

Madrid e-Filing User Guide for Applicants

Contents

1. Introduction.....	3
2. Accessing Madrid e-Filing.....	3
3. Madrid eFiling for Applicants.....	4
3.1 Applicant Settings	4
3.2 My Portfolio List	5
3.3 Application History and eDossier	9
4. Filing an international application.....	10
4.1 Getting started	10
4.2 Designated Contracting Parties	13
4.3 Applicant	14
4.4 Representative	16
4.5 Languages and Correspondence	17
4.6 Mark	18
4.7 Goods and Services	20
4.8 Limitation	22
4.9 Claimed Priorities	24
4.10 Seniority Claim (mm17)	26
4.11 Declaration of Intention to Use (MM18)	27
4.12 Attachments	28
4.13 Fee Calculations	29
4.14 Disclaimers	30
4.15 Validation	31
4.16 Payment	32
4.17 Summary	33
4.18 Payment reconciliation	34
5. Irregularities.....	36
5.1 Responding to an Office Correction	36
5.2 Responding to a WIPO irregularity	41
6. Registration.....	43

1. Introduction

This introductory guide is for applicants. It clearly illustrates the necessary steps required by a trademark holder or appointed representative on how to file and submit an international application (IA) request to their office of origin; how to respond to a pre-certification correction issued by their office of origin and how to respond to an irregularity issued WIPO.

2. Accessing Madrid e-Filing

Access to Madrid e-Filing is possible via WIPO's external user registration and authentication service. Creating a WIPO Account is required for users to get started. Account registration is available here - <https://www3.wipo.int/wipoaccounts/en/generic/public/register.xhtml?>

Once complete, access to Madrid e-Filing is available via two entry points:

- Pre-production environment: <https://efiling.madrid.demo.wipo.int/iwa>
- Production environment: <https://efiling.madrid.wipo.int/iwa>

Both URLs will redirect the user to the WIPO user authentication page.



Welcome to WIPO

Login with your WIPO Account to access WIPO's online IP services

Username

Password

Login

Create WIPO Account

Forgot your username? Forgot your password?

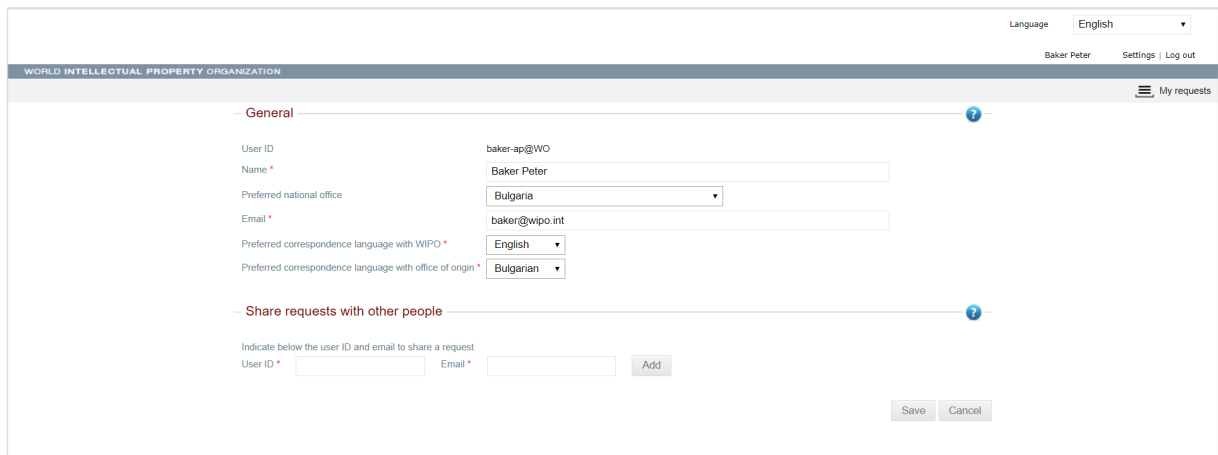
To access Madrid e-Filing, the applicant must provide the same credentials (username and password) used when creating the WIPO account, clicking the 'Sign in' button when complete. After which, the applicant is redirected to the Madrid e-Filing applicant module.

3. Madrid eFiling for Applicants

3.1 APPLICANT SETTINGS

Applicants new to Madrid e-Filing should start by navigating to the 'Settings' screen.

Note: the 'Settings' button is located in the top right-hand corner of the screen.



The screenshot shows the 'Settings' page for a user named Baker Peter. The page is titled 'WORLD INTELLECTUAL PROPERTY ORGANIZATION' and includes a language dropdown set to 'English'. The user's name 'Baker Peter' and 'Log out' link are visible in the top right. The 'General' section contains the following fields: User ID (baker-ap@WO), Name (Baker Peter), Preferred national office (Bulgaria), Email (baker@wipo.int), Preferred correspondence language with WIPO (English), and Preferred correspondence language with office of origin (Bulgarian). A 'Share requests with other people' section allows users to share requests by entering a User ID and Email, with an 'Add' button. 'Save' and 'Cancel' buttons are at the bottom right.

On this screen, a user can set their default national office and preferred language of communication with their office and WIPO. These values, including the email, populate automatically during the filing process.

For advanced users, it is also possible to share application requests with other applicant users. To do so, enter the User ID and Email of the person wished to share the application request, clicking save once complete.

Use this feature with the utmost discretion and reserve. A user can remove granted access at any time.

3.2 MY PORTFOLIO LIST

An applicant's portfolio list serves as a centralized repository displaying each international application (IA) request created. These IA requests will stay in the applicants' Madrid e-Filing account in perpetuity. It is no longer necessary to download and maintain a separate file repository in parallel to Madrid e-Filing. However, it is always possible to download a PDF copy of any IA at any time.

My portfolio of applications for international registration

Ready to start a new application for international registration? Click the "New application" button to begin

New application Show 10 applications

Number	Office	Reference	Mark text	last updated	Paid	Status	
51935/2018	AT			26.02.2021	No	Incomplete application	
045449	MD		THIS IS A SMOKE TEST FROM WIP	13.07.2020	No	Rejected by Office	
00695165	WO		HF payment	19.06.2020	Yes	Submitted to Office	
00695165	WO		COGA COLA	27.05.2020	Yes	Office examination	
045449	MD		FINAL SMOKE TEST FROM WIPO	23.03.2020	No	Rejected by Office	
1837812	CA		THIS IS A SMOKE TEST FROM WIP	23.09.2019	Yes	Archived	
51935/2018	AT			15.03.2019	Yes	Archived	
95354/3	GE	end-to-end smoke test	iTechnics	14.01.2019	Yes	Archived	


Showing 1 to 8 of 8 applications

First Previous 1 Next Last

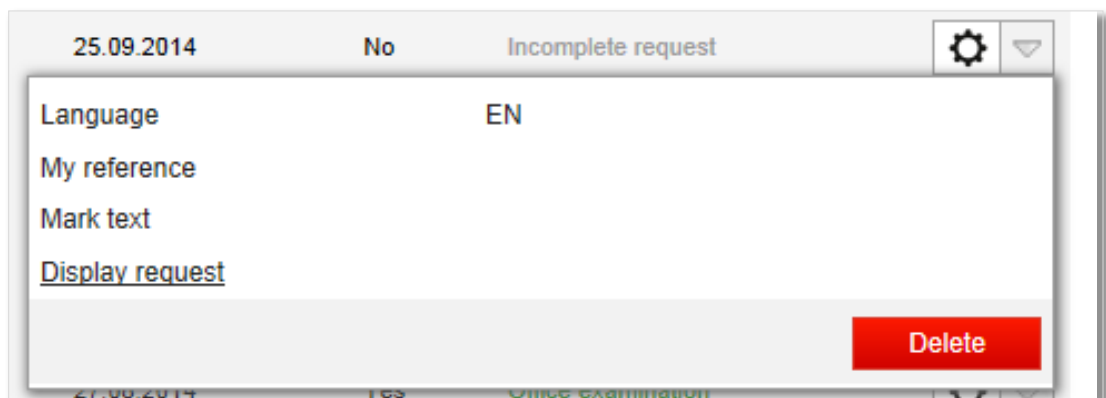
The IA request list page displays the following columns:

- **Number** – the national basic application number used as the base for the international application (IA)
- **My reference** – an optional field available for an applicant to enter a reference
- **Mark text** – displays the name of the registered national trademark
- **Updated** – date when the application was last modified or changed status
- **Paid** – shows if the application is paid or not.
- **Status** – displays the point in the filing process the IA has reached. The possible statuses are:
 - **Incomplete request** – an application that is started but not complete. The ownership of the IA request remains with the applicant.
 - **Submitted to office** – a completed application submitted to the national office for verification. The ownership of the IA request is with the originating office. An applicant has read-only access to the application
 - **Office examination** – an application that the office of origin has started verifying. The ownership of the IA request is with the originating office. An applicant has read-only access to the application
 - **Correction pending** - an application that the office of origin has partially verified, identifying irregularity issues in the process and returned to the applicant for correction. The ownership of the IA request is with the applicant. Access is limited only to the screens requiring verification/correction. The office has the ability to 'recall' the application.
 - **Rejected by Office** –the applicant or office canceled the application process for various reasons: lack of payment, withdrawal, irregularities etc.





