eg are the following and should be the Original documents:

1. Legalized Power of Attorney from the Egyptian Consulate
2. A signed and stamped Domain Name Request Letter from the client directed to the Egyptian Domain Names office stating that the client is authorizing TMP to register his domain name.
3. Domain Name Application, containing all the data of the client and desired Domain Name.

4. Copy of the Commercial Register or any Commercial reference of the client.
5. In case there is a domain name doesn't match your company name, you need to provide any official document proving or indicating the relation between the client and the desired domain name, such as Certificate of Registration of a Trademark, Copyright, Patent, or another Domain Name.

The required documents for the registration of .eg domain names:

1. Legalized Power of Attorney
2. A copy of the Commercial Register or any Commercial reference of the client.
3. Domain Name Application, containing all the data of the client and desired Domain Name.
4. A signed and stamped Domain Name Request Letter from the client directed to the Egyptian Domain Names office stating that the client is authorizing TMP to register his domain name.
5. A copy of the Certificate of Registration of a Trademark filed through the Egyptian trademark Office or through WIPO designating Egypt.

Required documentation will be necessary to submit a Sunrise application:

- A Power of Attorney Legalized up to the Egyptian Consulate (copy attached)
- Signed and stamped Request letter (copy attached)
- Domain Name Application, containing all the data of the client and desired Domain Name.

Erbil

Erbil Office

Iraq/Erbil/ Italian Village (1) House No.463
P.O.Box 44001

Telephone: +964-7504237048 +964-7504411055
+964-7506442100

Fax:

Email: erbil@agip.com

Contact: Faten Kerazan (Dr.)

Trademarks

Summary

Use of trademarks in Iraq is not compulsory for filing applications for registration, or for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation on the basis of a court decision obtained to this effect by any interested party. A cancellation action relies basically on establishing sufficient grounds that the trademark in question has not actually been used seriously for a period of two consecutive years. A trademark registration is consequently canceled unless the owner proves that non-use of the trademark was for reasonable causes of which the court approves. the non-use period of the trademark is three years instead of two.

A trademark registration is valid for 15 years as of the filing date of the application, renewable for similar periods. The trademark law in Iraq does not provide for a grace period during which a late renewal application can be filed. However, the Trademark Office may grant, upon request, a grace period of one month so that a trademark renewal may be effective. Alternatively, the trademark will be re-filed with a validity extending for 15 years as of the expiry date of the registration. Starting from April 2004 the protection of the trademark becomes 10 years as from the filing date of the application and it can be renewed for the same periods. The grace period is available, and it is six months as from the expiration date of the application.

The classes of goods are subdivided. The wording of the goods to be included in the application should be in conformity with the local classification, which is almost identical to

the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement. An application can include goods in any number of classes, but with additional charges for each additional class. The applications can include goods in number of classes but with additional charges for each additional subclass not class.

The assignment of a trademark registration should be recorded. Unless it is published in the Official Gazette and entered in the records of the Trademark Office, an assignment shall not be effective opposite third parties. The assignment of a trademark registration must be with the goodwill of the business concern, unless otherwise agreed upon. Changes in the name and/or address of a registrant must be recorded. It is possible to file the recordal of assignment for pending publication not only for the published trademark.

Filing Requirements

Trademark Applications

1. POA legalized up to the Iraqi consulate, then legalized from our end.
2. Registration certificate of the trademark at home or worldwide, legalized up to the Iraqi consulate, then legalized from our end.
3. Time frame for registration is 6-8 months (in normal conditions).

Filing stages are as follows:

- Search of the TM: (the prior filing search is compulsory in Kurdistan in order to confirm the acceptance of the trademark before filing). The time frame of this stage is 20-30 days (In normal conditions).

- Filing of the TM: the requirements as above, time frame about 10 days (In normal conditions).
- Publication stage takes 90 days of publishing in an official gazette for the opposition period, after the end of the said period and no opposition has been appeared, the TM will be approved for registration.
- Registration stage: after the end of the publication stage and paying the official fees for registration, the TM will be in a queue for issuing the registration certificate, and it is very difficult to predict the time frame for this stage.

NOTES:

1. Filing in Kurdistan depend on subclasses not classes, due to our local classification of goods and services divided the international classes to subclasses each covers the protection of certain goods or services, accordingly the charges are calculated according to the number of subclasses, corresponding to the specification of goods required to be protected.
2. A multiclass registration application is applicable in Kurdistan along with class heading.

GCC Patent Office

Saudi Arabia Office

Premises address: King Fahd Road - Olaya District
- Talal Abu-Ghazaleh Organization (TAG-Org)
P.O. Box: 9767, Riyadh 11423, Kingdom of Saudi Arabia
Telephone: (00 966-11) 464 2936
Fax: (00 966-11) 465 2713
Email: ksa@agip.com
Contact: Ma'an Al-Khen (Mr)

The Gulf Cooperation Council

The Gulf Cooperation Council (GCC), also known as the Cooperation Council for the Arab States of the Gulf, is a trade bloc involving the following six Arab Gulf States: State of Bahrain, State of Kuwait, State of Qatar, Sultanate of Oman, Kingdom of Saudi Arabia and the United Arab Emirates (UAE).

On May 25, 1981, the leaders of the aforementioned states met in Abu-Dhabi, UAE, where they reached a cooperative framework joining the six states. The agreement to establish the GCC was signed on November 11, 1981 in Riyadh.

According to Article 4 of the GCC Charter, the basic objectives of the GCC are: to effect coordination, integration and inter-connection between GCC member states in all fields in order to achieve unity between them; to deepen and strengthen relations, links and areas of cooperation currently prevailing between their peoples in various fields; to formulate similar regulations in various fields including the economic and financial affairs, commerce, customs and communications, education and culture; to stimulate scientific and technological progress in the fields of industry, mining, agriculture, water and animal resources; to establish scientific research; to establish joint ventures and encourage cooperation by the private sector for the good of their peoples.

The GCC Patent Office

The GCC Supreme Council, during its 13th session held in December 1992, approved the Patent Regulation and the Statute of the GCC Patent Office.

The Patent Office was opened in Riyadh, Saudi Arabia, and it started receiving applications as of October 3, 1998.

In November 1999, the GCC Council proposed further amendments to the Regulation; the amended Regulation became effective as of August 16, 2000.

Certificates of patents granted by the GCC Patent Office secure legal protection of the inventor's rights in all member states of the GCC which comprises the State of Bahrain, State of Kuwait, State of Qatar, Sultanate of Oman, Kingdom of Saudi Arabia and the United Arab Emirates (UAE).

A patent shall be promptly validated in the member states as of the date of grant. At the moment, national patent offices are in operation in a number of the GCC states. These national offices grant patent protection in their respective countries, and the applicant may file as many applications as he wishes with any national office whether such office is already in operation or still in the process of establishment. The applicant may also file an application with the regional office, if he so wishes.

Procedures of the GCC Patent Office

Once an application for a patent is filed with the GCC Patent Office, it is examined with respect to the compliance of the applicant with the formalities. If executed satisfactorily, the application receives a filing number and the filing date is secured. The patent law stipulates absolute universal novelty.

Disclosure of the invention anywhere, expressed by use, in writing, by oral disclosure, or in any other way before the relevant date of filing the patent application, or the priority date of validity claimed in respect thereof, shall destroy the required absolute novelty unless the disclosure has occurred due to arbitrary actions of others, against the applicant or his predecessor or as a result thereof.

The patentee may claim priority of a previous application from another country or a regional application within 12 months of the original filing.

A patent is valid for 20 years from the date of filing the patent provided the maintenance annuities are paid. A patent is subject to annuity due at the beginning of each year subsequent to the year in which the application was filed and payable within a period of 3 months (January 1 to March 31). Late payment is possible within 3 months thereafter in exchange for an additional fee.

The patentee shall exploit the invention covered by the patent as sufficient exploitation in the GCC member states, within 3 years from the date of granting. If the prescribed grace period lapsed without the patent being sufficiently exploited, the Board of Directors may grant a compulsory license according to specific conditions.

Filing Requirements

Patent Applications

1. A Power of Attorney in the name of Mr. Suleiman Ibrahim Al-Ammar, Saudi Arabia, executed by the applicant, duly notarized and legalized up to the consulate of any GCC state.

2. A certified copy of the certificate of incorporation or an extract from the commercial register of the applicant company duly legalized by the consulate of any GCC state.
3. A deed of assignment executed by the inventor(s), assigning their patent rights to the applicant, also notarized and legalized up to consulate of any GCC State.
4. A certified copy of the priority documents. If the documents are not in English, a simple English translation is required.
5. Two copies of the specification and claims in English and Arabic, prepared strictly in the following order:
 - Title of the invention,
 - Technical field,
 - Technical background,
 - Disclosure of the invention,
 - Description of the drawings,
 - Detailed description of the invention,
 - Method of the industrial application of the invention,
 - Claims,
 - Abstract of the invention,
 - Drawings, if any
6. The Arabic text of the specification and claims on a diskette as MS Word format.

Note: A GCC patent application can be filed with the English text of the specification and claims together with the Arabic translation thereof. Documents 1, 2, 3 and 4 above should be submitted to the GCC Patent Office within 3 months from the date of filing the application. Failure to meet the deadline will cause the application to lapse, as no extension is granted by the GCC Patent Office.

INDIA

New Delhi Office

Address: Abu-Ghazaleh Intellectual Property
HL Arcade-3rd Floor, Plot No. 14, Sector 5
(MLU) Above AXIS Bank, Dwarka, New Delhi
– 110075 India

P.O.Box

Telephone: (00 91-11) 45122000

Fax: (00 91-11) 45122099

Email: india@agip.com

Contact: Abhishek M. Rohra (Mr)

Summary of the Trademark Registration System

India is a member of the Paris Convention for the Protection of Industrial Property; hence an applicant can claim priority of up to 6 months as per the convention. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement which consists of 45 classes is followed in India.

Multi-class applications are also allowed, but statutory fees remain the same whether a single application is filed for goods/services falling in different classes or a separate application is filed with respect to each class of goods/services.

Once a trademark application is filed, it is examined as to its registrability which includes distinctiveness, deceptiveness, etc. and availability based on the existence of prior trademarks registered or pending applications. If there are any objections to the registration, an examination report is sent to the applicant. Except in a few cases, examination reports are issued as a matter of practice.

Once an examination report is issued, the applicant or his representative has to reply in writing to the report within one-month of the date of receipt. If the Registrar is not satisfied, he will call the applicant for a hearing. In case the application is rejected, the applicant can file a request for the review of the order of the Registrar. If the application is again rejected, the applicant can file an appeal before the Intellectual Property Appellate Board. (The applicant can invoke the writ jurisdiction against the decision of the Appellate Board). If

the trademark application is accepted, it will be published in the Trademarks Journal.

An opposition to the registration of a trademark may be filed before the Registrar by any person or through an authorized representative/agent within 4 months from the date of the publication. In the absence of an opposition, the relevant certificate of registration will be issued.

In case of an opposition, the Registrar - after hearing both sides- would give his decision. Either of the parties may file an application to review the Registrar's decision within one month from the date of such decision. After such review or without applying for such review, any party may make an appeal to the Intellectual Property Appellate Board within 3 months from the Registrar's decision.

After the registration of the trademark, plea for cancellation of the trademark pleading that the registration of the trademark is invalid should be prosecuted before the Appellate Board.

A trademark registration is valid for 10 years as of the date of filing the application and renewable for periods of 10 years perpetually.

An application for the renewal of the mark should be made within 6 months before expiration. The mark can also be renewed by paying surcharge within 6 months after the expiry date. If not renewed within the said 6 months, the mark would be removed from the register of trademarks. An application for restoration and renewal can be filed within one year from the date of the

expiration of the registered trademark. If no action is taken within the said one-year period, a fresh application for the registration of the mark is to be filed.

The assignment of a trademark can be recorded while an application for the registration of the mark is pending, or after the mark is registered. In case of registered marks, unless an assignment has been entered against the trademark in the register, the assignment cannot be enforced.

Assignment can be made in respect of either all goods or services in respect of which the trademark is registered, or of some of those goods or services. If the assignment of the trademark is without the transfer of the goodwill of business, it has to be registered with the Trademarks Registry within 6 months from the assignment deed; otherwise the assignment shall not take effect.

Use of marks in India is not compulsory for filing applications or necessary for maintaining registrations in force. However, a registration is vulnerable to cancellation on the submission of an application by any aggrieved person, if the trademark has not actually been used during the 5 years immediately preceding the application for cancellation, or that the trademark was registered without any bona fide intention on the part of the applicant for registration that it should be used in relation to those goods or services by him, and in fact there has been no bona fide use of the trademark in relation to those goods or services up to a date 3 months before the date of the application for cancellation.

Unauthorized use of a trademark registered under the law or an imitation of such trademark applied on goods and services of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods and services bearing a counterfeited mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods or services of the same class are offenses punishable under the law.

Well-known trademarks in the international market whether registered in India or not and

known to the substantial segment of the public, which uses or receives such goods, are recognized by the law.

Filing Requirements Trademark Applications

Note: According to the trademark law, when a trademark consists of several matters, its registration shall confer upon the proprietor an exclusive right to the use of the trademark taken as a whole. Further, the law states that registration of a mark shall not confer any exclusive right in the matter forming only a part of the whole of the registered mark. Hence, if any part or a word in a graphic mark is to be protected by way of registration, registration of each such part or word is necessary.

Trademark/Service Mark Applications

Note: All documents should be in English, or a certified/notarized English translation is required.

1. A simply signed Power of Attorney; this can be filed after filing the application.
2. Name(s), nationality, occupation and address of the applicant(s).
3. A list of the goods/services and the corresponding class(es), as per Nice Classification containing 45 classes.
4. The following additional details are needed in respect of trademarks to be registered:
 - In case of word marks or graphic marks containing words that are not in English, name of the language and an English translation of the word(s);
 - In case of graphics (2D or 3D), a brief explanation of the mark and 10 copies of the mark;
 - In case of three dimensional (3D) mark, two dimensional graphic or photographic reproduction of three different views of the mark;
 - In case of marks consisting of the shape of goods or its packaging, at least five different views of the trademark and a description by word of the mark;
 - If a mark is to be registered wholly or in part to any combination of colors, 10 copies of the mark, (if a mark is registered in black and white, it shall be deemed to be registered for all colors).

5. A certified priority document or a copy of it duly notarized, if priority is to be claimed. If the certificate is not in English, a certified/notarized English translation is required. If it is not readily available, the application can be filed based on the basic application number, date of the application and country of the application. A copy of the priority document can be submitted within two months from the filing date of the application.
6. From which date (day, month and year) the mark is being used in India. If not used in India, mention 'proposed to use'. If the mark is used only in respect of a few of the goods/services listed, date (day, month and year) since when the mark is used in India and items of goods/services in respect of which the mark has actually been used. Such use could be by the applicant(s), predecessor or assignor, etc.

Renewal of Trademark/Service Mark Registrations

1. A simply signed Power of Attorney.
2. The trademark registration number and the mark registered along with a copy of the registration certificate.

Assignment Applications

1. A simply signed Power of Attorney.
2. Trademark application/registration number and the mark proposed to be registered/registered.
3. A notarized copy of the assignment deed signed by the assignor and the assignee.
4. Name, address, nationality and profession or nature of business of the assignee.
5. Whether the assignment is with or without the goodwill of the business. If it is without the goodwill of the business, it has to be registered with the Trademarks Registry within six months from the assignment deed.

Change of Name Applications

1. A simply signed Power of Attorney in the new name and/address.
2. A notarized copy of the change of name certificate issued by the competent authority.

Change of Address Applications

A simply signed Power of Attorney with the new address.

Summary of the Patent Registration System

Under the Paris Convention, an application should be filed in India within 12 months from the date of the basic application filed in the home country of the applicant.

For national phase entry under the Patent Cooperation Treaty (PCT)- as against the minimum period of 30 months prescribed by the PCT- the Indian law allows 31 months to enter into National Phase from the earliest priority date. Amendments made to the international application in response to the Search Report or Preliminary Examination Report can be considered as amendments made to the patent's specifications at the option of the applicant(s).

All applications are published after 18 months of the priority date or filing date of the application whichever is earlier. In case of national phase applications under the PCT, they are published immediately after filing, as 18 months from the priority date would have been generally over. An applicant can request for an early publication too.

A request for examination has to be filed within 48 months from the date of priority. Patent applications are examined in the order of filing request for examination with respect to compliance with the formalities and patentability requirements. Novelty is not limited to India. A novelty examination generally takes into consideration any specification previously lodged with the Patent Office, any patent previously granted in various countries and any other materials an examiner treats as relevant. The Patent Office may ask to make amendments that it deems necessary to conform to the requirements.

An applicant has to put the application in order for acceptance removing all the objections within 12 months from the date of the First Examination Report. There is no provision for extension of time under any circumstance. Once an application is accepted, it would be granted a

patent and published in the Official Journal of the Patent Office.

There are provisions for both pre-grant and post-grant opposition. In case of pre-grant opposition, after publication but before grant, any person may file a representation by way of opposition with the Controller of Patents on the ground of patentability including novelty, inventive step and industrial applicability or non-disclosure or wrongful mentioning of source and geographical origin of biological material used in the invention in complete specification, and anticipation of invention by the knowledge, oral or otherwise, available within any local or indigenous community in India or elsewhere. Rights of an opponent are limited here as the law prescribes that an opponent shall not become a party to any such proceedings only for the reason that he has made such representation.

Post-grant opposition is elaborate. Any interested person may give a notice of opposition within one year from the date of publication of the grant of the patent. In addition to the grounds mentioned above in pre-grant opposition, post-grant opposition can be on the grounds of prior use in India, insufficient explanation of the invention or the method of manufacture, application in India after the prescribed period for claiming priority, etc. The Controller constitutes an Opposition Board to decide the matter after going through the materials furnished by both parties and statements made during the hearing, if any.

A patent is valid for 20 years from the date of filing the application. In case of national phase applications under the PCT, international application date is treated as the date of the application. Though convention applications get priority under the Paris Convention, for such applications, the 20-year period commences from the date of application in India.

A patent will remain valid subject to the payment of the prescribed annuity (annual fees). The annuity is to be paid only after the issuance of the patent.

The right to a patent may be assigned, licensed or transferred through succession. The assignment

of patent applications or granted patents must be made in writing.

Working of patents is an official requirement in India. In case the owner or the licensee(s) of a patented invention fails to satisfy the stipulated working requirements of the country within 3 years as of the date of grant, the patent will be subject to compulsory licensing under the provisions of the law.

The rights conferred by a patent on the registered patentee expire on the lapse of the protection period as prescribed by the law, lawful assignment of the patent rights, final court decision to this effect or nonpayment of the annuity fees.

In a suit for infringement, a court may grant an injunction and damages or an account of profits.

The Indian Patents Act, 1970 was amended in 2014 with effect from February 28, 2014. The official amendments can be downloaded from this link. The main highlights are as follows:

1. A new category of applicant in the form of “small entity”. Thus, the applicants are classified as – individual, small entity and other entity.
2. The official fee of “small entity” is half of the official fee for an “other entity”.
3. A new Form 28 is to be submitted to claim the benefits associated with the applicant’s status of “small entity”.
4. The official fee is doubled.
5. 10% surcharge on official fee for documents which are not filed electronically.
6. A new Form 7A for filing of pre-grant opposition.

How to determine whether an applicant is a small entity or other entity?

- a. When the applicant is engaged in the manufacture or production of goods, where the investment in plant and machinery does not exceed INR10 million (\$1,626,016), the applicant will be considered as a Small Entity.
- b. When the applicant is engaged in rendering services, where the investment in equipment does not exceed INR5 million (\$813,008), the applicant will be considered as a Small Entity.
- c. When the applicant is engaged in the manufacture or production of goods where the

investment in plant and machinery exceeds INR10 million (\$1,626,016), the applicant will be considered as an Other Entity.

- d. When the applicant is engaged in rendering services, where the investment in equipment exceeds INR5 million (\$813,008), the applicant will be considered as an Other Entity.
- e. When we claim Small Entity status, we need to submit proper documents to establish the status.

For claiming the status of small entity, we must file Form 28 along with the relevant documents at the Indian Patent Office. If the applicant is a “small entity”, the supporting documents must be provided to establish the status of the applicant.

Filing Requirements

Patent Applications

1. A simply signed Power of Attorney; this can be filed after filing the application.
2. A declaration signed by the inventor(s) or a notarized copy of the assignment from the inventor(s) to the applicant(s); this can be filed after filing the application.
3. In case of national phase application under the PCT, international application number, title of the invention and the applicant(s) in India and any amendments filed to the international application. If the international application or WIPO publication was not in English, a certified/notarized English translation is required.
4. In case of convention application under the Paris Convention, one copy of the specification including claims and drawings, a certified copy of the basic application or its notarized copy. If the certificate is not in English, a certified/notarized English translation is required. If it is not readily available, the application can be filed based on the basic application number, date of the application and country of the application.

Notes:

1. Computer programs with technical applications to industry or a combination with hardware are patentable.
2. Additional fee is payable, if the specification exceeds 30 pages and the claims exceed 10 pages.

3. Applications for patents can be filed without a Power of Attorney or the inventor’s declaration and these would be required once the office action commences.

4. Annuities are paid only after the grant of the patent, but annuity from the date of the application has to be paid.

5. All documents should be in English, or a certified /notarized English translation is needed.

6. Pursuant to the latest amendments in the Patent Rules (with effect from January 1, 2005), the official fees have been increased substantially. Patent specifications in excess of 30 pages and claims in excess of 10 attract excess fees. Grant fee (sealing fee) in respect of a patent is no longer payable.

7. The latest amendments have really revamped the patent system in India and cut short procedural delays considerably.

8. According to the said amendments, the Request for Examination has to be filed within 36 months from the date of the priority. The “First Office Action” is generally issued within 3 months from filing the “Request for Examination” and within 6 months from the date of the “First Office Action.” The application should be put in order after complying with all the requirements. An extension of 3 months for putting the application in order would be available on payment of a late fee, which is considerably high.

Assignment Applications

1. A simply signed Power of Attorney.
2. Patent application number and a copy of the patent certificate in case of patents granted.
3. A notarized copy of the assignment deed signed by the assignor and the assignee.
4. Name, address, nationality and profession or nature of business of the assignee.

Change of Name Applications

1. A simply signed Power of Attorney.
2. A notarized copy of the change of name certificate issued by the competent authority.

Summary of the Design Registration System

As per the Paris Convention, an applicant can claim priority of up to 6 months in India. The International Classification for Industrial Designs under the Locarno Agreement (32 Classes) is implemented in India, although India is not a party to the Agreement. Industrial designs are protected in India through registration with the Patent Office.

Once a design application is filed, the examiner shall examine the application for novelty and other legal requirements. The design should be new, original and should not have been disclosed anywhere in India or any other country by publication or by use prior to the filing date or priority date. A certificate of registration is issued in respect of a design application accepted by the Controller and published in the Official Gazette. Any person interested may present a petition to the Controller for the cancellation of the registration of the design at any time after the registration of the design for lack of novelty or for not fulfilling any other requirement under the law.

Upon a design registration, the registered proprietor shall have a copyright in the design initially for a period of 10 years starting of the registration date. The period of copyright can be extended for a second period of 5 years from the expiration of the original period of 10 years on payment of the prescribed fee. There is no provision in the design law of India for compulsory working with respect to designs.

Piracy of a registered design is a civil offence and the proprietor can claim damages in addition to seeking injunction.

The Indian Designs Act, 2000 was amended in 2014 with effect from December 30, 2014. The official amendments can be downloaded from this link. The main highlights are as follows:

1. A new category of applicant in the form of “small entity”. Thus, the applicants are classified as – individual, small entity and other entity.
2. The official fee of “small entity” is half of the official fee for an “other entity”.

3. A new Form 24 is to be submitted to claim the benefits associated with the applicant’s status of “small entity”.
4. The official fee is doubled.

How to determine whether an applicant is a small entity or other entity?

- a. When the applicant is engaged in the manufacture or production of goods, where the investment in plant and machinery does not exceed INR10 million (\$1,626,016), the applicant will be considered as a Small Entity.
- b. When the applicant is engaged in rendering services, where the investment in equipment does not exceed INR5 million (\$813,008), the applicant will be considered as a Small Entity.
- c. When the applicant is engaged in the manufacture or production of goods where the investment in plant and machinery exceeds INR10 million (\$1,626,016), the applicant will be considered as an Other Entity.
- d. When the applicant is engaged in rendering services, where the investment in equipment exceeds INR5 million (\$813,008), the applicant will be considered as an Other Entity.
- e. When we claim Small Entity status, we need to submit proper documents to establish the status.

For claiming the status of small entity, we must file Form 28 along with the relevant documents at the Indian Patent Office. If the applicant is a “small entity”, the supporting documents must be provided to establish the status of the applicant.

Filing Requirements

Design Applications

Note: All documents should be in English or a certified/notarized English translation is required.

1. A simply signed Power of Attorney; this can be filed after filing the application.
2. A document supporting the right of the applicant in the design, in the event the applicant is not the creator.
3. Specify the novel aspects of the design.
4. The article(s) covered by the design and the material used in producing these items.
5. The class in which the design is to be registered.
6. Four sets of the representations of the design.

7. A certified priority document or a copy of it duly notarized, if priority is to be claimed. If the certificate is not in English, a certified/notarized English translation is required. If it is not readily available, the application can be filed based on the basic application number, date of the application and country of the application. A copy of the priority document can be submitted within two months of filing the application.

Assignment Applications

1. A simply signed Power of Attorney.
2. Design application number or a copy of the design registration certificate in case of registered designs.
3. A notarized copy of the assignment deed signed by the assignor and the assignee.
4. Name, address, nationality and profession or nature of business of the assignee.

Change of Name Applications

1. A simply signed Power of Attorney.
2. A notarized copy of the change of name certificate issued by the competent authority.

Summary of the Copyright Registration System

The Copyright Act of 1957 governs the protection of copyright in India. Protection covers original literary, dramatic, musical and artistic works, cinematograph films and sound recording.

Registration of a copyright is optional and is a property flowing naturally from the act of creation without the formality of registration provided the subject matter is in some permanent form. This right is enjoyed by the residents of all member countries of the Berne Convention and the Universal Copyright Convention, to the extent of protection given by these countries to Indian residents.

Those seeking registration of copyrightable works shall have to deposit four copies of the work with the Registrar of Copyrights. The duration of protection is the lifetime of the author plus 60 years following his/her death.

Infringement of copyright is both a civil and criminal offence. A copyright owner can seek remedies from the court.

India is a member of the Berne Convention for the Protection of Literary and Artistic Works and the Universal Copyright Convention.

Filing Requirements Copyright Applications

Note: Copyright owners from countries that are party to the Berne Convention and the Universal Copyright Convention do not require registration.

For written material or other copyrightable works:

1. A simply signed Power of Attorney.
2. Four copies of the work.
3. A document supporting the right of the applicant in the work, in the event the applicant is not the author.
4. Name, address and nationality of the applicant.
5. Name, address and nationality of the author; if the author is deceased, the date of his decease.
6. Copies of the notice of the application which has been sent to every person who has any interest in the subject matter of the copyright.
7. Title, language and brief description of the work.
8. Whether the work is published or not; if published, year and country of first publication; name, address and nationality of the publisher; years and countries of subsequent publications if any, as well as names, addresses and nationalities of the publishers.
9. Names, addresses and nationalities of the owners of the various rights comprising the copyright in the work and the extent of rights held by each, together with the particulars of assignments and licenses, if any.

Summary of the Domain Name Registration System

Domain names with the following extensions can be registered in India:

Top-Level Domain

.in: Country Code Top-Level Domain

Second-Level Domains

.co.in: commercial enterprises

.net.in: involved in Internet infrastructure

.org.in: non-profit organizations

.gen.in: general companies/organizations/firms, etc.

.firm.in: firms in general

.ind.in: individuals

Filing Requirements**Domain Name Applications**

An application form which can be submitted by mail, email or fax.

Note: Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

IRAN

Tehran Office

Premises address: 4th Floor, No. 24, First St.,
Shangarf St., Mirdamad Ave., Tehran
P.O. Box: 1548933615
Email: iran@agip.com

Summary of the Trademark Registration System

Iran is a member of the Paris Convention for the Protection of Industrial Property and Madrid Agreement Concerning the International Registration of Marks.

Trademarks and collective marks may be registered in Iran.

A trademark is any design, image, word, expression, seal, cover, etc., adopted to distinguish industrial, commercial, or agricultural products.

The following, among others, may be registered:

- Three-dimensional marks: applicants must present different dimensions of the mark so that it may be clearly represented.
- Color marks: applicants must clearly indicate the colors that are being claimed. The Office does not require certain specific standards and mere description of the claimed colors is sufficient. The Office classifies color marks according to the International Classification of the Figurative Elements of Marks.

It should be noted that colors per se are not registrable but single or multi color trademarks may be registered.

The following shall not be registered:

- According to Islamic codes, alcoholic beverages in class 33, “beer, ale and porter” in class 32 and all trademarks comprising portraits of “Women” in any form, are prohibited from registration and renewal.
- The National flag and Royal standard, foreign flags, Iranian emblems (Lions and Sun), decorations, and medals.

- The portrait of the Sjah, except by special authority.
- Words or expressions creating the impression of official patronage, such as Imperial, Royal, etc.
- emblems of official institutions such as the Red Lion and the Red Sun, the Red Cross, etc; and those contrary to public order, or good morals.
- Classification System:
Iran uses the International Classification of Goods and Services for the Purposes of Registration of Marks (Nice Classification), eighth edition.

The Ministry of Justice has passed a new law concerning the registration of service marks. This law, published in the Official Gazette No. 16966 and dated May 31, 2003, came into effect on June 15, 2003. In accordance with the provisions of this law, applicants may register trademarks for services pursuant to the international classification system from class 35 to 45. Class 35 has been so far reserved for types of services.

Furthermore, class 33 has now been cancelled in pursuance of Islamic laws.

Representations

As to the representations of the mark, if only one class of goods is claimed, if the mark is registered for several classes, one more print shall be furnished for each additional class; size max. 10 X 10 cm.

As to 3D marks, a two-dimensional print or other print capable of graphical representation must be submitted; the 3D sign must be accompanied by a label or a word mark.

Printing block

The required printing block will have a maximum size of 10 X 10 cm, if the mark consists of a word or words in ordinary print without any distinctive sign, no printing block is to be required.

Certified Copy of Home Registration

In the case of a trademark previously registered in a foreign country, certified copy of such registration in the original language with a non-legalized translation into Iranian language will be required.

Power of Attorney

The required power of attorney shall be attested by notary public and legalized by Iranian consul (or certified copy of such power). The power of attorney should contain the full names, address, nationality, and trading name; signature in full, no initials. The notary public should also attest whether the applicant is a merchant, manufacturer, proprietor of a concern or a company, in which latter case he should likewise certify that the signatory is authorized to sign on behalf of the company. (A single power also covers future applications).

Collective Marks

For the registration of a collective trademark (intended to identify the product of a society, a town or city, or a district of a country), a certificate issued by a competent authority attesting the right of use of the trademark by the manufacturers of the goods covered by that mark must be filed.

Duration Term

The duration of the registration of a trademark shall be 10 years as from the filing date of the application for registration.

Renewal

The registration of a trademark may be indefinitely renewed for periods of ten years on application to be made preferably within 6 months before expiration. There is a 6-month grace period within which late renewal application can be filed at no extra tax.

Requirements for Renewal

The following shall be the requirements to renew a trademark registration:

Application in duplicate, signed by the proprietor of the mark or his legal attorney, with a print of the mark.

Use Requirements

If an owner of a mark, his legal agent, or successor does not use it without any legitimate reasons in Iran or abroad within the period of three years from the registration date, such mark may be canceled if applied for by any concerned party. Trademark owners are not required to submit any proof of use of the mark, unless a third party files a request for cancellation on the ground of non-use during the term indicated above

Cancellation

If the owner of a mark, his legal agent, or successor does not commercially use the mark during three years from the date of registration, any interested person may request the cancellation of such mark without mentioning any grounds therefor whether in or outside Iran.

Valid Applicants

The following may apply for registration of a trademark:

- The first user of a trademark, whether it be a firm, a person, a corporation, or the State,
- Foreigners and persons not residing within Iran, through representation by an authorized attorney.

Filing Requirements

- A Power of Attorney signed by the applicant company's representative and legalized by any Iranian Consulate abroad
- Certified copy of the extract from the commercial register is required.

Or a notarized copy of the Commercial extract

- Certified copy of priority documents (if claimed).
- Please note that certified color copy of the applicant's passport will be required for filing a trademark in the name an individual.

Trademark Application (required Information)

1. Name of Applicant
2. Address of Applicant

3. Legal Type of company
4. Registration Number of Company;
 - a. for U.S applicants, company tax number also required
5. Sample of trademark in JPG
6. Please indicate the color that should be claimed

• Note: If black & white, device in JPG format, must be in black & white

1. Goods and Services with the related Serial Number must be provided (approved by the IIPO list of goods attached)

Filing Requirements

Patent Applications

The documents that must be submitted at the time of filing (by e-mail)

Data Sheet containing the following:

1. Name of Applicant
2. Address of Applicant
3. Nationality of Applicant
4. Name of Inventor/s
5. Address of Inventor/s
6. Nationality of Inventor/s
7. Title of Patent
8. Priority Information (if any), Number, date, Country
9. PCT information (if any)
10. Patent Specification in WORD format.
11. Patent Drawings, (if any) in WORD format.
12. Patent application should be filed as incomplete or not

Patent Application (Requirements)

- Power of Attorney signed by the applicant company's representative and legalized by any Iranian Consulate (per applicant).
- A certified copy of priority document by local Patent Office along with its translation into English, if priority rights are to be claimed. (not required for PCTs)
- An Assignment from the Inventor(s) to the applicant(s), duly legalized by the Iranian consulate (not required for PCTs in case, the name of the applicant is mentioned on the priority documents)

Designs

Design Requirements & Information

1. Name of applicant
2. Type of company (Limited, joint stock, etc...)
3. Type of business
4. Company registration number
5. Nationality
6. Principal location
7. Address with postal code
8. Telephone
9. Fax
10. Email
11. Description of design
12. International classification & Goods
13. Goods
14. Pictures or drawings of design
15. Certified assignment document from designer to applicant (If applicable)
16. Certified copy of priority documents (If claimed)
17. Certified and legalized power of attorney

Time limit to complete: 60 days from filing date, extendable only once if approved by the IIPO for additional 60 days.

Filing Requirements

Domain Name Applications

1. An application form (AGIP will be listed as the billing and the technical contact, while your company will be the administrative contact). It can be submitted by mail, email or fax.
2. A signed Power of Attorney, prepared on the official letterhead of the applicant company, with the applicant's official stamp. The original is required by mail. (A proper form shall be provided upon request).

Top-Level Domains:

.ir: for commercial companies

Second-Level Domains:

.co.ir: for commercial companies

.ac.ir: for colleges, universities or academic institutes

.gov.ir: for government and ministries

.net.ir: for network providers

.org.ir: for non-profit organizations

.sch.ir: for public and private schools

IRAQ

Baghdad Office

Premises address: Mahala 710, Street 20,
Building 122 Al-Muthana District, Zayona, Near
Maysaloon square, Baghdad, Iraq
P.O.Box (28361 Al-Dawoodi, Postal Code
12631, Baghdad, Iraq
Telephone: (+964) 7902 153509 Mobile: (+964)
770269 6631
Fax: (+962-6) 5100901
Email: iraq@agip.com
Contact: Mohammad Al-Rubayee (Mr.)

Summary of the Trademark Registration System

Iraq is a member of the Paris Convention for the Protection of Industrial Property. Registration of trademarks in Iraq is effective under the provisions of Trademarks and Descriptions Law No. 21 of 1957 and its subsequent amendments.

Order No. 80 issued by the Coalition Provisional Authority on April 26, 2004, amended the aforementioned trademarks law. The law was renamed the “Trademark and Geographical Indications Law.”

The classes of goods are subdivided. The wording of the goods to be included in the application should be in conformity with the local classification, which is almost identical to the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement. An application can include goods in any number of classes, but with additional charges for each additional class.

Service marks are registrable as of April 29, 2001, according to the International Classification. The prints of the trademark should show the Arabic transliteration of the mark in a larger lettering on the top of the word in Latin. The prints of a trademark covering goods in class 34 should contain the statutory warning in both English and Arabic along with the trademark denomination and should include the label of the trademark as used.

Once a trademark application is filed, it is examined as to registrability to ensure that no prior identical or similar trademark has been registered.

Trademark applications accepted by the Registrar are published in three consecutive issues of the Official Gazette. Any interested party may file a written opposition against the registration of the trademark within 90 days as of the date of the last advertisement. In the absence of opposition, a published trademark is registered, and the relevant certificate of registration will be issued.

A trademark registration is valid for 10 years as of the filing date of the application, renewable for similar periods. The trademark law in Iraq does not provide for a grace period during which a late renewal application can be filed. However, the Trademark Office may grant, upon request, a grace period of six months so that a trademark renewal may be effective. Alternatively, the trademark will be re-filed with a validity extending for 10 years as of the expiry date of the registration.

The assignment of a trademark registration should be recorded. It is possible to file recrodal of assignment for pending trademark as well, an assignment shall not be effective vis-à-vis third parties. The assignment of a trademark registration must be with the goodwill of the business concern, unless otherwise agreed upon. Changes in the name and/or address of a registrant must be recorded.

Use of trademarks in Iraq is not compulsory for filing applications for registration, or for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation on the basis of a court decision obtained to this effect by any interested party. A

cancellation action relies basically on establishing sufficient grounds that the trademark in question has not actually been used seriously for a period of three consecutive years. A trademark registration is consequently canceled unless the owner proves that nonuse of the trademark was for reasonable causes of which the court approves.

The Trademark Office or any party concerned is entitled to demand the cancellation of any trademark registered in bad faith. Any infringement or unauthorized use of a registered trademark is punishable under the provisions of the current trademark law.

NOTE: Erbil is protecting the trademarks in Kurdistan region for the new filed applications, but for the already registered trademarks in Iraq/ Baghdad, an extension of protection in Kurdistan can be filed at the Iraqi TMO in Baghdad.

Filing Requirements Trademark Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.
2. The name, address, nationality and occupation of the applicant.
3. The classes and subclasses of the goods to be covered by the application. The wording of the list of goods to be protected must conform to the local classification, which is similar to the International Classification.
4. Ten prints of the trademark; a local requirement stipulates that Arabic transliteration should be shown above the Latin script.

Note: for filing in Class 34, labels for the trademark are required.

Assignment Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the

legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.

2. A duly legalized deed of assignment signed by the assignor and the assignee and two photo static copies of the same.

Change of Name Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.
2. A duly legalized certificate of change of name issued by the Chamber of Commerce or any competent authority.

Change of Address Applications

A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.

License Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.
2. A legalized license agreement, executed by the licensor and the licensee (preferably in English) as well as two copies thereof.

Note: Erbil is protecting the trademarks in Kurdistan region for the new filed applications, but for the already registered trademarks in Iraq/ Baghdad, an extension of protection in Kurdistan can be filed at the Iraqi TMO in Baghdad.

Summary of the Patent Registration System

Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under the patent law. The Patent Office may require whatever amendments may be necessary to bring the application into conformity with the law. In the event the applicant does not comply with the requirements of the Patent Office within a given grace period as authorized by the Registrar, a patent application will be treated as renounced.

Once an application is accepted, the grant decision will be published after which the relevant letters patent will be issued. It takes at least 2 to 3 years for the letters patent to be issued after the usual acceptance process, and this involves additional costs to the applicant. Annuities are to be paid every year on the anniversary date of completing the relevant file at the Patent Office with the required documents. However, payment of annuities may not be made to the Patent Office except after the grant of the patent.

A patent is valid for 20 years starting from the date of completing the application submitted to the Patent Office. Such validity is subject to the payment of the prescribed annual fees that are calculated from the date of completing the filing requirements. All the unpaid annuities are collected from the applicant with a retroactive effect upon the grant of the patent.

The rights to a patent may be assigned or transferred through succession. The assignment of patent applications and granted patents must be made in writing. An assignment shall have no effect against third parties, unless it has been published in the Official Gazette, and duly entered in the relevant records of the Patent Office.

Working of patents in Iraq is an official requirement. In the event that the owner of a patented invention

in Iraq does not satisfy the stipulated working requirements within 3 years, as of the date of grant, or if the working of the invention ceases for 2 consecutive years, the patent will be subject to compulsory licensing under the provisions of the law. Patentees are not permitted to effect nominal workings of their patents.

It is noteworthy that Order No. 81 issued by the Coalition Provisional Authority on April 26, 2004 amended the Patent Law No. 65 of 1970 to Patents, Industrial Design, Undisclosed Information, Integrated Circuits and Plant Variety Law.

Filing Requirements

Patent Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.
2. The name, address, occupation and nationality of the applicant.
3. Eight copies of the summary of the invention in English with the Arabic translation.
4. Eight copies of the specifications and claims in English with the Arabic translation.
5. Eight sets of the drawings, if any.

Note: The Registrar of Patents may ask for a legalized copy of the corresponding foreign basic letters patent and/or a novelty search report.

Assignment Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.

2. A duly legalized deed of assignment signed by the assignor and the assignee and two photo static copies of the same.

Change of Name Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.
2. A duly legalized certificate of change of name issued by the Chamber of Commerce or any competent authority.

Change of Address Applications

A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate and we shall complete the legalization in Jordan at the cost of USD 285.

Summary of the Design and Industrial Model Registration System

The procedures for the registration and protection of designs in Iraq are similar to those of patents, except for the requirement of two miniature models of the design made of plastic or metal. A design registration is valid for 7 years. Annuities are to be paid to maintain the design registration. Renewal of a design registration is not provided for in the law.

Order No. 81 issued by the Coalition Provisional Authority on April 26, 2004 amended the Design Law No. 65 of 1970 to Patents, Industrial Design, Undisclosed Information, Integrated Circuits and Plant Variety Law.

Filing Requirements

Design Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the

legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.

2. The name, address, nationality and occupation of the applicant.
3. Eight copies of the short description of the design.
4. Eight copies of the drawings or reproductions of the design.
5. Two miniature models of the design.

Assignment Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.
2. A duly legalized deed of assignment signed by the assignor and the assignee and two photo static copies of the same.

Change of Name Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.
2. A duly legalized certificate of change of name issued by the Chamber of Commerce or any competent authority.

Change of Address Applications

A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.

Copyrights

Order No. 83 issued by the Coalition Provisional Authority on April 29, 2004, amended Copyright Law No. 3 of 1971, which governs the protection of copyright in Iraq. However, the aforementioned law is still not implemented yet.

In order to gain protection, the publishers of copyrightable works will have to deposit copies of the work with the Ministry of Culture. Protection is granted to every Intellectual Property work of art no matter what its type, method of expression, importance and purpose is.

Copyrightable works include written and oral works, computer programs, dramatic and musical works, cinematographic and photographic works, drawings and scientific three-dimensional figures. Protection for the lifetime of the author plus 50 years following his/her death is granted.

Protection of related rights such as performers, producers of phonograms and broadcasting organizations is also incorporated in the law.

Domain Names:

The registration of third level domain name is possible in Iraq. The time frame for completing the registration process is 1-2 months.

Requirements:

- The owner's name, trade, address with the full contact information
- A brief on the owner's line of business and activities.
- Primary Server Hostname; Primary Server IP address; Secondary Server Hostname and Secondary Server IP address. Please specify whether the servers are DNS or NS1, NS2 ...
- The name of the DNS service provider
- A Power of Attorney legalized up to the Iraqi consulate, see the attached form. Please make sure that the consulate put its two stamps on the backside of the document (one stamp should be round in shape and the other is rectangle). Please note that one POA will suffice for any number of .iq applications
- The owner should have a similar trademark or a trade name registered in Iraq. If the client

has a branch licensed in Iraq , a copy of the license will be required

- An undertaking not to infringe trademark rights will be prepared and submitted by us.

Extensions

- .iq/com.iq: for industrial and commercial companies, foundations and banks
- org.iq: for NGOs or Non for Profit organizations
- gov.iq: for governmental authorities
- edu.iq: for universities, colleges , institutes and academic facilities whether state-owned or of the private sector
- mil.iq: for militaries
- net.iq: for network related services provider such as ISPs, media companies, broadcasting stations etc...
- biz.iq: for small enterprises
- tv.iq: for TV stations
- name.iq: for individuals

Foreigners may have their domains registered on one of the following conditions:

1. The domain name is part of the name of the company that is established in Iraq or has a registered branch in Iraq
2. The domain name is identical to a trademark owned by the applicant and has been duly registered in Iraq
3. The domain name is identical to a trade name that the applicant has registered in Iraq for its local business.
4. Priority for registration is decided on the basis of who comes first gets served first.

Notes:

- We need from 10 to 23 days to have the Power of Attorney authenticated by the Ministry of Foreign Affairs and to get the Trademark Office certification letter about the registration of the identical trademark in Iraq, so please count this time in your calculations for the timeframe to file the application with the Iraqi Commission for Media and Communications as all the filing requirements should be ready at the date of filing
- The Iraqi CMC takes from 10 to 30 days to process applications filed with it

- Any of the requirements or charges stated above is subject to change as CMC is still a starter on this matter and its policies are under constant tweaking
- After registration and in case you or your client lose interest in the domain name registered, you are kindly requested to notify us three months before the renewal due date at the latest or we will renew the registration automatically.
- Activation of registered domains should take place in 48 hours from granting the registration

JORDAN

Jordan Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
P.O.Box 921100, Amman 11192, Jordan
Telephone: (00 962-6) 5100 900
Fax: (00 962-6) 5100 901
Email: jordan@agip.com
Contact: Amro Hattab (Mr)

Summary of the Trademark Registration System

Jordan is a member of the Paris Convention for the Protection of Industrial Property since July 17, 1972. The Eleventh Edition of International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement (Nice Classification) has been officially adopted in Jordan with effect from November 14, 2008, according to the Trademark Office at the Ministry of Industry and Trade. The said new adoption of the Ninth Edition of the International Classification of Goods and Services allows for the protection of service marks in international classes 35 up to 45. A separate application should be filed with respect to each class of goods.

Once a trademark application is filed, it is examined as to its registrability and existence of prior rights. Trademark applications accepted by the Registrar are published in the Official Gazette. There is a 3-month period open for filing opposition by any party. An opposition to the registration of a trademark should be prosecuted before the Registrar by a lawyer within 3 months as of the date of publication. The opposition case is referred to the High Court of Justice, if not settled before the Registrar, or if either party appeals the Registrar's decision. In the absence of an opposition, the relevant certificate of registration is issued.

A trademark registration according to the new law is valid for 10 years from the date of filing the application or from the priority date renewable for periods of 10 years each. Trademarks that have already been filed or registered before December

1, 1999, will remain valid according to the old law (7 or 14 years); they shall be renewed every 10 years. The new trademark law provides for a one-year period for the late renewal of a trademark. If a trademark registration is not renewed within the grace period as of the date of expiration, it will be canceled automatically.

The owner of a lapsed mark due to non-renewal has the exclusive right to re-file the same trademark within one year from the expiry date. Any other interested party may file the same trademark after the expiry of another year.

The assignment of a trademark can be recorded, once it is registered. In fact, unless an assignment has been entered against the trademark in the register and published in the Official Gazette, it shall not be effective vis-à-vis third parties. Changes in the name or address of a registrant, amendment of a trademark and limitation of goods covered by a registration can be recorded as well.

Use of marks in Jordan is not compulsory for filing applications or necessary for maintaining mark registrations in force. However, a mark registration is vulnerable to cancellation and can be canceled by any interested party, who can establish that the trademark was not actually used during the 3 years immediately preceding the application for cancellation, or that there was no bona fide of using the mark on the goods or services in respect of which the mark was registered.

Unauthorized use of a trademark registered under the law or an imitation of such

trademark applied on goods and services of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods and services bearing a counterfeited mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods and services of the same class are offenses penalized under the Jordanian law.

Filing Requirements

Trademark/Service Mark Applications

Note: One Power of Attorney can be used for filing several applications in the name of the same applicant.

1. A Power of Attorney signed, notarized and legalized up to the Jordanian Consulate.
2. The name, nationality, address and occupation of the applicant.
3. A list of the goods and the corresponding classes to be covered by the application.
4. The meaning of the trademark (if available).
5. A certified priority document, if priority is to be claimed.

Renewal

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate, in case we are not already in possession of a legalized one.
2. The trademark number and class.

Recording Change of Name and Address

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate in the new name and/or address.
2. A certificate of change of name and address or an extract from the home registry notarized and legalized up to the Jordanian Consulate.

Recording an Assignment

1. A Power of Attorney signed by the assignee, notarized and legalized up to the Jordanian Consulate.
2. An assignment deed signed by the assignor and the assignee, notarized and legalized up to the Jordanian Consulate, (indicating the trademark number and class).
3. Name, address, nationality and profession or nature of business of the assignee.

Recording a License Agreement

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate.
2. License agreement document notarized and legalized up to the Jordanian Consulate.
3. Trademark registration number and class.

Recording a Merger

1. A Power of Attorney in the new name (to which the merger is to have effect), notarized and legalized up to the Jordanian Consulate.
2. Merger document signed by both parties, notarized and legalized up to the Jordanian Consulate.

Recording Change of Name

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate in the new name.
2. A certified and legalized copy of the change of name certificate issued by the home registry.

Recording a Change of Address

A Power of Attorney notarized and legalized up to the Jordanian Consulate in the new address which can be submitted any time after the recordal in case we are not the agent of records.

Obtaining a Certified Copy of Registration

No documents are required.

Registration with Aqaba Special Economic Zone Authority (ASEZA)

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate in case we are not the agent of records.
2. Samples of the trademark to be protected or brochures explaining the use of the trademark, or packages.
3. A certified copy of the certificate of registration.

Summary of the Patent Registration System Novelty:

Novelty requirement in Jordan is absolute novelty. Yet, a grace period of 12 months starting from the first worldwide disclosure is available, in which the application can be filed without claiming a priority.

Formal Examination:

Once all formalities filed the application will be examined with respect to compliance with the formalities provided for under the patent law.

Substantive Examination:

There is no special request for examination. Yet, amending the current claims to match the European allowed claims (after the end of opposition period) usually leads to accelerate registration. In other words, the substantive examination that will be conducted by the European examiners for the European counterpart will be taken into consideration to decide whether the application can be registered or not.

The examinations of other countries such as US & PCT will be taken into consideration for cases in which a European counterpart has not been filed.

Acceptance & Publication:

Once the application is accepted, the bibliographic data of the subject application will be published in the official gazette, for opposition purposes. Within three months from publication, any interested party may file an opposition against the acceptance of the patent at the Patent Office.

Patent Term:

The term of patent protection in Jordan is 20 years as from the filing date. The application is subject to the payment of the prescribed annuity fees starting from the filing year, due at the time of registration. Further annual maintenance fees are payable on each anniversary of the filing date of the application. There is a grace period of six months for late payment of these annual maintenance fees with penalty fees.

Transfer of Right:

The right to a patent/application may be assigned, transferred through succession or license. The assignment of granted patents must be made in writing. An assignment will have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Patent Office.

Patent Elapse and Invalidation

The patent title and rights shall lapse in any of the following cases:

- The elapse of the protection period under the provisions of this law.

- Issuance of a final judgement on the patent invalidation by the competent authority.
- Non-payment of the annuity fees and any fine thereof after the elapse of 6 months of the due date.

PCT

Jordan become bound by the PCT on June 09, 2017. Accordingly all PCT applications that have been filed starting from that date can be nationalized in Jordan by the deadline of 30 months. Yet, for the time being the Jordanian Patent Office has not officially determined the filing requirements & fees and does not accept PCT entries until December 09, 2018.

Alternatively, the PCT applications can be filed as non-conventional patent within a grace period of 12 months starting from the first worldwide disclosure.

Filing Requirements

Patent Applications

- Word version of the Specification text & Filing particulars.
- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Original Affidavit document duly notarized and legalized up to the Jordanian Consulate. It is acceptable to submit multiple Affidavits to collect all the signatures.
- Scanned certified copy of the Company Commercial Register.
- Certified Priority document, , if priority is to be claimed.
- English/Arabic translation of the above documents.
- Word copy of the Priority text to translate the differences between the Specification text & the Certified Priority.

Change of Applicant's Name/Merger:

- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Original Certificate of Change of Name/ Merger legalized up to Jordanian Consulate.
- English/Arabic translation of the above documents.

Assignment:

- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Assignment document notarized and legalized up to the Jordanian Consulate.
- Certified copy of the Company Commercial Register.
- English/Arabic translation of all of the above documents.

Summary of the Design and Industrial Model Registration System**Novelty:**

Novelty requirement in Jordan is absolute novelty. Yet, a grace period of 12 months starting from the first worldwide disclosure is available, in which the application can be filed without claiming a priority.

Formal & Substantive Examination:

Once all formalities filed the application will be examined with respect to compliance with the Formalities & Registrability provided for under the Industrial Designs and Models Law.

Classification:

Although Jordan is not a member of the Locarno Agreement, the International Classification for Industrial Designs (32 Classes) under the said Agreement is implemented.

Acceptance & Publication:

Once the application is accepted, the subject design/model will be published in the official gazette, for opposition purposes. Within three months from publication, any interested party may file an opposition against the acceptance of the design/model.

Design/Model Term:

A design/ model registration will last for 15 years (without paying maintenance fees) starting from the date of filing the application or from the priority date.

Transfer of Right:

The right to a design/ model may be assigned, transferred through succession or license. The assignment of granted design/ model must be

made in writing. An assignment will have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Industrial Design Office.

Filing Requirements**Design Applications**

- Multi-side views of the subject design & Filing particulars.
- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Scanned certified copy of the Company Commercial Register
- Deed of assignment duly notarized and legalized up to the Jordanian Consulate.
- Certified priority document, if priority is to be claimed.
- Brief abstract showing the novelty elements of the subject design.

Change of Applicant's Name/Merger:

- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Original Certificate of Change of Name/ Merger legalized up to Jordanian Consulate.

Assignment:

- Original Power of Attorney duly notarized and legalized up to the Jordanian Consulate.
- Assignment document notarized and legalized up to the Jordanian Consulate.
- Scanned certified copy of the Company Commercial Register.

Summary of the Copyright Registration System

Copyright Law No. 22 for the year 1992 (and its amendments of 1998, 1999 and 2005) governs the protection of copyright and related rights in Jordan.

Protection covers original works of literature, art and science no matter what their type, importance or purpose is. This includes works of art expressed in writing, sound, drawing, photography and motion, such as books, speeches, plays, musical compositions, films, applied art, 3-D works and computer software.

Jordanian publishers seeking protection of copyrightable works have to deposit four copies of the work with the National Library at the Ministry of Culture. The duration of protection for copyrighted material is the lifetime of the author plus 50 years following his/her death. The rights of performers and producers of phonograms shall be protected for 50 years, while the rights of broadcasting organizations shall be protected for 20 years.

The Ministry of Culture reserves the right to allow publication of the work of art, if the copyright holder has not done so, or if his/her heirs do not publish it within 6 months of being informed to do so in writing. In this case, the Ministry of Culture will provide the copyright holder or the heirs with fair compensation.

Infringements of the law are prosecuted before the Civil Court of Jordan.

Jordan is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

Note: Copyright owners from countries that are party to the Berne Convention do not require registration.

For written material

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate.
2. Four copies of the work.

For other copyrightable works

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate.
2. Two copies of the work.

Note: A copyright application can be filed only, if one of the following conditions is met:

1. The applicant is Jordanian.
2. The work is created by a resident in Jordan and is to be published and distributed in Jordan.
3. The subject of the work is related to Jordan.

Search Requirements:

1. A Power of Attorney notarized and legalized up to the Jordanian Consulate.
2. Copyright Title & Full Material.

Summary of the Domain Name Registration System

- A domain name can be registered for immediate activation or can be parked for future activation.
- The chosen domain name must represent the name of the registrant, part of the registrant's name, or an abbreviation of the registrant's name. Otherwise, the Registrant must present a trademark certificate and the chosen domain name must represent the trademark entirely.
- A domain name can be registered on behalf of a registrant via a third party (registrar, reseller, hosting provider, ISP...) provided that an authorization letter is issued.
- The Administrative & Billing Contacts of a domain name must reflect a Jordanian entity residing and/or operating in Jordan.
- The domain name can be renewed up to 5 years.
- The initial registration period of domain names under الاردن (.al-urdon) is one year.

Prohibited Names to be used as Domain Name

- Names that violate the stability of the Hashemite Kingdom of Jordan.
- Names that violate the Jordanian laws.
- Names and violate the social norms in Jordan.
- Names maintained by entities operating in the pornographic industry.
- False language and bad terms that is inappropriate.
- Jordanian family names (unless a letter is issued by the head of the family or tribe authorizing the registrant to register the family name and use it in good faith online).
- Public names unless its owner has a registration trademark.

Filing Requirements

Domain Name Applications

1. A scanned copy of the Power of Attorney in the name of the registrant notarized and legalized up to the Jordanian Consulate.

2. Scanned copy of the Company Commercial Register, if the chosen domain name represent the name of the registrant, part of the registrant's name, or an abbreviation of the registrant's name. Otherwise, a scanned copy of a registered trademark is required, and the chosen domain name must represent the trademark entirely.
3. Trademark certificate if the requested domain name is a generic name.
4. Completing the application form.

Ownership Transfer Requirements:

According to the current Regulations, it is not possible to transfer the ownership of domain name, unless the transfer was a result of an official change to current Registrant's name.

Otherwise, the current Registrant must delete the domain to make the domain name available for registration in the new owner name.

The above registration requirements will be required from the new owner.

KUWAIT

Kuwait Office

Premises address: Sharq – Ahmad Al Jaber Street
– Dar Al Awadi Complex – 19th Floor – Kuwait
P.O.Box 4729, Safat 13048, State of Kuwait
Telephone: (00965) 22433004
Fax: (00965) 22440111
Email: kuwait@agip.com
Contact: Hazem Abu-Ghazaleh (Mr)

Summary of the Trademark Registration System

The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Kuwait. The trademark law does not provide for the protection of trademarks covering alcoholic drinks in classes 32 and 33 and pork meat in class 29. Class No. 33 has been completely dropped and the international class 34 has been reinstated for tobacco products. A separate application should be filed with respect to each class of goods and services.

Once a trademark application is filed, the trademark is examined as to its registrability. In case the Registrar rejects a trademark, the applicant may file an appeal in court within 60 days as of the date of the official notification. Trademark applications accepted by the Registrar will be published in the Official Gazette of Kuwait (Al-Kuwait Al-Youm). There is a 60-day period open for filing opposition by any interested party. The statement of opposition to the registration of a trademark should be submitted to the Registrar within the prescribed term of 60 days, as of the date of the last (third) publication of the relevant notice in the Official Gazette.

An opposition statement requires a counter statement to be filed within 60 days by the applicant in order to maintain the trademark application in force. All opposed trademark applications remain pending with the Registrar until he takes a decision or a court decision is issued in favor of either party or an amicable settlement is reached by the parties concerned. In the absence of opposition, the relative certificate of registration will be issued.

A trademark registration is valid for 10 years as of the date of filing the application, renewable for similar periods of 10 years each upon submitting an application for renewal during the last year of the protection period of the trademark.

The trademark law provides for a 6-month grace period for late renewal of a trademark registration subject to the payment of a lateness fine. A trademark, which lapses, may be re-registered in the name of a third party at any time.

The assignment of a trademark can be recorded once the trademark is registered. In fact, unless an assignment has been entered against the trademark in the register, the assignment shall not be effective vis-à-vis third parties. Recordal particulars are endorsed on the certificate without publishing it in the Official Gazette. It is possible to assign a trademark with or without the goodwill of the concerned business. Changes in the name or address of a registrant, amendment of a trademark and limitation of goods covered by a registration can be recorded as well. However, recording of licenses or registered users is not applicable in Kuwait.

Use of trademarks in Kuwait is not a prerequisite for filing applications for registration or for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation by any party who can convince the court that the trademark has not actually been used in a serious manner for 5 consecutive years, or that there was no bona fide use of the trademark on the goods in respect of which the trademark was registered.

Unauthorized use of a trademark registered under the law or an imitation of such a trademark applied on goods of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods, bearing a counterfeit mark by another person to serve the purpose of unauthorized promotion of goods of the same class are offenses punishable under the law in Kuwait.

Filing Requirements

Trademark/Service Mark Applications

1. A Power of Attorney legalized up to the Consulate of Kuwait.
2. A certified copy of the priority document legalized up to the Kuwaiti consul.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney notarized and legalized up to the Kuwaiti Consulate.
2. The original Kuwaiti registration certificate of the trademark for endorsement purposes.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized up to the Kuwaiti Consulate.
2. A deed of assignment proving the assignment signed by both parties and legalized up to the Kuwaiti Consulate.
3. The original Kuwaiti certificate of registration of the trademark for endorsement purposes.

Change of Name/Address Applications

1. A Power of Attorney executed in the new name and/or address legalized up to the Kuwaiti Consulate.
2. An official certificate proving the change of name and/or address legalized up to the Kuwaiti consulate.
3. The original Kuwaiti certificate of registration of the trademark for endorsement purposes.

Merger Applications

1. A Power of Attorney duly legalized up to the Kuwaiti Consulate.
2. A merger document legalized up to the Kuwaiti Consulate.

Note:

1. To claim the priority the application to be filed within 6 months from the date of filing the basic application.
2. Certified and legalized copy of the priority document can be filed within three months from the date of filing the application.

