

Regulations Under the Vienna Agreement for the Protection of Type Faces and their International Deposit

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1.1 "Agreement"

In these Regulations, the word "Agreement" means the Vienna Agreement for the Protection of Type Faces and their International Deposit.

1.2 "Article"

In these Regulations, the word "Article" refers to the specified Article of the Agreement.

1.3 "Bulletin"

In these Regulations, the word "Bulletin" means the *International Bulletin of Type Faces* / *Bulletin international des caractères typographiques*.

1.4 "Table of Fees"

In these Regulations, the words "Table of Fees" mean the Table of Fees annexed hereto.

Rules Concerning Chapter II of the Agreement**Rule 2****Representation Before the International Bureau**2.1 *Number of Duly Appointed Representatives*

(a) The applicant and the owner of the international deposit may appoint only one representative.

(b) Where several natural persons or legal entities have been indicated as representatives by the applicant or the owner of the international deposit, the natural person or legal entity first mentioned in the document in which they are indicated shall be regarded as the only duly appointed representative.

(c) Where the representative is a partnership or firm composed of attorneys or patent or trademark agents, it shall be regarded as one representative.

2.2 *Form of Appointment*

(a) A representative shall be regarded as a "duly appointed representative" if his appointment complies with the prescriptions of paragraphs (b) to (e).

(b) The appointment of any representative shall require:

(i) that his name appear as that of a representative in the instrument of international deposit and that such document bear the signature of the applicant, or

(ii) that a separate power of attorney (i. e., a document appointing the representative), signed by the applicant or the owner of the international deposit, be filed with the International Bureau.

(c) Where there are several applicants or owners of the international deposit, the document containing or constituting the appointment of their common representative shall be signed by all of them.

(d) Any document containing or constituting the appointment of a representative shall indicate his name and his address. Where the representative is a natural person, his name shall be indicated by his family name and given name(s), the family name being indicated before the given name(s). Where the representative is a legal entity or a partnership or firm of attorneys or patent or trademark agents, "name" shall mean the complete name of the legal entity or partnership or firm. The address of the representative shall be indicated in the same manner as that provided for in respect of the applicant in Rule 5.2(c).

(e) The document containing or constituting the appointment shall contain no words which, contrary to Article 25(2), would limit the powers of the representative to certain matters or exclude certain matters from the powers of the representative or limit such powers in time.

(f) Where the appointment does not comply with the requirements referred to in paragraphs (b) to (e), it shall be treated by the International Bureau as if it had not been made, and the applicant or the owner of the international deposit as well as the natural person, the legal entity, the partnership or firm which was indicated as the representative in the purported appointment shall be informed of this fact by the International Bureau.

(g) The Administrative Instructions shall provide recommended wording for the appointment.

2.3 *Revocation or Renunciation of Appointment*

(a) The appointment of any representative may be revoked at any time by the natural person who, or legal entity which, has appointed that representative. The revocation shall be effective even if only one of the natural persons who, or legal entities which, have appointed the representative revokes the appointment.

(b) Revocation shall require a written document signed by the natural person or the legal entity referred to in paragraph (a).

(c) The appointment of a representative as provided in Rule 2.2 shall be regarded as the revocation of any earlier appointment of any other representative. The appointment shall preferably indicate the name of the other earlier appointed representative.

(d) Any representative may renounce his appointment by means of a notification signed by him and addressed to the International Bureau.

2.4 *General Powers of Attorney*

The appointment of a representative in a separate power of attorney (i. e., a document appointing the representative) may be general in the sense that it relates to more than one instrument of international deposit and more than one international deposit in respect of the same natural person or legal entity. The identification of such instruments of international deposit and such international deposits, as well as other details in respect of such general power of attorney and of its revocation or renunciation, shall be provided in the Administrative Instructions. The Administrative Instructions may provide for a fee payable in connection with the filing of general powers of attorney.

2.5 *Substitute Representative*

(a) The appointment of the representative referred to in Rule 2.2(b) may indicate also one or more natural persons as substitute representatives.

(b) For the purposes of the second sentence of Article 25(2), substitute representatives shall be considered as representatives.

(c) The appointment of any substitute representative may be revoked at any time by the natural person who, or legal entity which, has appointed the representative or by the representative. Revocation shall require a written document signed by the said natural person, legal entity or representative. It shall be effective, as far as the International Bureau is concerned, as from the date of receipt of the said document by that Bureau.