- **Archived** – a rejected application becomes an archived application after a month.
- **Submitted to WIPO** – an application submitted to the IB after successful validation and certification. The application has not yet reached the IB.
- **WIPO Processing** – an application submitted to the IB after successful validation and certification. Both the originating office and the applicant have read-only access to the application.
- **Irregularity pending** – an application returned by the IB containing one or more irregularities. An applicant response is required. The initial ownership of the irregularity response request is with the applicant. The office has the ability to ‘recall’ the application.
- **Irregularity examination** – an application with an irregularity response submitted to the office of origin for validation and certification.
- **Irregularity correction** - an application with an irregularity response that the office of origin has identified an issue and returned to the applicant for correction. The ownership is with the applicant yet limited only to the ‘WIPO Irregularity’ screen.
- **Irregularity submitted** – an application with an irregularity response submitted to the IB but it has not yet reached the IB.
- **Registered** – an application updated with an international registration number. This signals to the applicant and office that the international registration process is complete.

Clicking on the action wheel  will display additional details for the application (Filing language; Applicants Reference; Mark text; WIPO service request number). Different actions and details display depending on the status of the application

- Incomplete request – only an incomplete IA request can be deleted by the applicant



- Submitted to Office & Office Examination – allows the applicant download a PDF copy of the IA request and manually reconcile a payment made by bank transfer.

18.09.2014	No	Submitted to Office	 
04.09.2014	No	Office examination	 

Language EN



My reference 26 August

Mark text

WIPO Finance receipt number

[Display request](#)

- Correction Pending – allows the applicant to view irregularities created by the Office of Origin for a submitted IA request.

28.08.2014	Yes	Correction pending	 
------------	-----	--------------------	---



Language EN

My reference



Mark text

[Display request](#)



- WIPO Processing – shows the applicant the WIPO service request number. Clicking on the number directs the user to the realtime search in [Madrid Monitor](#).

06.11.2019	Yes	WIPO Processing	 
Language	EN		
Reference			
Mark text			
WIPO Service request	<u>1228444301</u>		
Display request			

- Irregularity Pending, Irregularity examination and Irregularity correction – Allows the applicant to download a copy of the irregularity notification

04.06.2019	Yes	Irregularity pending	 
Language	EN		
Reference			
Mark text	BROLIS		
WIPO Service request	1227437601		
Display request			
WIPO irregularities			

- Registered – shows the applicant the International Registration number. Clicking on the number directs the user to [Madrid Monitor](#).

02.09.2019	Yes	Registered	 
Language	EN		
Reference			
Mark text	IPN		
International Registration Number	<u>2986659</u>		
Display request			

3.3 APPLICATION HISTORY AND EDOSSIER

An applicant displays the history by clicking on the application number.

Request information

History eDossier

History

Show 10 applications Search

Date and time	Performer	Version owner	Action
05.02.2021 14:54	Scott Haynes	Scott Haynes	Irregularity closed : this is another pre-cert correction test
05.02.2021 14:54	Scott Haynes	Scott Haynes	Irregularity closed : this is pre-cert correction test
05.02.2021 14:54	Scott Haynes	Scott Haynes	Owner changed to Scott Haynes
05.02.2021 14:54	Baker Peter		Owner changed to none
05.02.2021 14:54	Baker Peter		The state has changed to "Office examination"
05.02.2021 14:53	Scott Haynes	Scott Haynes	Irregularity added : this is another pre-cert correction test
05.02.2021 14:53	Scott Haynes	Scott Haynes	Irregularity added : this is pre-cert correction test
05.02.2021 14:53	Scott Haynes	Baker Peter	The state has changed to "Correction pending"
05.02.2021 14:51	Scott Haynes	Scott Haynes	Owner changed to Scott Haynes
05.02.2021 14:51	Scott Haynes	Scott Haynes	Fees checked

Showing 31 to 40 of 45 applications

First Previous 1 2 3 4 5 Next Last

The eDossier tab displays all documents and attachments. An applicant can create a single PDF that compiles them by clicking on 'Generate complete IA dossier'.

Request information

History eDossier

eDossier

IA Dossier

[Generate complete IA dossier](#)

Office of Origin

Submitted application

[Representación de imagen](#)

[This is proof of payment.pdf](#)

[This is power of attorney.pdf](#)

[Precertification corrections](#)

WIPO

[Certified application](#)

[Madrid Gazette](#)

WIPO Irregularities

[Post-certification corrections](#)

Irregularity notification: 16018144 sent on 05-02-2021

[Irregularity notification](#)

[Use this transcription.pdf](#)

4. Filing an international application

4.1 GETTING STARTED

To start filing a new IA request, click on the 'New application' button that is located in the top left-hand corner of the 'My Portfolio' screen. This will redirect the applicant to the 'Basic application/registration' screen.

My portfolio of applications for international registration

Ready to start a new application for international registration? Click the "New application" button to begin

New application Search

Show 10 applications

Number	Office	Reference	Mark text	last updated	Paid	Status	
51935/2018	AT			26.02.2021	No	Incomplete application	
045449	MD		THIS IS A SMOKE TEST FROM WIP	13.07.2020	No	Rejected by Office	
00695165	WO		HF payment	19.06.2020	Yes	Submitted to Office	
00695165	WO		COCA COLA	27.05.2020	Yes	Office examination	
045449	MD		FINAL SMOKE TEST FROM WIPO	23.03.2020	No	Rejected by Office	
1837812	CA		THIS IS A SMOKE TEST FROM WIP	23.09.2019	Yes	Archived	
51935/2018	AT			15.03.2019	Yes	Archived	
95354/3	GE	end-to-end smoke test	iTechnics	14.01.2019	Yes	Archived	

Showing 1 to 8 of 8 applications

First Previous 1 Next Last

The applicant must select the office of origin and, if they wish, add an IA request reference.

Request for International registration

- Basic application / registration
- Designated contracting parties
- Applicant(s)
- Representative
- Languages and correspondence
- Mark
- Goods and services
- Claimed priorities
- Attachments
- Fee calculations
- Validation
- Payment
- Summary

General

Office of origin * GE - Georgia

Language of the request * English

Your reference

Basic application or basic registration

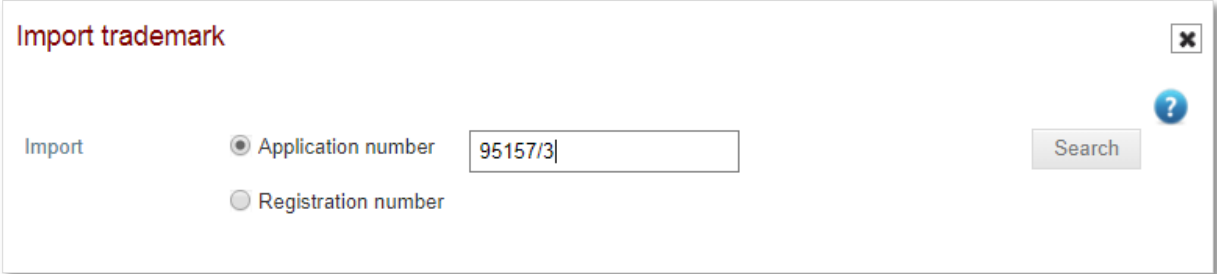
The basic application/basic registration is not yet selected. Click "Import trademark" to add a basic application/basic registration.

Import trademark

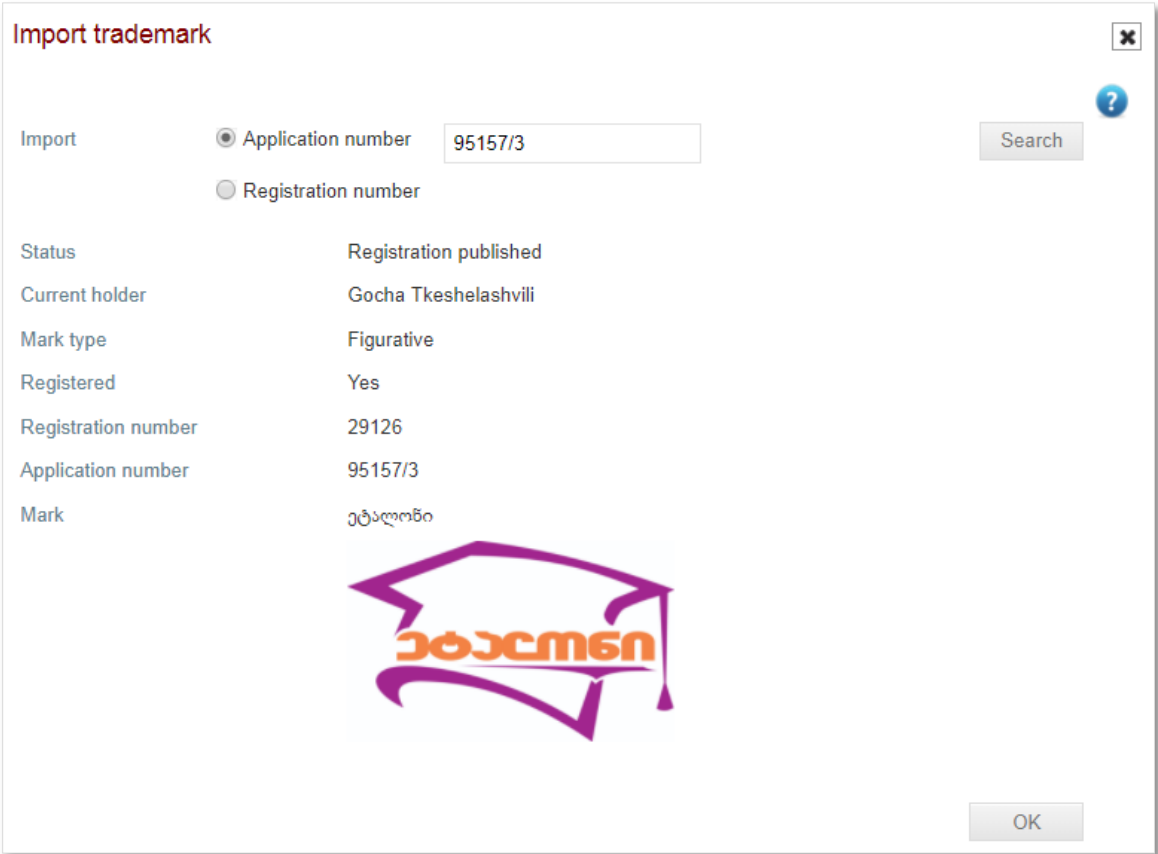
Designated contracting parties >

Clicking on the 'Import trademark' button opens the 'Import trademark' screen. An applicant must enter a national application or registration number, clicking on the 'Search' button once complete.