Patent Applications

The provisions of Law No. 4 of 1962 and its amendment of 1999 allows for the registration of patents in Kuwait. The validity of a patent of invention is 20 years as of the date of filing the application.

Currently, once an application is filed for the grant of a patent registration, the Kuwaiti Patent Registrar takes no further action. The Kuwaiti Patent Office has not yet started the process of examining, publishing and granting of patents. All patents filed with the Kuwaiti Patent Office are practically in the application stage, but are officially protected for 20 years as of the date of filing.

Until the Kuwaiti Patent Office changes the present practice, all filed patent applications shall remain as documentary evidence of ownership and priority claim even in the absence of examination and issuance of certificates by the Patent Office. The usual actions of opposition, renewal, payment of annuities, working, and so forth (with the exception of the assignment of applications), are not currently applicable in Kuwait.

According to the patent law, patents for utility models will be granted to those applications which include a new technical solution in the shape or formulation for equipment, means, tools, parts thereof or others which are used in commercial applications. An applicant may transform his patent application for utility model into a patent application for an invention, if the conditions are fulfilled, and vice-versa. In both cases, the filing date of the original application shall be taken into consideration.

The term of protection of a utility model is 7 years starting from the date of submitting the application. It is not possible to renew the term of protection. The Patent Office shall publish utility model applications within 6 months from the date of submitting the application.

Kuwait is a member of the Gulf Cooperation Council Countries (GCC). A patent granted by the GCC Patent Office which is located in Saudi Arabia will protect the patent in all member countries including Kuwait. The GCC Countries comprise the United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar and State of Kuwait.

Filing Requirements

Patent Applications

1. A Power of Attorney legalized up to the Kuwaiti Consulate.
2. An extract of the entry of the applicant in the commercial register, or an official copy of the memorandum or articles of association, if the applicant is a company or a body corporate legalized up to the Kuwaiti Consulate.
3. The title of the invention.
4. A summary description of the invention.
5. The number and date of the corresponding foreign patent.
6. The name, address, nationality and occupation of the applicant(s) and inventor(s).
7. Two copies of the specifications of the invention together with the Arabic translation.
8. Two sets of the formal drawings bearing Arabic reference numerals.
9. An assignment document from the inventor to the applicant legalized up to the Kuwaiti Consulate.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized up to the Kuwaiti Consulate.
2. A deed of assignment proving the assignment signed by both parties and legalized up to the Kuwaiti Consulate.
3. The original Kuwaiti certificate of registration of the trademark for endorsement purposes.

Change of Name/Address Applications

1. A Power of Attorney executed in the new name and/or address legalized up to the Kuwaiti Consulate.
2. A certificate proving the change of name and/or address legalized up to the Kuwaiti Consulate.

Merger Applications

1. A Power of Attorney legalized up to the Kuwaiti Consulate.
2. A merger document legalized up to the Kuwaiti Consulate.

Summary of the Design and Industrial Model Registration System

Currently, once an application is filed for the grant of an industrial model registration, the Kuwaiti Patent Registrar takes no further action. The Kuwaiti Patent Office has started the process of examining, publishing and granting of designs. All designs filed with the Kuwaiti Patent Office are practically in the application stage, although the relevant designs are currently protected for 10 years as of the date of filing.

Until the Kuwaiti Patent Office changes the present practice, all filed design applications shall remain as documentary evidence of ownership and priority claim even in the absence of examination and issuance of certificates by the Patent Office. The usual actions of opposition, renewal, payment of annuities, working, and so forth (with the exception of the assignment of applications), are not currently applicable in Kuwait.

Filing Requirements

Design Applications

1. A Power of Attorney legalized up to the Kuwaiti Consulate.
2. An extract of the entry of the applicant in the commercial register, or an official copy of the memorandum or articles of association, if the applicant is a company or a body corporate legalized up to the Kuwaiti Consulate.
3. The name, address, nationality and occupation of the applicant.
4. Two representations of each design or model showing the various views. The figure of

the design or model should be placed in an upright position on the sheet. When more than one figure of the design or model are shown, these should be on the same sheet, each designated as “perspective view”, “front view”, “side view” or as the case may be.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized up to the Kuwaiti Consulate.
2. A deed of assignment proving the assignment signed by both parties legalized up to the Kuwaiti Consulate.

Change of Name/Address Applications

1. A Power of Attorney executed by the assignee legalized up to the Kuwaiti Consulate.
2. A deed of assignment proving the assignment signed by both parties legalized up to the Kuwaiti Consulate.

Merger Applications

1. A Power of Attorney legalized up to the Kuwaiti Consulate.
2. A merger document legalized up to the Kuwaiti Consulate.

Summary of the Copyright Registration System

Copyright registration is administered by the Kuwait National Library which has prescribed forms for different types of copyrights. The relevant form should be filled and submitted to the Library with the material to be registered. Upon filing, a filing number will be given. Within 2 months from the date of submitting the application and material, the Library will issue a depository number. An amount of KD 10 shall be charged per each certificate of filing or recordal of any copyright issued by the Kuwait National Library.

Summary of the Domain Name Registration System

The Kuwait Institute for Scientific Research (KISR) is the local registry for the Top-Level Domain (.kw) in Kuwait.

Second-Level Domains

- .com.kw: commercial use
- .net.kw: Internet activities
- .org.kw: non-for-profit organizations
- .edu.kw: educational institutions
- .gov.kw: governmental entities

Filing Requirements

Domain Name Applications

- Application Form (can be submitted by mail, email or fax)
- A letter from “your client” requesting the domain name
(Letter must be on YOUR client’s official letterhead)
(Must be submitted by mail)
(See sample request letter)
(It is preferred that the letterhead be in “color” and the signature in blue pen. The Registry is very strict about the letter showing that it is “original”)

NOTE: According to the domain name practice laws in Kuwait, the Registrar checks the client’s (.com) web site to compare the WHOIS information to the request for the (.com.kw) domain for further verification to find out if the (.com) owner is the same owner of the (.com.kw) domain. If no relation is found, there is a high possibility that the Registrar shall refuse the domains request.

Important Note Regarding Domain Ownership Issue:

- It is not possible to register domain names in Kuwait in the name of foreign companies, however AGIP is able to register domain names on the behalf of foreign companies since local presentation is a must.
- If the client has a local company, they can be the owner of the domain name. Otherwise, AGIP can register the required domain, however AGIP shall be listed as the owner of your domain.

LEBANON

Lebanon Office

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Halabi Bldg. - 1st Floor

P.O.Box 11-7381 Beirut, Lebanon

Telephone: (00961-1) 753222

Fax: (00961-1) 350548

Email: lebanon@agip.com

Contact: Nemer S. Shibly (Mr)

Summary of the Trademark Registration System

Lebanon is a member of the Paris Convention for the Protection of Industrial Property. The nature of the Lebanese registration system is a deposit system. An application can include goods and/or services in any number of classes, but a separate sum of official fees is to be paid for each class.

The 9th Edition of the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Lebanon. One Power of Attorney, which must be filed with the application, can be used for filing several trademark applications.

As per the Paris Convention, any person who has duly filed an application for the registration of a trademark, in one country of the Paris Union established by the Convention, shall enjoy for the purpose of filing in Lebanon, a right of priority during a period of 6 months. In case of claiming a priority right, late filing of the Power of Attorney and the priority document is possible within 3 months from the registration date.

Once a trademark application is filed, it is examined as to whether it is contrary to the public order and morals or representing national or foreign decorations. Also, it is examined as to its registrability and existence of prior rights. If similar or identical trademark registrations exist under the same class, a Notice of Similarity has to be signed on behalf of the client as an acknowledgement of taking note of the existence of these conflicting registrations. When the trademark is accepted, the Registrar waits for

the decision of the Israeli Boycott Department to check whether the applicant is on the boycott list or not. A trademark is deemed registered upon payment of the registration fees. There is no provision for opposition.

Under normal circumstances, the registration of a trademark is completed within a 2-week period; while the relevant registration certificate is issued within 2 weeks of the registration date.

A trademark registration is valid for 15 years as of the registration date and renewable for indefinite similar periods. Filing a late renewal application is possible through a grace period of 3 months from the date of expiration.

In order to be effective against third parties, the change of ownership of a trademark registration through an assignment or merger transaction should be recorded in the trademark register at the Lebanese Intellectual Property Protection Office. The assignment of a trademark is possible with or without the goodwill of the business concern. The recordal of assignment/merger must be made within a period of 3 months from the date of assignment/merger; otherwise, a late fine will be due against each trademark every 2 month-delay after the 3-month grace period for recording the related assignment/merger.

In Lebanon, the use of a trademark is not compulsory for filing applications, maintaining trademark registration in force, or for renewal or maintenance of a trademark. Prior use constitutes the main criteria in determining proprietorship of a trademark, and is never considered as a pre-

requisite for registration, or even a requirement to maintain that registration valid and enforced in the future.

A trademark registration is cancelled only through a court action filed by a prior user, requesting such cancellation.

Unauthorized use of a registered trademark, an imitation of a trademark applied on goods of the same class, sale, storing for the purpose of sale, exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly by another party in order to serve the purpose of unauthorized promotion of goods of the same class are all offenses punishable under the law.

Filing Requirements

Trademark Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the home certificate of registration or an application which is required only for claiming convention priority. It can belatedly be filed within three months of the filing date.
3. The name, address and nationality of the applicant and the nature of its business.
4. A list of the goods to be covered by the application.
5. Ten prints of the trademark.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. The number and date of the trademark.

Assignment Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A deed of assignment legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.
4. The name, nationality, address and business of the assignee.

Change of Name Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the change of name certificate issued by the home registry or a notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.

Change of Address Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.

License Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A license agreement or a declaration legalized up to the Lebanese Consulate.
3. The name, nationality and address of the licensee.
4. The number and date of the trademark concerned.

Cancellation Applications

1. A specified Power of Attorney legalized up to the Lebanese Consulate.
2. The name, nationality and address of the applicant.
3. The number and date of the trademark concerned.

Summary of the Patent Registration System

The nature of the Lebanese registration system is a deposit system. There is no examination for patent applications. The specification of the patent can be filed in Arabic, French or English. One Power of Attorney, which must be filed with the application, can be used for filing several patent applications.

As per the Paris Convention, any person who has duly filed an application for the registration of a patent, in one country of the Paris Union established by the Convention, shall enjoy

for the purpose of filing in Lebanon, a right of priority during a period of 12 months. In case of claiming a priority right, late filing of the Power of Attorney and the priority document is possible within 3 months from the acceptance date.

There is no provision for opposing the registration of a patent. Patents are protected for 20 years from the acceptance date (grant date). An annuity fee is payable on the anniversary of the acceptance date. There is a 6-month grace period for late renewal of a patent.

Under normal circumstances, the registration of a patent is completed within a period of 2 weeks; while the relevant patent certificate is issued within 2 weeks of the registration date.

Every person, subject to public or private laws, is entitled after 3 years from the date of the patent grant, to present an official request for a compulsory license to exploit the invention in Lebanon, according to the conditions hereinafter stated, if the patent owner or his successors did not exploit the patent or actually and practically prepare to exploit the invention being the subject of the patent in the Lebanese Territory.

Compulsory license may also be requested, if the patent owner or his successors started the exploitation, then seized to do so for a period not less than 3 years for no legitimate reason.

Filing Requirements Patent Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. The name, address, nationality and occupation of the applicant(s) and inventor(s).
3. Three copies of the specifications and claims in any major language (especially English, French or Arabic), and three sets of the formal drawings, divided as follows: Title of the invention, summary of the invention, full description of the invention (detailing the methods to execute the invention and its industrial application, preferably with examples, statistics, etc.), claims, drawings and brief description of the drawings, a list of all enclosed documents.

4. A certified copy of the home certificate of registration or application which is required only for claiming convention priority. It can belatedly be filed within three months of the filing date.

Assignment Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A deed of assignment legalized up to the Lebanese Consulate.
3. The name, nationality, address and business of the assignee.
4. The number and date of the patent concerned.

Change of Name Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the change of name certificate issued by the home registry, or a notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the patent concerned.

Change of Address Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the patent concerned.

Cancellation Applications

1. A specified Power of Attorney legalized up to the Lebanese Consulate.
2. The name, nationality and address of the applicant.
3. The number and date of the patent concerned.

Summary of the Design and Industrial Model Registration System

The nature of the Lebanese registration system is a deposit system. One Power of Attorney, which must be filed with the application, can be used for filing several design applications.

An industrial model is registrable for an initial term of 25 years starting from the registration date. The duration of a registration is extendible only once for a term of 25 years. A design should be distinguishable from those previously known.

Advertising a design prior to filing the application, even by way of sale of the relevant products, does not preclude registration.

Under normal circumstances, the registration of a design is completed within a period of 2 weeks; while the relevant registration certificate is issued within 2 weeks of the registration date.

There is no provision for opposing the registration of a design or an industrial model. The depositor or the applicant shall have the right to ask for advertising all the things he filed or just a part thereof at the time of filing without paying an additional fee. He shall reserve this right during the first 5 years following the filing, but in this case the request for advertising shall necessitate the payment of a fee. As long as the depositor has not asked for advertising the things he filed, the secrecy of the filing shall be fully maintained.

Filing Requirements

Design Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A description of the design.
3. The name, address and nationality of the applicant.
4. A set of the drawings using the metric system specifying the views.
5. If convention priority is to be claimed, a certified copy of the home application must be submitted within three months of the filing date.

Assignment Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A deed of assignment legalized up to the Lebanese Consulate.
3. The name, nationality, address and business of the assignee.
4. The number and date of the design concerned.

Change of Name Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the change of name certificate issued by the home registry, or a notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the design concerned.

Change of Address Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the design concerned.

License Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A license agreement or a declaration legalized up to the Lebanese Consulate.
3. The name, nationality and address of the licensee.
4. The number and date of the design concerned.

Cancellation Applications

1. A specified Power of Attorney legalized up to the Lebanese Consulate.
2. The name, nationality and address of the applicant.
3. The number and date of the design concerned.

Summary of the Copyright Registration System

Copyright protection in Lebanon is governed by Artistic and Literary Ownership Law No. 75 which was enacted on April 3, 1999 and entered into force on June 6, 1999.

Under normal circumstances, the registration of copyright is completed within a 2-week period, while the relevant registration certificate is issued within 2 weeks of the registration date.

The protection of this law shall apply to every production of the human spirit be it written, pictorial, sculptural, manuscript or oral, regardless of its value, importance or purpose and the mode or form of its expression.

The protection of this law shall apply, among other works, to:

- Books, archives, pamphlets, publications, printed material and other literary, scientific and artistic writings;
- Lectures, addresses and other oral works;
- Audiovisual works and photographs;
- Musical compositions with or without words;

- Dramatic or dramatico-musical works;
- Choreographic works and pantomimes;
- Drawings, sculpture, engraving, ornamentation, weaving and lithography;
- Illustrations and drawings related to architecture;
- Computer programs whatever their language and including preliminary works;
- Maps, plans, sketches and three-dimensional works relative to geography, topography, architecture or science;
- Any kind of plastic art work whether intended for industry or not.

The following derivative works shall be subject to the provisions of this law and shall be protected as original works without prejudice to the rights in the original work:

- Any kind of plastic art work whether intended for industry or not;
- Translations, adaptations, transformations and arrangements of music;
- Collections of literary or artistic works and compilations of data, whether in machine-readable or other form, provided that they are authorized by the copyright holder or his public or private successors and that by reason of the selection and arrangement of their contents they constitute intellectual creations.

The following shall be excluded from the protection provided by this law:

- Daily news;
- Laws, legislative decrees, decrees and decisions issued by all public authorities and official translations thereof;
- Judicial decisions of all kinds and official translations thereof;
- Speeches delivered in public assemblies and meetings. The authors of speeches and presentations shall enjoy the sole right of collecting and publishing such lectures and presentations;
- Ideas, data and abstract scientific facts;
- Artistic folkloric works of all kinds. However, works inspired by folklore shall enjoy protection.

A created work is considered protected by copyright as soon as it exists. According to the Berne Convention for the Protection of Literary and Artistic Works, literary and artistic works are protected without any formalities in the countries party to that convention. However, registration of copyright is recommended in Lebanon, as it can serve as prima facie evidence in a court of law with reference to disputes relating to copyright.

Protection is available to nationals and foreigners for the lifetime of the author and for a period of 50 years after his death. Should the work be published in the name of a company, the duration of the protection shall be 50 years from the date of publication of the work.

Infringements are prosecuted before the Civil Court in Lebanon and infringers will be penalized by a fine or imprisonment.

Lebanon is a member of the Berne Convention for the Protection of Literary and Artistic Works and the Universal Copyright Convention.

Filing Requirements Copyright Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. The name, address and nationality of the applicant.
3. A brief description of the copyright.
4. If the applicant is not the author, a legalized deed of assignment is required.
5. Four copies of the work.

Summary of the Domain Name Registration System

The Lebanese Domain Registry in the American University of Beirut (LB-DOM) is the local registry for domain names in Lebanon.

Second-Level Domains

- .com.lb: commercial purposes
- .edu.lb: academic institutions
- .org.lb: non-for-profit organizations
- .net.lb: ISPs use
- .gov.lb: governmental bodies

Filing Requirements

Domain Name Applications

The following documents and information are required for registering a domain name in Lebanon:

1. Application form (can be submitted by email).
2. A copy of the Lebanese trademark registration certificate in class 35. The copy is required by mail. If not available, trademark registration can be provided by our company upon your request.
3. A Power of Attorney notarized and legalized by the Lebanese Consulate. The original is required by mail.
4. Authorization letter duly notarized and legalized by the Lebanese Consulate (if the applicant does not have a legal local presence in Lebanon). The original is required by mail.

Second-Level Domains:

- .com.lb: commercial purposes
- .edu.lb: academic institutions
- .org.lb: non-for-profit organizations
- .net.lb: ISPs use
- .gov.lb: governmental bodies

Notes:

- To register a domain name in the Lebanese Domain Registry LB-DOM, it is mandatory to trademark the exact domain name that the applicant is requesting at the Lebanese IP Protection Office under class 35. The trademark certificate should reflect the exact domain name in Latin characters, covering the Internet advertising and use in class 35. For (XYZ.com.lb), the trademark “XYZ” should be registered.
- The company owning the domain name must have a legal local presence in Lebanon, practicing in Lebanon, and have a number in the commercial registry. If this condition is not available, then the only way to achieve registration is by a specific authorization to register the domain name in the name of a local legal entity, this would be our firm after signing a special trust agreement.

LIBYA

Libya Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
P.O.Box 921100, Amman 11192, Jordan
Telephone: (00 962-6) 5 100 900
Fax: (00 962-6) 5 100 901
Email: libya@agip.com
Contact: Abdullah Mashal (Mr.)

Summary of the Trademark Registration System

Libya is a member of the Paris Convention for the Protection of Industrial Property. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Libya. The trademark law does not provide for the protection of trademarks covering alcoholic drinks in classes 32 and 33 and pork meat in class 29. Service marks can be registered according to the Eighth Edition of the Nice Classification.

Recently, the Libyan Trademark Office implemented a new effective trademark registration system. It considered all trademark applications filed in Libya prior to August 2002 as invalid. Accordingly, fresh applications should be filed in order to ensure legal protection for the applications filed prior to August 2002.

Once a trademark application is filed, it is examined as to its registrability. Should the mark lack any requirement as provided for in the law and its implementing regulations, the application will be rejected by the examiner. The applicant may appeal the rejection of its application to a commission appointed for that purpose within 30 days as of the date of receiving the relevant official notification.

Trademark applications approved by the Registrar are published in the Official Gazette. There is a 3-month period from the date of publication during which any interested party may file an opposition notice. An opposition to the registration of a published trademark should be prosecuted before the Registrar by either a

patent attorney or a lawyer. If not settled by the Registrar, or if either party objects to the decision issued by the Registrar, the opposition case is referred to the competent tribunal. In the absence of opposition, a published trademark is registered and the relative certificate will be issued.

A trademark registration is valid for 10 years from the date of filing the trademark application renewable for periods of 10 years each upon application, and payment of the prescribed renewal fees. A grace period of 3 months is allowed for the late renewal of the registration of a trademark with the payment of a lateness fine.

The assignment of a trademark should be recorded. Unless it is published in the Official Gazette and entered in the records of the Trademark Office, an assignment shall not be effective vis-à-vis third parties. The assignment of a trademark must be accompanied with the goodwill of the business concern. Changes in the name and/or address of the registrant must be recorded.

Use of trademarks in Libya is not compulsory for filing applications, but it is necessary for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation on the strength of a court decision obtained to this effect by any interested party. A cancellation action relies basically on establishing sufficient grounds that the trademark in question has not been effectively used for a period of 5 consecutive years.

The verification of such nonuse shall lead to the cancellation of a trademark registration, unless the owner proves that nonuse of the trademark

was for reasonable causes of which the court approves. The Trademark Office or any party concerned is entitled to demand the cancellation of any trademark registered in bad faith.

Any infringement or unauthorized use of a registered trademark is punishable under the provisions of the current trademark law in Libya.

Filing Requirements

Trademark/Service Mark Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the home certificate of registration or an application which is required only for claiming convention priority. It can belatedly be filed within three months of the filing date.
3. The name, address and nationality of the applicant and the nature of its business.
4. A list of the goods to be covered by the application.
5. Ten prints of the trademark.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. The number and date of the trademark.

Assignment Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A deed of assignment legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.
4. The name, nationality, address and business of the assignee.

Change of Name Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A certified copy of the change of name certificate issued by the home registry or a notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.

Change of Address Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A notarized attestation legalized up to the Lebanese Consulate.
3. The number and date of the trademark concerned.

License Applications

1. A Power of Attorney notarized and legalized by the Lebanese Consulate.
2. A license agreement or a declaration legalized up to the Lebanese Consulate.
3. The name, nationality and address of the licensee.
4. The number and date of the trademark concerned.

Cancellation Applications

1. A specified Power of Attorney legalized up to the Lebanese Consulate.
2. The name, nationality and address of the applicant.
3. The number and date of the trademark concerned.

Summary of the Patent Registration System

Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under the patent law in Libya. The Patent Office may require whatever amendments may be necessary to bring the application into conformity with the law. In the event the applicant does not comply with the requirements of the Patent Office within a given grace period of 6 months, a patent application will be treated as renounced.

An applicant is entitled to appeal the requirements and conditions of the Patent Office by means of submitting a petition to the competent committee within 30 days as of the receipt of the notice served to him by the Patent Office. Approved applications are published in the Official Gazette and are rendered open for public inspection. Any interested party may oppose the grant of a patent within 2 months as of the date of publication. The opposition notice is submitted to the competent committee. Should no opposition against the grant

of a patent be filed, a decision granting the patent is issued and published in the Official Gazette.

The provisions of the patent law stipulate that an application should be filed before the invention has become known through publication or use in Libya. Patent applications are examined closely as to form only.

A patent is valid for 15 years starting from the date of filing the application. Such validity is subject to the payment of the prescribed annual fees. All annuities for the 15-year protection period are to be paid after the publication in the Official Gazette. After the 15-year period, a patent can be renewed for further 5 years provided that the patent is of special importance, or if the patentee has not been sufficiently rewarded for his invention. Annuities should be paid until the protection period expires.

The rights to a patent may be assigned or transferred through succession. The assignment of patent applications and granted patents must be made in writing. An assignment shall have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Patent Office.

The rights conferred by a patent on the registered patentee expire on the elapse of the protection period as prescribed by the law, lawful assignment of the patent rights, final court decision to this effect, or nonpayment of a due annuity within 6 months after the respective due date. Infringement of the rights of a patentee is punishable under the provisions of the current patent law.

Filing Requirements

Patent Applications

1. A Power of Attorney signed, stamped by the applicant company and legalized up to the Libyan Consulate in the applicant home country.
2. A copy of the extract of the entry of the applicant company in the commercial register, or a copy of the Certificate of Incorporation, if the applicant is a company or a corporate body duly notarized and legalized up to the Libyan Consulate of the applicant home country.

3. A deed of assignment from the inventor(s) if not employed by the applicant company duly legalized up to the Libyan Consulate of the applicant home country.
4. If the inventor(s) is employed by the applicant company, a certificate of employment duly signed and stamped by the applicant company and legalized by the the Libyan Consulate in the applicant home country will be sufficient instead of the deed of assignment.
5. The name, nationality, address and profession or nature of business of the applicant and the inventor(s).
6. Two copies of the specification and a summary of the invention in Arabic.
7. Four sets of the formal drawings; one set on ordinary paper with all reference numerals and three sets on strong white paper without any reference numerals or letters for inserting Arabic numerals.
8. A certified copy of the priority document for a convention application.

Notes:

- All requirements should be submitted upon filing.
- Claiming priority based on the Paris Convention or Entering the National Phase of PCT is possible upon submitting requirements No. 1, 5 and 6; the rest of the required documents should be followed within three months as of the filing date.
- For Entering the national phase of PCT, the following should be provided: Copy of International Publication, PCT request, along with the international search report if available.
- All documents need to be translated into Arabic.

Assignment Applications

1. A Power of Attorney signed, stamped by the assignee company's stamp and legalized up to the Libyan Consulate in the applicant home country.
2. An extract of the entry of the assignee company in the commercial register, or a copy of the Certificate of Incorporation, if the assignee is a company or a body corporate legalized up to the Libyan Consulate in the applicant home country.

3. A deed of assignment signed, stamped by the assignee company's stamp and legalized up to the Libyan Consulate in the applicant home country.
2. A copy of the extract of the entry of the applicant company in the commercial register, or a copy of the Certificate of Incorporation, if the applicant is a company or a corporate body duly notarized and legalized up to the Libyan Consulate of the applicant home country.

Change of Name/Address Applications

1. A Power of Attorney signed, stamped by the applicant company's stamp and legalized up to the Libyan Consulate in the applicant home country.
2. A certificate indicating the change of name or address legalized up to the Libyan Consulate in the applicant home country.
3. A deed of assignment from the inventor(s), if not employed by the applicant duly legalized up to the Libyan Consulate of the applicant home country.
4. If the inventor(s) is employed by the applicant company, a certified of employment duly signed and stamped by the applicant company and legalized by the Libyan Consulate in the applicant home country will be sufficient instead of the deed of assignment.

Summary of the Design and Industrial Model Registration System

Designs and industrial models are protected in Libya through registration with the competent office. The Patent Office examines the application as to relative novelty.

A registration of a design or an industrial model is subject to cancellation in the event any interested party requests such a cancellation before the competent tribunal on the grounds that the registrant is not the real owner of the design.

A design or an industrial model registration is valid for 5 years starting from the date of filing the application renewable for two similar periods of 5 years each. Registration, assignment and cancellation of design or industrial model registrations are published in the Official Gazette and entered in the register.

There is no provision in the current Libyan law as to working or compulsory licensing of designs and industrial models.

Any infringement or unauthorized use of a registered design or industrial model is punishable under the current law in Libya.

Filing Requirements

Design Applications

1. A Power of Attorney signed, stamped by the applicant company and legalized up to the Libyan Consulate in the applicant home country.

3. A deed of assignment from the inventor(s), if not employed by the applicant duly legalized up to the Libyan Consulate of the applicant home country.
4. If the inventor(s) is employed by the applicant company, a certified of employment duly signed and stamped by the applicant company and legalized by the Libyan Consulate in the applicant home country will be sufficient instead of the deed of assignment.
5. The name, nationality, address and profession or nature of business of the applicant and the inventor(s).
6. A copy of the specifications and a summary of the invention in English.
7. Two copies of the specification and a summary of the invention in Arabic.
8. Four sets of the formal drawings; one set on ordinary paper with all reference numerals and three sets on strong white paper without any reference numerals or letters for inserting Arabic numerals.
9. A certified copy of the priority document for a convention application.

Notes:

- All requirements should be submitted upon filing.
- Claiming priority is possible upon submitting requirements No. 1, 5 and 6; the rest of the documents are to be followed within three months as of the filing date.
- All documents should be translated into Arabic.

Assignment Applications

1. A Power of Attorney signed, stamped by the assignee company's stamp and legalized up to the Libyan Consulate in the applicant home country.
2. An extract of the entry of the assignee company in the commercial register, or a

copy of the Certificate of Incorporation, if the assignee is a company or a body corporate legalized up to the Libyan Consulate in the applicant home country.

3. A deed of assignment signed, stamped by the assignee company's stamp and legalized up to the Libyan Consulate in the applicant home country.

Change of Name/Address Applications

1. A Power of Attorney signed, stamped by the applicant company's stamp and legalized up to the Libyan Consulate in the applicant home country.
2. A certificate indicating the change of name or address legalized up to the Libyan Consulate in the applicant home country.

Summary of the Domain Name Registration System

Libya does not currently have a national board, but registration of domain names is being handled by an intermediary. It is expected that the registration will become local within the coming months. Presently, the ISP has no legal obligation to screen domain name registrations and operates on a "first-come, first-serve" basis.

Filing Requirements

Domain Name Applications

1. An application form which can be submitted by mail, email or fax.
2. A letter requesting the domain name registration. It should be on official letterhead and the original is submitted by mail.

Note: Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

MOROCCO

Morocco Office

Address: ESPACE PORTE D'ANFA, Porte C, Rue Bab Mansour 3ème étage, Appt N 11, Casablanca, 20050

P.O. Box 20050 Casa El Hank, Kingdom of Morocco

Telephone: (00 212-5-22) 36 61 19/21/26

Fax: (00 212-5-22) 36 61 33

Email: morocco@agip.com

Summary of the Trademark Registration System

Morocco is a member of the Paris Convention for the Protection of Industrial Property. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement (11th edition) is followed in Morocco.

The Law No. 17.97 relating Industrial Property Law has been modified and supplemented by the new Law No. 23.13 and it is in force since December 18, 2014.

A trademark registration according to the law is valid for 10 years from the date of filing the application, and renewable for periods of 10 years each. The new trademark law provides a six months period for the late renewal of a trademark. If a trademark registration is not renewed within the grace period as of the date of expiration, it will be canceled automatically. Trademarks in Morocco are examined on absolute grounds.

The average time frame for filing a trademark up to registration varies on several factors, but on average between 6-8 months.

Once a trademark is registered, no amendments would be allowed. The publication term is two months, where an opposition can be filed within the publication term at the local trademark office.

Recordal of assignment and other transactions, such as change of name, address, merger and license are all permitted. As for un-traditional trademarks, the same are not acceptable yet.

The official language used in Morocco for filing and submitting a trademark related transaction is the French language, and most transactions are being filed online.

Use of marks in Morocco is not compulsory for filing applications or necessary for maintaining mark registrations in force. However, a mark registration is vulnerable to cancellation and can be canceled by any interested party, who can establish that the trademark was not actually used during the 5 years, which are usually calculated from the filing date, noting that filing date is considered as a registration date once the mark matured into registration.

Filing Requirements

Trademark Applications

1. The name, address and nationality of the applicant.
2. A list of the goods/services to be covered by the application, along with the classes of interest.
3. A certified copy of the basic registration, if convention priority is to be claimed; this must be submitted within 3 months of filing.

Summary of the Patent Registration System

Morocco is a PCT member state since October 8, 1999. In Morocco, patent applications are examined as to formal requirements and to substantive requirements based on an assessment of the invention against the criteria of novelty, inventive step and industrial applicability. A Patent Examiner reviews the application and searches the prior art to decide whether the application meets the requirements of patentability.

The PTO will prepare a preliminary search report with an opinion on the basis of the claims, descriptions and drawings, if applicable. The preliminary search report once prepared shall be notified to the applicant or his agent. Afterwards, a final search report will be issued.

A patent application will be published after a period of 18 months from the filing date or of the eldest priority date, if it is not rejected or withdrawn.

If a patent application is accepted, the applicant will be notified to pay an amount to obtain the patent letter and pay the due annuity fees.

In other words, annuities for any pending patent applications are now payable after grant only and upon acceptance, whether filed before or after the law change on December 18, 2014.

The validity of a patent is 20 years, and according to PCT page on WIPO website, “Law Art. No. 82 MA.12 ANNUAL FEES. Renewal fees for a patent application must be paid to the Office for the years following that in which the patent has been granted. The owner of a patent who has not paid the renewal fees within the prescribed time limit may incur the loss of his rights. However, the fees may validly be paid within a further six-month period as of the date of expiry of the time limit; in this case, a surcharge is added for each month of delay in payment (see Annex MA.I). If the renewal fees have not been paid by the end of the additional six-month period, the owner of a patent loses his rights, and a written and substantiated decision of the Office as to the loss of rights is communicated to the owner of the patent or the agent.”

Filing Requirements Patent Applications

1. Formal drawings.
2. Specification and claims in French or Arabic.
3. Certified priority document, if claimed, only for non-PCT applications.

Summary of the Design Registration System

The registration proceedings do not involve

substantive examination of the compliance with the requirements for protection.

However, there are two substantive grounds for refusing an application:

1. Where the subject-matter of the application does not correspond to the definition of a design namely, “Any composition of lines or colors shall be deemed an industrial design and any fine image not combined with lines or colors shall be deemed an industrial design, provided that the composition or the said image shall give a special appearance to one of the industrial or handicraft products to serve as pattern to manufacture an industrial or handicraft product. Besides, the said industrial design or model should be different from other ones for having a unique layout easily recognized and gives it a serious feature or for one or more external effects that give a new an appearance.”
2. Where the design is contrary to public policy or accepted principles of morality.

One deposit may include up to 100 industrial designs, it is increased from 50 to 100, on the condition that those industrial designs or model are of the same category as under the Locarno Convention.

The duration of protection is 25 years. The registration of an industrial design or model shall have effect for five years as from the deposit date. It may be renewed by the payment of the official fees for 4 consecutive periods of five year. Renewal of a registration must be effected within the 6- month period preceding the expiry of its term of validity. However, a grace period of 6 months may be granted to effect the renewal with sir charge.

An application for a design or industrial model may be refused, if a model or design is against public order, or if all original documents are not submitted to the Patent Office within 3 months as of the filing date, or if the model or design reproduces effigies of his Majesty the King or any member of the Royal Family.

Filing Requirements

Design Applications

1. A representation of the model or design showing all views.
2. A certified copy of the home registration, if priority is to be claimed.

Summary of the Copyright Registration System

Protection of Copyright and Related Rights is regulated by law No. 34.05 on Copyright and Related Rights Act which amends and completes the Law 02.00”.

The said Law entered in force on March 2006.

This new law is in conformity with international conventions ratified by Morocco

The new law provides for a term of patrimonial rights amounting to 70 years after the death of the author.

Filing Requirements

Copyright Applications

1. A simply signed Power of Attorney.
2. Copy of the work.

Summary of the Domain Name Registration System

The Moroccan Government has initiated the registration of domain names since 1999. The registration can be in a Native form or a Virtual form. According to the regulations, a domain name registration should actively rent a space for the website and has IP numbers for a primary and secondary ISP.

The Moroccan ISP has no legal obligation to screen domain name registrations and operates a “1st come-1st register” body. Any legal disputes are forwarded to the courts and are governed by the Common Law. The court may request proof of ownership of the name, by a trademark registration or a company name. Proof that the name has an agent in the country has to be recorded.

Once a court order is issued to cancel the domain name, the ISP will abide by the order to cancel

or amend the name. Domain names are non-transferable once registered to an entity, unless such entity is bought out or merged with another entity.

Top-Level Domain

.ma: general use

Second-Level Domains

.co.ma: commercial use
.net.ma: Internet activities
.org.ma: non-for-profit organizations
.press.ma: media and press
.ac.ma: academic institutes

Filing Requirements

Domain Name Applications

An application form which can be submitted by mail, email or fax.

Summary of the Plant Variety Registration System

Morocco is member of the UPOV Convention and as per the TRIPS Agreement that underlines - under the ADPIC agreement - the obligation of protecting intellectual property rights of inventors including breeders, Morocco has adopted Law 9-94 on the protection of plant varieties which was promulgated by the Royal decree No 1.96.255 issued on January 21st, 1997.

According to the Moroccan national law, the protection concerns varieties belonging to a list of kinds and species determined by the Ministry of Agriculture. This decision determines as well, for every specie, the duration of the protection and the elements concerned by the right of the breeder. Currently, several species are protectable in Morocco, and are divided in three categories:

Group A: Cereals, vegetables, fodder cultures, industrial cultures, flora and ornamental species, potatoes and strawberry plants.

Group B: Arboricultural and vine species

Group C: Other plant variety plants.

The deadline for filing a plant variety application is SIX YEARS (for category B) and FOUR YEARS (for Categories A & C) from the first commercialization of the varieties outside

Morocco and ONE YEAR from the first commercialization in Morocco for arboricultural and vine species.

Service de Controle des Semences et Plants is the Authority in charge of the protection of plant variety rights in Morocco which recommend the variety to be already protected abroad, in order to facilitate the national procedures.

Kindly note that according to the Moroccan PVP law, plant materials should be submitted to the Moroccan PVP office. However, before you send any plant materials, we recommend to be informed of the same in order to obtain an authorization from the Administration of Quality Control in charge of the importation of plants in Morocco.

Kindly note that once the application for the protection of a plant variety is filed before the Moroccan PVP office, it is published in the official bulletin and there are three months as of the publication date for any interested party to present a written observation against the published plant, and in case no claim was filed against the same it takes five to six months for the certificate to be issued.

Concerning the commercialization of the plant variety, it is necessary that the plant is protected in order to obtain the required authorization for importing and commercializing the same in the Moroccan territory.

Kindly note that ALL plant varieties included in the species protectable in Morocco CAN NOT BE FILED AS CONVENTION APPLICATIONS (under the normal patent procedures with the Moroccan Patent Office). Thus, claims directed to methods of breeding plants cannot be protected as patents BUT rather as plant varieties with Service de Controle des Semences et Plants.

Plant variety protection term is 20-30 years (upon renewal) depending on the plant category. Annuities are due upon grant (acceptance) and should be paid before the due date, otherwise, it will be subject to cancellation.

Filing Requirements

Domain Name Applications

In order to proceed with the registration of a plant variety with Service de Controle des Semences et Plants in Morocco, the following is needed:

- Whether the subject variety has been already examined with any authority in charge of examination of plant varieties. In the affirmative, the exam result is a mandatory requirement to be submitted to Service de Controle des Semences et Plants and only exam result will be chargeable.
- The forms A, B & C in French language are to be filled by the breeders with the exception of any other spaces that are reserved to the Administration. The forms should be signed and stamped.
Please be informed that the form B depends on the plant variety to be protected. Accordingly, the related form is provided upon receipt of instructions regarding the variety to be protected.
- A simply signed Power of Attorney.
- Please be advised that the certified priority document (if priority is to be claimed) as well as priority deed of assignment document simply signed by the breeders evidencing the assignment of the subject variety to the current owner will be needed along with an original power of attorney signed and stamped in the name of the applicant.

Nigeria

Nigeria Office

Address: Plot 453 D, 2nd Avenue, Gwarimpa Estate, FCT Abuja, Nigeria

Telephone: +234-802-809-0404

Fax:

Email: eokekeze@agip.com, nigeria@agip.com, sajamhour@agip.com

Contact: Emeka Okekeze (Mr.),

Samer Jamhour (Mr.)

Filing Requirements

Trademark Applications

1. Name of the trademark.
2. Name and address of the owner of the trademark.
3. A logo or copy of the trademark from which very tiny copies of the mark (referred as Bromides) are produced for use in the registration process.
4. Three original copies of duly executed Form 1 - Authorization of Agent.

The Certificate of Registration of the Trademark is issued approximately 18 months after the application for registration is accepted. The reason for this lengthy period is because the Certificate of Registration is issued only after publication in the Trademark Journal and the Trademark Journal is not published regularly so, there is always a waiting list of between 12 - 18 months for outstanding trademarks to be published. However, once a search is conducted and a letter of acceptance is issued by the Trademark Registry, in practice objections to the application for registration of the trademark are rarely raised.

Patents

Requirements for Filing Patents Application

1. A simply signed power of attorney.
2. Specifications and claims in English.
3. Two sets of the formal drawings, if any.
4. A deed of assignment, if mentioned in the application.
5. A priority document along with a sworn translation in English (if it is in any other language) to claim convention priority.
6. Application form signed by the applicant.

Designs

Requirements for Filing Design Applications

1. A request for registration of the design.
2. The applicant's full name and address, and if that address is outside Nigeria, an address for service in Nigeria.
3. Four specimens of the design or photographic graphic representations of the design with any printing block or other means of reproduction.
4. An indication of the kind of product (or where a classification has been prescribed, the class of product) for which the design will be used.
5. If the application is made by an agent, a signed Power of Attorney is required. Legalization or certification of the signature of the Power of Attorney is not required.
6. The prescribed fee.
7. Where appropriate, a declaration signed by the true creator requesting that he be named as such in the Register and giving his name and address.
8. Statement of novelty.

OMAN

Oman Office

Premises address: Al-Rumailah Building, 2nd Floor,
Office 22, Watiyah, Muscat, Sultanate of Oman
P.O.Box 2366 Ruwi, Postal Code 112, Muscat, Oman
Telephone: + 968-24563650 / 24565390 / 24560740
/ 24560153

Fax: + 968-24566281

Email: oman@agip.com

Contact: Naji Taha (Mr)

Summary of the Trademark Registration System

Oman is a member of the Paris Convention for the Protection of Industrial Property. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Oman. A separate application should be filed with respect to each class of goods or services.

Once a trademark or a service mark application is filed, the mark is examined as to its registrability. The Registrar may object in writing to certain aspects of the mark in the course of examination, such as the scope of goods or services, or he may ask for the modification of the mark. Trademark or service mark applications accepted for registration by the Registrar are published in the Official Gazette and once in a local daily newspaper. It is necessary to specify the list of goods/services at the time of filing for a registration of a trademark to avoid any opposition that might take place; the same also applies when renewing a trademark.

Publication is an invitation to any interested party to oppose the registration of trademarks or service marks conflicting with its interests. An opposition to the registration of a trademark or service mark should be made within the term of the opposition period, i.e. 90 days as from the date of publication in the Official Gazette.

The duration of a trademark or service mark registration is for 10 years from the filing date renewable for similar periods of 10 years each. According to the provisions of the law, a grace period of 6 months is allowed for filing a renewal application with a lateness fine. Renewal

application(s) will be published in the Official Gazette.

The assignment of a trademark or service mark can be recorded once the mark is registered in the country. In fact, unless an assignment has been entered against a trademark or service mark in the register and published in the Official Gazette, it shall not be effective vis-à-vis third parties. The registrant of a trademark or service mark is also obliged to record any change in his name and/or address with the Trademark Registry.

Use of trademarks is not compulsory in Oman for filing applications or for maintaining registrations in force. However, a trademark registration becomes vulnerable to cancellation by any interested party who can establish the fact that the trademark was not actually used for a period of 3 years in succession, unless the owner of the mark presents a reasonable excuse to justify his non-use of the mark. A trademark registration will be incontestable, if it gains uninterrupted use for 3 years as of the registration date without any successful legal action against it during that period.

Unauthorized use of a trademark registered under the law, an imitation of such trademark applied on goods or in relation with services of the same class, sale, storing for the purpose of sale, or exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods or services of the same class are offenses punishable under the law.

Filing Requirements

Trademark Applications

1. A Power of Attorney duly legalized up to the Consulate of Oman.
2. A simple valid copy of the Certificate of Incorporation or Certificate of Good Standing or an extract of entry in the Commercial Register.
3. Fifteen Prints of the trademark.
4. A list of the goods and services to be covered by the application.
5. If priority is claimed, a certified copy of the priority document should be submitted to the Trademark Office in Oman within three months as of the filing date of the application.

Collective Mark Applications

1. A Power of Attorney duly legalized up to the Consulate of Oman.
2. A simple valid copy of the Certificate of Incorporation or Certificate of Good Standing or an extract of entry in the Commercial Register.
3. The prints of all marks should be on one sheet.
4. A certified copy of the priority document must be submitted, in case it is claimed within three months as of the filing date of the application.

Quality Control Mark Applications

1. A Power of Attorney duly legalized up to the Consulate of Oman.
2. Prints of the trademark.
3. A certified copy of the priority document must be submitted, in case it is claimed within three months as of the filing date of the application.
4. Two official copies of the institution or association statute, which is requesting for registration, mentioning the introduced amendments.
5. Two copies of the system followed by the applicant to control or inspect products mentioning the conditions required to be available and how to use the trademark on it.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney duly legalized up to the Consulate of Oman, if we do not previously possess one.
2. The trademark number and class.
3. The list of goods and services at the time of renewing of a trademark.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Consulate of Oman by the assignee.
2. A legalized deed of assignment executed by the assignor and the assignee.
3. A simple valid copy of the Certificate of Incorporation or Certificate of Good Standing or an extract of entry in the Commercial Register.

Merger Applications/License Applications

1. A Power of Attorney legalized up to the Consulate of Oman.
2. A legalized certificate of merger or license agreement. The license agreement should indicate the trademark registration number in Oman.
3. A simple valid copy of the Certificate of Incorporation or Certificate of Good Standing or an extract of entry in the Commercial Register.

Change of Name Applications

1. A legalized Power of Attorney showing the new name and address.
2. A certified copy of the certificate of change of name.

Change of Address Applications

A certified copy of the certificate of change of address.

Agency Agreements

1. A Power of Attorney legalized up to the Consulate of Oman.
2. An Agency Agreement/Contract executed by the Principal and the Agent, legalized up to the Consulate of Oman.
3. A statement as to how the agent will carry out his obligations.
4. A copy of the permit of establishing a foreign professional company.
5. A declaration from the individual merchant that there have been no conviction judgments against him that tarnish honor and good repute or bankruptcy, unless he retrieved his esteem.
6. Any document or documents required in the implementation of any other law.

Summary of the Patent Registration System

Oman is a member of the Gulf Cooperation Council (GCC) Patent Office. It is a regional office for the GCC, which comprises the United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar and State of Kuwait. Certificates of patents granted by the Office secure legal protection of the inventor's rights in all member states.

As of October 26, 2001, Oman has been a member of the Patent Cooperation Treaty (PCT) as per Royal Decree No. 37/2001 issued on April 24, 2001 and published in the Official Gazette No. 694 on May 1, 2001.

Filing Requirements

Patent Applications

Please check the Gulf Cooperation Council Patent Office Section.

Summary of the Design and Industrial Model Registration System

The design law, which has been issued by Royal Decree No. 67/2008 on May 12, 2008, came into effect on, May 18, 2000. However, the Implementing Regulations are yet to be issued.

Summary of the Copyright Registration System

The Omani copyright law, issued by Royal Decree No.65/2008 dated May 4, 2008, became effective on May 18, 2008.

The law grants protection to authors of literary, artistic and scientific works whatever the value, kind or purpose or way of expression of the work is. Generally, the protection will be provided for works whose means of expression is writing, sound, drawing, image or motion picture. It will also include creative titles and computer software, which are published, acted or displayed for the first time in the Sultanate of Oman or abroad.

The term of protection is the lifetime of the author plus 50 years following his/her death.

Copyright works may be deposited at the Ministry of Commerce and Industry and shall be considered a presumption of ownership.

Oman is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

1. A Power of Attorney legalized up to the Consulate of Oman.
2. Three original samples of the work.
3. A copy of the home registration certificate or registration effective elsewhere.

Summary of the Domain Name Registration System

Telecommunication Regulatory Authority (TRA) is the local registry for the Top-Level Domain Name (.om) in the Sultanate of Oman.

Second-Level Domains

- .com.om: commercial companies registered at the Ministry of Commerce and Industry
- .co.om: commercial companies registered at the Ministry of Commerce Industry
- .edu.om: Oman educational institutions (universities and colleges) registered at the Ministry of Higher Education
- .ac.om: elementary schools, secondary schools and high schools with valid licenses from the Ministry of Education
- .gov.om: government departments and ministries
- .net.om: network providers, administrative computers and network node computers, registered at the Ministry of Transportation and Communications or registered at Oman Telecommunication Company
- .org.om: non-profit organizations registered at the Ministry of Social Affairs, Labor and Vocational Training
- .mod.om: all Ministry of Defense establishments
- .museum.om: museums
- .med.om: hospitals and medical clinics with valid licenses from the Ministry of Health
- .OM
- عمان

Filing Requirements

Domain Name Applications

1. A filled Application Form in word format via return email. A blank form is attached herewith.
2. A letter from the client requesting the domain name registration addressed to Abu-Ghazaleh Intellectual Property LLC

and the letter must be printed on client's official letterhead with signature and corporate seal. We need this document only via return email. A specimen of the request letter is attached herewith.

Time Frame:

The approximate time frame is 10 to 20 days.

PAKISTAN

Pakistan Office

Premises address: Anum Empire 604, 6th Floor,
Block 7/8, Shara-e-Faisal, Karachi, Pakistan
P.O.Box 13035 Karachi, Pakistan
Telephone: (00 92-21) 3438 8113/4
Fax: (00 92- 21) 3438 8115/6
Email: pakistan@agip.com
Contact: Aamir Khan (Mr)

Summary of the Trademark Registration System

Pakistan is a member of the Paris Convention for the Protection of Industrial Property. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement (classes 1-34) and service mark classification (classes 35- 45) is applied in Pakistan.

Pakistan is currently following both the Trademarks Act of 1940 in respect of cases filed prior to April 12, 2004, as well as the new Trademarks Ordinance of 2001 that was promulgated on April 12, 2004. In the said Ordinance, provisions for the registration of service marks, convention applications, priority rights and domain names have been included.

A trademark application filed in Pakistan is examined to determine its registrability. When a trademark is accepted by the Registrar, it is published in the Trademarks Journal. Any interested party may file a notice of opposition to the registration of a trademark within 2 months from the date of publication or within the period set by the Registrar, not exceeding 2 months in aggregate.

The initial registration of the trademark is valid for a period of 7 years in respect of applications filed prior to April 12, 2004, renewable for a period of 15 years from the date of the expiration of the original registration, or from the last renewal of registration, as the case may be. The initial registration of a trademark filed after April 12, 2004 is valid for 10 years and renewable for a period of 10 years.

The fees for renewing a trademark registration can be paid at any time during the last 6 months prior to the expiration of the latest registration. However, upon payment of an additional fee, a late renewal is possible during a grace period of 4 months starting from the date of publication of the registration in the Trademarks Journal under the heading “Unpaid Renewal Fee.”

The assignment of a registered trademark with or without the goodwill of the business, change of name and/or address, registered user agreement and licenses of registered marks, are possible. The introduction of amendments to the registered mark without substantially affecting the identity of the mark or the boundaries of the list of goods covered by the registration of a trademark is also possible and shall be recorded in the official register.

The use of a trademark is not mandatory for filing an application. However, for maintaining the registration in effect, evidence of use is required to be filed at the time of second renewal. However, a concerned party may request the Registrar or the High Court to remove a trademark from the register, if it has not been used for 5 years and one month from the date of registration.

Illegal use of the word “Registered” on an unregistered trademark, use of counterfeited trademark, illegal use of a registered trademark by an unauthorized person, dealing in goods bearing counterfeited trademark are offences punishable under the law in Pakistan. Infringement proceedings may be filed in the District Court as well as in the High Court.

Filing Requirements

1. A Power of Attorney [on Form TM-48] duly notarized and signed by the applicant in two places marked by X.
2. Transliteration and translation of the non-English words appearing in the mark.
3. Confirmation whether the mark is in use in Pakistan or proposed to be used. If in use, the period of use shall be specified.
4. The nature of business of the applicant, e.g. manufacturers, merchants, etc.
5. The name, address and nationality/domicile of the applicant.
6. Specification of the goods on which the mark is applied.
7. Twelve specimens of the mark, (not needed for word marks).
8. A certified copy of the application giving the filing date, number and country, if the application is to be filed with a priority claim.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney [on Form TM-48] duly notarized and signed by the applicant in two places marked by X.
2. A copy of the Registration Certificate.

Search

1. Prints of the mark, (not needed for word marks).
2. Classes or goods to be searched.

Recording an Assignment

1. A Power of Attorney [on Form TM-48] duly notarized and signed by the applicant in two places marked by X, (from each party separately).
2. A duly notarized deed of assignment executed by both parties.
3. A copy of the certificate of the trademark registration.

Recording a License Agreement

1. A Power of Attorney (form-48) notarized.
2. License agreement document notarized or legalized up to the Pakistani Consulate.
3. Trademark registration number and class.

Recording a Merger

1. A Power of Attorney (form-48) notarized.
2. Merger document notarized or legalized up to the Pakistani Consulate.
3. Trademark registration number and class.

Recording Change of Name

1. A Power of Attorney (on Form-48) in the new name and/or address duly notarized.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.
3. A copy of the certificate of the mark registration.

Recording Change of Address

1. A Power of Attorney (on Form-48) in the new name and/or address duly notarized.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.
3. A copy of the certificate of the trademark registration.

Obtaining a Certified Copy of Registration

1. A Power of Attorney (on Form-48) duly notarized and signed by the applicant.
2. Trademark registration number and class.

Summary of the Patent Registration System

Effective January 1, 2005, Pakistan has entered into the product per se patent protection regime in the field of pharmaceuticals and agriculture. With the new regime, the "Black Box" application era has ended up. The old system of UNIFORM filing is now restored. There is, however, no development as to when Pakistan is going to sign the Patent Cooperation Treaty (PCT).

Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under the patent law, including novelty, inventiveness and industrial application. In case of rejection, the applicant has the right to appeal to the High Court within 90 days as of the date of receiving the notification of rejection.

Accepted applications are published in the Official Gazette and any interested party has the right to appeal to the Controller of Opposition within 120 days as of the date of publication in the Official Gazette. In the absence of opposition, the letters patent is issued.

The right to a patent may be assigned or licensed. An assignment shall have no effect against third parties, unless it has been recorded at the Patent Office and published in the Official Gazette.

Working of patents in Pakistan is an official requirement. If the owner of a patented invention does not satisfy the stipulated working requirements within 4 years from the filing date or 3 years from the grant date of the patent, if the working is stopped for 2 consecutive years, if the use does not cover the demands of Pakistan, or if the owner refuses to license it under a contract of fair terms, the patent will be subject to compulsory licensing under the provisions of the law. Importation of products made under the patent is not considered as use.

Although the law does not have any stipulation of novelty except the mention of “new”, the Implementing Regulations require the administration to examine the patent as to its novelty: i.e., the new invention has no precedence in the industrial prior art. The industrial prior art means all that was disclosed to the public anywhere at any time whether by written or oral disclosure or by use or any other method which allows the understanding of the invention. Technical know-how is protected from any unauthorized use, breach or disclosure. Infringement of the rights of a patentee is punishable under the provisions of the law.

Under the Patents Ordinance of 2000, four kinds of patents are granted:

1. An ordinary patent which is dated as of the official date of the application for the patent.
2. A patent relating to chemical products intended for use in agriculture and medicines.
3. A patent claiming “priority” which is dated as of the official date of the corresponding application for patent first made in a country which is a member of the WTO.

4. A patent of addition, for the purpose of improving or modifying an invention for which a patent has already been applied or granted.

A patent is valid for 20 years. Annuities are to be paid starting from the fifth year of the patent term and are paid in advance at the beginning of the fourth year.

The right to a patent may be assigned or licensed. An assignment shall have no effect against third parties, unless it has been recorded at the Patent Office and Published in the Official Gazette.

Filing Requirements

Patent/Utility Model Applications

1. A Power of Attorney simply signed on Form P-28.
2. Name, address and nationality of the applicant.
3. An abstract of the invention of no more than 200 words.
4. Three copies of the specifications and claims.
5. Three sets of the drawings relating to the invention, if any.
6. A certified copy of the application giving the filing date, number and country, if the application is to be filed with a priority claim.

Search

1. Title of the invention, (filing number and filing date, if any).
2. Years to be searched.

Annuity

1. Title of the invention.
2. Filing number and filing date.

Recording an Assignment

1. A Power of Attorney simply signed on Form P-28.
2. A duly notarized deed of assignment executed by both parties.

Obtaining a Copy of the Patent Document

1. Title of the invention.
2. Filing number and filing date.

Change of Name

1. A Power of Attorney simply signed on Form P-28.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Change of Address

1. A Power of Attorney simply signed on Form P-28.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Summary of the Design and Industrial Model Registration System

Designs and industrial models are protected in Pakistan through registration with the competent office. An application for a design registration is examined with respect to compliance with the formalities and patentability provided for under the design law including novelty and distinctiveness.

The registered design shall be protected for 10 years as of the filing date or priority date. Protection period may be extended for two further periods of 10 years.

The renewal application may be filed during the last 6 months of the tenth year of the protection period. However, a late renewal is possible upon the payment of a fine, within 6 months from the expiration of the protection period. Registration, assignment, or cancellation of a design or industrial model registration shall be published in the Official Gazette and entered in the register.

Filing Requirements

Design/Industrial Model Applications

1. A Power of Attorney simply signed on Form-31.
2. Four copies of the model or design, if it is two-dimensional or two copies of each view thereof, if it is three-dimensional.
3. A certified copy of the priority document, if it is to be claimed.

Renewal

1. Title of the invention.
2. Filing number and filing date.
3. A Power of Attorney simply signed on Form-31.

Assignment

1. A Power of Attorney simply signed on Form-31.
2. A duly notarized deed of assignment executed by both parties.

License

1. A Power of Attorney simply signed on Form-31.
2. A duly notarized license agreement executed by both parties.

Cancellation of a Design

1. Title of the invention.
2. Filing number and filing date.
3. A Power of Attorney simply signed on Form-31.

Change of Name Only

1. A Power of Attorney simply signed on Form-31.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Change of Address Only

1. A Power of Attorney simply signed on Form -31.
2. A notarized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Summary of the Copyright Registration System

Under Pakistan's Copyright Ordinance of 1962 and its amendments of 2000, original works of literature, art and science, regardless of type, significance or purpose are protectable.

Protection includes works of art expressed in writing, sound, drawings, photography and motion pictures, such as books, speeches, oral works, dramatic works, musical composition,

films, phonographic works and applied art. Such works are protected for the lifetime of the author plus 50 years following his/her death.

Civil remedies by way of injunction and/or damages, and criminal remedies by way of fine and imprisonment are available through the courts of Pakistan. Police raids are also permissible.

Pakistan is a member of the Berne Convention for the Protection of Literary and Artistic Works and the Universal Copyright Convention.

Filing Requirements

Copyright Applications

1. A notarized Power of Attorney.
2. Affidavit from the author.
3. Name, address and nationality of the applicant and author. If the author is dead, the date of his death.
4. Nature of the applicant's interest in the copyright of the work.
5. Class and description of the work.
6. Title of the work.
7. Language of the work.
8. Whether the work is published or unpublished.
9. Year and country of first publication and name, address and nationalities of the publishers.
10. Years and countries of subsequent publishers, if any, and names, addresses and nationalities of the publishers.
11. Names, addresses and nationalities of the owners of the various rights comprising the copyright in the work and the extent of rights held by each, together with the particulars of assignment and licenses, if any.
12. Name, address and nationalities of the other persons, if any, authorized to assign or license the rights comprising the copyright.
13. If the work is an artistic work, the location of the original work, including name, address and nationality of the person in possession of the work. (In case of an architectural work, the year of the work completion should also be mentioned).

Statement of further particulars

(For literary, dramatic, musical and artistic works only)

Whether the work to be registered is:

- An original work;
- A translation of a work in the public domain;
- A translation of a work in which copyright subsists;
- An adaptation of a work in public domain; or
- An adaptation of a work in which copyright subsists.

If the work is a translation or adaptation of a work in which copyright subsists:

- Title of the original work;
- Language of the original work;
- Name, address and nationality of the author of this original work; if the author is dead, the date of his death;
- Name, address and nationality of the publisher, if any, of the work;
- Particulars of the authorization for a translation or adaptation including the name, address and nationality of the party authorizing.

Summary of the Domain Name Registration System

Second-Level Domains

- .com.pk: general business or individuals
- .net.pk: network related business
- .edu.pk: educational institutes
- .org.pk: non-profit organizations
- .fam.pk: family and individuals
- .biz.pk: general business, promotional
- .web.pk: websites
- .gov.pk: the government of Pakistan
- .info.pk: informational websites

Filing Requirements

Domain Name Applications

1. An application form which can be submitted by mail, email or fax.
2. A registration certificate of the trademark, if used in the domain name. (If not available, this registration can be provided by our company upon your request).

Note: Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

Filing Requirements

Design Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. Three sets of the specimens or representations of the design.
3. The name, business, nationality and address of the applicant.
4. The class(es) in which the design is to be registered.
5. The article(s) covered by the design and the material used in producing these items.
6. A description of the design pointing out its novel aspects.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A duly notarized assignment deed which must include the assignment of the goodwill of the business concern related to the design.

Change of Name/Address Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A certified copy of the change of name or address certificate issued by the home registry.
3. The number and date of the registration of the design concerned.

Agency Agreements

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. An Agency Agreement executed by the Principal and the Agent, legalized up to the Palestinian Consulate and a certified translation, if not in Arabic.

Note: The registration does not exempt its holder from obtaining an occupational practice permit.

Summary of the Copyright Registration System

There is no law governing copyright protection in Gaza Strip.

Summary of the Domain Name Registration System

The Palestinian National Internet Naming Authority (PNINA) is the local registry for the Top-Level Domain Name (.ps) in Palestine.

