

NOTE FOR FILING FORM MM10: REQUEST FOR RECORDING OF A CHANGE IN THE NAME AND/OR ADDRESS OF THE REPRESENTATIVE

Form MM10 (Mandatory): Request for Recording of a Change in the Name and/or Address of the Representative (Rule 25 of the Regulations under the Protocol Relating to the Madrid Agreement Concerning the International Registration of Marks).

Please refer to our [Guide to the International Registration of Marks](#) for further detailed information concerning the application, registration and management of international marks.

IMPORTANT INFORMATION

PURPOSE OF THE FORM

Use this form to request the recording of a change in the name and/or address of the recorded representative. However, the easiest way to record such change, is to use WIPO's online [management of representative](#) form.

The change in the name and/or address of the recorded representative implies that the same person or legal entity continues to be the holder's representative.

A single form may be used to request the recording of a change in the name and/or address of the recorded representative for multiple international registrations, provided that the representative is recorded in the International Register for all applicable registrations, and that the international registrations are listed.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

IS THIS THE RIGHT FORM?

Do **not** use this form to appoint a new representative. Please use the online [management of representative](#) form or form [MM12](#) for this purpose.

Please also use the online [management of representative](#) form if you wish to cancel an appointed representative.

THE EFFECT OF RECORDING A CHANGE IN THE NAME OR ADDRESS OF THE RECORDED REPRESENTATIVE

Once the change concerning the representative has been recorded it will be reflected in the International Register and third parties, as well as the Offices of the designated Contracting Parties, will be put on notice of the change(s).

The new name or new address of the representative will be used in all communications from WIPO (including, refusals, decisions and irregularity notices).

Please note that the recording of a new name or address (or failure to record) does not constitute an excuse for failure to comply with any time limit to be met with regard to the international registration(s) concerned.

HOW TO SUBMIT THIS FORM

You may submit this request directly to WIPO by using [Contact Madrid](#) (under “My request concerns”, select the topic “a form submission”). Alternatively, you may submit this form through the Office of the Contracting Party of the holder. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means, and whether any handling fee is charged for the transmission to WIPO.

FEE INFORMATION

There is no fee for requesting a change in name and/or address of the representative.

E-MAIL ADDRESS AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) the e-mail address of the holder using [Contact Madrid](#) (under “My request concerns” select the topic “a change in contact details of the holder”). Holders cannot indicate the e-mail address of their representative as their own. Therefore, the e-mail address of the holder and of the representative must be different.

Please note, WIPO will not include the e-mail address of applicants, holders or representatives on the Madrid System online information services (e.g., Madrid Monitor, Madrid Real-time Status) nor publish such information in the WIPO Gazette of International Marks.

Where a representative is appointed, WIPO will send all communications **only** to the e-mail address of the representative¹.

Where a representative is not appointed, WIPO will send all communications to the e-mail address provided for the holder or to the alternative e-mail address for correspondence where one has been provided.

E-mail the fastest, most efficient and secure means for WIPO to transmit information effectively to its users. You will receive time-sensitive electronic communications from Offices of designated Contracting Parties without delay. If you have already provided an e-mail address, please ensure it is up to date.

WIPO has developed a number of useful online tools and services. To have access to these tools and services you will need a WIPO Account. The WIPO Account will give you access to WIPO's online tools and services that have been designed to help you manage in one place your entire portfolio of internationally registered trademarks that are recorded with the same e-mail address.

¹ Where a representative has been appointed, WIPO will not send communications directly to the applicant or holder. There are a few exceptions to this rule:

- where the appointment of a representative is irregular, WIPO will inform both the applicant or holder and the purported representative.
- six months before the expiry of the term of protection, WIPO will send an unofficial notice to both the holder and the representative.
- where insufficient fees are paid for the purpose of renewal, WIPO will notify both the holder and the representative.
- where an international registration is not renewed or is not renewed in respect of a designated Contracting Party, WIPO will send a notification to the holder and the representative.
- where cancellation of the appointment is requested by the representative, WIPO will, until such time as the cancellation becomes effective, send communications to both the applicant or holder and the representative.

Monitoring your 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.

HOW TO FILL IN FORM MM10

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

NUMBER OF CONTINUATION SHEETS

If the space available in any part of the form is not sufficient, please use the last page of the form “Continuation Sheet” and indicate the number of Continuation Sheets attached here.

REFERENCE NUMBERS

The Representative and the Office (if the form is submitted through an Office) may indicate their own internal file reference. WIPO will include this reference in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER(S)

Indicate the full international registration number(s), for example 123456 or 123456A.

When the request concerns several international registrations, the name of the recorded representative of each international registration must be identical. If not, a separate request must be presented for each representative.

ITEM 2: NAME OF THE REPRESENTATIVE

Indicate the name and address of the representative exactly as recorded in the International Register.

ITEM 3: CHANGE(S) IN NAME AND/OR ADDRESS OF THE REPRESENTATIVE

Indicate only the details that have changed.

Item 3(a): New name

If there has been no change in the name of the representative, leave this item blank. If the change in name concerns a natural person their family (or last) name and given (or first) name should be indicated in the order that they are used. If the change in name concerns a legal entity the full official designation must be indicated.

Item 3(b): New address

If there has been no change in the address of the representative, leave this blank. If there has been a change, indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (where applicable) and the name of the country/region.

Item 3(c): New e-mail address

If there has been no change in the e-mail address, leave this section blank. WIPO will continue to communicate with the representative using the existing e-mail address only.

Where an e-mail is indicated, WIPO will communicate with the representative using this e-mail address only.

The holder and the representative must ensure that the e-mail address indicated here (or already recorded) is accurate and kept up to date.

Item 3(d): New telephone number

If there has been no change in the telephone number, leave this section blank. If there has been a change, indicate the telephone number with the country and city codes (e.g., +41 22 338 86 86). A telephone number is not required, but it will allow WIPO to reach your representative if needed.

ITEM 4: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder's representative must sign the form before presenting it directly to WIPO. If the form is not signed, the changes to the representative's name or address will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

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

Name (holder)

Indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

Name (representative)

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register (or as indicated in item 3(a)).

Where the holder or the representative is a legal entity, indicate the name as recorded in the International Register (not the name of the person signing the form on behalf of that legal entity).

Signature (holder/representative)

The signature must be handwritten, printed, typed or stamped.

ITEM 5: OFFICE OF THE CONTRACTING PARTY OF THE HOLDER PRESENTING THE REQUEST

This item should only be filled out by the Office presenting the form.

[End of Note for Filing Form MM10]