Note: the applicant should pay careful attention not to transpose the national basic numbers. E.g. - using a registration number in the application number entry window.



Provided the national application and registration number entered is active in the national office's trademark registry, Madrid eFiling returns and displays the results.



The applicant clicks the 'OK' button to proceed. This will return them to the 'Basic application/registration' screen. An application can load a secondary trademark. However, the mark holder, type and name must all be identical. The initial trademark imported becomes the base for the international application.

Note: it is not possible to delete the base trademark details once starting the filing process. However, it is always possible to delete an 'incomplete' application and start again.

My portfolio of applications for international registration

Ready to start a new application for international registration? Click the "New application" button to begin

New application Search

Show 10 applications

Number	Office	Reference	Mark text	last updated	Paid	Status
51935/2018	AT			26.02.2021	No	Incomplete application
045449	MD		THIS IS A SMOKE TEST			
00695165	WO		HF payment			
00695165	WO		COCA COLA			
045449	MD		FINAL SMOKE TEST FRC			
1837812	CA		THIS IS A SMOKE TEST			
51935/2018	AT			15.03.2019	Yes	Archived
95354/3	GE	end-to-end smoke test	iTechnics	14.01.2019	Yes	Archived

Showing 1 to 8 of 8 applications

First Previous 1 Next Last

The application filing process proceeds in a linear manner. An applicant must complete a screen before proceeding to the next. It is not possible to jump forward past uncompleted screens. When a screen is complete, the applicant can use the top or left navigation to progress to the subsequent screen.

Basic application / registration Applicant(s)

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

Attachments

Fee calculations

Validation

Payment

Summary

✘ An error occurred when processing your request. [Hide details](#) [Close](#)

Designated contracting parties section :

- At least one designated contracting party must be selected.

Applicant(s) section :

- The details for the applicant " LTD "kavkasis Avtoimporti" " are invalid or incomplete. Please correct or complete them.

Goods and services section :

- All terms must be translated in the language of the request.

Designated contracting parties

Information concerning national or regional procedures for each Contracting Party designated may be found at the following website: http://www.wipo.int/madrid/en/members/poffices_info.html. Additional information may be found in the information notices available at: <http://www.wipo.int/madrid/en/notices/>.

<input type="checkbox"/> AG Antigua and Barbuda	<input type="checkbox"/> GR Greece	<input type="checkbox"/> NZ New Zealand
<input type="checkbox"/> AL Albania	<input type="checkbox"/> HR Croatia	<input type="checkbox"/> OA African Intellectual Property Organization (OAPI)
<input type="checkbox"/> AM Armenia	<input type="checkbox"/> HU Hungary	<input type="checkbox"/> OM Oman
<input type="checkbox"/> AT Austria	<input type="checkbox"/> ID Indonesia	<input type="checkbox"/> PH Philippines
<input type="checkbox"/> AU Australia	<input type="checkbox"/> IE Ireland	<input type="checkbox"/> PL Poland
<input type="checkbox"/> AZ Azerbaijan	<input type="checkbox"/> IL Israel	<input type="checkbox"/> PT Portugal
<input type="checkbox"/> BA Bosnia and Herzegovina	<input type="checkbox"/> IN India	<input type="checkbox"/> RO Romania
<input type="checkbox"/> BG Bulgaria	<input type="checkbox"/> IR Iran (Islamic Republic of)	<input type="checkbox"/> RS Serbia
<input type="checkbox"/> BH Bahrain	<input type="checkbox"/> IS Iceland	<input type="checkbox"/> RU Russian Federation
<input type="checkbox"/> BN Brunei Darussalam	<input type="checkbox"/> IT Italy	<input type="checkbox"/> RW Rwanda

4.2 DESIGNATED CONTRACTING PARTIES

An applicant selects the countries in which they are seeking international trademark. When relevant, country-specific disclaimers display for informational purposes.

Basic application / registration
Applicant(s)

- Basic application / registration
- Designated contracting parties
- Applicant(s)
- Representative
- Languages and correspondence
- Mark
- Goods and services
- Claimed priorities
- Attachments
- Fee calculations
- Validation
- Payment
- Summary

Designated contracting parties

Information concerning national or regional procedures for each Contracting Party designated may be found at the following website: http://www.wipo.int/madrid/en/members/offices_info.html. Additional information may be found in the information notices available at: <http://www.wipo.int/madrid/en/notices/>.

<input type="checkbox"/> AG Antigua and Barbuda	<input type="checkbox"/> GR Greece	<input type="checkbox"/> NZ New Zealand
<input type="checkbox"/> AL Albania	<input type="checkbox"/> HR Croatia	<input type="checkbox"/> OA African Intellectual Property Organization (OAPI)
<input type="checkbox"/> AM Armenia	<input type="checkbox"/> HU Hungary	<input type="checkbox"/> OM Oman
<input type="checkbox"/> AT Austria	<input type="checkbox"/> ID Indonesia	<input type="checkbox"/> PH Philippines
<input type="checkbox"/> AU Australia	<input type="checkbox"/> IE Ireland	<input type="checkbox"/> PL Poland
<input type="checkbox"/> AZ Azerbaijan	<input type="checkbox"/> IL Israel	<input type="checkbox"/> PT Portugal
<input type="checkbox"/> BA Bosnia and Herzegovina	<input type="checkbox"/> IN India	<input type="checkbox"/> RO Romania
<input type="checkbox"/> BG Bulgaria	<input type="checkbox"/> IR Iran (Islamic Republic of)	<input type="checkbox"/> RS Serbia
<input type="checkbox"/> BH Bahrain	<input type="checkbox"/> IS Iceland	<input type="checkbox"/> RU Russian Federation
<input type="checkbox"/> BN Brunei Darussalam	<input type="checkbox"/> IT Italy	<input type="checkbox"/> RW Rwanda
<input type="checkbox"/> BQ Bonaire, St Eustatius and Saba	<input type="checkbox"/> JP Japan	<input type="checkbox"/> SD Sudan
<input type="checkbox"/> BT Bhutan	<input type="checkbox"/> KE Kenya	<input type="checkbox"/> SE Sweden
<input type="checkbox"/> BW Botswana	<input type="checkbox"/> KG Kyrgyzstan	<input type="checkbox"/> SG Singapore
<input type="checkbox"/> BX Benelux (BOIP)	<input type="checkbox"/> KH Cambodia	<input type="checkbox"/> SI Slovenia
<input type="checkbox"/> BY Belarus	<input type="checkbox"/> KP Democratic People's Republic of Korea	<input type="checkbox"/> SK Slovakia
<input type="checkbox"/> CH Switzerland	<input type="checkbox"/> KR Republic of Korea	<input type="checkbox"/> SL Sierra Leone
<input type="checkbox"/> CN China	<input type="checkbox"/> KZ Kazakhstan	<input type="checkbox"/> SM San Marino
<input type="checkbox"/> CO Colombia	<input type="checkbox"/> LA Lao People's Democratic Republic	<input type="checkbox"/> ST Sao Tome and Principe
<input type="checkbox"/> CU Cuba	<input type="checkbox"/> LI Liechtenstein	<input type="checkbox"/> SX Saint Martin
<input type="checkbox"/> CW Curacao	<input type="checkbox"/> LR Liberia	<input type="checkbox"/> SY Syrian Arab Republic
<input type="checkbox"/> CY Cyprus	<input type="checkbox"/> LS Lesotho	<input type="checkbox"/> SZ Swaziland
<input type="checkbox"/> CZ Czech Republic	<input type="checkbox"/> LT Lithuania	<input type="checkbox"/> TJ Tajikistan
<input type="checkbox"/> DE Germany	<input type="checkbox"/> LV Latvia	<input type="checkbox"/> TM Turkmenistan
<input type="checkbox"/> DK Denmark	<input type="checkbox"/> MA Morocco	<input type="checkbox"/> TN Tunisia
<input type="checkbox"/> DZ Algeria	<input type="checkbox"/> MC Monaco	<input type="checkbox"/> TR Turkey
<input type="checkbox"/> EE Estonia	<input type="checkbox"/> MD Republic of Moldova	<input type="checkbox"/> TT Trinidad and Tobago
<input type="checkbox"/> EG Egypt	<input type="checkbox"/> ME Montenegro	<input type="checkbox"/> UA Ukraine
<input checked="" type="checkbox"/> EM European Union (EUIPO)	<input type="checkbox"/> MG Madagascar	<input checked="" type="checkbox"/> US United States of America
<input type="checkbox"/> ES Spain	<input type="checkbox"/> MK The Former Yugoslav Republic of Macedonia	<input type="checkbox"/> UZ Uzbekistan
<input type="checkbox"/> FI Finland	<input type="checkbox"/> MN Mongolia	<input type="checkbox"/> VN Viet Nam
<input type="checkbox"/> FR France	<input type="checkbox"/> MX Mexico	<input type="checkbox"/> ZM Zambia
<input type="checkbox"/> GB United Kingdom	<input type="checkbox"/> MZ Mozambique	<input type="checkbox"/> ZW Zimbabwe
<input type="checkbox"/> GH Ghana	<input type="checkbox"/> NA Namibia	
<input type="checkbox"/> GM Gambia	<input type="checkbox"/> NO Norway	