2.6 Recording, Notification and Publication

Each appointment of a representative or of a substitute representative, its revocation and its renunciation, shall be recorded, notified to the applicant or owner of the international deposit, published and notified to the competent Offices of the Contracting States.

Rule 3

The International Register

3.1 Contents of the International Register; Keeping of the International Register

(a) The International Register shall contain, in respect of each international deposit recorded therein:

- (i) all the indications that must or may be furnished under the Agreement or these Regulations, and that have in fact been furnished, to the International Bureau, and, where relevant, the date on which such indications were received by that Bureau;
- (ii) the representation of the deposited type faces;
- (iii) the number and the date of the international deposit and the numbers, if any, and the dates of all recordings relating to that deposit;
- (iv) the amount of all fees received and the date or dates on which they were received by the International Bureau;
- (v) any other indication whose recording is provided for by the Agreement or these Regulations.

(b) The Administrative Instructions shall regulate the establishment of the International Register, and, subject to the Agreement and these Regulations, shall specify the form in which it shall be kept and the procedure which the International Bureau shall follow for making recordings therein and for preserving it from loss or other damage.

Rule 4

Applicants; Owners of International Deposits

4.1 Several Applicants; Several Owners of the International Deposit

(a) If there are several applicants, they shall have the right to effect an international deposit only if all of them are residents or nationals of Contracting States.

(b) If there are several owners of an international deposit, they shall have the right to own such a deposit only if all of them are residents or nationals of Contracting States.

Rule 5

Mandatory Contents of the Instrument of International Deposit

5.1 Declaration that the International Deposit is Effected Under the Agreement

(a) The declaration referred to in Article 14(1)(i) shall be worded as follows:

"The undersigned requests that the deposit of the type faces of which a representation is enclosed herewith be recorded in the International Register established under the Vienna Agreement for the Protection of Type Faces and their International Deposit."

(b) The declaration may, however, be worded differently if it has the same effect.

5.2 Indications Concerning the Applicant

(a) The applicant's identity shall be indicated by his name. If the applicant is a natural person, his name shall be indicated by his family name and given name(s), the family name being indicated before the

given name(s). If the applicant is a legal entity, its name shall be indicated by the full, official designation of the said entity.

(b) The applicant's residence and nationality shall be indicated by the name(s) of the State(s) of which he is a resident and of which he is a national.

(c) The applicant's address shall be indicated in such a way as to satisfy the customary requirements for prompt postal delivery at the indicated address and shall, in any case, consist of all the relevant administrative units up to, and including, the house number, if any. Any telegraphic and teletype address and telephone number that the applicant may have should preferably be indicated. For each applicant, only one address shall be indicated; if several addresses are indicated, only the one first mentioned in the instrument of international deposit shall be considered.

(d) Where the applicant bases his right to effect international deposits on the fact that he has a real and effective industrial or commercial establishment in a Contracting State, he shall mention that fact and specify the State in question.

5.3 Name of the Creator of the Type Faces

The creator of the type faces should be indicated by name. His name shall comprise the family name and given name(s), the family name being indicated before the given name(s).

5.4 Indications Concerning the Type Faces

The instrument of international deposit shall indicate the number of sheets bearing representations of the type faces which are the subject of the deposit.

5.5 Indications Concerning Fees

The instrument of international deposit shall indicate the amount paid and contain the other indications prescribed by Rule 22.5.

5.6 International Deposit Effected Through the Intermediary of the Competent Office of a Contracting State

The indication referred to in Article 12(2)(b) shall be worded as follows:

"The ... (1) certifies that the present international deposit was received by it on ... (2)."

(1) Indicate the name of the competent Office. (2) Indicate the date.

Rule 6

Optional Contents of the Instrument of International Deposit

6.1 Naming of a Representative

The instrument of international deposit may indicate a representative.

6.2 Claiming of Priority

(a) The declaration referred to in Article 14(2)(i) shall consist of a statement to the effect that the priority of an earlier deposit is claimed and shall indicate:

- (i) where the earlier deposit is not an international deposit, the State in which such earlier deposit was effected;
- (ii) where the earlier deposit is not an international deposit, the nature of that deposit (type face deposit or industrial design deposit);
- (iii) the date of the earlier deposit;
- (iv) the number of the earlier deposit.