Top-Level Domain

.ps: all entities can register under the .PS

Second-Level Domains

.com.ps: commercial entities

.net.ps: ISPs

.org.ps: non-for-profit organizations

.edu.ps: educational institutions

.gov.ps: institutions of the Palestinian National Authority

.plo.ps: institutions of the Palestinian Liberation Organization (PLO)

.sec.ps: security organizations of the Palestinian National Authority

Filing Requirements

Domain Name Applications

Requirements for Domain Name Registration PALESTINE .falasteen IDN in Arabic:

1. Application Form
2. A letter requesting the domain name registration, (on official letterhead)

Related Domains:

Other domains identical to the main one (with Character Folding). One main domain may be registered and other forms of Arabic writing may be considered as related domains.

PALESTINE/GAZA STRIP

Gaza Office

Al-Quds Street, Ansar Square, Awkaf Building,
2nd floor, Apartment No. 8+9, Southern Rimal,
Gaza, Palestine.

P.O.Box 505 Gaza City, Gaza Strip

Telephone: (00 970-8) 2626073

Fax: (00 970-8) 2626070

Email: gaza@agip.com

Contact: Manar Basheer (Ms)

Summary of the Trademark Registration System

The Palestinian territories, the West Bank and Gaza Strip, have separate jurisdictions with regards to Intellectual Property.

The Palestinian trademark and patent laws of 1938 are adopted in Gaza Strip, while the Jordanian laws are adopted in the West Bank. The two laws are very similar. For obtaining full protection all over the Palestinian territories, we recommend filing in both jurisdictions.

Palestine is not a member of any international convention, but abides by the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement. A separate application is to be filed for each class of goods and/or services in each jurisdiction.

Once a trademark application is filed, it is examined as to its registrability. Trademark applications accepted by the Registrar are published in the Official Gazette. There is a 3-month period open for filing opposition by any interested party.

An opposition to the registration of a trademark should be prosecuted before the Registrar within 3 months as of the date of publication. The opposition case is referred to the High Court of Justice, if not settled before the Registrar, or if either party appeals the Registrar's decision. In the absence of opposition, or in case the opposition application is refused, a certificate of registration will be issued.

A trademark registration is valid for 7 years from the date of filing the application and renewable for periods of 14 years each. The trademark law provides for a one-month period for late renewal of a trademark subject to the payment of a lateness fine. A trademark registration can be renewed at any time after the expiry of the relevant registration, as long as the Registrar has not ordered that such trademark registration should be cancelled from the register of trademarks.

The assignment of a trademark can be recorded once the trademark is registered. In fact, unless an assignment has been entered against the trademark in the register and published in the Official Gazette, the assignment shall not be effective vis-à-vis third parties. It is noteworthy that the assignment of a trademark should be made along with the goodwill of the business concern. Changes in the name or address of a registrant, amendment of a trademark and limitation of goods covered by a registration can be recorded as well.

Use of trademarks is not compulsory for filing applications or for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation by any interested party, who can establish that the trademark was not actually used during the 2 years immediately preceding the application for cancellation, or that there was no bona fide of using the trademark on the goods in respect of which the trademark was registered.

Unauthorized use of a trademark registered under the law or an imitation of such trademark applied

on goods of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods of the same class are offenses punishable under the law.

Filing Requirements

Trademark/Service Mark Applications

Required documents for filing a new trademark application up to registration

1. An executed simply signed and stamped power of attorney.
2. A list of the goods and services to be covered by the application.
3. A clear fifteen prints of the trademark for each class of goods.

Required documents for the renewal of a trademark registration

1. An executed simply signed and stamped power of attorney.

Required documents for Assignment

1. An executed simply signed and stamped power of attorney.
2. A notarized deed of assignment that is legalized up to the concerned Palestinian Representative.
3. Trademark details.

Required documents for Change of Name/ Address

1. An executed simply signed and stamped power of attorney.
2. A notarized and legalized certificate of the change of name/address issued by home Registry.
3. Trademark details.

Summary of the Patent Registration System

Once a patent application is filed, it is examined as to compliance with the formalities and patentability provided for under the patent law. A separate application has to be filed in each jurisdiction. The Patent Office may require whatever amendments necessary to bring the application into conformity with the law. In

the event the applicant does not comply with the requests of the Patent Office within a given grace period or as authorized by the Registrar of Patents, the Registrar will refuse the application.

An applicant is entitled to appeal against the Registrar's request by means of submitting a petition to the High Court of Justice within one month as of the date of the Registrar's decision. Approved applications are published in the Official Gazette and are open to public inspection. Any interested party may oppose the grant of a patent within 2 months from the date of publication. The opposition notice is submitted to the Registrar of Patents. Should no opposition against the grant of a patent be filed, a decision granting the patent will be issued. The letters patent is granted after payment of the prescribed fees.

A patent is valid for 16 years from the date of filing the application. Such validity is subject to the payment of the prescribed renewal fees, which should be paid before the expiration of the fourth, eighth and twelfth years from the filing date or the convention filing date in case of priority applications.

Novelty is not limited to the country only. A novelty examination takes into consideration any specification previously lodged with the Patent Office or any patent previously registered.

The right to a patent may be assigned, transferred through succession or licensed. The assignment of patent applications and granted patents must be made in writing. An assignment shall have no effect against third parties, unless it has been published in the Official Gazette and duly entered in the relevant records of the Patent Office.

Working of patents is an official requirement. In the event that the owner of a patented invention does not satisfy the stipulated working requirements of the country within 3 years as of the date of grant, the patent will be subject to compulsory licensing under the provisions of the law.

The rights conferred by a patent on the registered patentee expire on the lapse of the protection

period as prescribed by the law, lawful assignment of the patent rights, final court decision to this effect, or nonpayment of the due renewal fees within 3 months after the respective due date.

Infringement of the rights of a patentee is punishable under the provisions of the current patent law.

Filing Requirements

Patent Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.
2. The name, address, occupation and nationality of the applicant.
3. Eight copies of the summary of the invention in English with the Arabic translation.
4. Eight copies of the specifications and claims in English with the Arabic translation.
5. Eight sets of the drawings, if any.

Note: The Registrar of Patents may ask for a legalized copy of the corresponding foreign basic letters patent and/or a novelty search report.

Assignment Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.
2. A duly legalized deed of assignment signed by the assignor and the assignee and two photo static copies of the same.

Change of Name Applications

1. A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar

will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.

2. A duly legalized certificate of change of name issued by the Chamber of Commerce or any competent authority.

Change of Address Applications

A Power of Attorney duly legalized up to the Consulate of Iraq. It must be legalized and the legalization stamp must appear on the back of the power sheet itself, otherwise the registrar will reject the Power of Attorney. However, if your client cannot legalize it up to the Iraqi Consulate, kindly try to legalize it up to the Jordanian Consulate.

Summary of the Design Registration System

Designs are protectable through registration with the competent office. A separate application has to be filed in each jurisdiction. Design applications accepted by the Registrar are published in the Official Gazette. There is a 2-month period open for filing opposition by any interested party. Such a registration is effected without any novelty examination at the applicant's responsibility.

A design registration is valid for 5 years from the filing date renewable for 2 similar periods of 5 years each.

The registration of a design is subject to cancellation in the event any interested party requests such a cancellation before the competent tribunal. Cancellation can be based on the grounds that the subject design was not novel at the time of filing the relevant application or that the design is applied through manufacturing processes to any article in a foreign country and is not so applied through any manufacturing processes in the territories to such extent as is reasonable in the circumstances of the case.

There is no provision in the current design law for compulsory working or licensing with respect to designs.

Infringement or unauthorized use of a registered design is punishable under the current design law.

PALESTINE/THE WEST BANK

West Bank Office

Premises address: Green Tower Building, Al-Nuzha Street, near Ramallah Public Library
P.O.Box 3800 Al-Berah, Ramallah, The West Bank

Telephone: (00 972-2) 298 9401

Fax: (00 972-2) 298 8150

Email: westbank@agip.com

Contact: Ma'n Nasser (Mr)

Summary of the Trademark Registration System
The Palestinian territories, the West Bank and Gaza Strip, have separate jurisdictions with regards to Intellectual Property.

The Palestinian Trademark and Patent Laws of 1938 are adopted in Gaza Strip while the Jordanian laws are adopted in the West Bank. The two laws are very similar. For obtaining full protection all over the Palestinian territories, we recommend filing in both jurisdictions.

Palestine is not a member of any international convention but abides by the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement. A separate application is to be filed for each class of goods and/or services, as well as in each jurisdiction.

Once a trademark application is filed, it is examined as to its registrability. Trademark applications accepted by the Registrar are published in the Official Gazette. There is a 3-month period open for filing opposition by any interested party. An opposition to the application of a trademark should be prosecuted before the Registrar within 3 months as of the date of publication. The opposition case is referred to the High Court of Justice if either party appeals the Registrar's decision. In the absence of opposition, or in case it is rejected, a certificate of registration will be issued.

A trademark registration is valid for 7 years from the date of filing the application renewable for periods of 14 years each. The trademark law

provides for a one-month period for late renewal of a trademark subject to the payment of a lateness fine. A trademark registration can be renewed at any time after the expiry of the relevant registration as long as the Registrar has not ordered that such a trademark registration should be removed from the register of trademarks.

The assignment of a trademark can be recorded once the trademark is registered. It is noteworthy that the assignment of a trademark should be made along with the goodwill of the business concern. Changes in the name or address of a registrant, amendment of a trademark and limitation of goods covered by a registration can be recorded as well.

Use of trademarks is not compulsory for filing applications or for maintaining trademark registrations in force. However, a trademark registration is vulnerable to cancellation by any interested party who can establish that the trademark was not actually used during the 2 years immediately preceding the application for cancellation, or that there was no bona fide of using the trademark on the goods in respect of which the trademark was registered.

Unauthorized use of a trademark registered under the law or an imitation of such trademark applied on goods of the same class, or sale, storing for the purpose of sale, or exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods of the same class are offenses punishable under the law.

Filing Requirements

Trademark/Service Mark Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate. It could be submitted within three months as of the filing date.
2. Fifteen prints of the trademark for each class of goods.
3. The name, address, nationality and occupation of the applicant.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. The trademark number and class and date of filing.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A notarized deed of assignment that is legalized up to the Palestinian Consulate. The assignment deed must include the assignment of the goodwill of the business concern related to the trademark.

Change of Name/Address Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A certified copy of the change of name or address certificate issued by the home registry, legalized up to the Palestinian Consulate.

Agency Agreements

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. An Agency Agreement executed by the Principal and the Agent, legalized up to the Palestinian Consulate.

Note: The registration does not exempt its holder from obtaining an occupational practice permit.

Summary of the Patent Registration System

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. Notarized Patent Form No. 1 sworn and signed by the inventor(s) as applicant(s),

or jointly by the inventor(s) with other person(s) as applicants. In case of claiming priority, the form should be signed by the applicant in the home country or by his successor.

3. Three copies of the specification and claims in English and Arabic.
4. Three sets of the formal drawings, if any.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A deed of assignment notarized and legalized up to the Palestinian Consulate.

Change of Name/Address Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A certified copy of the change of name or address certificate issued by the home registry legalized up to the Palestinian Consulate.
3. The number and date of the registration of the patent concerned.

Agency Agreements

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. An Agency Agreement executed by the Principal and the Agent, legalized up to the Palestinian Consulate.

Note: The registration does not exempt its holder from obtaining an occupational practice permit.

Filing Requirements

Patent Applications

1. Power of attorney notarized and legalized up to the Palestinian Consulate.
2. Notarized Patent Form No. 1 sworn and signed by the inventor(s) as applicant(s), or jointly by the inventor(s) with other person(s) as applicants. In case of claiming priority, the form should be signed by the applicant in the home country or by his successor.
3. Three copies of the specification and claims in English and Arabic.
4. Three sets of the formal drawings, if any.

Assignment Applications

1. Power of attorney notarized and legalized up to the Palestinian Consulate.
2. A duly notarized assignment deed which must include the assignment of the goodwill of the business concern related to the trademark.

Change of Name / Address Applications

1. Power of attorney notarized and legalized up to the Palestinian Consulate.
2. A certified copy of the change of name or address certificate issued by the home registry.
3. The number and date of registration of the trademark or patent concerned.

Agency Agreements

1. A power of attorney notarized and legalized up to the Palestinian Consulate.
2. An Agency Agreements executed by the Principal and the Agent, legalized up to the Palestinian Consulate and a certified translation if not in the Arabic Language.

Note:

The registration doesn't exempt its holder from obtaining an occupational practice permit.

Summary of the Design and Industrial Model Registration System

Designs are protected through registration with the competent office. A separate application has to be filed in each jurisdiction. Such a registration is effected without any novelty examination at the applicant's responsibility.

A design registration is valid for 5 years from the filing date renewable for two similar periods of 5 years each.

The registration of a design is subject to cancellation in the event any interested party requests such a cancellation before the competent tribunal. Cancellation can be based on the grounds that the subject design was not novel at the time of filing the relevant application, or that the design is applied through manufacturing processes to any article in a foreign country and is not so applied through any manufacturing processes in the

territories to such extent as is reasonable in the circumstances of the case.

There is no provision in the current design law for compulsory working or licensing with respect to designs.

Infringement or unauthorized use of a registered design is punishable under the current design law.

Filing Requirements

Design Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. Three sets of the specimens or representations of the design.
3. The name, business, nationality and address of the applicant.
4. The class(es) in which the design is to be registered.
5. The article(s) covered by the design and the material used in producing these items.
6. A description of the design pointing out its novel aspects.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A deed of assignment notarized and legalized up to the Palestinian Consulate.

Change of Name/Address Applications

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. A certified copy of the change of name or address certificate issued by the home registry, legalized up to the Palestinian Consulate.
3. The number and date of the registration of the design concerned.

Agency Agreements

1. A Power of Attorney notarized and legalized up to the Palestinian Consulate.
2. An Agency Agreement executed by the Principal and the Agent, legalized up to the Palestinian Consulate.

Note: The registration does not exempt its holder from obtaining an occupational practice permit.

Summary of the Domain Name Registration System

The Palestinian National Internet Naming Authority (PNINA) is the local registry for the Top-Level Domain Name (.ps) in Palestine.

Top-Level Domain

.ps: all entities can register under the .PS

Second-Level Domains

.com.ps: commercial entities

.net.ps: ISPs

.org.ps: non-for-profit organizations

.edu.ps: educational institutions

.gov.ps: institutions of the Palestinian National Authority

.plo.ps: institutions of the Palestinian Liberation Organization (PLO)

.sec.ps: security organizations of the Palestinian National Authority

Filing Requirements

Domain Name Applications

1. An application form which can be submitted by mail, email or fax.
2. A letter requesting the domain name registration. It should be on official letterhead and submitted by email.

Note: Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

QATAR

Qatar Office

Premises address: Abu-Ghazaleh Intellectual Property T M P Agents Crown Plaza Doha Business Park Building E, 5th Floor Airport Road P.O.Box 2620 Doha – Qatar

Telephone: +974 44416455

Fax: +974 44425687

Email: qatar@agip.com

Contact: Sami Younis (Mr)

Summary of the Trademark Registration System

Qatar follows the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement, yet classes 1, 4 to 7, 10 to 14, 16 to 22, 29 and 31 are not granted entirely under the trademark law. Products covered by class 33 and alcoholic drinks and beverages in class 32 are not registrable. The law has been amended so that a separate application should be filed with respect to each class of goods or services.

The prints of a trademark originally in colors can be submitted in black and white, but should specify the colors to be claimed.

Once a trademark application is filed, the trademark is examined as to form and substance, as Qatar follows the anteriority examination system. Accepted trademark applications are published in the Official Gazette of Trademarks. Any interested party may, within 4 months from the date of publication, oppose the registration of a published trademark.

Opposition cases are referred to the civil court, if not settled by the Registrar, or if either party appeals the Registrar's decision. In the absence of opposition, a published trademark is registered and the relative certificate of registration will be issued.

A trademark registration is valid for 10 years from the date of filing the application, renewable for further consecutive periods of 10 years each. The renewal fees of a trademark registration can be paid during the last 12 months of the current protection period. There is a 6-month grace

period within which a late renewal application can be filed, but such a late renewal application is subject to the payment of additional fees. A separate application for the renewal of a trademark registration or any recordal is needed in respect of each class of goods or services as far as trademarks are originally registered in more than one class.

The ownership of a registered trademark can be assigned with or without the goodwill of the business concern. Unless an assignment has been recorded in the register and published in the Official Gazette of Trademarks, it shall have no effect vis-à-vis third parties. Changes in the name and/or address of a registrant, amendments not substantially affecting the identity of the trademark and limitation of the list of goods or services covered by a trademark registration can be recorded as well.

Use of trademarks in Qatar is not compulsory for filing applications or for maintaining trademark registrations in force. Any interested party may request the court to order cancellation of a trademark registration, if the owner fails to use such a trademark in Qatar within 5 consecutive years from the date of the registration. The cancellation action for non-use of a registered trademark cannot be accepted unless the owner of a trademark is given a one-month notice that his trademark is subject to cancellation for non-use.

Unauthorized use of a trademark registered under the law, an imitation of such a trademark applied on goods and/or used in respect of services of the same class, sale, storing for the purpose of sale,

exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods and/or services of the same class are offenses punishable under the law in Qatar.

Note: Trademark Law No. 9 of 2002 was issued on June 8, 2002 and published in the Official Gazette, but its Implementing Regulations have not yet been issued.

Filing Requirements

Trademark/Service Mark Applications

1. A Power of Attorney duly legalized up to Qatar Consulate from the applicant's country
2. Any official document that issued from Chamber of Commerce, Extract from the Commercial Register or any Governmental Establishment showing that the individual applicant is operating his own business or any other document that proving his right about the trademark

Collective Mark Applications

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate.
2. A simple copy of the certificate of incorporation of the applicant company, or an extract of the entry of the applicant in the commercial register.
3. Five prints of the trademark.
4. A list of the goods to be covered by the application. The protection of the class cannot include all goods and services; one item must always be excluded.
5. The name, address, nationality, activity and legal status of the applicant and the nature of its business.
6. A copy of the priority document, in case priority is claimed.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate, if we do not previously possess one.
2. The name, address, activity and nationality of the applicant and the nature of its business.
3. The trademark number.

Assignment Applications

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate by the assignee.
2. A deed of assignment signed by both parties, authenticated and legalized up to the Consulate of Qatar.
3. A simple copy of the certificate of incorporation, or an extract of the entry of the assignee company in the commercial register.

Registered User/License Agreement Applications

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate by the Licensee.
2. An authenticated license agreement in writing signed by the parties thereto and duly legalized up to the Qatari Consulate.
3. A simple copy of the certificate of incorporation, or an extract of the entry of the registered user company in the commercial register.

Change of Name/Address Applications

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate in the new name and/or address.
2. A certificate proving the change of name or address.

Amendment of Trademark Applications

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate and stamped with the company's seal.
2. An authenticated certificate showing the amendment.

Agency Agreements

1. A Power of Attorney legalized up to the Qatari Consulate or any other Arab consulate.
2. An Agency Agreement executed by the Principal and the Agent, legalized up to the Qatari Consulate including:
 - a. Names and nationalities of the agent and the principal.
 - b. Goods, products and services, which are nominated in the Agency contract.

- c. Rights and liabilities of the Agent and the Principal, and the Principal's responsibility towards his Agent's obligations with clarifying the proportion of profit or commission.
- b. Plants and animals, and essential biological processes for the production of plants or animals other than microbiological processes;
- c. Diagnostics, therapeutic and surgical methods for the treatment of human or animals.

Note: In case no Qatari Consulate exists, legalization will be accepted from any Arab Consulate.

Summary of the Patent Registration System

Qatar has become a member of PCT on August 11, 2011.

Qatar is a member of the Gulf Cooperation Council (GCC) Patent Office. It is a regional office for the GCC, which comprises the United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar and State of Kuwait. Certificates of patents granted by the Office secure legal protection of the inventor's rights in all member states.

The Qatar Patent Office has started accepting PCT national phase applications as of September 2012.

The official fees of national phase applications are the same fees of regular applications. The documents required at the time of filing are the patent text in English and Arabic in addition to the details of the PCT application.

The legalized Power of Attorney must be submitted within (3) three months from the application filing date with late filing fees.

Patents shall be available for all inventions, whether products or processes, in all fields of technology, provided that they are new, involved an inventive step, and are capable of industrial application.

The patent subject may be in form of material products, an industrial process or a manufacturing technique.

• Subject to the law hereby, patentability shall not include:

- a. Scientific theories, mathematical methods, computer programs, exercise of pure intellectual property activities, or practice of a specific game;

All patent applications filed at the Qatar Patent Office are subject to substantive examination and are bound to meet the above mentioned patentability criteria for receiving acceptance by the Patent Office.

The administration shall notify the applicant should the application be rejected and the applicant may file a petition to the competent committee within a period of 90 days as of the date of notification.

Any interested party may file an objection thereon to the competent committee within a period of 60 days from the date of publication. The letters patent or the utility certificate shall be issued to the applicant if no objection has been filed during the specified period.

According to the Qatar Patent Law, annual maintenance fees are due on the anniversary of the International filing date for the national phase of PCT applications and on the anniversary of the national filing date for non-PCT applications (including both priority and non-priority applications).

A patent is valid for 20 years starting from the Qatar filing date, (in case of PCT, starting from the PCT filing date). The term of protection is non-extendable.

Filing Requirements

Patent Applications

1. A Power of attorney duly legalized up to Qatar Consulate.
(The power of attorney can be lodge at a later stage).
2. The complete specifications of the invention including abstract, claims in English with Arabic translation (The Arabic translation may be submitted at a later stage).
3. One set of the drawings relating to the invention, if any.

Summary of the Design and Industrial Model Registration System

Industrial Designs Law No. 9 of 2002 was issued on June 8, 2002 and published in the Official Gazette in Qatar, but the Implementing Regulations have not yet been issued.

As there are no statutory design laws in force in Qatar, the only available means for protecting designs is publishing cautionary notices in Arabic and English in local newspapers.

Cautionary notices define the owner's interest in industrial property, announce the ownership thereto, and alert the public against any possible infringement. Such publication of notices could be of considerable assistance in case of litigation.

There is no standing regulation as to when a cautionary notice should be republished. A cautionary notice is not as effective as a registration and is not deposited with any government department. Consequently, republication of cautionary notices at reasonable intervals acts as a reminder to the public and helps ward off eventual infringers.

Filing Requirements Design Applications (Cautionary Notices)

1. The name, address, nationality, nature of business, etc., of the owner of the industrial model or design.
2. The title of the design and the particulars of the home registration or any other registration.
3. A summary description of the design in English.

Summary of the Copyright Registration System

The Qatari Copyright Law No. 25 of 1995 was issued on July 22, 1995 and published in the Official Gazette No. 14 dated August 12, 1995. The Implementing Regulations have not yet been issued; thus delaying the implementation of the law.

Currently, it is possible to deposit a copyright work with the Copyright Protection Office;

however, it is not possible to settle the relevant fees and no filing certificate will be issued. The Copyright Protection Office will keep the application in its custody till the issuance of the Implementing Regulations of the law. In evidence of submitting a copyright work, the office will provide a letter stating that it received the work only.

Protection will be granted to authors of literary, artistic and scientific works whatever the value, kind or purpose or expression of the work is. Generally, the protection will be provided for works whose means of expression is writing, sound, drawing, image or motion picture. It also includes creative titles and computer software.

Qatar is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Note: A new law on the Protection of Copyright and Neighboring Rights (Law No. 7 of 2002) was issued in Qatar but the Implementing Regulations have not yet been issued.

Filing Requirements Copyright Applications

The Copyright Protection Office has not specified the filing requirements for works to be filed by agents. However, Article 36 of the law states that the owners and the authors of intellectual works who want to file their applications and to deposit their works with the office should submit the following:

1. The name of the author or authors in case of joint works.
2. The subject of the work.
3. Five copies of the work.
4. A detailed specification of the work.
5. A written declaration of the ownership of the work by the author or authors.
6. A written declaration by the author or authors specifying the manner in which they choose to publish the work.
7. Approval of the work by the competent department in the Ministry of Information in accordance with the provisions of the Publications Law.

Summary of the Domain Name Registration System

The Qatar Telecom (Q-Tel) is the local registry for the Top-Level Domain Name (.qa) in Qatar.

Second-Level Domains

- .com.qa: commercial use
- .net.qa: Internet activities
- .org.qa: non-for-profit organizations
- .edu.qa: educational institutions
- .gov.qa: governmental entities

Special note: Upon registration of your domain name, our office shall charge for registration plus the upfront renewal fee (\$120 registration + \$215 renewal) totaling \$335.

For the upcoming renewal, after one year, you shall be charged the renewal fee only of \$215 . This is due to the ISP monthly renewal charging procedure.(\$18 per month which we consolidate to \$215 a year).

Filing Requirements Domain Name Applications

1. An application form which can be submitted by mail, email or fax.
2. A letter requesting the domain name registration. It should be on official letterhead and submitted by mail or fax.
3. A simply signed Power of Attorney, (company stamp). The original is required by mail.

RUSSIA

Russia Office

Premises address: Nikulinskaya St., Building 31, 1st floor.

P.O.Box 119602, Moscow, Russian Federation

Telephone: International: +7 (495) 437-23-27

Local: 8 (495) 437-23-27 +7 (917) 525-12-32

Fax: +7 (495) 437-23-27

Email: russia@agip.com

Contact: Dina V. Al-Momani (Mrs.)

Trademark Applications

Filing Requirements

1. The Company name and the address of the applicant.
 2. 2 prints of the mark (8 × 8 cm or 8 × 10 cm). Only soft copy of the mark shall be sent electronically (in good quality not less than 200 dpi).
 3. The meaning of the mark (if available).
 4. A list of the requested goods/services in English (Word format) and in accordance with the International Classification of Goods and Services for the Purpose of the Registration of Marks - 10th edition.
 5. Priority document if priority is to be claimed. A certified copy of such a document with its Russian translation with notarization should be presented within two months from the filing date of the trademark application at the Russian Federal Service of Intellectual Property (Rospatent).
 6. Power of Attorney in the name of the applicant, stamped & simply signed by the authorized person at the company indicating full name, position in the company, date & place of signature (Notarization or Legalization is not required).
2. The process of substantive examination of the mark until the issuance of final decision by the examiner shall be carried out within 11-12 months.
 3. The Certificate of Registration will be issued within 1 months from the date of receipt of the official fees for registration.

Examination Process:

- During the substantive examination of trademark application and before the issuance of the Examiner's Decision, the applicant has the right to amend, clarify, or correct the materials of the application, including the submission of supplementary materials.
- The list of goods/services may be amended only by deleting items and not by adding.
- Extra supplementary materials may be requested by the Examiner and should be submitted within two months from the date of receipt of the official letter of request.

Approximate time frame for trademark application prosecution in Russia:

The standard registration process from the date of filing until the issuance of the certificate of registration (if there is no refusal, rejection, amendments or requests for supporting documents) usually completed within 14 - 16 months as indicated below:

1. The official filing receipt (filing date & filing number) is issued immediately upon filing,

A petition for the extension of the two months for another period up to six months may be filed, otherwise the trademark application shall be considered as withdrawn.

Trademark Renewal:

1. Simply signed & stamped Power of Attorney as in the above item number (6).
2. Details of the trademark (Number of Registration, full name and address of the Owner) or copy of the Certificate of Registration.

NOTES:

- First-to-file policy is adopted by Russian Federal Service of Intellectual Property (Rospatent). Evidence of use is not required upon filing.
- The applicant must be a legal entity (or a person engaged in business as registered individual businessman).
- Word, figurative, three dimensional, signs or their combinations may be registered as trademarks in Russia.
- A trademark may be registered in black & white or in any color or combination of colors.
- The meaning of the mark and the description of the sign (device) is required.
- The trademark application must be filed in Russian language only. Any supporting documents must be translated into Russian language and submitted by the applicant within two months from the filing date of the application.
- Russia is a member of Paris Convention as well as Madrid Agreement & Protocol.
- An application may be withdrawn at the request of the applicant at any stage of the examination, but not later than the date of registration of the trademark.
- The formal examination for the trademark application & accompanying documents checks the compliance of the same with the statutory requirements. An official notification of the result of the formal examination is issued within 1-2 months.
- The Substantial Examination of the mark application shall be carried out when the formal examination is over and based on the positive results only.
- The registration period of trademarks in Russia is 10 years as from the filing date. An application for further 10 years of renewal shall be filed during the last year of the expiring term. Six months grace period is granted for late renewal applications.

Required documents for the recordal of change of name/address or merger:

1. Certificate or Extract from the Commercial Register or Article of Association attesting the official change of name/address/merger. All documents should be duly notarized only. Legalization is not required.

2. Power of Attorney (form attached) in the new name sealed & signed by the authorized person at the company indicating full name, position in the company, date & place of signature (Legalization is not required).
3. List of trademark registrations/application including: trademark name, application number, application date, registration number, registration date & number of classes or services.

NOTES:

- Please note that Recordal of change of name/address/merger is obligatory according to Russian IP Law.
- Time frame to obtain the certificates of change of name/address/merger is 2-3 months as from the filing date of the subject recordal.

Documents required for assignment of trademark application:

1. The assignment application form written in Russian & English will be prepared by our office (one form for each trademark application) and sent to clients by email attachment to be signed and stamped by both parties (assignor & assignee). The original form with the original powers should be sent back by mail to our office in Moscow in order to be filed accordingly at the Russian Federal Service of Intellectual Property (Rospatent).
2. Two Powers of Attorney signed and sealed by each parties. (Forms prepared by our office).

Notarization/ legalization are not required.

Documents required for assignment of trademark registration:

1. An agreement on assignment of exclusive rights of a trademark registration (special form will be prepared by our office in English/Russian and sent to the client by email attachment to be signed and stamped by both parties (assignor & assignee) in three original copies. The original copies of the agreement with the original powers should be sent back by mail to our office in Moscow in order to be filed accordingly at the Russian Trademark & Patent Office.
2. Two Powers of Attorney signed and sealed by each parties. (Forms prepared by our office).

Notarization/ legalization are not required.

NOTES:

- Please note that Recordal of assignment is obligatory according to Russian IP Law.
- Time frame to obtain the certificates of change of name/address/merger is 2-3 months as from the filing date of the subject recordal.

Patent Applications

Filing Requirements

1. Full name and address of the applicant.
2. Full name and address of the inventor(s).
3. A Power of Attorney duly signed and stamped by the applicant.
4. Specification, claims, abstract and drawings.
5. A priority document, if convention priority is to be claimed.

Summary of Design Registration System

Industrial designs are valid for 5 years. The term can be extended for another 5 years a several times, but not to exceed the amount of time frame in 25 years. Grace period for paying annuity is 6 months. After the expiration of the grace period, the patent can be reinstated within the term of 3 years. In this regard the annuity should be paid for the year in which the application for reinstatement was filed in the size of 250%.

Filing Requirements

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A Power of Attorney duly signed and stamped by the applicant.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.

Copyright Applications

Filing Requirements

1. Full name and address of the author.
2. The author's date of birth.
3. A Power of Attorney duly signed and stamped by the applicant.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.
6. Statement signed by author(s) (form will be prepared by our office).

Please also note that additional documents can be required for the copyright registration in Russia depending on the kind of the copyright object. Therefore, we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

SAUDI ARABIA

Saudi Arabia Office

Premises address: King Fahd Road - Olaya District
- Talal Abu-Ghazaleh Organization (TAG-Org)

P.O.Box 9767, Riyadh 11423, Kingdom of Saudi
Arabia

Telephone: (00 966-11) 464 2936

Fax: (00 966-11) 465 2713

Email: ksa@agip.com

Contact: Ma'an Al-Khen (Mr)

Summary of the Trademark Registration System

Saudi Arabia is a member of the Paris Convention for the Protection of Industrial Property. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Saudi Arabia. Trademarks covering alcoholic goods are not registrable as well as retail and wholesale services. A separate application should be filed with respect to each class of goods or services.

Once a trademark or a service mark application is filed, it is examined as to its availability, registrability and coverage. If the Registrar objects in writing to certain aspects of the mark in the course of examination, such as the scope of goods or services or asks for the modification of the mark, a grace period of 3 months is given to the applicant to comply with the Registrar's request. Once the application is formally rejected, a complaint against the rejection can be filed before the Minister of Commerce, within 60 days from the date of the notification of the rejection. The Minister's decision may be appealed before the Board of Grievances (First Instance Court). The trademark or service mark applications accepted for registration are published in the Official Gazette of Saudi Arabia (Ummulqura).

Publication is an invitation to any interested party to oppose the registration of trademarks or service marks conflicting with their interests. There is a 3-month period open for filing opposition by any interested party. An opposition to the registration of a trademark or service mark should be filed within the term of the opposition period, i.e., 90 days from the date of publication of the notice in the Official

Gazette. The case should be filed before the Board of Grievances (First Instance Court).

The duration of a trademark or a service mark registration is 10 years from the filing date according to the Hegira (Islamic) calendar (equivalent to approximately 9 years and 8 months). The registration is renewable for similar periods of 10 years each. According to the provisions of the new trademark law, a grace period of 6 Hegira months with a lateness fine is allowed for filing a renewal application after the expiration of the protection period. A fresh trademark application can be filed for the re-registration of a canceled trademark or service mark.

The assignment of a trademark or a service mark can be recorded once the mark is registered in the country. In fact, unless an assignment has been entered against a trademark or a service mark in the register and published in the Official Gazette, it shall not be effective vis-à-vis third parties. The Registrar does not give any importance to the goodwill associated with a trademark nor to the consideration amount involved in the assignment. The registrant of a trademark or service mark is also obliged to record any change in its name and/or address in the Registry.

Use of trademarks is not compulsory in Saudi Arabia for filing applications to obtain registration or for maintaining registrations in force. However, a trademark becomes vulnerable to cancellation by any interested party who can establish that the trademark was not actually used for a period of 5 years in succession, unless the owner of the mark presents a reasonable excuse to justify non-use of the mark.

Unauthorized use of a trademark registered under the law, an imitation of such trademark applied on goods or in relation with services of the same class, sale, storing for the purpose of sale, exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods or services of the same class are offenses punishable under the law.

Filing Requirements

Trademark/Service Mark Applications

1. A Power of Attorney filed with the full name and address of the applicant, duly notarized and legalized up to the Saudi Consulate. One general Power of Attorney is sufficient for filing simultaneous and any future applications.
2. A list of the goods/services to be covered by the application.
3. Fifteen prints of the trademark. A trademark print should not exceed (5x5) cm.
4. In case of claiming priority, a certified copy of the priority application is to be filed within six months from the filing date of the foreign application.

Collective and Quality Mark Applications

1. A Power of Attorney filed with the full name and address of the applicant, duly notarized and legalized up to the Saudi Consulate. One general Power of Attorney is sufficient for filing simultaneous and any future applications.
2. A list of the goods/services to be covered by the application.
3. Fifteen prints of the trademark. A trademark print should not exceed (7x7) cm.
4. Two certified copies of the Articles of Association duly legalized up to the Saudi Consulate.
5. Two certified copies of the system to be adopted by the applicant in controlling or examining the products along with a statement on the conditions and requirements to be available therein and the method of using the mark thereon duly legalized up to the Saudi Consulate.

Renewal Applications

1. A Power of Attorney notarized and legalized up to the Saudi Consulate.
2. The original Saudi registration certificate of the trademark for the purpose of endorsement.

Assignment Applications

1. A Power of Attorney notarized and legalized up to the Saudi Consulate.
2. A legalized deed of assignment executed by the assignor and the assignee.
3. The original Saudi registration certificate of the trademark for the purpose of endorsement.

Merger/License Applications

1. A Power of Attorney notarized and legalized up to the Saudi Consulate.
2. A legalized certificate or merger or a copy of the license agreement.
3. 3. The original Saudi registration certificate of the trademark for the purpose of endorsement.

Change of Name and/or Address Applications

1. A legalized Power of Attorney showing the new name and/or address.
2. A legalized certificate of change of name.
3. The original Saudi registration certificate of the trademark for the purpose of endorsement, (as for recording change of address, only 1 and 3 of the above are required).

Summary of the Patent Registration System

Patents in Saudi Arabia are governed by Patents, Layout Designs of Integrated Circuits, Plant Varieties and Industrial Models Law which was issued, as per Royal Decree No. M/27 on July 17, 2004.

The law, which provides full protection for patents, layout designs of integrated circuits, plant varieties and industrial models in Saudi Arabia, was published in the Official Gazette No. 4004, dated August 6, 2004 and entered into force on September 6, 2004.

The Implementing Regulations for the aforementioned law were issued as per an administrative decision on December 26, 2004 and entered into force on the same date.

The Directorate of Patents at King Abdul-Aziz City of Science and Technology is deemed as the “Patent Office” and has the authority to grant patents in the country.

Once an application for the grant of a patent is filed with the Patent Office, it will be examined with respect to the compliance of the applicant with the formalities. If executed satisfactorily, the application receives a filing number and the filing date is secured.

The definition of an invention includes any new article, method of manufacture, or improvement in either of them. Product patents are also protected. Absolute universal novelty is stipulated by the patent law. An invention is new only if it is not anticipated by the prior art, which covers anything disclosed to the public anywhere and at any time, by means of a written or oral disclosure, by use, or in any other way before the relevant filing date or priority date.

A patent application shall relate to a single invention or to a group of integrated parts that form a single invention concept. The applicant, before the issuance of the grant decision, may divide the application into more than one, provided that none of them shall deviate from what was disclosed in the original application. The filing date of the original application and the priority date shall be deemed to be the filing date of the divisional applications.

A patent shall be protected for 20 years from the date of filing the application. A patent is subject to annuity due at the beginning of each year subsequent to the year in which the application was filed and payable within a period of 3 months (January 1st to March 31st). Late payment of annuity fees is allowed within 3 months thereafter in exchange for a double fee.

Naming the inventor is compulsory. The rights to a patent belong solely to the inventor; such rights can be assigned with or without consideration.

The granting of a license does not prevent the patentee from utilizing the patent or from granting a license on the same patent to another person, unless otherwise restricted in the original license agreement. The licensee may not assign the rights and privileges conferred on him, unless his ability to do so is expressly stipulated in the license agreement.

The Patent Office may grant a compulsory license for exploiting the patent to any person upon application filed thereof, provided that the patentee has not exploited or sufficiently exploited the invention covered by the patent within 4 years from the application filing date or 3 years from the grant date unless he justifies that with a legitimate excuse.

Saudi Arabia has become a member of PCT on August 03, 2013 and entering national phase is possible for PCT applications filed on or after August 03, 2013 designated Saudi Arabia.

The Saudi Patent Office has started accepting PCT national phase applications as of February 03, 2015.

The official fees of national phase applications are the same fees of regular applications. The documents required at the time of filing are the patent text in English and Arabic in addition to the details of the PCT application.

The legalized inventors Assignments and Power of Attorney must be submitted within (3) three months from the application filing date.

Saudi Arabia is a member of the Gulf Cooperation Council (GCC) Patent Office. It is a regional office for the GCC, which comprises the United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar and State of Kuwait. Certificates of patents granted by the Office secure legal protection of the inventor’s rights in all member states.

Filing Requirements

Patent Applications

1. A Power of Attorney executed in the name of the applicant duly notarized and legalized up to the Saudi Consulate.
2. A notarized and legalized deed of assignment, if any, executed by the inventor(s), assigning the patent rights to the applicant.
3. Two copies of the specification in English and Arabic prepared strictly in the following order:
 - The abstract (not exceeding one page);
 - Background of the invention;
 - Summary description of the invention;
 - Brief description of the drawings, if any;
 - Full description of the invention;
 - Claims.
4. General Information Required:
 - a. Name(s) and address(es) of the inventor(s);
 - b. A list of the home and/or foreign applications stating:
 - Country of filing;
 - Application number(s) and filing date(s);
 - Publication number and date (if any);
 - Class of the patent in accordance with the International Classification (if known).

Summary of the Design and Industrial Model Registration System

Designs and industrial models in Saudi Arabia are governed by Patents, Layout Designs of Integrated Circuits, Plant Varieties and Industrial Models Law which was issued, as per Royal Decree No. M/27 dated July 17, 2004.

The law, which provides full protection for patents, layout designs of integrated circuits, plant varieties and industrial designs in KSA, was published in the Official Gazette No. 4004, dated August 6, 2004 and entered into force on September 6, 2004.

The Implementing Regulations for the aforementioned law were issued as per an administrative decision on December 26, 2004 and entered into force on the same date.

Absolute universal novelty is stipulated by the design law. However, applications are examined as to formalities only.

Protection period for industrial designs and models shall be 10 years from the date of filing the application.

Filing Requirements

Design Applications

1. A Power of Attorney notarized and legalized up to the Saudi Consulate.
2. A deed of assignment executed by the designer (if not the applicant), notarized and legalized up to the Saudi Consulate.
3. A certified copy of the priority document in the case of claiming priority, (late filing within three months from the filing date is possible).

Note: the original documents in points 1 and 2 should be submitted at the time of filing the application.

Information

1. Full name and address of the applicant and the designer.
2. Description of the model or design together with the relevant drawings.
3. Type of the products for which the industrial model or design will be used.
4. In the case of disclosure through an official exhibition or any other public disclosure, the documents indicating such disclosures and date are required.

Summary of the Copyright Registration System

The copyright law in the Kingdom of Saudi Arabia was issued as per Royal Decree No. M/41 dated August 30, 2003 and published in the Official Gazette No. 3959 dated September 19, 2003.

The Implementing Regulations of the law were published in the Official Gazette (Um-Al-Qura) dated June 4, 2004 and entered into force on August 2, 2004.

Protection is granted to authors whose works of art are expressed in writing, sound, drawing, photography or motion pictures and computer software. The rights of the author are protected for his lifetime and for a period of 50 years after his death.

The protection shall cover all intellectual works whether they are literary, scientific or artistic of any type as far as the distribution of the same in Saudi Arabia is allowed.

Foreign intellectual works are protected in accordance with the international conventions Saudi Arabia is a member therein.

The law incorporates stringent penalties to be imposed on Intellectual Property infringers. These penalties include financial fines reaching up to 250.000 Saudi Riyals, closing the violating establishment, confiscation of all copies of the work and imprisonment for a period not exceeding 6 months.

No registration procedures of copyright are available in Saudi Arabia. According to the Berne Convention for the Protection of Literary and Artistic Works, registration in the home country extends to all member states.

However, any printed materials or computer programs can be distributed in Saudi Arabia only after receiving an approval from the Ministry of Information. For this purpose, a local distributor is essential. The distributor should obtain the necessary approval locally.

The Kingdom of Saudi Arabia is a member of the Universal Copyright Convention and the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

Computer software:

1. Three copies of the software.
2. A detailed explanation of the software with specification of its contents.
3. The name and identity of the programmer (a photocopy of his passport).
4. An undertaking that the program is not quoted, i.e. it is the programmer's own invention. If the opposite is proven, the application will be treated as canceled.
5. A Power of Attorney legalized up to the Consulate of Saudi Arabia.

6. A permission from the Ministry of Information allowing the circulation of the software.

Literary works and others:

1. Three copies of the work.
2. The name and identity of the author.
3. An undertaking that the work is not quoted, i.e. it is the author's own invention. If the opposite is proven, the application will be treated as canceled.
4. A Power of Attorney legalized up to the Consulate of Saudi Arabia.
5. A permission from the Ministry of Information allowing the distribution of the work.

Summary of the Domain Name Registration System

The Saudi Network Information Center (SaudiNIC) is the local registry for the Top-Level Domain Name (.sa) in the Kingdom of Saudi Arabia.

Second-Level Domains

- .com.sa: commercial purposes
- .edu.sa: educational institutions
- .sch.sa: schools
- .med.sa: medical purposes
- .gov.sa: governmental institutions
- .net.sa: ISPs
- .org.sa: non-for-profit organizations
- .pub.sa: general use

Filing Requirements

Domain Name Applications

Requirements for (.com.sa) Latin Character domain:

For clarification regarding domain registration requirements for .sa/.com.sa and .alsuadiyah, for the requirement of having a commercial registration certificate in KSA, the domain must be similar or identical to the certificate, if the domain is not similar or identical, then a CRC is not acceptable and a Saudi Trademark is required.

Also, since the Saudi NIC has changed the rules, as we previously indicated, regarding administrative contact issues, if you have any domains which were registered before the rule change and are not listed under our contacts for administrative, eventually they will need to be

modified to our admin contact in order for our office to be able to handle any issues directly with the NIC. The attached form must be used, however it must be notarized and legalized up to the Saudi Consulate.

Requirements for Domain Name Registration in Saudi Arabia) in English

1. Application Form (can be submitted by mail, email or fax)
2. Trademark Registration Certificate in Saudi Arabia in Latin
(If not available, we can provide the registration of the trademark upon your request)
*If the applicant holds a certificate of incorporation in Saudi Arabia, the TM registration certificate will no longer be required.
3. A letter addressed to SaudiNic Administration requesting the domain name
(On the applicant's letterhead)
(See KSA Request Letter)
(Company STAMP is a must)
4. Each domain name must be associated with primary and secondary servers, at the minimum two operational domain names (DNS).
*All documents can be sent by scanned email.

Second-Level Domains:

- .sa commercial purposes
- .com.sa commercial purposes
- .edu.sa educational institutions
- .sch.sa for schools
- .med.sa for medical purposes
- .gov.sa for governmental institutions
- .net.sa ISPs
- .org.sa non-for-profit organizations
- .pub.sa general use

Requirements for Domain Name Registration in Saudi Arabia (.ALSUADIAH) in Arabic

1. Application Form (can be submitted by mail, email or fax)
2. Trademark Registration Certificate in Saudi Arabia in Latin or Arabic
(If not available, we can provide the registration of the trademark upon your request)
*If the applicant holds a certificate of incorporation in Saudi Arabia, the TM registration certificate will no longer be required.
3. A letter addressed to SaudiNic Administration requesting the domain name
(On the applicant's letterhead)
(Submitted by mail or fax)
(See Arabic IDN KSA Request Letter)
(Company STAMP is a must)
4. Each domain name must be associated with primary and secondary servers, at the minimum two operational domain names (DNS).

We have noticed that the preparation of the request letter can be tedious, especially since the Saudi NIC does not accept the letter with the domain in puny code. Furthermore, the domain must be listed in complete ARABIC characters in order for the whole letter to be accepted.

We may assist you in preparing the letter by implementing the following:

1. You would send us a word version of the letter on the client's letterhead with the domain part in puny code
2. Then we will switch the domain from Puny code to Arabic letters
3. Then we will send it back to you by email as PDF file
4. You must have it signed and stamped by the company stamp. A scanned copy would be sufficient to be sent back to us by email.

*All documents can be sent by scanned email.

SUDAN

Sudan Office

Premises address: Elasima Building , 13 Souq Garden City, 3rd Floor , Flat No. 301, Khartoum, Sudan

P.O.Box 1623 Khartoum, Sudan

Telephone: (00249-1) 83763483

Fax: (00249-1) 83763484

Email: sudan@agip.com

Contact: Mohammad Al-Haj (Mr)

Summary of the Trademark Registration System

Sudan is a member of the Madrid Agreement Concerning the International Registration of Marks (Act of Stockholm of 1967). The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Sudan with the exception of trademarks covering alcoholic goods, which are not registrable.

Once a trademark application is filed, it is examined as to its registrability. Should the mark lack any requirement as provided for in the law and its regulations, the Registrar of Trademarks will reject the application. The applicant may appeal to the Registrar for reviewing the rejection. However, if this failed to give the expected result, the applicant may appeal such rejection to the court of law.

Trademark applications approved by the Registrar are published in the Official Gazette. There is an 8-month period from the date of publication during which any interested party may file an opposition notice. An opposition to the registration of a published trademark should be prosecuted before the Registrar, whose decision may be appealed to the court. In the absence of any opposition, a published trademark is registered, and the relative certificate is issued. A declaration of nationality stating that the nationality of the applicant has not been changed since the filing of the application is normally requested before the issuance of the certificate of registration.

A trademark registration in Sudan is valid for 10 years from the date of filing the trademark application, renewable for periods of 10 years

each, upon application and payment of the official renewal fees. Late renewal of a trademark registration is permitted until a cancellation decision is published in the Official Gazette.

The assignment of a trademark should be recorded within 6 months from the date of the transfer agreement. Also, unless an assignment is entered in the records of the Trademark Office, it shall not be effective vis-à-vis third parties. The assignment may be with or without the goodwill of the business; a partial assignment is also possible.

Changes in the name and/or address of a registrant may be recorded. License agreements for the use of trademarks may be approved by the Attorney General according to Article 22 (3) of the Trademarks Act of 1969, and must be recorded within 6 months of their execution.

Use of trademarks in Sudan is not a prerequisite for filing applications or for maintaining trademark registrations in force. However, a registered trademark is vulnerable to cancellation, if there had been no use of the mark in Sudan during 5 consecutive years after registration of the mark. On the basis of a court order, the Trademark Office or any interested party is entitled to demand the cancellation of any trademark registered in the country in bad faith.

Filing Requirements

Trademark/Service Mark/Collective Mark Applications

Note: All Powers of Attorney must be duly notarized.

1. A Power of Attorney must be duly notarized.

2. A certified extract of the entry of the applicant company in the commercial register, or a certified copy of the certificate of incorporation legalized up to the Sudanese Consulate. If not in English or Arabic, a certified and legalized translation of the extract in either language should be provided, legalized up to the Sudanese Consulate. Note: The Registrar in Sudan sometimes asks for a certified copy of the corresponding home registration of the trademark.
3. Sixteen prints of the trademark for each class.
4. A list of the goods and services to be covered by the application. The protection of the class cannot include all goods and services or the class headings; one item must always be excluded.
5. The meaning, if any, of a word mark.
6. A Certificate of Clearance to the licensee from the Sudanese Zakat Chamber.
7. An Approval Letter from the Sudanese Central Bank to the licensee.
8. An Approval Letter from the Sudanese Ministry of Industries to the licensee.

Note: There is no need for the Original Registration Certificate as the registrar will issue a Certificate declaring the license recorded.

Recordal of Merger

1. A power of attorney duly notarized.
2. Certificate of Merger together with its English translation if not in English or Arabic languages legalized up to the Sudanese Consulate.

Search Applications

1. Four prints of the trademark.
2. The class in which the search should be conducted.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney duly notarized.
2. The trademark registration number and class of goods.
3. The date of the expiration of the trademark registration. Assignment Applications

Assignment Applications:

1. A Power of Attorney duly notarized.
2. A deed of assignment legalized up to the Sudanese Consulate (accompanied with its duly legalized English translation, if not in English).
3. A certified extract of the entry of the assignee in the commercial register, or a certificate of incorporation of the assignee, together with its English translation, if not in English, duly legalized up to the Sudanese Consulate.
4. Legal Forms Nos. TM 11 and TM 12 duly notarized.

License Applications

1. A Power of Attorney duly notarized.
2. A certified copy of the license agreement legalized up to the Sudanese Consulate (accompanied with its duly legalized English translation, if not in English).
3. A certified copy of the certificate of incorporation of the licensee legalized up to the Sudanese Consulate (accompanied with its duly legalized English translation, if not in English).
4. Legal Form No.4 to be completed (duly legalized and notarized).
If the licensee is Sudanese, the following additional documents are required:
5. A Certificate of Clearance to the licensee from the Sudanese Taxation Chamber.

Recordal of Change of Name and Address:

1. A Power of Attorney duly notarized.
2. A certified copy of the change of name and or address certificate in the home country duly legalized up to the Sudanese Consulate. If not in Arabic or English, a sworn translation in either language of the document should be provided duly legalized up to the Sudanese Consulate.

Summary of the Patent Registration System

Sudan has been a member of the Patent Cooperation Treaty (PCT) since April 16, 1984. For international applications under the PCT designating Sudan, a copy of the application must be filed within 30 months of the claimed priority date. Both product and process claims are patentable.

Once an application for the grant of a patent is filed, it will be examined with respect to compliance with the formalities and to unity of invention only. Upon the acceptance of a patent application, the applicant will be notified and invited to pay the publication fees, then the patent will be granted and publication of the grant in the Official Gazette will take place. Any refusal by the Registrar to grant a patent may be appealed before the court. Anyhow, upon the acceptance of a PCT application, the applicant will be notified and invited to pay the registration fees and the patent will be granted without publication of the grant.

A patent is valid in Sudan for 20 years from the date of filing the application. Maintenance fees are due annually counting from the filing date. A 6-month grace period subject to a fine is allowed for late payment of an annuity. For PCT patents, the anniversary date of the annuity payments is calculated from the International filing date.

An assignment of a patent shall have no effect against third parties, unless it has been recorded at the Patent Office. Licenses may be exclusive or non-exclusive and must be recorded to be effective against third parties. Licenses involving payment of royalties abroad must be approved by the Attorney General prior to their recording.

Working of patents in Sudan is an official requirement. In the event that the owner of a patented invention in Sudan does not satisfy the stipulated working requirements of the country within 4 years from the date of filing or 3 years from the date of grant, the patent will be subject to compulsory licensing under the provisions of the law.

Filing Requirements Patent Applications

1. A Power of Attorney duly notarized.
2. A certified copy of the certificate of incorporation of the applicant company and its articles of incorporation duly legalized up to the Sudanese Consulate. A certified and legalized translation is required, if the document is not in either English or Arabic.

3. Two copies of the patent specification and claims including an Arabic translation of the abstract of the invention.
4. Two sets of the formal drawings, if any.
5. A priority document, if priority is to be claimed.

For filing the national phase of a PCT application, the following additional information or documents are required:

1. PCT filing number and date.
2. Particulars of the application on the basis of which priority is claimed.
3. International publication number and date.
4. A certified copy of the PCT application.
5. A copy of the relative international publication and search report, if any.

Note: For filing the national phase of a PCT application, a certified copy of the Certificate of Incorporation of the applicant company is not required.

Assignment Applications

1. A Power of Attorney from the assignee and the assignor, both duly notarized.
2. A deed of assignment legalized up to the Sudanese Consulate accompanied by its duly legalized English translation, if not in English.
3. A certified extract of the entry of the assignee in the commercial register or a certificate of incorporation of the assignee, together with its English translation, duly legalized up to the Sudanese Consulate.

Change of Name/Address Applications

1. A Power of Attorney duly notarized.
2. A certified copy of the change of name and or address certificate in the home country duly legalized up to the Sudanese Consulate. If not in Arabic or English, a sworn translation in either language of the document should be provided duly legalized up to the Sudanese Consulate.

Summary of the Design and Industrial Model Registration System

Sudan issued the Implementing Regulations for Industrial Designs Law of 1974 in July 1999. Based on these Regulations, the Industrial

Designs Office accepts applications for industrial designs. The Office examines the application in terms of novelty and makes sure that the filing requirements are fulfilled.

Protection of industrial designs shall be valid for 5 years from the date of the application, and may be renewed for two successive 5-year periods. Renewal fees should be paid within 12 months, with a grace period of 6 months allowed to pay the fees after the lapse of the legal period provided that a late renewal fee should be paid.

Filing Requirements

Design Applications

1. A Power of Attorney duly notarized.
2. Full description of the design in Arabic including the material(s) of which the industrial design is made, (if not in Arabic, we could make the translation at our end for extra charges).
3. Photographic pictures of the industrial design in color (if possible).
4. Sketch drawing showing the measurement of the industrial design.
5. An architectural model or any other means of production which is shown by such representation.
6. A certified copy of the priority document, in case of claiming priority.
7. Method of manufacturing the design.
8. Quality of the production, (high, medium, low).

Assignment Applications

1. A Power of Attorney from the assignee and the assignor, both duly notarized.
2. A deed of assignment legalized up to the Sudanese Consulate accompanied by its duly legalized English translation, if not in English.
3. A certified extract of the entry of the assignee in the commercial register or a certificate of incorporation of the assignee, together with its English translation, duly legalized up to the Sudanese Consulate.

Change of Name/Address Applications

1. A Power of Attorney duly notarized.
2. A certified copy of the change of name and or address certificate in the home country duly

legalized up to the Sudanese Consulate. If not in Arabic or English, a sworn translation in either language of the document should be provided duly legalized up to the Sudanese Consulate.

Summary of the Copyright Registration System

The protection is available to works of fine arts, drawings, photography, paintings, engravings, sculptures, decorations, musical works, dramatic works, phonographic, cinematography and television films in addition to maps, manuscripts relating to geography, topography or science.

The term of protection is the lifetime of the author plus 25 years following his/her death.

Infringements are prosecuted before Khartoum Commercial and Intellectual Property Rights Court and infringers will be penalized by a fine or an imprisonment.

Sudan is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements Copyright Applications

1. A Power of Attorney duly notarized.
2. Two copies of the work for registration purposes. In case of sculptures or similar works, a photograph of the work is needed.
3. Details of the author including the address.

Summary of the Domain Name Registration System

The Sudan Internet Society (SIS) is the local registry for the Top-Level Domain Name (.sd) in Sudan.

Second-Level Domains

.com.sd: entities that provide commercial services with valid commercial registrations from Ministry of Commerce (MOC) or any equivalent documents. Also, registered trade names and marks with MOC can be registered as domain names under .com.sd

.net.sd: entities that provide Internet-related services, e.g., ISPs, web hosting, portal sites, etc

.org.sd: non-profit organizations including societies, charities, clubs and public organizations

.edu.sd: educational and training institutions, e.g., universities, training institutes, etc., with valid licenses from official government offices

.sch.sd: kindergartens, elementary schools, secondary schools, and high schools with valid licenses from Ministry of Education or from General Presidency for Girls Education

.med.sd: entities that provides health services such as hospitals, medical clinics, pharmacies, etc., with valid licenses from Ministry of Health

.gov.sd: governmental entities including ministries, authorities and government organizations

Filing Requirements

Domain Name Applications

1. An application form which can be submitted by mail, email or fax.
2. At the time of application, the applicant should have arranged at least two operational domain name servers to the domain name in question. Such domain name servers may be arranged through third party providers. One of the servers is the primary name server while the other is the secondary name server. All servers need permanent IP connectivity to the Internet. Each domain name server must be capable of receiving queries for the domain name and responding thereto.

Note:

- Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

SYRIA

Syria Office

Premises address: Trade Marks Agencies (Abu-Ghazaleh Intellectual Property - TMP Agents)
Talal Abu-Ghazaleh Building - Kafersoseh Villas
Organization zone - The Southern Highway
P.O.Box 31000 Damascus, Syrian Arab Republic
Telephone: +963 11 214 0160 +963 11 214 0161
Fax: +963 11 214 0162
Email: syria@agip.com
Contact: Mohammad Ammar Azmeh (Mr)

Summary of the Trademark Registration System

A new law, under No. 8 of 2007, was enacted in Syria for Distinctive Marks, Geographical Indications and Industrial Drawings and Designs. The law entered into force on April 12 and its Implementing Regulations were issued on April 15, 2007.

Single class system for trademark applications is adopted in Syria, i.e. each class relating to the same trademark should be covered by separate application.

For a trademark renewal covering several classes, one multi-class renewal application can be submitted to be published by the Trademark Office for opposition before effecting the renewal.

However, upon registering the renewal, each class will get a separate renewal number; whereupon a separate renewal certificate will be issued and a separate publication per class will be published individually.

The Property Protection Office may request in writing the applicant to include any conditions or amendments to clarify the mark in a manner that prevents confusion with another right previously registered, or for which an application for registration was filed. The amendment should be made within 3 months from the date of notification.

The applicant, whose application was rejected or suspended pending certain conditions or amendments, may object in writing to the decision of the Property Protection Office mentioned to the competent ad hoc committee within 30 days

from the date on which the decision was served to him in writing, in return for payment of the assigned fee.

If the ad hoc committee rejects the applicant's objection, the applicant can appeal before the competent court within 30 days from the date on which the ad hoc committee's decision has been served to him in writing.

Accepted applications fulfilling the stipulated requirements shall be published in the property protection journal for opposition by the public.

Any interested party may object in writing to the application for the registration of a mark to the Property Protection Office after payment of the specified fee within 90 days of the date of publication. The Property Protection Office shall inform the applicant or his agent of the objection during a period of 30 days from the date of receipt.

The applicant or his agent shall submit to the Property Protection Office a written and grounded response to that objection within 30 days from the date of being informed of the objection. Otherwise, the applicant shall be considered as waived his application.

The Property Protection Office shall issue a grounded decision on the objection either accepting or rejecting the registration, after studying the documents submitted by the parties of the dispute and hearing their arguments. The Office may include in its acceptance a decision that obliges the applicant to implement the requirements, as it deems necessary for the

registration of a mark. The Property Protection Office shall notify both parties of its decision.

The Property Protection Office's decision can be appealed before the ad hoc committee within 30 days from the date of notification. The decision of the ad hoc committee may be appealed before the competent court within 30 days from the date of notification.

Syria is a member of the Paris Convention for the Protection of Industrial Property and it follows the International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement.

Filing Requirements Trademark Applications

1. A copy of the trademark home or any other foreign corresponding registration certificate reflecting the same class of goods and services to be specified in the Syrian application. (The Registrar could request a certified copy thereof at a later stage).
2. A legalized Power of Attorney. However, if you provide us with a Power of Attorney legalized up to the Syrian Consulate, we can deposit this document at the Notary Public in Damascus and extract a certified copy thereof each time we receive instructions from your part to attend to new applications in Syria. Consequently, it will no longer be necessary to send us new Powers of Attorney for the future applications.
3. Prints (15 pcs) and (1) printing block which can be processed locally.
4. Indicating if the applicant has used or intends to use the trademark in Syria within 3 years from its registration date in Syria.
5. Description of the trade/service mark and its meaning.

Notes:

- The issuing date of the documents should not exceed six months prior to the application date in Syria.
- It is possible to file the application and later complete the requirements within 6 months with a payment of fine per document/month.