Remarks related to selected parties

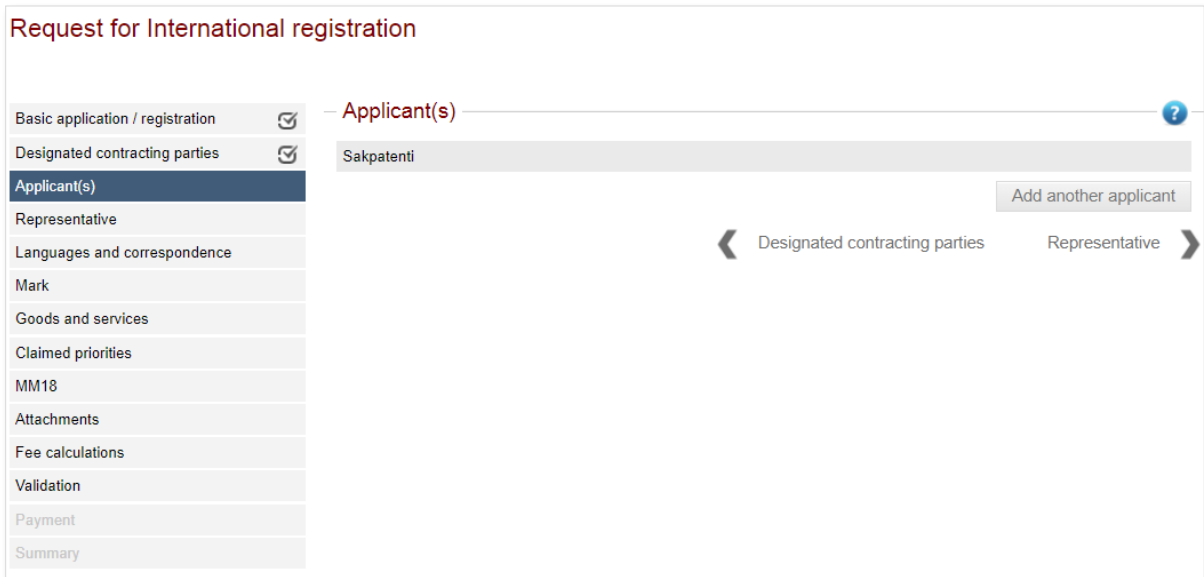
EM
By designating the EUIPO, the applicant can claim the seniority of an earlier mark registered in, or for, a Member State of the European Community. The official MM17 form must be annexed to the present international application.

US
By designating the United States of America, it is compulsory to complete the MM18 screen. This generates the required declaration of intention to use the mark. Additionally, be informed that in the United States one must confirm a trademark after five years. For further information visit: www.uspto.gov/trademarks/law/madrid/Madrid_Tips_Sec71_Filers.jsp

4.3 APPLICANT

An essential part of importing the basic trademark is retrieving and recycling existing information. This is apparent on the applicant screen.

Clicking on the applicant name will open 'Applicant' information.



The screenshot shows a web interface titled "Request for International registration". On the left is a vertical menu with options: "Basic application / registration", "Designated contracting parties", "Applicant(s)", "Representative", "Languages and correspondence", "Mark", "Goods and services", "Claimed priorities", "MM18", "Attachments", "Fee calculations", "Validation", "Payment", and "Summary". The "Applicant(s)" option is selected. The main content area shows a tabbed interface with "Applicant(s)" as the active tab. Below the tab, the name "Sakpatenti" is displayed. To the right of the name is a "Designated contracting parties" section with a left arrow and a "Representative" section with a right arrow. An "Add another applicant" button is located to the right of the applicant name. A blue question mark icon is in the top right corner of the main content area.

An applicant adds any missing mandatory information. A red asterisk (*) indicates the mandatory fields.



The screenshot shows a web interface titled "Add/edit applicant". The "General information" section is active. It contains several form fields, each with a red asterisk (*) indicating it is mandatory: "Full name" (filled with "Sakpatenti"), "Street" (filled with "5 Antioch St"), "City" (filled with "Mtskheta"), "Country" (filled with "Georgia"), "ZIP Code", "PO BOX", "Email" (filled with "info@sakpatenti.org.ge"), "Telephone" (filled with "+995 322 25 25 33"), and "Fax". There is a checkbox labeled "Main applicant" which is checked. A blue question mark icon is in the top right corner of the form area.

The applicant is required to indicate if entitlement is physical or legal.

Physical Entitlement: the applicant is a physical person, either as a national or domiciled.

Note: if domiciled, you need to supply a street address. **A PO Box or c/o is not acceptable.**

The screenshot shows a web form for a 'Physical person' applicant. At the top, 'Applicant type' has 'Physical person' selected. Below it, 'Nationality of the applicant' is set to 'Georgia'. A section titled 'Entitlement to file' contains two options: 'Entitled as national' (selected) and 'Entitled through domicile' (unselected). An 'OK' button is in the bottom right corner.

Legal Entitlement: the applicant has a real and effective industrial or commercial establishment in the territory covered by the office of origin.

Note: a street address is required. **A PO Box or c/o is not acceptable.** If a PO Box or c/o has been provided as the applicant's address, the 'Provide another address' tick box should be selected and further fields will display where the street address can be entered.

The screenshot shows a web form for a 'Legal entity' applicant. 'Applicant type' has 'Legal entity' selected. There is a large empty text box for 'Legal nature of the legal entity'. Below that, 'Country and, where applicable, the state of corporation' is shown with 'Country' set to 'Georgia' and an empty 'State of incorporation' field. The 'Entitlement to file' section has 'The applicant has a real and effective industrial or commercial establishment in the : Georgia' selected, with sub-options 'Reuse contact information provided above' (selected) and 'Provide another address' (unselected). An 'OK' button is in the bottom right corner.

Legal nature of the legal entity: e.g. Company Limited by Shares, Proprietary Limited, Corporation etc.

- this might be required by certain Designated Contracting Parties. For example, if the applicant designates the United States of America, it is necessary to include these indications. **Note:** it is in the applicant's best interest to provide details in order to avoid any application processing delays
- country of legal entity – mandatory
- state of Incorporation – state legal entity is registered in – optional

4.4 REPRESENTATIVE

Same as the 'Applicant' screen, the information in 'Representative' screen is retrieved and auto-populated.

Request for International registration

Basic application / registration	<input checked="" type="checkbox"/>	Representative ?	
Designated contracting parties	<input checked="" type="checkbox"/>	Do you have a representative? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Applicant(s)	<input checked="" type="checkbox"/>	Full name *	<input type="text" value="Sakpatenti"/>
Representative		Street *	<input type="text" value="5 Antioch St"/>
Languages and correspondence		City *	<input type="text" value="Mtskheta"/>
Mark		Country *	<input type="text" value="Georgia"/>
Goods and services		ZIP Code *	<input type="text" value="3300"/>
Claimed priorities		PO BOX	<input type="text"/>
MM18		Email *	<input type="text" value="info@sakpatenti.org.ge"/>
Attachments		Telephone *	<input type="text" value="995 322 25 25 33"/>
Fee calculations		Fax	<input type="text"/>
Validation		Show more address fields	
Payment			
Summary			

[Applicant\(s\)](#) [Languages and correspondence](#)

Note: Designating a representative is optional. If a representative is not appointed then the email and phone number for the applicant are mandatory.

4.5 LANGUAGES AND CORRESPONDENCE

An applicant indicates the language they would like to communicate with WIPO and their office of origin. Additionally, a second language of communication is required for the EUIPO if designated.

The IB sends correspondence to the representative's address if an applicant has appointed one. If not, the IB sends the correspondence to the applicant's address. The option of providing an alternative address becomes available in absence of an appointed representative.

Request for International registration

< Representative Mark >

- Basic application or registration
- Designated Contracting Parties
- Applicant(s)
- Representative
- Languages and correspondence**
- Mark
- Goods and services
- Limitations
- Claimed priorities
- MM17
- MM18
- Attachments
- Fee calculations
- Validation
- Payment
- Summary

Languages

Preferred correspondence language with WIPO * English

Preferred correspondence language with office of origin * Georgian

Second language for European Union (EUIPO) * French

Correspondence

Will be sent to the applicant

Will be sent to this address

Name *

Street *

City *

Country *

Postal Code *

PO BOX

Email *

Telephone

4.6 MARK

The applicant should review the accuracy of the imported information, making amendments where applicable and in compliance with the Protocol regulations.

For marks with an image, Madrid e-Filing indicates if it is in color or not. If the indication is not correct, the applicant should amend accordingly.

Request for International registration

← Languages and correspondence Goods and services →


- Basic application or registration
- Designated Contracting Parties
- Applicant(s)
- Representative
- Languages and correspondence
- Mark**
- Goods and services
- Limitations
- Claimed priorities
- MM17
- MM18
- Attachments
- Fee calculations
- Validation
- Payment
- Summary

Mark

Kind: Figurative
Type*: Individual

Image representation

The mark is in color



The applicant claims color(s) as a distinctive feature of the mark

Transliteration of the mark

This is mandatory if a mark is or contains non-Latin characters or non-Arabic numerals

etaloni

Translation of the mark

As required by some designated Contracting Parties

The words in the mark have no meaning and cannot be translated

English translation: _____
French translation: _____
Spanish translation: _____

For word marks, an applicant can claim standard characters. For figurative or color marks, claiming a color as a distinctive feature is an option.

