

## **Madrid Agreement and Protocol Concerning the International Registration of Marks**

### **Required information when effecting payment to a World Intellectual Property Organization (WIPO) bank or postal account**

1. It is recalled that there are several methods available to effect payment of the fees related to applications for international registration, subsequent designations, renewals and the various requests for recordings concerning international registrations to the International Bureau of WIPO. Information on the available methods of payment can be found at the following address: [http://www.wipo.int/madrid/en/fees/about\\_fees.html](http://www.wipo.int/madrid/en/fees/about_fees.html).
2. When effecting payment to a WIPO bank or postal account, the payment instructions must contain sufficient information to allow the International Bureau of WIPO the prompt and proper allocation of such payment to its corresponding request, avoiding unnecessary delays.
3. Accordingly, the International Bureau of WIPO requests that the following information be provided as purpose of payment when giving instructions for payment to a WIPO bank or postal account:
  - (a) name and address of the natural person or the legal entity making the payment;
  - (b) official form related to the request for which payment is being made (e.g. MM2);
  - (c) international registration or, where applicable, basic registration or application number;
  - (d) mark or, where applicable, verbal elements of the mark;
  - (e) name of the holder, where different from the natural person or the legal entity making the payment.
4. Where payment concerns more than one request, users are asked to send a communication to the following address: [income.mark-dm@wipo.int](mailto:income.mark-dm@wipo.int), with a list of all the said requests and the amount being paid for each of them.
5. For your convenience, a payment order form, which can be used when giving instructions for payment to a WIPO bank account, is reproduced in the Annex to the present Information Notice.

6. Users of the Madrid system are reminded that payment to a WIPO bank or postal account may be subject to various banking fees which, when not paid by the person or entity effecting the payment, might be deducted from the amount being paid. In order to ensure that the exact amount due, in Swiss francs, is paid to the International Bureau of WIPO, the person or entity effecting the payment must assume all possible banking fees.

7. The International Bureau of WIPO will send an acknowledgement of receipt to the person or entity effecting a payment to a WIPO bank or postal account within 10 days from such receipt. If the aforementioned acknowledgement is not received within the said period, please inform the International Bureau of WIPO at the following address: [income.mark-dm@wipo.int](mailto:income.mark-dm@wipo.int).

September 24, 2013

**PAYMENT ORDER**

Bank .....

.....

.....

Please pay from our bank account

N°: .....

The exact amount of CHF ..... (Swiss francs)

**All bank charges to be paid from my account.**

**Beneficiary:** World Intellectual Property Organization (WIPO)  
 34, chemin des Colombettes  
 1211 Genève 20  
 SUISSE

**Bank name:** Credit Suisse  
**IBAN:** CH51 0483 5048 7080 8100 0  
**Swift:** CRESCHZZ80A

**Purpose of payment:**

*Payer's name	
*Payer's complete address	
*Official Form (MM2, etc.)	
*International registration or basic application or registration number	
*Mark or verbal elements of the mark	
*Mark holder (if different from payer's name)	

\* Mandatory fields

**SIGNATURE**