(b) If the declaration does not contain the indications referred to in paragraph (a)(i) to (iii), the International Bureau shall treat the declaration as if it had not been made.

(c) If the earlier deposit number referred to in paragraph (a)(iv) is not indicated in the declaration but is furnished by the applicant or the owner of the international deposit to the International Bureau prior to the expiration of the tenth month from the date of the earlier deposit, it shall be considered to have been included in the declaration and shall be published by the International Bureau.

(d) If the date of the earlier deposit as indicated in the declaration precedes the date of the international deposit by more than six months,

the International Bureau shall treat the declaration as if it had not been made.

(e) If the declaration referred to in Article 14(2)(i) claims the priority of more than one earlier deposit, the provisions of paragraphs (a) to (d) shall apply to each of them.

6.3 Denomination of the Type Faces

Where a denomination relates only to a part of the type faces, the instrument of international deposit shall clearly indicate those to which it does relate. The same shall apply where more than one denomination is indicated.

Rule 7

Language of the Instrument of International Deposit, Recordings, Notifications and Correspondence

7.1 Language of the Instrument of International Deposit

(a) The instrument of international deposit shall be in the English or in the French language.

(b) The Administrative Instructions may provide that the headings of the model form referred to in Rule 8.1 shall also be in languages other than English and French.

7.2 Language of Recordings, Notifications and Correspondence

(a) Recordings and notifications by the International Bureau shall be in the same language as that of the instrument of international deposit.

(b) Correspondence between the International Bureau and the applicant or the owner of the international deposit shall be in the same language as that of the instrument of international deposit.

(c) Letters or other written communications from the competent Offices of Contracting States to the International Bureau shall be in the English or in the French language.

(d) Letters from the International Bureau to any competent Office of a Contracting State shall be in English or French according to the wish of that Office; any matter in such letters quoted from the International Register shall be in the language in which such matter appears in that Register.

(e) Where the International Bureau is under the obligation to forward to the applicant or the owner of the international deposit any of the communications referred to in paragraph (c), it shall forward them in the language in which it received them.

Rule 8

Form of the Instrument of International Deposit

8.1 Model Form

(a) The instrument of international deposit shall be established in accordance with the model form issued by the International Bureau. Printed copies of the model form shall be furnished free of charge, on request, by the International Bureau.

(b) The form shall be filled in preferably by typewriter and shall be easily legible.

8.2 Copies; Signature

(a) The instrument of international deposit shall be filed in one copy.

(b) The instrument of international deposit shall be signed by the applicant.

8.3 No Additional Matter

(a) The instrument of international deposit shall not contain any matter and shall not be accompanied by any document other than those prescribed or permitted by the Agreement and these Regulations.

(b) If the instrument of international deposit contains matter other than matter so prescribed or permitted, the International Bureau shall delete it ex officio; and if it is accompanied by any document other than those prescribed or permitted, the International Bureau shall treat it as if it had not been transmitted to it and shall return the said document to the applicant.

Rule 9

Representation of Type Faces

9.1 Form of Representation

(a) Type faces which are the subject of an international deposit shall be represented on one side only of one or more sheets of paper of A4 size (29.7 cm × 21 cm.), separate from the instrument of international deposit. A margin shall be left of at least 1.5 cm. from all four edges of each sheet.

(b) Letters and signs shall be presented in such a way that the tallest letter or sign within a set shall be not less than 10 mm., and they shall be separated from one another by their normal inter-letter spacing.

(c) The representation of the type faces shall also include a text of not less than three lines composed with the characters which are the subject of the international deposit. The text need not necessarily be in English or French or in the minimum dimensions required under paragraph (b).

(d) The representation of the type faces shall be of a quality admitting of direct reproduction by photography and printing processes.

9.2 Other Indications

The sheet bearing the representation of the type faces shall also bear the name of the applicant and his signature. If there are several sheets, each shall contain the same indications and each shall be numbered.

Rule 10

Fees Payable with the International Deposit

10.1 Kinds and Amounts of Fees

(a) The fees payable with the international deposit shall be:

- (i) a deposit fee;
- (ii) a publication fee.

(b) The amount of each of those fees is indicated in the Table of Fees.

