

MAKING THE MOST OF THE MADRID SYSTEM

INFORMATION AND PRACTICAL TIPS ON HOW TO USE SPECIFIC
FORMS

(updated 2016)

CONTENTS

INTRODUCTION	6
PART I – PRESENTATION OF THE MADRID SYSTEM	7
WHAT IS THE MADRID SYSTEM?	7
INTERNATIONAL APPLICATION.....	8
<i>Requirements for filing an international application</i>	8
1. Entitlement.....	8
2. Basic mark.....	9
HOW TO FILE AN INTERNATIONAL APPLICATION.....	9
1. A reproduction of the mark.....	10
2. The designation of the Contracting Parties.....	10
3. A list of the goods and services for which the mark is to be protected.....	10
4. The fees.....	11
FROM APPLICATION TO REGISTRATION.....	11
MANAGING AN INTERNATIONAL REGISTRATION	12
<i>Madrid E-Renewal service: renewal made simple</i>	12
<i>Managing an international registration</i>	13
<i>Managing the geographical scope</i>	13
<i>Managing the scope of protection</i>	13
<i>Recording other changes to the international registration</i>	14
<i>Replacement of national or regional registration by an international registration</i>	15
PART II – EXPLANATORY NOTES ON FORMS	16
APPLICATION FOR INTERNATIONAL REGISTRATION GOVERNED EXCLUSIVELY BY THE MADRID PROTOCOL	17
<i>Official form MM2 – Explanatory notes</i>	17
INTRODUCTION	17
How to fill in form MM2	17
Item 1: Contracting Party whose Office is the Office of origin	17
Item 2: Applicant	17
Item 3: Entitlement to file.....	18
Item 4: Appointment of a representative (if any).....	19
Item 5: Basic application or basic registration	19
Item 6: Priority claimed.....	19
Item 7: The mark.....	20
Item 8: Color(s) claimed.....	21
Item 9: Miscellaneous indications.....	22
Item 10: Goods and services	23
Item 11: Designated Contracting Parties.....	25
Item 12: Signature by the applicant and/or his representative	26
Item 13: Certification and signature of the international application by the Office of origin	26
Fee calculation sheet	26
DESIGNATION SUBSEQUENT TO THE INTERNATIONAL REGISTRATION	28
<i>Official form MM4 – Explanatory notes</i>	28
INTRODUCTION	28
How to fill in form MM4	29
Item 1: International registration number.....	29
Item 2: Holder of the international registration (as recorded in the international register)	29
Item 3: Appointment of a (new) representative (if any).....	29
Item 4: Contracting Parties designated subsequently	30
Item 5: Goods and services concerned by the subsequent designation	31
Item 6: Miscellaneous indications.....	31
Item 7: Date of effect of the subsequent designation	32
Item 8: Signature by the holder and/or his representative.....	32
Items 9 and 10: Date of receipt and declaration by the office of the contracting party of the holder presenting the subsequent designation (where the subsequent designation is presented through an office)	33
Fee calculation sheet	33

REQUEST FOR THE RECORDING OF A CHANGE IN OWNERSHIP	34
<i>Official form MM5 – Explanatory notes.....</i>	<i>34</i>
INTRODUCTION	34
How to fill in form MM5	34
Item 1: International registration number(s)	34
Item 2: Name of the holder (transferor)	35
Item 3: New owner (transferee).....	35
Item 4: Entitlement of the new owner (transferee) to be the holder of the international registration....	36
Item 5: Appointment of a representative by the new owner (transferee)	36
Item 6: Scope of the change in ownership	37
Item 7: Miscellaneous indications.....	37
Item 8: Signature by the holder (transferor) and/or his representative	38
Item 9: Office of the contracting party (of the recorded holder (transferor) or that of the new owner (transferee)) presenting the request (where the request is presented through an Office)	38
Fee calculation sheet	39
REQUEST FOR THE RECORDING OF A LIMITATION OF THE LIST OF GOODS AND SERVICES	40
<i>Official form MM6 – Explanatory notes.....</i>	<i>40</i>
INTRODUCTION	40
WHEN SHOULD FORM MM6 NOT BE USED?	40
How to complete form MM6.....	40
Item 1: International registration number(s)	40
Item 2: Name of the holder (as recorded in the international register)	41
Item 3: Appointment of a (new) representative (if any).....	41
Item 4: Contracting Parties.....	42
Item 5: Goods and services	42
Item 6: Signature by the holder and/or his representative.....	43
Item 7: Office of the Contracting Party presenting the request (where this request is presented through an office)	43
Fee calculation sheet	43
REQUEST FOR THE RECORDING OF A RENUNCIATION.....	44
<i>Official form MM7 – Explanatory notes.....</i>	<i>44</i>
INTRODUCTION	44
WHEN SHOULD FORM MM7 NOT BE USED?	44
How to fill in form MM7	44
Item 1: International registration number(s)	44
Item 2: Name of the holder (as recorded in the international register)	45
Item 3: Appointment of a (new) representative (if any).....	45
Item 4: Contracting Parties.....	46
Item 5: Signature by the holder and/or his representative.....	46
Item 6: Office of the Contracting Party of the holder presenting the request (where this request is presented through an Office).....	46
REQUEST FOR THE RECORDING OF A CANCELLATION OF THE INTERNATIONAL REGISTRATION	47
<i>Official form MM8 – Explanatory notes.....</i>	<i>47</i>
INTRODUCTION	47
WHEN SHOULD FORM MM8 NOT BE USED?	47
How to fill in form MM8	48
Item 1: International registration number(s)	48
Item 2: Name of the holder (as recorded in the international register)	48
Item 3: Appointment of a (new) representative (if any).....	48
Item 4: Goods and services	49
Item 5: Signature by the holder and/or his representative.....	49
Item 6: Office of the Contracting Party of the holder presenting the request (where this request is presented through an Office)	50
<i>Limitation, renunciation and cancellation</i>	<i>50</i>

REQUEST FOR THE RECORDING OF A CHANGE IN NAME AND/OR ADDRESS OF THE HOLDER (INCLUDING UPDATE OF THE LEGAL NATURE OF THE HOLDER)..... 51

Official form MM9 – Explanatory notes..... 51

INTRODUCTION 51

How to fill in form MM9 51

Item 1: International registration number(s) 51

Item 2: Name of the holder..... 51

Item 3: Change in name and/or address of the holder 52

Item 4: New contact details (optional) 52

Item 5: Appointment of a (new) representative (if any)..... 54

Item 6: Signature by the holder and/or his representative..... 54

Item 7: Office of the Contracting Party of the holder presenting the request (where this request is presented by or through an Office)..... 55

Fee calculation sheet 55

REQUEST FOR THE RECORDING OF A CHANGE IN NAME AND/OR ADDRESS OF THE REPRESENTATIVE..... 56

Official form MM10 – Explanatory notes 56

INTRODUCTION 56

How to fill in form MM10 56

Item 1: International registration number(s) 56

Item 2: Name of the representative 56

Item 3: Change in name and/or address of the representative 56

Item 4: Signature by the holder and/or his representative..... 57

Item 5: Office of the Contracting Party of the holder presenting the request (where this request is presented through an Office)..... 57

RENEWAL OF THE INTERNATIONAL REGISTRATION 58

Official form MM11 – Explanatory notes 58

INTRODUCTION 58

How to fill in form MM11 59

Item 1: International registration number..... 59

Item 2: Name of the holder..... 59

Item 3: Contracting Parties for which renewal is requested 59

Item 4: Renewal for all goods and services, notwithstanding the recording of a decision on partial protection under Rule 18ter..... 59

Item 5: Signature..... 60

Fee calculation sheet 60

APPOINTMENT OF A REPRESENTATIVE 61

Official form MM12 – Explanatory notes 61

INTRODUCTION 61

How to fill in form MM12 61

Item 1: Name of the applicant and/or holder 61

Item 2: International application(s)' reference(s) and/or international registration number(s)..... 61

Item 3: Representative 62

Item 4: Signature by the applicant and/or holder..... 62

Item 5: Office of the contracting party of the applicant and/or holder presenting the request (where this request is presented through an office) 63

INTRODUCTION

This handbook is intended to provide current or future users of the Madrid System for the International Registration of Marks with information and practical tips on how to make the most of the Madrid System.

Part I provides general information on the Madrid System and some of its main features, and the benefits of using the system. Part II provides information and practical tips on how to fill in the most commonly used forms, such as the international application form, a request for subsequent designation, a request for recording of changes (for example, a change in ownership, a change in the name and/or address of holder or representative, limitations) and renewal.

To learn more about the Madrid System or for more detailed information on selected topics, please see the *Guide to the International Registration of Marks under the Madrid Agreement and the Madrid Protocol* (the Guide) or visit the website of the World Intellectual Property Organization (WIPO) (<http://www.wipo.int/madrid/en/>).

WIPO's mailing address:

World Intellectual Property Organization (WIPO)
34, Chemin des Colombettes
1211 Geneva 20
Switzerland

WIPO can be contacted at the following e-mail address and telephone numbers:

Telephone: +41 22 338 91 11
Fax: +41 22 733 54 28
E-mail: wipo.mail@wipo.int
Internet: <http://www.wipo.int>

For general questions about the Madrid System, please contact Madrid Customer Service (+41 22 338 8686) or send an e-mail to intreg.mail@wipo.int.

For questions regarding specific international applications, international registrations or any pending requests, please contact the relevant specialized *Madrid Operations Team* in your Office of origin (the Office where you filed your international application) at the address available here: <http://www.wipo.int/madrid/en/#contact>.

PART I – PRESENTATION OF THE MADRID SYSTEM

WHAT IS THE MADRID SYSTEM?

The Madrid System offers individuals and businesses a unique opportunity to obtain and maintain protection for their marks in more than 110 countries, including the African Intellectual Property Organization (OAPI) and the European Union¹, by means of a simple and economical procedure, using a single language, and paying one set of fees in one currency.

To obtain such protection, all that is required is a single application (“international application”) indicating goods and services and designating territories of interest (“designated Contracting Parties”).

It is up to the designated Contracting Parties to determine whether or not a mark will be protected, and to determine the scope of such protection, in accordance with their domestic legislation.

Once a mark has been registered (“international registration”), it can be easily managed through the Madrid System. Indeed, renewal of and changes to the international registration (such as a change in ownership or in the name or address of the holder) can be recorded in the International Register in a single straightforward procedure for all designated Contracting Parties.

In addition, a particular advantage of the Madrid System is that the geographical protection of an international mark can be extended at any time after it has been registered, by including additional Contracting Parties² (“subsequent designation”). A mark may therefore, for example, be protected initially in five countries and ultimately in over 100 countries, all under the same international registration number.

Last but not least, the Madrid System is very flexible and accommodates tailor-made changes, such as the transfer of an international registration for only some of the designated Contracting Parties or for only some of the goods or services covered by the registration.

The simple and efficient nature of the Madrid System, and the financial savings that can be achieved (no translation or legalization expenses, and no local representatives’ fees as there is no mandatory requirement to appoint a local representative), make the Madrid System very attractive, as evidenced by the increase in international applications filed as well as strong feedback from satisfied users.

¹ For an updated list of the Members of the Madrid System (“Contracting Parties”), see http://www.wipo.int/export/sites/www/treaties/en/documents/pdf/madrid_marks.pdf.