An applicant is required to provide a transliteration for a Mark containing non-Latin characters or non-Arabic numbers.

Description of the Mark (optional) - where the basic application or basic registration contains a description of the mark, the same description may, if the applicant wishes or if the office of origin requires, be included in this section. If a description is provided, it must be a description of the mark and not, for example, a statement concerning the use of the mark or its reputation.

Voluntary description of the mark (optional) – any description of the mark, including the description contained in the basic application or registration, if the applicant was not required to provide this description in the Description of the Mark field.

Verbal element details - an applicant should provide this if the mark type is “Combined” (picture and text logo) and were not imported from the national mark.

Transliteration of the mark ?

If in the basic application or basic registration a text occurs in non-Latin characters (for example Arabic or Cyrillic writing), you must provide the literal text in Latin characters. It does not concern a translation here, but rather a sequence of characters:

Other mark information ?

Description of the mark

Voluntary description of the mark

Verbal elements of the mark

The applicant declares that he wishes to disclaim protection for the following element(s) of the mark

◀ Languages and correspondence Goods and services ▶

4.7 GOODS AND SERVICES

The Goods and Services screen provides ease of translation (if necessary) and classification check for the list of goods and services.

Note: by default, Madrid e-Filing automatically translates the imported list of goods and services when the applicant transitions from the Mark to the Goods and Services screen.

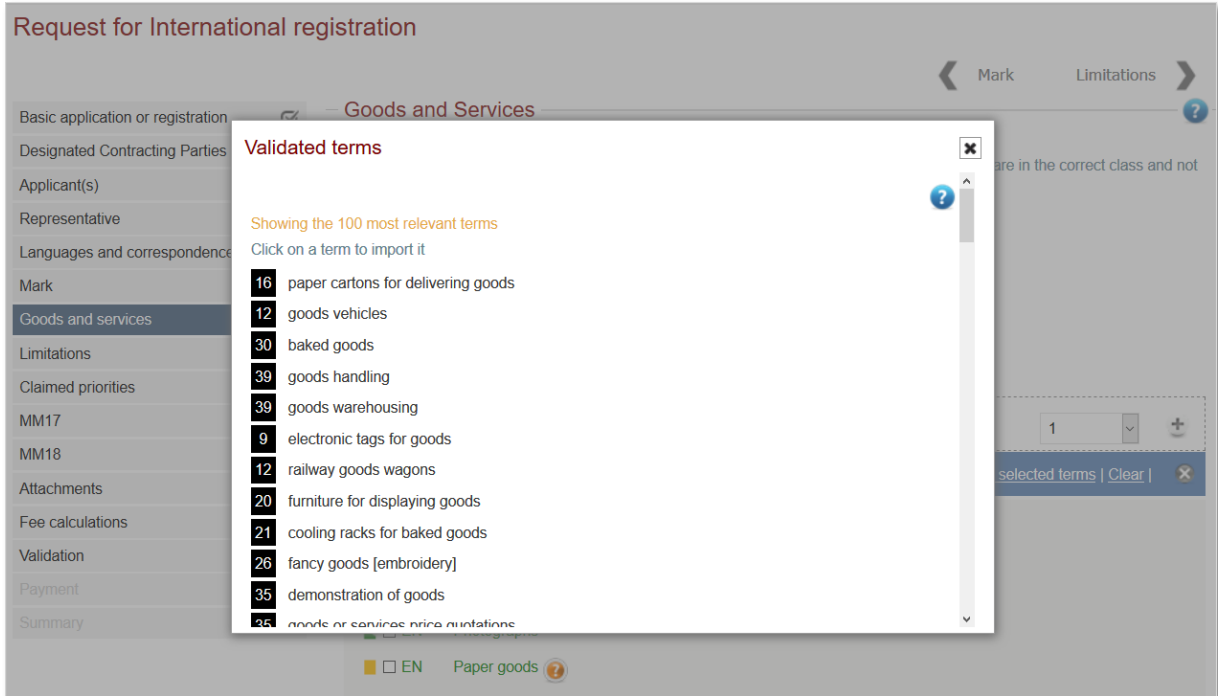
The screenshot shows the 'Request for International registration' interface. On the left is a navigation menu with items like 'Basic application or registration', 'Designated Contracting Parties', 'Applicant(s)', 'Representative', 'Languages and correspondence', 'Mark', 'Goods and services' (highlighted), 'Limitations', 'Claimed priorities', 'MM17', 'MM18', 'Attachments', 'Fee calculations', 'Validation', 'Payment', and 'Summary'. The main area is titled 'Goods and Services' and contains a green success message: 'All terms are translated' with a 'Close' button. Below this is a 'Check classification' button and a list of classes: 'New class' (1), 'Class 16', 'Class 38', and 'Class 41', each with a delete icon.

Clicking 'Check classification' allows the applicant to check the classification of their imported list against the Madrid Goods and Services Manager (MGS).

The screenshot shows the 'Request for International registration' interface after clicking 'Check classification'. The 'Goods and Services' section now displays a yellow warning box: 'Warnings: Not all terms are validated: Checked and certified: 11, Too vague or not found: 7'. Below the warning is a legend for classification statuses: 'Classification not yet checked' (black square), 'Checked and certified' (green checkmark), 'Wrong class' (red square), 'Too vague or not found' (yellow square), 'Too long or poorly formulated' (purple square), and 'Duplicate term' (blue square). The class list remains the same: 'New class' (1), 'Class 16', 'Class 38', and 'Class 41'.

It is further possible for the applicant to expand a class and click on a non-classified term to determine if a more appropriate choice (one that neither expands nor diminishes scope) is available.

Note: a non-classified term does not imply a forthcoming irregularity notice from the IB. However, it is a very useful aid to avoid irregularity notices.



4.8 LIMITATION

On this screen, it is possible to create a limitation for a Designated Office.

To start, the applicant clicks the 'add' button

The screenshot shows the top part of the 'Limitations' page. At the top right, there are navigation arrows and the text 'Goods and services' and 'Claimed priorities'. Below this is a section titled 'Limitations' with a red underline. The text reads: 'Want to avoid a refusal from a designated Contracting Party? Click the "Add limitation" button, selecting the Contracting Party and class(es) of goods and services for which a limitation is sought. Open the class to edit or remove terms. Learn more about [limitations](#).' At the bottom right of this section is a button labeled 'Add limitation'.

Select a national office and one or more class by clicking on the button

The screenshot shows the 'Limitations' page with a selected office and class. The page title is 'Limitations'. Below the title is a blue header bar with '1 United States of America' and a close icon. Below this is a section for 'Designated Contracting Parties *' with a dropdown menu showing 'New Zealand' and a plus icon. Below the dropdown is a list of selected parties: 'United States of America' with a close icon. Below this is a 'Check terms' button. Below the button is a 'Show filter' link. Below the link is a dashed box containing a dropdown menu with '9' and a plus icon. Below the dashed box is a blue header bar for 'Class 35' with a copy icon and actions: 'Bilingual Display | Edit | Remove selected terms | Clear |' and a close icon. Below this are four class options, each with a checked checkbox and a plus icon: 'EN Organization of exhibitions for commercial or advertising purposes', 'EN Arranging of exhibitions for business purposes', 'EN Arranging of exhibitions for advertising purposes', and 'EN Computerised data processing'. At the bottom right is an 'Add another' button.


If the limitation is the same for another DCP, the applicant selects the country in the same manner as the first.

It is possible to create another limitation list by clicking on 'add another'.

The screenshot shows a web form titled "Limitations" with a help icon in the top right corner. It contains two entries, numbered 1 and 2, each with a close button (X). Entry 2 is currently selected. Below the entries, there is a section for "Designated Contracting Parties" with a dropdown menu showing "New Zealand" and a plus icon. A "Check terms" button is located below this section. A "Show filter" link is present, followed by a dashed-line box containing a dropdown menu with the number "9" and a plus icon. At the bottom right of the form is an "Add another" button.

4.9 CLAIMED PRIORITIES

A claimed priority appears if the application date of the basic trademark is not older than six months of the creation date the international application.

Note: an applicant can delete the claimed priority by clicking on the  icon located in the top left-hand corner of the screen.

Claimed priorities

1 GE - Georgia Ref :95157/3 Date :22.11.2017

Office of earlier filing * GE - Georgia

Number of earlier filing * 95157/3

Date of earlier filing * 22.11.2017

In case you want to claim a priority for the full record of the goods and services as indicated in your request for international registration, you do not need to do anything.

In case you want to claim a priority for only a part of the goods and services, mention these here (click first on the goods and services concerned and thereafter on the flash).

Class 16 Class 16 Remove class

Paper, cardboard and their products that do not belong to other classes
Printed products
Materials for construction work
Photos
Writing Paper
Stationery and Household Destruction of Substance Substances
Artists
Brushes
Typewriters and office accessories (except furniture)

Remove selected terms

By default, the entire list of goods and services is included in the priority claimed. It is possible to create a restricted list of goods and services by adding specific classes or individual terms from a certain class.

The screenshot shows a user interface for selecting goods and services. At the top, there are two dropdown menus, both set to 'Class 16', with a double-headed arrow between them. To the right of the second dropdown is a button labeled 'Remove class'. Below the dropdowns are two columns of text. The left column lists the following items: 'Paper, cardboard and their products that do not belong to other classes', 'Materials for construction work', 'Photos', 'Writing Paper', 'Stationery and Household Destruction of Substance Substances', 'Artists', 'Brushes', and 'Training materials and visuals (except for devices)'. The right column lists: 'Printed products', 'Typewriters and office accessories (except furniture)', and 'Plastic packaging material (which does not belong to other classes)'. A double-headed arrow is positioned between the two columns.