- Trademark registration timeframe is 10-12 months.
- Search registration timeframe is 15 days.

Summary of the Patent Registration System

Syria has been a member of the Patent Cooperation Treaty (PCT) since June 26, 2003.

The patent application is filed with the Patent Office at the Syrian Proprietary Protection Department, along with all the required papers and documentation.

Filing Requirements

Patent applications under the Paris Convention

- Legalized Power of Attorney (up to the Syrian consulate) as per the attached form.

The procedure of the super legalization of the POA locally involves obtaining Interior Ministry's approval first, (which takes 2-3 months), (please expedite this document as early as possible.)

- Priority document (certified copy of the application that priority is to be claimed in Syria), which can be filed within (3) months from the date of filing the application in Syria.
- Specifications, claims and abstract of the invention in quadruplicate in English or French with the Arabic translation. Arabic translation can be made through our office.
- Legalized assignment from the inventor(s) to the applicant, in case the priority application was filed in the name of the inventor(s), which can be filed within (3) months from the date of filing the application in Syria.
- At a later stage and in order to support the consideration procedures by the PO, a certified copy of the corresponding letters patent issued in the home country of the applicant or any other foreign one is required.

A Patent application is usually referred to university professors and scholars specialized in patent issues who lay down a report as to whether the patent has a practical industrial application on the basis of which the ad hoc committee decides whether to grant the patent or not. (This step takes 2-3 Years).

National Phase Entry of the PCT:

It is possible to file a national application of the PCT international application in Syria during the 31-month period.

Required Documents:

- Legalized Power of Attorney (up to the Syrian consulate).

The procedure of the super legalization of the POA locally involves obtaining Interior Ministry's approval first, (which takes 2-3 months), (please expedite this document as early as possible.)

- Copy of the PCT international application (request form 101).
- WIPO IB advice of the priority document transmittal (form 304).
- Copy of the PCT publication.
- Copy of the search report and the ISA's written opinion.
- Copy of the Preliminary examination report
- Specifications, claims and abstract of the invention in quadruplicate in English or French with the Arabic translation. Arabic translation can be made through our office.

As for the national applications of PCT, the Patent Office relies mainly on the intentional preliminary examination report to decide on granting the patent in Syria or not. This procedure could take one year or so. However, this is not always the rule, sometimes; such applications are also referred to Research Centers for consideration.

Notes:

- Annuities should be paid annually from the international filing date, even before granting the patent.
- Pharmaceuticals and chemical compounds/reagents are not patentable under the Syrian patent law substantially. In this context, such inventions can be protected in Syria as to the method of preparation thereof.
- A 6-month grace period is allowed for late payment of annuities against payment of a lateness fine.
- Working of a patent is compulsory within 2 years as of the date of the grant. A nominal

working notice published in a local newspaper inviting potential investors to exploit the invention in the country is acceptable for satisfying the compulsory condition.

Filing Requirements

Patent applications under the Paris Convention

- Legalized Power of Attorney (up to the Syrian consulate) as per the attached form.

The procedure of the super legalization of the POA locally involves obtaining Interior Ministry's approval first, (which takes 2-3 months), (please expedite this document as early as possible.)

- Priority document (certified copy of the application that priority is to be claimed in Syria), which can be filed within (3) months from the date of filing the application in Syria.
- Specifications, claims and abstract of the invention in quadruplicate in English or French with the Arabic translation. Arabic translation can be made through our office.
- Legalized assignment from the inventor(s) to the applicant, in case the priority application was filed in the name of the inventor(s), which can be filed within (3) months from the date of filing the application in Syria.
- At a later stage and in order to support the consideration procedures by the PO, a certified copy of the corresponding letters patent issued in the home country of the applicant or any other foreign one is required.

A Patent application is usually referred to university professors and scholars specialized in patent issues who lay down a report as to whether the patent has a practical industrial application on the basis of which the ad hoc committee decides whether to grant the patent or not. (This step takes 2-3 Years).

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Required Documents:

- Legalized Power of Attorney (up to the Syrian consulate).

The procedure of the super legalization of the POA locally involves obtaining Interior Ministry's approval first, (which takes 2-3 months), (please expedite this document as early as possible.)

- Copy of the PCT international application (request form 101).
- WIPO IB advice of the priority document transmittal (form 304).
- Copy of the PCT publication.
- Copy of the search report and the ISA's written opinion.
- Copy of the Preliminary examination report
- Specifications, claims and abstract of the invention in quadruplicate in English or French with the Arabic translation. Arabic translation can be made through our office. Please confirm.

As for the national applications of PCT, the Patent Office relies mainly on the intentional preliminary examination report to decide on granting the patent in Syria or not. This procedure could take one year or so. However, this is not always the rule, sometimes; such applications are also referred to Research Centers for consideration.

Notes:

- Annuities should be paid annually from the international filing date, even before granting the patent.
- Pharmaceuticals and chemical compounds/reagents are not patentable under the Syrian patent law substantially. In this context, such inventions can be protected in Syria as to the method of preparation thereof.
- A 6-month grace period is allowed for late payment of annuities against payment of a lateness fine.
- Working of a patent is compulsory within 2 years as of the date of the grant. A nominal working notice published in a local newspaper inviting potential investors to exploit the invention in the country is acceptable for satisfying the compulsory condition.

Summary of the Industrial Drawing and Design Registration System

The Industrial designs and models shall not be considered new or distinct if they do not differ significantly and fundamentally from the

industrial designs and models known before or are allocated to another type of products other than those covered by the industrial design or model previously filed.

It is possible to apply for multi-design application (up to five homogeneous models) provided that they form a unit in subject, with separate fees for each of them. The multi-design applications will be processed simultaneously.

According to the IP law No. 8/2007 in Syria, the design applications accepted by the Property Protection Dept will be published for opposition by the public.

The industrial design or model shall be considered new if it has not been disclosed to the public anywhere in the world in any way, including substantial use or publication whether prior to the date of filing an application for registration or before the date of the priority application, as appropriate. However, the industrial design or model shall not lose the novelty element if the disclosure or description has taken place after filing an application for registration in any country member to any relevant Convention valid in Syria and provides reciprocal treatment to Syria, or whether the disclosure has taken place in a national or international exhibitions or the industrial design or model was published in a conference or a scientific periodical during a period not exceeding six months prior to the date of filing an application for registration in Syria.

Amendment before registration is possible if the PPD requests the applicant to this effect or his application was opposed for by the public.

A separate registration certificate will be issued for each design.

Filing Requirements

Industrial Drawing/Design Applications

- Legalized Power of Attorney (up to the Syrian consulate).
- Priority document, (certified copy of the community design certificate), which can be submitted within (6) months from the filing date in Syria. Consular legalization is not necessary.

- (6) Color photographs of design in all dimensions. (The Registrar may request a physical sample of the design later).
- Technical descriptions of design with the supporting drawings.

The Syrian IP law, effective on April 12, 2007 in Syria, defines the industrial design as “any external shape of model, either associated with lines or colors or not provided it should be a new and distinct from the models known before, and gives a special shape that can be used for an industrial, professional or handmade product”

The charges for publication of designs for companies were changed.

Summary of the Copyright Registration System

It is possible presently to file a copyright application in Syria, which entails the following requirements:

- Legalized Power of Attorney (up to the Syrian consulate). POA form is accessible at our website http://www.agip.com/Download_File.aspx?File_id=474&lang=en.

The procedure of super-legalizing the Power of Attorney in Syria takes (2 - 3 months).

- Personal data of the copyright work creator (copy of his ID is required) or a copy of its registration certificate (corporate body).
- The copyright work made on CDs in triplicate (within 5 mm cases).
- Undertaking that the copyright is created by the work owner and is not illegally quoted.
- Assignment from the copyright work creator to the applicant, in case the applicant is not the creator.

Copyright protection in Syria is governed by Law No. 12 of 2001. The Syrian Copyright Protection Department (CPD) started entertaining copyright applications in Syria, but the governmental fees will be paid later on, once specified.

The present copyright applications filed in Syria, whereby the applicants get filing reports only.

A new copyright and related rights is expected to be issued in Syria replace the existing law

Syria is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

It is possible presently to file a copyright application in Syria, which entails the following requirements:

- Legalized Power of Attorney (up to the Syrian consulate). POA form is accessible at our website http://www.agip.com/Download_File.aspx?File_id=474&lang=en. The procedure of super-legalizing the Power of Attorney in Syria takes (2 - 3 months).
- Personal data of the copyright work creator (copy of his ID is required) or a copy of its registration certificate (corporate body).
- The copyright work made on CDs in triplicate (within 5 mm cases).
- Undertaking that the copyright is created by the work owner and is not illegally quoted.
- Assignment from the copyright work creator to the applicant, in case the applicant is not the creator.

Summary of the Domain Name Registration System

The Syrian Telecommunications Establishment (STE) is the local registry for the Top-Level Domain Name (.sy) in Syria.

Second-Level Domains

.com.sy: commercial purposes
 .gov.sy: governmental institutions and agencies
 .net.sy: ISPs
 .org.sy: non-for-profit organizations
 .edu.sy: educational
 .info.sy: informational

Filing Requirements

Domain Name Applications

Legalized Power of Attorney (up to the Syrian consulate) is required.

Request letter is no longer required. Simple photocopy of company registration certificate is recommended to support the DN application (certification is not necessary).

DN required information (as per the attached form):

- Registrant name and address.
- Administrative contact.
- Technical contact.
- The Primary DNS and the Primary DNS host address.
- The Secondary DNS and the Secondary DNS host address.

The duration of DN in Syria is one year, which can be renewed annually.

DN registration takes 1 month.

Models:

A new law, under No. 8 of 2007, was enacted in Syria for Distinctive Marks, Geographical Indications and Industrial Drawings and Designs. The law entered into force on April 12 and its implementing regulations were issued on April 15, 2007.

The Property Protection Office may request in writing the applicant to include any conditions or amendments to clarify the industrial drawing/design in a manner that prevents confusion with another right previously registered, or for which an application for registration was filed. The amendment should be made within (3) months from the date of notification.

The applicant, whose application was rejected or suspended pending certain conditions or amendments, may object in writing to the decision of the Property Protection Office mentioned to the competent ad hoc committee within (30) days from the date on which the decision was served to him in writing, in return for payment of the assigned fee.

If the ad hoc committee rejects the applicant's objection, the applicant can appeal before the competent court within (30) days from the date on which the ad hoc committee's decision has been served to him in writing.

Accepted applications fulfilling the stipulated requirements shall be published in the property protection journal for opposition by the public.

Any interested party may object in writing to the application for the registration of an industrial drawing/design to the Property Protection Office after payment of the specified fee within (90) days of the date of publication. The Property Protection Office shall inform the applicant or his agent of the objection during period of (30) days from the date of receipt.

The applicant or his agent shall submit to the Property Protection Office a written and grounded response to that objection within (30) days from the date of being informed of the objection. Otherwise, the applicant shall be considered as waived his application.

The Property Protection Office shall issue a grounded decision on the objection either accepting or rejecting the registration, after studying the documents submitted by the parties of the dispute and hearing their arguments. The Office may include in its acceptance a decision that obliges the applicant to implement the requirements, as it deems necessary for the registration of an industrial drawing/design. The Property Protection Office shall notify both parties of its decision.

The Property Protection Office's decision can be appealed before the ad hoc committee within (30) days from the date of notification. The decision of the ad hoc committee may be appealed before the competent court within (30) days from the date of notification.

**Filing Requirements
Industrial Drawing/ Design Applications**

1. A notarized Power of Attorney.
2. A copy of the design home or foreign registration.
3. Six photographs of each design in all dimensions. (The Registrar may request a physical sample of the design later).
4. Technical description of each design with the supporting drawing in Arabic. (If in English, the Arabic translation thereof should be enclosed).

TUNISIA

Tunisia Office

Premises address: Appt. B. 3.2, 7 Rue Chott Errommen, Montplaisir, Tunis 1002

P.O.Box 1, 1073 Montplaisir, Tunis, Tunisia

Telephone: + 216 71 90 3141/ + 216 71 90 1078/
+ 216 71 90 4621/ + 216 71 90 8499

Fax: + 216 71 90 9426

Email: tunisia@agip.com

Contact: Fathi Abu-Nimeh (Mr)

Summary of the Trademark Registration System

Trademark Law No. 36 was issued on April 17, 2001 in Tunisia. This law replaced the Tunisian Trademarks and Trade Names law Dated June 4, 1889 and its amendment of 1936. The International Classification of Goods and Services for the Purposes of the Registration of Marks under the Nice Agreement is followed in Tunisia, and the revision of class 42 with the creation of classes 43 to 45 has been adopted as of January 1, 2002.

The law addresses several aspects, some of which are in compliance with the Trade-Related Aspects of Intellectual Property Rights (TRIPS) Agreement. These aspects include protecting color, sound and collective marks, acknowledging well-known trademarks, as well as allowing the examination by the Tunisian authorities of trademarks published in the Trademark Office Official Gazette "Al-Muwassafat".

Following the publication, a period of 2 months is given, in which an opposition maybe filed by any party. Once the opposition period is completed and no opposition has been filed, then the trademark may mature into registration and a certificate of registration will be issued.

Protection under the law has been reduced to 10 years from the filing date instead of the designated 15 years currently being implemented. Also, fines by court decisions on infringers maybe levied from 5,000 Tunisian Dinar (\$3,700) to 50, 000 Tunisian Dinar (\$37,000).

Use of a trademark within a period of 5 years is a must by law. All trademarks registered before

the issuance of this law must be used within 5 years from its issuance date. Otherwise, the trademark will be vulnerable to cancellation due to the non use.

Tunisia Joined the Madrid Protocol for the international registration of trademarks and can be designated for the new applications as of October 17, 2013. Also any previous international registration prior to the said date can be extended to include Tunisia.

The International applications will be published in Tunisia and the opposition period is for 60 days from the publication in the Trademark Gazette issued by the Tunisian Trademarks Office.

Filing Requirements

Trademark/Service Mark Applications

1. A simply signed Power of Attorney.
2. Five prints of the mark.
3. A list of the goods and/or the services (classes) covered by the application in French.
4. A certified copy of the priority document must be submitted, in case it is claimed.

Renewal Applications

1. A simply signed Power of Attorney.
2. The number, date and the list of the goods of the trademark registration.

Assignment Applications

1. A simply signed Power of Attorney by the assignee.
2. A deed of the assignment executed by the assignor and assignee together with its French or Arabic translation.

License Applications

1. A simply signed Power of Attorney by the licensee.
2. A license agreement executed and sealed by both parties together with its French or Arabic translation.

Recordal of Change of Name

1. A simply signed Power of Attorney.
2. A certificate proving the change of name or an extract from the Commercial Register translated into French or Arabic.

Recordal of Change of Address

A simply signed Power of Attorney showing the new address.

Merger Applications

1. A simply signed Power of Attorney.
2. A certificate of merger with its French or Arabic translation.

Summary of the Patent Registration System

Tunisia has been a member of the Patent Cooperation Treaty (PCT) since December 10, 2001. Any international PCT application made as of the aforementioned date may designate Tunisia.

Once an application for the registration of a patent is filed, it is examined as to form only. The Tunisian Patent Office does not carry out any examination as to novelty or merit of the invention.

A patent application is published in the Al-Muwassafat quarterly gazette published by the Institut National de la Normalisation et de la Propriete Industrielle (INNORPI), together with a summary of the contents thereof. The grant of a patent is also published. There are no provisions in the law as to appealing the decisions of the Registrar.

The provisions of the patent law in Tunisia stipulate that a patent application should be filed before the invention has been published, or used, or has otherwise received sufficient publicity to allow it to be put into practice either in Tunisia or abroad.

A patent is valid for 20 years as of the date of filing the patent application. The validity of PCT applications is calculated from the international filing date. Annuities are payable as of the date of filing. Annuities are payable in the anniversary date of filing. A late fine, which may be calculated at the rate of 8% of the due annuity, is payable when the annuity is paid within the 6-month grace period, per annuity and per month.

The right to a patent may be assigned or transferred through succession. The assignment of patent applications and granted patents must be made in writing. An assignment shall have no effect against third parties unless it has been entered in the relevant records of the Patent Office.

Working of patents in Tunisia is an official requirement. Working must be effected within four years as of the date of filing or three years as of the date of the grant of the patent.

Filing Requirements

Patent Applications

1. A simply signed Power of Attorney.
2. Three copies of the specification in English, French or Arabic.
3. Three sets of the formal drawings.
4. A certified copy of the basic application is required when filing a convention application. The priority document should be submitted within 90 days as of the date of application.

Note: If the assignee applies, it is preferable to file the deed of assignment of priority right signed by the holder of the basic application.

Regarding PCT applications, the international preliminary report as well as the publication sheet showing Tunisia among the designated states must be submitted.

According to the Tunisian Patent Office procedures, specification and claims of a patent application may be filed in English, French or Arabic.

Assignment Applications

1. A simply signed Power of Attorney by the assignee.
2. A deed of assignment executed by the assignor and assignee, together with its French or Arabic translation.

License Applications

1. A simply signed Power of Attorney by the licensee.
2. A license agreement executed and sealed by both parties together with its French or Arabic translation.

Recordal of Change of Name

1. A simply signed Power of Attorney.
2. A certificate proving the change of name or an extract from the Commercial Register translated into French or Arabic.

Recordal of Change of Address

A simply signed Power of Attorney showing the new address.

Merger Applications

1. A simply signed Power of Attorney.
2. A certificate of merger by the Tunisian Consulate together with its French or Arabic translation.

Note: The Tunisian authorities accept patent applications and documents in French, English or Arabic.

Summary of the Design and Industrial Model Registration System

Tunisia is a member of the Hague Agreement Concerning the International Registration of Industrial Designs. Designs and industrial models are protected through registration with the competent authority; the Institut National de la Normalisation et de la Propriete Industrielle (INNORPI). Such registration is effected without novelty examination at the applicant's responsibility.

A design or an industrial model registration is granted for 5, 10 or 15 years starting from the date of filing the application. A registrant for the shorter terms has the option of applying for the extension of the protection period by the maximum duration of 15 years.

A registration of a design or an industrial model is subject to cancellation in the event any interested party requests such a cancellation before the competent tribunal, provided that the contestant has also filed an application for the same design or model.

The registration, assignment and cancellation of design and industrial model registrations are published in the Al-Muwassafat quarterly gazette and entered in the designs register.

There is no provision in the current Tunisian law as to working or compulsory licensing with respect to designs and industrial models. Any infringement or unauthorized use of a registered design or industrial model is punishable under the current law in Tunisia.

Filing Requirements

Design Applications

1. A simply signed Power of Attorney.
2. Four representations (photocopies, photographs or drawings) of the design.
3. Four copies of the inscription (if necessary).

Assignment Applications

1. A simply signed Power of Attorney by the assignee.
2. A deed of assignment executed by the assignor and the assignee, together with its French or Arabic translation.

License Applications

1. A simply signed Power of Attorney by the licensee.
2. A license agreement executed and sealed by both parties together with its French or Arabic translation.

Recordal of Change of Name

1. A simply signed Power of Attorney.
2. A certificate proving the change of name or an extract from the Commercial Register translated into French or Arabic.

Recordal of Change of Address

A simply signed Power of Attorney showing the new address.

Merger Applications

1. A simply signed Power of Attorney.
2. A certificate of merger by the Tunisian Consulate together with its French or Arabic translation.

Summary of the Copyright Registration System

Copyright Law No. 36 of 1994 governs the protection of copyright in Tunisia. Although the law was published in the Official Gazette in 1994, but until now, no procedure has been implemented for the registration of copyright.

Protection is granted to authors of literary, artistic and scientific works whatever the value, kind or purpose or way of expression is. Generally, the protection is provided for the works whose means of expression is writing, sound, drawing, image or motion picture. It also includes creative titles and computer software which are published, acted or displayed for the first time in Tunisia. Such works are protected for the lifetime of the author plus 50 years following his/her death, while the protection period of software is for 25 years from the grant.

The National Council for Culture is entitled to authorize documentary, translations, educational, cultural or scientific use under certain conditions.

The Civil Court prosecutes all copyright acts of contravention and is entitled to confiscate revenues and counterfeit copies.

Tunisia is a member of the Berne Convention for the Protection of Literary and Artistic Works and the Universal Copyright Convention.

Summary of the Domain Name Registration System

The Tunisian Internet Agency is the local registry for the Top-Level Domain Name (.tn) for Tunisia.

Second-Level Domains

.com.tn: commercial companies
.intl.tn: companies working under international treaties and foreign diplomatic representatives
.gov.tn: ministries, governorates, municipalities and Tunisian diplomatic representatives abroad
.org.tn: non-governmental organizations, non-profit organizations and societies

.ind.tn: industrial companies, industrial groups and chambers of commerce and industry
.nat.tn: national companies, national institutes, national offices and national agencies
.tourism.tn: hotels, restaurants, travel agencies, tour operators, car rental offices and companies working in the tourism field
.info.tn: written press, television and radio
.ens.tn: private secondary education institutes, and private higher education institutes
.fin.tn: financial institutions, banking institutions and insurance companies
.net.tn: operators of networks and telecommunications

Filing Requirements

Domain Name Applications

*Application Form

Top Level Domain

.tn

Second-Level Domains:

.com.tn For commercial companies
.intl.tn For companies working under international treaties and foreign diplomatic representatives
.gov.tn Ministries, governorates, municipalities, Tunisian diplomatic representatives abroad
.org.tn Non-governmental organizations, non-profit organizations, and societies
.ind.tn Industrial companies, industrial groups, and chambers of commerce and industry
.nat.tn National companies, national institutes, national offices, and national agencies
.tourism.tn Hotels, restaurants, travel agencies, tour operators, car rental offices, and companies working in the tourism field
.info.tn Written press, television, and radio
.ens.tn Private secondary education institutes, and private higher education institutes
.fin.tn Financial institutions, banking institutions, and insurance companies
.net.tn Operators of networks and telecommunications

Approximate process time upon receipt of documents
4-7 working days

TURKEY

Turkey Office

Premises address: Tunus Cad. No. 15/4, 06680, Kavaklidere, Ankara-Turkey

Telephone: (00 90-312) 417 6095

Fax: (00 90-312) 417 0091

Email: turkey@agip.com

Contact: Hatice Toksoy (Mrs.)

Summary of the Trademark Registration System

Turkey is a member of the Paris Convention for the Protection of Industrial Property. Being a member of the Nice Agreement, the International Classification of Goods and Services for the Purposes of the Registration of Marks (9th edition) is followed in Turkey, and the revision of class 42 with the creation of classes 43 to 45 has been adopted as of January 1, 2002. Multi-class applications are possible for both goods and services.

Once a trademark application is filed, it is examined as to its registrability. Upon examination, if the Trademark Registrar rejects the mark, an appeal may be submitted within 2 months from the date of rejection. Once a trademark application is accepted by the Registrar, it is published in the Official Gazette.

Any interested party may file a notice of opposition to the registration of the mark within three months from the publication date. The Registrar's decision concerning the opposition may be appealed to the Committee "Re-Examination and Evaluation Board" and the Committee's decision to the competent court. In the absence of opposition, a trademark is registered and the relative certificate of registration is issued.

A trademark registration is valid for 10 years as of the date of filing the application renewable for similar periods. The renewal fees of a trademark registration can be paid during the last 6 months of the final year of the protection period. A grace period of 6 months is allowed for late renewal with a fine.

The ownership of a registered trademark can be assigned with the goodwill of the commercial

enterprise. Unless an assignment has been recorded in the register and published in the Trademark Gazette, it shall have no effect vis-à-vis third parties. Changes in the name and/or address of the registrant must be recorded in order to protect rights. Registered user agreements, licenses and amendments which do not affect the identity of the mark substantially, limitation of the list of goods and/or services covered by a trademark registration can be recorded as well.

Use of trademarks is not compulsory for filing application neither for registration nor for maintaining the registration in force. However, any interested party may request the court to cancel a trademark registration, if the owner fails to use such a trademark in Turkey for 5 consecutive years from the date of registration.

Illegal use of a registered trademark by an unauthorized person, use of a forged or counterfeit trademark, application to one's goods a registered trademark belonging to another party in bad faith, dealing in products bearing a forged or counterfeit trademark, rendering services under a forged or counterfeit trademark, and use of a trademark that falls under certain categories of unpredictable marks are offenses punishable under the law in Turkey.

Filing Requirements

Trademark, Service Mark and Collective Mark Applications

1. A simply signed Power of Attorney.
2. The name, address, nationality and occupation of the applicant and the nature of its business.
3. Eight prints of the mark, (not required for word marks).

4. A list of the goods/services and the classes pertaining thereto.
5. A certified copy of the priority document, which can be submitted within three months from the date of filing, in the case that it is claimed.

Note: The aforementioned documents must be submitted with the application at the time of filing.

Renewal of Trademark/Service Mark Registrations

1. A simply signed Power of Attorney for each application.
2. The number and date of the registered trademark/service mark.
3. The name, address and nationality of the applicant.

Assignment or Merger Recordals

1. A notarized Power of Attorney signed by the assignee.
2. A duly notarized deed of assignment signed by the assignor and the assignee, merger document.
3. The name, address, nationality and profession or nature of business of the assignee.
4. The number and date of the registered trademark/service mark.

License Recordals

1. A notarized Power of Attorney by the licensee.
2. A notarized license agreement executed by both parties.
3. The name, address, nationality and profession or nature of business of the licensee.
4. The original trademark certificate for endorsement purposes.

Change of Name/Address Recordals

1. A simply signed Power of Attorney.
2. A certificate of the change of name or address.
3. The number and date of registered trademark/service mark.

Summary of the Patent Registration System

Turkey is a member of the Patent Cooperation Treaty (PCT) and the European Patent Convention. Once an application for the grant of a patent is filed, it is examined with respect to compliance with the formalities and patentability provided for under the patent law including novelty, inventiveness (state-

of-the-art) and industrial application. The Institute examines the compliance of the application to the formal requirements. Should the examination results reveal that the application suffers formal deficiencies, or that the invention is not subject to patent protection, the examination procedure is suspended and the applicant is requested to remedy the deficiencies or to notify the Institute his objections within the period set forth in the regulations.

Should the examination conducted by the Institute shows no deficiency as to formal requirements or when any such deficiency has been duly remedied and completed in accordance with the requirements, the Institute shall inform the applicant that the request, if not filed earlier, for conducting the search on the state-of-the-art, is to be filed within 15 months from the filing date. In the absence of opposition, the letters patent or the utility certificate is issued.

Within 15 months from the date of filing the application, the applicant shall request the Institute to conduct the search on the state-of-the-art where priority is claimed; such period (15 months) runs as of the date of priority. Failure to take action causes the lapse of the application.

After receiving the search report, the applicant must decide within 3 months whether to proceed with substantive examination or to request the grant of a patent without said examination or as a result of deferred-examination for a period of 7 years. The patentee of a non-examined patent or any third party may request before the expiration of a 7-year term (from the filing date), that the prosecution for the substantive examination be resumed in order to obtain a patent for a duration of 20 years.

Should the applicant request a Substantive Examination; the applicant shall request the Institute to conduct the examination after the 6 months following the publication of the state-of-the-art search report, where third parties may raise objections to the grant of the patent.

The Institute shall notify the applicant of the examination report it has established, as to the deficiency or meeting of patentability requirements

of the application, and shall grant the applicant 6 months for him to rectify the deficiency, or to amend the claim(s) and to object to it. During the prosecution of the granting procedure, amendment of claims to rectify obvious errors such as spelling errors, providing of incorrect/inappropriate documents, the claim(s) may be amended only during the prosecution of the granting procedure. Also, the transformation of a patent application into a utility model application is possible.

The Institute shall reach its final decision after examining the applicant's observations and, if any, the amendments made in the application. The decision of the Institute may consist of granting the patent for all or part of the claims. The application shall be open to public upon its publication, after the lapse of a period of 18 months from the date of filing the application or, if any, from the date of the claimed priority.

A patent is valid for 20 years, and a utility certificate is valid for 10 years. Annuities are to be paid during the final 3 months of each year of the protection period. However, late payment of the annuities with a surcharge is allowed within 6 months from the lapse of the annuity due date. It is possible to pay the annual fees in advance to cover the whole or a part of the validity period in advance.

The right to a patent may be assigned or licensed. An assignment shall have no effect against third parties, unless it has been recorded at the Patent Office and published in the Official Gazette.

Filing Requirements

Patent Applications

1. A simply signed Power of Attorney.
2. Specification, claims and abstract (in about 100 words) in Turkish. One copy in English, French or German is needed for translation purposes.
3. Formal drawings, if any, (3 sets).
4. The particulars of the corresponding foreign application.
5. A certified copy of the basic application as filed along with its translation, if priority rights are to be claimed.
6. A Deed of Assignment (or proof of assignment) from the investors to the applicant.

Note: As per the current practice of the Turkish Patent Institute, the report on the state-of-the-art must be requested within 15 months as of the application date or priority date. The search on the state-of-the-art is carried out in an office accepted as searching authority.

For PCT applications entering the national phase in Turkey, a copy of the PCT application and the examination report must be submitted with the application.

Patent Annuities

1. A simply signed Power of Attorney for each application, if we are not the agents on record.
2. The number and date of filing the patent.
3. The name, address and nationality of the applicant.

Assignment Applications

1. A simply signed Power of Attorney by the assignee.
2. A duly notarized deed of assignment signed by the assignor and the assignee.
3. The name, address, nationality and profession or nature of business of the assignee.
4. The number and date of the registered patent.

License Applications

1. A simply signed Power of Attorney by the licensee.
2. A notarized license agreement executed by both parties.
3. The name, address, nationality and profession or nature of business of the licensee.

Summary of the Design and Industrial Model System

Designs and industrial models are protected in Turkey through registration with the competent office. The International Classification for Industrial Designs under the Locarno Agreement is followed in Turkey as of November 30, 1998.

Once an application for the grant of a design is filed, it is examined with respect to compliance with the formalities and patentability provided for under the design law including novelty and distinctiveness. (Novelty is defined by law as a

design is considered new if, before the date of application or priority (if any), no identical design has been made available to the public anywhere in the world.)

Examination is conducted only in form by the Turkish Patent Institute prior to the registration. Designs allowed for registration are published and thereby become open to opposition for a period of 6 months. However, at the request of the applicant, the publication may be postponed for up to 30 months from the filing date. If opposition by third party is justified, the design is not registered.

The registered design is protected for 5 years as of the filing date. This period may be renewed four times and the total protection period is 25 years. The renewal application may be filed during the last 6 months of the 5-year period of protection. However, it may also be renewed with fine, within 6 months from the expiration of the protection period.

The registration, assignment and cancellation of design and industrial model registrations are published in the Official Gazette and entered in the register.

Filing Requirements

Design Applications

1. A Power of Attorney.
2. The information on how the applicant has acquired the right to apply for a design from the designer.
3. A certified priority document. If priority is claimed, number, date and country of the application are required.
4. Drawing(s) or painting(s), graphic, photographic or other similar representations of the designs suitable for reproduction and reflecting all of its features; 20 pictures (8x8) cm size.
5. Description related to the design and products to which the design is to be incorporated.

In case of multiple applications, separate descriptions and representations of the design should be submitted.

Design Annuities

1. A simply signed Power of Attorney for each application, if we are not the agents on record.
2. The number and date of filing the design.
3. The name, address and nationality of the applicant.

Summary of the Copyright Registration System

The Turkish Copyright Law No. 5846 of 1951 amended by Law No. 4630 of 2001 allows for the protection of copyrightable works in general and computer software in particular.

Original works of literature, art and science, regardless of type, importance or purpose are protected. This includes works of art expressed in writing, sound, drawings, photography and motion pictures, such as books, writings, speeches, oral works, plays, dramatic works, musical compositions, films, phonographic works, applied art, 3-D works and computer programs. Such works are protected for the lifetime of the author plus 70 years following his/her death.

In order for protection to be effective, the work of art is to be original and includes personal efforts, innovation and new arrangement.

Any enforcement of the law is through the courts of Turkey.

Some Articles of the Copyright Law No. 5846 dated 1951 has been amended in the following years: 1983, 1995, 2001 and 2004.

On May 17, 2006, a new regulation related to the “works of art” in relation to the above-mentioned copyright law has been executed and published in the Official Gazette No. 26171.

The following works are protected as per the said law:

1. Literature and science works;
2. Music works;
3. Fine art works:
 - Paintings, art and crafts, engraving, illumination works, calligraphy, serigraphy
 - Statues, relief, carving

- Architecture works
- Handworks, miniature, ornament, designs, photographic works
- Graphic arts
- Caricature works

4. Cinema works

Turkey is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Summary of the Domain Name Registration System

Any legal entity that is established in any country can apply for a domain name in Turkey. There is no limit to the number of the names that an entity can register as long as it is able to provide the documentation needed to register the domain names. Only a second-level domain name can be registered (i.e., com.tr, net.tr, mil.tr, gov.tr, edu.tr, etc).

A trademark application can be also acceptable for applying to a domain name, provided that both applications have to be identical. In case of any rejection to the trademark application, the domain name shall be canceled within 30 days from that event.

The Middle East Technical University is the ccTLD registry in Turkey responsible for Turkey's name space.

Entities are also allowed to reserve domain names by writing "reserve" to the name server and IP number fields on the application form. The form may be amended for an active use of the name later on.

A domain name may include a maximum of 12 and a minimum of 2 characters containing letters, numbers and/or (-). There is a period of one-year opposition to a new domain name registration.

It is noteworthy that the party requesting registration of this name certifies that, to her/his knowledge, the use of this name does not violate trademark or other statues. Registering a domain name does not confer any legal rights to that name and any disputes between parties over the rights to use a particular name are to be settled between the contending parties using normal legal methods.

Second-Level Domains

- .com.tr: commercial purposes
- .net.tr: ISPs
- .org.tr: non-for-profit organizations
- .gen.tr: general use
- .biz.tr: business
- .info.tr: informational sites
- .av.tr: aviation industry
- .pol.tr: political parties
- .tel.tr: media and television use
- .mil.tr: military institutes
- .name.tr: personal use
- .edu.tr: educational institutes
- .gov.tr: governmental bodies
- .web.tr: general

Filing Requirements

Domain Name Applications

1. An application form which can be submitted by mail, email, or fax.
2. A letter requesting the domain name registration. (You must sign the Turkish version). The letter should be on official letterhead. Corporate seal is a must. The original is required by mail.
3. Trademark registration certificate or the company's commercial registration certificate. (If not available, we can provide trademark registration upon your request).

Notes:

- If the client has a local company, it can be the registrant.
- The client may use his own servers.
- Regarding the files required in original form, you must send scanned copies of the documents by email for confirmation before sending them by mail.

First Option: Trademark or Commercial Registration certificate in the origin country of the client and proof of use documents in Turkey such as invoices. (Proof of use in Turkey is a must)

Second Option: Trademark registration certificate in any other country and proof of use documents in Turkey such as invoices. (Proof of use in Turkey is a must)

UNITED ARAB EMIRATES

United Arab Emirates Office

Premises address: Gulf Towers, Entrance A2, 7th Floor, Oud Metha Road, Bur Dubai, Dubai
P.O.Box 1991, Dubai, United Arab Emirates
Telephone: 00971(4)3966663
Fax: 00971(4)3966662
Email: uae@agip.com
Contact: Amjad El-Husseini (Mr)

Summary of the Trademark Registration System

The United Arab Emirates (UAE) has been a member of the Paris Convention for the Protection of Industrial Property since September 19, 1996. The International Classification of Goods and Services for the Purpose of the Registration of Marks under the Nice Agreement (10th edition) is followed in the UAE. The trademark law does not provide for the protection of trademarks covering alcoholic drinks in classes 32 and 33 as well as pork meat in class 29

Federal Law No. 8 for the year 2002 amended some articles of the Federal Law No. 37 for the year 1992. The law covers the seven Emirates of Abu-Dhabi, Dubai, Sharjah, Ras Al-Khaimah, Ajman, Fujairah and Umm Al-Quwain. A separate application has to be filed with respect to each class of goods or services. A certified translation of the trademark is to be submitted as well.

Once a trademark application is filed, it is examined as to its registrability. Trademark applications accepted by the Registrar are published in the Trademark Journal as well as in two local daily Arabic newspapers and the cuttings of the notices are to be submitted to the Trademark Office. Any interested party may file a notice of opposition to the registration of the mark within 30 days from the date of any publication. The Registrar's decision concerning the opposition may be appealed to the Committee and the Committee's decision to the competent court. In the absence of opposition, a trademark is registered and the relative certificate of registration is issued.

According to Decree No. 12 for 2002 issued by the Ministry of Trade and Commerce on February 3, 2002, payment of registration fees should be made within 30 days from the date of expiry of the opposition period or the date of receiving a decision from the Trademark Office regarding an opposition (if any). Based on this, our invoice covering registration charges will be issued at the filing stage in order to attend the payment of the official fees to the Trademark Office.

A trademark registration is valid for 10 years as of the date of filing the application renewable for similar periods. The renewal fees of a trademark registration can be paid during the final year of the protection period.

A grace period of 3 months is allowed for late renewal with a fine. The renewal of a trademark is also published in the Trademark Journal and in two local daily Arabic newspapers. The ownership of a registered trademark can be assigned with or without the goodwill of the commercial enterprise. Unless an assignment has been recorded in the register and published in the Trademark Journal, the assignment shall have no effect vis-à-vis third parties. Changes in the name and/or address of the registrant must be recorded in order to protect rights. Registered user agreements, license and amendments which do not affect the identity of the mark substantially, limitation of the list of goods and/or services covered by a trademark registration can be recorded as well.

Use of a trademark is not compulsory for filing application for registration or for maintaining the registration in force. However, any interested

party may request the court to cancel a trademark registration, if the owner fails to use such a trademark in the UAE for 5 consecutive years from the date of registration.

Illegal and/or unauthorized use of a registered trademark by any third party, use of a fake or counterfeit trade/service mark, application to one's goods a registered trademark belonging to another party in bad faith, dealing in goods bearing a fake or counterfeit trademark, rendering services under a fake or counterfeit service mark, and use of a trademark that falls under certain categories of unregistrable marks are offenses punishable under the law in the UAE.

Filing Requirements

Trademark/Service Mark/ Collective Mark Applications

1. Full Name and address of the applicant
2. A power of attorney executed by the applicant duly notarized by the Notary Public and legalized up to the UAE consulate. The Power of Attorney should be submitted along with the trademark application.
3. A list of goods/services to be covered by the application.
4. Soft copy (electronic copy) of the mark to be registered.
5. A certified copy of the priority application, if priority is claimed (claiming priority can be made only within 6 months from the first filing date in a member state under Paris Convention).

Certification Marks

1. Full Name and address of the applicant
2. A Power of Attorney executed by the applicant duly notarized and legalized up to the UAE Consulate. The Power of Attorney should be submitted along with the trademark application.
3. A certified and legalized copy of Article of Incorporation along with the amendments made thereto.
4. The list of goods/ services that will be covered under this certification mark.
5. Soft copy (electronic copy) of the mark to be registered.
6. Information about the authorized users of the mark, it should be by listing all the pre-

approved companies/individuals/associations that are allowed to use your logo on their products. This will include specifically the name and the address of the users.

7. The procedures and methodology your client will undertake whenever there is a new potential user for the certification mark, this will be in a form of checklist, policies, procedures, inspection plan...etc. that your client will have to do before approving the new member to start using the trademark. A
8. A certified copy of the application filed for the mark, in case of claiming priority. (claiming priority can be made only within 6 months from the first filing date in a member state under Paris Convention).

Quality Control Mark Applications

1. A Power of Attorney executed by the applicant duly notarized and legalized up to the UAE Consulate. It is necessary to submit the legalized Power of Attorney at the time of filing the application.
2. Certified and legalized copies of the articles of incorporation of the legal persons who take care of the quality control and testing stating the amendments that have been made to the regulations.

Renewal of Trademark/Service Mark Registrations

1. A Power of Attorney duly notarized & legalized up to the Consulate of the UAE. (In case we are not the attorney of record at the UAE Trademark Office).

Assignment Applications

1. A Power of Attorney executed by the assignee and duly legalized up to the Consulate of the UAE.
2. A duly notarized & legalized deed of assignment executed by both parties.
3. A simple copy of the registration certificate of the mark. (If the same is not in our files).

Registered User/License Applications

1. A Power of Attorney in the name of the licensee duly legalized up to the Consulate of the UAE.

2. A legalized copy of the license agreement executed by both parties
3. A simple copy of the registration certificate of the mark. (If the same is not in our office).

Change of Name/Address Applications

1. A Power of Attorney in the new name and/or address duly notarized & legalized up to the Consulate of the UAE.
2. A legalized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.
3. A simple copy of the registration certificate of the mark. (If the same is not in our files).

Agency Agreements

1. A Power of Attorney duly notarized & legalized up to the Consulate of the UAE.

Notes:

1. The originals have to be shown for checking when submitting the application.
2. The application is to be submitted in two copies each one in a separate file.
3. For companies:
 - a. All that was mentioned above in No. 2 and extracts of entries for all the partners or certificates from the Migration, Nationality and Passports Department stating that they are nationals.
 - b. Two copies of the Memorandum of Association and Articles of Incorporation duly legalized.
4. For individual merchants, two copies of the following:
 - a. The commercial permit.
 - b. The entry in the commercial register.
 - c. The commercial agency agreement duly legalized up to the Consulate of the UAE.
 - d. The Arabic translation duly notarized, if the agency contract is not in Arabic.
 - e. The agent's entry or identification card.
 - f. The Powers of Attorney duly notarized.
 - g. Two copies of the declaration.
5. A certified copy of the home/foreign application/registration, if priority is claimed.
6. The Minister's approval to the registration of the mark. This will be obtained at our end.

7. Two copies of the list of goods to which the mark is used for the testing measures mentioning their specifications and quality.
8. A list of the persons who are going to use the mark.
9. Two copies of the rules, which the applicant follows in quality control and testing measures stating the amendment's made thereto. It is possible to amend the rules of use after filing.
10. Twenty prints of the mark to be registered. (Size 6cm×6cm)
11. A list of the goods or services to be covered.
12. A legalized copy of the application filed for the mark, in case of claiming priority.
13. Meaning of the mark, if any or its origin.
14. A copy of the certificate of registration of the trademark. (If the same is not in our files).

Summary of the Patent Registration System The United Arab Emirates Patent Law

Federal Law No. 44 for the year 1992 pertaining to the Industrial Regulation and Protection of Patents, Industrial Drawings, and Designs was replaced by Federal Law No. 17 for the year 2002 and later amended by the Federal law 31 for the year 2006. As per the last issued law, protection period for patent is 20 years and for Utility Certificate is 10 years. No extension of this term is allowed in the UAE.

A patent granted under the Federal law of the United Arab Emirates provides protection in the seven emirates namely Abu Dhabi, Dubai, Sharjah, Fujairah, Ras-Al-khaimah, Umm-Al-Quwain and Ajman.

UAE is a member of a number of international bodies, namely:

- WIPO Convention, since September 1974.
- Paris Convention (Industrial Property), since September 1996.
- PCT (Patents), since March 1999.
- WTO: Member and Signatory to TRIPS Agreement, since April 1996.
- Gulf Cooperation Council (GCC), effective November 1998.

The United Arab Emirates is covered under the Gulf Cooperation Council (GCC) which also covers IP protection in Kingdom of Saudi Arabia,

Kingdom of Bahrain, Sultanate of Oman, State of Qatar and State of Kuwait.

Patents are granted in UAE if the applications meet the criteria of Novelty, Inventive Concept (also known as Non-obviousness) and Industrial applicability.

NOVELTY: Although the UAE Patent law does not have any stipulation of novelty except the mention of “new”, the implementing regulations require the administration to examine the patent as to the new invention has no precedence in the industrial prior art which means that the invention was not disclosed to public anywhere at any time whether by written, oral disclosure or by use or any other method which allows the understanding of the invention.

INDUSTRIAL APPLICABILITY: The invention can be used on an industrial level.

NON- OBVIOUSNESS: The invention should have technical development which is not obvious to any skilled person related to field of technology to which the invention belongs.

All patent applications filed at the UAE Patent Office are subject to substantive examination and are bound to meet the above mentioned patentability criteria for receiving acceptance by the Patent Office.

The examination of Patents is conducted by the Austrian Patent Office through a special agreement between them and the UAE Patent office and a request for examination is possible only after receiving notification from the UAE patent office informing that the application has reached the examination stage.

The administration shall notify the applicant should the application be rejected and the applicant may file a petition to the competent committee within a period of 60 days as of the date of notification.

Upon the decision of the Minister of Economy for accepted applications, the letters patent and

utility certificates shall be issued and published in the Industrial Property Journal.

Any interested party may file an objection thereon to the competent committee within a period of 60 days from the date of publication. The letters patent or the utility certificate shall be issued to the applicant if no objection has been filed during the specified period.

According to the UAE Patent Law, annual maintenance fees are due on the anniversary of the International filing date for the national phase of PCT applications and on the anniversary of the national filing date for non-PCT applications (including both priority and non-priority applications). The annuities can be settled within three months from the due date without any consequences and an extension of another three months is allowed for settling the due annuities with a surcharge.

The right to a patent may be assigned or licensed. An assignment shall have no effect against third parties, unless it has been recorded at the Patent Office and published in the Industrial Property Journal.

Working of patents in the UAE is an official requirement. If the owner of a patented invention does not satisfy the stipulated working requirements within 3 years from the issuance of the letters patent, or the owner refuses to license it under a contract of fair terms, the patent will be subject to compulsory licensing under the provisions of the law.

Technical know-how is protected from any unauthorized use, breach or disclosure. Infringement of the owner’s rights is punishable under the provisions of the law.

Filing Requirements Patent Applications

1. A Power of Attorney duly legalized up to the UAE Consulate.
2. A duly legalized extract from the Commercial Register or from the Memorandum of Association, if the applicant is a company or body corporate.

3. One copy of the English specification and claims together with its Arabic translation.
 4. One set of the drawings relating to the invention, if any.
 5. An abstract of the invention of no more than 200 words, together with the best explanatory diagram.
 6. A duly legalized deed of assignment signed by the inventor, if the applicant is not the inventor.
 7. A certified copy of the application giving the filing date, number and country if the application is to be filed with a priority claim.
2. A legalized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Agency Agreements

1. A Power of Attorney legalized up to the Consulate of the UAE.
2. For individual merchants, two copies of the following:
 - a. The commercial permit.
 - b. The entry in the commercial register.
 - c. The commercial agency agreement duly legalized up to the Consulate of the UAE.
 - d. The Arabic translation duly notarized, if the agency contract is not in Arabic.
 - e. The agent's entry or identification card.
 - f. The Powers of Attorney duly notarized.
 - g. Two copies of the declaration.

Note: Please note that the documents in item (3, 4 and 5) should be submitted at the Patent Office on the filing date of the application, while documents in items (1, 2, 6 and 7) can be submitted within 90 days (strictly non-extendible) from the filing date of the patent application.

For PCT applications entering the national phase in the UAE, a copy of the PCT international publication search and examination reports must be submitted with the application.

Assignment Applications

1. A Power of Attorney executed by the assignee and duly legalized up to the Consulate of the UAE.
2. A duly legalized deed of assignment executed by both parties.
3. A duly legalized Certificate of Incorporation of the assignee.

Registered User/License Agreement Applications

1. A Power of Attorney executed by the licensee and duly legalized up to the Consulate of the UAE.
2. A duly legalized license agreement executed by both parties.

Change of Name/Address Applications

1. A Power of Attorney in the new name and/or address duly legalized up to the Consulate of the UAE.

Notes:

1. The originals have to be shown for checking when submitting the application.
2. The application is to be submitted in two copies each one in a separate file.
3. For companies:
 - a. All that was mentioned above in No. 2 and extracts of entries for all the partners or certificates from the Migration, Nationality and Passports Department stating that they are nationals.
 - b. Two copies of the Memorandum of Association and Articles of Incorporation duly legalized.

Summary of the Design and Industrial Model Registration System

The UAE Patent Office has started the examination of the design applications filed during the period 1998 - 2005. Accepted design applications will be published in the Official Gazette shortly.

A design or industrial model registration is valid for 10 years.

The payment of annuities can be made on or before the due date at any time and for any number of years, however, annuities can still be paid during the 3 months after the due date without a late payment fee and another 3 months with a late payment fee, (the total grace period is 6 months).

Filing Requirements

Design Applications

1. Complete details (Name, address and nationality) of the applicant and designer.
2. Title of the invention or design
3. A Power of Attorney duly legalized up to the UAE Consulate.
4. A duly legalized extract from the Commercial Register or from the Memorandum of Association, if the applicant is a company or body corporate.
5. One copy of the model or design, if it is two-dimensional or one copy of each view thereof, if it is three-dimensional.
6. A duly legalized deed of assignment signed by the inventor, if the applicant is not the inventor.
7. A certified copy of the priority document, if it is to be claimed.

Note: Please note that the information / documents in item 1,2 and 5 should be submitted at the Patent Office on the filing date of the application, while documents in items (3 , 4, 6 and 7) can be submitted within 90 days (strictly non-extendible) from the filing date of the design applications.

It is worth mentioning that the Patent Office in the UAE is only accepting applications. Examination of filed design applications has yet to start, and therefore, no designs have been granted yet.

Assignment Applications

1. A Power of Attorney executed by the assignee and duly legalized up to the Consulate of the UAE.
2. A duly legalized deed of assignment executed by both parties.
3. A duly legalized Certificate of Incorporation of the assignee.

Registered User/License Agreement Applications

1. A Power of Attorney executed by the licensee and duly legalized up to the Consulate of the UAE.
2. A duly legalized license agreement executed by both parties.

Change of Name/Address Applications

1. A Power of Attorney in the new name and/or address duly legalized up to the Consulate of the UAE.
2. A legalized certificate proving the change of name or address issued by the local competent authority of the applicant's domicile.

Summary of the Copyright Registration System

Copyright in the UAE is protected under the Federal Law No. 32 of the year 2006 Amending the Federal Law No. 7 for the year 2002 Concerning Copyright and Neighboring Rights.

For obtaining protection, copyrightable works have to be deposited with the Ministry of Economy. Protection is granted to authors of literary, artistic and scientific works of whatever the value or kind or purpose or way of expression is.

Generally, protection is provided for works whose means of expression is writing, sound, drawing, image, motion pictures, creative titles or computer software. Translation of original works is also protected.

The duration of the protection is for the lifetime of the author plus 50 years after his death or 50 years from the date of publication in cases of cinematographic works, works of corporate bodies and works published for the first time after the death of the author.

The law reserves the right to allow reproducing protectable works by means of photocopying without obtaining the author's permission by public libraries, non-commercial documentation centers and education, cultural and scientific institutions, provided that the number of 50 copies reproduced is limited to their needs and not detrimental to the interests of the author.

An unauthorized publication of an author's work of art is penalized by imprisonment and/or a fine. A publisher who contravenes the author's instructions through unauthorized addition, omission or modification shall be punished by imprisonment and/or a fine.

The UAE is a member of the Berne Convention for the Protection of Literary and Artistic Works.

Filing Requirements

Copyright Applications

1. A Power of Attorney in the name of the applicant(s), legalized up to the UAE Consulate. (If the applicant is in the UAE, a notarized Power will be sufficient).
2. The name of the author, or authors in case of joint-works.
3. Identification documents of the applicant.
4. The subject of the work.
5. Three copies of the work.
6. A detailed statement of the work's specifications.

Summary of the Domain Name Registration System

The United Arab Emirates Network Information Center (UAEnic) is the local registry for the Top-Level Domain Name (.ae) in the UAE.

Top-Level Domain

.ae: commercial companies or individuals

Second-Level Domains

.net.ae: network providers

.org.ae: non-profit organizations

.gov.ae: government and ministries

.ac.ae: colleges, universities or academic institutes

.sch.ae: public and private schools

.pro.ae: professionals

.name.ae: personal use

Filing Requirements

Domain Name Applications

1. Application Form which can be submitted by email.
2. Letter requesting the domain name registration, on official letterhead, submitted by email. See sample request letter.

YEMEN

Yemen Office

Premises address: Abu-Ghazaleh Intellectual Property Hadda Area, Diplomatic Zone
P.O.Box 2055, Sana'a Republic of Yemen
Telephone: +967 1 453333
Fax: +967 1 453334
Email: yemen@agip.com
Contact: Aatef Abdul-Moula (Mr)

Summary of the Trademark Registration System

A new Law No. 23 of 2010 related to Trademarks and Geographical Indications has been issued in Yemen along with its Implementing Regulations. The new law has included the following points:

- The opposition period has been decreased to 90 days calculated from the publication date.
- The 8th Edition of the Nice Classification has been adopted without the local sub-classification, noting that Class 33 and alcoholic beverages in Class 32 cannot be registered in Yemen.
- The official fees for filing a trademark in black & white and in color are now the same.
- The Trademark Office will not issue any certificates for renewal, change of name, change of address, merger or assignment, as it will only be issuing simple notices for each action.
- The grace period for the renewal of a mark registration has been increased to 12 months, noting this would be subjected to the payment of lateness fine.
- Any mark cancelled by the request of its owner can not be registered by any other interested party for the same or similar goods or services unless after three years from the date of cancellation.
- The filing fees and registration fees have been merged
- As indicated in article 06, well-known marks are now recognized as per the following:
 1. Any mark application filed for goods or services identical or similar to a well-known mark would be rejected by the Registrar if the well-known mark is not registered in Yemen.
 2. If the well-known mark is registered in Yemen, then any mark application in any class would be rejected for being similar or identical to a well-known mark.
- The new law indicates clear provisions for recording of license agreements and recording of assignments, such as the following:
 1. The possibility to record the license agreement for some or all the products covered by a mark registration.
 2. It is now compulsory to record the license agreement, as the license will not be affected unless it is recorded with the Trademark Office.
- A request for cancellation of a license agreement can now be submitted with the Trademark Office.
- The new law has indicated the protection of geographical indications, and also clarifies the relation between trademarks bearing a geographical indication and geographical indications.
- The new law has clearly indicated the possibility of claiming priority within six months calculated from the filing date in any member country of Paris Convention, in this case the filing date in Yemen will be the same as the filing date in the original application.
- The new law has also indicated the penalties against infringement of marks through legal action with the relative court.

Trademark Registration Procedures:

Once a trademark application is filed at the Trademark Office, it is examined as to its registrability. Accepted trademark applications are to be published in the Official Trade Gazette

(Al-Tijarah). There is a 90 days period starting from the publication date open for filing an opposition to the registration of a trademark by any interested party. The notice of opposition should be submitted to the Registrar within the legal term. The opposition case is referred to the court, if not settled before the Registrar, or if either party appeals the Registrar's decision. However, in the absence of opposition, or if the opposition is rejected, the mark is processed to registration and the registration certificate will be issued.

The validity of a trademark registration is for 10 years as of the date of filing the application renewable for similar periods of 10 years each. The renewal application should be submitted within the last year of the current validity term. The trademark law provides for a one year period for late renewal of a trademark, but such renewal application is subjected to the payment of a lateness fine.

The assignment of a trademark can be recorded once the trademark is registered. In fact, unless an assignment has been entered against the trademark in the register and published in the Official Gazette, it shall not be effective vis-à-vis third parties. Changes in the name or address of a registrant, and limitation of the list of goods covered by a registration can be recorded as well.

Use of trademarks in the Republic of Yemen is not compulsory for filing applications or for maintaining trademark registrations in force. However, a trademark is vulnerable to cancellation upon the request of any interested party who can establish that the trademark had not actually been used during the 5 years immediately preceding the application for cancellation or that there was no bona fide use of the trademark on the goods in respect of which the trademark was registered. It is noteworthy that trademark rights are acquired in Yemen through registration and that a trademark becomes invincible, if the registered proprietor has used it in the country for 5 years continuously.

Unauthorized use of a trademark registered under the law, an imitation of such trademark applied on goods of the same class, sale, storing for the purpose of sale, exhibiting for sale of goods bearing a counterfeit mark, or using a mark duly registered under the law by another person to serve the purpose of unauthorized promotion of goods of the same class are offenses punishable under the law in Yemen.

Requirements

Filing Requirements

Trademark/Service Mark Applications

Trademark/Service Mark Applications

1. A Power of Attorney legalized by the Yemeni Consulate or any other Arab consulate.
2. A certified copy of the certificate of incorporation, or an extract of the commercial register which should include the name, address, date of incorporation and objectives of the corporation.
3. Print of the trademark, (not required for word marks).

NOTE: One set of documents is sufficient for filing any number of trademark applications for the same applicant.

Renewal of Trademarks

1. A Power of Attorney legalized by the Yemeni Consulate or any other Arab consulate, (not required for registrations handled through our office).
2. A simple copy of the registration certificate or the last renewal certificate.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized by the Yemeni Consulate or any other Arab consulate.
2. An assignment deed executed by the assignor and the assignee and legalized by the Yemeni.
3. A simple copy of the registration certificate or the last renewal certificate. (not required for registrations handled through our office)

Registered User/License Agreement Applications

1. A Power of Attorney executed by the licensee legalized by the Yemeni Consulate or any other Arab consulate.
2. A license agreement legalized by the Yemeni Consulate.
3. A simple copy of the registration certificate or the last renewal certificate. (not required for registrations handled through our office)

Change of Name/Address Applications

1. A Power of Attorney legalized by the Yemeni Consulate or any other Arab consulate.
2. A certified or notarized document showing the change of name or address.
3. A simple copy of the registration certificate or the last renewal certificate. (not required for registrations handled through our office)

Summary of the Patent Registration System

A new Law No. 2 of 2011 related to Patents, Utility Models, Integrated Circuits, and Trade Secrets has been issued in Yemen. The new law has included the following points:

- Absolute novelty is required.
- A patent application can be amended by the request of the applicant.
- Priority can be claimed in Yemen within 12 months from the filing date of any prior application filed in any member country of international intellectual property conventions.
- The term of protection has been increased to 20 years calculated from the filing date instead of 15 years applied in the previous law.
- An application that has been published in the Official Gazette can be opposed by any interested third party within 90 days from publication, noting that the opposition decision can also be appealed with the Commercial Court within 30 days from receiving the decision.
- Annuities should be paid annually, and a patent application will be considered as lapsed in case of non-payment of the annuities within the legal term.

Yemeni Minister of Industry and Trade has also issued on October 31, 2010 the Ministerial Resolution No. 271 of 2010 on Patents Procedures.

The six-article Resolution states the following:

- Article (1): The patent application shall be presented to the Public Authority of Intellectual Property Rights at the Ministry in accordance with the conditions and procedures provided for in the intellectual property rights law.
- Article (2): The patent application shall be subjected to formal examination provided for in the intellectual property rights law.
- Article (3): Collection of the official fees determined in the Ministry's regulations against the provided services, including publication fees and annuities.
- Article (4): Approving the Official Gazette (AL-TIJARAH) issued by the General Bureau at the Ministry of Industry and Trade as a mean to publish the patents and inform respective parties accordingly.
- Article (5): Issuing the letters patent in the form approved by the Ministry.
- Article (6): The substantive examination options of patent applications shall be determined as follows:
 1. Approving registration certifications or substantive examination result of the patent application filed at any of Paris Conventions member countries in accordance with the Conventions terms and conditions.
 2. Approving the search results obtained from the international patents database or research engines.
 3. Official affidavit from any scientific institution specialized in the same field of the patent application.
- Article (7): This resolution shall come into force from the date of its issuance, and shall be circulated to all concerned parties to act accordingly.

The new law has also included the following points in relation of Utility Models, Integrated Circuits and Trade Secrets:

Utility Models:

- The term of protection of utility models is 7 years calculated from the filing date.
- The term of protection can not be renewed.
- Conversion from and to a patent application is also possible.

Integrated Circuits:

- An integrated circuit can be protected in case it is novel, and a result of intellectual effort.
- The term of protection is ten years calculated from the filing date or the first commercial use.

Trade Secrets:

Information can be considered as a trade secret with the following conditions:

1. The information should not be commonly known, and not commonly exchanged among those dealing with such information.
2. Its commercial value is based on its confidentiality.
3. Its confidentiality is based on the reasonable protection procedures taken by its legal holder.

The time of protection is not limited, as it is as long as reasonable procedures are taken by its legal holder to assure its confidentiality.

Filing Requirements

Patent Applications

1. A Power of Attorney executed in the name of the applicant and legalized by the Yemeni Consulate.
2. A notarized and legalized deed of assignment by the Yemeni Consulate, if any, executed by the inventor(s), assigning the patent rights to the applicant.
3. One copy of the specification and claims together with its Arabic translation.
4. One set of the drawings relating to the invention, if any.
5. An abstract of the invention of no more than 100 words with an Arabic translation.
6. A certified copy of the priority documents for claiming priority.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized by the Yemeni Consulate or any other Arab consulate.
2. An assignment deed executed by the assignor and the assignee and legalized up to the Yemeni Consulate.

Registered User/License Agreement Application

1. A Power of Attorney executed by the licensee legalized by the Yemeni Consulate or any other Arab consulate.
2. A license agreement legalized up to the Yemeni Consulate.

Change of Name/Address Applications

1. A Power of Attorney legalized by the Yemeni Consulate or any other Arab consulate.
2. A copy of any document showing the change of name or address legalized up to the Yemeni Consulate.

Summary of the Design and Industrial Model Registration System

A new Law No. 28 of 2011 related to Industrial Designs has been issued in Yemen, the new law has indicated the following:

The validity of a design registration is now ten years calculated from the application filing date, and is not renewable.