² Available for any Contracting Party unless it has made a specific declaration under Article 14(5) of the Protocol stating that it cannot be subsequently designated in international registrations effected under the Protocol prior to its date of accession to the Protocol. For a list of such declarations, see f) at <http://www.wipo.int/madrid/en/madridgazette/remarks/declarations.html>.

A few words regarding the legal background: the Madrid System is governed by two treaties, the Madrid Agreement Concerning the International Registration of Marks (“the Agreement”) and the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks (“the Protocol”). The system is administered in Geneva, Switzerland by WIPO, in its capacity as the International Bureau. In all practicality, the Madrid System is a one-treaty System. This follows from the fact that Contracting Parties are either bound only by the Protocol or because, according to Article 9*sexies*(1)(a) of the Protocol, this treaty applies “[...] as regards the mutual relations of States party to both this Protocol and the Agreement.” Accordingly, the Agreement is, *de facto*, a non-operational treaty and thus, the Madrid System is a *de facto* one-treaty system since all the members of the Agreement are also members of the Protocol.

INTERNATIONAL APPLICATION

REQUIREMENTS FOR FILING AN INTERNATIONAL APPLICATION

Any natural person or legal entity (e.g., a business) may file an international application provided that the following two requirements are met: entitlement and basic mark.

1. Entitlement

To be entitled to use the Madrid System, the applicant must:

- have a real and effective industrial or commercial establishment in, or
- be domiciled in, or
- be a national of

a country which is a party to the Protocol. Applicants who have such an establishment or are domiciled in the territory of the European Union or the African Intellectual Property Organization, or are nationals of a member State of the European Union or the African Intellectual Property Organization, are also entitled to file an international application.

The Trademark Office of the Contracting Party with which an applicant has the necessary connection is called the *Office of origin*.

To check entitlement to file an international application under the Madrid System, please use WIPO’s [International Application Simulator](#). The Simulator also provides users with an idea of the type of information to be provided at the time of filing of the international application, as well as an estimate of the fees to be paid through WIPO’s [Fee Calculator](#) tool.

2. Basic mark

In addition to the entitlement requirement, a mark must have already been applied for or registered with the relevant Office of origin. This application or registration is often referred to as the “basic mark”.

In order to ensure that a mark will not infringe upon the rights of others, applicants are advised, before filing the basic mark, to search for possible conflicting prior marks using WIPO’s free search tools [ROMARIN](#)³ and the [Global Brand Database](#)⁴.

Applicants should also check that their proposed mark does not contain words or elements which could mislead or deceive users, or have negative meanings or connotations in the language and culture of both current and future markets. For example, an applicant wishing to sell cars or motorcycles in the European Union under the trademark BURRO should be aware that BURRO is the Italian word for “butter”; the same word in Spanish means “donkey”. This may not result in a refusal by a designated Contracting Party, but it may negatively impact marketing of the goods in question.

Finally, since the international mark will be dependent on the basic mark for five years—meaning that if the basic mark is cancelled, either totally or partially, the international mark will be cancelled to the same extent—consider the option of filing an international application on the basis of a basic registration rather than on a basic application. This recommendation is based on the fact that once a basic mark is registered and the opposition deadline (if any) has expired, it is less vulnerable than a mark that is still the subject of a pending application.

HOW TO FILE AN INTERNATIONAL APPLICATION

Once the Office of origin has been determined and either (i) an application has been filed or (ii) a registration has been obtained for the basic mark before that Office, an international application can be filed.

Form MM2⁵ should be used for this purpose. It is available in the three working languages of the Madrid System (English, French and Spanish) at <http://www.wipo.int/madrid/en/forms/>. However, Contracting Parties may restrict the choice to one only or to two languages, so the [language\(s\) accepted by each Office of origin](#) should be confirmed prior to completing the form.

To facilitate filling of form MM2, Part II of this publication provides a short, user-friendly summary of the information needed for the successful completion of an international application. For more detailed information, consult the Explanatory Notes for MM2 ([MM2.INF](#)).

³ ROMARIN contains all the relevant information regarding international marks registered under the Madrid System.

⁴ The Global Brand Database is a portal allowing you to search multiple brand-related data from more than 20 sources, including registers of many trademark Offices.

⁵ As of October 31, 2015, there are no longer any country members with membership in the Madrid Agreement only. All members of the Madrid Agreement are now also members of the Madrid Protocol. This means that forms MM1 and MM3 are no longer applicable; only form MM2 can be used for filing an international application.

Basically, an international application must contain the following information:

1. A reproduction of the mark, which must be identical to the one in the basic application or registration;

2. The designation of the Contracting Parties (as many as desired) in which the mark is to be protected. Note that designating the country or territory of the applicant's Office of origin is not permitted.

The list of designated Contracting Parties should be prepared with care, and should take into account current markets of interest and their neighboring countries, as well as potential export markets.

Being too ambitious in selecting your list may lead to future cancellation actions if Contracting Parties have been designated but the mark has not been used there. Conversely, being too restrained may lead competitors or "pirates" to register the mark in a country where it has not yet been protected.

A major advantage of the Madrid System is that an extension of geographical protection may be requested at any time after international registration by subsequently designating additional territories where the mark is to be protected. This allows for geographical protection to stay in line with actual business needs.

3. A list of the goods and services for which the mark is to be protected, taking into consideration the fact that the list must be covered by or narrower than the list contained in the basic application or registration.

To avoid irregularities in the international application, the list of goods and services should be classified in accordance with the latest *International Classification of Goods and Services for the Purposes of the Registration of Marks* (Nice Classification). To ensure that the list will be accepted by the designated Contracting Parties, use of the [Madrid Goods and Services Manager](#) (MGS) is recommended. This free tool indicates the goods and services accepted by the International Bureau and by several Offices of Contracting Parties. In addition, the MGS provides translations of terms in more than 15 languages, including the three official languages of the Madrid System.

When compiling the list of goods and services, be ambitious but realistic. A well-balanced list should take into account the goods and services currently being offered, but also those due to be offered in the near future.

Note that some Contracting Parties require a declaration of intention to use the mark at the time the application is filed (either on the application form or separately⁶). An overly ambitious list of goods and services may trigger future refusals and/or cancellation actions based on non-use.

Also note that the list cannot be subsequently expanded or broadened to cover additional goods and services, *not even those mentioned in the basic mark*.

⁶ See footnotes for item 11 of forms MM2 and MM18.

4. The fees required to obtain an international registration consist of⁷:

- A basic fee (653 Swiss francs, where the mark is reproduced in black and white; or 903 Swiss francs, where the mark is reproduced in color);
- A supplementary fee, which depends on the number of classes of goods and services to be protected (100 Swiss francs per class beyond three classes); and
- Complementary fees (100 Swiss francs per Contracting Party) or individual fees, which depend on the designated Contracting Parties.

The basic fee for international applications filed by applicants whose country of origin is a [Least Developed Country](#) (LDC) is reduced to 10 per cent of the prescribed amount. LDCs are designated by the United Nations.

FROM APPLICATION TO REGISTRATION

When an international application is received by the International Bureau via an Office of origin (no direct filing is possible), it is examined for compliance with formal requirements, such as classification of the goods and services and payment of fees.

If the application contains an irregularity (i.e., if the information or fee payment is incorrect or absent), the International Bureau will inform both the Office of origin and the applicant accordingly, and indicate how to remedy the irregularity within the three-month deadline.

If the application is in order (i.e., no irregularity is found), the mark is recorded in the International Register, thereby becoming an international registration. The International Bureau will send the holder a certificate of registration and notify the designated Contracting Parties. Finally, the mark will be published in the [WIPO Gazette of International Marks](#)⁸.

A certificate of registration does not mean that the mark is granted protection in each of the designated Contracting Parties; it merely means that the international application has passed the formalities examination by the International Bureau and that it is recorded in the International Register as an international registration. Upon receiving notification that the mark has been registered by the International Bureau, the Offices of the designated Contracting Parties may undertake a substantive examination in order to decide whether to grant or refuse protection of the mark, in accordance with their national or regional laws.

Where the Office of a designated Contracting Party does not refuse protection within the prescribed time limit (usually 12 or 18 months), the mark is protected in that territory as though it had been filed and registered directly with the Office in question.

⁷ For further information, see the [Schedule of Fees](#) and the [Individual Fees under the Madrid Protocol](#) documents, or use the [Fee Calculator](#).

⁸ The *WIPO Gazette of International Marks* is the official publication of the Madrid System. Every week the International Bureau publishes data regarding new international registrations, renewals, subsequent designations and modifications affecting existing international registrations.

Where an Office issues a refusal within the time limit, the refusal will be communicated by the International Bureau to the holder. The holder will then, in principle, have an opportunity to challenge the refusal. The procedures to be followed and the applicable time limits will depend on the legislation of the particular Contracting Party. Consequently, any procedure (such as the review or appeal of a refusal or a response to an opposition), should be carried out directly with the Office concerned, without the involvement of the International Bureau.

To enable applicants and holders to be proactive and track procedures through the receipt of e-mail notifications and real-time status information, the International Bureau invites applicants and holders to use the free online tools [Madrid Portfolio Manager](#) (MPM) and [Madrid Real-time Status](#) (MRS).

MANAGING AN INTERNATIONAL REGISTRATION

An international registration remains in force for 10 years from the date of registration, and can be renewed for additional 10-year periods. Six months before the term of protection is set to expire, the International Bureau will send an unofficial notice reminding holders of the option to renew. However, not receiving this unofficial notice will not excuse a failure to renew the registration by its due date. Therefore, it is important that holders and their representatives carefully monitor this date.

MADRID E-RENEWAL SERVICE: RENEWAL MADE SIMPLE

The simplest way to renew an international registration is through the [Madrid E-Renewal Service](#), an online service that allows users to renew an international registration by paying the applicable fees.

Users can charge the renewal fees to a credit card or debit them from a [WIPO Current Account](#). Once payment has cleared, users will receive confirmation via e-mail. Users can monitor the status of their requests on the [Madrid Real-Time Status](#) online service.

After entering the international registration number in the Madrid E-Renewal Service, users are presented with a list of Contracting Parties for which the registration may be renewed. Users can renew the registration for all eligible Contracting Parties or choose to renew the registration for only some of them.

The Madrid E-Renewal Service displays the fees due for renewal, which are calculated by taking into account only the goods and services protected in a Contracting Party based on the recording of a statement sent under Rule 18^{ter} of the Common Regulations (final decision). Where, following the recording of a final decision, a mark has been totally refused, the service will calculate the fees taking into account all the goods and services.

The Madrid E-Renewal Service ***cannot be used*** to renew the registration for all goods and services if the relevant mark has been ***partially refused*** in a designated Contracting Party following the recording of a final decision. In this case, users have to send form MM11.

It is worth noting that renewal of the registration for all goods and services with respect to a designated Contracting Party where the mark has been partially or wholly refused may still be of interest where a procedure to overcome such refusal is pending.

Moreover, the Madrid E-Renewal Service ***is not recommended*** for transmitting special handling instructions to the International Bureau, such as a request to process the renewal after recording of a partial cancellation, limitation or other change.

MANAGING AN INTERNATIONAL REGISTRATION

Following an international registration, holders can manage its geographical scope, as well as the scope of protection in each designated Contracting Party.