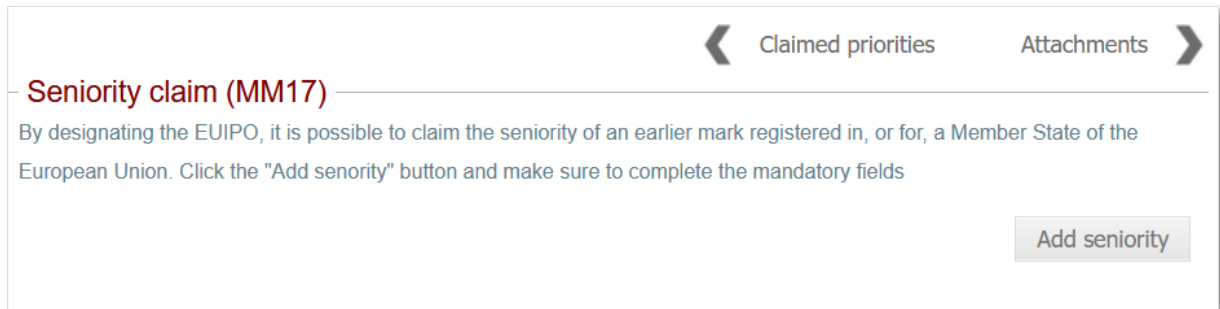
A claimed priority will not appear if the application date of the basic trademark is older than six months of the creation date the international application.

The screenshot shows a section titled 'Claimed priorities' in red text. Below the title is a paragraph: 'As a courtesy, a claimed priority is added automatically if the national application filing date is within six months of the international application filing date. It is possible to delete the claimed priority if such protection is not sought.' Below this is a note: 'NOTE: it is not possible to add a claimed priority if the national application filing date is older than six months of the international application filing date.' At the top right of the section, there are navigation arrows pointing left and right, with the text 'Limitations' and 'Attachments' between them.

4.10 SENIORITY CLAIM (MM17)

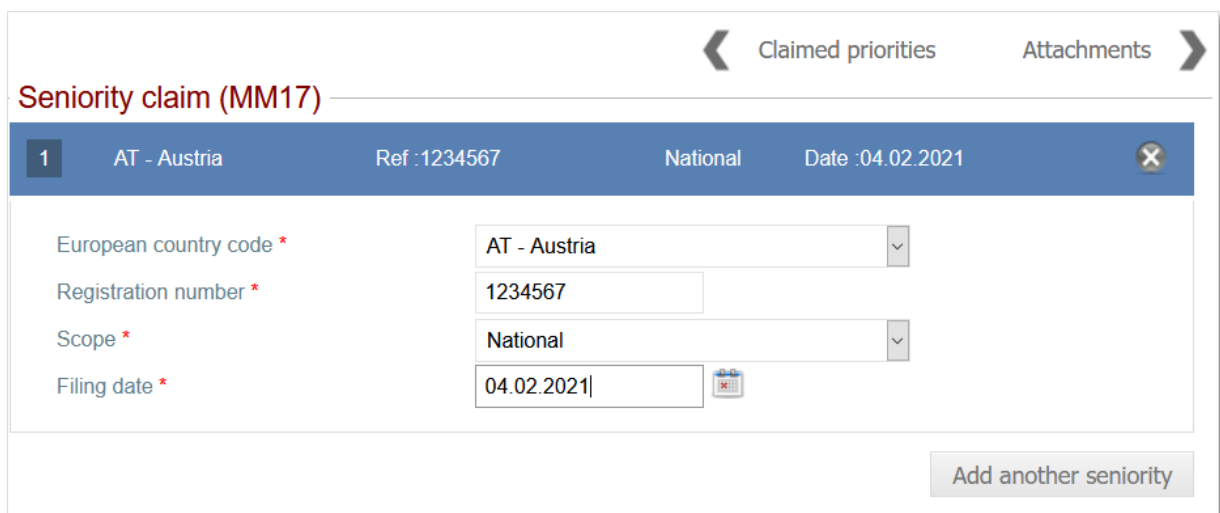
This screen only appears if the applicant designates the EUIPO. The applicant can add a seniority.

To start, the applicant clicks the 'add seniority' button



The screenshot shows the 'Seniority claim (MM17)' screen. At the top right, there are navigation links for 'Claimed priorities' and 'Attachments'. Below the title, there is a descriptive text: 'By designating the EUIPO, it is possible to claim the seniority of an earlier mark registered in, or for, a Member State of the European Union. Click the "Add seniority" button and make sure to complete the mandatory fields'. At the bottom right, there is a button labeled 'Add seniority'.

The applicant must complete the mandatory elements, indicated by a red asterisks *, to add the seniority to their international application request.



The screenshot shows the 'Seniority claim (MM17)' screen with a table of existing claims and a form to add another. The table has the following data:

1	AT - Austria	Ref :1234567	National	Date :04.02.2021	X		
European country code *	AT - Austria	Registration number *	1234567	Scope *	National	Filing date *	04.02.2021

At the bottom right, there is a button labeled 'Add another seniority'.

4.11 DECLARATION OF INTENTION TO USE (MM18)

This screen only appears if the applicant designates the United States of America. The applicant must complete the mandatory elements, indicated by a red asterisks *, in the MM18 form to progress to the next screen.

Note: as approved by the USPTO and consistent with their domestic trademark filing practice, a forward slash at the beginning and end of the applicant's name in the signature line considers the MM18 form as signed.

* I declare under penalty of perjury under the laws of the United States of America that all the foregoing statements are true and correct to the best of my knowledge and belief. I understand that willful false statements and the like may jeopardize the validity of the application or document or any registration resulting therefrom, and are punishable by fine or imprisonment, or both (18 U.S.C. §1001). 35 U.S.C. §25(b).

/Peter Baker/

Signature *

21.04.2018



Date of execution (dd.MM.yyyy) *

Peter Baker

Signatory's Name (Printed) *

Owner

Signatory's Title *

INSTRUCTION

This declaration must be signed by:

- (1) the applicant/holder or a person with legal authority to bind the applicant/holder; or
- (2) a person with firsthand knowledge of the facts and actual or implied authority to act on behalf of the applicant/holder; or
- (3) an attorney who is authorized to practice before the United States Patent and Trademark Office under 37 C.F.R. §10.1(c), who has an actual written or verbal power of attorney or an implied power of attorney from the applicant/holder.

4.12 ATTACHMENTS

The applicant can upload any other files that might be relevant to the IA request.


Seniority claim Fee calculations

Attachments

Want to include relevant document(s) for this application for international registration?
Use the functionality below to add and upload document(s)

4.13 FEE CALCULATIONS

A summary of the required fees is available.

 [Print fees](#)

— **Fee calculations** — ?

National fees	CHF 100.00
International fees (basic part)	CHF 903.00
International fees (individual part)	CHF 2,824.00
Grand total	CHF 3,827.00

[Show fees details](#)

⏪ Attachments
Validation ⏩

Clicking on ‘Show fees details’ will display the entire breakdown of the fees associated with the application.

— **Fees details** — ?

National fees

Handling fees	CHF 100.00
Total national fees	CHF 100.00

International fees (basic part)

Basic fee when any reproduction of the mark is in color(s)	CHF 903.00
Total basic fees	CHF 903.00

International fees (individual part)

	Individual fees	Collective and individual fees	Supplem. fees quantity	Supplem. fees unit amount	Total amount
Armenia (1 class(es) included)	CHF 221.00		2	CHF 22.00	CHF 265.00
European Union (EUIPO) (1 class(es) included)	CHF 897.00		1	CHF 55.00	CHF 952.00
European Union (EUIPO) (2 class(es) included)			1	CHF 164.00	CHF 164.00
New Zealand (1 class(es) included)	CHF 93.00		2	CHF 93.00	CHF 279.00
United States of America (1 class(es) included)	CHF 388.00		2	CHF 388.00	CHF 1,164.00
Total individual fees					CHF 2,824.00

4.14 DISCLAIMERS

An Office of Origin can add a disclaimer that the applicant must validate as having read and agreed.