An application in respect of a design is submitted to the registry along with its supporting documents. The Registrar notifies the applicant of the receipt of his application within about one month. The application then proceeds to examination, following which a decision to accept the application or reject it is issued. Once an application is accepted, it is entered in the register and published in the Official Gazette. Any interested third party may file an opposition against the design application within 90 days from the publication date. In the absence of any opposition, it proceeds to registration for the issuance of the registration certificate.

A design can be licensed or assigned only to the extent of the industrial products it covers. An assignment or a license should be made in writing and should be recorded with the Patent Office in order to be effective against third parties, noting that a license can also be cancelled by submitting an application with the Patent Office.

Filing Requirements

Design Applications

1. A Power of Attorney executed in the name of the applicant and duly notarized and legalized by the Yemeni Consulate or any other Arab consulate.
2. A duly legalized extract from the Commercial Register or from the Memorandum of Association, if the applicant is a company or body corporate.
3. Two copies of the model or design, if it is two dimensional or two copies of each view thereof, if it is 3-D.
4. A duly legalized deed of assignment signed by the inventor, if the applicant is not the inventor.
5. A certified copy of the priority documents for claiming priority (if any).

Renewals

1. A Power of Attorney legalized by the Yemeni Consulate or any other Arab consulate.
2. A simple copy of the registration certificate or the last renewal certificate.

Assignment Applications

1. A Power of Attorney executed by the assignee legalized by the Yemeni Consulate or any other Arab consulate.
2. An assignment deed executed by the assignor and the assignee and legalized up to the Yemeni Consulate.

Registered User/License Agreement

Applications

1. A Power of Attorney executed by the licensee legalized by the Yemeni Consulate.
2. A license agreement legalized up to the Yemeni Consulate.

Change of Name/Address Applications

1. A Power of Attorney legalized up to the Yemeni Consulate or any other Arab consulate.
2. A copy of any document showing the change of name or address legalized up to the Yemeni Consulate.

Summary of the Copyright Registration

System

The unified Intellectual Property Rights Law No. 19 of 1994 stipulates protection for copyright, but the non-issuance of the Implementing Regulations has delayed the full implementation of the law.

Summary of the Domain Name Registration

System

The non-issuance of the Implementing Regulations of the copyright law has delayed the full implementation of the law.

Africa

Africa Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
PO Box: 921100, Amman 11192, Jordan
Tel: (00 962-6) 5 100 900
Fax: (00 962-6) 5 5 100 901
E-mail: africa@agip.com
Contact Person: Hanan Elayyan (Ms)

Angola

Trademark/Service Mark Applications

1. A power of attorney duly legalized up to the Angolan Consulate or apostilled according to the Hague Convention.
2. Prints of the mark.
3. The full particulars of the applicant.
4. The list of the goods and/or services to be covered by the mark.
5. A certificate of incorporation or an extract from the Commercial Register with a verified Portuguese translation duly legalized or apostilled.

Renewal Requirements

The same documents required for a first registration.

Assignment Requirements

1. Deed of assignment in Portuguese, signed by both parties, notarized and legalized by the Consul of Angola.
2. Power of Attorney, in Portuguese, signed by the assignee, notarized and legalized up to Consul of Angola.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A Power of Attorney duly legalized up to the Angolan Consulate or apostilled according to the Hague Convention.
2. The full particulars of the inventors and the applicants.
3. The title of the invention.
4. The specification and claims, together with an abstract of the invention in the English language for translation into Portuguese.

5. A set of the drawings, if any.
6. A legalized priority document with its English translation.
7. A duly legalized deed of assignment of the invention, if any.
8. International classification.

Note: The documents should be in the Portuguese language.

Please refer to the Office for obtaining the Power of Attorney.

Industrial Design Applications

Requirements for Filing Design Applications

1. Name, nationality, occupation and address of the applicant.
2. A sample of the model or a graphic representation of the model or the design.
3. Description of the novelty and the utility that is conferred to a utility model or simply the novelty if it refers to an industrial design.

ARIPO

ARIPO is the African Regional Industrial Property Organization for English-speaking Africa. The member countries are: Botswana, Gambia, Ghana, Kenya, Lesotho, Malawi, Mozambique, Namibia, Sierra Leone, Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe. Please note that protection can alternatively be obtained on an individual basis in any of these countries via a national application in such country.

Trademark Applications

1. A simply signed power of attorney.

2. The name, address, nationality and occupation of the owner.
3. The list of the goods covered by the mark and the classes pertaining thereto.
4. Prints of the mark.
5. A certified true copy of the priority document (if applicable) with verified English translation.
6. Copy of the International Preliminary Examination Report. It can be filed at any time and there is no deadline.

Requirements for filing a non-PCT application in ARIPO are as follows:

1. A simply signed Power of Attorney. The power can be filed within two months as of the filing date.
2. Specification, claims, drawings, and abstract in English.
3. Assignment of Invention. The assignment can be filed later at any time and there is no deadline.
4. Priority document with verified English translation. It can be filed, within 3 and 6 months, respectively.

Renewal Requirements

1. The registration number.
2. Classification of the mark.
3. The designated states for which renewal is requested.
4. Simply signed Power of Attorney unless already registered.

Assignment

It is possible to assign any registration or application for registration filed with the ARIPO Office in respect of all or any of the selected states and in respect of all or part of the goods or services, with or without the goodwill.

Assignment Requirements

1. A deed of assignment signed by both parties.
2. A Power of Attorney signed by assignee not legalized.

Following registration, the assignment is published in the Journal.

Note: It is not possible to conduct searches centrally in ARIPO; therefore, we would recommend that searches are conducted in the national registers of the member countries of interest.

Requirements for filing a PCT application in ARIPO are as follows:

1. A simply signed Power of Attorney. The power can be filed within two months as of the filing date.
2. Specification, claims, drawings, and abstract in English.
3. Assignment of Invention. The assignment can be filed later at any time and there is no deadline.
4. Copy of the PCT international advertisement.
5. Copy of the International Search Report. It can be filed at any time and there is no deadline.

Design Applications

1. A simply signed power of attorney.
2. Graphic/ photographic representations of the design.
3. Assignment from the creators (if applicable).
4. Priority documents.

Botswana

Trademark/Service Mark Applications

1. A simply signed Power of Attorney.
2. Three prints of the trademark.
3. The list of the goods/services and the classes pertaining thereto.

Renewal Requirements

1. A simply signed Power of Attorney.
2. Full particulars of the pertaining registration, certified by the Registrar of Trademarks in the Republic of South Africa or in the United Kingdom.
3. Twelve prints of the mark.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A simply signed Power of Attorney.
2. Specification, claims, abstract in English and drawings if any.
3. Deed of assignment, if the applicant is not the inventor.

4. Priority document, if priority is claimed.
5. International patent classification.

Note: Please refer to the Office for obtaining the Power of Attorney.

Burundi

Trademark Applications

1. A simply signed power of attorney.
2. Ten prints of the trademark. (Not required for word marks)
3. The full particulars of the applicant.
4. The list of goods and classes pertaining thereto.

Patent Applications

Requirements for Filing Patent Applications

1. A simply signed Power of Attorney (required on the day of filing).
2. Specification, claims and abstract in French (required on the day of filing).
3. Formal drawings, if applicable (required on the day of filing).
4. Assignment of Priority Rights (can be filed later, no set deadline).
5. Priority document with verified French translation (can be filed later within three months).

Patents of Importation

1. A simply signed Power of Attorney (required on the day of filing).
2. Specification, claims and abstract in French (required on the day of filing).
3. Formal drawings, if applicable (required on the day of filing).
4. Certified copy of foreign granted patent (required on the day of filing).

Grant:

The term of a patent of invention is twenty years from the filing date and the term of a patent of importation is the unexpired term of the foreign patent. Patents of addition expire with the main case. No renewal fees are payable.

Cape Verde

Trademark Applications

1. Print of the mark.

2. Details of the owner.
3. List of goods/ classes.

Comoro Islands

Trademark Applications

1. Print of the mark.
2. Details of the owner.
3. A list of the goods/classes.

Note: Power of Attorney is not required.

Democratic Republic of Congo

Trademark Applications

1. Power of Attorney in duplicate (not legalized).
Note: a separate Power of Attorney in duplicate is required for each application.
2. Printing block and 10 prints, (even for word marks) size not exceeding 8 x 10 cm.
3. Certified copy of the home application, if priority is to be registered.

Renewal

1. Power of Attorney in duplicate (not legalized).
Note: a separate form is required for each registration.
2. Original Certificate of Registration for endorsement.

Djibouti

Trademark Application

1. A simply signed power of attorney.
2. Prints of the trademark.
3. A list of the goods/services and the classes pertaining thereto.

Eritrea

Requirements – First publication

No documents are required. We only need at least one clear representation of the mark and usual details of proprietor and goods/services to be claimed.

Republication

No fixed terms, we would recommend every 3 years.

Assignments, Mergers, Changes of Name or Address

Do not have to be published as they occur, but can be mentioned on republication.

Licenses

May be mentioned in first Cautionary Notices or on republication.

Ethiopia

Trademark Applications

1. A power of attorney duly legalized up to the Ethiopian Consulate.
2. A legalized copy of the home registration or any foreign registration of the trademark, together with its English translation.
3. Prints of the mark.

Patent Applications

1. A legalized power of attorney.
2. Three copies of the specification and claims in the English and Amharic languages.
3. A legalized letters patent issued in the country of origin.

Note: A single notice may cover only one patent or one trademark so that a separate certificate may be issued in respect of the patent or the trademark as the case may be. Even if more than one trademark are included in a single notice with a view to reducing the advertising charges to the minimum, a separate registration fee is to be paid in respect of each trademark with the result that a separate registration certificate will be issued for each trademark.

As per a new regulation issued by the Minister of Foreign Affairs, the dates of signatures in the Ethiopian Embassy legalization must be within one year.

Gambia

Trademark Applications

1. A simply signed Power of Attorney.
2. Prints of the trademark; (not required for word marks).
3. A list of the goods and the classes pertaining thereto.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent.

Ghana

1. A simply signed power of attorney for each application.
2. A printing block and ten prints of the trademark (not needed for word marks).
3. A statement as to whether the mark is in actual use or is intended to be used in Ghana.
4. The list of the goods/services and the classes pertaining thereto.
5. A priority document, if priority is to be claimed.

Renewal Requirements

1. Simply signed Power of Attorney.
2. Particulars of the owner.
3. Trademark particulars.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A simply signed power of attorney.
2. Specifications, claims and abstract in English.
3. Drawings, if any.
4. If priority is claimed, indication of the country, date and file number of basic foreign application.

Note: Please refer to the Office for obtaining the Power of Attorney.

Kenya

1. A simply signed power of attorney.
2. Ten prints of the mark (not needed for word marks).
3. A list of the goods and/or services to be covered by the application.
4. The full particulars of the applicant.
5. Statement of whether the mark is used or intended to be used in Kenya.

Patent Applications

1. A simply signed power of attorney.
2. Two copies of the specification and claims including drawings in original. (Photocopies are not acceptable).
3. The particulars of the corresponding application or granted patents elsewhere.
4. A certified copy of the corresponding application for claiming priority.

Lesotho

1. A simply signed Power of Attorney.
2. The list of the goods/services and the classes pertaining thereto.
3. Six prints of the trademark.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A simply signed Power of Attorney.
2. Specification, claims, abstract and drawings in English.
3. A deed of assignment if the applicant is not the inventor.

Note: Please refer to the Office for obtaining the Power of Attorney.

Liberia

1. A Power of Attorney notarized and legalized up to the Liberian Consulate. In the absence of a Liberian Consulate the documents may be apostilled according to the Hague Convention.
2. A declaration including the list of the goods or services covered by the mark, a detailed description of the mark, and occupation of the applicant notarized and legalized up to the Liberian Consulate.
3. Prints of the trademark.
4. An oath duly legalized.
5. A description of the trademark (need not be legalized).

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A Power of Attorney duly notarized and legalized up to the Liberian Consulate. In the absence of a Liberian Consulate the documents may be apostilled according to the Hague Convention.
2. Four copies of the specification and claims in English.
3. Four sets of the formal drawings, if any.
4. The full particulars of the applicant.

Note: Please refer to the Office for obtaining the Power of Attorney.

Madagascar (Formerly Malagasy Republic) Requirements for Filing Trademark Applications

1. Name, address and nationality of the applicant.
2. Characteristics of the mark and 7 representations, if it is not a word mark (8cm x 8 cm max).
3. A list of goods (translation in French is required).
4. Information about claiming priorities (country, date, number and classes).
5. A Power of Attorney signed by the applicant and legalized or notarized.
6. In case of claiming priority, one copy of each basic application.
7. In the case of a collective mark, names and addresses of partners, contracts of use.

Deadline

- Items 1 - 4 are the minimum requirements to obtain a filing date.
- Late document (5 - 7) should be lodged within 2 months of the filing date.

Patent Applications Requirements for Filing Patent Applications

1. Names, addresses, nationalities of the applicants and the inventors.
2. Title, international classification.
3. Full details of convention priority.
4. Specification, abstract, claims and drawings of the invention, (translation in French is required).
5. A copy of the legalized document in which the applicants acquired the right to apply the invention if they are not the inventors – deed of assignment.
6. A Power of Attorney signed by the applicant duly notarized except in case of PCT.
7. In case of claiming priority, one copy of each basic application.

Deadline

- Items 1- 4 are the minimum requirements to obtain a filing date.
- Translation in French should be lodged within 2 months of the filing date.
- Any other late documents should be lodged 4 months of the filing date.

Requirements for National Phase of PCT Applications

1. All requirements for a normal patent application stated above.
2. A copy of the international application published under PCT.
3. A copy of the international search report.
4. A copy of the international preliminary examination report (optional).

Deadline

- Items 3 - 4 should be lodged within 4 months of the filing date.
- Concerning entry into national phase, the payment of annuity must begin the 3rd year from the date of international application filing.

Design Applications

Requirements for Filing Design / Model Applications

1. Names, addresses and nationalities of the applicants and the creators.
2. Five representations of the design or model.
3. Indication of the features of the design.
4. Full details of the convention priority.
5. A copy of the application in which the priority is claimed.
6. A copy of the legalized document in which the applicants acquired the right to apply.
7. A Power of Attorney signed by the applicant duly notarized.

Malawi

1. A simply signed power of attorney.
2. Twelve prints of the trademark (not required for word marks).
3. A list of the goods and the classes pertaining thereto.
4. Statement of whether the trademark is used or proposed to be used in Malawi.

Patent Applications

1. combined power of attorney/application form.
2. Three copies of the specification in English.
3. Three copies of the formal drawings.
4. A certified copy of the basic application to claim convention priority, and a sworn English translation (if not in English).

5. A deed of assignment, if the applicant is not the inventor.

Industrial Design Applications

Requirements for Filing Design Applications

A) For a normal national application:

1. Form of authorization; no legalization is required.
2. Application form (this can be signed by an agent).
3. Four identical representations (drawings or photographs) mounted on strong paper (8*13) with the left hand margin of one and half inch. Paper of international A4 is acceptable.
4. A statement of the features of a design for which novelty is claimed.
5. Priority document in convention cases.
6. Name of applicant.
7. Drawings or photograph of the article showing the novel feature for which protection is claimed.
8. Country, number and date of the basic application in a convention case.

B) For an ARIPO application:

1. A Power of Attorney, signed by the applicant.
2. Application form.
3. Reproduction of the industrial design.
4. A designation of the contracting states in respect of which the design is to be registered.

Mauritius

1. The Power of Attorney of Mauritius must bear the Corporate Seal of the company executing it; be attested by a Notary Public whose signature must be legalised by means of an Apostille.
2. Five prints of the trademark (not required for word marks).
3. List of the goods to be covered by the application and the classes pertaining thereto.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A petition.
2. A declaration duly notarized and legalized.
3. A power of attorney.

4. Specification and claims in English.
5. Formal drawings.
6. Deed of assignment duly notarized and legalized.
7. Memorandum of signatory.

These documents are filed immediately in four copies and the originals are sent to the Registration office especially the Deed of the assignment to be transcribed.

The original petition, declaration, power of attorney and assignment deed must be notarized if executed in the British Commonwealth; otherwise, the documents must be legalized up to the British Consulate. If the documents are executed in a member country of the Convention of the Hague of October 5, 1961, they shall be signed by a notary public along with an apostille in the form prescribed by the convention.

Note: Please refer to the Office for obtaining the Power of Attorney.

Mozambique

1. A notarized power of attorney.
2. Prints of the trademark (not required for word mark)

Renewal Requirements

1. Full name and address of the owner.
2. Trademark particulars.
3. A declaration of intent to use the mark.

Trademark registrations will be renewed for periods of 10 years.

Namibia

Trademark Applications

1. A simply signed power of attorney.
2. Eight prints of the trademark.
3. The list of goods and/or services to be covered by the application.

Patent Applications

1. A simply signed power of attorney.
2. The specification, claims, abstract and drawings, if any.
3. An assignment deed if the inventor is not the applicant.

Nigeria

Requirements for Filing Trademark Applications

1. Name of the trademark.
2. Name and address of the owner of the trademark.
3. A logo or copy of the trademark from which very tiny copies of the mark (referred as Bromides) are produced for use in the registration process.
4. Three original copies of duly executed Form 1 - Authorization of Agent.

The Certificate of Registration of the Trademark is issued approximately 18 months after the application for registration is accepted. The reason for this lengthy period is because the Certificate of Registration is issued only after publication in the Trademark Journal and the Trademark Journal is not published regularly so, there is always a waiting list of between 12 - 18 months for outstanding trademarks to be published. However, once a search is conducted and a letter of acceptance is issued by the Trademark Registry, in practice objections to the application for registration of the trademark are rarely raised.

Patent Applications

1. A simply signed power of attorney.
2. Specifications and claims in English.
3. Two sets of the formal drawings, if any.
4. A deed of assignment, if mentioned in the application.
5. A priority document along with a sworn translation in English (if it is in any other language) to claim convention priority.
6. Application form signed by the applicant.

Design Applications

Requirements for Filing Design Applications

1. A request for registration of the design.
2. The applicant's full name and address, and if that address is outside Nigeria, an address for service in Nigeria.
3. Four specimens of the design or photographic graphic representations of the design with any printing block or other means of reproduction.
4. An indication of the kind of product (or where a classification has been prescribed, the class of product) for which the design will be used.

5. If the application is made by an agent, a signed Power of Attorney is required. Legalization or certification of the signature of the Power of Attorney is not required.
 6. The prescribed fee.
 7. Where appropriate, a declaration signed by the true creator requesting that he be named as such in the Register and giving his name and address.
 8. Statement of novelty.
2. Complete specification, claims and abstract x3, to be filed within 3 months from notification.
 3. Copy/copies of Priority Assignment(s), to be filed within 6 months from filing.
 4. Certified copy of priority document(s), to be filed within 6 months from filing. (With translation if not in English or French) - Not required for PCTs.

OAPI

OAPI (Organisation Africaine de la Propriété Intellectuelle) is the African Intellectual Property Organization for French-speaking Africa. With headquarters in Yaoundé, Cameroon, OAPI's member states are: Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Republic of Congo, Cote d'Ivoire, Equatorial Guinea, Gabon, Guinea, Guinea Bissau, Mali, Mauritania, Niger, Senegal and Togo.

Please note that it is not possible to file in any of the aforementioned member states separately.

Requirements for Filing Trademark Applications

1. Name and full address of the owner.
2. Specification of goods/services.
3. Ten prints of the mark (if a single word mark, ignore this).
4. Classes of goods/services. (In OAPI, produce marks and service marks are subjects of distinct applications).
5. Priority claim (if any).
6. Assignment of priority right (if any).
7. Priority documents (if any).
8. A Power of Attorney (notarization is not required). Please note that the Power of Attorney must be specific and distinct. This means that one Power of Attorney cannot be used for more than one application. It must mention the particular mark to be filed.

Patent/Utility Model Applications Documents Required

Document(s) Required

1. 1. A Power of Attorney simply signed, to be filed within 3 months from notification.

Additional documentation required for PCT applications:

1. International Publication, required for filing.
2. International Preliminary Examination Report, to be filed as soon as possible.
3. International Search Report, to be filed as soon as possible.
4. Notification of changes recorded at WIPO or other evidence of changes to PCT applicant, to be filed within 3 months from notification.

Additional requirements / information to complete the application

1. The name(s) of the priority applicant(s).
2. The printed characters on the specification and claims must be at least 2mm in height. If the characters are smaller than 2mm, then OAPI will issue an official action requesting the submission of a fresh specification and claims containing larger print.
Please also note that in order to comply with the Regulations the specification and claims must also have minimum margins of 2.5cm on the left hand side, and 2 cm on the right hand side, top and bottom, and must be typed in one-and-a-half line spacing.
3. "Method of Treatment" claims cannot be protected under the OAPI law. Such claims should be either deleted to avoid the payment of the additional fees due on every claim over the 10th, or reworded "Swiss style". Please note, however, that at present it is uncertain whether such claims are in fact enforceable.

Industrial Design Applications

1. A Power of Attorney.
2. Three identical representations of each design or three samples, when there are various views of a model; they must be on a single sheet.

3. A certified copy of the basic application, where appropriate.

Rwanda

Trademark Applications

1. A simply signed power of attorney.
2. Prints of the trademark (even for word marks).
3. A precise list of the goods and the classes pertaining thereto.

Patent Applications

1. A notarized power of attorney.
2. Three copies of the specification in French, along with the abstract.
3. Four copies of the drawings, if any, three on tracing cloth.
4. In the case of a patent of importation, the number and filing date of the patent application for which the convention date is claimed.
5. A deed of assignment if the applicant is not the inventor.

Sao Tome and Principe

Requirements for Filing Trademark Applications

1. Prints of the mark.
2. Details of the owner.
3. List of goods/classes.
4. Signed Power of Attorney.

Saint Helena

Trademark Applications

Remarks

- Multi-class system
- Claiming priority according to the Paris Convention
- Technical Examination system, and opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.
- Labels (preferably) in an electronic format or 20 labels with a size of 10 x 10 cms.
- Specific list of goods or services to be included in the application per class.

- Power of attorney document signed by an authorized officer of the company, who must indicate his/her charge.
- Priority document: A certified copy of the application from which the priority rights are claimed.

Seychelles

1. A duly notarized Power of Attorney, if signed within the Commonwealth; otherwise, the document should be legalized up to the British Consulate.
2. Eight prints of the trademark.
3. The list of goods/services and the classes pertaining thereto.
4. The following information:
 - a. Trading activity of the applicant, i.e. merchant or manufacturers.
 - b. Use of the trademark, i.e. being used or proposed to be used.

Note: Please refer to the Office for obtaining the Power of Attorney.

Patent Applications

1. A notarized Power of Attorney.
2. A certified copy of the UK letters patent attached to the specifications.

Note: Please refer to the Office for obtaining the Power of Attorney.

Sierra Leone

Trademark Applications

1. A simply signed Power of Attorney for each application.
2. Ten prints of the trademark.
3. The list of the goods and the classes pertaining thereto

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the British patent including the specifications and formal drawings.
3. A certificate from the Comptroller of the UK Patent Office giving full particulars of the issue of the British patent, any change of name, address or assignment.

Somalia

Due to the political situation in Somali Democratic Republic, filing of trademarks and patents are not possible in the meantime.

South Africa

A brief outline of the procedure for trademark registration in South Africa is as follows:

- File application;
- Examination approximately 36 months from date of filing;
- Acceptance once Registrar's requirements have been met;
- Advertisement thereafter - third parties have a period of three months from the date of advertisement within which to oppose;
- Registration after expiry of 3-month opposition term provided no opposition is encountered;
- Renewal - every ten years;
- Compulsory use for a period of 5 continuous years from the date of registration.

The whole process from filing to registration will take approximately 4 years due to the backlog at the Trademarks Office.

Patent Applications

1. A simply signed power of attorney. (Form P3)
2. An assignment of the invention and of the priority rights, where applicable.
3. Specification, claims, abstract and drawings.
4. State the International Class of the patent, if available.
5. A priority document, if priority is to be claimed.

Note: Registration in South Africa also covers Bophuthatswana, Transkei and Venda, which have been reincorporated into South Africa.

Design Applications

1. Declaration and power of attorney.
2. Statement of novelty definitively setting out the features for which protection is claimed, together with an explanatory statement if necessary.
3. Assignment, if the applicant is not the original proprietor of the design.

4. Statement whether the design is to be registered in part A (aesthetic design) or part F (functional design) of the register.
5. Four sets of identical representations in the form of drawings or photographs. The registrar may also call for the submission of specimens.
6. In convention cases, a certified priority document with a verified translation if in a language other than English.

Copyright Applications

There is no formal registration process for copyright in South Africa. However, there is only a procedure for the registration of copyright in cinematographic films.

In general, copyright subsists automatically under the Berne Convention and there is no process and no fees payable.

Swaziland

Trademark Applications

1. A simply signed Power of Attorney.
2. Ten prints of the mark; (not required for word marks).
3. The list of the goods/services and the classes pertaining thereto.

Note: Please refer to the Office for obtaining the Power of Attorney.

1. A simply signed Power of Attorney.
2. A certified copy of the South African letters patent.

Note: Please refer to the Office for obtaining the Power of Attorney.

Tanzania

Requirements for Filing Trademark Applications

In order to file an application for the registration of a trademark or service mark in Tanzania, whether in Tanganyika or in Zanzibar, the following information is required:

1. The applicant's full name.
2. The applicant's full address.
3. A Power of Attorney; it does not require legalization or notarization. If the proprietor

of the trade/service mark is a legal entity, the signature of a duly authorized officer of the entity and the rubber stamp is sufficient. If the proprietor is an individual, the individual's signature is sufficient.

4. The specific goods and/or services for which registration is sought.
5. The specific class for which registration is to be sought. Please note that under the present law in Tanzania multi-class applications are not applicable. Consequently, registration must be sought separately in each class.
6. Ten representations of the mark.
7. Where an applicant wants to claim priority based on an international convention, the date of filing, country and number of the application in the convention country from which priority is claimed should be provided.

Patent Applications

Requirements for Filing Patent Applications

1. Title of the invention.
2. Description of the invention.
3. Claim(s).
4. Abstract and publication.
5. Any drawings referred to in the description or the claims.
6. Statement specifying the basis of the applicant's right to the patent.
7. Statement that certain disclosures be disregarded.
8. Priority document(s) in a form of certified copy of earlier application(s).
9. Separate signed Power of Attorney.
10. English translation of earlier application(s) on which priority declaration is based.

Industrial Design Applications

Patent designs can be registered as normal patents and industrial designs must be registered separately.

Industrial designs registered in the United Kingdom may be protected in Tanzania and Zanzibar after filing a notification to the Tanzanian Authorities. However, the best approach to obtain protection for industrial designs in Tanzania and Zanzibar is to make the registration through ARIPO system.

Uganda

Trademark Applications

Documents Required for Filing Trademark Applications

1. Five copies of the proposed trademark, unless it is a word mark.
2. A Power of Attorney simply signed i.e. not notarized. There is no need to legalize with the local consulate.
3. A certified copy of the home registration of the trademark (if any).
4. An application form to be filled by us.
5. For assignment, licensing, merger, change of name or address, a certified copy of the deed of assignment, license, merger, change of name or address.

Note: Uganda has provisions for international single class filing in 34 classes only i.e. trademarks and certification marks. There is no provision for the registration of service marks.

Patent Applications

1. A simply signed power of attorney.
2. A simply signed application form.
3. Specification, claims, abstract and drawings, if any.
4. A deed of assignment, if the inventor is not the applicant.
5. The priority document, if priority is to be claimed

Zambia

Trademark Applications

1. A simply signed power of attorney.
2. A printing block and some prints.
3. The list of the goods and the classes pertaining thereto.
4. A priority document together with a verified English translation.

Patent Applications

1. A simply signed power of attorney or an application form.
2. Two copies of the specification, claims and abstract in English.
3. Two sets of the formal drawings.
4. A certified copy of the basic application, together with a sworn English translation for claiming convention priority.

5. A deed of assignment, if the applicant is not the inventor

Industrial Design Applications

Requirements for Filing Design Applications

1. An application form which may be signed by an agent.
2. A Power of Attorney; not legalized.
3. Assignment, where necessary.
4. Four identical representations.
5. Statement of features of novelty.
6. Priority documents (where necessary).

Zimbabwe

Trademark Applications

1. A simply signed power of attorney.
2. Ten prints of the trademark (not required for word mark).
3. A certified copy of the home registration for convention applications.
4. Statement of whether the mark is to be used or is being used, and the English meaning and the language from which it is derived, if the mark is in a language other than English.
5. A list of specific goods and the classes pertaining thereto.

Patent Applications

1. A simply signed power of attorney.
2. Three copies of the specification in English.
3. Two sets of the formal drawings, if any.
4. An assignment deed from the inventor, where necessary.
5. A certified copy of the basic application if convention priority is claimed.

Industrial Design Applications

Requirements for Filing Design Applications

1. A Power of Attorney.
2. Eight identical representations (copies, sketches, drawings or photographs) mounted on strong white paper of international size A4 (297 * 210 mm) or foolscap folio (338 * 208 mm), with a left hand margin of 40 mm. The representations should show the design and contain a designation of the view, but should contain no other matter. Sufficient views to show the true shape, configuration, pattern or ornamentation should be claimed.
3. A statement of the features of the design for which novelty is claimed.
4. Priority documents in those cases where convention claim is made.

Asia

Asia Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
PO Box: 921100, Amman 11192, Jordan
Tel: (00 962-6) 5 100 900
Fax: (00 962-6) 5 100 901
E-mail: asia@agip.com
Contact Person: Diala Al-Masri (Ms)

Australia

Filing Requirements for Trademarks / Service Marks

1. The name, address details and nature of the applicant.
2. Convention particulars (if any).
3. Details of the mark.
4. The goods or services.

The application form may be completed and signed by an Australian patent attorney in the name of the applicant without a Power of Attorney or Appointment of Agent. Applications are examined automatically, without further action on the part of the applicant.

Patent Applications

Filing Requirements for Patent Applications

1. A copy of the specification (description, claims, abstract of the disclosure, and drawings if any) in English, typed or printed with reasonable clarity.
2. The name and address of the applicant, together with the number(s), place(s), and date(s) of the basic application(s) if convention priority is claimed.
3. The application form can be completed by an Australian patent attorney, as can the Notice of Entitlement form.
4. A certified copy of the basic application(s) and Notice of Entitlement form can be filed later.
5. If it is not possible to transmit a specification and/or drawings in time, as a last resort, a Convention Application with a temporary specification which identifies the invention by reference to the particulars of the basic application can be filed.

Examination: Examination can be initiated at the request of the applicant by voluntary request within 5 years of the Australian filing, or within 6 months of the receipt of a direction to do so from the Commissioner of Patents, whichever first occurs.

Innovation Patent applications: the requirements for filing an application is the same as the requirements mentioned in points (1-5), but only 5 claims are permitted.

National phase of PCT Applications

1. At least identifying particulars of the PCT application are required to proceed into the National Phase.
2. A certified English translation, if necessary, should also be provided before the deadline, 31 months after the priority date.
3. A certified English translation of the basic application may be requested by the Patent Office.

Industrial Design Applications

Filing Requirements for Design Applications

No authorization or other documents require execution by the applicant prior to filing a design application, but the following information is required:

1. Name and address of the applicant.
2. At least one set of representations (photograph or drawings).
3. A description of the article in respect of which the design is to be registered, e.g. 'table', 'container'.
4. Name of the author of the design (if different from the applicant) and the manner in which the applicant derives title from the author.

5. Identification of features in the design that are considered to lend newness and distinctiveness to the design.
6. Details of any claim to Convention priority.
6. Legalized assignment.
7. Authorization duly sealed and signed by the applicants.

Bangladesh

Requirements for Filing Trademark Applications

To file a trademark application in Bangladesh, the followings is needed:

1. Particulars of the applicant (name, address and nationality).
2. Full description of the goods.
3. Marks, (in case of word marks, description of marks, in case of device please provide 16 print copy of the device or scan copy through e-mail).
4. Copy of registration in home country (if it is not readily available it can be sent on a latter stage).
5. Authorization duly sealed and signed by the client (if it is not possible to send with the instruction it can be sent on a latter stage along with item (iv).

A trademark registration takes around two years time but presently it is difficult to give you exact time limit as our trademarks registry is passing a transitional period. Please also note that service marks (classes 35-44) are not registrable in Bangladesh.

Trademark Renewal

1. Description of the registration.
2. Authorization duly sealed and signed by the proprietor of the mark.
3. Copy of the registration in Bangladesh.

Patent Applications

Requirements for Filing Patent Applications

To file a patent application in Bangladesh, the following is needed:

1. Description of the applicant(s) (name, address and nationality).
2. Description of the Inventor(s) (name address and nationality).
3. Three sets of specifications.
4. Three sets of drawings on tracing papers (transparent papers).
5. Certified copy of the priority documents or its description in case of urgency.

Design Applications

Requirements for Filing Design Applications

To file an application for the registration of a design, the following is needed.

1. Name of the inventor (applicant).
2. Address(s) and nationality of the inventors.
3. Two sets of specifications of design.
4. Four sets of 3D pictures of the products from 4 sides.
5. A Power of Attorney.
6. Certified copy of the Priority Documents.
7. Legalized deed of assignment.
8. Affidavit by the applicant.

Copyright Applications

Requirements

1. Power of Attorney (P/A) in favour of undersigned
2. Declaration by the Artist for every application.
3. The Artistic works/calligraphy or labels/cartons four copies are required to be submitted to the office of the copyright.

Note 1. Every application for registration of copyright shall be made in triplicate, which will prepare and signed, by the local authorized agent.

Note 2. Every application for registration shall be in respect of one work only.

Note 3. Every application file in separate prayer.

Bhutan

Trademark/Service Mark Applications

1. A simply signed power of attorney.
2. Information on prior use of the trademark in Bhutan, if any.
3. Prints of the trademark.
4. List of the goods/services and the classes pertaining thereto.

Renewal

Registration may be renewed for a 10-year period. If renewal is not effected in due time, there is a grace period of 6 months within which the trademark

owner shall pay the renewal fee with a surcharge, whereupon registration will be renewed.

No special documents are required upon renewal.

Brunei

Trademark Applications

Requirements for Filing Trademark / Service Mark Applications

The following information and documents are required for attending to trademark and service mark applications:

1. The full legal name and address of the applicant.
2. If the application is a legal entity, the type of enterprise (e.g. private limited company, partnership, sole proprietorship) and state of incorporation.
3. Name(s) of partners or sole proprietor (if applicable).
4. Trading style (e.g. manufacturers, merchants, wholesalers etc).
5. Class of goods/service (if known).
6. Description of goods/services to be covered.
7. Nine samples of the representation of mark e.g. shape mark and colored mark; (please provide graphic/color description and the actual mark). (if any)
8. Derivation of word mark (to specify if it is an invented word).
9. 9. English transliteration and/or translation of the mark (if applicable).
10. Any claim for priority.
11. Form TM 22 for D F ABANG ZEN to act in the matter; the Form TM 22 need not be notarized or legalized (photocopies of the Form is acceptable.)
12. Any claim for priority.

Patent Applications

Requirements for Filing Patent Applications

We require the following information and documents for attending to patent application:

1. A certified true copy of client's Patent and translation (if any).
2. A Power of Attorney to be executed by client.

Please be advised that there is no independent system of registering patents in Brunei.

Brunei will register patents after they have been registered in United Kingdom/Europe or Malaysia or Singapore.

The filing in Brunei has to be done within 3 years after the patent has been granted in one of the 3 abovementioned home countries. After the patent is registered in Brunei, the patent owner will have the same rights accorded to the owner in the home country grant.

In order to re-register a grant of patent in Brunei, we need the following documents:

1. Authorization by owner of the patent in favor of ourselves, as agent (authorization form).
2. Certified copies of the grant and specifications including the drawings.

Design Applications

1. Non – Conventional Design Applications (without priority)

1.1 International classification.

(NB: When filing, it is necessary to submit a classification. This classification may be submitted at our end.)

1.2 Whether the application is a multiple application. If so, the number of designs applied for must be specified.

1.3 Name the particular article or set of articles to which the design applies.

1.4 If the applicant is not the designer, explain the applicant's rights in relation to the design(s)

1.5 Full name and address of the applicant/ (s). Where the applicant is a corporation, the kind of incorporation (e.g. a limited liability company, a joint stock company), the country and state of incorporation must be given.

1.6 Seven sets of clear copies of the representations.

(NB: The representation must be of no more than 160mm by 160mm and one side of the representation shall not be less than 30mm in length.)

1.7 A statement of novelty i.e. a statement of the features of the industrial design for which novelty is claimed.

(NB: The statement must be in the

English language. This statement may be prepared at our end.)

- 1.8 Whether the design application is associated to any earlier design application. If so, the application numbers or registration number/(s) of the earlier design/(s) with which the application seeks association must be specified. If the earlier application was by a different applicant, give details of the instrument (eg. Assignment) which gives the applicant the right to apply for association.

(NB: To give details of the appropriate name(s) and date(s).)

- 1.9 Whether the industrial design has been disclosed to the public in Brunei or elsewhere; and if so, circumstances of the disclosure.

2. Conventional Design Applications (claiming priority)

Priority can be claimed from any previous design application made in a Paris Convention or WTO member provided the application is filed within six months from the earliest priority date which is to be claimed.

- 2.1 Name the particular article or set of articles to which the design applies.

- 2.2 If the applicant is not the designer, explain the applicant's rights in relation to the design(s).

- 2.3 Full name and address of the applicant/(s). Where the applicant is a corporation, the kind of incorporation (e.g. a limited liability company, a joint stock company), the country and state of incorporation must be given.

- 2.4 Seven sets of clear copies of the representations.

(NB: The representation must be of no more than 160mm by 160mm and one side of the representation shall not be less than 30mm in length.)

- 2.5 A statement of novelty i.e. a statement of the features of the industrial design for which novelty is claimed.

(NB: The statement must be in the English language. This statement may be prepared at our end.)

- 2.6 The filing number of the priority application.

- 2.7 The date of filing of the priority application.

- 2.8 The name of the country in which the priority application was filed or, where the priority application is a regional or an international application, the name of the country or countries for which the regional or international application was filed.

- 2.9 Where the priority application is a regional or an international application, the office with which the application was filed.

- 2.10 If the applicant named in the priority application is different from the applicant to be named in Brunei, give details of the instrument (eg. assignment) giving the Brunei applicant the right to apply for priority in Brunei.

(NB: To give details of the appropriate name(s) and date(s). This information may be submitted within 3 months from the date of filing the Brunei application)

- 2.11 Whether the design application is associated to any earlier design application. If so, the application numbers or registration number/(s) of the earlier design/(s) with which the application seeks association must be specified. If the earlier application was under different name, give details of the instrument (eg. Assignment) which gives the applicant the right to apply for association.

(NB: To give details of the appropriate name(s) and date(s).)

- 2.12 Whether the industrial design has been disclosed to the public in Brunei or elsewhere; and if so, circumstances of the disclosure.

- 2.13 A certificate by the registering or other competent authority of the country or territory certifying or verifying:-

- a. the date of filing of the priority application;
- b. the name of the country or territory

- and of the registering or other competent authority;
- c. a representation of the design; and
 - d. the articles covered by the previous application and its filing or registration number.

(NB: This may be submitted within 3 months from the date of filing the Brunei application. Where the certificate is not in English language, a certified/verified translation in English of the contents of the certificate is required.)

Cambodia

Trademark Applications Documents

Requirements for Filing Trademark Applications

1. Details of the applicant (full name, address, and nationality).
2. A description of the mark including meaning and colors claimed; transliteration into Roman letters, if necessary.
3. One print for black and white mark or 20 prints for color mark with the size not bigger than 8 cm x 8 cm.
4. A list of the goods or services to be protected and, preferably, their International Classification(s).
5. Filing date, application number and country of the priority application, if the Paris Convention priority is claimed.
6. A certified copy of the priority application.
7. An executed and notarized Power of Attorney. Legalization is not required.

Note: An application covers only a trademark in one class. Class heading is not accepted.

Indonesia

Requirements for Filing Trademark Applications

1. A simply signed Power of Attorney.
2. A simply signed Statement of Mark Owner.
3. Thirty prints of the mark, the size of which does not exceed 9 x 9 cm if the mark is in color. If it is in black and white, we need only one sample.
4. Certified copy of Priority Document (if the application claims priority rights).

Note: If the documents are made out in any language other than English, translation by a sworn translator is compulsory.

A new Indonesian Government Regulation (Regulation No. 19 of the year 2007) regarding the Amendment of Indonesian Government Regulation No. 75 of the year 2005, Concerning the Types and Tariffs of Non-Tax Government Revenues Applied at the Department of Law and Human Rights of the Republic of Indonesia has come into force right.

Based on Regulation No. 19 of the year 2007, a multi-class trademark application is now allowed in Indonesia to cover maximum 3 classes of goods/services.

Patent Applications

1. **Simply signed Power of Attorney.**
2. **Claim of Priority, if applicable:**

If priority is claimed, a copy of that earlier application, certified by the authority with which it was filed (i.e. the priority document), shall be filed either together with the international application in which the priority claim is made, or be submitted by the applicant to the International Bureau, or to the receiving Office not later than 16 months after the priority date, provided that any copy of the said earlier application which is received by the International Bureau after the expiration of that time limit shall be considered to have been received by that Bureau on the last day of that time limit, if it reaches it before the date of international publication of the international application.

3. **Request**

- a) The petition.
- b) The title of the invention, which shall be short (preferably from two to seven words when in English or translated into English) and precise.
- c) The name, address, nationality (indicated by the name of the state of which he is a national) and residence (indicated by the name of the state of which he is a resident) of the applicant(s) and the agent, or a common representative, if any (note that if an agent is

appointed, the request shall so indicate, and shall state the agent's name and address).

d) The designation of states.

e) The name and address of the inventor(s), if required by the national law of at least one of the designated states, i.e. the name of and other prescribed particulars of the inventor shall be furnished at the time of filing a national application.

4. Description

The description shall disclose the invention in a manner sufficiently clear and complete for it to be carried out by a person skilled in the art.

The description shall contain, in the following order (except where because of the nature of the invention, a different manner or order would result in a better understanding and a more economic presentation):

- a. The title of the invention as it appears on the request.
- b. The background art which, as far as known to the applicant, can be regarded as useful for the understanding, searching, and examination of the invention, and, preferably, cite the documents reflecting such art.
- c. The disclosure of the invention, as claimed, in such terms that the technical problem (even if not expressly stated as such) and its solution can be understood, and state the advantageous effects, if any, of the invention with reference to the background art.
- d. A brief description of the figures in the drawings, if any.
- e. An indication of at least the best mode contemplated by the applicant for carrying out the invention claimed, by way of examples, where appropriate, and with reference to the drawings, if any. (Note that where the national law of the designated state does not require the description of the best mode but is satisfied with the description of any mode. Failure to describe the best mode contemplated shall have no effect in that state).
- f. An explicit indication, when it is not obvious from the description or nature

of the invention, of the way in which the invention is capable of exploitation in industry and the way in which it can be made and used, or, if it can only be used, the way in which it can be used.

Each such part of the description shall preferably be preceded by an appropriate heading. Such headings are as follows: "Technical Field"; "Background Art"; "Disclosure of Invention"; "Brief Description of Drawings"; "Best Mode for Carrying Out the Invention," or, where appropriate, "Mode(s) for Carrying Out the Invention"; "Industrial Applicability"; "Sequence Listing"; and "Sequence Listing Free Text."

In the case of international application containing a disclosure of one or more nucleotide and/or amino acid sequences, the description shall contain a sequence listing complying with the prescribed standard and presented as a separate part of the description in accordance therewith.

5. Deposit of Biological Material

In the case of inventions relating to biological material, the appropriate reference to deposited biological material shall be made, giving the name and the address of the depositary institution with which the deposit was made; the date of deposit of the biological material with that institution; the accession number given to the deposit by that institution; and any additional matter of which the International Bureau has been notified.

6. Claims

Claims shall be clear and concise, and shall define the matter for which protection is sought. They shall be fully supported by the description.

The number of the claims shall be reasonable according to the nature of the invention claimed. Where more than one claim is included, they shall be numbered consecutively in Arabic numerals.

7. Drawings

Drawings shall not contain text matter, except a single word or words, when absolutely indispensable, such as "water," "steam," "open," "closed," "section on AB," and, in the case of electric circuits and block

schematic or flow sheet diagrams, a few short catchwords indispensable for understanding. Drawings shall be executed in durable, black, sufficiently dense and dark, uniformly thick and well-defined, lines and strokes without colorings.

8. Abstract

The abstract shall consist of a summary of the disclosure contained in the description, the claims, and any drawings. The length of the abstract shall be preferably 50 to 150 words, if it is in English or when translated into English. It shall not contain statements on the alleged merits or value of the claimed invention or on its speculative application.

Design Applications

1. Full name, address and nationality of the applicant(s) and inventor(s)
2. Power of Attorney
3. Assignment of Rights
4. Statement of Ownership
5. 5 sets of original picture of product design
6. 2 samples of actual products
7. Brief description of the analysis of the invention
8. Certified copies of priority document (if any)

Copyright Applications

1. Duly signed Power of Attorney.
2. Duly signed Declaration of Ownership.
3. Duly signed Assignment of Right.
4. Five sets of original pictures of the product design.
5. Two samples of the actual products.
6. Fifteen prints of copyright (max. 9 x 9 cm / min. 3 x 3 cm).
7. Three product samples.
8. Title and brief description analysis of the invention.
9. Certified copy of priority documents (if any).

Japan

Application Requirements

A Power of Attorney duly executed by the applicant to be submitted to the JPO.

Non-Madrid Protocol Applications

For applications that are not filed under the

Madrid Protocol, the following information must be filed with the application:

1. Applicant's full name.
2. Applicant's address.
3. Applicant's nationality or state/nation of incorporation.
4. Trademark or clear copy (stylized or device marks).
5. Designated goods and/or services.
6. International classe (s)

If priority under the Paris Convention will also be claimed, the following additional information is needed:

1. Date of the priority application.
2. Country in which the priority application was filed.
3. Applicant's name and address.
4. Serial number of the priority application.
5. Certified copy of the priority application

Please note that items 1, 2, and 3 must be provided upon filing the application in Japan. However items 4 and 5 may be submitted within three (3) months of the Japanese filing date. As a member of the Paris Convention, Japan provides for six (6) months priority.

Madrid Protocol Applications

In order to prosecute an International Registration before the JPO, the following documents are needed:

1. A complete copy of the Notice of Provisional Refusal.
2. An original signed Power of Attorney.

Patent Applications

Acceptance of Foreign-Language Patent Applications in Japan

Foreign-language patent applications have been accepted by the Japan Patent Office (JPO) with effect from July 1995. It should be noted, however, that foreign-language applications are limited solely to English for the present and that no similar arrangement is currently available for utility model applications.

A patent application including an English language specification which contains one or

more claims and is accompanied by a petition for patent prepared in Japanese will be accepted by the JPO, provided that a Japanese translation of the specification filed in English follows within one year and two months from the priority date of the patent application including the English specification.

Advantage of Filing English-language Application

Filing of an English-language application is advantageous in terms of making corrections to incorrect translation and avoiding a fatal loss of patent right.

In principle, amendments to the description, claims and drawings need to be made within the scope of matters described in the Japanese-language description, claims, and drawings as originally filed.

If the application is filed in English, amendments can be made within the scope of matters contained in the English version of specification. This is possible by submitting a statement of correction of an incorrect translation.

Design Applications Necessary Information

Necessary Information for Design Application

1. Full name and full address of the applicant(s). (In the case of a corporation, its registered name, and registered address or principal place of business).
2. Full name and full address of the creator (s).
3. Priority data (country/date/number).
4. Title of the article to which the subject design is applied.

Necessary Documents for Design Application

1. Priority Certificate(s)
One or more certified priority documents must be filed within three months from the Japanese filing date.
2. Drawings/ Photographs
Formal Drawings: to meet general formality requirements, basically six views, i.e. front view, rear view, right side view, left side view,

top plan view and bottom plan view must be prepared in the same scale at right angles. Mirror images can be omitted. We need two copies of the drawings.

If photographs are submitted in place of the formal drawings, they must be smaller than 113 mm x 150 mm, clearly show contour lines of the design, not include things other than the design in the background. The six essential views must have the same scale and right angle. Two sets of each photo are needed.

To cover a two-dimensional article, both the front and rear plan views are necessary.

3. Power of Attorney It is not necessary to submit a power of attorney for initial filing procedures of applications in Japan. However, the Japanese Patent Office may later require a power of attorney for certain procedures, e.g., to demand an appeal of a rejection of an application, for a post-grant opposition or for an appeal for invalidation of granted patent, etc.

Kiribati Trademark Applications

1. A simply signed power of attorney.
2. A certified copy of the UK registration and a certificate of the UK Register giving the full particulars of the corresponding UK registration.
3. Prints of the trademark.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent

Laos Trademark Applications

Requirement for Filing Trademark Applications in Laos

1. A Power of Attorney that must be signed by the applicant and certified by Notary Public in the applicant's country.
2. Information Sheet.
3. Twenty specimens of the mark.
4. A certified copy of priority document, if the priority date is claimed.

Notes

- A scanned copy of notarized Power of Attorney is acceptable for filing, and the original document will be submitted within 1 month counted from the filing date;
- An electronic copy of trademark sample is acceptable for filing;
- A certified copy of the priority document may be submitted within 1 month counted from the filing date;
- Multi-class application is not accepted in Laos.

Patent Applications

Required Documents for Filing Patent

Application in Laos

1. A Power of Attorney that must be signed by the applicant and certified by Notary Public in the applicant's country.
2. Deed of Inventorship Assignment signed by the applicant and inventor, certified by Notary Public.
3. Patent Information sheet.
4. English specification, including claims and drawings (if any).

Notes

- A scanned copy of notarized Power of Attorney and Deed of Inventorship Assignment is acceptable for filing, and the original document will be submitted within 1 month counted from the filing date.
- An electronic copy of the English specification via e-mail is preferable.
- As we can obtain PCT documents from Internet at our end, please, therefore, let us know the PCT application No. and/or WO published No. for this case.

Macao

Trademark Applications

1. A simply signed power of attorney for each trademark.
2. Ten prints of the trademark (not needed for word marks).
3. The list of goods and/or services and the classes pertaining thereto.

Renewal Requirements

1. The name and address of the applicant.
2. Certificate of registration.
3. Simply signed Power of Attorney.

Patent Applications

1. A simply signed power of attorney for each application.
2. Four copies of the specification in French.
3. Four sets of the formal drawings, if any.
4. A priority document if priority is to be claimed.
5. An assignment deed of the priority rights if the applicant is not the same as the inventor.

Maldives

The Republic of Maldives, an archipelago South-West of Sri Lanka became a republic in 1968.

Law disputes are settled according to the common law. Industrial Property laws are not yet enacted. In their absence, the only available form of protection is by publishing cautionary notices through daily newspapers published from Sri Lanka or the South Indian State of Kerala, that circulates in Maldives.

Malaysia

Documents/Information Required to File a Trademark Application

1. Full name and address of the applicant/ proprietor of the trademark. If the applicant is a partnership, it will be necessary to provide the full names of all the partners.
2. A clear representation of the mark. If the representation of trademark is in color, please provide 22 copies of the mark in color.
3. A detailed list of goods and/or services in respect of which the application is to be filed. It is important to note that the goods/services should be those which are of actual interest to the applicant.

Note: The specification of goods and/or services must be classified according to the International Classification of Goods and Services issued by the World Intellectual Property Organization (WIPO), also known as the 'Nice Classification'. In Malaysia, separate applications must be filed for separate classes.

4. If there is a prior application in a Convention country or prescribed foreign country filed within the past 6 months, the applicant may claim a priority date based on the prior application 'priority application'. As stated, priority based on a foreign application may only be claimed within 6 months from the date of that foreign application.
Note: To claim priority, the application form must state the relevant country, the application number and the priority date claimed. It will also be necessary to furnish a copy of the priority application which displays the date of application. If the priority application is in a language other than English, then a certified translation into English must also be furnished.
5. If the trademark contains or consists of a word or words in non-Roman characters or in a language other than English or Bahasa Malaysia, a certified translation and transliteration must be provided.
6. Date of first use of the mark in Malaysia. A trademark may be applied for in Malaysia based on prospective use. It is not necessary to have begun use of the trademark in Malaysia before the date of application.
Documents to be Filed at the Registry of Trademarks
7. Form TM 1 is a form of authorization of agent, to be signed by the applicant. If required in the interests of expediency, agents may sign the TM 1 on behalf of the applicant.
8. Form TM 5 is the trade mark application form, which contains the particulars of the applicant and the trademark. This form must be signed by the proprietor or the agent.
9. Statutory Declaration is to be filed together with the application or may follow the TM1 and TM5 shortly thereafter. This statutory declaration is to be affirmed by an authorized representative of the applicant before a Notary Public or other official in the territory who is duly empowered to administer oaths.
10. Priority Documentation - Documents forming the basis of any priority claim must be filed together with the application.
2. The registration number and class of the trademark to be renewed.
3. The registered proprietor may have changed name or address by the time of filing renewal. If such is the case, then applications to record the new name/address should be filed to update the Register.
4. If users are registered in respect of the mark and the user registrations are to continue, applications must also be made for renewal of the user registrations at the time of renewal of the mark or no later than the specified period allowed. Otherwise the user registrations are taken to have lapsed and the deeming provision as regards use will cease to have effect at the date of expiration of the last registration of the mark.

Recordal of Assignments

1. The full names and trade or business addresses of the assignor and assignee. The full names of the partners are required if it is a partnership.
2. The Deed of Assignment evidencing transfer of the trademark to the assignee is to be filed together. The Deed must state whether the assignment is with goodwill and whether the mark assigned is registered or pending.
3. Particulars relating to the trademark, including the registration or application number, the class, the goods in respect of which the assignment relates.
4. Where the applicant does not claim under any instrument which is capable in itself of furnishing documentary proof of his title, a Statement of Case setting forth the full particulars of the facts upon which his claim to be the proprietor is based and showing that it has been assigned or transmitted to him, verified by Statutory Declaration, are to be filed together with the application. We can assist in drafting the relevant documents.

Merger Recordal

1. Certified true copy of the merger document or a certification from an authorized body from that state or country. Documents are required to be notarized.
2. Particulars of the trademark, i.e., the registration or application number and the class.

Renewal Applications

1. Full name and address of the registered proprietor.

Change of Name/Address Recordal

1. Copy of Certificate of Change of Name.
2. Particulars of the trademark, i.e., registration or application number and the class.

Patent Applications Documents

1. Text of disclosure or specification typewritten in 1½ spacing, or preferably double-spaced; numbered every 5th line at the left margin; page numbered at top-centre of each sheet; comprising the following parts:
 - 1.1 description of invention
 - 1.2 a claim or claims
 - 1.3 drawings (if any)
 - 1.4 abstract not exceeding 150 words
2. Patent Agent Appointment Form (Form 17).

Particulars

3. Applicant(s): name; address and nationality.
4. Inventor(s): name, address and nationality of each inventor.
5. Statement Justifying Applicant's Right to the Invention if the applicant is not the inventor. This may be a brief of informal statement explaining on how the applicant acquired the rights to the invention. We shall prepare the formal Statement.
6. Priority claim under the Paris Convention: basic application's number, IPC, filing date, International Patent Classification and country where filed. Certified copy of the priority application is NOT required.

Minimum Filing Requirements

These items are not the minimum requirements. The official Certificate of Filing will be issued for applications filed without these items. The abstract, Form 17 and Statement on Applicant's Right may be lodged with the Patent Office within 6 months of the filing date of the application.

Introduction

The Malaysian Patents Act 1983 and the Patents (Amendment) Act 1986 came into force on October 1, 1986 together with the Patents Regulations 1986, and repealed the three separate patent laws covering the three separate territories of Malaysia. Under the repealed laws, the only

method of obtaining a patent in Malaysia was by obtaining the grant of a United Kingdom patent, or European patent designating UK, and then re-registering the United Kingdom or European patent in Malaysia.

On January 1, 1989, Malaysia acceded to the Paris Convention. On August 1, 1995, the Patents (Amendment) Act 1993 came into force together with the Patents (Amendment) Regulations 1995. On August 1, 2001, the Patents (Amendment) Act 2000 came into force together with the Patents (Amendment) Regulations 2001. On August 14, 2003, S3 & 6 of the Patents (Amendment) Act 2003 came into force.

1. Requirements of a Patent Application

1.1 Text of Disclosure (Specification).

1.1.1 Physical Requirements: Text should be in A4-size paper on one side of each sheet with minimum margins of 2 cm on all sides, typewritten in at least 1½-line spacing, preferably double line spacing. Page numbers should appear on the top at the centre.

Reference numerals at every 5th line should appear at the left margin of each sheet.

1.1.2 Language: English language is the only other acceptable language besides the National Malay language. Measurements should be in metric, or SI, units.

1.1.3 Arrangement of Text:

1.1.3.1 Description with title of invention on top of first page. The following order of sections is recommended:

- a. brief statement on the technical field
- b. background or prior art discussion
- c. summary of invention
- d. brief description of figures (if any)
- e. detailed description of the preferred embodiment(s)
- f. specific examples

No drawings are allowed in the description although chemical structural formulas and reaction paths are allowed.

1.1.3.2 Claim or claims to begin on a fresh page. Each claim be numbered consecutively and cannot contain any drawings. Claims may not refer to the description, examples or drawings in respect of any technical features (i.e. omnibus claims are not allowable).

1.1.3.3 Drawings must be clear and drawn in well-defined lines. Formal drawings on bristol board are not necessary.

1.1.3.4 Abstract must commence with the title of invention and the text must not exceed 150 words. The most illustrative drawing should be indicated.

1.2 Inventor(s): Full name, address and nationality of each inventor.

Important:

An applicant or inventor resident in Malaysia must obtain prior written permission from the Malaysian Registrar of Patents to file or cause to be filed overseas in respect of a patent application unless it has been filed with the Malaysian Patent Office and a period of two months has elapsed without receiving any official directive prohibiting filing overseas. Contravention of this restriction is an offence punishable by a fine up to RM15,000.00 (approx. US\$5600.00) or a prison term up to two years, or both.

1.3 Applicant(s): Full name, address and nationality of the applicant.

Applications may be filed jointly by two or more co-applicants.

Upon grant, the patent will be jointly owned.

1.4 Priority Claim: In accordance with the provisions of Article 4C of the Paris Convention, the Malaysian patent application may claim the priority of a basic patent application by indicating the latter's application number, filing date and country. More than one priority may be claimed. Certified copies of the basic application are NOT required, however.

1.5 Statement Justifying Applicant's Right: If the applicant is not the inventor, a brief or

informal explanation on how the applicant is entitled to the invention is required, i.e. whether the rights have been obtained by virtue of employment contract, assignment, consultancy agreement or commission. We shall prepare the formal bona fide Statement for lodgment with the Patent Office.

1.6 Patent Agent Appointment form (Form 17): Non-resident applicants must appoint a registered patent agent to act on their behalf in all proceedings before the Malaysian Patent Office. The Form must be signed by the applicant's director, company secretary, principal officer or a person duly authorized by the applicant. The name and capacity of the signatory must appear beneath his signature in the said Form.

2. Official Filing Certificate

The official filing date and the official Certificate of Filing is issued to applications which have fulfilled the minimum filing requirements, i.e. the above requirements except for items 1.1.3.4 (Abstract); 1.4 (Priority claim); 1.5 (Statement Justifying Applicant's Right); and 1.6 (Patent Agent Appointment Form).

3. Prosecution of the Patent Application

After the filing of an application, there are two major stages of prosecution, i.e. the Preliminary Examination and Substantive Examination.

3.1 Preliminary Examination on the application is performed automatically upon filing of the patent application and the Report is usually issued together with the Certificate of Filing. The Preliminary Examination Report contains observations made by the Examiner on the formal and documentation compliance of the application. Any deficiency noted in the Report must be rectified within 3 months of the date of issuance of the Preliminary Examination Report.

3.2 Substantive Examination must be requested within 24 months of the filing date. Upon filing the request the patent application will be examined with regard to its patentability of the

subject matter and validity of the claims. The applicant must now decide which of the two types of substantive examination he would like his application to proceed under: (i) normal examination or (ii) modified examination.

3.2.1 Normal or full examination. Upon making the request, the applicant needs to provide certain examination assistance, where possible, such as information, where appropriate or available, the application number, patent number, search result or examination result of corresponding patent application filed in one of the following countries known for their rigorous examination standards:

- Australia
- United Kingdom
- United States of America
- European Patent Office

Deferment: The applicant may defer requesting examination for up to one (1) year if none of the above-mentioned information or search results are available yet.

3.2.2 Modified Examination is available to the applicant if he has a corresponding patent granted in any one of the territories listed above and the applicant agrees to amend his Malaysian application to conform to the text of the said foreign patent.

At the time of requesting for examination, the required documents are:

- a certified copy of the said foreign granted patent, together with the pages of the description and claims of the Malaysian application which have been amended to conform to the text of the said foreign patent.

Deferment: The applicant may defer requesting examination for up to two (2) years to await the availability of any one of the said foreign granted patents.

3.2.3 Responding to Examination Reports. Upon the issuance of the Substantive Examination Report, the applicant is given 3 months to reply and/or make amendments to overcome

the Examiner's objections. Only one further extension of 3 months upon the expiry of the initial 3-month period may be requested for by the applicant to respond to the issues raised in the Report.

3.2.4 Amendment of Specification: The specification may be amended at any time before grant, preferably before the request for substantive examination is made. The amendments must not go beyond the disclosure in the initial application.