This unique feature of the Madrid System results from the fact that an international registration is equivalent to a bundle of national registrations, and allows holders to align the international registration with their evolving business needs.

MANAGING THE GEOGRAPHICAL SCOPE

Holders can expand the geographical scope of an international registration by subsequently designating Contracting Parties that were not previously designated, including (with a few exceptions) new Contracting Parties to the Madrid System.

The international registration will take effect in these newly designated Contracting Parties as of the date of their subsequent designation and for the remainder of the period of protection of the international registration. As a result, these Contracting Parties will also be taken into account for the next renewal.

The simplest way to subsequently designate a Contracting Party is through the Madrid [E-Subsequent Designation Service](#). After entering an international registration number, users are presented with a list of the Contracting Parties available for subsequent designation. Users can select the Contracting Parties that they wish to designate for each of the registered goods and services. The service displays the fee amounts due for the subsequent designation, which can be charged to a credit card or debited from a [WIPO Current Account](#). Once payment has cleared, users will receive confirmation via e-mail and can monitor the status of their requests on the [Madrid Real-Time Status](#) online service.

Holders can reduce the geographical scope of an international registration by not renewing it for one or more designated Contracting Parties, or by renouncing to it at any time for one or more Contracting Parties. However, holders must renew the registration for at least one designated Contracting Party. In addition, holders cannot renounce all designated Contracting Parties; instead, they can request the recording of a total cancellation (see below).

Holders can request the recording of a renunciation free of charge, by filling form MM7.

MANAGING THE SCOPE OF PROTECTION

Holders may seek to increase the scope of protection in a designated Contracting Party by subsequently designating it with respect to goods and services that are not or no longer protected in that Contracting Party. Holders can do so by using the Madrid [E-Subsequent Designation Service](#) or by filing Form MM4.

On the other hand, holders may seek to restrict the scope of protection in a designated Contracting Party by requesting the recording of a limitation of the list of goods and services. The recording of a limitation leaves the goods and services in the international registration and does not affect the protection acquired in those Contracting Parties not included in the recording. Holders can request the recording of a limitation by filing Form MM6.

Holders may also seek to remove goods and services from an international registration by requesting the recording of a partial cancellation. The recording of a partial cancellation has effect in all designated Contracting Parties. Moreover, because the goods and services are removed from the registration, holders can no longer subsequently designate a Contracting Party for those goods and services. Holders can also request the recording of a total cancellation, that is, the cancellation of the registration itself. Holders can request the recording of a partial or total cancellation free of charge, by filling Form MM8.

RECORDING OTHER CHANGES TO THE INTERNATIONAL REGISTRATION

Another advantage of the Madrid System is that a single recording of a change in the International Register has effect in all designated Contracting Parties, unless their Offices declare otherwise. Such declarations are only permitted for the recording of a change in ownership, a limitation or a license.

The following is a non-exhaustive list of changes that can be recorded in the International Register:

- a change in the ownership of an international registration (MM5);
- a change in the name or address of the holder (MM9);
- a change in the name or address of the representative (MM10);
- a limitation of the list of goods and services with respect to all or some of the designated Contracting Parties (MM6);
- a renunciation with respect to one or more, but not all, of the designated Contracting Parties (MM7);
- a cancellation of the international registration with respect to all the designated Contracting Parties for all or some of the goods and services (MM8); and
- a license with respect to all or some of the designated Contracting Parties and for all or some of the goods and services (MM13).

To monitor the status of requests presented to the International Bureau, use the free [Madrid Real-time Status](#) online service.

Additionally, to receive e-mail alerts for events affecting a specific international registration, use the free [Madrid Electronic Alert](#) service.

Finally, to view the history of a mark in the International Register, including those marks being processed in international applications` and international registrations no longer in force, use the [ROMARIN](#) free online database.

REPLACEMENT OF NATIONAL OR REGIONAL REGISTRATION BY AN INTERNATIONAL REGISTRATION

Where a national or regional registration exists in a country or territory that is or has later become a Contracting Party of the Madrid System, it is possible to consolidate trademark protection under the international registration through replacement. To benefit from this feature, the territory of the national or regional registration to be replaced must be designated subsequently in the international registration.

When the applicable requirements have been met, national or regional protection is replaced by the international registration. Although the international registration is deemed to automatically replace the earlier national or regional registration, it is advisable, for the information of third parties, to ask the national or regional Office to take note of the international registration and notify the International Bureau accordingly. For more detailed information on replacement, see the [Guide](#)⁹.

⁹ Paragraphs B.II.100.01 to 07.

PART II – EXPLANATORY NOTES ON FORMS

This part of the handbook provides information and practical tips on how to fill in the most commonly used forms, namely:

MM2	Application for international registration
MM4	Designation subsequent to the international registration
MM5	Request for the recording of a change in ownership
MM6	Request for the recording of a limitation of the list of goods and services
MM7	Request for the recording of a renunciation
MM8	Request for the recording of a cancellation of the international registration
MM9	Request for the recording of a change in name and/or address of the holder
MM10 (optional)	Request for the recording of a change in name and/or address of the representative
MM11 (optional)	Renewal of the international registration
MM12 (optional)	Appointment of a representative

The forms are available at <http://www.wipo.int/madrid/en/forms/>.

When filling in forms, please note the following instructions:

- The form must be printed on one-sided, size A4 sheets;
- The form must be filled in legibly using a typewriter or other machine. Handwritten forms are not acceptable.
- Where the space available in any part of a form is insufficient, one or more continuation sheets should be used. On the continuation sheet, it is necessary to indicate “Continuation of item number”, and the information must be presented in the same format as on the form itself. The number of continuation sheets used should be indicated in the box at the top of the form.

All the forms are available in the three working languages of the Madrid System (English, French and Spanish). However, where the form must be submitted through an Office, the [filing language\(s\) acceptable to each Office](#) should be checked first.

APPLICATION FOR INTERNATIONAL REGISTRATION GOVERNED EXCLUSIVELY BY THE MADRID PROTOCOL

OFFICIAL FORM [MM2](#) – EXPLANATORY NOTES

INTRODUCTION

To file an application for international registration, the application form (MM2) must be submitted via the Office of origin; direct filing with the International Bureau is not possible. Consult the Office of origin on how to submit the application form: on paper, or via e-mail or other electronic means.

How to fill in form MM2

Item 1: Contracting Party whose Office is the Office of origin

Indicate the Contracting Party whose Office is to be considered the Office of origin, i.e., the Contracting Party through which the applicant has the required entitlement (nationality, domicile and/or a real and effective industrial or commercial establishment). This is the Office where the applicant has applied for or registered his basic mark.

Item 2: Applicant

(a) Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities (businesses) should indicate their full official designation.

If the applicant's name is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international application. Legal entities should replace the transliteration with a translation into the language of the international application.

If there are multiple applicants, indicate the name of the first applicant only; use a continuation sheet to indicate the names of the other applicants.

(b) Address: Provide the address in a form that will ensure prompt postal delivery.

If there are multiple applicants, indicate the address of the first applicant only; use a continuation sheet to indicate the names and addresses of the other applicants.

Note that if there are several applicants with different addresses and no representative or address for correspondence is indicated, all communications will be sent to the address of the applicant named first in the application.

(c) Address for correspondence: If communications should be sent to an address other than the one indicated in item 2(b), enter that address in this space. For example, fill in an address for correspondence when multiple applicants have different addresses, or if the application is being filed by the in-house counsel of a company, and the in-house counsel's address is different from the company's main address. Otherwise, this field should be left blank.

Note: To appoint a representative, fill in item 4, not this paragraph (c).

(d) Telephone or facsimile numbers and an e-mail address may be provided. They should belong to the person that the International Bureau should contact if it needs to get in touch. Telephone or facsimile numbers should include country and city codes, for example, +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau related to the international application and the resulting international registration will be sent electronically and, therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

(e) Preferred language for correspondence: To receive communications from the International Bureau in the language of the international application, no box needs to be checked. Otherwise, select English, French or Spanish.

(f) Other indications: These are required by a number of Contracting Parties. If the relevant Office requires an indication, failure to provide it may result in a refusal of protection of the mark. Therefore, although it is not compulsory to fill in this part of an international application, it is advisable to do so.

(i) Natural persons should indicate the State of which they are nationals.

(ii) Legal entities, such as incorporated bodies, should indicate their legal nature (for example, "limited liability company"), along with the name of the State and, territorial unit (where applicable) in which they are legally incorporated or organized.

Where there is more than one applicant, the indications corresponding to each additional applicant may be provided in the continuation sheet, along with the corresponding name and address.

Item 3: Entitlement to file

(a) Check a box to indicate the nature of the applicant's entitlement. If the applicant can claim entitlement by virtue of more than one type of connection (domicile, nationality or commercial or industrial establishment) to the Contracting Party whose Office is the Office of origin (as indicated in item 1 of the application form), then more than one single box may be checked accordingly by the applicant. If box (ii) is checked, enter the name of the State in question.

(b) Indicate the address of applicant's establishment or domicile in the territory of the Contracting Party in item 1, where the address in item 2(b) is not in that Contracting Party and box 3(a)(iii) or (iv) has been checked.

Where there is more than one applicant, the nature of each applicant's entitlement must be indicated in the continuation sheet, along with the corresponding name and address.

Note that entitlement to use the Madrid System is determined and certified by the Office of origin at the time the international application is presented.

Item 4: Appointment of a representative (if any)

To appoint a person or company to be a representative before the International Bureau, enter the relevant information under this item.

For the purposes of the international procedure, a representative may be domiciled anywhere, meaning that he does not need to be domiciled in a Madrid System member State.

Please indicate the name and address of the representative and provide sufficient contact information to enable the International Bureau to correspond with him. It is advisable to include telephone and fax numbers, and an e-mail address, as per the instructions given in items 2(a), (b) and (d) above.

When an e-mail address is provided, any further correspondence from the International Bureau related to the international application and the resulting international registration will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Item 5: Basic application or basic registration

When the basic mark is an application pending before the Office of origin, enter the application number and date.

When the basic mark is registered in the Office of origin, enter the registration number and date.

Item 6: Priority claimed

To claim priority based on an earlier filing (application or registration), check the first box and enter the name of the Office in question, along with the application date (no more than six months earlier) and number (if available).

If the earlier filing does not cover all the goods and services for which the international mark is to be protected, indicate the goods and services covered by the earlier filing.

You may, for example, simply enter “class number 25”, which would mean that all the goods in class 25 under item 10 are covered by the earlier filing. However, if “class 25: Hats” is entered, this would mean that any other goods in class 25 under item 10 are not covered by the priority claim.

If the earlier filing covers all the goods or services under item 10, it is not necessary to repeat all the goods or services under item 6.

To claim priority from more than one earlier filing, check the second box and enter all required information on a continuation sheet.

Item 7: The mark

(a) Place the reproduction of the mark in the square, exactly as it appears in the basic application or basic registration.

Therefore, if the mark in the basic application or basic registration is in black and white, so must be the reproduction in this box. Likewise, if the basic mark is in color, the reproduction in this box must be in color as well.

Where the mark is a non-traditional mark (e.g., a sound mark or a three-dimensional mark), the reproduction of the mark in item 7 should match the reproduction of the mark contained in the basic application or the basic registration. Thus, when the reproduction in the basic application or registration consists of, for example, a perspective view of a three-dimensional mark, a musical notation or a description in words of a sound mark, then this is what should appear in box (a). Reproductions of non-traditional marks may require a supplementary description in item 9(e).

