

NOTE FOR FILING FORM MM11: RENEWAL OF THE INTERNATIONAL REGISTRATION

Form MM11: Renewal of the International Registration (Rule 30 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks)

IMPORTANT INFORMATION

PURPOSE OF THE FORM

The purpose of this form is to give the International Bureau instructions for the renewal of your international registration and payment details. However, the simplest way to renew your international registration is through [e-Renewal](#).

Therefore, before using this form we strongly recommend that you consider using the **e-Renewal** tool to renew your international registration. E-Renewal will clearly list the Contracting Parties designated in your international registration and the status of protection in each of those Contracting Parties. Further, it will automatically calculate your renewal fees, which you can pay by using a credit card or by debiting them from a Current Account at WIPO.

However, if you do not wish to use the e-Renewal tool, or you wish to request a complimentary renewal¹, you can use this form to send instructions for the renewal of your international registration.

CHANGES TO THE INTERNATIONAL REGISTRATION

It is not possible to record any change to the international registration at the time of its renewal. Changes must be recorded *before* the renewal date to be taken into account during renewal and be reflected in the renewal certificate.

Therefore, we suggest that you present your requests for the recording of changes to your international registration well in advance so your requests can be processed and recorded before renewal is due.

In principle, changes to the international registration are recorded with the date on which the International Bureau received your request, provided it meets all the prescribed requirements. However, if your request is irregular (i.e., it does not meet all the prescribed requirements), the change will be recorded with the date on which you remedied the irregularity. For example, if you file a request for the recording of a change before renewal is due but pay the fee required for that recording after the renewal date, the change will be recorded after the international registration is renewed.

Therefore, any change requested too close to the renewal date runs the risk of not being recorded before the international registration is renewed and, in that case, it would not be reflected in the renewal certificate.

Finally, any change requested after the renewal date (including those requested during the grace period) will be recorded after the recording of the renewal.

¹ Where an international registration has been renewed in respect of only some of the designated Contracting Parties and the holder decides, after the due date, to renew said registration in respect of a designated Contracting Party not covered by the renewal already effected, this may be done through a so-called "complementary renewal", provided that the period of grace of six months has not yet expired.

WHAT WILL BE RENEWED?

Your international registration will be renewed

- for those goods and services that have not been affected by cancellation;
- for Contracting Parties that have not been affected by the recording of renunciation or total invalidation; and,
- in respect of a given Contracting Party, only for those goods and services not affected by the recording of a limitation or partial invalidation.

You may choose to renew your international registration only for some of the designated Contracting Parties. This is not considered a change of the international registration and is permitted as part of the renewal process.

HOW ARE THE RENEWAL FEES CALCULATED?

To renew your international registration, you must pay a basic fee of 653 Swiss francs.

When you renew the international registration for Contracting Parties that have not declared for an individual fee, you must pay 100 Swiss francs for each of those Contracting Parties (complementary fee). In addition, if your international registration has more than three classes, you must pay a one-time supplementary fee of 100 Swiss francs for each class beyond the third. For example, if your international registration has five classes, you will have to pay 200 Swiss francs.

When you renew the international registration for Contracting Parties that have declared for an individual fee and have granted protection to your mark in a final or further decision (Rule 18^{ter} (1), (2)(ii) or (4) of the Regulations), the renewal for that Contracting Party will be calculated taking into account only the goods and services that are protected.

You can also renew the international registration for a designated Contracting Party that has totally refused protection for your mark in a final or further decision (Rule 18^{ter}(3) or (4) of the Regulations). In such case, if the Contracting Party has declared for an individual fee, the renewal fee for this Contracting Party will be calculated taking into account all the goods and services for which it remains designated.

Please use the [Fee Calculator](#) to calculate your fees.

HOW TO SUBMIT THIS FORM?

You must present this form with your renewal instructions and payment information directly to the International Bureau (WIPO) by using [Contact Madrid](#) (select “Submit forms to WIPO”). You can also send it by regular post to the address below. Please, send it as early as possible but no earlier than three months before the renewal date, otherwise, the amounts of the fees may change and you risk making an insufficient payment due to an increase in the renewal fees.

WIPO's mailing address:

Madrid Operations Division
Madrid Registry
Brands and Designs Sector
World Intellectual Property Organization (WIPO)
34, Chemin des Colombettes
1211 Geneva 20
Switzerland

HOW TO PAY THE RENEWAL FEES?

You must pay the required fees in full. If you do not pay the required fees in full, your international registration will not be renewed. You can pay the renewal fees:

- by debiting the required amount from a Current Account at WIPO, *or*
- from funds already transferred to WIPO, *or*
- by transferring the required fees into WIPO's bank account or postal account (within Europe only) after submitting the form.

The renewal fees must be paid directly to WIPO. However, some Offices have agreed to collect and forward those fees to WIPO on behalf of the holder². In that case, the holder may pay the renewal fees through that Office instead of directly to WIPO.

WHEN CAN I PAY FOR THE RENEWAL?

The earliest you can pay your renewal fees is three months before the renewal date. You can also pay your renewal fees during the six-month grace period after the renewal day, but you would have to pay a surcharge of 50% of the basic fee (326.50 Swiss francs). Please note that *other* surcharges may apply with respect to certain designated Contracting Parties³.

