#### Madrid System e-Services

# Member Profiles Database Quick-Start Guide

Whether you're preparing an international application or managing your existing portfolio of trademark registrations, the Member Profiles Database gives you free access to the practices and procedures of Madrid System members across the globe.

**SearchFileMonitorManage** 

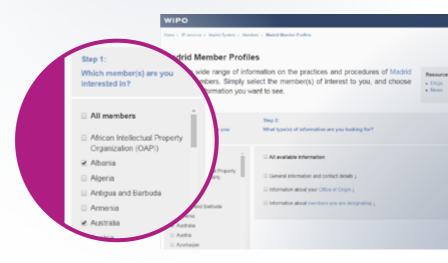


## **Getting started**

#### Step 1

### Choose the member(s) you are interested in

- Select the relevant national or regional trademark office(s), or
- Select All members to search for information on all Madrid System members.

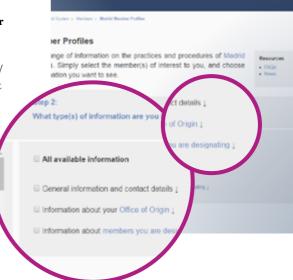


#### Step 2

## Determine the type of information you're looking for

- To view all data for the member(s) you selected in Step 1, choose All available information: or
- Select the individual categories you are interested in:
  - General information and contact details, which includes information on trademark cancellation, declarations and national trademark laws;
  - Details on how to file an international application in a particular country or region (your "Office of Origin"); and/or
  - Information about the rules and procedures in the other countries/ regions where you want to protect

- your trademark ("members you are designating").
- For a full list of the subtopics available under each category, select the arrow ↓ on the right to expand each category.
- Then select the subtopics you are interested in.



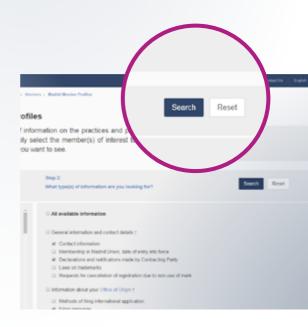
#### **Getting started**

continued

#### Step 3

## Get the information you're looking for

- Press Search to view your results, or
- Press Reset to clear your selections and start again.



## **Understanding your** search results

Your Results page is separated into two parts:

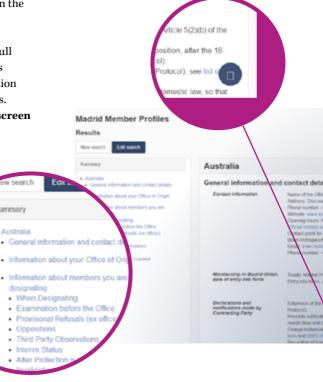
- · a Summary on the left, and
- · Detailed search results on the right.

If you selected more than one member in Step 1 above (page 2), the results will appear in alphabetical order based on the members selected.

- · As you scroll down to view your full report, the Summary will always remain available for easy navigation between categories and members.
- · You can view your report in full screen mode by clicking the icon at the bottom right of the screen.

Summary

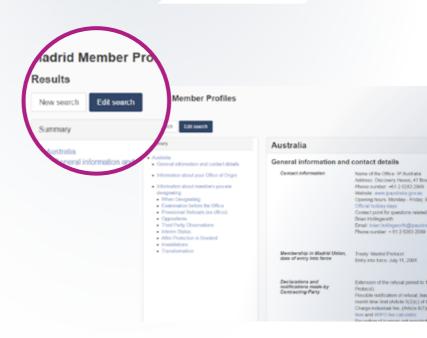
designating



#### **Understanding your search results**

#### continued

- Select Edit search to add to elements to your original search or remove them, and generate a new report, or
- Choose New search to reset your original selections and begin a new search.





# How to save and print your results

- Save your report by selecting Save as PDF in the upper right-hand corner of the screen.
- Open the downloaded PDF document to share or print the report.

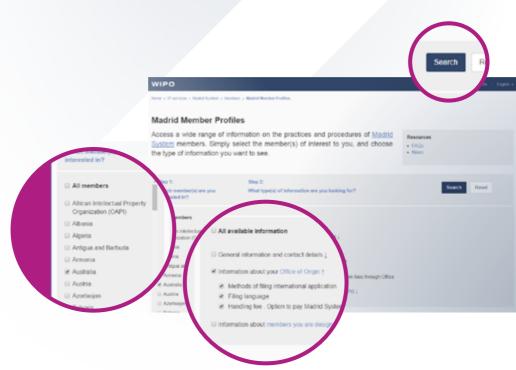




#### Most common searches

## Procedures for filing an international application through your "home" Office of Origin

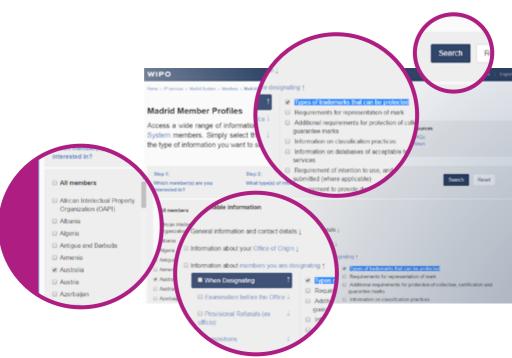
- Select the member(s) you are interested in (Australia, in the example below).
- Select Information about your
   Office of Origin (all the associated
- sub-categories will be automatically selected).
- Press Search to view your results.



## Types of trademarks you can register in your target market(s)

- Select the member(s) you are interested in (Australia, in the example below).
- Use the small arrow 

  on the right to expand the category Information about members you are designating.
- Click on When Designating in the lefthand column.
- Select **Types of trademarks that can be protected** in the right hand column
- · Press Search to view your results.



#### Most common searches

continued

## Time limits for responding to provisional refusals

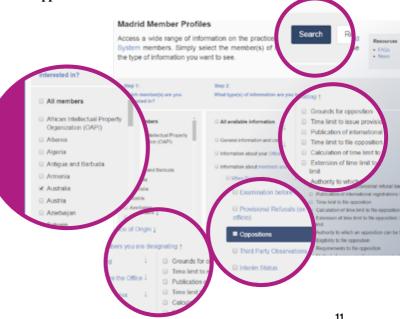
- Select the member(s) you are interested in (Australia, in the example below).
- Use the small arrow ↓ on the right to expand the category Information about members you are designating.
- Click on Provisional Refusals (ex officio) in the left-hand column.
- Select Time limit to respond to ex officio provisional refusal and Calculation of time limit to respond to ex officio provisional refusal.
- Press **Search** to view your results.



## Time limits for filing or responding to oppositions

- Select the member(s) you are interested in (Australia, in the example below).
- Use the small arrow 

  on the right to expand the category Information about members you are designating.
- Click on **Oppositions** in the left-hand column, then select:
  - (for filing an opposition) Time limit to file opposition and Calculation of time limit to file opposition
- (for responding to an opposition)
   Time limit for holder to respond to opposition and Calculation of time limit to respond to provisional refusal based on opposition.
- · Press Search to view your results.





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