Basic application / registration	<input checked="" type="checkbox"/>	<h3>National disclaimers</h3> <p><i>Information concerning data protection:</i></p> <p><i>With the use of this online form, you agree that the entered, saved and transferred data will be saved and stored on the WIPO servers for the registration procedure and electronic file management of the applied international trademark by WIPO and by the Austrian Patent Office per access, storage, further processing and publication. This data will be used for the registration procedure, the file management, the electronic file archiving and the compilation of statistics.</i></p> <p><i>Please provide personal data of any third party only with approval of this third party for the use and in particular for the public publication.</i></p> <p><i>Revocations regarding the electronic use by the Austrian Patent Office or requests for deleting the data stored electronically by the Austrian Patent Office pursuant to the Data Protection Act can be submitted at any time to the Austrian Patent Office by means of a written declaration without stating reasons.</i></p> <p><i>The parties of this procedure and third parties are allowed to examine the files and all data of this electronic form for the application of the registration of an international trademark according to Article 50 of the Austrian Trademark Act.</i></p> <p><i>The entered data, in particularly the bibliographic data of the trademark holder and his representative(s) can also be retrieved online due to the online publication of WIPO, or can be accessed by any third parties via internet search engines and by means of online-trademark databases (such as Madrid Monitor / Romarin, TMView, Global Brand Database, see.ip etc).</i></p> <p><input checked="" type="checkbox"/> I have read and agree with disclaimer above *</p>	
Designated contracting parties	<input checked="" type="checkbox"/>		
Applicant(s)	<input checked="" type="checkbox"/>		
Representative	<input checked="" type="checkbox"/>		
Languages and correspondence	<input checked="" type="checkbox"/>		
Mark	<input checked="" type="checkbox"/>		
Goods and services	<input checked="" type="checkbox"/>		
Claimed priorities	<input checked="" type="checkbox"/>		
Attachments	<input checked="" type="checkbox"/>		
Fee calculations	<input checked="" type="checkbox"/>		
Disclaimers			
Validation			
Payment			
Summary			

◀ Fee calculations Validation ▶

4.15 VALIDATION

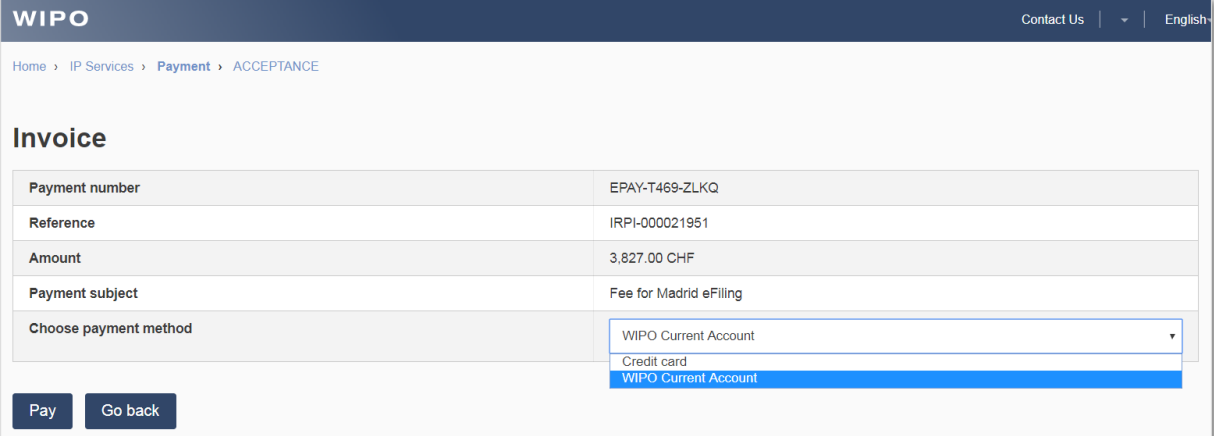
The applicant has completed filing in the international application form. It is possible to download a copy of the IA request in PDF format or view it in HTML format.

Note: it is possible to make modifications to any of the completed screens. E.g., an applicant can add or remove DCPs. Once the applicant pays and submits the application to the Office of Origin, further modifications are not possible.

The screenshot displays the 'Request for International registration' interface. On the left is a vertical navigation menu with items: Basic application or registration, Designated Contracting Parties, Applicant(s), Representative, Languages and correspondence, Mark, Goods and services, Limitations, Claimed priorities, MM17, MM18, Attachments, Fee calculations, Disclaimers, Validation (highlighted), Payment, and Summary. Each item has a checkmark icon. The main content area is titled 'Validation' and includes a warning: 'IMPORTANT: REVIEW THE REQUEST BEFORE MAKING PAYMENT. A summary of the request is provided below. Take the time to review the details of the request before proceeding to payment. Upon payment, the request will be automatically submitted to the office of origin. Should an irregularity be found, a request for correction will be sent.' Below this, the status is 'Unpaid'. There are two download options: 'Request (HTML)' and 'Request (PDF)'. At the bottom right, there are navigation arrows pointing left to 'Disclaimers' and right to 'Payment'.

4.16 PAYMENT

To finalize the international application, the applicant progresses to the 'Payment' screen, selects one of the payment options displayed and progress through the subsequent payment steps.



The screenshot displays the WIPO 'Payment' screen for an 'ACCEPTANCE' invoice. The page header includes the WIPO logo, 'Contact Us', and 'English'. The breadcrumb trail is 'Home > IP Services > Payment > ACCEPTANCE'. The main heading is 'Invoice'. Below this is a table with the following details:

Payment number	EPAY-T469-ZLKQ
Reference	IRPI-000021951
Amount	3,827.00 CHF
Payment subject	Fee for Madrid eFiling
Choose payment method	<input type="text" value="WIPO Current Account"/> Credit card WIPO Current Account


At the bottom left, there are two buttons: 'Pay' and 'Go back'.


4.17 SUMMARY

Upon completion of the payment process, the ‘Summary’ screen displays. The Madrid e-Filing services submits the international application to the office of origin.

The applicant receives a payment confirmation and submission email. Both emails include the relevant payment and application request details. The applicant can download a PDF copy of the international application.

Clicking the ‘My requests’ button returns the applicant to the request list screen. The status of the completed request has changed to ‘Submitted to Office’.

Note: it is always possible to download a PDF copy of any filed IA request by clicking on the cog icon  followed by clicking on ‘Display request’.

Number	My reference	Mark text	Updated after	Paid	Status	
95157/3	ეპალო&#...		28.04.2018	Yes	Submitted to Office	 ▼
		Language EN My reference Mark text ეპალონი WIPO Service request 1146919801 Display request				

4.18 PAYMENT RECONCILIATION

Applicants who pay by bank transfer will receive a receipt confirmation from WIPO. Should the necessity arise, it is possible to “manually” reconcile a payment using the eleven-digit reference number provided in the receipt confirmation.



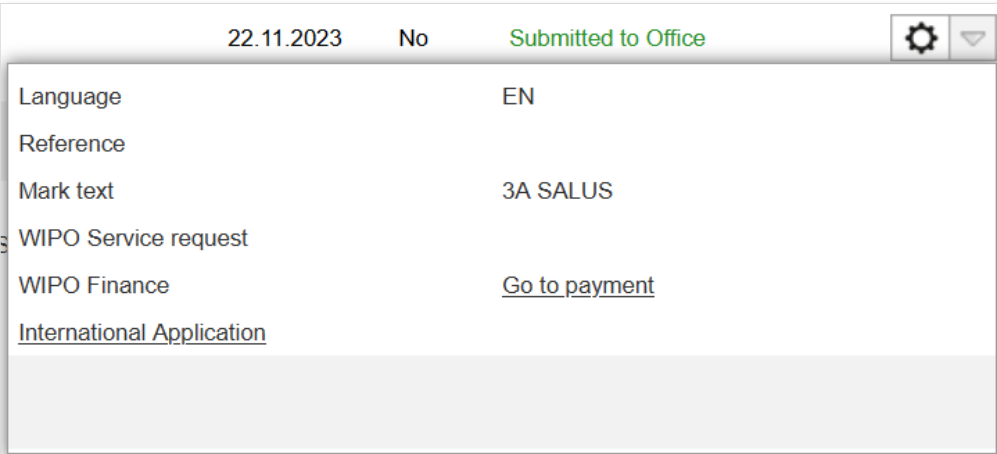
The image shows a receipt confirmation from WIPO OMPI. At the top center is the WIPO OMPI logo, with the text "WORLD INTELLECTUAL PROPERTY ORGANIZATION" and "ORGANISATION MONDIALE DE LA PROPRIÉTÉ INTELLECTUELLE" below it. Below the logo, the text "QUITTANCE / RECEIPT" is centered. The receipt includes the following information:

- Reference: 20230123456
- Transaction:
- Client:
- Genève / Geneva 16 Nov 2020
- Nous accusons réception de votre versement de : CHF
- We acknowledge receipt of your payment of
- Cette quittance atteste votre paiement.
- This receipt attests your payment.

At the bottom, there is a table with two columns: "PAIEMENT REÇU POUR / PURPOSE OF YOUR PAYMENT" and "MONTANT / AMOUNT". The table contains the following information:

PAIEMENT REÇU POUR / PURPOSE OF YOUR PAYMENT	MONTANT / AMOUNT
Trademarks Under Madrid Treaty	Date valeur / Value date 12 Nov 2020

1. The applicant opens the IA information pop-up and clicks on the “go to payment” URL



The image shows a pop-up window with the following information:

- 22.11.2023
- No
- Submitted to Office
- Language: EN
- Reference:
- Mark text: 3A SALUS
- WIPO Service request
- WIPO Finance: [Go to payment](#)
- International Application

2. Once the applicant is redirected to the payment reconciliation screen, they enter the eleven-digit reference number and click “match”

Invoice




Amount 5,643.00 CHF
Payment number EPAY-TU9L-T9N8
Reference IRPI-000060924
Payment subject Fee for Madrid System Service

Enter the Payment Reference from your WIPO Receipt below to reconcile the payment with your application.

