

**Administrative Instructions for the Application  
of the Lisbon Agreement**

(as in force on January 1, 2010)

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**Part One**  
**Definitions**

*Section 1: Abbreviated Expressions*

(a) For the purposes of these Administrative Instructions:

(i) “Regulations” means the Regulations under the Lisbon Agreement for the Protection of Appellations of Origin and their International Registration;

(ii) “Rule” means a Rule of the Regulations.

(b) For the purposes of these Administrative Instructions an expression which is referred to in Rule 1 has the same meaning as in the Regulations.

**Part Two**  
**Forms**

*Section 2: Prescribed Forms*

For any procedure for which the Regulations prescribe the use of a form, the International Bureau shall establish such a form.

*Section 3: Optional Forms*

In respect of procedures under the Regulations other than those referred to in Section 2, the International Bureau may establish optional forms.

*Section 4: Availability of Forms*

The International Bureau shall make available all prescribed and optional forms, as referred to in Sections 2 and 3, on its website and, upon request, on paper.

**Part Three**  
**Communications between Competent Authorities  
and the International Bureau**

*Section 5: Communication in Writing; Communication  
Containing Several Documents*

(a) Communications shall be effected in writing by typewriter or other machine.

(b) A communication containing several documents should be accompanied by a list identifying each of these documents.

*Section 6: Communications by Facsimile*

(a) Communications between competent authorities and the International Bureau may be transmitted by facsimile. Where a competent authority must present a communication on an official form, the official form must be used for the purposes of the facsimile communication.

(b) The International Bureau shall inform a competent authority from which it has received a communication by facsimile whenever the communication is incomplete or otherwise unusable.

*Section 7: Electronic Communications*

(a) Where a competent authority so desires, communications between that competent authority and the International Bureau, including the presentation of an international application, shall take place by electronic means in a way agreed upon between the International Bureau and the competent authority concerned.

(b) The International Bureau shall inform a competent authority from which it has received a communication by electronic means whenever the communication is incomplete or otherwise unusable.

*Section 8: Notifications Communicated by the International Bureau*

(a) The date of the receipt of a notification by the International Bureau to a competent authority, as referred to in Rule 22(1), shall, when communicated through a postal service or a delivery service, be determined by the information provided by such postal service or delivery service on the basis of the details of the mailing as recorded by it. When such a notification has been

communicated by facsimile or by electronic means and, because of the time difference between the place from where the communication is sent and the place where it is received, the date on which the transmittal started is different from the date of receipt of the transmittal, the later of the two dates shall be considered as the date of receipt.

(b) The International Bureau shall send confirmation of the date so determined to the competent authority concerned and inform the competent authority of the country of origin.

*Section 9: Notifications Communicated by a Competent Authority*

(a) The International Bureau shall, upon receipt of a declaration as referred to in Rule 21, acknowledge receipt to the competent authority that communicated the declaration.

(b) When a declaration as referred to in Rule 21 has been communicated by facsimile or by electronic means and, because of the time difference between the place from where the communication is sent and the place where it is received, the date on which the transmittal started is different from the date of receipt of the transmittal, the earlier of the two dates shall be considered as the date of dispatch.