Note: Non-graphical reproductions – for example, a sound recording of a sound mark – cannot be included in the international application.

The reproduction must be sufficiently clear for the purposes of recording, publication and notification. If it is not, the International Bureau will consider it irregular and inform the applicant and Office of origin accordingly. Therefore, if several views have been used to reproduce the basic mark, a sufficient number of those reproductions should also be included to ensure the reproduction is clear.

It is not possible to modify the reproduction of the mark after the mark has been registered by the International Bureau.

The reproduction should be two-dimensional and graphical or photographic, and should fit within the box, which is 8 cm x 8 cm.

Finally, the reproduction may be typed, printed, pasted or reproduced by any other means, but note that the mark will ultimately be published in the Gazette in exactly the same format as it was presented.

(b) This box need only be used when color is claimed as a distinctive feature of the basic mark (meaning that it must also be claimed in the international application), but the reproduction of the basic mark in box (a) is in black and white because the Office of origin does not provide for publication in color. In such cases, the mark must be reproduced in color in box (b). The Gazette will then include reproductions of the mark, both in black and white and in color.

(c) Check this box if the mark is to be considered a mark in standard characters.

Generally, a mark in standard characters is equivalent to a mark consisting of a word or words, letters or numerals, or a combination of those elements. It does not include a stylized or figurative mark, or a mark depicted in a special style, font or color, rather than in a uniform style. It is not possible to add a claim that the mark is in standard characters after the mark has been registered by the International Bureau.

A word mark in a stylized script would not normally be considered as a mark in standard characters. Also, a mark containing special characters or stylized elements should not be claimed as a mark in standard characters.

The International Bureau will assign a classification in accordance with the *International Classification of the Figurative Elements of Marks* (Vienna Classification) when the mark is not a mark in standard characters, and the mark consists of or contains non-Latin characters or non-Arabic numerals.

(d) In many jurisdictions, a color, as such, or a combination of colors may be registered as a mark. A color mark applies to cases where, for example, the applicant wishes the color itself (e.g., a specific shade of red) or a combination of colors, to be the mark. This is different from cases where the mark to be protected consists of figurative elements or stylized characters that happen to be colored. In such cases, the correct name for the mark is a mark in color, not a color mark *per se*.

To protect a mark that consists entirely of a color – as a color mark *per se* – provide a description in words of the color(s) in question in item 8(a).

Enter a description in words of the color(s) in item 9(e).

Item 8: Color(s) claimed

(a) When one or more colors are considered to be an essential part of a mark and colors are claimed as a distinctive feature, check the box and describe (in words) the color(s) claimed. It is advisable to include a reference to an international color classification system, such as RGB or Pantone.

Note: A color claim is not a mandatory requirement in the international procedure. However, it may be a requirement in certain designated Contracting Parties. Therefore, to avoid any future refusals, it is advisable to check box (a) and provide the requested information.

(b) Use item 8(b) to further indicate the principal parts of the mark that are in the color(s) in question.

If the mark consists of multiple elements like a car, a flower and a cat, specify that “the car is green, the flower is red and the cat is brown”.

Item 9: Miscellaneous indications

(a) Transliteration: When the mark consists of non-Latin characters or numerals other than Arabic or Roman numerals, a transliteration of the mark in Latin characters and/or Arabic or Roman numerals is required. This means, in simple terms, a phonetic reproduction of the mark as it sounds. The reproduction should be in Latin characters, using the language of the international application. It must not be confused with translation.

(b) Translation: If the mark consists of or contains translatable words, it is advisable to provide a translation into all three languages (English, French and Spanish) in item 9(b). Although this is not a mandatory requirement in the international procedure, it may be a requirement in certain designated Contracting Parties. The International Bureau will not check the accuracy of a translation, nor will it question its absence or provide any on its own initiative.

(c) If the words in the mark have no meaning and therefore cannot be translated, check this box.

(d) When the mark is a three-dimensional mark, a sound mark, or a collective, certification or guarantee mark and it appears as such in the basic application or registration, check the corresponding box.

Note: Do not send the regulations governing the use of a collective, certification or guarantee mark to the International Bureau. However, many Contracting Parties do require such regulations, so it is better to send them directly to the designated Contracting Parties so as to avoid a potential future refusal.

(e) Description of the mark: If a description is included in the basic mark, you may either include it or omit it from, the international application. In some cases, the Office of origin may require the same description to be included in the international application.

If the mark is not among the types listed under item 9(d), use this space to elaborate on the nature of the mark (e.g., hologram or motion mark). However, the description must still match the description in the basic mark.

Where the description of the basic mark is in a language other than the language used in the international application, a description should also be provided in the language of the international application.

The International Bureau will not check or question the accuracy of the description, or any translation thereof.

(f) Verbal elements of the mark: Providing this information is not mandatory. The International Bureau captures (from the reproduction in item 7) what appear to be the essential verbal elements of the mark and uses them for administrative purposes (primarily in notifications and correspondence). However, if the mark is in special characters, hand-written or contains verbal matter, the words or letters could be misinterpreted or it may not be apparent what should be captured. Therefore, it may be preferable for the *applicant* to indicate what he considers to be the essential verbal elements of the mark. Nevertheless, any such indication is entirely for information purposes and not intended to have any legal effect.

Note: If the box for standard characters in item 7(c) is checked, this item should not be filled in.

(g) To disclaim protection for any element of the mark, the element(s) in question should be indicated here.

This item is intended to avoid requests from designated Contracting Parties for any such disclaimer (for example, a disclaimer with respect to non-distinctive elements of the mark, such as “30 ml” or “Made in ...”). Note that if a disclaimer is included in the application, it must be applicable to the international registration as a whole, not just to some of the designated Contracting Parties. It is not possible to include a disclaimer for elements of the mark after it has been registered by the International Bureau.

Item 10: Goods and services

(a) Indicate the goods and services for which the mark is to be protected.

The goods and services must be grouped in the corresponding classes of the *International Classification of Goods and Services for the Purposes of the Registration of Marks* (the Nice Classification). Each group must be preceded by the number of the class, and presented in the order of the classes of that Classification.

The goods and services should be indicated with precision, preferably using terms found in the [Alphabetical List of the Nice Classification](#). If necessary, use a continuation sheet and check the appropriate box.

On the continuation sheet(s), please use “Courier New” or “Times New Roman” font, size 12 pt, lower case only, and make consistent use of commas, colons and semi-colons.

The wording “All goods in class 9” will not be accepted. Individual class headings will be accepted by the International Bureau as indications of the goods and services for which the international registration of a mark is sought. However, the class headings might not be accepted by certain designated Contracting Parties. Therefore, to avoid any future refusals, it is advisable to indicate the specific goods and services for which protection is sought.

Consider also using the [Madrid Goods and Services Manager](#) (MGS). This online tool is useful for compiling lists of goods and services in the international application. It provides indications of goods and services in different languages, and in terms pre-approved by the International Bureau and by certain participating Offices. Using this tool may reduce delays and costs stemming from irregularity notices issued by the International Bureau, as well as provisional refusals.

Note that the list of goods and services in the international application can be narrower than the list in the basic application or registration, but it can never be broader or contain entirely different goods and services. This does not mean that exactly the same terms must be used, but the terms used in the international application must be equivalent to, or fall within the scope of, those used in the basic registration or application.

(b) To limit the list of goods and services with respect to one or more of the designated Contracting Parties, check this box. The limited list of goods and services for each relevant Contracting Party must then be indicated.

The list of goods and services can be limited to entire classes or to specific goods and services in a particular class, or to a combination of both.

Example 1

The main list of goods and services in the international application includes classes 1, 3, 5, 7, 9, 16 and 25. Ten Contracting Parties are designated. To avoid the expense of including all of the goods for all ten designated Contracting Parties, the scope of protection can be narrowed, as follows:

Contracting Parties	Class(es) of goods and services for which protection is sought
Australia	<i>Classes 1, 5 and 25</i>
Japan	<i>Classes 1 and 25</i>

This will mean that for the remaining eight designated Contracting Parties, protection is being sought in all seven classes, and paid for accordingly. However, for Australia and Japan, protection is being sought only for the goods indicated in item 10(b) (i.e., classes 1, 5 and 25 and classes 1 and 25, respectively), and fees will be payable only for those classes.

Example 2

The main list of goods and services in the international application includes classes 1, 3, 5, 7, 9, 16 and 25. Ten Contracting Parties are designated.

You have ascertained that a third party has already obtained protection in a designated Contracting Party, namely China, for a similar mark with respect to goods that are similar to those covered in the international application (e.g., clothing for gymnastics). To eliminate or reduce the risk of a possible opposition in China, the scope of protection for China can be reduced within that class by not applying for protection for certain goods.

The application for registration in class 25 can be for the following items of clothing:

“Clothing of leather, clothing for gymnastics, clothing of imitations of leather, coats, cyclists’ clothing and sports jerseys”.

However, as far as China is concerned, “clothing for gymnastics” should be deleted in item 10(b) of the international application form, thereby limiting the scope of the goods in class 25 as follows:

Class 25 (China):

“Clothing of leather, clothing of imitations of leather, coats, cyclists’ clothing and sports jerseys”.

The result will be that the international application will include the full scope of the goods in class 25 for the remaining nine designated Contracting Parties, while the scope of the designation for China will be reduced in accordance with the limitation.

Item 11: Designated Contracting Parties

Check the corresponding boxes to indicate the Contracting Parties for which protection of the mark is sought.

The list of designated Contracting Parties should be prepared with care, and should take into account current markets of interest and their neighboring countries, as well as potential export markets.

Remember that an extension of geographical protection can always be requested later by subsequently designating additional countries where protection for the mark is sought, thereby allowing geographical protection to keep up with business needs.

Being too ambitious in selecting the list may lead to future cancellation actions if Contracting Parties have been designated but the mark has not been used there. Conversely, being too restrained may lead competitors or “pirates” to register the mark in a country where it has not yet been protected.

Some Contracting Parties have certain requirements for which specific information may be required on form MM2 or on a separate form. Specifically:

1. If the **European Union** is designated, a second language before the Office of the European Union must be indicated by checking the corresponding box. The second language must be different from the language of the international application itself. Furthermore, when claiming seniority based on earlier registrations, form [MM17](#) must be completed and attached to the international application. (For more information on seniority claims, see Information Notice [No. 20/2004.](#))

2. Intention to use the mark:
Some countries require the applicant to declare an intention to use the mark in those countries for the goods and services identified in the international application. This is the case for countries such as **India, Ireland, New Zealand, Singapore** and/or the **United Kingdom**, where mere designation of any of these countries constitutes a declaration of intention to use the mark.

If the **United States of America** is designated, form [MM18](#) (declaration of intention to use the mark) must be completed and attached to the international application. For information on why and how this form should be filled in, see Information Notice [No. 23/2003.](#)

Documentation of actual use of the mark in the territory concerned:

Note also that certain Contracting Parties may require a statement of actual use of the mark. If such a country is designated (for example, the Philippines or the United States of America), actual use of the mark will need to be documented, after a specific time period, before the Office in question. For more information, see Information Notice [No. 16/2010](#) (United States of America) and Information Notice [No. 18/2013](#) (Philippines).