Rule 11

Defects in the International Deposit

11.1 Notification of Declining of International Deposit and Reimbursement of Publication Fee

Where, under Article 15(2)(c), the International Bureau declines the international deposit, it shall notify the applicant, stating the grounds for declining, and shall reimburse to him the publication fee which has been paid.

11.2 Defects Peculiar to an International Deposit Effected Through the Intermediary of the Competent Office of a Contracting State

Where the instrument of international deposit presented through the intermediary of the competent Office of a Contracting State under Article 12(2):

- (i) does not indicate that the applicant is a resident of the State through the intermediary of whose Office the international deposit was effected, or
- (ii) does not contain a statement by the said Office indicating the date on which that Office received the said deposit, or
- (iii) contains the said statement indicating a date which precedes by more than one month the date on which the International Bureau received the international deposit,

the international deposit shall be treated as if it had been effected direct with the International Bureau on the date it reached the Bureau. The International Bureau shall inform accordingly the Office through the intermediary of which the international deposit was effected.

Rule 12

Procedure Where Avoiding Certain Effects of Declining Is Sought

12.1 Information Available to Competent Offices of Contracting States

At the request of the applicant or of the interested competent Office, the International Bureau shall send to that Office a copy of the file of the

declined international deposit, together with a memorandum setting out the grounds for and the various steps leading to the declining of the said application.

Rule 13

International Deposit Certificate

13.1 *International Deposit Certificate*

Once the International Bureau has recorded the international deposit, it shall issue to the owner thereof an international deposit certificate, the contents of which are provided for in the Administrative Instructions.

Rule 14

Publication of International Deposits

14.1 *Contents of Publication of the International Deposit*

The publication of any international deposit shall contain:

- (i) the name and address of the applicant and, if he bases his right to effect international deposits on the fact that he is a resident or national of, or has a real and effective industrial or commercial establishment in, a State other than that in which he has his address, the name of the State of which he is a resident or national or in which he has a real and effective industrial or commercial establishment;
- (ii) the name of the creator of the type faces or an indication that the creator has renounced being mentioned as such;
- (iii) the representation of the type faces, including the text referred to in Rule 9.1(c), in the same presentation and dimensions as those in which they were deposited;
- (iv) the date of the international deposit;
- (v) the number of the international deposit;
- (vi) where priority is claimed, the indications listed in Rule 6.2(a);
- (vii) where a representative is appointed, the name and address of that representative;
- (viii) where a denomination is indicated for the type faces, that denomination.

Rule 15

Notification of International Deposits

15.1 *Form of Notification*

The notification referred to in Article 17 shall be effected separately for each competent Office and shall consist of separate reprints of the publication by the International Bureau of each international deposit.

15.2 *Time of Notification*

The notification shall be effected on the same date as that of the issue of the Bulletin in which the international deposit is published.

Rule 16

Changes in Ownership

16.1 *Request for Recording of Change in Ownership*

(a) The request for recording referred to in Article 20(1) shall indicate its purpose and contain:

- (i) the name of the owner of the international deposit (hereinafter referred to as "the earlier owner") who appears as such in the International Register;
- (ii) the name, residence, nationality and address of the new owner of the international deposit (hereinafter referred to as "the new owner"), in the manner provided for indications to be furnished in respect of the applicant under Rule 5.2;
- (iii) the number of the international deposit;
- (iv) where the change in ownership relates to fewer than all the Contracting States referred to in Article 18(1), identification of those States to which it relates.

(b) The request shall be signed by the earlier owner or, if his signature cannot be obtained, by the new owner, provided that if it is signed by the new owner the request shall be accompanied by an attestation by the

competent Office of the Contracting State of which the earlier owner, at the time of the change of ownership, was a national or, if at that time the earlier owner was not a national of a Contracting State, by the competent Office of the Contracting State of which, at the said time, the earlier owner was a resident. The competent Office shall attest that, according to evidence produced before it, the new owner appears to be the successor in title of the earlier owner to the extent described in the request and the conditions prescribed in the preceding sentence are fulfilled. The attestation shall be dated and shall bear the stamp or seal of the competent Office and the signature of an official thereof. The attestation shall be given for the sole purpose of allowing the change of ownership to be recorded in the International Register.

(c) The amount of the fee referred to in Article 20(4) is indicated in the Table of Fees.

