

NOTE FOR FILING FORM MM11: RENEWAL OF THE INTERNATIONAL REGISTRATION

Form MM11 (Mandatory): Renewal of the International Registration (Rule 30 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

You may use this form to renew your international registration and provide WIPO with your payment details.

However, the simplest way to renew your international registration is to use WIPO's [Online Renewal](#) form. Once you have entered your international registration number in the online form, you will see the Contracting Parties designated in your international registration and the status of protection in each of those Contracting Parties. Further, the fees will be automatically calculated for you, which you can then 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 online form, 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 changes 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 reflected in the renewal certificate.

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.

Please make sure that you request the recording of any changes to the international registration (for example, limitation, partial cancellation or any changes in the holder's details) well in advance of your renewal date, so they can be taken into account in the calculation of renewal fees and 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 but within the six months grace period, 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".

SCOPE OF RENEWAL

Your international registration will be renewed

- for those goods and services that have not been affected by a recording of cancellation;
- for Contracting Parties that have not been affected by a 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 for only 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 TO SUBMIT THIS FORM

You can 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

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

The amount of fees for the renewal of an international registration depend on the number of classes of goods and services in the international registration, the designated Contracting Parties and their applicable fees (either standard or individual fees). For designated Contracting Parties for which individual fees apply, the amount also depends on the number of classes for which protection has been granted in a final or further decision. For more information on the calculation of fees please see item 3 below.

WHEN TO PAY THE FEES

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 then you will need 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 Parties².

HOW TO PAY FEES

You can pay the fees:

- by debiting the required amount from a Current Account at WIPO, *or*
- from funds already transferred to WIPO, *or*

² Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.

- by transferring the required fees into WIPO’s bank account or postal account (within Europe only)

It is not possible to pay the required fees by credit card when using this form. However, payment by credit card is possible if you use the online renewal 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 holder, please refer to [Declarations made by Contracting Parties of the Madrid System, the Protocol and the Regulations](#) for further information. In that case, the holder may pay the renewal fees through that Office instead of directly to WIPO.

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.

E-MAIL ADDRESS AND WIPO’S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide an e-mail address. This is 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.

Please use [Contact Madrid](#) to provide (or update) your e-mail address (under “My request concerns” select the topic “a change in contact details of the holder”).

Where a representative has been appointed WIPO will send all communications electronically to the e-mail address recorded for the representative **only**³. Where the holder has not appointed a representative, WIPO will send all communications electronically to the e-mail address provided for the holder unless an alternative e-mail address for correspondence has also been provided.

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.

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.

³ Where a representative has been appointed, WIPO will not normally 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.

HOW TO FILL IN FORM MM11

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 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.

Please note that you can only indicate one international registration number per form MM11.

ITEM 2: NAME OF THE HOLDER

Indicate the holder's name exactly as it is recorded in the International Register. Where the international registration is jointly owned indicate the names of each joint holder as recorded.

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 WIPO that you do not wish to renew the international registration for that Contracting Party.

It is possible to renew the international registration for all Contracting Parties that have not been the subject of a recording of total invalidation or renunciation. This means that you can renew the international registration for those Contracting Parties that have granted full or partial protection, and even for those Contracting Parties that have issued a total refusal. There may be legitimate reasons for such renewal, for example, you may be appealing a final or further decision.

WIPO will renew the international registration for all Contracting Parties where the corresponding boxes have been checked, but with the exception of those Contracting Parties affected by the recording of a renunciation or total invalidation. Such Contracting Parties will not be taken into account for the renewal, and any fees paid for those Contracting Parties will be reimbursed.

An advantage of using the online renewal form is that the status of protection of each of the Contracting Parties will be clearly indicated (for example, it will not be possible to select Contracting Parties that have been renounced or totally invalidated).

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

You must complete the “Fee Calculation Sheet” annexed to the form. You will need to calculate and indicate the amount of fees (unless the fee is to be debited from a Current Account at WIPO) and provide details of your chosen method of payment.

(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:

Holder of the account

Indicate the name of the holder of the Current Account,

Account number

Insert the five digit account number, and

Identity of the party giving the instructions

Indicate the name of the party giving the instructions; this could be the holder, the representative, or a third party.

If you choose this method of payment, you do not need to calculate or indicate the amount of fees as 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

If you have not provided any instructions above to debit the required fee from a Current Account at WIPO, please use the [Fee Calculator](#) to help you estimate the amount of fees to pay.

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, the amount of fees for the renewal for that Contracting Party will be calculated taking into account only the goods and services that are protected.

If you want to renew your international registration for a designated Contracting Party that has totally refused protection for your mark in a final or further decision, and it has declared an individual fee, you will need to pay for all the classes of goods and services covered by the designation.

Applicable Fees

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

In addition to the basic fee, you will need to pay fees for the designated Contracting Parties where you wish to continue to protect your mark, which can be either complementary and supplementary fees, or individual fees.

Complementary and supplementary fees (“standard fees”)

Complementary fees (100 Swiss francs per designated Contracting Party) and Supplementary fees (100 Swiss francs for each class of goods and services in the excess of three) are fixed amounts and are often referred to as “standard fees”, which apply where the Contracting Parties designated have not declared for individual fees.

Individual fees

Some Contracting Parties charge an Individual Fee. Where individual fees have been declared, you will pay these fees instead of the standard fees except where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable. Please check amount here: [Individual Fees](#).

Paying within the grace period

When paying within the six-month 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 Parties⁴.

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

⁴ Please see [Individual Fees](#) by searching for “where payment is received within the period of grace”.

(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 the holder, the representative, or a third party).

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 the party making the payment and complete address;
- ✓ [Transaction code](#): (RE);
- ✓ International Registration Number;
- ✓ The mark or verbal elements of mark (if available);
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

Indicate the date of the payment, in day, month and year format.

[End of Note for Filing Form MM11]