Item 12: Signature by the applicant and/or his representative

The applicant should sign the form, if required or allowed by the Office of origin.

Alternatively, if required or allowed by the Office of origin, the representative may sign the form on the applicant's behalf.

The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Item 13: Certification and signature of the international application by the Office of origin

Leave this space blank. This item will be filled in by the Office of origin.

Fee calculation sheet

The fees payable for the filing of an international application consist of:

- A basic fee (653 Swiss francs where reproduction of the mark is in black and white or 903 Swiss francs where reproduction of the mark is in color);
- A supplementary fee, which depends on the number of classes of goods and services to be protected (100 Swiss francs per class of goods and services beyond three classes); and
- Complementary fees (100 Swiss francs per designated Contracting Party) or individual fees, which depend on the designated Contracting Parties.

The basic fee for international applications filed by applicants whose country of origin is a [Least Developed Country](#) (LDC) is reduced to 10 per cent of the prescribed amount. Countries considered LDCs are designated by the United Nations.

(a) Instructions to debit from a current account: to debit the fees from a WIPO Current Account with the International Bureau, check this box.

The conditions for opening, using and closing a WIPO Current Account can be viewed by clicking on the following link: **Error! Hyperlink reference not valid.** <http://www.wipo.int/about-wipo/en/finance/account/index.html>.

The account holder, the account number and the party giving the instructions should be indicated. The amount of fees to be debited is not required here.

(b) **Amount of fees:** Where the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

To calculate and enter the amount of fees due, use WIPO's [Fee Calculator](#) tool and select "New application" under the "Type" list. Alternatively, all this information can be found in WIPO's "[Schedule of Fees](#)" and "[Individual Fees under the Madrid Protocol](#)" documents.

Do not forget to indicate the grand total (in Swiss francs).

(c) **Method of payment:** Identify the party effecting the payment, check the corresponding box and provide the required information.

DESIGNATION SUBSEQUENT TO THE INTERNATIONAL REGISTRATION

OFFICIAL FORM [MM4](#) – EXPLANATORY NOTES

INTRODUCTION

To extend the geographical scope of protection of an international registration to additional Contracting Parties, these Contracting Parties must be the subject of a subsequent designation using official form MM4.

The simplest way to subsequently designate a Contracting Party is through the Madrid [E-Subsequent Designation Service](#). After entering an international registration number, users are presented with a list of the Contracting Parties available for subsequent designation. Users can select the Contracting Parties they wish to designate and for which goods and services. The service displays the fees due for the subsequent designation, which can be charged to a credit card or debited from a WIPO Current Account. Once payment has cleared, users will receive confirmation via e-mail and can monitor the status of their requests on the [Madrid Real-Time Status](#) online service.

The Madrid E-Subsequent Designation Service is ***not recommended*** when a user wishes to transmit special handling instructions to the International Bureau, such as a request that the subsequent designation should be processed *after* the recording of a renewal or other change. The user should instead submit form MM4.

The following information concerns form MM4..

Form MM4 can be sent directly to the International Bureau by regular post to the address indicated in Part I, or by sending a PDF version of the form by e-mail to intreg.mail@wipo.int. Form MM4 can also be presented through an Office (Office of origin, or Office of the Contracting Party of the holder when a change in ownership has been recorded for an international registration).

Note that any recording of changes should take place before the form is submitted to the International Bureau. For example, if the name or address indicated on form MM4 has changed, but the relevant official form has not yet been submitted to the International Bureau to request the recording of that change (MM9), the recording of the change must be requested before form MM4 is presented to the International Bureau.

The period of protection for a subsequent designation expires on the same date as the international registration to which it relates. The date of renewal of the international registration should be taken into consideration when subsequently designating new Contracting Parties, because renewal fees for all designated Contracting Parties must be paid at the time of renewal. See also item 7, below, for requests to indicate a specific effective date for the recording of a subsequent designation—for example, to indicate that recording of the subsequent designation should take effect after recording of the renewal of the international registration.

How to fill in form MM4

Item 1: International registration number

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

Note that there can be only one international registration number per form.

Item 2: Holder of the international registration (as recorded in the international register)

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

Indicate your e-mail address exactly as recorded in the International Register or as it should be recorded in the International Register.

When an e-mail address is provided, all further correspondence from the International Bureau related to this international registration will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Item 3: Appointment of a (new) representative (if any)

To appoint a representative for the first time or to appoint a new one, enter the corresponding information in item 3, or attach (a) a power of attorney or (b) form MM12 form to this form MM4.

To update the contact details of a representative already recorded in the International Register, use form MM10.

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities (businesses) should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided so that the International Bureau can contact the representative. Telephone or facsimile numbers should include country and city codes, such as, for example +41 22 338 8686. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau related to this international registration will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Remember to sign this item. Otherwise the representative will not be recorded, and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 4: Contracting Parties designated subsequently

Indicate the Contracting Parties for which protection for the mark is sought by checking the corresponding boxes.

Note that the Contracting Party whose Office is the Office of Origin cannot be subsequently designated (the basic mark is already protected there).

To ensure that the Contracting Parties of interest can all be subsequently designated, check the list of Contracting Parties that have made a [declaration under Article 14\(5\) of the Protocol](#) (see item (f)), and in which no subsequent designation may be possible.

Some Contracting Parties have certain requirements for which specific information may need to be provided on form MM4 or on a separate form. For example:

1. If the **European Union** is subsequently designated, a second language before the Office of the European Union must be indicated by checking the corresponding box. The second language must be different from the language of the international registration. Furthermore, to claim seniority based on earlier registrations in some or all European Union countries, form [MM17](#) will need to be filled in and attached to form MM4. (For more information on seniority claims, see Information Notice [No. 20/2004](#).)

2. Intention to use the mark:
Some countries require the applicant to declare an intention to use the mark in those countries for the goods and services identified in the subsequent designation. This is the case for countries such as **India, Ireland, New Zealand, Singapore** and/or the **United Kingdom**, where the mere designation of any of these countries constitutes a declaration of intention to use the mark.

Subsequently designating the **United States of America** requires completing form [MM18](#) (declaration of intention to use the mark) and attaching it to form MM4. For more information on why and how this form should be filled in, see Information Notice [No. 23/2003](#).

Documentation of actual use of the mark in the territory concerned:

Note also that certain Contracting Parties may require a statement of actual use of the mark. If such a country is designated (for example, the Philippines or the United States of America), actual use of the mark will need to be documented after a specific time period, before the Office in question. For more information, see Information Notice [No. 16/2010](#) (United States of America) and Information Notice [No. 18/2013](#) (Philippines).

Item 5: Goods and services concerned by the subsequent designation

Please check only one box, depending on whether:

(a) the subsequent designation is made with respect to **all** the Contracting Parties designated in item 4, and for **all** the goods and services listed in the international registration indicated in item 1; or

(b) the subsequent designation is made with respect to **all** the Contracting Parties designated in item 4, but only for those goods and services listed in the continuation sheet (which must be grouped in the appropriate class(es)); or

(c) the subsequent designation is only for those goods and services listed in the continuation sheet with respect to the Contracting Parties identified in the continuation sheet; with respect to the other Contracting Parties designated in item 4, the subsequent designation is for all the goods and services listed in the international registration identified in item 1.

On the continuation sheet(s), please use “Courier New” or “Times New Roman” font, size 12 pt, lower case only, and make consistent use of commas, colons and semi-colons.

Item 6: Miscellaneous indications

The indications requested in this item are required by a number of designated Contracting Parties. If the indications are omitted, or were not already provided in the international application or in a subsequent designation which has already been recorded, an Office may issue a refusal of the mark. Therefore, it is advisable to provide this information even though it is not compulsory.

The following information may be provided when it has been omitted in the international application or in a subsequent designation which has already been recorded:

(a) Indications concerning the holder

(i) If the holder is a natural person, indicate the nationality of the holder.

(ii) If the holder is a legal entity such as an incorporated body, indicate the nature of the legal entity (for example, “limited liability company”), along with the name of the State and territorial unit (where applicable) under the law of which the legal entity is incorporated or organized.

(b) **Indications concerning color:** If the mark is in color, indicate the principal parts of the mark that are in colors. Example: “The car is green and the flower is red”.

(c) and (d) **Indications regarding the translation:** If the mark consists of or contains translatable words, it is advisable to provide a translation into all three languages (English/French/Spanish). The International Bureau will not check the accuracy of the translation, nor will it question its absence or provide any translation on its own initiative. If the word(s) in the mark have no meaning, and therefore cannot be translated, check box (d).

Information provided in items (b), (c) and (d), will not replace the information provided at the time the international application was filed, nor in a subsequent designation which has already been recorded.

Item 7: Date of effect of the subsequent designation

If neither of the boxes is checked, the date of the subsequent designation will be the date of its receipt by the International Bureau; or if form MM4 form was presented through an Office, the date of receipt by that Office.

Otherwise, under this item a request can be made for the subsequent designation to take effect later than another transaction. This may be useful if, for example, the subsequent designation is to take effect after the recording of another event (e.g., recording of a change or after renewal of the international registration), thereby reducing the fees payable.

If box (a) is checked, stating that the subsequent designation is to take effect only after the recording of the renewal, please ensure that the international registration is renewed using the [E-Renewal](#) platform or attaching form MM11 to this form MM4.

If box (b) is checked, stating that the subsequent designation is to take effect only after the recording of a change, specify the change in question and attach the corresponding form.

Item 8: Signature by the holder and/or his representative

Form MM4 may be signed by the holder or the representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder’s name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If a representative signs the form, indicate the name of the representative as recorded in the International Register or as indicated in the appointment of the representative under item 3 or attached to this form MM4 (see item 3, above).

Items 9 and 10: Date of receipt and declaration by the office of the contracting party of the holder presenting the subsequent designation (where the subsequent designation is presented through an office)

Leave this space blank. If the form is presented via an Office, the Office will fill in the relevant information.

Fee calculation sheet

The fees to be paid for a request for subsequent designation consist of:

- a basic fee (300 Swiss francs);
- where an individual fee is not payable, a complementary fee (100 Swiss francs) for each designated Contracting Party indicated.

(a) **Instructions to debit from a current account:** To debit the fees from a WIPO Current Account with the International Bureau, check this box.

The account holder, the account number and the party giving the instructions should be indicated. There is no need to calculate and indicate the amount of fees to be debited.

(b) **Amount of fees:** If the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

To calculate and indicate the amount of fees due, use WIPO's [Fee Calculator](#) tool and select the type "Subsequent designation". Alternatively, all information can be found in WIPO's "[Schedule of Fees](#)" and "[Individual Fees under the Madrid Protocol](#)" documents.

Do not forget to indicate the grand total (in Swiss francs).

(c) **Method of payment:** Identify the party effecting the payment, check the corresponding box and provide the required information.

REQUEST FOR THE RECORDING OF A CHANGE IN OWNERSHIP

OFFICIAL FORM [MM5](#) – EXPLANATORY NOTES

INTRODUCTION

To record a change in ownership, submit the official form MM5 to the International Bureau. The change in ownership can be total or partial.

A total change in ownership relates to all the designated Contracting Parties and to all the goods and services covered by the international registration.

A partial change in ownership relates to only some of the designated Contracting Parties and/or only some of the goods and services covered by the international registration.