Payment reference *
20230123456


[Match](#) [Go back](#)

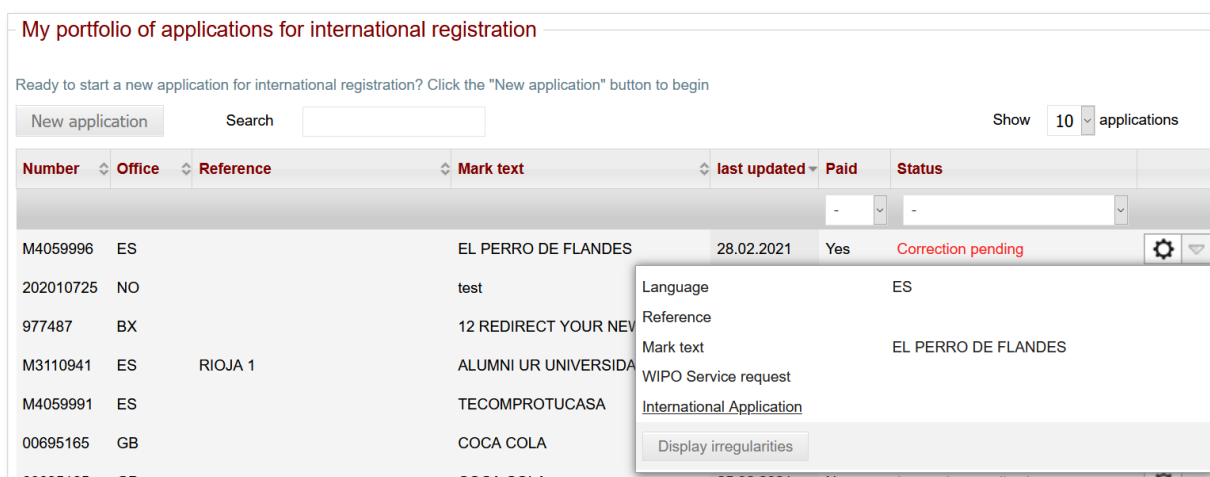
3. The applicant is redirected back to Madrid e-Filing and the paid status changes to “Yes”

 last updated	Paid	Status	
	-	-	
22.11.2023	Yes	Submitted to Office	 

5. Irregularities


5.1 RESPONDING TO AN OFFICE CORRECTION

The applicant receives an email notification when the certifying office issues a pre-certification correction request. Using this email as a prompt, the applicant logs back into Madrid e-Filing to review the IA request in question. To get started, the applicant filters the application status to 'Correction pending', clicks on the cog icon  to display the application details and clicks on the 'Display irregularities' button.



By default, the 'Validation' screen opens, where a summary of all raised irregularities are displayed.

Basic application / registration		<p>Your national office has identified one or more irregularities about your application. Please consult the list below and consider the questions and elements indicated. When done, click on Send to send back the application to the office.</p> <p>Irregularities</p> <p>Mark information - Colour claim 29.04.2018 : Baker Peter Mark Colour claim</p> <p>Please add the Mark colour claim</p> <p>Answer</p> <div style="border: 1px solid black; height: 40px;"></div> <p>Goods and services 29.04.2018 : Baker Peter Term is too vague</p> <p>The term ' Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you.</p> <p>Answer</p> <div style="border: 1px solid black; height: 40px;"></div> <p>Attachments 29.04.2018 : Baker Peter MM17</p> <p>An MM17 form needs to be added</p> <p>Answer</p> <div style="border: 1px solid black; height: 40px;"></div>
Designated contracting parties		
Applicant(s)		
Representative		
Languages and correspondence		
Mark		
Goods and services		
Claimed priorities		
Attachments		
Fee calculations		
Validation		

Navigating to each screen containing an irregularity (indicated by the ) an applicant responds to each one accordingly. For example, the irregularity on the 'Mark' screen requires the applicant to add a color claim.

- Basic application / registration ✔
- Designated contracting parties ✔
- Applicant(s) ✔
- Representative ✔
- Languages and correspondence ✔
- Mark**
- Goods and services ✖
- Claimed priorities ✔
- Attachments ✖
- Fee calculations ✔
- Validation ✖

Irregularity from Baker Peter (the office of origin)

✖ Please add the Mark colour claim


Answer

Mark ?

Kind Figurative ▼

Type * Individual ▼

Image representation of the mark ?



The mark is in colour

The applicant claims colours as a distinctive feature of the mark

Colour claimed ?

Colour and combination of colours claimed dark blue Add colour claimed

The irregularity on the 'Goods and services' screen requires a term in Class 36 to be adjusted.

The screenshot shows the 'Goods and services' section of a software interface. On the left is a navigation menu with items: Languages and correspondence, Mark, Goods and services (highlighted), Claimed priorities, Attachments, Fee calculations, and Validation. The main area features a yellow notification box with the text: 'Irregularity from Baker Peter (the office of origin)'. Below this, a message states: 'The term 'Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you.' An 'Answer' field contains the text 'Removed the term'. Below the notification is a toolbar with 'WIPO MGS' and search icons. The main content area is titled 'List of goods and services' and includes a 'Check terms' button and a 'Translate terms into English' button. A 'Show filter' section has a search input and an 'Add selected terms' button. A list of goods and services is shown for Class 36, including: 'Vehicle and automotive import financing, insurance', 'Financing the purchase of automobiles and automobiles', and 'Monetary-credit operations'. Class 39 is also partially visible.

The irregularity on the 'Mark' screen requires an answer from the applicant.

The screenshot shows the 'Mark' section of the software interface. The left navigation menu includes: Basic application / registration, Designated contracting parties, Applicant(s), Representative, Languages and correspondence, Mark, Goods and services, Claimed priorities, Attachments (highlighted), Fee calculations, and Validation. The main area features a yellow notification box with the text: 'Irregularity from Baker Peter (the office of origin)'. Below this, a message states: 'An MM17 form needs to be added'. An 'Answer' field contains the text 'I did not designate the EUIPO'. Below the notification is an 'Attachments' section with a question mark icon and three buttons: '+ Add files...', 'Start all uploads', and 'Cancel all uploads'.

An applicant must respond to all the raised questions before returning it to the certifying office. Once complete, the applicant clicks the 'Send' button located in the bottom right-hand corner of the screen.

The screenshot displays a web application interface with a sidebar on the left containing menu items: Basic application / registration, Designated contracting parties, Applicant(s), Representative, Languages and correspondence, Mark, Goods and services, Claimed priorities, Attachments, Fee calculations, and Validation (highlighted). The main content area features a red error message box at the top: "An error occurred when processing your request." with links for "Hide details" and "Close". Below this, a blue text block states: "Your national office has identified one or more irregularities about your application. Please consult the list below and consider the questions and elements indicated. When done, click on Send to send back the application to the office." The "Irregularities" section is divided into three items: 1. "Mark information - Colour claim | 29.04.2018 : Baker Peter | Mark Colour claim" with the instruction "Please add the Mark colour claim" and an empty "Answer" text box. 2. "Goods and services | 29.04.2018 : Baker Peter | Term is too vague" with the instruction "The term 'Related activities' is too vague. Please add precision or remove the term." and a note "Note - use the MGS 'check terms' feature to assist you." The "Answer" box contains the text "Removed the term". 3. "Attachments | 29.04.2018 : Baker Peter | MM17" with the instruction "An MM17 form needs to be added" and an "Answer" box containing "I did not designate the EUIPO". The "Validation" section shows a status of "Paid" and two download links: "Your request (HTML)" and "Your request (PDF)" with a PDF icon. At the bottom right, there is a left-pointing arrow labeled "Fee calculations" and a "Send" button.

5.2 RESPONDING TO A WIPO IRREGULARITY

After a WIPO examiner raises and issues an irregularity, the applicant receives a copy of the irregularity via Registered Email. WIPO sends the registered email to the email address that the applicant entered when filing the international application request.



Concurrently, the status in Madrid e-Filing changes from 'WIPO Processing' to 'Irregularity Pending.' It is the applicant, not the office, who first must review and respond to the WIPO irregularities by clicking on the application number.

Number	Office	Reference	Mark text	last updated	Paid	Status	
					-	Irregularity pending	
2018152429N	BG		MANCHESTER UNITED	08.11.2019	Yes	Irregularity pending	⚙️ ▼
10893/2019	AT		WERKBERG NOMEN EST OMEN	05.11.2019	Yes	Irregularity pending	⚙️ ▼

By clicking on the application number, the applicants is taken directly to the 'WIPO irregularities' screen. The applicant can respond to the irregularities by typing a response or uploading an attachment.

Once complete, the applicant navigates to the 'Validation' screen and submits the irregularity response to the certifying office.

6. Registration

When the international application is registered, the status in Madrid e-Filing changes from 'WIPO Processing' to 'Registered.' By clicking on the action wheel, the applicant finds the International Registration Number (IRN). Clicking on the IRN opens the [Madrid Monitor](#) in a new screen.

Number	Office	Reference	Mark text	last updated	Paid	Status
11391348	BX		DOSIOMICS	07.08.2019	Yes	Registered
1909552	CA		COLDROPS VAPOR			
1955024	CA		BROWENVY			
101675/3	GE		preline baby			
2013 1923	LT		BROLIS			
2018 2919	LT		e energy			
10913/2019	AT			30.08.2019	Yes	Registered

Language: EN

Reference: DOSIOMICS

Mark text: DOSIOMICS

International Registration Number: [2986446](#)

[International Application](#)

International Trademark
WIPO | MADRID

605000- ROMARIN

Full details | Summary | By Office | Documents | Real-time Status

English | Multilingual

Current Status

180 Expected expiration date of the registration/renewal
16.06.2023

151 Date of the registration
16.06.1993

270 Language of the application
French

732 Name and address of the holder of the registration
ORGANISATION MONDIALE DE LA PROPRIÉTÉ INTELLECTUELLE
chemin des Colombettes 34
CH-1211 GENÈVE 20 (CH)

811 Contracting State of which the holder is a national
CH

540 Mark
ROMARIN

511 International Classification of Goods and Services for the Purposes of the Registration of Marks (Nice Classification) - NCL(6)

09 Machine-readable bibliographic and graphic data media, including magnetic tapes, optical disks, CD-ROM disks for mark documentation; software on magnetic or optical media.

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