MONITORING THE REQUEST

[Madrid Monitor](#) provides real-time monitoring of requests as they are being processed by WIPO. To monitor the status of your request, click the “Real-time Status” tab when viewing a specific record, or enter your international registration number in the “Real-time Search” tab in Madrid Monitor.

² This applies to the African Intellectual Property Organization (OAPI), Armenia, Benelux, China, Democratic People's Republic of Korea, Ireland, Kenya, Liechtenstein, Portugal, Republic of Moldova, Russian Federation and Viet Nam. Please see the updated list of Contracting Parties that have made a declaration under Rule 34(2)(b) of the Regulations at: <https://www.wipo.int/madrid/en/members/declarations.html>.

³ Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.

HOW TO FILL IN FORM MM11

The form must be typed. WIPO cannot accept handwritten forms.

NUMBER OF CONTINUATION SHEETS

Please use the last page of the form ("Continuation sheet") if the space available in any part of this form is not sufficient.

REFERENCE NUMBERS

The holder and the Office (if the holder submits the form through an Office) may indicate their own internal file reference number. WIPO will include these reference numbers in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

- Indicate the full international registration number, for example 123456 or 123456A.
- You can only indicate one international registration number per form MM11.

ITEM 2: NAME OF THE HOLDER

- Indicate the holder's name (including joint/multiple holders) exactly as recorded in the International Register.
- Legal entities should indicate the name as recorded in the International Register (but not the name of the person signing the form).

ITEM 3: CONTRACTING PARTIES FOR WHICH RENEWAL IS REQUESTED

You must indicate all the designated Contracting Parties for which you wish to renew the international registration by checking the corresponding boxes.

If you omit to select a designated Contracting Party, you will indicate to the International Bureau that you do not wish to renew the international registration for that Contracting Party.

Remember, you cannot renew the international registration for Contracting Parties affected by the recording of a renunciation or total invalidation. The International Bureau will not renew the international registration for a Contracting Party affected by one of those recordings, even if you check the corresponding box. In such case, the International Bureau will reimburse any fees paid for those Contracting Parties.

Also, be aware that you can renew the international registration for Contracting Parties that have refused protection for your mark, for all the goods and services, in a final or further decision (Rule 18*ter* (1), (2)(ii) or (4) of the Regulations). If you check the corresponding box, WIPO will renew the international registration for those Contracting Parties. There may be legitimate reasons for such renewal. For example, you may be appealing that final or further decision.

ITEM 4: SIGNATURE

The person signing the form declares that they are entitled to do so under the applicable law.

- *Name:* Indicate the family (or last) name and the given (or first) name of the person signing the form (these names do not necessarily have to match the name of the recorded holder or their representative).
- *Signature:* The signature should be handwritten, printed, typed or stamped. Alternatively, a seal may be affixed to the form.

FEE CALCULATION SHEET

(A) INSTRUCTIONS TO DEBIT FROM A CURRENT ACCOUNT

Where the fee is to be debited from a Current Account at WIPO, please check the box and indicate the following:

- Name of the holder of the Current Account,
- Account number (in five digits), and
- Identity of the party giving the instructions (name of holder, representative, Office of the Contracting Party of the holder or third party⁴).

There is no need to calculate and indicate the amount of fees to be debited from a Current Account at WIPO.

If you choose this method of payment, WIPO will debit the required amount, subject to the availability of sufficient funds. This method of payment avoids the risk of making an insufficient payment.

To know how to open a Current Account at WIPO, please, use the following link: [Current Account at WIPO](#).

(B) AMOUNT OF FEES

Please use WIPO's [Fee Calculator](#) to estimate your fees. The amount of the renewal fees depends on the designated Contracting Parties and their applicable fees (standard or individual), on the number of classes of goods and services and on whether surcharges apply.

For further information concerning the amounts of the renewal fee, please, see the [Schedule of Fees](#).

⁴ WIPO will notify the holder or the holder's representative if the payment is insufficient.

Paying within the grace period

Do not forget to add the surcharge of 50% of the basic fee. In this case, when using the Fee Calculator do not forget to check the box “Grace Period”. Please note that other surcharges may apply for certain designated Contracting Parties⁵.

Do not forget to indicate the Grand Total in the form (in Swiss francs).

(C) METHOD OF PAYMENT

Identity of the party effecting the payment

It is important to identify the party who is making the payment (name of holder, representative, Office of the Contracting Party of the holder or third party⁴).

Payment received and acknowledged by WIPO

Check this box where funds were previously received and acknowledged by WIPO. You need to provide the identity of the party who made the payment and the WIPO receipt number (issued when WIPO acknowledged your transfer).

Payment made to WIPO Bank Account or Postal Account (within Europe only)

Where the fee is transferred to a WIPO bank or postal account, please check the respective box and indicate the following:

- *Payment identification:* When transferring funds to WIPO (bank or postal transfers), please provide your bank/post office with the following details, and enter this information in the “Payment identification” field of your form:
 - ✓ Name of party making the payment and complete address
 - ✓ [Transaction code](#) (RE)
 - ✓ International Registration Number
 - ✓ The mark or verbal elements of mark (if available)
 - ✓ Name of holder (if different than the name of the party making the payment).

[End of document]

⁵ Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.