3.2.5 Publication of Application: There is no publication of the subject matter during the pendency of the application. Only upon grant is the subject matter made available to the public and the patent's particulars together with an abstract of the invention published in the Government Gazette.

3.2.6 Withdrawal or Abandonment: An application may be abandoned or withdrawn at any time. The subject matter of an abandoned or withdrawn application will not be published.

Withdrawal is a formal procedure wherein a request and declaration is filed with Patent Office requesting for the withdrawal of the application. Such withdrawal is irreversible and has immediate effect upon lodgment with the Patent Office.

Abandonment of an application is merely inaction to official actions, e.g. by not replying or responding to outstanding Examination Reports, etc. The application will remain pending until the period prescribed for responding or taking action expires.

4. Patentability

4.1 Unpatentable Inventions:

- i. discovery, scientific theory or mathematical method;
- ii. plant or animal variety or essentially biological process for the production of plants or animals, other than man-made living microbes, microbiological process and the products of such microbes;

- iii. scheme, rule or method for doing business, performing purely mental acts or playing games;
- iv. method for the treatment of human or animal body by surgery or therapy, and diagnostic method practiced on the human or animal body; however, products used in any such method is patentable.

4.2 Patentable Inventions

An invention is defined as an idea of an inventor that permits in practice the solution to a specific problem in the field of technology. A patentable invention is an invention that is novel, has inventive step and is industrially applicable, i.e. able to solve a specific technological problem, and does not fall within one of the above categories of unpatentable inventions. It may be or relate to a product or process.

4.2.1 Novelty

An invention is new if it is not anticipated by prior art, which consists of

- a. public disclosures that occur prior to the filing date or, where priority is claimed, prior to the priority date of the patent application claiming the invention.
- b. contents of a domestic patent application having an earlier filing date or, where appropriate, an earlier priority date than the patent application referred to in paragraph (a) above to the extent that such contents are included in the patent granted on the basis of the said domestic patent application.

4.2.2 Inventive Step. An invention is considered to have inventive step if, having regard to any matter which forms part of the prior art under paragraph 4.2.1(a) above, such inventive step would not have been obvious to a person having ordinary skill in the art.

4.2.3 Industrial Application. An invention is considered industrially applicable if it can be made or used in any kind of industry.

5. Divisional Applications

Unity of Invention Requirements

5.1 Unity of Invention. An application should

relate to one invention only or to a group of inventions so linked as to form a single general inventive concept. The same application may, however, include:

5.1.1 in addition to an independent claim for a given product, an independent claim for a process specially adapted for the manufacture of the product, and an independent claim for a use of the product; or

5.1.2 in addition to an independent claim for a given process, an independent claim for an apparatus or means specifically designed for carrying out the process; or

5.1.3 in addition to an independent claim for a given product, an independent claim for a process specially adapted for the manufacture of the product, and an independent claim for an apparatus or means specifically designed for carrying out the process.

5.1.4 Subject to the «one invention one application» rule of paragraph 5.1 above, an application may contain two or more independent claims of the same category which cannot be covered readily by a single generic claim.

5.2 Divisional Applications. A pending application may be divided into two or more divisional applications provided that each divisional application does not go beyond the disclosure in the initial application. Each divisional application is entitled to the filing date and, where appropriate, the priority date of the initial application.

6. Terms and Rights

6.1 Term of a patent is 20 years from the date of filing in Malaysia (for patent applications filed on or after 1st August 2001). Term of patent filed in Malaysia prior to 1st August 2001 and was pending on that date, is 20 years from date of filing in Malaysia or 15 years from date of grant, whichever is longer. Term of a patent granted in Malaysia prior to 1st August 2001 and was still in force on that date, is 20 years from date of filing in Malaysia or 15 years from date of grant, whichever is longer.

6.2 Exclusive Rights. The owner of a patent

has the exclusive rights to exploit, assign or transmit, and conclude license contracts in relation to the patent. Exploitation of a patented invention includes:

6.2.1 (when a patent is granted for a product) making, importing, offering for sale, selling, or using; or stocking the product for sale or offer to sell, selling or using.

6.2.2 (when a patent is granted for a process) using the process, or doing any of the acts referred to in paragraph 6.2.1 in respect of a product obtained directly by means of the patented process.

6.3 Infringement. Unauthorized performance of any acts referred to above, subject to other provisions of the Patents Act, is an infringement of the rights of the owner. However, infringement proceedings may not be instituted after 5 years from the infringing act.

6.4 Patent Licenses

The patentee may grant to another person a license to do any or all of the acts referred to in paragraph 6.2 “Exclusive Rights” above.

6.4.1 Compulsory License. A third party’s right to a compulsory license arise when a patent is not exploited for more than 3 years from the grant of a patent, or four years from the filing date of the patent application (whichever is the later) without legitimate reason, or when products are produced under a patent for sale in Malaysia at unreasonable prices or do not meet public demand.

Compulsory licenses are also granted in the case where a later patent cannot be worked without infringing an earlier patent.

6.4.2 Voluntary Endorsement of License. A patentee may make an entry in the Register of Patents to the effect that any person may apply for a license through the Registrar of Patents.

7. Utility Models

7.1 Inventions that do not meet the patent’s requirements of novelty, inventive step and industrial application may be protected as a

utility model (called “utility innovation” under our Patents Act 1983). The requirements of a utility model are as follows:

7.1.2 Novelty. A utility model is considered new if it has not been disclosed to the public by written or oral disclosure, use, or other ways prior to the filing date.

7.1.3 Utility. The requirements of inventive step and industrial application are reduced to that of utility.

“Utility innovation” is thus defined as any innovation which creates a new product or process, or any new improvement of a known product or process, which can be made or used in any kind of industry, and includes an invention.

7.2 Procedure and Format. The documentation and procedure of a utility model application are the same as those of a patent except that only a single claim is allowed in the former.

7.3 Term and Rights

7.3.1 Term. For utility model applications filed in Malaysia on or after 1st August 2001, an initial term granted is 10 years. It may be extended for another 2 consecutive terms of 5 years each if the proprietor of a utility model can show to the satisfaction of the Patents Board at the end of each term that the said utility model is still in commercial or industrial use in Malaysia. (For utility model applications filed in Malaysia prior to 1st August 2001, an initial term granted is 5 years. It may be extended for another 2 consecutive terms of 5 years each if the proprietor of a utility model can show to the satisfaction of the Patents Board at the end of each term that the said utility model is still in commercial or industrial use in Malaysia.)

7.3.2 Exclusive Rights. The exclusive rights of a utility model are similar to those of a patent. The statutory time bar for instituting infringement proceedings is, however, 2 years from the date of infringement.

7.3.3 Licenses. Utility model owners may grant licenses to others. Compulsory licenses do not apply.

8. Change of Ownership

8.1 Patents, utility models and their respective applications may be assigned or transmitted.

The requirements are as follows:-

8.1.1 Assignment document signed by or on behalf of the contracting parties or, in the case of transmission, documents evidencing the transfer of title to the new owner. Copies of the documents should be notarized if executed outside Malaysia. No legalization is required.

8.1.2 Name, address and nationality of both the assignor and assignee or, in the case of transmission, the beneficiary.

8.1.3 Patent agent appointment forms (Form 17) duly signed by both the assignor and assignee or, in the case of a transmission, the beneficiary.

8.2 The assignment or transmission will only be effective against third parties upon recordation in the Register of Patents.

9. Searches

The Malaysian Patent and Trademark Offices are equipped with the Patents and Trademarks Automated System (PANTAS) for computer searches of Malaysian granted patents and/or Utility Innovations. We provide the following patent search services:

9.1 Equivalent Patent Search

This mode of search is conducted to locate and identify all Malaysian granted patents and/or Utility Innovations and/or pending patent and/or utility innovation applications which correspond to any foreign patents and/or pending patent applications.

9.2 Subject Matter Search

This mode of search is conducted to ascertain state-of-the-art, technology update; novelty of an invention; infringement and non-infringement search; competitors' watch, etc. Please note that during the pendency of the patent and/or Utility Innovation applications, only the following information are divulged by the Malaysian Patent Office to the public:

a. name, address and nationality of the applicant;

- b. name and address of the local patent agent;
- c. patent application number and filing date;
- d. priority data (if claimed);
- e. title of invention;
- f. any change in ownership of the application; references to license contract relating to the patent application.

Design Applications

Filing Particulars Required

1. Introduction

The Malaysian Industrial Designs Act 1996 (hereafter referred to as the "IDA 1996") came into force on September 1, 1999, together with the Industrial Designs Regulations 1999. The coming into force of the IDA 1996 repeals the previously applicable Malaysian laws relating to registered industrial designs, namely United Kingdom Designs (Protection) Ordinance 1949 (West Malaysia) (Act 214), United Kingdom Designs (Protection) Ordinance of Sabah (Cap 152) and the Designs (United Kingdom) Ordinance of Sarawak (Cap 59).

There is now an administrative set-up in Malaysia for the processing and examination of industrial design applications.

Transitional Provisions

Granted Industrial Designs: Any registration protected under the United Kingdom Designs (Protection) Act 1949 shall subject, to the terms, conditions and period of validity specified in the registration, continue in force and have the like effect as if it had been granted under the IDA 1996.

Pending Applications: Where prior to September 1, 1999, any application was filed in the United Kingdom, and is pending registration, the applicant may within a period of 12 months make an application for the registration of the industrial design under in Malaysia under the IDA 1996.

2. The Filing in Malaysia for an Industrial Design

2.1 Filing Particulars Required

a. Name, address, nationality and residence of applicant(s).

- b. Name and address of author(s).
- c. Statement Justifying the Applicant's Right to the Registration. Where the applicant is the author, the application shall contain a statement to that effect. Where the applicant is not the author, the application shall specify the author's name and address, and shall explain how the applicant acquired the right to the registration. [This may be an informal explanation, which we shall use as a basis to prepare the Statement].
- d. Priority Claim (if any) Paris Convention country, filing number, filing date and the International Classification for Industrial Design allotted. Certified copy of the priority application is not required.
- e. The class or sub-class of the International Classification for Industrial Design.
- f. Application for Registration of an Industrial Design [Industrial Design Form 1].
- g. Six (6) Representations.
- h. Prescribed filing fee.
- i. Statement of Novelty. A statement relating to the representation of an article to which the industrial designs is applied that indicates those features of the representation in which novelty is claimed. We shall prepare the Statement of Novelty.
- j. Common Representative/Appointment of Industrial Design Agent [Industrial Design Form 10].

Upon complying with the above (a) to (j), a filing date will be accorded by the Registrar.

3. Physical Requirements of an Industrial Design Application

3.1 Language

English language is the only other acceptable language besides the national Malay language. Where the application or any document forming part of an application is in another language, a certified translation and the name of the language shall accompany the application.

3.2 Documents

- Must be in strong A4 size paper (29.7cm x 21cm)

- Written on one side only
- Free from cracks, creases or folds
- Must be able to admit direct reproduction by photography, electrostatic process, photo offset and microfilming, with representations appearing on one side with a left hand margin of approximately 3 cm.

3.3. Representations

- Where Representations comprise of specimens, the specimens must not exceed 20cm x 20cm x 20cm.
- The specimens may be replaced by Representations comprising of drawings, tracings or photographs. The photographs and drawings shall be of a size of 12.5cm x 9cm.
- In an application where words, letters or numerals appear in an industrial design, the Registrar may require that a disclaimer of any right to their exclusive use shall appear on each representation.

3.4 Numbering of Industrial Design

Each industrial design shall be given a number. The numbering shall appear in the margin next to each representation.

3.5 Statement of Novelty

The Statement of Novelty shall appear only on the front of the first sheet of each representation. Where the Registrar feels that it is impracticable to do so, the statement will appear at a place specified by the Registrar, and shall be separated from any other statement or disclaimer.

3.6 Disclosure to be Disregarded as Prior Disclosure

Where the applicant knows at the time of filing, any disclosure which can be disregarded, it shall be stated in a statement accompanying the application or notifying the Registrar in writing as soon as practicable.

Note: These are formal requirements for the purposes of the IDA 1996

4. Prosecution of an Industrial Design Application

4.1 Accord of Filing Date

Upon receipt of the application for registration of an industrial design, the Registrar shall accord a filing date upon being satisfied that:

- a. the documents filed identify the applicant or applicants
- b. the prescribed number of representations have been filed
- c. the prescribed filing fee is paid.

If the above conditions are not met, the applicant will be notified. The correction must be made within three (3) months. Upon making the correction, the filing date accorded will be the date of the receipt of the required correction.

Note: Failure to do so and/or to comply within the three-month period will render the application null and void. The Registrar shall notify the applicant in writing.

Once a filing date is accorded, the Registrar shall send the applicant a Certificate of Filing in the form of a copy of the application form with the filing date and application number on it.

4.2 Examination of Formal Requirements

There is no examination on the merits of the application. The Registrar will examine the application to determine whether the formal requirements have been met.

If the Registrar determines that the formal requirements have not been met, the Applicant shall be given an opportunity to make the necessary amendments. In the case of a multiple applications, the part(s) of the application, which do not comply, may be excluded from registration.

The Registrar shall notify the Applicant in writing of his decision. If within the specified period of 3 months from the date of the application, the Applicant fails to satisfy the Registrar that the formal requirements have been met or to amend the application, the Registrar may refuse to register the industrial design.

The Registrar shall not refuse the application without first giving an opportunity to the Applicant to be heard.

Note: However, if the application is unable to be effected within 12 months from the date of the application and this is due to the default or neglect of the applicant, the application will be deemed withdrawn.

5. Registration of Industrial Design

When the Registrar is satisfied that the formal requirements have been met, a Certificate of Registration will be issued. [Section 22 of the IDA 1996].

The Certificate of Registration shall contain the following particulars [Regulation 20]:

- a. the Registration number
- b. the Registration date
- c. priority Date(s)
- d. the filing date
- e. the date of issue of the Certificate
- f. articles or set of articles in respect of which the Industrial Design is registered.

The Registrar will also have in the Gazette published:

- a. A notice that the industrial design has been registered
- b. The name and address of the registered owner
- c. Any other matter constituting or relating to the industrial design, which in the Registrar's opinion is desirable to publish.

6. Registrability of an Article for Industrial Design

6.1 Industrial Design

An industrial design is defined in the IDA 1996 as being features of shape, configuration, pattern or ornament applied to an article by any industrial process or means, being features which the finished article appeal to and are judged by the eye, but does not include:

- a. a method or principle of construction; or
- b. features of shape or configuration of an article which
 - i. are dictated solely by the function which the article has to perform; or
 - ii. are dependent upon the appearance of another article of which the article is or design is intended to form an integral part.

6.2 Article

An article is defined as being any article of manufacture or handicraft, and includes any part of such article or handicraft if that part is made and sold separately. A design is not for the article, but for something, which can be applied to the article, i.e., features of shape and configuration, pattern or ornament.

6.3 Function of Article

If the feature of shape and configuration purely serve a function, the article is not capable of being registered as an industrial design.

6.4 Judged by the Eye

The features of shape and configuration, pattern or ornament must have consumer or customer eye-appeal.

6.5 New

The industrial design seeking registration must be new. The industrial design in question is not considered new if it or an industrial design differing only in immaterial details or has features commonly used in the relevant trade was:

- a. made known to the public in Malaysia before the filing date of the application or;
- b. was the subject of another industrial design application in Malaysia, but having an earlier filing date.

6.6 Statutory Exemptions

An industrial design will not be considered as being made known to the public in Malaysia, if the application is filed within 6 months of the earliest date of disclosure, and that the disclosure was due:

- a. to an official or officially recognized exhibition or;
- b. that there was an abuse to the Applicant's rights.

7. Multiple Applications

Two or more industrial designs may be the subject of the same application, provided that they relate to the same class of the International Classification for Industrial Designs or to the same set or composition of articles.

8. Priority

8.1 Any application may pursuant to any international treaty or convention to which Malaysia is a party to may claim the priority of one or more earlier national, regional or international application filed by the Applicant or his predecessor in title.

8.2 The Declaration of priority shall specify the date of the earlier application, the number of the earlier application, the class and subclass number in accordance with the International Classification for Industrial Designs and the name of the country. If the earlier application is an international or regional application, the name of the country or countries and the office with which the application was filed. If the Registrar so requests, a certified copy of the earlier application will need to be submitted within three (3) months from the date of the request by the Registrar. [Regulation 14(5)].

9. Terms & Rights

9.1 Terms

The registration of an industrial design shall be deemed to have come into force on the filing date of the application for registration of an industrial design.

The registration shall subsist for 5 years with possible extensions of 2 further five-year periods.

9.2 Rights

The owner of a registered industrial design shall have the exclusive right to make or import for sale or hire, or for use for the purposes of any trade or business, or to sell, hire or to offer or expose for sale or hire, any article to which the registered design has been applied.

10. Assignment and Transmission

10.1 The rights of the owner of the registered design are capable of being assigned or transmitted.

10.2 No assignment, transmission or other operation of law in respect of a registered industrial design shall have an effect against any third parties, unless recorded in the Register.

11. Infringement Proceedings

11.1 The owner of the registered industrial design

shall have the right to commence infringement proceedings.

11.2 Infringement proceedings may not be instituted after 5 years from the act of infringement.

11.3 Infringement proceedings can be commenced by a person other than the registered owner, provided that it can be proved that a request was made to the registered owner, and the registered owner has failed/refused to institute proceedings within three months from the receipt of the request.

12. Innocent Infringement

12.1 The Court may refuse to award damages, or to make an order for an account of profit if the Defendant can show the Court that:

- a. he was not aware of the registration
- b. and that all steps had been taken to ascertain whether the industrial design had been registered.

12.2 It would therefore be advisable that upon the registration of the industrial design, an advertisement be published in a newspaper.

13. Amendment of Application

The Applicant may request the amendment of an application, provided that the amendment does not increase the scope of the application.

14. Divisional Application

If the amendment results in the exclusion of one or more industrial designs from the initial application, the Applicant may at any time during the pending period of the initial application, divide the initial application into a further application.

15. Withdrawal of Application

The application for registration of an industrial design may, by notice in writing to the Registrar be withdrawn at any time.

Note: The withdrawal is irrevocable

16. Rectification of Register

16.1 Any aggrieved person may apply to the Court for the rectification of the Register.

16.2 A notice of the application must be given to the owner of the registered industrial design.

16.3 The owner may elect to oppose the application by filing in the prescribed form and paying the prescribed fee.

Note: An owner who does not file a notice of opposition shall be deemed to have no objection

17. Revocation of Registration and Grant of Compulsory License

17.1 At any time after the registration of an industrial design, any person may apply to the Court for:

- a. the revocation of the registration on the ground of novelty or;
- b. cancellation of the registration on the ground the registration of the industrial design has been unlawfully obtained;
- c. a compulsory license on the ground that the industrial design is not being applied in Malaysia by any industrial process or means to the article.

17.2 The application has to be made by notice of motion.

17.3 The application must be made within one month of the publication in the Gazette.

17.4 A copy of the application must be given to the Registrar.

Mongolia

A power of attorney duly notarized.

1. Twenty prints (required even for word marks) with a maximum size of 10x15 cm.
2. A priority document, if priority is to be claimed.

Renewal Requirements

1. Notarized Power of Attorney.
2. Full name and address of the owner.
3. Trademark particulars.
4. Six prints of the mark, size 5 x 5 cm.
5. Original Mongolian Certificate of Registration.

Patent Applications

1. A power of attorney duly notarized.
2. Application form in duplicate, signed by the applicant.
3. Specification, claims, abstract and drawings.
4. A priority document, if priority is to be claimed.

Design Applications

1. A notarized power of attorney.
2. Description of the industrial design (in triplicate).
3. Drawings and schemes describing the design (in triplicate).
4. A notarized assignment deed.

Myanmar

For the purpose of registering trademarks in Myanmar, the Declarations of Ownership and power of attorney are required to be submitted at the Registration Office. The power of attorney needs to be notarized and diplomatically attested at the Myanmar Embassy or Consulate in your client's country or nearest to it. The Declaration(s) of Ownership however need only the signature of the responsible official of the declarant company who signed on the power of attorney.

Separate Declarations of Ownership are required to be submitted for each individual trademark. However, only one power of attorney is needed for the registration of several trademarks by the same applicant. The average time from filing till registration will be one and half month.

There is no provision for the registration of collective or certification marks. Each trademark is registered individually and there is no limit on the number of classes under each mark.

Same requirements apply for renewal, re-registration, license assignment, merger and change of name and/or address, etc.

Nauru

Currently there are no means of securing trademark registration. However, it is possible to achieve some protection by publication of a cautionary notice in a local newspaper. The notice

attempts to put others on notice of the trademark owner's rights and thereby provides a deterrent to would be infringers.

Nepal

Trademark Applications

1. A power of attorney signed by the applicant, sealed and attested by two witnesses.
2. An application form executed as above.
3. A certified copy of the home registration certificate, along with its authenticated translation in English or Nepalese.
4. Prints of the trademark/service mark.
5. The list of the goods/services and the classes pertaining thereto.

Patent Applications

1. A power of attorney signed by the applicant, sealed and attested by two witnesses.
2. An application form executed as above.
3. Certificates of the home registration and of registrations in three other countries (in order to obviate the need for examination), along with duly authenticated translations thereof in the English language.
4. Four sets of the specification and claims, including the nature of the invention in the English language.

Design Applications

1. A power of attorney signed by the applicant sealed and attested by two witnesses.
2. An application form executed as above.
3. Home Country Filing Receipt/Priority Claims Details in English Notarized by Notary Public.
4. A certified copy of the home or foreign registration certificate along with its authenticated translation in English by a Notary Public.
5. Five sets of Notarized design with its description and photographs/drawings of the object taken from all sides. Photographs may be of post card size.

New Zealand

Trademark Applications

1. Full name and address of the applicant(s).
2. The exact mark and prints of the trademark.

3. The goods or services for which registration is sought.
4. Whether any Convention priority is to be claimed, if so, particulars of the basic application (i.e., basic country, basic application number and priority date, full name and address of the basic applicant.)
4. Whether protection is sought for the overall shape and/or configuration (3 dimensional features) or pattern and/or ornamentation (2 dimensional features) of the article to which the design is applied or part thereof.
5. If certain features of the article are to be disregarded and do not form part of the design, please advise.

Preferred documents:

1. User information (e.g. proposed use or actual use in New Zealand at the date of application).
2. A certified copy of the basic application, and (if applicable) a verified English translation of the basic application.

Convention: As for Non Convention, plus:

- A certified copy of the basic application.
- (If applicable) a verified English translation of the basic application.

Patent Applications

1. Full name, nationality and address of the applicant(s).
2. Full name, nationality and address of the inventor(s).
3. Three copies of the specification, abstract and drawings.
4. Details of any assignment or employment of the inventor(s) with the applicant(s) (if applicable).

North Korea

1. A simply signed Power of Attorney.
2. An attestation of domicile which is a document attesting as to the legal existence of the applicant and stating the scope of its activity.
3. Fifteen prints of the trademark (required even for word marks).
4. A priority document, if priority is to be claimed.
5. The list of the goods/services and the classes pertaining thereto.

Convention: As for Non Convention, plus:

- A certified copy of the basic application.
- (If applicable) a verified English translation of the basic application.

Patent Applications

1. A simply signed power of attorney.
2. Three copies of the specification and claims in English (to be translated into Korean).
3. Four copies of the formal drawings, if any.
4. The priority document, if priority is to be claimed.
5. The inventor's declaration.
6. An assignment deed, if any, executed by the inventor.

PCT:

1. A copy of the PCT specification as published and (if applicable) a verified English translation.
2. (If applicable) date of Demand.
3. International Preliminary Examination Report (if under Chapter II) including any Article 34 amendments annexed thereto
4. (If applicable) a verified English translation of any Article 34 amendments.
5. (If applicable) a verified English translation of the basic application.

Papua New Guinea

1. A simply signed power of attorney.
2. The name, address and state of incorporation, if applicable, of the applicant.
3. Prints of the trademark (not needed for word marks).
4. The list of the goods/services and the classes pertaining thereto

Industrial Design Applications

1. Full name and address of the applicant(s).
2. Six copies of representations (drawings or photographs) showing all surfaces of the article.
3. Title of the design.

Philippines

Trademark Applications

Minimum Requirements for Filing a Trademark Application

1. Duly signed trademark application (notarization and authentication no longer necessary).
2. Certified copy of home registration/application with verified English translation, if not in the English language. This document is necessary if and only when convention priority is being claimed.
3. Duly signed Special Power of Attorney (notarization and authentication no longer necessary). This document can be submitted either during or within a reasonable time after the filing of the application;
4. Drawing and facsimiles of the mark.
5. Representation of the mark.
6. Filing fees.

The priority documents must be submitted not later than three months from the filing date of the Philippine application. Otherwise the claim of convention priority will be forfeited or rejected.

The minimum filing requirements of a petition for renewal of registration are

1. Duly signed Petition for Renewal of Registration, legalized and authenticated up to the Philippine Consulate. Such petition may be made at any time within six months before the expiration of the period for which the registration was issued or renewed, or it may be made within six months after such expiration on payment of the additional fee.
2. Duly notarized and authenticated Special Power of Attorney (necessary only if executed separately from the petition).
3. Five labels showing the mark as actually used.
4. Filing fees.

Note: As per the provisions of the Intellectual Property Code of the Philippines, which took effect on January 1, 1998, a multi-class trademark application is now acceptable.

Patent Applications

1. One set of the specification and claims in English.
2. One set of the formal drawings, if any.
3. A certified copy of the foreign application,

together with its sworn English translation (if not in English), for claiming convention priority.

4. A request for the grant of the patent.

Design Applications

1. Signed Request for Registration of Industrial Design
2. Signed Power of Attorney and Appointment of Resident Agent
3. Notarized Assignment
4. Specification and Claims
5. Drawings of design to be registered

Singapore Trademark Applications

Documents/Information Required for Filing Trademark Applications

1. Name and address of the applicant(s).
2. A clear specimen of the mark (preferably a soft copy in JPEG format).
3. The specification of the goods and/or services, and if possible, the class(es) in which the mark is to be filed.
4. Any claims for color, 3-dimensional shape or aspect of packaging.
5. If the mark is a device (logo), a description of the device.
6. If the mark is or contains a word, the derivation of the word.
7. If the mark is or contains a word in a language other than English, a certified translation and transliteration of the same.
8. If there is a priority claim (i.e. if the applicant has filed to register the mark in a Paris Convention or World Trade Organization country 6 months prior to this application in Singapore), we would require details of the priority applications, including the priority application number, the priority application date, the country in which the priority application was filed and the goods/services covered under such application.

Notes

1. Certification marks and collective marks are accepted for registration in Singapore. Regulations of use must be filed with the Registry.

2. Where the applicant has a number of trademarks which resemble each other as to their material particulars and which differ only as to matters of a non-distinctive character, they may be registered in one application as series trademarks. Official fee will be charged as an application for one mark in one class. Examples of series marks are identical marks in different colors.

Patent Applications Information/Documents Required at the Time of Filing an Application

General

In Singapore, a patent application may be filed as a national patent application for which convention priority may be claimed or as a national phase entry of a PCT application.

The deadline for filing an application claiming priority is 12 months from the priority date, which period is unextendable.

The deadline for filing a PCT national phase application whether via Chapter I or Chapter II is 30 months from the PCT filing date, or priority date if priority is claimed and this period is extendable by up to three months as of right upon payment of extension fees or longer in some circumstances with the consent of the Registrar.

No documents signed by the applicant or inventors are needed for filing patent applications in Singapore.

Filing Formalities National Applications

This explanation applies only to national patent applications filed after July 1, 2004.

The minimum requirements for filing a national Singapore Patent Application:

1. Identification of the applicant.
2. Specification and drawings if appropriate. These can be informal but must be legible.
3. If priority is claimed, the priority date and country of filing.
4. If the invention relates to a microorganism,

deposit of the culture has been made with any international depositary authority.

The filing formalities are completed when the following further documents have been filed by the deadlines noted:

1. Filing of A4 formal copies of the specification together with formal drawings. In this respect, documents suitable for filing in UK or Australia should be acceptable.
2. The priority number if not previously supplied.
3. Name, address and nationality of the inventor(s), how the applicant is entitled (by virtue of employment or assignment, for example) and confirmation that the inventor(s) were not resident in Singapore at any time during the period of invention.
4. In the case of a microorganism, the name of the international depositary authority, the date the culture was deposited, the accession number of the deposit.

The deadline for filing (1) is set by the Singapore Patent Office in an official action after filing, and normally a deadline of at least two months will be given to meet the objections raised in the official action. This deadline is extendable with the consent of the Registrar.

The deadline for filing (2)-(4) is 16 months from filing or priority if claimed. This deadline is extendable by up to three months as of right upon payment of a fee and may be extended further in extenuating circumstances and with the consent of the Registrar.

PCT Applications

For PCT applications entering the national phase in Singapore, we need the following to get a filing date:

1. The front page of the PCT application as published with details of any subsequent bibliographic changes;
2. Instructions as to whether the application is for Chapter I or Chapter II national phase entry.
3. Item (6) below, if the PCT application is not in English.

Eventually we need:

1. A full copy of the PCT application as published.
2. A copy of the Search Report together with a copy of the IPRP (Chapter I).
3. Forms PCT/IB/306 from WIPO confirming any bibliographical changes (such as change of applicants) made during the International Phase.
4. If the applicant is a US company, the State of Incorporation.
5. If International Preliminary Examination of the application has been requested, a copy of the Demand and a copy of the IPRP (Chapter II) if this has issued, together with any annexed pages. Please note it is particularly important that you inform us if the application for entry to the national phase is via Chapter I or Chapter II. In this respect, in order to assist us in verifying this, please always be certain to send us a copy of the Demand if the national phase entry is via Chapter II.
6. If the PCT application is not in English, separate translations of (i) the application as originally filed, of (ii) any amendments to the claims filed under Article 19 and (iii) any amendments to the specification filed under Article 34 (usually annexed to the International Preliminary Examination Report or IPRP issued under Chapter II). The translations must be filed when the application for entry to the national phase is made. Such translations should preferably be under cover of a signed verification by the translator. However, the translations may be filed initially in unverified form (for example using a fax copy) with verified versions following within two months of the deadline for entry to the national phase.
7. If the names and addresses of the inventors were provided on the PCT Request, there is no need to file a Declaration of Inventorship in the national phase. However, if these details were not provided, for example if the inventor's complete addresses were not provided, it is necessary to file a Declaration of Inventorship within two months of the deadline for entry to the national phase therein and thus we will need the information

noted above in paragraph (c) under "National Applications" from you.

8. Copies of the citations raised in the International Search Report, if examination needs to be requested, as discussed on the next page.

Design Applications**Non-Conventional Design Applications (without priority)**

1. The name and address of the applicant. If the applicant is a company, please let us know the country of incorporation of the applicant company, as well as the type of legal entity comprising it (e.g. a limited liability company, a joint stock company, etc).
2. The name of the articles to which the design is intended to be applied, and the Locarno Classification of the articles. If no classification has been designated as yet, we will provide you with our recommendation of suitable classifications.
3. A statement describing the features of the design which are novel. If you require, we will provide you with our recommendation of a suitable statement of novelty.
4. A statement justifying the applicant's right to make the design application. If the applicant is not the inventor, please let us know whether the applicant has derived its rights by way of an assignment or by operation of law as the employer of the inventor.
5. Other information. Please also let us know:
 - Whether the design is a multiple application (if so, please let us know the number of designs to be included);
 - Whether the design has been disclosed to the public in Singapore or elsewhere (if so, please let us know the circumstances of the disclosure); and
 - Whether the design is associated to any earlier design application (if so, please let us know the application or registration numbers of the earlier design).
6. One set of clear representations of the design. The representations must not be larger than 15 cm (length) by 13 cm (width). If the representations cannot be photocopied (e.g. photographs, drawings, textile articles or

specimens), please let us have four sets of identical representations.

Conventional Design Applications (claiming priority)

1. The name and address of the applicant. If the applicant is a company, please let us know the country of incorporation of the applicant company, as well as the type of legal entity comprising it (e.g. a limited liability company, a joint stock company, etc).
2. The particulars of the priority application. Please let us know:↵
 - The country in which the priority application was filed;
 - The filing number of the priority application; and
 - The date of filing of the priority application. Where the priority application is a regional or an international application, please let us know the office with which the priority application was filed and the countries for which the priority application was filed.
3. The name of the articles to which the design is intended to be applied, and the Locarno Classification of the articles. If no classification has been designated as yet, we will provide you with our recommendation of suitable classifications.
4. A statement describing the features of the design which are novel. If you require, we will provide you with our recommendation of a suitable statement of novelty.
5. A statement justifying the applicant's right to make the design application and claim priority. If the applicant named in the priority application is different from the applicant to be named in Singapore, please let us know whether the applicant has derived its rights by way of an assignment or by operation of law as the employer of the inventor. If the applicant has derived its rights by way of an assignment or other instrument, please also let us know the date on which the assignment or other instrument was executed, and the names of the parties involved.
6. Other information. Please also let us know:↵
 - Whether the design is a multiple application (if so, please let us know the number of designs to be included);

- Whether the design has been disclosed to the public in Singapore or elsewhere (if so, please let us know the circumstances of the disclosure); and
 - Whether the design is associated to any earlier design application (if so, please let us know the application or registration numbers of the earlier design).
7. One set of clear representations of the design. The representations must not be larger than 15 cm (length) by 13 cm (width). If the representations cannot be photocopied (e.g. photographs, drawings, textile articles or specimens), please let us have four sets of identical representations.

Extension of UK Registered Design in Singapore

1. The name and address of the applicant. If the applicant is a company, please let us know the country of incorporation of the applicant company, as well as the type of legal entity comprising it (e.g. a limited liability company, a joint stock company, etc).
2. The particulars of the UK registered design. Please let us know:↵
 - The registration number of the UK registered design;
 - The date of application of the design in the UK; and
 - Whether the design is associated to any earlier design application (if so, please let us know the application or registration numbers of the earlier design).
3. A Certified Extract confirming registration of the design. The Certified Extract must be issued by the Registrar of the UK Designs Registry.
4. One set of clear representations of the design. The representations must not be larger than 15 cm (length) by 13 cm (width). If the representations cannot be photocopied (e.g. photographs, drawings, textile articles or specimens), please let us have four sets of identical representations.

Solomon Islands

Trademark Applications

1. A simply signed power of attorney.

2. A certified copy of the UK trademark registration certificate of the trademark.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK or European letters patent.

South Korea

Trademark Applications

The following information and/or documents are required to file a trademark application with the Korean Intellectual Property Office (KIPO):

1. Name, address and nationality of the applicant.
2. Black & white or color specimen of the mark.
3. A specification of goods or services to be designated in the application with information regarding the appropriate international classification.
4. Power of attorney signed by the applicant.
5. A certified copy of the priority document, if applicable.

Recordation of License

The following documents are required to record an exclusive and/or non-exclusive license for a trademark with the KIPO:

1. Grant of Exclusive/Non-Exclusive License Agreement executed by the licensor.
2. Notarized Corporation Nationality Certificate executed by the licensor.
3. Power of attorney executed by the licensor.
4. Power of attorney executed by the licensee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Merger

The following documents are required to record a merger for a trademark with the KIPO:

1. Notarized Certificate of Merger.

2. Power of attorney.

Please note that a notary public must notarize the Certificate of Merger and that the same individual(s) must execute both of these documents.

Recordation of Assignment

The following documents are required to record an assignment for a trademark with the KIPO:

1. Deed of Assignment executed by the assignor.
2. Notarized Corporation Nationality Certificate executed by the assignor.
3. Power of attorney executed by the assignor.
4. Power of attorney executed by the assignee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Name/Address Change

The following documents are required to record a name/address change for a trademark with the KIPO:

1. Notarized Certificate of Name/Address Change.
2. Power of attorney.

Please note that a notary public must notarize the Certificate of Name/Address Change and that the same individual(s) must execute both of these documents.

Patents Applications

A. Conventional Non-PCT Application

1. Identifying Information
 - i. Applicant's name, address and nationality.
 - ii. Inventor's name, address and nationality.
 - iii. When claiming priority, the name of the country wherein the priority application was filed, the serial number of the application and the filing date of the application.
2. Specification, title of the invention, claims,

abstract and drawings (if any).

3. When claiming priority, a certified priority document(s) (Note: This document must be filed within sixteen (16) months from the earliest filing date).
4. Power of attorney signed by the applicant.

B. PCT Application

1. Request form (PCT/RO/101) and the International Application including the specification, claims, abstract and drawings (if any); or International Publication.
2. Any Amendment filed during the international phase under PCT Article 19(1) or Article 34(2)(b) (if any).
3. Power of attorney signed by the applicant.
4. Notification of the Recording of a Change (if any).

While no additional documents are required for national phase entry, the International Search Report (“ISR”) or the International Preliminary Examination Report (“IPER”) would be helpful during the subsequent examination phase.

Recordation of License

The following documents are required to record an exclusive and/or non-exclusive license for a patent with the KIPO:

1. Approval of Establishment of Exclusive/ Non-Exclusive Patent License executed by the licensor.
2. Notarized Corporation Nationality Certificate executed by the licensor.
3. Power of attorney executed by the licensor.
4. Power of attorney executed by the licensee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Merger

The following documents are required to record a

merger for a patent/utility model with the KIPO:

1. Notarized Certificate of Merger.
2. Power of attorney.

Please note that a notary public must notarize the Certificate of Merger and that the same individual(s) must execute both of these documents.

Recordation of Assignment

The following documents are required to record an assignment for a patent/utility model with the KIPO:

1. Deed of Assignment executed by the assignor.
2. Notarized Corporation Nationality Certificate executed by the assignor.
3. Power of attorney executed by the assignor.
4. Power of attorney executed by the assignee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Name/Address Change

The following documents are required to record a name/address change for a patent/utility model with the KIPO:

1. Notarized Certificate of Name / Address Change
2. Power of attorney.

Please note that a notary public must notarize the Certificate of Name/Address Change and that the same individual(s) must execute both of these documents.

Industrial Design Applications

The following information and/or documents are required to file a design application with the KIPO:

1. Name, address and nationality of the applicant.
2. Name, address and nationality of the inventor(s).

3. Information regarding the priority claim (filing date, number, and the country in which the application from which priority is claimed was filed)
4. Drawings or photographs depicting the claimed design (*1).
5. Brief description of the claimed design.
6. Certified copy of the priority document (*2).
7. Power of attorney executed by the applicant.

Note (*1): Drawings or photographs of six views (front, rear, left side, right side, top plan and bottom plan views) prepared in accordance with an orthogonal projection method and a perspective view of the design must be submitted. Other drawings or photographs showing the usage of the article or cross-sectional views of the article may be additionally filed for the Examiner's reference. In this regard, the six views should not contain any shading whatsoever. Any of the six views and the perspective view may be filed and/or amended to comply with Korean practice after the filing of the design application. However, in order to claim priority, the drawings of the Korean application should fall within the same scope as that of the application from which priority is claimed.

Note (*2): A certified copy of the priority document must be filed within three months after the filing date of the Korean application.

Recordation of License

The following documents are required to record an exclusive and/or non-exclusive license for an industrial design with the KIPO:

1. Approval of Establishment of Exclusive/ Non-Exclusive Industrial Design License executed by the licensor.
2. Notarized Corporation Nationality Certificate executed by the licensor.
3. Power of attorney executed by the licensor.
4. Power of attorney executed by the licensee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because

the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Merger

The following documents are required to record a merger for an industrial design with the KIPO:

1. Notarized Certificate of Merger.
2. Power of attorney.

Please note that a notary public must notarize the Certificate of Merger and that the same individual(s) must execute both of these documents.

Recordation of Assignment

The following documents are required to record an assignment for an industrial design with the KIPO:

1. Deed of Assignment executed by the assignor.
2. Notarized Corporation Nationality Certificate executed by the assignor.
3. Power of attorney executed by the assignor.
4. Power of attorney executed by the assignee.

Please note that as the Corporation Nationality Certificate must be notarized by a notary public and is valid for only six months from the date of notarization, we will submit it promptly after execution and notarization. Further, because the KIPO does not accept multiple documents from a single entity if different signatories have executed them, the same individual(s) must sign the documents identified under 1, 2 and 3.

Recordation of Name/Address Change

The following documents are required to record a name/address change for an industrial design with the KIPO:

1. Notarized Certificate of Name / Address Change.
2. Power of attorney.

Please note that a notary public must notarize the Certificate of Name/Address Change and that the same individual(s) must execute both of these documents.

Sri Lanka

Requirements for Filing Trademark Applications

The following information and documents are required to file a trademark application:

1. Name and address of the applicant.
2. The goods/services for which the mark is being used. In Sri Lanka, we follow the international classification of goods/services.
3. Ten labels of the mark for each trade/Service mark application.
4. A Power of Attorney. The Power of Attorney must be sealed and signed by the applicant or the authorized signatory of the applicant. Notarization/legalization of the Power of Attorney is not required. We require a separate Power of Attorney for each trade/service mark application.

If a mark is to be registered in different classes, a separate application has to be filed for each class in which the mark is seeking registration.

Priority can be claimed for a trade/service mark application in Sri Lanka from an earlier application filed in a convention country under the Paris Convention. A certified copy of the priority document is necessary for this purpose. (An English translation of the priority document is required if the priority document is in a language other than English).

Patent Applications

1. Abstracts.
2. Claims.
3. Drawings.
4. First page of PCT application.

Note: a patent is valid for a period of 20 years from the date of application.

Note: annuity is payable from the 2nd year up to the end of the 20th year.

Design Applications

1. Statement of justification.
2. Photograph of designs.
3. Duly perfected D1 Form.

Note: industrial designs are valid for a period of 15 years from the date of the application and are renewable on the 5th year and the 10th year.

Taiwan

Trademark Applications

Requirements for Filing Trademark Applications

1. A Power of Attorney. One general Power of Attorney is sufficient for multiple applications, and is valid for five years. This document does not need to be legalized or notarized. Please note that the position of the signatory should be listed at the bottom with their signature.
2. Five trademark specimens (between 5cm x 5cm and 8cm x 8cm).
3. The full name and address of the applicant.
4. The list of designated goods and services.

Patent Applications

1. A simply signed power of attorney.
2. An oath signed by the inventor.
3. The assignment deed signed by the inventor, if the applicant is not the inventor himself.
4. A copy of the specification and claims, and a set of the formal drawings, if any.
5. The filing date and number of the corresponding application filed at home country or elsewhere.

Note: An applicant may claim priority based on applications filed in Australia, Germany, Switzerland, Japan, U.S.A. and France.

Design Applications

1. Drawings
2. Specification

Special Notes:

An application for a new design registration shall be filed by the person entitled thereto by submitting to the Patent Authority a written application with an oath.

Where the person entitled to file a registration application is an employer, assignee or heir, the name of the creator shall be indicated in the application, and the document evidencing the

employment, assignment or inheritance shall be submitted along with the application.

An application for a design shall contain:

1. The title of the article applied to the new design
2. The name and domicile or residence of the creator.
3. The name or title, nationality, domicile or residence or office address of the applicant; and the name of the applicant's representative if any.
4. Name and office address of patent agent, if appointed.

When filing a new design registration application, the date on which the government fee, the written application and the specification and drawings prescribed are submitted to the Patent Authority shall be taken as the filing date. For the specification and drawings submitted in a foreign language, the Chinese translations thereof shall be submitted within the time limit set by the Patent Authority; and the date on which the Chinese translations are submitted shall be taken as the filing date of the application, provided that the submission of Chinese translations has been made before an administrative measure is taken.

Specification

The specification shall contain a claim with the scope thereof clearly defined.

The specification and drawings of a new design shall contain:

1. The name of an article for the design.
2. The name and domicile or residence of the creator.

The name or title, nationality, domicile or residence or office address of the applicant; if a representative is appointed, the name of the representative;

If priority is claimed under the name of a foreign country in which the first patent application is filed, its application number and the filing date;

For an application which has already been filed in a foreign country, the application number and filing date in the said foreign country;

The description of new design;

A claim of the new design, stated in formal terms as «The new design for a (the title of the article for the new design) as shown»;

A concise description of figures in drawings, including a clear annotation of any omission due to the identity or symmetry of figures.

Drawings

A drawing card, in duplicate, which appears either the perspective view or the most representative figure of the design, shall be submitted. Drawings of a new design shall be shown in a perspective view and six views (i.e. the front, rear, left side, right side, top and bottom), or in more than two perspective views. Auxiliary drawings may be allowed. However, if the new design is applied to a boundless plane in form, a plan and pattern element of design shall be submitted, the perspective view may be omitted.

Drawings shall be drawn in accordance with engineering drawing method and shall be clearly illustrated by ink drawings, photographs or computer printouts; if color is claimed, the color scheme showing the colors applied to the article shall be submitted with the statement of the industrial color guide codes of all colors, or with color cards.

Drawings shall be annotated with figure numbers; and if the disclosure in any figure is other than the subject matter of the new design, such figure shall be annotated as reference figure.

Thailand

Trademark Filing Requirements

Applications

1. A notarized Power of Attorney.
2. Full details of the applicant (name, address, nationality, occupation).
3. One clear print for black/white trademark or twenty prints for color trademarks.
4. Itemized specification of goods/services; Thailand has followed the International Classification of Goods/Services (Nice Classification) but required that goods/services must be clearly identified item-by-

item (class headings or broad terms are not acceptable).

5. Certified priority documents (if applicable) and a signed Declaration confirming the validity of trademark.

Assignment

1. A notarized Power of Attorney from the assignee.
2. A notarized Deed of Assignment signed by both the assignor and assignee.
3. A copy of the registration certificate (in case of a registered trademark).

Merger

1. A notarized Power of Attorney from the surviving company.
2. An original certificate of merger/merger agreement; or a notary attested copy thereof.

Change of Name

1. A notarized Power of Attorney showing the new company name.
2. An original certificate of name change; or a notarized/certified copy thereof.

License

1. A notarized original/copy of the licensing agreement signed by both the licensor and licensee.
2. Notarized Power of Attorneys from both the licensor and licensee.
3. A copy of the registration certificate of the mark to be licensed.

Renewal

A notarized Power of Attorney.

Requirements for Filing Patent Applications

1. Full details of the applicant (name, address, nationality, occupation).
2. Specification (title of the invention, description, claims, abstract and drawing).
3. Thai translation of all documents (we can arrange for this).
4. A notarized Power of Attorney.
5. Certified priority documents (if applicable).
6. Statement of the applicant's rights [form PI/001-A and PD/001-A] (if the applicant and inventor are the same person).

7. A signed Deed of Assignment (if the applicant and inventor are not the same person).

Requirements for Filing Design Applications

1. Full details of the applicant (name, address, nationality, occupation).
2. Formal drawing and 3-dimensional picture of the design and title.
3. A notarized Power of Attorney.
4. Certified priority documents (if applicable).
5. Statement of the applicant's rights [form PI/001-A and PD/001-A] (if the applicant and designer are the same person).
6. A signed Deed of Assignment (if the applicant and designer are not the same person).

Tonga

Trademark Applications

A new legislation is expected to be issued in late 1999 or early year 2000. Under the transitional provisions of the bill, the proprietor of existing Tongan registrations based on United Kingdom registrations has twelve months from the date of enactment of the legislation within which to apply for re-registration under the new Act. Such re-registrations will be given the priority of the old registrations upon which they are based.

However, the current Tongan application requirements under their present Act are as follows:

1. A simply signed power of attorney.
2. A certified copy of the UK registration.
3. Ten prints of the trademark.

Tuvalu

Trademark Applications

1. A simply signed power of attorney.
2. A certified copy of the UK registration certificate.
3. Prints of the trademark

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent

Vietnam

Trademark Applications Documents

Documents

1. Twenty representations if not a word mark (required at filing), size should not be smaller than 15 x 15mm and not larger than 80 x 80 mm.
2. A power of attorney from the applicant duly certified by a Notary Public; legalization is not necessary (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
3. A certified copy of the document attesting to the legal existence of the Entity e.g. Business Certificate, Certificate of Incorporation (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
4. A certified copy of the regulations concerning the use of the mark if the mark is a collective one (required at filing).
5. Certified copy(ies) of earlier application(s) plus the sworn English translation(s) (if the application(s) not in English) or Exhibition Certificate if Paris Convention Priority should be claimed (required within three months from the filing date).
6. Documents evidencing the origin or prize(s) awarded, if the trademark contains such ones (required within three months from the filing date).

Information

1. Full name, address, nationality of the applicant.
2. Description of the mark: meaning, colors claimed, transliteration into Roman letters if necessary.

Goods/Services

1. List of goods/services.
2. International classification of goods and services, if known.

Renewal

1. A power of attorney from the owner duly certified by a Notary Public; legalization is not necessary (required at filing).
2. Original Certificate of Registration of the Mark (required at filing).

Recordal of Assignment

Requirements of an Assignment Agreement

1. Full name and address of the assignor and assignee.
2. Details on the assigned subject.
3. Price of the assignment and term of payment
4. Rights and obligations of each party
5. Conditions for amendment, termination and invalidation of the agreement.
6. Method of settlement of complains and disputes.
7. Date and place of signing.
8. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. Assignment should be recorded with the Vietnam National Office of Industrial Property to be enforceable.
- ii. Request for recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with corporate seals or certified by a Notary Public.

Documents Required for Recordal of an Assignment Agreement

1. Notarized powers of attorney from the assignor and assignee.
2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. Original Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark.

Recordal of License Agreement

Requirements of a License Agreement

1. Full name and address of the licensor and licensee.
2. Details of the licensed subject.
3. Scope of the license which includes:
 - Type of the license (exclusive/non-exclusive).
 - Object of license determined by the restrictions on the right to use and the restrictions on the industrial property object (Patent for Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark).

- Territorial restriction (the Vietnamese territory).
- Duration (within the duration of Patent for Invention/Utility Solution/ Industrial Design or Certificate of Registration of Trademark).

In case of a sub-license, the license scope must fall within the license scope of the exclusive license agreement on the corresponding sub-license.

4. Price of the License.
5. Rights and obligations of each party.
6. Conditions for amendment, termination and invalidation of the agreement.
7. Measures of settlement of complaints and disputes.
8. Date and place of signing.
9. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. License agreement should be recorded with the Vietnam National Office of Industrial Property to be enforceable.
- ii. Request for the recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with corporate seals or certified by a Notary Public.

Documents Required for Recordal or Approval and Recordal of a License Agreement

1. Notarized powers of attorney from the licensor and licensee.
2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. A certified copy of the Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark. If the agreement to be approved is a sub-agreement, it must be accompanied by a copy of the Certificate of Registration of the corresponding exclusive Agreement.
4. Business Certificate of the licensee in case of licensing of a trademark.

Patent Applications Documents

1. A power of attorney from the applicant duly certified by a Notary Public; legalization is not necessary (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
2. A notarized deed of assignment from the inventor(s) to the applicant if the applicant and the inventor(s) are not the same (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
3. A notarized deed of assignment of the priority rights where the applicant is different from the applicant having filed the priority application (required within three months from the filing date).
4. A copy of the specification, claims, drawings and abstract in English for translation into Vietnamese (required at filing).
5. Certified copi(es) of the priority document(s) and their sworn English translation(s) (if the priority document not in English) or Exhibition Certificate if Paris Convention Priority should be claimed (required within three months from the filing date).

Information

1. Full name, address, nationality of the applicant and inventor(s).
2. Country, application No., filing date and applicant of the basic application(s) from which Paris Convention Priority is claimed.

PCT Applications

Requirements for Entry into the National Phase Documents

1. A power of attorney from the applicant duly certified by a Notary Public; legalization is not necessary (required within 24 or 34 months from the priority date applicable under PCT Article 22 or 39 respectively).
2. A notarized deed of assignment where the applicant entering in the National Phase is different from the applicant having filed the International Application (required within three months from the filing date).

- Under PCT Article 22 (21 months from the priority date): Specification, claims (if amended, both as originally filed and as amended, together with any statement under PCT Article 19), any text matter of drawings, abstract (required at filing).
- Under PCT Article 39 (31 months from the priority date): Specification, claims, any text matter of drawings, abstract (if any of those parts amended, both as originally filed and as amended by the annexes to the International Preliminary Examination Report) (required at filing).

Annexes to the International Preliminary Examination Report (required at filing).

Information

Name and address of the inventor(s) if they have not been furnished in the “Request” part of the International Application.

Recordal of Assignment

Requirements of an Assignment Agreement

1. Full name and address of the assignor and assignee.
2. Details on the assigned subject.
3. Price of the assignment and term of payment.
4. Rights and obligations of each party.
5. Conditions for amendment, termination and invalidation of the agreement.
6. Method of settlement of complaints and disputes.
7. Date and place of signing.
8. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. Assignment should be recorded with the Vietnam National Office of Industrial Property to be enforceable.
- ii. Request for recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with corporate seals or certified by a Notary Public.

Documents Required for Recordal of an Assignment Agreement

1. Notarized powers of attorney from the assignor and assignee.
2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. Original Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark.

Recordal of License Agreement

Requirements of a License Agreement

1. Full name and address of the licensor and licensee.
2. Details of the licensed subject.
3. Scope of the license which includes:
 - Type of the license (exclusive/non-exclusive).
 - Object of license determined by the restrictions on the right to use and the restrictions on the industrial property object (Patent for Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark).
 - Territorial restriction (the Vietnamese territory).
 - Duration (within the duration of Patent for Invention/Utility Solution/ Industrial Design or Certificate of Registration of Trademark). In case of a sub-license, the license scope must fall within the license scope of the exclusive license agreement on the corresponding sub-license.
4. Price of the license.
5. Rights and obligations of each party.
6. Conditions for amendment, termination and invalidation of the agreement.
7. Measures of settlement of complaints and disputes.
8. Date and place of signing.
9. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. License agreement should be recorded with the Vietnam National Office of Industrial Property to be enforceable.

- ii. Request for the recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with Corporate Seals or certified by a Notary Public.

Documents Required for Recordal or Approval and Recordal of a License Agreement

1. Notarized powers of attorney from the licensor and licensee.
2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. A certified copy of the Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark. If the agreement to be approved is a sub-agreement, it must be accompanied by a copy of the Certificate of Registration of the corresponding exclusive Agreement.
4. Business Certificate of the licensee in case of licensing of a trademark.

Design Applications Documents

1. A power of attorney from the applicant duly certified by a Notary Public; legalization is not necessary (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
2. A notarized deed of assignment from the designer(s) to the applicant if the applicant and the designer(s) are not the same (required at filing; a fax copy is acceptable provided that the original is submitted within three months from the filing date).
3. A notarized deed of assignment of the priority rights where the applicant is different from the applicant having filed the priority application (required within three months from the filing date).
4. A copy of the description of the industrial design in English for translation into Vietnamese (required at filing).
5. Eight sets of photographs or eight sets of drawings comprising of front, top, bottom, left, right, back and perspective views. Dimension of representations should not be larger than 210

x 297 mm and not be smaller than 90 x 120 mm (required at filing; fax copies are acceptable provided that the originals are submitted within three months from the filing date).

6. Certified copy(ies) of earlier application(s) plus the sworn English translation(s) (if the application(s) not in English) or Exhibition Certificate if Paris Convention Priority should be claimed (required within three months from the filing date).

Information

1. Full name, address and nationality of the applicant and designer(s).
2. Filing date, application number and country of earlier application(s) from which Paris Convention Priority is claimed.

Recordal of Assignment Requirements of an Assignment Agreement

1. Full name and address of the assignor and assignee.
2. Details on the assigned subject.
3. Price of the assignment and term of payment.
4. Rights and obligations of each party.
5. Conditions for amendment, termination and invalidation of the agreement.
6. Method of settlement of complaints and disputes.
7. Date and place of signing.
8. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. Assignment should be recorded with the Vietnam National Office of Industrial Property to be enforceable.
- ii. Request for recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with corporate seals or certified by a Notary Public.

Documents Required for Recordal of an Assignment Agreement

1. Notarized powers of attorney from the assignor and assignee.

2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. Original Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark.

Recordal of License Agreement Requirements of a License Agreement

1. Full name and address of the licensor and licensee.
2. Details of the licensed subject.
3. Scope of the license which includes:
 - Type of the license (exclusive/non-exclusive).
 - Object of license determined by the restrictions on the right to use and the restrictions on the industrial property object (Patent for Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark).
 - Territorial restriction (the Vietnamese territory).
 - Duration (within the duration of Patent for Invention/Utility Solution/ Industrial Design or Certificate of Registration of Trademark). In case of a sub-license, the license scope must fall within the license scope of the exclusive license agreement on the corresponding sub-license.
4. Price of the license.
5. Rights and obligations of each party.
6. Conditions for amendment, termination and invalidation of the agreement.
7. Measures of settlement of complaints and disputes.
8. Date and place of signing.
9. Signatures of the parties or of their authorized representatives with full name, position of the signatories.

Notes

- i. License agreement should be recorded with the Vietnam National Office of Industrial Property to be enforceable.

- ii. Request for the recordal should be filed within 60 days from the date of signing the agreement.
- iii. Agreement must be affixed with corporate seals or certified by a Notary Public.

Documents Required for Recordal or Approval and Recordal of a License Agreement

1. Notarized powers of attorney from the licensor and licensee.
2. Two originals or two certified copies of the agreement, including appendix or appendices (if any) and its Vietnamese translation.
3. A certified copy of the Patent of Invention/Utility Solution/Industrial Design or Certificate of Registration of Trademark. If the agreement to be approved is a sub-agreement, it must be accompanied by a copy of the Certificate of Registration of the corresponding exclusive Agreement.
4. Business Certificate of the licensee in case of licensing of a trademark.

Western Samoa Trademark Applications

1. A simply signed power of attorney.
2. A certified copy of the overseas registration of the trademark (if available).
3. The list of goods and the classes pertaining thereto.
4. Information on whether the trademark is being used or intended to be used

Patent Applications

Two types of patent protection are available in Western Samoa. The first comprises letters patents granted upon application for patent protection filed in Western Samoa, and the second comprises certificates of registration of patents previously granted in any overseas country.

1. A simply signed power of attorney.
2. Two copies of the patent specification.
3. Two sets of the formal drawings, if any.
4. A certified copy of the overseas letters patent

Europe

Europe Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
PO Box: 921100, Amman 11192, Jordan
Tel: (00 962-6) 5 100 900
Fax: (00 962-6) 5 100 901
E-mail: europe@agip.com
Contact Person: Suzan Jamjoum (Mrs)

Albania

Trademark/Service Mark Applications

1. A simply signed power of attorney with the company's stamp.
2. The list of the goods and/or services to be covered by the mark.
3. Fifteen prints of the trademark.
4. The full particulars of the applicant.
5. Priority document, if priority is to be claimed.

Assignment Requirements

1. A notarized deed of assignment signed by both the assigner and the assignee.
2. Notarized Power of Attorney signed by the assignee.

Patent Applications

Patent Applications

1. A simply signed power of attorney with the company's stamp.
2. Three copies of the specification in English for translation into Albanian.
3. Three copies of the drawings, if any.
4. The full particulars of the applicant.
5. Priority document, if priority is to be claimed.

Andorra

Trademark/Service Mark Applications

1. A simply signed power of attorney.
2. The full particulars of the applicant.
3. The list of goods and/or services and the classes pertaining thereto.
4. Prints of the mark (not required for word marks)
5. A copy of the basic application, if priority is to be claimed

Renewal Requirements

1. Application for renewal on prescribed form, in Catalan language, signed by the applicant for renewal or by the appointed agent.
2. Power of Attorney signed by the applicant for renewal.
3. The trademark particulars.

Note

The owner of the mark must apply for the renewal thereof and pay the renewal fee within the six-month period preceding the expiration of the term of protection.

The owner shall have a grace period for renewal of 6 months, upon payment of the corresponding renewal fees plus a 50% surcharge. Upon failure to apply for and/or to pay the renewal fee(s), neither before expiration of the said period nor within the 6-month grace period (and in this case with the 50% surcharge), the registration of the trademark shall cease to be effective upon expiration of the last 10-year registration period. Restoration of the trademark shall not be possible.

Recordal of Assignment

Trademark registration may be assigned in relation to all or some of the goods or services, and with or without the business wherein they are exploited or causing them to be exploited.

Requirements

1. Request for recordal on prescribed form established by the Office, signed either by assignor and assignee, or by the agent of assignor or assignee.
2. Certified deed of assignment signed by

assignor and assignee, certified by Notary Public or other competent public authority of the country where the assignment took place, together with a Catalan translation if in another language.

Note

1. The deed of assignment may be replaced by: An extract of the assignment contract certified by Notary Public or other competent public authority of the country where the assignment was effected, together with a Catalan translation (if in another language), and containing:
 - a. Registration number of the assigned mark.
 - b. Name and address of the owner of the registration as appearing in the register.
 - c. Name and address of assignee (in the manner as required in the case of an applicant for registration, as well as all other data of assignee as are required to be given for an applicant for registration of a mark).
 - d. In case of assignment of only part of the goods and/or services for which the mark is registered, indication of the goods or services for which the assignment was made.
 - e. The names of the persons who signed the assignment contract; or assignment certificate on the form prescribed by the Office, signed by both assignor and assignee, containing all data required for the extract above.
6. In case the assignment involves only part of the goods and/or services for which the mark is registered, a new registration must be effected in connection with the part assigned, and therefore a new registration number shall be given, but the original registration date shall be kept. The new registration shall expire on the date of expiration of the original registration.