A change of ownership may only be recorded if the new owner (the transferee) is entitled to use the Madrid System (see more on entitlement in [Part I](#)), and only if the entitlement extends to all the Contracting Parties for which the new holder is to be recorded.

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

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

Otherwise, multiple MM5 forms will be needed.

If the form is signed by the recorded holder, it can be sent directly to the International Bureau, by regular post to the address indicated in Part I or by sending a PDF version of the form by e-mail to intreg.mail@wipo.int. Do not attach any supporting documentation (e.g. the contract of assignment).

If the form is not signed by the recorded holder, the form must be sent through an Office, either the Office of the Contracting Party of the recorded holder or that of the new owner. In this case, consult the relevant Office on how the form should be submitted: on paper or via e-mail or other electronic means. The Office may request to see documentation, such as a contract of assignment.

[How to fill in form MM5](#)

Item 1: International registration number(s)

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

Item 2: Name of the holder (transferor)

Indicate the name of the holder exactly as it is recorded in the International Register.

Item 3: New owner (transferee)

Indicate the name and address exactly as they are recorded in the International Register.

(a) Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the new owner is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. Legal entities should replace the transliteration with a translation into the language of the international registration.

If there are multiple new owners, indicate the name of the first new owner only. Use a continuation sheet to indicate the names of the other new owners.

(b) Address: Provide the address in a form that will ensure prompt postal delivery.

If there are multiple new owners, indicate the address of the first new owner only. Use a continuation sheet to indicate the addresses of the other new owners, along with their corresponding names.

Note that if there are multiple new owners with different addresses and no representative or address for correspondence is indicated, all communications will be sent to the address of the new owner named first in the request.

(c) Address for correspondence: If communications should be sent to an address other than the one indicated in item 3(b), enter that address in this space. An address for correspondence may be useful where multiple new owners have different addresses, or where a request for recording of a change in ownership has been filed by the in-house counsel of a company, and the company's address is different from the address used by the in-house counsel. Otherwise, this field should be left blank.

Note: To appoint a representative, fill in item 5, below, not 3(c).

(d) Telephone or facsimile numbers and an e-mail address may be provided so that the International Bureau can contact the new owner. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau related to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Item 4: Entitlement of the new owner (transferee) to be the holder of the international registration

(a) Please indicate the Contracting Party(ies) through which the new owner is entitled to use the Madrid System—whether through nationality, domicile and/or a real and effective industrial or commercial establishment—and be recorded as the holder of an international registration.

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

Where entitlement is derived from a connection with a member State of the European Union that is not itself a Contracting Party (e.g., Malta), the European Union should be indicated.

If there are multiple new owners, provide information on each new owner's entitlement in the additional sheet, along with his name and address.

Note that it is not necessary for the new owners to have the same Contracting Party and connection. For example, new co-owner 1 may be a national of France and new co-owner 2 may be domiciled in the United States of America.

If there are no such connections (e.g., no connection through domicile in any of the Contracting Parties), simply write "None" or leave the space blank.

(b) Where the new owner is not a national of a Contracting Party or of a European Union member state, and the address given under item 3(b) is not in the territory of any Contracting Party where the new owner claims the entitlement, then the new owner must indicate an address in a Contracting Party where he is domiciled or where the industrial or commercial establishment is located. Provide the address in a form that will ensure prompt postal delivery.

Item 5: Appointment of a representative by the new owner (transferee)

If the new owner wishes to appoint a representative for the first time or appoint a new one, the corresponding information should be entered in item 5, or (a) a power of attorney or (b) form MM12 form should be attached to form MM5.

Name: Natural persons should indicate their family (or last) name and the given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. Legal entities should replace the transliteration with a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau can contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Remember to sign the form, otherwise the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 6: Scope of the change in ownership

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

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

(i) indicate the specific Contracting Parties which are the subject of the change in ownership, and/or

(ii) indicate the specific goods and services which are the subject of the change in ownership.

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

(Box) If more space is needed to indicate the Contracting Parties or the goods and/or services, check this box to indicate the use of a continuation sheet.

Item 7: Miscellaneous indications

The indications requested in this item are required by a number of Contracting Parties. If such indications are omitted, an Office may declare that the change in ownership has no effect in its territory. Therefore, it is advisable to provide this information even though it is not compulsory.

The following information may be provided:

(a) Indications concerning the new owner (transferee):

(i) If the new owner (transferee) is a natural person, indicate the nationality.

(ii) If the new owner (transferee) is a legal entity, such as an incorporated body, indicate the legal nature of the legal entity (for example, "limited liability company"), along with the name of the State and territorial unit (where applicable) under the law of which the legal entity is incorporated or organized.

Where there is more than one new owner, the indications corresponding to each additional new owner may be provided in the continuation sheet, along with his name and address.

(b) If the new owner (transferee) wishes to receive communications from the International Bureau in the language in which the international application was filed, it is not necessary to check a box. Otherwise, a preferred language for correspondence should be selected, choosing between English, French and Spanish.

Item 8: Signature by the holder (transferor) and/or his representative

Form MM5 may be signed by the recorded holder or by the representative of the recorded holder. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder's name as recorded in the International Register. Legal entities should indicate their name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

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

Item 9: Office of the contracting party (of the recorded holder (transferor) or that of the new owner (transferee)) presenting the request (where the request is presented through an Office)

This space should be left blank. If the form is presented through an Office, either the Office of the Contracting Party of the recorded holder or that of the new owner, the Office will fill in the relevant information.

Fee calculation sheet

The recording of a change in ownership is subject to the following fees payable to the International Bureau:

- for the total transfer of an international registration, the fee is 177 Swiss francs; and
- for a partial transfer (for only some of the goods and services or only some Contracting Parties) of an international registration, the fee is also 177 Swiss francs

(a) **Instructions to debit from a current account:** To debit the fees from a WIPO Current Account with the International Bureau, check this box.

The account holder, the account number and the party giving the instructions should be indicated. There is no need to calculate and indicate the amount of fees to be debited.

(b) **Amount of fees:** When the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

All necessary information on the amount of fees payable can be found in WIPO's "[Schedule of Fees](#)" document.

Do not forget to indicate the grand total (in Swiss francs).

(c) **Method of payment:** Identify the party effecting the payment, check the corresponding box and provide the required information.

REQUEST FOR THE RECORDING OF A LIMITATION OF THE LIST OF GOODS AND SERVICES

OFFICIAL FORM [MM6](#) – EXPLANATORY NOTES

INTRODUCTION

To reduce the list of goods and services in respect of all or some of the designated Contracting Parties in an international registration, request a recording of a limitation using the official form MM6.

Limitation can be used, for example, as an option to overcome a provisional refusal (*ex officio* or based on an opposition) issued by the Office of a designated Contracting Party.

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

With a limitation, the goods and services will remain on the main list of the international registration, but the goods and services subject to the limitation will no longer have any effect in the designated Contracting Party in question. The recording of a subsequent designation (MM4) may be requested later for the goods and services which are the subject of the limitation.

Form MM6 can be sent directly to the International Bureau, by regular post to the address indicated in Part I or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form can also be presented through an Office (the Office of the Contracting Party of the holder). In this case, consult the Office on how the form should be submitted: on paper or via e-mail or other electronic means.

WHEN SHOULD FORM MM6 NOT BE USED?

To abandon **all** the goods and services with respect to **one or more but not all** of the designated Contracting Parties, use form MM7 instead (renunciation).

To remove goods and services permanently from the International Register, use form MM8 instead (partial cancellation).

How to complete form MM6

Item 1: International registration number(s)

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

One MM6 form may contain a limitation for multiple international registrations provided that the holder is the same and the same limitation applies to all designated Contracting Parties or to the same designated Contracting Party for each of the international registrations.

Item 2: Name of the holder (as recorded in the international register)

Indicate the holder's name exactly as recorded in the International Register.

Item 3: Appointment of a (new) representative (if any)

To appoint a representative for the first time or appoint a new one, either enter the corresponding information in item 3, or attach (a) a power of attorney or (b) form MM12 to this MM6 form.

To update the contact details of a representative already recorded in the International Register, use form MM10.

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau may contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. A full e-mail address should be given, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Remember to sign the form, otherwise the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 4: Contracting Parties

Check box (a) if the limitation of the list of goods and services relates to all the designated Contracting Parties in the international registration(s).

Check box (b) if the limitation of the list of goods and services relates to only some of the designated Contracting Parties, and indicate which ones are affected by the limitation.

Item 5: Goods and services

Use “Courier New” or “Times New Roman” font, in size 12 pt, and make consistent use of commas and semicolons.

If more space is needed, check the corresponding box and use a continuation sheet.

One or more entire classes may be limited, or only some of the goods and services may be limited from a given class.

(a) If the limitation concerns only some of the goods and services in a given class, please provide the relevant class number and the complete list of the goods and services as it should appear, following the limitation. In other words, do not indicate the goods or services that you wish to limit on the currently recorded list.

The designation of the Contracting Parties indicated in item 4 will be limited to the goods and services appearing in this new list.

For example, if the international registration contains “clothing; footwear; headgear” in class 25, and you want to limit the international registration for certain Contracting Parties to clothing and headgear, you could indicate that the new list with respect to those Contracting Parties is “clothing; headgear”.

If you want to keep certain footwear, you should clearly indicate the remaining scope, including the kind of footwear you want to keep in the designation; for instance “clothing; leather shoes, leather boots, leather sandals; headgear”.

As a further example, if you want to limit footwear to sandals only, you could indicate that the new list is “clothing; sandals; headgear.”

Finally, if you want to exclude sandals from footwear, you could indicate that the new list is “clothing; footwear, except sandals; headgear”.

(b) To limit one or more entire classes, please indicate applicable the class number(s) here.

If a class number is indicated here, it will be understood that the designation of the Contracting Parties indicated in item 4 no longer contains this class.

It shall be understood that the list of goods and services, as limited, may not be broader than the main list contained in the international registration(s) mentioned in item 1.

Any class covered by the international registration(s) indicated in item 1, but not mentioned in item 5(a) or (b), will remain recorded in the International Register.

Item 6: Signature by the holder and/or his representative

Form MM6 may be signed by the holder or his representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder's name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If the representative signs the form, indicate the name of the representative as recorded in the International Register or indicated in the appointment of the representative in item 3, or as attached to this form MM6 (see item 3, above).

Item 7: Office of the Contracting Party presenting the request (where this request is presented through an office)

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will fill in the relevant information here.

Fee calculation sheet

For the recording of a limitation, the fee payable to the International Bureau is 177 Swiss francs per limitation. If a limitation affects more than one Contracting Party, the fee payable is also 177 Swiss francs, provided that the same limitation applies for each of them.

(a) Instructions to debit from a current account: To debit the fees from a WIPO Current Account with the International Bureau, check this box.

The account holder, the account number and the party giving the instructions should be indicated. There is no need to calculate and indicate the amount of fees to be debited.

(b) Amount of fees: When the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

All necessary information on the amount of fees payable can be found in WIPO's "[Schedule of Fees](#)" document.

Do not forget to indicate the grand total (in Swiss francs).

(c) Method of payment: Identify the party effecting the payment, check the corresponding box and provide the required information.