16.2 *Recording, Notification and Publication; Declining of Request for Recording*

(a) Where, according to the indications furnished in the request for recording of the change in ownership, the new owner is a person entitled to own international deposits and the request complies with the other prescribed requirements, the International Bureau shall record the change in ownership in respect of all the Contracting States or those specified in the request, as the case may be. Such recording shall contain the indications referred to in Rule 16.1(a)(ii) and (iv) and shall mention the date on which it was effected.

(b) The International Bureau shall notify the recording of the change in ownership to the earlier and to the new owners.

(c) The publication and the notification referred to in Article 20(5) shall contain the indications referred to in Rule 16.1(a) and the date of the recording.

(d) Where, according to the indications furnished in the request for recording of the change in ownership, the new owner is a person not entitled to own international deposits, or where the request does not comply with the other prescribed requirements, the International Bureau shall decline it and notify the person who has signed the request, stating the grounds for declining.

Rule 17

Withdrawal and Renunciation of International Deposits

17.1 *Withdrawal of the International Deposit*

Any withdrawal of an international deposit shall be treated as such by the International Bureau if the declaration of withdrawal reaches it before preparations for publication have been completed. If the said declaration reaches the International Bureau later, it shall be treated as a renunciation of the international deposit.

17.2 *Procedure*

(a) Withdrawals and renunciations shall be effected by means of a written declaration addressed to the International Bureau and signed by the applicant or the owner of the international deposit, as the case may be.

(b) If withdrawal or renunciation is only partial, the States or type faces to which it relates shall be clearly indicated, failing which it shall not be taken into consideration.

(c) The International Bureau shall acknowledge receipt of the declaration of withdrawal. If withdrawal is total, the International Bureau shall reimburse to the applicant the publication fee which has been paid.

(d) The International Bureau shall record the renunciation, notify the said recording to the owner of the international deposit, publish such renunciation and notify it to the competent Offices of the Contracting States.

Rule 18

Other Amendments to International Deposits

18.1 *Permissible Amendments*

The owner of the international deposit may amend the mandatory and optional indications appearing in the instrument of international deposit in accordance with Rules 5.2, 5.3, 6.1 and 6.3.

18.2 Procedure

(a) Any amendment referred to in Rule 18.1 shall be effected by means of a written communication addressed to the International Bureau and signed by the owner of the international deposit.

(b) The fees referred to in Article 22(3) are indicated in the Table of Fees.

(c) The International Bureau shall record the amendment, notify the said recording to the owner of the international deposit, publish such amendment and notify it to the competent Offices of the Contracting States.

Rule 19

Renewal of International Deposits

19.1 Reminder by the International Bureau

The International Bureau shall send a letter to the owner of the international deposit before the expiration of the term, initial or renewal, which is in effect, reminding him that such term is about to expire. Further details concerning the contents of the reminder shall be provided in the Administrative Instructions. The reminder shall be sent at least six months prior to the expiration date. Failure to send or receive the reminder, or the fact of sending or receiving it outside the said period, or any error in the reminder, shall not affect the expiration date.

19.2 Demand for Renewal

The demand for renewal referred to in Article 23(4) shall preferably be made on a printed form furnished free of charge by the International Bureau together with the reminder referred to in Rule 19.1. The demand shall, in any case, indicate its purpose and contain:

- (i) the name and address of the owner of the international deposit;
- (ii) the number of the international deposit.

19.3 Time Limits; Fees

(a) Subject to paragraph (b), the demand for renewal and the fees referred to in Article 23(4) must reach the International Bureau not later than six months after the expiration of the term of protection.

(b) If the demand for renewal or the fees due reach the International Bureau after the expiration of the term of protection, renewal shall be subject to the payment of a surcharge, which must be paid within the time limit fixed in paragraph (a).

(c) Where, within the time limit fixed in paragraph (a), the International Bureau receives:

- (i) a demand for renewal which does not conform to the requirements of Rule 19.2, or
- (ii) a demand for renewal but no payment or insufficient payment to cover the fees due, or
- (iii) money which appears to be intended to cover fees connected with renewal but no demand for renewal,

it shall promptly invite the owner of the international deposit to present a correct demand, to pay or complete the fees due, or to present a demand, as the case may be. The invitation shall indicate the applicable time limits.