Armenia

Trademark/Service Mark Applications

Requirements for Filing Trademark Applications

1. Applicant's name and address.
2. A list of goods/services according to the International Classification.

3. Twenty five prints; (maximum size 8x8 cm, not for word marks).
4. A Power of Attorney with no notarization or legalization. Please note that the signatory's name and title as well as date and place of signing have to be mentioned in the Power of Attorney. Further, please note that in Armenia a Power of Attorney has to be signed and sealed with a company stamp, otherwise notarized.
5. Priority document, if priority is claimed.

Patent Applications

1. A simply signed Power of Attorney. (A proper form shall be provided upon request).
2. The specification, claims and abstract of the invention, in English, French, German or Russian to be translated into Armenian.
3. The drawings of the invention, if any.
4. The priority document, if priority is to be claimed.
5. The names and addresses of the inventors.

Renewal

A simply signed Power of Attorney. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant. (A proper form shall be provided upon request).
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A simply signed Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Renewal

A simply signed Power of Attorney. (A proper form shall be provided upon request).

Austria

Trademark Applications

1. Wording or representation of the trademark.
2. A list of goods and/or services.

Patent Applications

Patent and Utility Model Applications

Application papers in the German language (the application may be filed also in English or French, but must be translated into German within three months).

Nomination of the inventor is not obligatory.

Industrial Design Applications

Design Applications

1. Representation of the design (drawing or photography) in triplicate for each design.
2. A list of goods.
3. When claiming a priority, the country, date and filing number of the basic application has to be indicated.
4. Priority documents, assignments of priority rights and a Power of attorney have to be filed upon official request only.

Note: Collective designs may be filed. Nomination of the inventor is not obligatory.

Azerbaijan

Trademark/Service Mark Applications

Requirements for Filing Trademark Applications

1. Full legal name and address and nationality of the applicant.
2. Twenty prints of the mark in size 5x8 cm or 8x8 cm.
3. If priority is claimed, certified priority documents. Priority documents can be admitted within three months from the filing date of a trademark application without any costs. No extension of time for late filing of priority documents.
4. A list of the goods/services classified in accordance with Nice Classification.
5. If colors are claimed, the indication of each color claimed.
6. A Power of Attorney; it should bear the applicant's seal (stamp) and sign, (no notarization or legalization). The Power can be admitted within two months from the filing date of an application without any costs. No extension of time for late filing of the Power.

Notes

- The timeframe required for completing a

registration process is approximately 9 - 12 months from the filing date of an application, including: formal examination within one month, substantive examination within five or six months, registration and issuance Certificate of Registration within two months.

- Publication of the registered trademark is provided within 3 months from its registration date.
- An individual person can register a trademark as well as a company.
- Multi-class application is acceptable in Azerbaijan.
- The duration of the trademark registration is 10 years as of the filing date of an application.

Patent Applications

1. A notarized Power of Attorney.
2. Particulars of the applicant and the inventor.
3. Specifications, claims, abstract and drawings.
4. A priority document, if any.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the authors(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is

required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Copyright Applications

1. Full name and address of the author.
2. The author's date of birth.
3. A notarized Power of Attorney from the author.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Please also note that additional documents can be required for the copyright registration in Azerbaijan depending on the kind of the copyright object. Therefore, we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

Belarus

Trademark Applications

Requirements

1. A simply signed Power of Attorney.
2. Twenty-five prints of the mark.
3. A list of the goods and/or services and classes pertaining thereto.

Renewal Requirements

1. Simply signed Power of Attorney.

Recording Merger

1. A certified copy of a merger agreement.
2. A Power of Attorney.

Recording Assignment

1. Duly executed Deed of Assignment.
2. Power of Attorney.
3. Original registration certificate.

Recordal of Change of Name

1. An original or a certified copy of document confirming a change of name (this may be an extract from the Commercial Registry, an Affidavit or a Declaration signed by an authorized officer of a company).
2. Power of Attorney.

Recordal of Change of Address

1. An original or a certified copy of document confirming a change of address (this may be an extract from the Commercial Registry, an Affidavit or a Declaration signed by an authorized officer of a company).
2. Power of Attorney.

Requirements for License Agreement

1. Three copies of a license agreement (two originals and one notarized copy).
2. Powers of Attorney both from a licensor and from a licensee.
3. A simple copy of a trademark being licensed.

Recordal of Assignment

1. A request for assignment of the application for registration of the trademark duly signed and sealed by both parties.
2. A Power of Attorney in the new owner's name. Both documents cited above are not to be notarized and/or legalized.

Also, please note that a notification confirming the recordal of the assignment is usually expected to be issued by the Belarus PTO within one month.

Patent Applications

Requirements for Filing Patent Applications

1. A simply signed Power of Attorney.
2. The specification, claims and abstract of the invention.
3. The drawings, if any.
4. A deed of assignment if the inventor is not the applicant.

Requirements for Annuity Payment

1. Power of Attorney.

Design Applications

1. A set of photographs or distinct computer drawings of the design applied:
 - a. General view in foreshortening of the front view (in the event the design is three-dimensional), 6 prints. (In case the design is in color), 6 color photos. The view must be placed in the centre of a photograph, which must not contain any inscriptions or numerals.
 - b. Other views - 6 prints (front view, top view, side view, rear [back] view, bottom view). The view must be placed in the centre of a photograph, which must not contain any inscriptions or numerals.
 - c. Photo of a prototype: 2 prints (in the centre of a photograph).
Photographs are to be at size of 18 x 24 cm (no larger). In case the dimension of the design is not very large, size should be 13 x 18 cm or 9 x 13 cm.
2. Drawings and schemes (indicating the dimension)- 2 prints.
3. A specification of the design applied.
4. A Power of Attorney in the applicant's name, which may be submitted within two months from the filing date.
5. Certified copy of the Priority application (may be also filed within three months from the filing date).
6. Full name of the applicant, its address, information on author(s), and also the number of the priority document, its filing date and country code (where the application was filed). It is also necessary that the author fill in the form regarding the assignment of his rights to the applicant.

Also, please note that a single design application may contain one or several variants of the design.

Belgium

A Trademark/Service Mark Application

A trademark registered in BENELUX is protected in Belgium.

Patent Applications

1. A simply signed power of attorney.
2. Specification, claims, abstract of the invention in the French or Dutch language and drawings, if any.
3. A priority document if priority is to be claimed.
4. The assignment deed of the priority right, if applicable.

Benelux

The Benelux is an economic union in Western Europe comprising three neighboring monarchies, Belgium, the Netherlands and Luxembourg.

Trademark Applications

Requirements for Filing Trademark Applications

1. Name and address of the applicant (as recorded in the Register of Firms).
2. A Power of Attorney.
3. A list of goods and services for which the trademark is used and has to be protected.
4. An electronic representation of the mark.

Industrial Design Applications

1. Simply signed power of attorney.
2. Five (photo) graphic prints of each design or each different view of the design to be covered - for color designs: 5 prints in color.
3. Name, nationality, and address of the applicant.

Bosnia and Herzegovina

Trademark Applications

1. The name and the address of the applicant.
2. The name and the position of the signatory.
3. A simply signed Power of Attorney document.
4. Ten prints of the trademark.
5. A list of goods and services according to Nice Classification.
6. Priority document if priority is to be claimed.

Patent Applications

1. A simply signed power of attorney.
2. Specification, claims, abstract in English and drawings if any.
3. Deed of assignment, if the applicant is not the inventor.
4. Priority document, if priority is claimed.
5. International patent classification.

Design Applications

1. Full name and address of applicant(s)
2. Full name and address of author(s); (if the author does not want to be named, then a declaration signed by the author confirming that he/she does not want to be named)
3. 3 sets of drawings/photographs of design which fully describe it; max size of drawings/photographs 16 x 16 cm, min size 4 x 4 cm
4. A detailed description of the design (**Optional**).
5. Power of Attorney (no notarization, no legalization), (**could be filed at some later stage**).
6. A declaration that the author does not want to be named, original or notarized copy (could be filed at some later stage).
7. Priority Document, original or notarized copy (which has to be translated into Bosnia & Hereof local language by official court interpreter), (**could be filed at some later stage**).

Bulgaria

Trademark/Service Mark Applications

Requirements for Filing National Trademark Applications in Bulgaria

1. Qualitative image of the trademark at the size of 7x7 cm or its name, if it is only a word trademark. If it will be a volumetric trademark such as a bottle, package etc., a qualitative photo of the volumetric body. We need 2 samples of the trademark image; we prefer that you send us the image by e-mail in *.jpg format.
2. A list of the goods and services for which the trademark is to be applied.
3. Priority certificate (when priority is claimed).
4. A Power of Attorney signed by the applicant.

Note: the documents do not have to be notary verified including the Power of Attorney.

Patent Applications

Patent Applications

1. A simply signed power of attorney.
2. Specification, claims, abstract and drawings, if any.
3. A priority document along with its translation

into the English, French or German languages, if priority is claimed.

Design Applications

1. The full title of the design to be filed.
2. At least 8 high-quality reproductions for each view of the design - 7cm x 5cm.
3. Name and address of the applicant.
4. Name and address of the inventor.
5. Priority document, if priority is claimed.
6. Power of attorney document.
7. Information whether or not it is a question of a company design.

Croatia

1. A simply signed power of attorney.
2. Twelve prints of the mark not exceeding the size of 8 x 8 cm (for trademarks in color, 5 black & white prints, and 5 prints in color).
3. A list of the goods and/or services in accordance with the international classification.
4. A priority document, if priority is claimed.

Assignment Requirements

1. Deed of Assignment duly signed and sealed by an Apostille.
2. Power of Attorney duly signed.

The assignment is recorded within a couple of days and the Croatian Intellectual Property Office (CIPO) will issue the decision on assignment within 2-3 weeks.

Patent Applications

1. A simply signed power of attorney.
2. The specification, claims and abstract.
3. Three sets of the formal drawings, if any.
4. A priority document, if priority is claimed.

Design Applications

1. A simply signed power of attorney.
2. A set of drawings or photographs with the representation of the design.

Czech Republic

Trademark Applications

Requirements for Filing Trademark Applications

1. A simply signed Power of Attorney.
2. Applicant's name and Address.

3. Ten prints of the trademark, (not needed for word marks).
4. The list of the goods/services and the classes pertaining thereto.
5. Priority documents (if claimed).

Patent Applications

1. A simply signed power of attorney.
2. A copy of the specification, claims and abstract of the invention in Czech.
3. Drawings, if any.
4. A priority document along with its translation into the English, French or German language.
5. An assignment declaration simply signed by the inventor if the applicant is different from the inventor.
6. An assignment of priority rights, if any.
7. Name and address of the applicant.
8. Name and address of the inventor.
9. A document showing the right to the patent, if the applicant is not the inventor. It can be filed after the filing date.

Design Applications

An application for the registration of an industrial design may relate to one external appearance of a product (a simple design application), or to a number of external appearances of products included in one class of the international classification of designs (a collective design application). The requirements are as follows:

1. Applicant's name and address.
2. Creator's name and address.
3. Power of attorney signed by the applicant (no legalization or certification is necessary).
4. Six sets of drawings or photographs of the design. If colored figures are filed, then the protection is restricted only to the filed color. Therefore, black and white drawings or photographs are recommended since the scope of protection is larger. Dotted lines are not allowed since the whole product must be clearly shown.
5. A determination of the product must be filed.
6. If applicant is not the creator, a deed of assignment signed by the creator must be filed.
7. Priority must be claimed upon filing (if any), indicating date and country of the application

based on which right of priority is being claimed.

Denmark

Trademark Applications

Requirements for Filing Trademark Applications

1. A simply signed Power of Attorney.
2. Applicant's name, address.
3. The nationality of the applicant.
4. Prints of the trademark, (not needed for word marks).
5. The list of the goods/services and the classes pertaining thereto.
6. Priority documents (if claimed).

Patent Applications

1. Two copies of the specification, claims and abstract of the invention in Danish.
2. Four sets of the drawings, if any.
3. A priority document if priority is to be claimed.
4. A deed of assignment, if any

Utility Model Applications

In general, the requirements for filing a utility model in Denmark are the same as for filing a patent application. The same applies for convention priority.

1. Name and address of the applicant and inventor.
2. Title of invention.
3. Priority data.
4. Copy of specification/ drawings.
5. If PCT based, copies of all relevant PCT-documents, including search report, written opinion, and any PCT/IPEA report.
6. Absolute novelty is required.

Notes:

- Methods and processes are not protectable through utility models. These can only be protected through a patent application. Further, war material, inventions contrary to the law or public morality; discoveries; scientific theories and mathematical methods; aesthetic design creations; schemes, rules and methods for performing mental acts, playing games or doing business; programs for computers; reproduction of information; plant or animal varieties are not protectable through utility models.

- It is possible in a PCT application to add a request for utility model in Denmark in the designation, and thus file a utility model as national phase of PCT.
- A utility model is examined only formally, but examination on novelty and inventiveness can be requested.
- Maximum duration is 10 years.
- Opposition is not possible, but request for reexamination or annulment action can be filed at anytime.

European Community Trademark Applications

1. A power of attorney signed by the applicant, indicating the full name and position of the signatory.
2. The particulars of the applicant.
3. Prints of the mark.
4. A list of goods and/or services and the classes pertaining thereto.
5. Translation of foreign terms is required.
6. A General Authorization form is required for international customers.
7. No legalization or notarization is required.
8. No samples are required.

Renewal Requirements

1. Simply signed Power of Attorney.
2. The name and address of the applicant.
3. Trademark particulars.
4. The goods and services of the registration or indication of the goods and/or services for which renewal is desired.

Design Applications

No requirements are required for filing community design applications in the European Union.

European Patent Office

Official requirements for filing patents

1. The particulars of the applicant.
2. If the applicant is not the inventor, a declaration of inventorship giving the full details of the inventors; (i.e. name, address, nationality and details as to how the applicant acquired rights to the invention).
3. Three copies of the specification including

the claims and an abstract of no more than 150 words.

4. Three copies of the drawings, if any.
5. An assignment deed will be recommended to be filed if the assignee applies. (Recordation of assignment is only after publication of the application; without registration of assignment, the assignee will not be a party to the proceeding before the EPO).
6. The priority document, if priority is to be claimed, together with a verified translation unless it is in the English, German or French language.

Note: There is no need for a power of attorney.

Estonia

Requirements for Filing Trademarks:

1. Applicant's name and address.
2. Prints of the mark, 8 by 8 cm prints (3.15 by 3.15 inch prints) only for color and device marks.
3. List of classes, goods and/or services.
4. A certified copy of priority application, if priority is to be claimed.
5. Signed Power of Attorney which does not have to be notarized or legalized. The signed Power of Attorney can be filed late, within 2 months after the application filing date in Estonia, for an additional late filing fee.

The time frame for the filing process up to registration is approximately 12 -18 months.

Patent Applications

Requirements

1. A simply signed power of attorney.
2. The specification, claims and abstract.
3. The drawings, if any.
4. The priority documents, if any.

Annuity Payment for Patents

A patent is valid for 20 years from the application filing date in Estonia or 20 years from the PCT filing date. European patents extended to Lithuania and Latvia are valid for 20 years from the EP filing date.

A patent annuity must be paid each year to the

patent office for maintaining the patent in force for the following year. The annuity must be paid within 2 months prior to the patent annuity due date or within 6 months after the annuity due date with a higher fee.

Requirements for Payment Annuities

1. Patent number.
2. Application number.
3. Annuity due date.
4. Annuity year.
5. Name of the owner.

Design Applications

Filing Requirements

1. The application shall identify the applicant, author, title of the design, and the international industrial design class in accordance with the Locarno Agreement in which the design is to be registered.
2. Photos or drawings of the basic view and each supplemental view of each design.
3. Written description of the industrial design and the closest known similar design (prototype).
4. Power of Attorney simply signed by the applicant (no notarization and/or legalization is required).
5. Certified copy of the priority document if priority is to be claimed.

The Power of Attorney, declaration by inventors and/or priority document can be filed later within 2 months in Estonia.

Renewal Requirements

1. Registration patent number.
2. Expiration date.
3. Whether renewal is for a second, third, etc., 5-year term.
4. Any other pertinent information.
5. Name and address of the owner.

Finland

Trademark Applications

Requirements for Filing National / European Trademarks

1. A Power of Attorney (no legalization).
2. In cases of special graphic feature or color,

15 prints, maximum size 8 x 8 cm. One additional print is needed for each additional class. Where it is not obvious, the correct position of the mark shall be indicated by adding the word 'top' to each reproduction. Where registration in color is applied for, the application shall also contain an indication to that effect. The reproduction shall consist of the color reproduction of the mark. Where registration of a three-dimensional mark is applied for, the application shall also contain an indication to that effect.

3. A certified copy of home registration (not for applicants from Paris Convention countries or where requirement therefore has been removed by reciprocal agreement).
4. Information required:
 - a. Applicant's name, domicile and address;
 - b. Goods or services to be covered by the application arranged in international classes;
 - c. Priority data (a copy of the priority application needed only by request).

Renewal

Information regarding the goods or services for which the registration is to be renewed. If the list of goods or services covers multiple classes being not yet grouped into proper classes, indication in this respect.

Assignments, Licenses, Change of Name

1. A Power of Attorney signed by the applicant.
2. Suitable proof e.g. assignment deed, license agreement, extract from company's register or other official deed indicating the change to be recorded.

Patent Applications

1. Specification in Finnish, claims and abstract in Finnish and Swedish.
2. Drawings: one set on white drawing paper and two sets of copies.
3. Priority document within 16 months from priority date.
4. Power of attorney.
5. Assignment of invention.
6. Information required:
 - a. Full name and address of the applicant and inventor(s).

- b. Examination results on corresponding applications in other countries where available.

Assignments, Licenses and Changes

1. Power of attorney.
2. Appropriate proof, e.g. assignment deed, license agreement, official deed indicating the change to be recorded.

Industrial Design Applications

1. Pictures or drawings of design (four sets), reproducible in black and white.
2. Power of attorney.
3. Assignment deed.
4. Information required:
 - a. Full name, address of the applicant and designer.
 - b. Name of product(s) to which the design is to be applied and international classes.
 - c. Priority data.
 - d. Indication of whether postponement of publication is desired.

Assignments, Licenses and Changes

1. Power of attorney.
2. Appropriate proof, e.g. assignment deed, license agreement, official deed indicating the change to be recorded.

France

Trademark Applications

1. Name, nationality, address and legal form of the applicant.
2. Prints of the mark.
3. The goods and/or services to be covered.
4. If priority is to be claimed, we need a certified copy of the priority documents.

There is no need for a power of attorney form.

Patent Applications

1. A copy of the specification, claims and abstract in French.
2. Formal drawings.
3. The full particulars of both the applicant and the inventor.
4. A deed of assignment if the assignee applies.
5. A certified copy of the basic application, if priority is to be claimed.

Please note that there is no need for a Power of Attorney.

Design Applications

Requirements

1. Applicant's name and address.
2. The design in the form of drawings or photographs.

Note: There is no need for a Power of Attorney.

Georgia

Trademark Applications

1. A notarized Power of Attorney which will be valid for a period of three years.
2. Name and address of the applicant.
3. Twelve prints (5x5 or 5x10 cm).
4. A list of the goods and services and the classes pertaining thereto.
5. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement
2. Notarized Powers of Attorney from both licensor and licensee.

Patent Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant and the inventor.
3. The specification in the Georgian language including drawings. It may be filed in English, German or French with a subsequent translation.
4. A priority document, if the priority is to be claimed.
5. Assignment deed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Germany

Requirements

1. A print of the mark, if in black and white and 7 prints, if in color.
2. The list of the goods/services and the classes pertaining thereto.
3. In case of priority claim:
 - a. Priority date and country.
 - b. Serial number/s and an uncertified copy of the priority applications.

Renewal Requirements

1. Name and address of the owner.
2. Trademark particulars.
3. The goods and services for which the registration is to be renewed.

Patent Applications

Requirements

1. Three copies of the specification and claims in the German language. The necessary translation can be prepared upon request.
2. Three sets of the drawings, if any.
3. A statement of inventorship.
4. An abstract of the invention not exceeding 150 words.
5. In case of priority claim:
 - a. Priority date and country.
 - b. Serial number/s and an uncertified copy of the priority applications.

Design Applications

1. Representation of the subject matter of the design in form of drawings, photographs (on neutral background) in triplicate.
2. Name(s) and complete business address(es) of the applicant(s).
3. In case of priority claim:
 - priority date and country (to be declared within two months after filing date)
 - serial No(s) and uncertified copy (copies) of the priority application(s)
4. No power of attorney has to be filed unless the German Patent and Trademark Office explicitly requires it.

5. Description of the subject matter of the design if desired by the applicant

Gibraltar

Trademark Applications

1. Ten prints of the trademark.
2. A certified copy of the British or CTM registration certificate.

Patent Applications

1. A certified copy of the patent specification.
2. A certificate from the British Comptroller of Patents giving the full particulars of the grant of the British patent.

Greece

Trademark Applications

1. A power of attorney simply signed by the applicant. No further legalization is required.
2. Should the trademark be a device mark, 10 prints/labels of the trademark are necessary. In the event that the device is in color, 15 colored labels are required.

Note: For the filing of a collective trademark application, in addition to the above requirements, the following documents are necessary:

1. The statutes (Articles of Incorporation) of the association which will apply for the collective trademark.
2. A copy of Jordan's Trademark Law, to prove the possibility for Greek legal entities to file collective trademarks in Jordan.
3. A declaration containing the title, headquarters, purpose, names and surnames of those who represent the applicant under the law (unless these data are clearly reflected in the association's by-laws under No. 1).
4. A list of the members entitled to use the collective trademark, as well as the rules and regulations pertaining to the rights and obligations of the members for the use of the trademark by them.

All the above documents (1-4) must be certified by Apostille.

Renewal

A power of attorney, simply signed by the

trademark proprietor, unless we are attorneys of record with respect to the trademark of interest. In the latter case, no documents are required.

Recordal of License

1. A license agreement executed by both the licensor and the licensee. The licensor's signature must be legalized by Apostille.
2. A power of attorney, simply signed by the licensor.

Recordal of Merger

1. In order to record a merger against a trademark with the Greek Trademark Office, either a copy of the merger document, or a Notarial Certificate or an Extract from the Commercial Register, evidencing the merger is required. Either document must be legalized by Apostille.
2. A power of attorney simply signed by the surviving company.

Recordal of Assignment

1. An assignment deed executed by both parties. The assignor's signature must be legalized by Apostille.
2. A power of attorney simply signed by the assignee.

Recordal of Change of Name/Address

1. Either a Notarial Certificate or an Extract from the Commercial Register, evidencing same. Either document must be legalized by Apostille.
2. A power of attorney simply signed by the trademark proprietor.

Note: should the recordal be merely a change of street address, the power of attorney is sufficient for our purposes.

Patent Applications

1. The BI granted text.
2. The PCT or European Front of the page with the abstract.
3. The Greek translation of the granted patent.
4. A Power of Attorney, which merely needs to be signed and stamped by the applicant's authorized signatory.

Requirements for an assignment against a patent in Greece:

1. We need either a copy of the original assignment document or a Notarial assignment deed.
2. The required document must be signed by both parties and the assignor's signature must be certified by Apostille.
3. The assignment document must include an express reference to the patent or design in question. We can obtain blank assignment deed forms from the associate's website.
4. A Power of Attorney simply stamped and signed by the authorized signatory of the Assignee. We can also obtain blank power of attorney forms from the associate's website.

Please note that the documents to be submitted to the Greek Patent Office must be translated in Greek. However, in order to minimize the expenses, we always translate the documents only partially.

Requirements for the recording of license with the Patent Office:

1. The license agreement duly signed by both parties and with the licensor's signature certified by Apostille.
2. The license agreement must expressly refer to the patent or design in question.
3. A Power of Attorney in the name of the licensee is also necessary for the recording of the license.
4. Said document must be simply signed and stamped with the company's seal.

Requirements for the recording of a merger, a change of name, a change of address or a change of legal form:

1. A certificate from the Register of Commerce or a Notarial certificate, evidencing the change in question.
2. Either document must be legalized by Apostille.
3. A Power of Attorney reflecting the new data of the owner is also required.

Design Applications

Please note that before the initial filing of the

design application we absolutely require:

1. The complete applicant's and creator's data (name, address and nationality).
2. The complete data concerning the priority, (number, date of the filing).
3. A set of original photographs of the design(s) in quadruplicate (their dimensions may not exceed 16x16 cm).

The photographs may be in black and white or in color), or a set of the formal drawings. Please note that the Greek Law on Design Protection allows for photographs, which are only susceptible to "offset" reproduction.

The following documents are required for completing the file:

1. The certified priority document.
2. A declaration, reflecting the relation between the applicant and the creator of the design, which must be certified by Notary Public or legalized by Apostille.
3. A Power of Attorney simply signed by the applicant.

Please note that various figures of each design (i.e. various views thereof) are not considered as separate designs.

Requirements for an assignment against a design in Greece:

1. We need either a copy of the original assignment document or a Notarial assignment deed.
2. The required document must be signed by both parties and the assignor's signature must be certified by Apostille.
3. The assignment document must include an express reference to the patent or design in question. We can obtain blank assignment deed forms from the associate's website.
4. A Power of Attorney simply stamped and signed by the authorized signatory of the Assignee. We can also obtain blank power of attorney forms from the associate's website.

Please note that the documents to be submitted to the Greek Patent Office must be translated in Greek. However, in order to minimize the

expenses, we always translate the documents only partially.

Guernsey

Trademark Applications

1. A certified copy of the UK registration certificate.
2. Five prints of the trademark.

Patent Applications

A certified copy of the UK patent or European patent, designating the UK.

Hungary

Trademark Applications

Requirements for Filing Trademark Applications

1. Name and address of the applicant.
2. Specification of goods or services (International Classification).
3. A Power of Attorney (not legalized, late filing possible).
4. Ten prints of the mark (only for device marks).
5. If priority is claimed, priority document must be filed within 4 months after filing date, no extension is possible.

Notes:

- For a word mark application, it is required to clarify what type of letters (small, block or other) the mark consists of.
- For a device mark application, 10 prints of the mark in size of about 5x5 cm are needed.
- As to the priority, we follow “first to file” concept.

Patent Applications

1. Applicant’s name and address.
2. Inventor’s name and address.
3. Specification in 2 copies preferably in English, German, or French for translation into Hungarian.
4. Power of Attorney.
5. Drawings in 4 copies, if any.
6. Assignment Document, if the applicant and the inventor are not the same person.
7. Certificate of deposit of microorganisms, if the invention is based on the use of microorganisms

Additional requirements for convention applications

1. Filing date, application number, and country of each basic foreign application.
2. Certified copy of each basic foreign application, to be filed within 4 months from the filing date.
3. Hungarian, English, French, or German translation of each certified copy, if it is not in any of these languages.
4. Assignment Document, if applicant is not identical with the applicant(s) of the basic foreign application(s).

Minimum requirements for obtaining a filing date for a non-convention application

1. Applicant’s name and address.
2. Specification in one copy in any language.
3. Drawings in one copy, if any.

Minimum requirements for obtaining a filing date for a convention application:

1. Applicant’s name and address.
2. Filing date, application number, and country of each basic foreign application. In this case, no specification and no drawings are necessary for obtaining a filing date.

Industrial Design Applications

1. Name and address of the author.
2. Name and address of the applicant (if different from the author, the document proving the right for being the applicant).
3. Power of attorney.
4. Hungarian translation of the title of the design that should be descriptive.
5. Six equal copies of the photo or drawing of the design.
6. Maximum of 50 designs can be involved in one application.

Utility Model Applications

1. Name and address of the inventor.
2. Name and address of the applicant (if different from the inventor, the document proving the right for being the applicant).
3. Power of attorney (no legalization or notarization is needed).
4. Hungarian translation of the title,

specification, claims, and abstract (we do the translation from English, German or French).

Iceland

Trademark Applications

1. Full name(s) and address(es) of applicant(s), indication of goods and/or classes to be covered by the application, and priority information (if applicable).
2. Power of attorney (not legalized), may be filed later.
3. Certified copy of home-registration from countries which are not party to the Paris Convention.
4. Six prints of the trademark.

Patent Applications

PCT National Phase

Requirements for PCT national phase filings:

1. Full name(s) and address(es) of applicant(s), inventor(s), and title of invention.
2. Copies of specification, claims and abstract.
3. Drawings (preferably 4 copies), on white paper, clear black lines.
4. Power of attorney (not legalized), may be filed later.
5. Information as to how the applicant has acquired the right to the invention.
6. Copy of published International Applications.
7. International search report.
8. International preliminary examination report (IPER) if available.

Requirements for national filings:

1. Full name(s) and address(es) of applicant(s), inventor(s), and title of invention.
2. Preferably 4 copies of specification, claims and abstract.
3. Drawings (preferably 4 copies), on white paper, clear black lines.
4. Power of attorney (not legalized), may be filed later.
5. Information as to how the applicant has acquired the right to the invention.
6. Priority information. The priority document (certified copy) can be filed within 16 months of the priority date.

Industrial Design Applications:

1. Full name(s) and address(es) of applicant(s),

designer(s), title of design, priority information (if applicable), request for secrecy, if desired (maximum 6 months from filing/priority date).

2. Power of attorney (not legalized), must be filed within 3 weeks of filing date.
3. Assignment document (not legalized), must be filed within 3 weeks of filing date.
4. Preferably 10 photographs or drawings of the design in perspective (not glossy photographs). A model of the design can also be filed.
5. Priority document only to be filed upon request from the Patent Office.

Ireland

Trademark Applications

1. The list of the goods and classes covered by the application.
2. Two prints of the trademark (not required for word marks). If color is claimed, 12 color prints.
3. A priority document, if priority is claimed.

Patent Applications

1. Authorization form.
2. Specification, claims, abstract and drawings, if any.
3. A priority document with its verified English translation, where applicable, if priority is to be claimed.

Design Applications

Copies of the different perspectives of the design are required.

Isle of Man

Trademark Applications

1. The full name, address and country of incorporation of the applicant company.
2. A list of the goods and/or services to be covered by the trademark application.
3. Prints of the trademark.

Italy

Trademark and Service Mark Applications

Documents Required for Filing Trademark Applications

1. Full data (name, address and nationality) of the applicant.

2. Letter of authorization, simply signed (no legalization is required) by an authorized officer of the applicant.
3. At least one printed specimen of the mark, if not in plain block letters. The prints' size shall not exceed 7x7 cm; 40 prints on light, non-gloss paper are required.
4. In case of claiming priority:
 - Serial number and filing date of the application whose priority is sought to be claimed;
 - A certified copy (can follow) of the application whose priority is sought to be claimed along with an English translation (if not in the French language). Term for belated filing is six months as of filing date.
5. Priority: country, date, number and kind of filing of priority application and a certified copy of the priority document, if Priority has to be claimed.
6. Assignment of Priority Rights, if any, duly executed and legalized according to the Hague Convention or by the local Italian Consulate.

Item 2 can be filed within 2 months from the filing date.

Items 5 and 6 can be filed within 6 months from the filing date.

Patent Applications

1. Full name and address of the applicant.
2. Power of attorney simply signed in original by the applicant (no notarization or legalization is required).
3. Full name, nationality and address of the inventor/s.
4. Abstract, specification and claims of application.
5. Official drawings on paper size A4 in duplicate.
6. Priority: country, date, number and kind of filing of priority application and a certified copy of the priority document, if Priority has to be claimed.
7. Assignment of Priority Rights, if any, duly executed and legalized according to the Hague Convention or by the local Italian Consulate.

Items 2 and 5 can be filed within 2 months from the filing date.

Items 6 and 7 can be filed within 6 months from the filing date.

Industrial Design Applications

1. Full name and address of the applicant.
2. Power of attorney, simply signed in original by the applicant (no notarization or legalization is required).
3. Three sets of drawings or photographs (size A4).
4. Short description of the design to be filed.

Utility Model Applications

1. Full name and address of the applicant.
2. Power of attorney, simply signed in original by the applicant (no notarization or legalization is required).
3. Full name, nationality and address of the inventor/s.
4. Specification and claims of the application.
5. Official drawings on paper size A4 in duplicate.
6. Priority: country, date, number and kind of filing of priority application and a certified copy of the priority document, if Priority has to be claimed.
7. Assignment of Priority Rights, if any, duly executed and legalized according to the Hague Convention or by the local Italian Consulate.

Items 2 and 5 can be filed within 2 months from the filing date.

Items 6 and 7 can be filed within 6 months from the filing date.

Jersey

Trademark Applications

1. A simply signed power of attorney.
2. A certified copy of the UK registration certificate

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent

Design Applications

Certified copy of the UK design.

Kazakhstan

Requirements for Filing Trademark

Applications in Kazakhstan

1. The trademark samples (black-and-white - 6 prints, in colors - 15 prints).
2. A list of goods/services and International Class, if known.
3. A Power of Attorney signed by the applicant; no notarization/legalization is required.
4. Name and address of the applicant.

The application is in processing for up to one year. A Registration is valid for 10 years.

It is possible to submit multi-class application in Kazakhstan.

Patent Applications

1. A simply signed Power of Attorney. (A proper form shall be provided upon request).
2. The name and address of the applicant and the inventor.
3. The specification including drawings when necessary in Kazakh or Russian (may be filed in English, German or French with a subsequent translation).
4. A priority document, if priority is to be claimed.

Renewal

A simply signed Power of Attorney. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A simply signed Power of Attorney. (A proper form shall be provided upon request).
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Renewal

A simply signed Power of Attorney. (A proper form shall be provided upon request).

Kyrgyzstan

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Thirty prints of the trademark.
4. A list of the goods and services in accordance with the International Classification.
5. The explanation or the meaning of the mark and its origin.
6. The extract from the company register duly notarized and legalized up to the Consulate of Kyrgyzstan.
7. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Trademark Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.
3. The original Certificate of Trademark Registration.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.
3. The original Certificate of Trademark Registration.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

3. The original Certificate of Trademark Registration.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.
3. The original Certificate of Trademark Registration.

Patent Applications

1. A notarized Power of Attorney.
2. The name and address of the applicant and the inventor.
3. Specification, claims, abstract and drawings.
4. Data of the corresponding home or foreign registration.
5. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Design Applications

1. Full name and address of the applicant.
2. Full name and address of authors(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Latvia

Trademark Applications

Requirements for Filing Trademarks

1. Applicant's name and address.
2. Prints of the mark, 8 by 8 cm prints (3.15 by 3.15 inch prints) only for color and device marks.
3. List of classes, goods and/or services.
4. A certified copy of priority application, if priority is to be claimed.
5. Signed Power of Attorney which does not have to be notarized or legalized. The signed Power of Attorney can be filed late, within 3 months after the application filing date in Latvia, for an additional late filing fee.

The time frame for the filing process up to registration is approximately 12 -18 months.

Renewal

Trademarks are valid for 10 years. The term can be extended each time for 10 years. Grace period for paying fee is 6 months.

Documents

1. Simply signed Power of Attorney.
2. The Certificate of Registration of the Trademark.

Recordal of Merger

1. Power of Attorney in the new name of the owner.
2. Original of notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. Power of Attorney in the new name of the owner.
2. Original of notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. Power of Attorney in the new name of the owner.
2. Original of notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement.
2. Powers of Attorney from both licensor and licensee.

Patent Applications

1. A simply signed Power of Attorney.
2. The name and address of the applicant and the inventor.
3. The specification, claims, abstract and drawings, if any.
4. A priority document, if priority is to be claimed.

Annuity Payment for Patents

A patent is valid for 20 years from the application filing date in Latvia, or 20 years from the PCT filing date. European patents extended to Lithuania and Latvia are valid for 20 years from the EP filing date.

A patent annuity must be paid each year to the patent office for maintaining the patent in force for the following year. The annuity must be paid within 2 months prior to the patent annuity due date or within 6 months after the annuity due date with a higher fee.

Requirements for Payment Annuities

1. Patent number.
2. Application number.
3. Annuity due date.
4. Annuity year.
5. Name of the owner.

Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. Signed and stamped Power of Attorney (legalization and notarization are not required).
5. Figures (photographs, photocopies or

computer files) with a general view of the design and if it is possible front, top, side, back and bottom views of the design.

6. Priority document if convention priority is claimed.

Liechtenstein

Trademark Applications

1. A simply signed power of attorney: the exact name and position duly inserted.
2. Ten prints of the trademark.
3. The list of the goods/services and the classes pertaining thereto.
4. Priority document, if priority is claimed

Patent Applications

Due to the existence of an agreement between Liechtenstein and Switzerland, the two countries constitute a single territory for patent protection purposes. The Swiss Intellectual Property Office has been assigned with the performance of the administrative tasks related thereto.

Lithuania

Trademark Applications

Requirements for Filing Trademarks

1. Applicant's name and address.
2. Prints of the mark, 8 by 8 cm prints (3.15 by 3.15 inch prints) only for color and device marks.
3. List of classes, goods and/or services.
4. A certified copy of priority application, if priority is to be claimed.
5. Signed Power of Attorney which does not have to be notarized or legalized. The signed Power of Attorney can be filed late, within 3 months after the application filing date in Lithuania, for an additional late filing fee.

The time frame for the filing process up to registration is approximately 12-18 months.

Requirements for Recordal of Assignment

The following documents are required for recordal of assignment:

1. An original assignment document, identifying the trade and/or service marks, signed by both the assignor and assignee, or a copy of the assignment document, certified to be a true

copy by a notary or other person authorized to make such a certification in your country or an official Patent Office assignment form signed by both the assignor and assignee.

2. A Power of Attorney signed by the assignee.

The assignment document and the Power of Attorney do not have to be signed before a notary or legalized.

If the assignment document is not in the local language, the Patent Office demands a translation.

Information about the transfer of the mark is entered into the Trademark and Service Mark Register and is published in the Official Bulletin of the Patent Office.

Lithuanian Patent Bureau does not issue the official certificates of the assignment for the trademark registrations. The publications in the official bulletin are to be regarded as official confirmations that the assignment has been accomplished.

Requirements for Recordal of Change of Name/Merger

1. Document evidencing the change of company name/merger (or a true certified copy).
2. A Power of Attorney simply signed by the new owner of the trademark.

Note:

The change of name/merger document and the Power of Attorney do not have to be signed before a notary or legalized. If the change of name/merger document is not in the local language, the Patent Office demands a translation.

Information about the change of company name/merger is entered into the Trademark and Service Mark Register and is published in the Official Bulletin of the Patent Office.

Lithuanian Patent Bureau does not issue the official certificates of change of company's name, merger for the trademark registrations. The publications in the official bulletin are to be regarded as official confirmation that the change of name and/or merger have been accomplished.

Requirements for Recordal of Change of Address

1. A Power of Attorney simply signed by the trademark owner indicating the new address.

Information about the change of company's address is entered into the Trademark and Service Mark Register and is published in the Official Bulletin of the Patent Office.

Lithuanian Patent Bureau does not issue the official certificates of the change of address for the trademark registrations. The publications in the official bulletin are to be regarded as official confirmation that the change of address has been accomplished.

Requirements for Registration of License Agreement

1. A copy of the entire license agreement signed by the parties to the license agreement, or relevant extracts from the license agreement or a short form trade/service mark license agreement (which can be prepared by us) signed by the parties to the license agreement. The license agreement copy or extracts must be certified to be a true copy by a notary or other person authorized to make such a certification. The submitted license agreement or extracts must indicate:
 - Name and address of the trademark proprietor.
 - Name and address of the licensee.
 - Kind of license, whether exclusive or non-exclusive.
 - Registration number(s) of the licensed mark(s).
 - Licensed goods and/or services - license can be for all or only some of the goods and/or services listed in the registration.
 - Term of the license.
 - Territory of the license.
2. A Power of Attorney signed by the trademark owner or licensee.

Notes:

If the license document is not in the local language, the patent office demands a translation.

Separate applications and official fees have to be filed and paid for registering the license for each mark covered by the license agreement.

Requirements for Trademark Renewal

1. List of the marks and registration numbers, classes, and any other pertinent information.
2. The name and address of the owner(s).
3. Simply signed Power of Attorney.

Patent Applications

1. A simply signed and sealed power of attorney.
2. A duly notarized deed of assignment if the applicant is different from the inventor.
3. Specification, claims, abstract and drawings.
4. A priority document for claiming priority.
5. Inventor's Declaration.

Requirements for Payment Annuities

1. Patent number.
2. Application number.
3. Annuity due date.
4. Annuity year.
5. Name of the owner.

Design Applications

1. The application shall identify the applicant, author, title of the design and the international industrial design class in accordance with the Locarno Agreement in which the design is to be registered.
2. Photos or drawings of the basic view and each supplemental view of each design.
3. Written description of the industrial design and the closest known similar design (prototype).
4. Power of Attorney simply signed by applicant (no notarization and/or legalization is required).
5. Declaration by Inventors signed by applicant and inventors.
6. Certified copy of the priority document if priority is to be claimed.

The Power of Attorney, declaration by inventors and/or priority document can be filed later within 3 months of the application filing date in Lithuania.

Requirements for Renewal

1. Registration patent number.
2. Expiration date.
3. Whether renewal is for a second, third, etc. 5-year term.
4. Any other pertinent information.
5. Name and address of the owner.
6. Simply signed Power of Attorney.

Luxembourg

Trademark Applications

A trademark/service mark registered in "BENELUX" is protected in Luxembourg

Patent Applications

1. A simply signed power of attorney.
2. Patent specification, claims in either French or German, and drawings, if any.
3. An assignment deed of the priority rights.
4. An inventor's declaration where the inventor may specify that his name should be neither published nor mentioned in official documents.
5. A priority document if priority is to be claimed

Macedonia

Trademark Applications

1. A simply signed Power of Attorney.
2. List of goods and classes pertaining thereto.
3. Ten prints of the trademark (if in black and white); or ten color prints plus four black and white (if the mark is in color).

Renewal Requirements

1. Registered number of the trademark.
2. Name of the holder.

Assignment Requirements

1. Notarized copies of the Deed of Assignment which must be signed by both parties.
2. Power of Attorneys simply signed the both sides.

Patent Applications

1. A simply signed Power of Attorney.
2. Specifications and claims together with the abstract of the invention.
3. Formal drawings in three (3) sets.
4. A priority document, if priority is to be claimed.
5. Name and address of the applicant.

Malta

Trademark Applications

1. Name, nationality and address of the applicant.
2. Prints of the mark.
3. The goods and/or services to be covered.

Patent Applications

1. Name and address of the applicant.
2. Priority number, date claimed and priority document. (If any)
3. Copies of the patent's specifications, drawings and claims.
4. Power of Attorney (notarization and legalization are not necessary).

Design Applications

1. Name and address of the applicant.
2. Priority number, date claimed and priority document. (If any)
3. Copies of the design.
4. Power of Attorney (notarization and legalization are not necessary).

Moldova

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Twenty prints of the trademark (8x8 cm).
4. A list of the goods and services in accordance with the International Classification.
5. The explanation or the meaning of the mark and its origin.
6. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Trademark Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.

2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.

Patent Applications

1. A notarized Power of Attorney.
2. The name and address of the applicant and the inventor.
3. Specifications, claims, abstracts and drawings.
4. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Copyright Applications

1. Full name and address of the author.
2. The author's date of birth.
3. A notarized Power of Attorney from the author.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Please also note that additional documents can be required for the copyright registration in Moldavia depending on the kind of the copyright object. Therefore, we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

Monaco

Trademark Applications

1. A simply signed power of attorney for each trademark.
2. Ten prints of the trademark (not needed for word marks).
3. The list of goods and/or services and the classes pertaining thereto.

Renewal Requirements

1. The name and address of the applicant.
2. Certificate of registration.
3. Simply signed Power of Attorney.

Patent Applications

1. A simply signed power of attorney for each application.
2. Four copies of the specification in French.
3. Four sets of the formal drawings, if any.
4. A priority document if priority is to be claimed.
5. An assignment deed of the priority rights if the applicant is not the same as the inventor.

Netherlands

Trademark Applications

Community Trade Mark (CTM) Registration

A CTM registration covers all 27 countries of

the European Union: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, United Kingdom and Sweden.

Documents Required for Application

1. For device marks, 2 clear prints of the device mark, max. A4 (copies are not allowed).
2. Full name, full business address and details of incorporation.

Patent Applications

1. A simply signed power of attorney.
2. A copy of the patent specification and claims for translation purposes.
3. Three sets of the formal drawings, if any.
4. A priority document, if priority is to be claimed.
5. An assignment deed of the priority rights if the applicant is not the inventor.
6. An abstract of the invention (between 50 and 250 words).
7. The full name and address of the inventor.

Norway

Trademark Applications

Filing Requirements for Trademark Applications

1. Name and address of applicant.
2. One copy of the mark, maximum 8 x 8 cm if device mark, word in plain block letters if word mark.
3. Detailed list of goods and/or services.

Patent Applications

Filing Requirements for Patent Applications

Express Filings

1. Name and address of the inventor and the applicant.
2. Title, filing date, number and country of the priority application.
3. The PCT pamphlet front page for entering the PCT national phase.

Normal Filings

1. Name and address of the inventor and the applicant.

2. Title, priority data, description, claims, drawing, abstract and figure number to be published with the abstract.
3. Complete PCT pamphlet with all accepted amendments for entering the PCT national phase.

General: No priority document is required by filing of convention applications.

Note: The term for entering the PCT national phase in Norway is 31 months based on chapter I and II.

Poland Trademark Applications Requirements

1. A simply signed Power of Attorney.
2. Twenty prints of the trademark (not needed for word marks).
3. The list of the goods and the classes pertaining thereto.

Renewal Requirements

1. Full name and address of the owner.
2. Trademark particulars.

Patent Applications

1. Simply signed Power of Attorney.
2. The name and address of the applicant.
3. The name(s) and addresses(s) of the inventor(s) and his/their citizenship.
4. Instructions as to the desired kind of protection (patent, additional patent, secret patent).
5. The required date of filing.
6. Data on priority dates (country, date, serial number of the basic application).
7. Applicant's or patent attorney's signature.
8. specification/disclosure, claims, drawings and abstract of the disclosure.
9. Assignment of right to patent (or the respective applicant's statement of the acquired right to patent) - if the applicant is not the inventor.
10. Priority document (if it is not issued in English, French, German or Russian, a sworn translation into one of these languages is necessary).
11. Assignment of priority right (or the respective applicant's statement of the acquired priority

right) - if the applicant in Poland is not the same as the original one.

12. Allocation of priorities (if the application enjoys two or more priorities - one priority date only for each claim).
13. Certificate of deposition of a micro-organism in a recognized international collection.

National Phase of a PCT Application

1. The same documents are required as to the national patent applications, but without priority document (if the International Bureau fails to deliver the copy of this document to the Polish Patent Office it may be required).
2. A WIPO Publication (if available).
3. A translation into Polish of the Request for a PCT Application - ABSOLUTELY required at the date of entering the national phase.
4. A copy of the PCT Demand (if available).

Note: claims, if amended. Both claims as originally filed and as amended as well as any statement made under PCT Articles 19 and 34).

Assignment Requirements

1. A Power of Attorney signed by the new owner.
2. Assignment of Right to Patent signed by both the assignor and the assignee. Authentication by Notary Public and legalization by the Polish Consulate are not required by law.
3. Assignment of Priority Rights signed by both the assignor and the assignee. Authentication by Notary Public and legalization by the Polish Consulate are not required by law.

Change of Name and Address

An original Extract from the Commercial Register or a notarized copy of this document. Such document will be translated into Polish and filed with the Polish Patent Office.

Licensing

An original License Agreement or a notarized copy of this document is required.

Design Applications

1. Description of the industrial design.
2. Three sets of drawings or photos (should be clear

and permanently fixed, and photographically reproducible).

The drawings should meet the following requirements:

- Each copy of the drawing should constitute an exact reproduction of the remaining ones; the drawing itself should be drafted in black drawing ink on the white paper or transparent.
- The drawing should be accurately made with permanent black lines, sufficiently intensive and sharp such that the reproduction made with a linear diminution to 1/3 of the original size is readable in every detail. Coloring and shading are not allowable.
- Particular parts of figures should be marked with legible numbers or letters, all these references being strictly consistent with those mentioned in the description. Same parts shown in different figures should have the same reference symbols. Drawings should not comprise any explanatory notes.

3. Priority Document in case of being claimed.
4. Assignment of Rights to Priority Rights if the applicant in Poland and in the country of origin are different persons (firms).
5. Assignment of Right to the Right in Registration (or Applicant's Statement).
6. A simply signed power of attorney document.

Portugal

Requirements

Requirements for Filing Trademark Applications in Portugal

1. Name, nationality, profession and address of the applicant.
2. Good representation of the mark (Jpg. file extension advised).
3. Specification of products or services. Nice Agreement – 9th edition.
4. If a priority is to be claimed, a certified copy of the basic home application is required; (Priority Document).
5. No Power of Attorney is required, but the Portuguese authorities may impose, at any time, proof of instructions.

Patent Applications

Requirements for Filing Patent Applications in Portugal

1. Name, nationality, profession and address of the applicant.
2. Name, nationality, profession and address of the inventor.
3. When the inventor is not the applicant, the contractual working relation between them, if there is one, should be indicated.
4. Title, specification, claims and an abstract preferably not exceeding 150 words.
5. Indication of the drawing or formula selected for publication.
6. Drawings (3 copies on strong white paper, size A4: 29,7 x 21cm without margin). Folded drawings are not acceptable.
7. A Power of Attorney signed by the applicant (not legalized). This document may be submitted at a later date without any term.
8. Whenever the applicant in Portugal is different from the applicant of the Convention priority application in the country of origin, a duly legalized priority assignment document is necessary.

Requirements for Filing Supplementary Protection Certificate in Portugal for Medicinal Products and Plant Protection Products

1. Name, nationality, profession and address of the applicant.
2. The number of the basic Portuguese patent as well as the title of the invention protected by said patent.
3. All and complete available information about the authorization(s) to place the product in the market in Portugal, subject to further steps, as obtaining relevant certificates and related documentation since they are essential and extremely important basic requirements.

Industrial Design Applications

Requirements for Filing Design or Model Applications in Portugal

1. Name, nationality, profession and address of the applicant.
2. Name, nationality, profession and address of the creator/designer.

3. When the creator/designer is not the applicant, the contractual working relation between them, if there is one, should be indicated, together with a Declaration authorizing the applications.
4. Short «description» of the model or design as regards its characteristic, geometrical and/or ornamental shape, indicating also the practical / final use of the object.
5. Three photographs or 3 drawings [size A4: 29,7 x 21 cm without margin] in black and white taken of the object. The photographs should not contain any references. When remitting the photographs, they should not be folded.
6. A Power of Attorney signed by the applicant (not legalized). This document may be submitted at a later date without any term.
7. Priority document.
8. Whenever the applicant in Portugal is different from the applicant of the Convention priority application in the country of origin, a duly legalized priority assignment document is necessary.

Utility Model Applications

Requirements for Filing Utility Model and Topographies of Semiconductors Applications in Portugal

1. Name, nationality, profession and address of the applicant.
2. Name, nationality, profession and address of the inventor.
3. When the inventor is not the applicant, the contractual working relation between them, if there is one, should be indicated.
4. Title, specification, claims and an abstract preferably not exceeding 150 words.
5. Drawings (3 copies on strong white paper, size A4: 29,7 x 21 cm without margin). Folded drawings are not acceptable.
6. A Power of Attorney signed by the applicant (not legalized). This document may be submitted at a later date without any term.
7. Priority document.
8. Whenever the applicant in Portugal is different from the applicant of the Convention priority application in the country of origin, a duly legalized priority assignment document is necessary.

Romania

Trademark Applications

Requirements

1. Name and address of the applicant.
2. A simply signed Power of Attorney for each application.
3. A list of specific goods or services and the classes pertaining thereto.
4. Fifteen prints of the trademark in black and white; for color: fifteen prints in color and six black and white.
5. A statement of the line of business of the applicant.
6. Priority document, if priority is to be claimed.

Requirements for Use of a Registered Trademark

1. Simply signed Power of Attorney.
2. License contract in case of registering a license.

Renewal Requirements

1. A Power of Attorney simply signed by the owner.

Assignment Requirements

1. Particulars of both the assignor and assignee.
2. The assignee's place of residence, business or establishment according to the provisions of the Paris Convention.
3. If the applicant desires to reduce or limit the goods or services, specification of the goods and services must be included in the assignment.
4. Deed of Assignment filled, signed by both parties, and notarized.

Patent Applications

1. A simply signed Power of Attorney.
2. An authorization duly notarized, if the applicant is not the same in the basic application.
3. Two copies of the specification, claims, and abstract of the invention.
4. Four sets of the formal drawings, if any, (one informal set, three formal sets).
5. A priority document along with its translation into English, French, or German, when claiming priority.

6. Assignment form the inventor(s) to the applicant (declaration of inventor(s)), if the applicant is not the same as the inventor(s), to be filed within six months from the filing date.

San Marino

Trademark Applications

1. A simply signed power of attorney.
2. Twenty prints of the trademark.
3. A list of goods / services to be covered.

Patent Applications

1. A simply signed power of attorney.
2. Specification, claims and abstract.
3. Drawings, if any.

Serbia

Trademark/Service Mark Applications

Requirements

1. A simply signed Power of Attorney.
2. Ten prints (even for word marks).
3. A list of the goods to be covered by the application.
4. A priority document, if priority is claimed.
5. The applicant's name and address.

Renewal Requirements

1. The trademark registration number.
2. The owner's particulars.
3. Representation of the mark.

Assignment

A registered mark may be assigned with or without the goodwill of the business.

Assignment Requirements

1. Simply signed Power of Attorney.
2. Deed of assignment signed by both the assignor and the assignee which needs to be legalized by Notary Public and affixed with an apostille.

Change of Name

1. Change of Name document which needs to be legalized by Notary Public and affixed with an apostille.
2. Simply signed Power of Attorney.

Change of Address

No documents are required.

Patent Applications

1. A simply signed power of attorney.
2. Three copies of the patent specification, claims and abstract.
3. Five sets of the formal drawings (one on Bristol board and one on tracing-paper).
4. A signed declaration stating that the applicant has the right to file the application.
5. A certified copy of the priority document if priority is to be claimed.

Design Applications

Essential elements of the application shall be the following:

1. Request for the registration of a design.
2. Description of a design.
3. Two-dimensional depiction of the design (hereinafter: the depiction).

The request for the registration of a design shall contain:

1. Information on the applicant.
2. Information on the designer or the statement by the designer that he/she has waived the right to be cited in the application.
3. Indication whether the application is made for one or multiple designs.
4. Actual name and abbreviated name of the design.
5. Justification for filing of the application, if the designer is not the applicant.
6. the signature of the applicant.
7. optionally, request for that the publication of the registered design to be deferred for twelve months after the date of the issuing the decision on design registration (deferred publication).

One application may contain the request for registration for one or multiple designs (up to 100) applicable to products classified in the same class of the international classification set forth by the Locarno Agreement on Establishing an International Classification for Industrial Designs.

The design description should be a precise and concise description of the entire appearance of

the object of protection, based on the submitted depiction, as seen at all times or at time of its regular use, and should meet other prescribed requirements.

Slovak Republic

Trademark Applications

1. A simply signed Power of Attorney.
2. Five prints of the trademark (not required for word mark).
3. The list of the specific goods/services and the classes pertaining thereto.
4. Priority document, if priority is claimed.
5. Name and address of the applicant.

Renewal Requirements

1. Particulars of the applicant (i.e.: name, address, nationality...).
2. Trademark particulars.

Patent Applications

1. Name and address of the applicant.
2. Name and address of the inventor.
3. A simply signed Power of Attorney.
4. Specification and claims with an abstract of the invention in Slovak.
5. Drawings, if any.
6. A deed of assignment, if the applicant is not the inventor.
7. The priority document, if any.
8. Assignment of priority rights, if any.

Design Applications

1. Name and address of a creator.
2. Name and address of an applicant.
3. Six photos of size 9 x 13 cm or drawings of size A4 - black & white.
4. Name of the design if it is not clear from the photo or drawing.
5. Power of Attorney.

Utility Model Applications

1. Name and address of the applicant.
2. Name and address of the inventor.
3. A simply signed Power of Attorney.
4. Specification and claims with an abstract of the invention in Slovak.
5. Drawings, if any.
6. A deed of assignment, if the applicant is not

the inventor.

7. The priority document, if any.
8. Assignment of priority rights, if any.

Slovenia

Trademark Applications

Requirements

1. A simply signed Power of Attorney.
2. Name and address of the applicant.
3. The list of goods and/or services to be covered by the application and the classes pertaining thereto.
4. Eight prints of the mark (if a design mark or in color).
5. The priority document, if any.
6. If the priority application was filed by another applicant, the present applicant must sign a declaration explaining his right to file the application.

Renewal Requirements

1. Particulars of the applicant (i.e.: name, address, nationality...).
2. Trademark particulars.

Assignment Requirements

1. An assignment deed form.
2. A power form.

The signatures have to be original and the names and statuses of the signatories have to be stated. No notarization/legalization is required.

Change of Name

1. Original document or certified copy evidencing the change.
2. Power of Attorney (no legalization is required).

Change of Address

1. Original document or certified copy evidencing the change.
2. Power of Attorney (no legalization is required).

Recordal of License

1. Original or certified copy of the License Agreement.
2. Power of Attorney (no legalization is required).

Patent Applications

1. A simply signed Power of Attorney.
2. Name and address of the applicant.
3. Specification, claims, and abstract.
4. Three sets of the formal drawings, if any.
5. The priority document, if any.
6. If the priority application was filed by another applicant, the present applicant must sign a declaration explaining his right to file the application.

Design Applications

1. Power of attorney document.
2. Three sets of photographs (max. 16 x 16 cm, black and white, of professional quality) or formal drawings (A4, suitable for reproduction, preferably in perspective view).

Spain

Trademark Applications

Requirements for Filing Trademark Applications

1. Power of Attorney.
2. Name of the applicant.
3. Trademark or graphical representation.
4. Goods and services.
5. If a priority should be claimed, the certificate of origin with translation is required.

Collective Marks and Certification Marks

See the prior paragraph (trademarks), plus regulation of the use.

Renewal

Power of attorney.

Annuities

There are no special requirements.

Transfer

1. Official transfer document, to be signed by both parties.
2. Power of attorney.

Change of Name

1. Official document, duly signed by the new owner.
2. Power of attorney.

Change of Address

A simple declaration.

Patent Applications

1. Description and claims in Spanish.
2. Figures, if any.
3. Name of the applicant and names of the inventors.
4. Indication, how the inventors have assigned the rights to the applicant.
5. If a priority should be claimed, the certificate of origin with translation.
6. Power of attorney.

Change of Name

1. Trade Register abstract, showing the change of name. Then, the document has to be legalized by the "Apostille" according to the Hague Convention or, in the absence thereof, by the Spanish Consulate of the corresponding country.
2. Power of attorney.

Design Applications

1. Graphical representation.
2. Name of the applicant.
3. Power of attorney.

Utility Model Applications

1. Description and claims in Spanish.
2. Figures.
3. Name of the applicant and names of the inventors.
4. Indication, how the inventors have assigned the rights to the applicant.
5. If a priority should be claimed, the certificate of origin with translation.
6. Power of attorney.

Sweden

Trademark Applications

Requirements for Filing Trademark Applications

1. A simply signed Power of Attorney.
2. Applicant's name and address.
3. Prints of the trademark.
4. The list of the goods/services and the classes pertaining thereto.
5. Priority documents (if claimed).

Renewal

Renewal of trademarks only needs a formal application to the Patent Office.

No documents showing use of the mark, affidavits or the like are required.

Trademarks shall be used within five years from the registration date and, if not, they are liable to cancellation. Cancellation suits are brought before ordinary courts of law by individuals or others to whom the registration may be detrimental. No ex officio actions are taken in this respect.

Recordal of License, Assignment and Change of Name and Address:

1. Certified copies of the deed in question. Please note that no notarization or legalizations is required.
2. As to assignments, it is possible to use a confirmatory assignment deed. It is necessary to indicate whether or not the mark has been transferred together with or independently of the goodwill of the mark.
3. In all kinds of assignment deeds it is necessary that the signature of the assignor is legible, i.e. printed in block letters below the signature.
4. A document showing that the signature person is authorized to sign for the assignor. The signature of the assignee is not required according to Swedish practice.

Patent Applications

1. Specification, claims, abstract, drawings which can be filed in English and translated to Swedish within a fixed term.
2. Full name and address of the inventor and the applicant.
3. Power of attorney and deed of assignment.
4. Priority document only upon request

Industrial Design / Requirements:

1. Representations of the design. The representations shall show the design from all angles.
2. Information of the design in order to be able to indicate the correct class according to the Locarno Agreement.
3. Information of the creator of the design and the owner of the design.

Renewal

Renewal of industrial designs only needs a formal application to the Patent Office.

Switzerland

Trademark Applications

For the application of a word mark, only a power of attorney is required. For a trademark with logo, we in addition need one print in black/white and one print in color (maximum size 8 cm x 8 cm).

Registration Procedures in Switzerland

It presently takes between four and six months for a trademark application to mature into a registration. If desired, we could apply for an express application, which usually is examined and published within two months.

Renewals

Registered trademarks have to be renewed every 10 years.

Patent Applications

1. Specification, claims and abstract in one of the following languages: German, French or Italian.
2. Drawings (if any), clean and dark drawing.
3. Power of Attorney signed by the applicant, (no legalization is necessary).
4. Declaration of inventorship, signed by the applicant or through our office with a translation in one of the following languages: German, French, Italian or English.
5. Priority document (if any) with a translation in one of the following languages: German, French, Italian or English.

Tajikistan

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Twenty prints of the trademark (5x5 cm).
4. A list of the goods and services according to the International Classification.
5. The explanation or the meaning of the mark and its origin.
6. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Trademark Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.