REQUEST FOR THE RECORDING OF A RENUNCIATION

OFFICIAL FORM [MM7](#) – EXPLANATORY NOTES

INTRODUCTION

To abandon the effects of an international registration for all the goods and services with respect to some (but not all) of the designated Contracting Parties, the recording of a renunciation should be requested using the official form MM7.

Renunciation can be used, for example, when a refusal (including an opposition) has been issued by a designated Contracting Party and cannot be overcome.

A single MM7 form may be used to request the recording of a renunciation with respect to multiple international registrations having the same holder, provided that the designated Contracting Parties for which the international registration is renounced are the same for each of the international registrations concerned.

With renunciation, the goods and services will remain on the main list of the international registration, but the mark will have no effect or enjoy no protection in those designated Contracting Parties which are the subject of the renunciation. You may later request the recording of a subsequent designation (form MM4) for the designated Contracting Parties which are the subject of the renunciation.

Form MM7 can be sent directly to the International Bureau by sending the form by regular post (paper) to the address indicated in Part I, or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form may also be presented through the Office of the Contracting Party of the holder. In this case, consult the Office on how the form should be submitted: on paper or via e-mail or other electronic means.

WHEN SHOULD FORM MM7 NOT BE USED?

To restrict the list of goods and services with respect to all or some of the designated Contracting Parties in an international registration, use the form MM6 (limitation) instead.

To permanently remove the goods and services from the International Register, use form MM8 (partial cancellation) instead.

How to fill in form MM7

Item 1: International registration number(s)

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

A single MM7 form may be used to request the recording of a renunciation with respect to multiple international registrations having the same holder, provided that the designated Contracting Parties for which the international registration is renounced are the same for each of the international registrations.

Item 2: Name of the holder (as recorded in the international register)

Indicate the holder's name exactly as recorded in the International Register.

Item 3: Appointment of a (new) representative (if any)

To appoint a representative for the first time or appoint a new one, enter the corresponding information in item 3, or attach (a) a power of attorney or (b) form MM12 to this form MM7.

To update the contact details of a representative already recorded in the International Register, use form MM10.

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau may contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Remember to sign the form, otherwise the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 4: Contracting Parties

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

Item 5: Signature by the holder and/or his representative

Form MM7 may be signed by the holder or his representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder's name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If the representative signs the form, indicate the name of the representative as recorded in the International Register or indicated in the appointment of the representative in item 3, or as attached to this form MM7 (see item 3, above).

*Item 6: Office of the Contracting Party of the holder presenting the request
(where this request is presented through an Office)*

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will enter the relevant information.

REQUEST FOR THE RECORDING OF A CANCELLATION OF THE INTERNATIONAL REGISTRATION

OFFICIAL FORM [MM8](#) – EXPLANATORY NOTES

INTRODUCTION

To remove some or all of the goods and services with respect to all designated Contracting Parties in an international registration, the recording of a cancellation can be requested using the official form MM8. The cancellation can be total or partial.

A total cancellation relates to all designated Contracting Parties and all goods and services covered by the international registration. This means that an international registration is no longer wanted.

A partial cancellation relates to all the designated Contracting Parties but to only some of the goods and/or services covered by the international registration. This may be an option if specific goods or services are no longer of interest, the holder no longer sells certain goods, or if the holder wishes to avoid conflicts or cancellation actions in Contracting Parties where the mark is protected.

Note that, unlike with limitations (MM6), a cancellation causes the goods and services to be permanently removed from the International Register. To reestablish protection for the goods and services that were the subject of a cancellation, a new international application would need to be filed, since subsequent designation is not possible following a cancellation.

A single MM8 form may be used to request a total cancellation for multiple international registrations, provided that they are all in the name of the same holder.

If the request is for a partial cancellation, a separate MM8 form must be submitted for each international registration.

Form MM8 can be sent directly to the International Bureau, by regular post to the address indicated in Part I, or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form may also be presented through the Office of the Contracting Party of the holder. In this case, consult the Office on how the form should be submitted: on paper or via e-mail or other electronic means.

WHEN SHOULD FORM MM8 NOT BE USED?

To reduce the list of goods and services with respect to all or some of the designated Contracting Parties in an international registration, use form MM6 (limitation) instead.

To abandon the effects of an international registration for all the goods and services with respect to some (but not all) of the designated Contracting Parties, use form MM7 (renunciation) instead.

How to fill in form MM8

Item 1: International registration number(s)

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

Item 2: Name of the holder (as recorded in the international register)

Indicate the holder's name exactly as recorded in the International Register.

Item 3: Appointment of a (new) representative (if any)

To appoint a representative for the first time or appoint a new one, enter the corresponding information in item 3, or attach (a) a power of attorney or (b) form MM12 to this form MM8.

To update the contact details of a representative already recorded in the International Register, use form MM10.

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

Address: Please provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau can contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent only electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Please remember to sign the form. Otherwise the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 4: Goods and services

Check box (a) if the cancellation relates to all of the goods and services covered by the international registration(s).

Check box (b) if the cancellation relates to some of the goods and services covered by the international registration(s).

A partial cancellation can involve, for example, canceling one or more entire classes, or only some of the goods and services in (a) given class(es).

(i) To cancel one or more entire classes, please indicate the applicable class number(s) here.

(ii) If the cancellation affects only some of the goods and services in a class, please indicate the remaining scope of that class following the cancellation.

For instance, if the list in class 25 is “clothing; footwear; headgear” and you want to cancel “footwear”, you could indicate that the remaining scope is “clothing; headgear.”

If you want to keep certain footwear, you should clearly indicate the remaining scope, including the kind of footwear you want to keep in the list; for instance “clothing; leather shoes, leather boots, leather sandals; headgear”.

As a further example, if you want to cancel sandals only, you could indicate that the remaining scope is “clothing; footwear, except sandals; headgear”.

Finally, if you want to cancel all footwear and keep sandals only, you could indicate that the remaining scope is “clothing; sandals; headgear”.

Use “Courier New” or “Times New Roman” font, size 12 pt, and make consistent use of commas and semicolons.

If more space is needed, check the corresponding box and use a continuation sheet.

Any class covered by the international registration(s) indicated in item 1 that is not also mentioned in item 4(b)(i) or (ii), will remain as recorded in the International Register.

Item 5: Signature by the holder and/or his representative

Form MM8 may be signed by the holder or representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder’s name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If a representative signs the form, indicate the name of the representative as recorded in the International Register or indicated in the appointment of the representative in item 3, or as attached to this form MM8 (see item 3, above).

*Item 6: Office of the Contracting Party of the holder presenting the request
(where this request is presented through an Office)*

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will enter the relevant information.

LIMITATION, RENUNCIATION AND CANCELLATION

This illustration captures the main differences between limitation, renunciation and cancellation.

	Limitation (form MM6)	Renunciation (form MM7)	Cancellation (form MM8)
Goods & Services	Some	All	Some or All
Designated Offices	Some or All	Some	All
Subsequent Designations	✓	✓	✗
Fees	177 CHF	Free of charge	Free of charge

REQUEST FOR THE RECORDING OF A CHANGE IN NAME AND/OR ADDRESS OF THE HOLDER (INCLUDING UPDATE OF THE LEGAL NATURE OF THE HOLDER)

OFFICIAL FORM [MM9](#) – EXPLANATORY NOTES

INTRODUCTION

Use the form MM9 to request the recording of a change in the name or address of the holder, or both, for an international registration.

A single MM9 form can be used for multiple international registrations, provided they are all recorded in the name of the same person or legal entity and at the same address.

A change in the name of the holder implies that the same person or legal entity continues to be the holder of the international registration. A holder would need to determine whether or not it would be legally appropriate to request the mere recording of a change in name.

A holder may request that its legal nature be updated in the International Register as part of the recording of a change in its name or address in form MM9. This request must be indicated in the continuation sheet of the form.

However, a request to update only the legal nature presented in form MM9, without an actual change in the name or address of the holder, cannot be processed¹⁰.

To record a change in ownership, meaning a transfer from one person or legal entity to another person or legal entity, use form MM5.

Form MM9 can be sent directly to the International Bureau, by regular post to the address indicated in Part I, or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form may also be presented through the Office of the Contracting Party of the holder. In this case, consult the Office on how the form should be submitted: on paper or via e-mail or other electronic means.

How to fill in form MM9

Item 1: International registration number(s)

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

Item 2: Name of the holder

Indicate the holder's name exactly as recorded in the International Register.

¹⁰ To remedy this situation, the Working Group on the Legal Development of the Madrid System has recommended amendments to the legal framework that will introduce this new recording with effect from July 2017. These amendments await adoption by the Assembly of the Madrid Union.

*Item 3: Change in name and/or address of the holder**New name: natural persons*

Check the first box to record a change in the holder's name and indicate the new name as follows: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used.

New name: legal entities

Legal entities should indicate their full official designation. If the holder's name is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. For a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

If there are multiple recorded holders, indicate clearly which name is affected by the change.

A holder may request that its legal nature be updated in the International Register as part of the recording of a change in its name or address in form MM9. This request must be indicated in the continuation sheet of the form.

However, a request to update only the legal nature presented in form MM9, without an actual change in the name or address of the holder, cannot be processed¹¹.

New address of the holder

Check the second box to record a change in the holder's address. To record a change in address, indicate the new address in a form that will ensure prompt postal delivery. If there are multiple recorded holders, indicate clearly which address is affected by the change.

Note that if there are multiple holders with different addresses and no representative or address for correspondence is indicated, all communications will be sent to the address of the holder named first in the registration certificate.

Item 4: New contact details (optional)

When requesting the recording of a change in the name and/or address, you can also use form MM9 request that the International Bureau update your contact information.

New telephone or facsimile numbers

Telephone and facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland.

¹¹ To remedy this situation, the Working Group on the Legal Development of the Madrid System has recommended amendments to the legal framework that will introduce this new recording with effect from July 2017. These amendments need to be adopted by the Assembly of the Madrid Union.

New e-mail address

You may opt to receive electronic communications from WIPO by providing a valid e-mail address; if you select this option, you will no longer receive paper communications by regular mail. You will also have access to the [Madrid Portfolio Manager \(MPM\)](#), an online tool that allows holders to view their international registration(s) and other requests, by using your e-mail address in connection with a WIPO User Account.

NOTE: When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

New address for correspondence

An address for correspondence is the address where the applicant or holder wishes to receive mail from the International Bureau (e.g., a P.O. Box or the company's legal department). This address may be different from the address of the applicant, holder or representative. Where the applicant provides an address for correspondence, WIPO will send communications to this address. If the applicant has appointed a representative, WIPO will send communications to the address of the representative.

Note: When requesting the recording of a change in name or address using form MM9, you must confirm the applicable address for correspondence. Otherwise WIPO will automatically send communications to the new address.

New contact details only

To change or update your contact details (and not your address for correspondence), form MM9 is not required. Instead, the change can be requested, **free of charge**, by sending a notice/letter to the International Bureau, signed by the holder or his recorded representative.

The communication should be sent to:

e-mail: intreg@wipo.int
indicating "Request to change contact details" in the subject line

post: Madrid Registry
World Intellectual Property Organization
34, Chemin des Colombettes
1211 Geneva 20, Switzerland

Note: When requesting the recording of a change in name or address using form MM9, you must confirm the applicable address for correspondence. Otherwise WIPO will send communications to your new address.

Note: To appoint a representative, fill in item 5, below, not item 4.