(d) Failure to send or receive the invitation referred to in paragraph (c), or any delay in dispatching or receiving such invitation, or any errors in the invitation, shall not prolong the time limits fixed in paragraphs (a) and (b).

(e) The amounts of the fees prescribed under this Rule are indicated in the Table of Fees.

19.4 Recording, Notification and Publication of the Renewal

Where the demand is presented and the fees are paid as prescribed, the International Bureau shall record the renewal, notify the said recording to the owner of the international deposit, publish the indications referred to in Rule 19.2 together with an indication of the date on which the renewal expires, and notify the competent Offices of the Contracting States of the said indications and the said date.

19.5 Declining the Demand

(a) Where the time limit fixed in Rule 19.3(a) is not respected or where the demand does not conform to the requirements of Rule 19.2 or

the fees due are not paid as prescribed, the International Bureau shall decline the demand and shall notify the owner of the international deposit, stating the grounds for declining the demand.

(b) The International Bureau shall not decline any demand before the expiration of six months after the starting date of the term of renewal.

19.6 Recording, Notification and Publication of Lack of Demand

Where, by the expiration of six months after the starting date of the term of renewal, no demand for renewal is presented to the International Bureau, the International Bureau shall record such fact, notify it to the owner of the international deposit, publish it and notify it to the competent Offices of the Contracting States.

Rule 20

Transmittal of Documents to the International Bureau

20.1 Place and Mode of Transmittal

Instruments of international deposit and their annexes, demands, notifications and any other documents intended for filing, notification or other communication to the International Bureau shall be deposited with the competent service of that Bureau during the office hours fixed in the Administrative Instructions, or mailed to that Bureau.

20.2 Date of Receipt of Documents

Any document received by the International Bureau through deposit or mail shall be considered to have been received on the day on which it is actually received by that Bureau, provided that, when it is actually received after office hours, or on a day when the Bureau is closed for business, it shall be considered to have been received on the next subsequent day on which the Bureau is open for business.

20.3 Legal Entity; Partnerships and Firms

(a) Where any document submitted to the International Bureau is required to be signed by a legal entity, the name of the legal entity shall be indicated in the place reserved for signature and shall be accompanied by the signature of the natural person or persons entitled to sign for such legal entity according to the national law of the country under whose law the legal entity was established.

(b) The provisions of paragraph (a) shall apply, *mutatis mutandis*, to partnerships or firms composed of attorneys or patent or trademark agents but which are not legal entities.

20.4 Exemption from Certification

No authentication, legalization or other certification of the signature shall be required for documents submitted to the International Bureau under the Agreement or these Regulations.

Rule 21

Calendar; Computation of Time Limits

21.1 Calendar

The International Bureau, competent Offices of Contracting States, applicants and owners of international deposits shall, for the purposes of the Agreement and these Regulations, express any date in terms of the Christian era and the Gregorian calendar.

21.2 Periods Expressed in Years, Months or Days

(a) When a period is expressed as one year or a certain number of years, computation shall start on the day following the day on which the relevant event occurred, and the period shall expire in the relevant subsequent year in the month having the same name and on the day having the same number as the month and the day on which the said event occurred, provided that if the relevant subsequent month has no day with the same number the period shall expire on the last day of that month.

(b) When a period is expressed as one month or a certain number of months, computation shall start on the day following the day on which the relevant event occurred, and the period shall expire in the relevant subsequent month on the day which has the same number as the day on which

the said event occurred, provided that if the relevant subsequent month has no day with the same number the period shall expire on the last day of that month.

(c) When a period is expressed as a certain number of days, computation shall start on the day following the day on which the relevant event occurred, and the period shall expire on the day on which the last day of the count has been reached.

21.3 Local Dates

(a) The date which is taken into consideration as the starting date of the computation of any period shall be the date which prevails in the locality at the time when the relevant event occurred.

(b) The date on which any period expires shall be the date which prevails in the locality in which the required document is filed or the required fee is paid.

21.4 Expiration on a Non-Working Day

If the expiration of any period during which any document or fee must reach the International Bureau falls on a day on which that Bureau is not open for business, or on which ordinary mail is not delivered in Geneva, the period shall expire on the next subsequent day on which neither of the said two circumstances exists.

Rule 22

Fees

22.1 Fees Due

(a) Fees due under the Agreement and these Regulations are fixed in the Table of Fees and in the Administrative Instructions.