Patent Applications

1. A notarized Power of Attorney.
2. The name and address of the applicant and the inventor.
3. Specifications, claims, abstract and drawings.
4. Data of the corresponding home or foreign registration.
5. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or

computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.

6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Copyright Applications

1. Full name and address of the author.
2. The author's date of birth.
3. A notarized Power of Attorney from the author.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Please also note that additional documents can be required for the copyright registration in Tajikistan depending on the kind of the copyright object. Therefore, we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

Turkmenistan

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Twenty prints of the trademark (5x5 cm).
4. A list of the goods and services in accordance with the International Classification.
5. The explanation or the meaning of the mark and its origin.
6. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Trademark Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.

Patent Applications

1. A notarized Power of Attorney.
2. The name and address of the applicant and the inventor.
3. Specifications, claims, abstract and drawings.
4. Data of the corresponding home or foreign registration.
5. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.

5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Ukraine

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Thirty prints of the trademark (8x8 cm).
4. A list of the goods and services according to the International Classification.
5. The explanation or the meaning and the origin of the trademark.
6. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

A notarized Power of Attorney.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.

Patent Applications

1. A notarized Power of Attorney.
2. The name and address of the applicant and the inventor.
3. Specification, claims, abstract and drawings.
4. Inventor's declaration.
5. A deed of assignment.
6. A priority document, if priority is to be claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Copyright Applications

1. Full name and address of the author.
2. The author's date of birth.
3. A notarized Power of Attorney from the author.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is

required. (A proper form shall be provided upon request).

Please also note that additional documents can be required for the copyright registration in Ukraine depending on the kind of the copyright object. Therefore, we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

United Kingdom

Requirements for Filing Trademark Applications

1. Country in which registration is sought.
2. Full name and address of the applicant.
3. Country and/or state of incorporation, if the applicant is a company.
4. A copy of the mark in the form in which it is to be used.
5. A list of all goods and services in relation to which the applicant is using and/or intends to use the mark.

It is not necessary to file a Power of Attorney for UK applications, but we would require full name and address and (if relevant) company details for our clients and the applicants in such matters.

Patent Applications

1. Two copies of the specification and an abstract of the invention in no more than 150 words.
2. Two sets of the drawings, if any.
3. If the application is made by the assignee, a statement identifying the inventor and indicating the derivation of the applicant's right to be granted a patent should be submitted.

Design Applications

1. Drawings (or in the absence of drawings, photographs), which show all sides of the design;
2. Details of the applicant; and
3. Details of any priority applications.

Uzbekistan

Trademark Applications

1. A notarized Power of Attorney.
2. Name and address of the applicant.
3. Twenty five prints (5x5 or 5x10 cm).

4. A list of the goods and services according to the International Classification.
 5. The explanation or the meaning of the trademark and its origin.
 6. A priority document, if priority is claimed.
2. The name and address of the applicant and the inventor.
 3. Specifications, claims, abstract and drawings.
 4. A priority document, if priority is claimed

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Renewal

1. A notarized Power of Attorney.
2. The original Certificate of Trademark Registration.

Recordal of Merger

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.
3. The original Certificate of Trademark Registration.

Recordal of Change of Name

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.
3. The original Certificate of Trademark Registration.

Recordal of Change of Address

1. A notarized Power of Attorney in the new name of the owner.
2. The original notarized copy of the official document confirming the changes.
3. The original Certificate of Trademark Registration.

Recordal of License Agreement

1. License agreement.
2. Notarized Powers of Attorney from both licensor and licensee.
3. The original Certificate of Trademark Registration.

Patent Applications

1. A notarized Power of Attorney.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Industrial Design Applications

1. Full name and address of the applicant.
2. Full name and address of the author(s).
3. Essential features of the industrial design.
4. A notarized Power of Attorney.
5. Figures (photographs, photocopies or computer files) with a general view of the design and, if it is possible, front, top, side, back and bottom views of the design.
6. Priority document, if convention priority is claimed.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Copyright Applications

1. Full name and address of the author.
2. The author's date of birth.
3. A notarized Power of Attorney from the author.
4. A copy of the work which is subject of the copyright application.
5. Work completion date which is subject of the copyright application.

Note: If the applicant is of an Arab or Turkish nationality, a simply signed Power of Attorney is required. (A proper form shall be provided upon request).

Please also note that additional documents can be required for the copyright registration in Uzbekistan depending on the kind of the copyright object. Therefore we kindly ask you to provide us with the particular case and the country of the case in order to provide you with the precise information.

Iran

Iran Office

Premises address: Building No. 26, Prince Shaker bin Zaid Street, Shmeisani, Amman
PO Box: 921100, Amman 11192, Jordan
Tel: (00 962-6) 5 100 900
Fax: (00 962-6) 5 100 902
E-mail: iran@agip.com
Contact Person: Manar Al-Ghezawi (Mrs)

Filing Requirements

1. A Power of Attorney legalized up to the Iranian Consulate.
2. Prints of the trademark (not required for word mark).
3. The name and address of the applicant.
4. The list of the goods and the classes pertaining thereto.
5. A priority document if priority is to be claimed.

Renewal

1. A Power of Attorney legalized up to the Iranian Consulate.

Recording Assignment and Merger

1. Certified and legalized Power of Attorney up to the Iranian Consulate from assignee.
2. Certified and legalized version of deed of assignment up to the Iranian Consulate.
3. Original and valid Iranian registration certificate for endorsement of assignment.

Recording License Agreement

1. The certified license agreement.
2. Power of Attorney legalized up to the Iranian Consulate.

Recording Change of Name

1. Power of Attorney duly legalized up to the Iranian Consulate in the owner's new name.
2. Valid Iranian trademark certificate for endorsement.
3. A certificate showing the relevant change of name legalized up to the Iranian Consulate.

Recording Change of Address

1. Power of Attorney duly legalized up to the Iranian Consulate.
2. A certified certificate showing the relevant change of address.
3. Valid Iranian trademark certificate for endorsement.

Patent Applications

Filing Requirements

1. A Power of Attorney duly legalized up to the Iranian Consulate.
2. Three copies of the specification, claims and abstract (in French or English). Persian translation is necessary.
3. Four sets of the formal drawings, (if any), on tracing linen, Bristol board or paper.
4. A priority document along with its translation into English, if priority rights are to be claimed.
5. For patent of importation, a certified copy of the letters patent.
6. Priority assignment: whenever applications occur, based on foreign priorities filed in the name of a different applicant than that indicated in the new application in Iran, a priority assignment or a copy thereof, as filed abroad, legalized up to Iranian consulate, should be submitted to the Registrar.

Annuity

1. The patent application number or registration number.

Recording Assignment and Merger

1. Certified and legalized Power of Attorney up to the Iranian Consulate from Assignee.

2. Certified and legalized version of deed of assignment up to the Iranian Consulate.
3. Original and valid Iranian registration certificate for endorsement of assignment.

Recording License Agreement

1. The certified license agreement.
2. Power of Attorney legalized up to the Iranian Consulate.

Recording Change of Name

1. Power of Attorney duly legalized up to the Iranian Consulate in the owner's new name.
2. Valid Iranian patent certificate for endorsement.
3. A certificate showing the relevant change of name legalized up to the Iranian Consulate.

Recording Change of Address

1. Power of Attorney duly legalized up to the Iranian Consulate.
2. A certified certificate showing the relevant change of address.
3. Valid Iranian patent certificate for endorsement.

Domain Name Applications

1. An application form (AGIP will be listed as the billing and the technical contact, while your company will be the administrative contact). It can be submitted by mail, email or fax.
2. A signed Power of Attorney, prepared on the official letterhead of the applicant company, with the applicant's official stamp. The original is required by mail. (A proper form shall be provided upon request).

Top-Level Domains:

.ir: for commercial companies

Second-Level Domains:

.co.ir: for commercial companies

.ac.ir: for colleges, universities or academic institutes

.gov.ir: for government and ministries

.net.ir: for network providers

.org.ir: for non-profit organizations

.sch.ir: for public and private schools

Industrial Design Applications

Design Requirements & Information

1. Name of applicant
2. Type of company (Limited, joint stock, etc...)
3. Type of business
4. Company registration number
5. Nationality
6. Principal location
7. Address with postal code
8. Telephone
9. Fax
10. Email
11. Description of design
12. International classification & Goods
13. Goods
14. Pictures or drawings of design
15. Certified assignment document from designer to applicant (If applicable)
16. Certified copy of priority documents (If claimed)
17. Certified and legalized power of attorney

Time limit to complete: 60 days from filing date, extendable only once if approved by the IIPO for additional 60 days.

North and Latin Americas

North and Latin Americas Office

Premises address: TAGI-UNI Building 104
Mecca Street, Um-Uthaina, Amman, Jordan
PO Box: 921100, Amman 11192, Jordan
Tel: (00 962-6) 5 100 900
Fax: (00 962-6) 5 100 901
E-mail: americas@agip.com
Contact Person: Razan Abul Ghanam (Ms)

Anguilla

Trademark/Service Mark Applications

1. A notarized power of attorney for each application.
2. A statement of use or intent to use duly notarized.
3. An affidavit as to the entitlement to use the mark duly notarized.
4. The list of the goods and/or services and the classes pertaining thereto.
5. If a confirmation of UK registration, a certified copy of the UK registration.

Renewal Requirements

1. A certified copy of UK renewal certificate in the case of UK extensions.
2. Simply signed Power of Attorney.

Assignment

A trade name registered in Anguilla may only be assigned together with the goodwill of the business concerned.

Requirements

1. Application for “change of ownership” notarized and signed by both parties under seal.
2. Documentary evidence of the assignment.
3. Simply signed Power of Attorney.

Note

Assignment of a trademark shall be invalid if it is confused with regard to the nature, origin, manufacturing process, characteristics, and suitability for purpose of the service in relation to which the trademark is intended to be used.

Patent Applications

1. A notarized power of attorney.

2. A certified copy of the UK/European patent.
3. A declaration duly notarized.

Antigua and Barbuda Trademark Applications

If the application is based on a United Kingdom trademark, multi-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney signed by the applicant before a Notary Public.
2. Certified copy of the UK trademark registration upon which this application will be based.

If the application is to be a local/substantive case, multi-class filing system and Pre-1938 UK classification system are used. Service classes are not accepted.

1. Power of Attorney signed by the applicant before a Notary Public.
2. Declaration signed by the applicant before a Notary Public.
3. Form “A” signed by the applicant before a Notary Public.
4. Patent Applications
 1. A notarized power of attorney.
 2. A declaration duly notarized.
 3. Three copies of the patent specification.
 4. Two sets of the formal drawings.
5. Patent Applications (confirmation of UK patents)
 1. A notarized power of attorney.
 2. A declaration duly notarized.
 3. A certified copy of the UK patent including the specification and formal drawings.

Argentina

Trademark Applications

Documents Required for Filing Trademark Applications

1. A Power of Attorney signed by the applicant (or by an executive officer, if the applicant is a body corporate). This document should be notarized and legalized by Apostille or by an Argentine Consul. This document can be filed within 40 days as of filing date.
Please be advised that only one form per applicant will be sufficient for all Intellectual Property matters in Argentina.
2. One print (not necessary for ordinary word marks).
3. A list of the goods to be protected. According to the local practice, an application can be filed to protect all products and/or services in one class, in order to have more chances to defend the trademark, if oppositions arise.
4. When claiming convention priority, a certified copy of the home application.

Patent/Utility Model Applications

a) Power of Attorney from the Applicant:

Notarial attestation and Consular legalization are necessary, unless signed in a country party to the Hague Convention of 1961, in which case, the "Apostille" will suffice. A single Power of Attorney will serve for any number of applications, unless restricted to a particular case. Forms will be furnished on request. We have 40 working days, counting from the application date, to receive a Power of Attorney. If there is any doubt as to whether the document will reach us on time, we should be advised before then, that the Power has been executed and notarized. This will enable us to ratify the application within the due term.

b) Specification and Claims:

If sent in Spanish, they should be in duplicate and on (Din A4) size paper (210 x 297 mm with upper and left-hand marginal spaces of 40 mm and lower and right-hand marginal spaces of 20 and 10 mm).

If sent for translation by us, one plain copy is enough.

c) Drawings, if any:

Two copies on "Bristol-type" board, and two on plain white paper, free of legends in a language other than Spanish. Size should be 210 x 297 mm with a 10 mm marginal space free on all sides. Application can be filed with informal drawings: formal drawings must be filed within 90 days.

d) Priority Document:

For applications claiming Convention priority, it must be filed within 90 days of the application together with a Spanish translation certified by a local Public Translator. If the priority document sent to us is written in a language other than English, French, German, Portuguese, or Italian, please also send an English translation, certified by a translator and legalized.

e) Assignment of Priority Rights:

When the applicant(s) in Argentina is (are) different from the applicant(s) (exactly as shown on the priority document) of the priority application(s), it is necessary to file within 90 days, either a simply signed original assignment(s) or a copy of the original assignment of the priority application(s). This copy of the original assignment of the priority application(s) must be certified by the Patent Office where it is recorded, or notarized and legalized either by way of the Apostille in all countries that are party to the Hague Convention of 1961, or up to an Argentine Consulate if no Apostille is available.

All terms mentioned above are non-extendible terms.

Industrial Design Applications

- Complete names, street addresses and citizenship of the applicant and inventors
- Formal Drawings which must include the following views:
 - » perspective view
 - » front view
 - » rear view
 - » top view
 - » bottom view
 - » left side view
 - » right side view
- Power of Attorney (Notarized and legalized)

by Argentine Consul or certified by Apostille under the Hague Convention. (This document may be filed during 40 days after the filing date)

- Assignment of Invention this document does not need legalization. It must bear a date prior the filing date in Argentina and priority. (This document may be filed during 90 days after the filing date).
- Certified copy of the priority document, and its Spanish translation (certified) legalization is not required. (This document may be filed during 90 days after the filing date)

Please note that in order to preserve the priority rights, the application must be filed within the following six months after the priority date,

Aruba

Trademark/Service Mark Applications

1. A simply signed power of attorney.
2. Fifteen prints for each composite mark in black and white, and 25 prints for each mark in color.
3. The list of goods and classes pertaining thereto.

Patent Applications

1. Title of the Invention
2. Two copies of the summary (not more than approximately 100 word in total) of the invention and additional designs or pictures for which the patent is to be filed
3. The class or classes in accordance with the International Classification of patents (Agreement of Strasbourg) (a copy is attached)
4. The full name and address of the applicant.
The registration of a patent on behalf of more than one owner is only then permitted, when same owners do have joint rights in said patent.
The Bureau of Intellectual Property demands the submitting of a certified copy of the official deed of ownership, proving said ownership rights.
5. An executed Power of Attorney (filled in, signed, sealed (if possible), and notarized)
6. An assignment document, stating that the

inventors did transfer their patent rights to the patent holder

7. An indication whether you wish to file for a small 6 years validity (petty) patent or a normal 20 years validity patent.

Please note that the difference between these two kinds of patent is that it is not necessary to obtain a world innovation research for the petty patent. While in order to gain a normal patent a world innovation research must be conducted.

- A non-international innovation research is a research submitted at the Aruba Bureau of Intellectual Property. If after the research a small (petty) patent is obtained, the rightful owner or party entitled must pay a maintenance fee until the sixth year. The rightful owner or party entitled of a normal patent must pay a maintenance fee until the twentieth year.

8. If the client has already filed patent application for this invention in the US or somewhere else, we request that you send us:
 - » a copy of the certificate of registration if the application has been granted.
 - » a copy of the application plus exhibits, regardless of whether the application has already been granted or is still pending.

Click [Here](#) to view Strasbourg agreement

Bahamas

Trademark Applications

Single-class filing system and Pre-1938 UK classification system are used. Service classes are not accepted.

1. Power of Attorney simply signed by the applicant. A separate signed power is required per application/class.

Patent Applications

1. A simply signed power of attorney.
2. An application form signed by the applicant before a notary public.
3. Specification, claims, abstract and drawings.
4. Declaration signed by the applicant and notarized.
5. A priority document, if priority is to be claimed

Barbados

Trademark Applications

Single-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.

Patent Applications

1. An application on the prescribed form including the appointment of an agent and naming the inventor.

The document should be notarized.

2. The specification, claims and abstract of the invention (in the English language).
3. A set of the formal drawings, if any.
4. If the applicant is not the inventor, a statement of ownership will be required.
5. A duly notarized power of attorney.

Belize

Trademark Applications

Multi-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.
2. Use Statement completed on behalf of the applicant.

Patent Applications

1. A simply signed power of attorney.
2. An application form signed by the applicant.
3. A declaration signed by the applicant and legalized up to the British Consulate.
4. Specification, claims, abstract.
5. Formal drawings, if any.

Patent Applications (confirmation of UK patents)

1. A simply signed power of attorney.
2. A certified copy of the UK patent including the patent specification and formal drawings.

Bermuda

Trademark Applications

Single-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.

Patent Applications

1. A simply signed power of attorney.
2. Specification, claims and abstract.
3. Two sets of the formal drawings, if any.

Patent Applications (confirmation of UK patents)

1. A simply signed power of attorney.
2. A certified copy of the patent specification along with a set of the formal drawings, if any.

Patent Applications (confirmation of UK patents)

Bolivia

Trademark Applications

Requirements for Filing Trademark

Applications (word marks and design marks)

In order to file an application for registration of a trademark in Bolivia, the following is required:

1. All the details for the mark (name, sign, products/ services).
2. Name and address of the registrant.
3. A Power of Attorney which, once executed, should be duly notarized and legalized by the Bolivian Consulate. One Power of Attorney is sufficient for any and all matters of the same client. According to new regulations, the legalized Power of Attorney should be submitted up to 60 days as of the filing date. No extension is available.
4. When claiming priority a certified copy of the priority document is needed. If it has been filed in a country, which is not under the Paris Convention, the document requires legalization at the Bolivian Consulate too. As mentioned with the Power of Attorney, we now have 60 days, as of the filing date, to submit the priority document(s). This time limit is non-extendible. Priority can be claimed within six months of an application elsewhere.
5. If it is a design-mark application, an electronic sample of the design is required.

All other formal documents will be prepared locally.

Bolivia does not allow multi-class filing; therefore an application must be filed for each mark and each class separately.

Requirements for Trademark Renewals (word marks and design marks)

In order to file an application for the renewal of a trademark registration in Bolivia, the following is required:

1. The trademark name and registration number or renewal number if it is not the first renewal.
2. Name and address of the applicant.
3. A Power of Attorney duly notarized and legalized through the Bolivian Consulate.

According to new regulations the legalized Power of Attorney should be submitted up to 60 days as of the filing date. No extension is available.

Trademark Oppositions

Requirements for Trademark Oppositions

A trademark application may be affected as a result of inter-party action as of the publication of it.

An opposition can be filed within 30 days of the publication of a trademark in the Official Gazette. To oppose an application, we require your instructions plus a valid Power of Attorney and some other documents to be submitted as proof, which are requested according to each case.

If there are previous registrations or applications in any of the Andean Community countries for the same mark, we also need certified copies of them in order to reinforce our arguments.

All documents and the Power of Attorney should be submitted within 30 days as of the date the opposition is filed, and must be legalized by the Bolivian Consulate to be valid.

Trademark Assignments

1. The assignment document duly executed by both the assignor and the assignee is required for the recordal of the assignment of a trademark. This document must be notarized and legalized by the Bolivian Consulate.
2. A Power of Attorney from the assignee duly notarized and legalized by the Bolivian Consulate.

It is now possible to record an assignment for an application as well as a registration.

Trademark Change of Name or Address Recordal

1. The change of name or address document properly certified by the respective recordation office of the country where the change was originally recorded.
2. A valid Power of Attorney.

Both documents should be notarized and legalized by the Bolivian Consulate.

Trademark Merger Recordal

1. A certified copy of the merger document granted by respective recordation office of the country where the merger was originally recorded.
2. A valid Power of Attorney from the surviving company.

Both documents should be notarized and legalized by the Bolivian Consulate.

License Agreement Recordal

It is mandatory to record License Agreements, since this could prove ownership of a mark and the owner of it would have the right to defend against a breach of contract. Bolivian law does not honor a License Agreement that has not been recorded.

1. The license agreement document executed by both parties.
2. A valid Power of Attorney from the assignor.

Both documents should be notarized and legalized by the Bolivian Consulate.

Patent Applications

Requirements for Filing Patent Applications

Patents may be filed as local applications or based on claims of priority within twelve months of the first filing elsewhere.

An application must include the following basic information:

1. Name and domicile of the applicant.
2. Name, nationality and domicile of the inventors.
3. Specifications of the invention including claims and drawings.
4. Number of the priority document.

The following may be submitted within 60 days of the application:

1. A Power of Attorney notarized and legalized through the Bolivian Consulate.
2. A Spanish translation of the patent specifications and claims.
3. If the applicant is other than the inventor, the assignment document.
4. When claiming priority, a certified copy of the priority document.

For all documents mentioned, an additional extension of 60 days may be requested.

Patents are valid for 20 years as of the filing date and in order to maintain its validity, annuities must be paid in January each year.

Brazil

Trademark Applications

Requirements for Filing Trademark Applications

1. Applicant's full name and address.
2. Specification of goods and services classified in accordance with the International Classification system.
3. One print of any size for design or word mark of a special typographical character.
4. A Power of Attorney (no notarization or legalization is required).
5. In case of claiming priority, a certified copy of the priority document will be required.

Remarks

1. Brazil has signed most of the Intellectual Property relevant international acts, being is a CUP primary signer, a WTO/WIPO/PCT member, signed the TRIPS and adopted the Nice Classification' 9th edition on January 1, 2007.
2. The term of 10 years of a trademark registration is counted from the registration date.
3. Brazil does not adopt a multi-class system. Each application shall only cover one single class.
4. Renewal of a trademark registration is feasible within a year before and within 6 months after (late renewal) the due date.
5. If after the registration of a trademark it has not been used within an uninterrupted period of five years and its owner is unable to give a valid reason for such non-use, the

trademark may be removed from the Register only at the request of an interested party. No evidence of use is required for the registration prosecution.

6. A new trademark application takes about 60 days to be published on the Official Industrial Property Gazette of the Brazilian PTO. Once published, there is a 60-day deadline from the publication date for third parties to file oppositions.
7. A trademark registration procedure takes about 3 years from the filing of the trademark application to its registration, if no oppositions are filed and/or Official Actions are issued.

Requirements for Assignments, Licenses, Changes

1. A Power of Attorney (no notarization or legalization is required).
2. Suitable evidence, e.g. Assignment Document, License Agreement, Official Deed indicating the change to be recorded, etc. For Assignment also an Affidavit stating that the signatory is the legal representative of the assignor, duly notarized and legalized before the Brazilian consulate.

Patent Applications

Requirements for Filing Patent and Utility Model Applications

1. Specification, claims, abstract and drawings.
2. A Power of Attorney (no notarization or legalization is required).
3. Assignment, if necessary.
4. Full name, domicile and address of applicant and inventor.
5. In case of claiming priority, a certified copy of the priority document will be required.

Note: A patent is protected for 20 years counted from the date of submission of the application form to the Brazil Patent Office.

National entry of an international patent application (PCT - Chapter I or II - both 30 months from the international filing date)

1. Copy of the complete PCT application (request, specifications, claims, drawings and abstract).
2. Copy of the PCT publication.

3. Copy of the International Search Report.
4. If so, copies of the Demand and of the Preliminary Examination Report and of any Amendments.

British Virgin Islands

Note: An application can either be based on a UK registration, or be filed as a local/substantive case)

Based on a UK Registration:

Required Documents:

1. Power of Attorney signed by the applicant before a Notary Public.
2. Certified Copy of the UK registration upon which the application is to be based.
3. Fifteen clear prints of the mark if it is not a word mark.

Local/Substantive Application:

Note: Service classes cannot be registration through this “route”, and the Pre-1938 UK Classification system (Schedule III) is used, which differs considerably from the International Classification system used in most countries around the world.

Required Documents:

1. Power of Attorney signed by the Applicant before a Notary Public.
2. Declaration signed by the applicant before a Notary Public.
3. Form “A” signed by the applicant before a Notary Public.
4. Fifteen clear prints of the mark if it is not a word mark.

Canada

Trademark Applications

A trademark application in Canada can be filed on the basis of any one of the following four options:

1. Use in Canada.
2. Intent to use in Canada.
3. Making known in Canada.
4. Use and registration abroad.

The requirements for filing a trademark application in Canada are the following:

1. A drawing of the trademark in black and white (size 7 x 7 cm), in case of a design mark. (This can be prepared locally)
2. The list of specific wares and /or services in ordinary commercial terms.
3. Use in Canada: Date of the first use of the trademark in Canada.
 - a. Intent to use: No further documents are required. (Eventually, in order to obtain registration, a declaration stating that the applicant or its licensees has started using the trademark in Canada must be filed with the Registrar.
 - b. Making known in Canada: Particulars of the distribution or advertising of the trademark will be necessary.
 - c. Foreign use and registration abroad: The date and number of the application / registration and eventually a certified copy of the registration must be filed with the registration.

Note: For convention priority application, information such as the country, the filing date and the number of the application on which priority will be based is required. A certified copy of the basic application is no longer required.

Patent Applications

1. One copy of the specification, claims and abstract of the invention.
2. A set of the formal drawings, if any.
3. The particulars of the basic patent application, if priority is to be claimed. Priority must be claimed within four months as of the Canadian filing date.
4. A deed of assignment if the assignee is the applicant.

Industrial Design Applications

1. Please note that there is no form to be signed by the applicant for filing a design application in Canada.
2. Formal drawings which should be on A4 format.
3. An assignment is not required even if the application is filed in the name of the owner of the design. In this case, the name of the author is not required.

4. In case of claiming priority, the application must be filed within 6 months of the priority date.

Cayman Islands

Trademark Applications

Requirements for Trademark Registration

1. A Simply signed Power of Attorney document.
2. A certified copy of the UK Parent Registration/ International/Community Trademark.
3. Two prints of the mark, for device mark.

Patent Applications

A certified copy of the UK/European patent.

Chile

Trademark Applications

Requirements for Filing Trademark Applications

1. Indication of trademark, word or label (15 original coloured samples), and the international class in which it must be registered.
2. Full name of the applicant and his address.
3. Power of Attorney. The law requires that it must be signed before a Notary Public and legalized up to the nearest Chilean Consulate.
4. In case priority is requested, a copy of the registration certificate is required which should be legalized in front of the Chilean Consul in your country, who has to witness the document.

Patent Applications

Requirements for Filing Patent Applications

1. A Power of Attorney and assignments signed by the applicant; this Power of Attorney must be legalized before the Chilean Consul.
2. In case priority is requested, a copy of the registration certificate is required which should be legalized in front of the Chilean Consul in your country, who has to witness the document.

Colombia

Trademark Applications

Requirements for the Registration or Deposit of Trademarks, Slogans, Commercial Names and Signs

1. Name, address, domicile and nationality of

the applicant. If the applicant is a company, the place of incorporation should be indicated.

2. Name, address and domicile of the attorney.
3. Power of Attorney.
4. Documents evidencing the existence and legal representation of the applicant. For foreign companies the certification is issued by the Colombian Consul, if the company is incorporated in a country that is not member of the Apostille Treaty. On the other hand if the company is established in a country of the Apostille Treaty, the certification is issued by the competent authority (i.e. Secretary of State).
5. For Colombian applicants, the certificate is issued by the chamber of commerce of the place of domicile of the applicant or by the Banking Superintendent.
6. Clear and complete description of the trademark, commercial names or slogan.
7. Indication of the products or services of the class in which the registration is applied for, or of the activities the applicant carries out for which the name or sign is used.
8. The indication of the international class.
9. Copy of the first application in case of a priority claim.
10. Reproduction (two copies) of the graphic trademark, name or sign (12cms X 12cms).
11. Payment of the official fees.

Patent Applications

Requirements for the Registration of Patents, Utility Models and Industrial Designs

1. Name, address and domicile of the applicant, inventor and their attorney.
2. Title or name of the invention.
3. Clear and complete description of the invention and the manner and process of making and using it in such full clear, concise and exact terms as to enable any person skilled in the art to carry out the invention.
4. Claims, particularly pointing out the subject matter which the applicant regards as his or her invention.
5. Summary of the subject matter and purpose of the invention.
6. Documents proving the existence and representation of the applicant (for foreign

companies, duly authenticated and legalized power of attorney; for Colombian applicants, certificate issued by the chamber of commerce of the place of domicile of the applicant or by the Banking Superintendent).

7. Copy of the first application in case of a priority claim.
8. Abstract of the application for publication in the Official Gazette (official form).
9. Drawings, sketches, plans or graphs necessary for the interpretation of the invention.
10. Reproduction, (three copies) of the drawings, graphs, sketches or final art (12 cms X 12 cms).
11. Payment of the official fees.

Costa Rica

Patent Applications

Remarks

- Uni-class system
- Claiming priority according to the Paris Convention
- Opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

1. Name; nationality, and complete address of the applicant.
2. Labels (preferably) in an electronic format or 25 labels with a size of 8 x 8 cms.
3. Specific list of goods or services to be included in the application per class.
4. Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. This document must be legalized by the Costa Rican Consulate or through the Apostille according to the Hague Convention. This document may be filed along with the application or during the following 30 days after filing.
5. Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Cuba

Trademark/Service Mark Applications

Requirements for Filing Trademark Applications

The following information and documentation are required to file a trademark application:

1. Name and address of the applicant.
2. One representation of the trademark, or 20 representations, if the sign has a graphical part, to be sent in electronic format.
3. A list of the goods to be covered.
4. A Power of Attorney duly signed by the applicant (no legalization is required).

In connection with the period for registration, and according to the Cuban law, the final decision of the Cuban Industrial Property Office (CIPO) should be issued in one year term. However, in the practice it can delay until 2 years. The registration of a trademark in Cuba will be valid for ten years.

Dominican Republic

Trademark Applications

Remarks:

- Multi-class system
- Claiming priority according to the Paris Convention.
- Technical Examination system

The following information is required to proceed with the filing of a Dominican Republic application:

- Applicant's name, nationality, and full address.
- Labels (preferably) in an electronic format or 25 labels with a size of 15 x 15 cm.
- Specific list of goods or services sought to be protected by the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. The Dominican Republic Consulate must legalize this document. This document may be filed along with the application or during the following 30 days after filing.
- Priority document: A certified copy of the application from which the priority rights are

claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. Title of the invention/industrial design/utility model.
2. Information regarding the owner of the invention/industrial design/utility model.
3. Information regarding the inventor.
4. Two copies of the description of the invention (including description, one or more vindications, summary and drawings if applicable).
5. Power of Attorney, duly legalized before the Dominican Consulate of the corresponding jurisdiction and translation into the Spanish language.
6. Assignment document, in case the inventor is not the applicant, also duly legalized.
7. Certified copy of the priority document with its translation to the Spanish language.

Copyright Applications

1. Affidavit from the author duly notarized and legalized.
2. Power of Attorney duly notarized and legalized before the Dominican Consulate of the corresponding jurisdiction.
3. Assignment document duly legalized (if applicable).
4. Application from the National Office of Copyright.
5. Documents of the design to be registered, description and drawings.

Ecuador

Trademark Applications

1. A Power of Attorney legalized up to the Ecuadorian Consulate or with the apostil.
2. Information about:
 - Name of the applicant;
 - Address;
 - Name of the trademark or design or logo;
 - Prints of the mark;
 - A legalized copy of the priority application in any country of the Andean Pact or any member of the Paris Convention.

Patent Applications

1. Name and address of the applicant/inventor.
2. Specification; it has to be translated into Spanish.
3. Formal drawings of the invention.
4. A Power of Attorney legalized up to the Ecuadorian Consulate or with the apostil.
5. Assignment document.
6. Certified priority document; it must be translated into Spanish

Design Applications

1. Power of Attorney in the name of the company.
2. Cession of rights.

The above requires legalization, or certification by Apostille.

Please include:

1. A copy of the priority claims (if this is the case).
2. CD Draws (JPG).
3. Descriptions and claims (in Spanish or they need to be translated).

Copyright Applications

1. Power of Attorney in the name of the company.
2. Cession of rights (if the title is not in the name of the original author).

The above requires legalization, or certification by Apostille.

Please include:

If the work was not edited:

1. One example of the work.
2. Copy of the letter and score (musicals work).
3. Copy of the program project and script (audiovisual work).
4. Copy of the ID/passport of the author/s and title holder or the Power of Attorney.
5. Name of the title.
6. Name of the title holder
7. Address (author and /or title holder).

If the work was edited:

1. Three examples of the work for printed matters (books, pamphlets, etc.).

2. One example of the work for CDs, cassettes or disks (phonograms).
3. One example of the work for Video cassettes and a copy of the script.
4. One copy of the sheet music and score (musicals work).
5. One copy of the project/program and script (audiovisual work).
6. Copy of the ID/passport of the author/s and title holder or the Power of Attorney.
7. Name of the title.
8. Name of the title holder.
9. Address (author and/or title holder).

If the work will be edited:

1. Copy of the work as it will be printed.
2. Copy of the ID/passport of the author/s and title holder or the Power of Attorney.
3. Editorial certification that the work is in the process of being edited.
4. Address of author and /or title holder.

El Salvador

Trademark Applications

Remarks

- Uni-class system
- Claiming priority according to the Paris Convention
- Technical Examination system and opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.
- Labels (preferably) in an electronic format or 25 labels with a size of 8 x 8 cms.
- Specific list of goods or services to be included in the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. This document must be legalized by the Salvadorian Consulate or through the Apostille according to the Hague Convention. This document may be filed along with the

application or during the following 30 days after filing.

- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. A power of attorney apostilled or legalized up to the El-Salvadorian Consulate. If the applicant is a company, the notary public must state that the signatory is duly authorized to execute the document on behalf of the company and that the company is duly organized and existing under the laws of the country.
2. One copy of the specification and claims. A Spanish translation is required.
3. Three sets of the formal drawings, if any.
4. A certified copy of the home application, if priority is claimed.

Falkland Islands

Trademark Applications

Renewal Requirements

1. Notarized Power of Attorney.
2. Certified copy of the UK renewal certificate.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent.
3. Additional certified copy of the UK granted patent.

Fiji

Trademark Applications

If the application is based on a United Kingdom trademark, single-class filing system and pre-1938 UK classification system are used. Service classes are not accepted.

1. Power of Attorney simply signed by the applicant.
2. Certified copy of the UK trademark registration upon which this application will be based.

If the application is to be a local/substantive case, single-class filing system and pre-1938 UK

classification system are used. Service classes are not accepted.

1. Power of Attorney simply signed by the applicant.

Patent Applications

1. A power of attorney simply signed by the applicant.
2. A declaration as to the utility, novelty and inventorship signed by the applicant or his agent.
3. Three copies of the specification and drawings, if any.
4. An assignment deed executed by the inventor if the application is made by the assignee.

Patent Applications (confirmation of UK patents)

1. A simply signed power of attorney.
2. A certified copy of the specification of the UK letters patent

Grenada

Trademark Applications

Applications must be based on a United Kingdom trademark. Multi-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.
2. Certified copy of the UK trademark registration upon which this application will be based.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the British patent registration.

Guatemala

Trademark Applications

Requirements for Filing Trademark Applications in Guatemala

Documents and information required for filing a trademark application in Guatemala:

1. Power of Attorney.
2. Complete name of the applicant.
3. Complete address of the applicant.
4. Copy of the trademark design, if any.

5. A list of products or services to be protected.

The Power of Attorney must be duly legalized by a Notary Public and up to the Guatemalan Consulate.

The procedure for the registration of a trademark takes approximately 8 to 10 months, the registration is granted for ten years term, which can be renewed repeatedly on the ninth year in force for a similar term.

Patent Applications

1. A Power of Attorney from the applicant legalized up to a Guatemalan Consul.
2. Specification, claims, resume and drawings, in Spanish and in triplicate.
3. Assignment document executed by inventors/designers legalized up to a Guatemalan Consul.

Design Applications

1. A Power of Attorney from the applicant legalized up to a Guatemalan Consul.
2. Specification, claims, resume and drawings, in Spanish and in triplicate.
3. Assignment document executed by inventors/designers legalized up to a Guatemalan Consul.

Utility Model Applications

1. A Power of Attorney from the applicant legalized up to a Guatemalan Consul.
2. Specification, claims, resume and drawings, in Spanish and in triplicate.
3. Assignment document executed by inventors/designers legalized up to a Guatemalan Consul.

Guyana

Trademark Requirements

1. A simply signed power of attorney.
2. Twelve prints of the trademark.
3. In the case of a Part (C) registration, a certificate from the Comptroller of the UK Patent Office giving the full particulars of the mark is required.

Renewal

Trademark registrations will be renewed for a period of 14 years.

Requirements

1. Simply signed Power of Attorney.
2. Certified copy of the UK renewal certificate.

Patent Applications

1. A power of attorney signed by the applicant and attested by two witnesses.
2. An application with a declaration as to the true and first inventor signed by the inventor or by both the applicant and the inventor.
3. Three copies of the specification.
4. Three sets of the formal drawings, if any.

Patent Applications (confirmation of UK Patents)

1. A power of attorney signed by the applicant and attested by two witnesses.
2. An application signed by the owner of the UK patent.
3. A certified copy of the UK letters patent.

Haiti

Trademark Applications

Requirements for Filing Trademark Applications in Haiti

1. Full particulars of the applicant (name, address, country of incorporation).
2. An executed Power of Attorney (no notarization or legalization is required).
3. Detailed description of the goods or services for which the mark has been adopted (the International Classification of Nice is used) – (description in French or can be translated).
4. Five facsimiles of the mark (if not a sole word) or clients may also forward digital files in a .jpeg format.
5. A certified copy of registration when international priority is to be claimed.

Notes:

- Service trademarks can be registered in Haiti.
- Multiple class applications are not acceptable in Haiti.
- For the new international class, 43 and others, we need to receive a copy of the certificate of registration in the country of origin of the applicant. This is required to claim protection in those new classes under the Paris Convention as Haiti's trademark law does not have those new classes.

Length of time for registration: about eight to twelve months counting from the date of filing.

Opposition

Within two months of advertisement of mark in the Official Gazette LE MONITEUR, any person may give notice of an opposition to the Haitian Trademark Office (ministry of Commerce and Industry)

If there is no opposition, the mark is registered after the opposition period has expired.

Registration is valid for a period of ten years and can be renewed for additional period of ten years. However, to maintain the registration in the registers, it is compulsory to produce, within the first three months of the sixth year of registration either a “declaration of use” or “non-use”. Otherwise the trademark is considered as abandoned and can be registered by any person who wants it.

Modifications

- Any change of name, of address or assignment of trademark should be recorded with the Trademark Office.

Renewal

1. A Power of Attorney, simply signed by the applicant.
2. The trademark date and registration number and class of good.
3. The date of the Proof of Use or Non Use.
4. The date of expiry of the trademark registration.

Change of Name of Address

1. A Power of Attorney simply signed by the applicant.
2. A legalized document of the change of name or address (a French translation is required) with the list of trademark which are still in force in the registers, along with their number of registration.

Assignment

1. A Power of Attorney.
2. A legalized deed of assignment (a French

translation is required) with the list of trademarks which are still valid in the registers along with their registrations' numbers.

Patent Applications

Requirements for Filing Patent Applications

1. A Power of Attorney simply signed by the Applicant (if the applicant is not the inventor, a special power of attorney with an assignment form is used. In this case, the document should be signed by the inventor and the assignee and duly legalized up to the Haitian Consulate).
2. A copy of the specification and claims. A French translation is required.
3. Three sets of the drawings.
4. A priority document if priority is claimed.

Honduras

Trademark Applications

Remarks

- Uni-class system
- Claiming priority according to the Paris Convention
- Opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

1. Name; nationality, and complete address of the applicant.
2. Labels (preferably) in an electronic format or 25 labels with a size of 8 x 8 cms.
3. Specific list of goods or services to be included in the application per class.
4. Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. The Honduras Consulate must legalize this document or through the Apostille, according to Hague Convention. This document may be filed along with the application or during the following 30 days after filing.
5. Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. Title of the patent.
2. Name and address of the applicant and name of inventors.
3. Three sets of the description of the patent duly translated into Spanish.
4. Three sets of the claims and drawings.
5. Power of Attorney duly legalized by Apostille.
6. If priority is to be claimed, application No. in US and priority document (without legalization).

Jamaica

Trademark Applications

Multi-class filing system and International Classification are used. Service classes are accepted.

No documents are required.

Patent Applications

- A. Re-registration of a foreign patent
 1. A simply signed power of attorney.
 2. A certified copy of a foreign patent.
- B. Communication from abroad.
 1. Specification, claims and abstract

Mexico

Trademark Applications

Requirements for Filing Trademark Applications in Mexico

The requirements for filing trademark/service trademark applications in Mexico are as follows:

1. Full name, domicile and state of incorporation of the applicant.
2. Full domicile where the goods are, or will be manufactured, or where the services are or will be rendered in Mexico or abroad.
3. Date of first use (if any) of the corresponding trademark in the Mexican Republic, indicating day, month and year. A trademark application may be filed although it has not been used in Mexico.
4. Specific goods or services to be protected under the International Classification. Under Mexican Trademark Law, it is not possible to claim "all the goods/services" of the International classes, but rather you have to specify in detail the goods or services to be covered.

5. Trademark name or device that you wish to protect.
6. If Convention priority is to be claimed, the serial number, filing date and certified copy of the corresponding foreign application on the basis of which Convention priority is to be claimed. The certified copy, together with its literal Spanish translation, must be filed within a non-extendible term of three months counted from the filing date of the Mexican application. Convention priority must be claimed within six months after the filing of the foreign application.
7. A Power of Attorney:
 - a. When a physical person grants the Power of Attorney, it should be executed before two witnesses, indicating their full names and domiciles. In this case, it does not require notarial certificate, or authentication with the Hague Convention Apostille or legalization by a Mexican consul.
 - b. When a company grants the Power of Attorney, the authorized person before two witnesses indicating their full names and domiciles should execute it. It should be stated at the bottom or on the back of the Power of Attorney that the person who grants it is empowered to do so mentioning the public instrument or document (Articles of Incorporation, Resolution of the Board of Directors, Shareholder's Resolution, etc.) containing said authority. It is not necessary to have it certified by a Notary Public and authenticated with the Hague Convention Apostille or legalized by a Mexican consul for patent applications, trademarks, recordation of licenses and transfers. The Mexican Institute of Industrial Property fixes the term for filing the Power of Attorney through an Office Action.

Note: Please be advised that for lawsuits (i. e. annulment, caducity, cancellation and infringement actions) the Power of Attorney should be certified by a Notary Public pursuant to the laws in effect in the place of issuance or according to the applicable International treaties (i. e. The Protocol on the Legal Uniformity of Powers of Attorney executed between countries of the Pan-American

Union, of which Bolivia, Brazil, Colombia, El Salvador, United States of America, Nicaragua, Panama, Venezuela and Mexico are members) and authenticated with the Hague Convention Apostille, or when the country where the Power of Attorney is granted, is not a member of the Hague Convention, legalized by a Mexican consul.

Since the deadlines for lawsuits are very short (depending of the type of action) and should be accompanied with the Power of Attorney with the above characteristics, in which case it would be necessary to grant the Power of Attorney in a very short term, we do recommend that you forward the Power of Attorney duly notarized and authenticated with the Hague Convention Apostille or with consular legalization, independently of the fact that the original procedure would be the filing of trademark/patent applications, etc.

Marks registered in stylized script or design marks must be used as registered and, in case of color claim it cannot be changed under penalty of subjecting the respective registration to cancellation due to infringement of the provisions of the Industrial Property Law. On the other hand, marks registered in plain block letters and those in black and white may be used freely, in whichever type of lettering or color-combination desired.

Under Mexican practice it is not allowed to file a multi-class application, but for each class an independent application must be filed.

There is no opposition system in Mexico.

The approximate length of time to fully prosecute a trademark application to registration is of six months, if no objections are raised and if no anticipations are cited, and provided that the Power of Attorney is filed together with the application, and, when Convention priority is claimed, provided that the certified copy of the foreign application is also filed together with the application.

A trademark application may be filed although it has not been used in Mexico, but if the trademark

has been used in Mexico, you have to indicate the day, month and year of first use.

A Mexican Trademark Registration has a validity of ten years since the filing date. It can be renewed by periods of ten years.

Patent Applications

1. A power of attorney signed by the applicant in the presence of two witnesses with a mention of their names and addresses. If the applicant is a corporation, the power of attorney should indicate the date of incorporation. No attestation or legalization will be required.
2. Specification, claims and abstract. A Spanish translation is required.
3. Four (4) sets of the formal drawings, if any.
4. If the applicant is not the inventor, an assignment deed signed by the inventor should be filed or a certified copy of the assignment in the country of origin.
5. If priority is claimed, a certified copy of the home application accompanied with a sworn Spanish translation will be required.

Industrial Design Applications

- Complete names, street addresses and citizenship of the applicant and inventors
- Formal Drawings, which must include the following views:
 - » perspective view
 - » front view
 - » rear view
 - » top view
 - » bottom view
 - » left side view
 - » right side view
- Certified copy of the priority document (if any)
- Assignment of Invention from the inventor (s) to the applicant. Neither notarization nor legalization is required
- Power of Attorney document executed as follows:
 - » For Companies, signed by the applicant's legal representative before the presence of a Notary Public who must fill out the notarial certification of our format, afterwards this document has to be legalized by Apostille

or by the nearest Mexican Consul.

- » For Individuals, only signed by the applicant before the presence of two different witnesses indicating clearly their complete names and street addresses

Montserrat Trademark Applications

If the application is based on a United Kingdom trademark, multi-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.
2. Certified Copy of the UK trademark registration upon which this application will be based.

If the application is to be a local/substantive case, multi-class filing system and pre-1938 UK classification system are used. Service classes are not accepted.

1. Power of Attorney simply signed by the applicant.
2. Declaration signed by the applicant before a Notary Public.
3. Form "A" simply signed by the applicant.

Patent Applications

1. A notarized power of attorney.
2. A certified copy of the UK/European patent.
3. A declaration duly notarized.
4. An affidavit duly notarized

Netherlands Antilles Trademark Applications

1. A notarized power of attorney.
2. Fifteen original prints of the trademark.
3. The list of goods and the classes pertaining thereto.
4. A duly legalized extract from the Commercial Register stating who is legally representing the corporation.
5. Specific colors of the logo to be mentioned, if any

Nicaragua Trademark Applications Remarks

- Uni-class system

- Claiming priority according to the Paris Convention.
- Technical Examination system and opposition system of third parties based on the application's publication
- Opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.
- Labels (preferably) in an electronic format or 25 labels with a size of 8 x 8 cms.
- Specific list of goods or services to be included in the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. This document must be legalized by the Nicaraguan Consulate or through the Apostille according to the Hague Convention. This document may be filed along with the application or during the following 30 days after filing.
- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. A legalized power of attorney.
If the applicant is not the inventor, the power of attorney form with an assignment must be used. The document should be signed by both parties and legalized up to the Nicaraguan consulate.
2. Specification, claims and abstract. A Spanish translation is required.
3. Three sets of the formal drawings.
4. A certified copy of the home patent if priority is to be claimed.

Panama

Trademark Applications

Remarks

- Uni-class system
- Claiming priority according to the Paris Convention

The following information is required to proceed with the filing of a Panamanian application:

- Applicant's name, nationality, and full address.
- Labels (preferably) in an electronic format or 25 labels with a size of 8 x 8 cms.
- Specific list of goods or services sought to be protected by the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. This document must be legalized by the Panamanian Consulate or through the Apostille according to the Hague Convention. This document may be filed along with the application or during the following 30 days after filing.
- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. A power of attorney showing the applicant's nationality, attested by a notary public and legalized by a Consul of Panama or apostilled.
2. In case of corporation, certificate as to the existence (or good standing) and legal representation thereof, duly legalized by Panama Consul or by an Apostille.
3. Patent specification and claims in Spanish.
4. Drawings, if any.

Paraguay

Trademark Applications

Remarks

- Uni-class system
- Claiming priority according to the Paris Convention.
- Technical Examination system and opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.
- Labels (preferably) in an electronic format or 20 labels with a size of 10 x 10 cms.
- Specific list of goods or services to be included in the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. The Paraguayan Consulate must legalize this document. This document may be filed along with the application or during the following 30 days after filing.
- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. A notarized power of attorney signed by the client or the agent.
2. Three copies of the patent specification and claims. A Spanish translation is required.
3. Three sets of the formal drawings.
4. A list of the applications filed or patents granted abroad, giving the date of filing, country of filing, and the patent number, if any.
5. For confirmation patent, a simple copy of the letters patent is required.

Peru

Trademark Applications

Remarks:

- Uni-class system
- Claiming priority according to the Paris Convention
- Technical Examination system and opposition system of third parties based on the application's publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.

- Labels (preferably) in an electronic format or 25 labels with a size of 5 x 5 cms.
- Specific list of goods or services to be included in the application per class.
- Power of attorney document signed for an authorized officer of the company, before Notary Public, which must certify the legal existence of the company, as well as the ability of the person who signs this document. The Peruvian Consulate must legalize this document. This document may be filed along with the application or during the following 30 days after filing.
- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Patent Applications

1. A power of attorney duly notarized (the Notary Public must certify not only knowledge of the signer but also his capacity and ability to execute the document and duly legalized up to the Peruvian Consulate.
2. Four copies of the patent specification and claims in Spanish.
3. Four sets of the formal drawings.
4. A certified copy of the first foreign application if priority is to be claimed.
5. If the applicant in Peru is different from the foreign applicant, a deed of assignment of the priority rights duly legalized up to the Peruvian consulate must be filed.
6. A deed of assignment from the inventor to the applicant duly legalized up to the Peruvian Consulate.

Puerto Rico

Trademark Applications

1. The name of the applicant, business and mailing addresses, and telephone number.
2. Citizenship of the applicant, in case of an individual, or the place, state or country where the applicant was organized or incorporate.
3. List of goods/services and the classes pertaining thereto.
4. If the application is based on use, the date of first use is required and original specimens of the mark as used.

- The application must be notarized and legalized by an “Apostille” or by the consulate of the USA.

Patent Applications

There is no legislation in Puerto Rico which provides for the registration of patents. The protection afforded by the US law on patents registered in that country also extends to Puerto Rico.

Saint Kitts and Nevis Trademark Applications

Multi-class filing system and International Classification are used. Service classes are accepted.

- Power of Attorney signed by the applicant before a Notary Public.
- Declaration signed by the applicant before a Notary Public.
- Form “A” signed by the applicant before a Notary Public.

Saint Lucia Trademark Applications

Multi-class filing system and International Classification are used. Service classes are accepted.

- Power of Attorney signed by the applicant before a Notary Public.

Saint Vincent and Grenadines Trademark Applications

Requirements for Filing Trademark Applications

- Notarized Power of Attorney, (with certified English translation of notarial, if notarial is not in English).
- Certified copy of priority document (with certified English translation, if priority document is not in English).
- Name and address of the applicant.
- Prints of the mark.

Surinam Trademark Applications

Remarks

- Multi-class system
- Claiming priority according to the Paris Convention.

- Technical Examination system, and opposition system of third parties based on the application’s publication

The following information is required to proceed with the filing of an application:

- Name; nationality, and complete address of the applicant.
- Labels (preferably) in an electronic format or 20 labels with a size max 4 by 4 cm.
- Specific list of goods or services to be included in the application per class.
- Powers must be duly stamped by the corporate or must have a corporate seal affixed. If the corporate stamp indicates an address, please note that this address must be the exact same as the address indicated on the executed power of attorney. Please note that this document must be legalized if there is no corporate stamp or corporate seal available.
- Priority document: A certified copy of the application from which the priority rights are claimed. This document may be filed along with the application or during the following 3 months after filing.

Trinidad and Tobago Trademark Applications

Multi-class filing system and International Classification are used. Service classes are accepted.

- Power of Attorney simply signed by the applicant.

Patent Applications

- A simply signed power of attorney.
- A copy of the patent specifications, claims, abstract and drawings, if any.
- A notarized statement justifying the applicant’s right to the invention, if he is not the inventor.

Turks and Caicos Island Trademark Applications

If the application is based on a United Kingdom trademark, single-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney simply signed by the applicant.
2. Certified Copy of the UK trademark registration upon which this application will be based.

If the application is to be a local/substantive case, single-class filing system and International Classification are used. Service classes are accepted.

1. Power of Attorney signed by the applicant before a Notary Public.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK letters patent

United States

Trademark/Service Mark Applications

A trademark application can be filed in the United States of America (USA) on one of the following four bases only:

1. Use of the trademark in commerce in the USA.
2. Bona fide intent to use the trademark in the USA.
3. Home registration.
4. Home application with a convention priority claim.

Requirements for filing a trademark application in the USA are the following:

1. An application form (may be executed by the attorney on behalf of the applicant).
 - If the applicant is a corporation, give the name and the title of the corporation officer who will sign the application.
 - If the applicant is a partnership, give the names of all partnerships and name of the partner who will sign the application.
 - If the applicant is an individual, give the name of his country and citizenship.
2. Prints of the trademark (if other than a word mark).
 - If the trademark has been used in commerce with the USA in connection with all the goods/services, give the following details:
 - » Date of the first use of the trademark anywhere.

- » Date of the first use of the trademark in commerce with the USA.
- » Four specimen labels showing the mark as used. For services, provide advertisements or sales brochures.
- If the application is to be filed on the basis of bona fide intent to use the trademark, state the fact. Actual use will be required before registration is granted.
- If the application is based on a home registration in the country of origin, a certified copy of the registration and an English translation are required. A statement of bona fide intention to use the mark is required as well.
- If the application is based on home application with a claiming priority, a photocopy of the home application, or full details of the home application, and a certified copy of the resulting registration will be required before registration will be granted.

Trademark (for goods) must clearly show the name of a product on the product itself (pamphlet, Polaroid picture of product, product packaging, website advertising).

Service mark (for services) must clearly show the name of the company and current address (such as newspaper/yellow page advertising or website advertising. Business cards and letterhead are generally no longer acceptable).

Note: The USPTO does not accept samples bearing the following symbols: “TM”, “SM.”

Since the application form to be executed by the applicant varies according to the options mentioned above, the correct application form can be made available when the applicant declares the basis on which the application will be filed in the USA.

Once a mark has passed through the examination stage, it will be published for opposition in the US Official Gazette. A third party will have 30 days from the day of publication to, either file a Notice of Opposition against the mark, or request an extension of time to oppose. If a

Notice of Opposition is filed, there will be further charges for our services rendered in defending the opposition, the extent of which cannot be estimated in advance.

Time Scale:

Currently, it is taking the USPTO approximately 16-20 months to move a mark through the normal process, uncontested.

The Registration Process:

The dates below are approximate

1. In 3-4 weeks the USPTO sends back your self-addressed stamped post card with the serial number and filing date on it.
2. In 7-15 weeks the USPTO sends back a filing certificate.
3. In 12-16 weeks the application is assigned to an examining attorney.
4. In 16-25 weeks the application is reviewed by the examiner, with two possible outcomes:
 - a. The examiner generates an "Office Action"
 - is requesting confirmation or clarification to an application
 - is refusing registration (not always a "Final Refusal")
 - b. The examiner approves the application to continue onto the next phase.
5. In 6-12 months the application is approved to be "Published for Opposition"
6. In 9-15 months the application is published in the "Official Gazette"
 - The opposition phase lasts for 30 days (or 60 days if Opposition is filed)
7. If Opposition is filed, the mark is halted in the process and the services of a competent legal and/or financial advisor will be required (if the owner wishes to fight the opposition).
8. If NO opposition is encountered, then the mark is approved for registration. It is now anywhere from 11-20 months after you initially filed your registration application.
9. In 11-20 months the Registration Certificate is mailed to the trademark owner.

Note: These dates are estimates, of course, based on our many years of experience and may differ from the official time frame provided by the USPTO.

Period of Protection

Section 8 needs to be filed between the 5th & 6th year (after registration has been granted), and then a renewal has to be filed again before the 10th year, after that it is every 10 years.

Patent Applications/PCT (National Phase) Applications

Official requirements for filing a patent application:

1. A combined declaration/Power of Attorney signed and dated by the inventor(s) with their names, addresses, and country of citizenship.
2. Specification, claims, and abstract.
3. A set of the drawings, if any.
4. A deed of assignment, if the application is filed by an assignee.

Official requirements for filing PCT (National Phase) application:

1. A combined declaration/Power of Attorney signed and dated by the inventor(s) with their names, addresses, and country of citizenship.
2. Specification, claims, and abstract.
3. A set of the drawings, if any.
4. A deed of assignment, if the application is filed by an assignee.

Uruguay

Trademark Applications

1. Power of attorney duly completed with your client's exact full name or company, the exact address including location and simply signed. It could be sent by return fax. It does not require Notary Certification or Consular Legalization.
2. If the trademark is to be registered with a design or device, we need an example. If the design or device includes color, it should be sent in color.
3. International Classification (it is not necessary to specify the goods) in which the mark must be filed. Also, it is important to let you know that we have a multi-class system so a mark could be filed for more than one class in only one application form. The "use" of the mark is not mandatory.

Collective Trademark Applications

1. Power of attorney simply signed.
2. Our trademark Law 17.011 states the following:

Art. 38: Collective marks are those used to identify goods or services belonging to members of a specific group of individuals.

Associations of producers, industrialists, merchants, or service providers shall be entitled to apply for the registration of collective marks so as to differentiate in the market those goods or services belonging to their members from those belonging to individuals who are not members of said associations.

Art. 39: The application for the registration of a collective mark shall include the corresponding usage regulations with the identification of the association filing the application together with the persons authorized to use the mark, the requirements to become a member of the association, the conditions for the usage of the corresponding mark and the reasons why the usage of the mark may be prohibited to one of its members.

Certification Trademarks

“Ownership of certification or guarantee marks shall only be granted to official or semi-official entities.”

Renewal

1. Your instructions.
2. Power of attorney simply signed.

Assignment

1. Original assignment deed simply signed by the assignor and assignee. If it is a copy, it should be certified and legalized up to the Uruguayan Consulate. Translations should be done by an Uruguayan Authorized translator.
2. If it is a merger, you should send a certified copy of the document legalized at the Uruguayan Consulate
3. Power of attorney simply signed by assignee.

License

1. A certified copy of the license agreement legalized at the Uruguayan Consulate.
2. Power of attorney simply signed by the licensee.

Change of Name

1. A simple copy of the change of name document for our files. It should not be translated.
2. Power of attorney simply signed.

Change of Address

Power of attorney simply signed with the new address of the owner/applicant.

Patent / Industrial Design / Utility Model Applications

1. A power of attorney simply signed. It could be sent by return fax. It does not require Notary Certification or Consular Legalization.
2. If priority is claimed, we have 90 days from the Uruguayan filing application date to submit the Priority Document issued by the Patent Office of the origin country.
3. If priority is claimed and we do not have the document in the moment of the application we need the data of the priority: name of the country, number and date.
4. Name, identification or passport number and address of the applicant.
5. Name, identification or passport number of the inventor if he is not the applicant. In our country it is not necessary to submit the assignment from the inventors to the applicant.
6. One copy of the specification, drawings, claims and a summary of less than 100 words for the publication.
7. A Spanish translation is required. If priority is claimed the translation of the Priority Document should be done by an Uruguayan public translator.

Vanuatu

Trademark Applications

Application must be based on a United Kingdom trademark. Single-class filing system and International Classification are used. Service classes are not accepted.

1. Power of Attorney simply signed by the applicant.
2. Certified copy of the UK trademark registration upon which this application will be based.

Patent Applications

1. A simply signed power of attorney.
2. A certified copy of the UK patent or European letters patent designating “UK” including the specification and claims

Venezuela

Trademark Applications

1. In order to file logos or designs, 30 labels, which must not exceed 4 x 4 centimeters, and eight (08) labels of 8 x 8 centimeters are needed. If you wish to claim colors, the 30 labels should be sent in color.
2. A Power of Attorney, duly notarized and legalized up to the Venezuelan Consulate or Certified by Apostille. One is good for all trademark matters in the name of the same applicant.
If the application is filed without the Power of Attorney, the Trademark Office shall issue an Official Action, and must be filed within the deadline of 30 working days counted from the date of the official action requesting the same.
3. A list of the goods and/ or services to be covered by the mark.

The Venezuelan law only allows filing of documentation in Spanish.

The procedure of registering a trademark takes approximately two to three years.

Patent Applications

1. A power of attorney duly notarized and apostilled or legalized up to the Venezuelan consulate.
2. Inventor’s oath and assignment executed by the inventor, notarized and apostilled or legalized up to the Venezuelan consulate.
3. Four copies of the patent specifications and claims in Spanish.
4. Formal drawings, if any.
5. A certified copy of the foreign patent application, if priority is to be claimed

Industrial Design Applications

- Complete names, street addresses and citizenship of the applicant and inventors
- Formal Drawings which must include the following views:
 - » perspective view
 - » front view
 - » rear view
 - » top view
 - » bottom view
 - » left side view
 - » right side view
- Power of Attorney (Notarized and legalized by Venezuelan Consul or certified by Apostille under the Hague Convention. (This document is requested through an official action).
- Declaration of Inventorship (Notarized and legalized by Venezuelan Consul or certified by Apostille under the Hague Convention. (This document is requested through an official action).
- Certified copy of the priority document and its Spanish translation (Certified), legalization is not required. (This document must be filed during 90 days after the filing date)

Please note that in order to preserve the priority rights, the application must be filed within the following six months after the priority date,