Item 5: Appointment of a (new) representative (if any)

To appoint a representative for the first time or appoint a new one, enter the corresponding information in item 5, or attach (a) a power of attorney or (b) form MM12 to this form MM9 .

To update the contact details of a representative already recorded in the International Register, use form MM10.

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau can contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, any further correspondence from the International Bureau relating to this/these international registration(s) will be sent electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Remember to sign the form, otherwise the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder.

Item 6: Signature by the holder and/or his representative

Form MM9 may be signed by the holder or representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder's name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If the representative signs the form, indicate the name of the representative as recorded in the International Register or indicated in the appointment of the representative in item 5, or as attached to this form MM9 (see item 5, above).

*Item 7: Office of the Contracting Party of the holder presenting the request
(where this request is presented by or through an Office)*

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will enter the relevant information.

Fee calculation sheet

The recording of a change in the name/address of the holder is subject to a fee of 150 Swiss francs per form, payable to the International Bureau. Note that one form may cover multiple international registrations.

(a) **Instructions to debit from a current account:** To debit the fees from a WIPO Current Account with the International Bureau, check this box.

The account holder, the account number and the party giving the instructions should be indicated. There is no need to calculate and indicate the amount of fees to be debited.

(b) **Amount of fees:** When the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

Information on the amount of fees payable can be found in WIPO's "[Schedule of Fees](#)" and "[Individual Fees under the Madrid Protocol](#)" documents.

Do not forget to indicate the grand total (in Swiss francs).

(c) **Method of payment:** Identify the party effecting the payment, check the corresponding box and provide the required information.

REQUEST FOR THE RECORDING OF A CHANGE IN NAME AND/OR ADDRESS OF THE REPRESENTATIVE*OFFICIAL FORM [MM10](#) – EXPLANATORY NOTES*

INTRODUCTION

Use form MM10 to request the recording of a change in the name and/or address of a representative.

A single MM10 form can be used to request such recording for multiple international registrations, provided that the representative is recorded in the International Register for all applicable registrations, and that the international registrations are specified.

To request the recording of a new representative, use form MM12 instead.

Form MM10 can be sent directly to the International Bureau, by regular post to the address indicated in Part I, or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form may be presented through the Office of the Contracting Party of the holder. In this case, consult the Office on how the form should be submitted: on paper or by e-mail or other electronic means.

[How to fill in form MM10](#)*Item 1: International registration number(s)*

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

Item 2: Name of the representative

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

Item 3: Change in name and/or address of the representative

Indicate only the contact details that have changed, otherwise leave this item blank.

New name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. If the representative is a legal entity, the transliteration may be replaced by a translation into the language of the international registration.

New address: Provide the address in a form that will ensure prompt postal delivery.

New telephone or facsimile numbers and e-mail address: They should be those of the person that the International Bureau should contact if it needs to get in touch with the representative. New telephone and facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international registration(s) will be sent only electronically; therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Item 4: Signature by the holder and/or his representative

Form MM10 may be signed by the holder or representative. The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Holder: Indicate the holder's name as recorded in the International Register. Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

Sign the form.

Representative: If the representative signs the form, indicate the name of the representative as recorded in the International Register or indicated in item 3.

*Item 5: Office of the Contracting Party of the holder presenting the request
(where this request is presented through an Office)*

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will enter the relevant information.

RENEWAL OF THE INTERNATIONAL REGISTRATION

OFFICIAL FORM [MM11](#) – EXPLANATORY NOTES

INTRODUCTION

Optional form MM11 can be used to send instructions for the renewal of an international registration to the International Bureau.

However, the simplest way to renew an international registration is to use the [Madrid E-Renewal Service](#). The service calculates the renewal fees based on the goods and services protected in a designated Contracting Party, following the recording of a final decision. Even when a Contracting Party has totally refused to protect the mark, the international registration can nevertheless be renewed using this service. In this case, the service will calculate the fee taking into account all the goods and services.

The advantages of using the Madrid E-Renewal Service, instead of a paper form, are the following:

- the service indicates the Contracting Parties for which the registration may be renewed;
- it also indicates the Contracting Parties where the mark has been totally refused, either in a provisional refusal or a final decision;
- users may choose the Contracting Parties for which they want to renew the international registration;
- the service automatically calculates the amounts due that can be charged to a credit card or debited to a WIPO Current Account;
- users receive immediate payment confirmation, online and by e-mail; and,
- as of the following working day, users can monitor the status of the request online by using the [Madrid Real-Time Status](#) service.

The Madrid E-Renewal Service can also be used to renew an international registration during the six-month grace period following the expiry of the protection period. The service will automatically add a late renewal surcharge of 50 per cent of the renewal basic fee (326.50 Swiss francs). Please, note that other surcharges may apply with respect to certain designated Contracting Parties.

Renewal within the grace period will be effective on the date the term of protection expires, regardless of the actual date on which the renewal fees are paid. It is not possible to renew an international registration after the expiry of the six-month grace period.

Please note that, when wishing to renew an international registration for all goods and services with respect to a designated Contracting Party where the mark has been partially refused after the recording of a final decision, users must deliver their renewal instructions to the International Bureau by sending form MM11.

Moreover, the use of form MM11 is also recommended when users wish to send special instructions for the processing of a renewal after the recording of a cancellation, limitation or other change.

Note that a separate MM11 form is required for renewal of each international registration.

Form MM11 must be sent directly to the International Bureau by regular post (paper) to the address indicated in Part I of this handbook, or by sending a PDF version by e-mail to intreg.mail@wipo.int.

How to fill in form MM11

Item 1: International registration number

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

There can only be one international registration number per MM11 form.

Item 2: Name of the holder

Indicate the holder's name, exactly as recorded in the International Register.

Item 3: Contracting Parties for which renewal is requested

Indicate **all** the Contracting Parties for which the international registration is to be renewed by checking the corresponding boxes. The International Bureau will calculate the amounts due according to the default rules set forth in the Common Regulations.

If you do not have any further instructions, you do not need to use item 4 of form MM11.

Item 4: Renewal for all goods and services, notwithstanding the recording of a decision on partial protection under Rule 18ter

Do not fill in this item when wishing to renew the international registration according to the default rules set forth in the Common Regulations.

Only use this item to give instructions to renew the international registration for all the goods and services with respect to a Contracting Party where the mark has been only partially protected following the recording of a final decision under Rule 18ter.

Please note that, when providing these instructions to the International Bureau (by checking the corresponding boxes in item 4), the amount due for renewal in the indicated Contracting Parties might increase accordingly.

Item 5: Signature

The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

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

Sign the form.

Fee calculation sheet

The fees to be paid for the renewal of an international registration consist of:

- a basic fee (653 Swiss francs);
- a supplementary fee (100 Swiss francs for each class of goods and services beyond three classes);
- complementary fees (100 Swiss francs per designated Contracting Party) or individual fees, which depend on the designated Contracting Parties.

(a) **Instructions to debit from a current account:** To debit the fees from a WIPO Current Account with the International Bureau, check this box.

The account holder, the account number and the party giving the instructions should be indicated. There is no need to calculate and indicate the amount of fees to be debited.

(b) **Amount of fees:** When the payment has already been made to the WIPO bank account (worldwide) or postal account (Europe only), the relevant information should be entered here.

To calculate and indicate the amount of fees due, use WIPO's [Fee Calculator](#) online tool and select "Renewal" in the "Type" list. Information on the fees to be paid can be found in WIPO's "[Schedule of Fees](#)" and "[Individual Fees under the Madrid Protocol](#)" documents.

When paying the renewal fees within the grace period, do not forget to add the applicable surcharges. If calculating the renewal fee using the Fee Calculator, do not forget to check the option corresponding to renewal within the grace period.

Do not forget to indicate the grand total (in Swiss francs).

(c) **Method of payment:** Identify the party making the payment, check the box corresponding to the chosen payment method, and provide the required information.

APPOINTMENT OF A REPRESENTATIVE

OFFICIAL FORM [MM12](#) – EXPLANATORY NOTES

INTRODUCTION

To appoint a person or company to be a holder's representative before the International Bureau for one or more international applications or registrations, use the optional form MM12, provide a power of attorney, or appoint a representative using one of the official forms such as form MM4 (subsequent designation), MM5 (change in ownership) or MM6 (limitation).

As far as the international procedure is concerned, the representative does not have to be domiciled in a member State of the Madrid System.

To appoint a representative before a specific designated Contracting Party, contact the Office of that Contracting Party for information on any specific requirements it may have.

A single MM12 form can be used to request the appointment of a representative for multiple international applications or registrations, provided that all applications and registrations are in the name of the same holder.

To update the contact details of a representative already recorded in the International Register, use form MM10.

Form MM12 may be sent directly to the International Bureau by the holder or his appointed representative, by regular post to the address indicated in Part I, or by sending a PDF version by e-mail to intreg.mail@wipo.int. The form can also be presented through an Office (Office of the Contracting Party of the holder). In this case, consult the Office on how the form should be submitted: on paper or via e-mail or other electronic means.

[How to fill in form MM12](#)

Item 1: Name of the applicant and/or holder

Indicate the holder's name exactly as in the international application(s) or as recorded in the International Register.

Item 2: International application(s)' reference(s) and/or international registration number(s)

For international applications for which a registration number is not yet available, provide the following information: the mark, the Office of origin of the basic mark, the basic mark application/registration number(s) and date(s), and the filing date of the international application before the Office of origin.

For international registrations, indicate the full registration number(s), for example 123456 or 123456A.

Item 3: Representative

Name: Natural persons should indicate their family (or last) name and given (or first) name in the order in which they are customarily used. Legal entities should indicate their full official designation.

If the name of the representative is in non-Latin characters, it should be transliterated into Latin characters, following the phonetics of the language of the international registration. Legal entities should replace the transliteration with a translation into the language of the international registration.

Address: Provide the address in a form that will ensure prompt postal delivery.

Telephone or facsimile numbers and an e-mail address may be provided, so that the International Bureau may contact the representative. Telephone or facsimile numbers should include country and city codes, for example +41 22 338 8686 in Switzerland. The full e-mail address should be provided, such as, intreg.mail@wipo.int.

When an e-mail address is provided, all further correspondence from the International Bureau relating to this/these international application(s) and its/their resulting international registration(s) and/or this/these international registration(s) will be sent electronically; and, therefore, you will no longer receive any paper correspondence. Likewise, any further correspondence from the International Bureau relating to other international applications or international registrations for which the same e-mail address has been, or will be, provided will also be sent only electronically. Please note that, for the purpose of electronic communication, there can only be one e-mail address recorded for each international registration.

Item 4: Signature by the applicant and/or holder

The signature should be handwritten, printed or stamped. It may also be replaced by affixing a seal to the form.

Indicate the applicant's name exactly as provided in the international application(s) or the holder's name exactly as recorded in the International Register.

An abbreviation or initials of legal entities should indicate their name as recorded in the International Register (but not the name of the person signing).

Remember to sign this item. Otherwise, the representative will not be recorded and all communications from the International Bureau will be sent directly to the holder of the international registration.

Item 5: Office of the contracting party of the applicant and/or holder presenting the request (where this request is presented through an office)

This space should be left blank. If the form is presented through an Office (the Office of the Contracting Party of the holder), the Office will enter the relevant information.