(b) The fees payable shall be:

- (i) where they concern an international deposit, the fees in force on the date on which the international deposit is received by the International Bureau or, where the deposit has been filed through the intermediary of a competent Office of a Contracting State, the fees in force on the date on which it was received by that Office;
- (ii) where they concern a demand for renewal, the fees in force on the date which precedes by six months the starting date of the term of renewal.

22.2 Payment to the International Bureau

All fees due shall be payable to the International Bureau.

22.3 Currency

All fees due shall be payable in Swiss currency.

22.4 Deposit Accounts

(a) Any natural person or legal entity may open a deposit account with the International Bureau.

(b) The details concerning deposit accounts shall be provided in the Administrative Instructions.

22.5 Indication of the Mode of Payment

(a) Unless the payment is made in cash to the cashier of the International Bureau, the international deposit, the demand, and any other request or other document filed with the International Bureau in connection with any international deposit, subject to the payment of any fee, shall indicate:

- (i) the name and address, as provided in Rule 5.2(a) and (c), of the natural person or legal entity making the payment, unless the payment is made by a cheque attached to the document;
- (ii) the mode of payment, which may be by an authorization to debit the amount of the fee to the deposit account of such person, or by transfer to a bank account or to the postal cheque account of the International Bureau, or by cheque. The Administrative Instructions shall provide the details, in particular those governing the kind of cheques that shall be accepted in payment.

(b) Where the payment is made pursuant to an authorization to debit the amount of the fee to a deposit account, the authorization shall

specify the transaction to which it relates, unless there is a general authorization to debit to a specified deposit account any fee concerning a certain applicant, owner of an international deposit, or only appointed representative.

(c) Where the payment is made by transfer to a bank account or to the postal cheque account of the International Bureau, or by a cheque not attached to the instrument of international deposit, the demand for renewal or any other request or other document, the notification of the transfer or cheque (or paper accompanying it) shall identify the transaction to which the payment relates, in the manner to be provided for in the Administrative Instructions.

22.6 Effective Date of Payment

Any payment shall be considered to have been received by the International Bureau on the date indicated hereinbelow:

- (i) if the payment is made in cash to the cashier of the International Bureau, on the date on which such payment is made;
- (ii) if the payment is made by debiting a deposit account with the International Bureau pursuant to a general authorization to debit, on the date on which the instrument of international deposit, the demand for renewal, or any other request or other document entailing the obligation to pay fees is received by the International Bureau, or, in the case of a specific authorization to debit, on the date on which the specific authorization is received by the International Bureau;
- (iii) if the payment is made by transfer to a bank account or to the postal cheque account of the International Bureau, on the date on which such account is credited;
- (iv) if the payment is made by cheque, on the date on which the cheque is received by the International Bureau, provided that it is honored upon presentation to the bank on which the cheque is drawn.

Rule 23

The Bulletin

23.1 Contents

(a) All matters which, according to the Agreement or these Regulations, the International Bureau is obliged to publish shall be published in the Bulletin.

(b) The Administrative Instructions may provide for the inclusion of other matters in the Bulletin.

23.2 Frequency

The Bulletin shall be issued according to requirements, so that any deposit or communication requiring to be published shall be published within three months.

23.3 Languages

(a) The Bulletin shall be issued in a bilingual (English and French) edition.

(b) The Administrative Instructions shall identify those portions which require translation and those portions which do not require translation.

(c) Where matters are published in both languages, the Bulletin shall indicate which is the original language. Translations shall be prepared by the International Bureau. In case of any divergence between the original and the translation, all legal effects shall be governed by the original.

23.4 Sale

The sale prices of the Bulletin shall be fixed in the Administrative Instructions.

23.5 Copies of the Bulletin for Competent Offices of Contracting States

(a) Before July 1 of each year, the competent Office of each Contracting State shall notify the International Bureau of the number of copies of the Bulletin which it wishes to receive in the next subsequent year.

(b) The International Bureau shall make the requested number of copies available to each competent Office:

- (i) free of charge, up to the same number as the number of units corresponding to the class chosen under Article 28(4) by the Contracting State of which it is the competent Office;
- (ii) at half the sale price for copies in excess of the said number.

(c) Copies given free of charge or sold under paragraph (b) shall be for the internal use of the competent Office which has requested them.

Rule 24

Copies, Extracts and Information; Certification of Documents Issued by the International Bureau

24.1 Copies, Extracts and Information Concerning International Deposits

(a) Any person may obtain from the International Bureau, against payment of a fee whose amount shall be fixed in the Administrative Instructions, certified or uncertified copies or extracts of recordings in the International Register or of any document in the file of any international deposit. Each copy or extract shall reflect the situation of the international deposit on a specified date; such date shall be indicated in the said copy or extract.

(b) On request and against payment of a fee whose amount shall be fixed in the Administrative Instructions, any person may obtain from the International Bureau oral or written information, or information by telecopier devices, on any fact appearing in the International Register or in any document in the file of any international deposit.

(c) Notwithstanding paragraphs (a) and (b), the Administrative Instructions may waive the obligation to pay any fee where the work or the expense connected with the furnishing of a copy, extract, or information is minimal.

24.2 Certification of Documents Issued by the International Bureau

Where any document issued by the International Bureau bears the seal of that Bureau and the signature of the Director General or a person acting on his behalf, no authority of any Contracting State shall require authentication, legalization or any other certification of such document, seal or signature, by any other person or authority.

Rules Concerning Chapter III of the Agreement

Rule 25

Expenses of Delegations

25.1 Expenses Borne by Governments

The expenses of each delegation participating in any session of the Assembly and of any committee, working group or other body dealing with matters of concern to the Union shall be borne by the Government which has appointed it.

Rule 26

Absence of Quorum in the Assembly

26.1 Voting by Correspondence

(a) In the case provided for in Article 26(5)(b), the International Bureau shall communicate any decision of the Assembly, other than decisions relating to the Assembly's own procedure, to the Contracting States which were not represented when the decision was made and shall invite them to express in writing their vote or abstention within a period of three months from the date of the communication.

(b) If, at the expiration of the said period, the number of Contracting States having thus expressed their vote or abstention attains the number of Contracting States which was lacking for attaining the quorum when the decision was made, that decision shall take effect provided that at the same time the required majority still obtains.

Rule 27

Administrative Instructions

27.1 Establishment of Administrative Instructions; Matters Governed by Them

(a) The Director General shall establish Administrative Instructions. He may modify them. He shall consult the competent Offices of the Contracting States which have a direct interest in the proposed Administrative Instructions or their proposed modification.

(b) The Administrative Instructions shall deal with matters in respect of which these Regulations expressly refer to such Instructions and with details in respect of the application of these Regulations.

(c) All forms of interest to applicants and owners of international deposits shall be included in the Administrative Instructions.

27.2 Control by the Assembly

The Assembly may invite the Director General to modify any provision of the Administrative Instructions, and the Director General shall proceed accordingly.

27.3 Publication and Effective Date

(a) The Administrative Instructions and any modification thereof shall be published in the Bulletin.

(b) Each publication shall specify the date on which the published provisions become effective. The date need not be the same for all the provisions, provided that no provision may be declared effective prior to the expiration of a period of one month after the publication date of that issue of the Bulletin in which it has been published.

27.4 Conflict with the Agreement and the Regulations

In the case of conflict between any provision of the Administrative Instructions and any provision of the Agreement or of these Regulations, the latter shall prevail.

Final Clause

Rule 28

Entry Into Force

28.1 Entry Into Force of the Regulations

These Regulations shall enter into force at the same time as Chapter II of the Agreement, with the exception of Rules 25 and 26, which shall enter into force at the same time as the Agreement itself.

Annex to the Regulations

Table of Fees

The International Bureau shall collect the following fees:

	Swiss francs
I. Deposit	
1. (a) Deposit fee, up to 75 letters or signs	500
(b) Complementary fee for each additional block or part of a block of 10 letters or signs	100
2. Publication fee for each standard space unit used (26.7 × 18 cm.), being the minimum publication fee	200
II. Renewal	
1. Renewal fee	600
2. Surcharge (Rule 19.3(b))	300
III. Other Fees	
1. Fee for recording a total or partial change in ownership	100
2. Fee for recording a change in the name or address of the owner of the international deposit or in other indications concerning the owner: per deposit	100
3. Fee for recording the appointment of a representative, a change of representative, or a change in his name or address: per deposit	50
4. Fee for recording any other amendment: per deposit	50