

NOTE FOR FILING FORM MM12: REQUEST FOR RECORDING OF AN APPOINTMENT OF REPRESENTATIVE

Form MM12 (Optional): Request for recording of an appointment of representative (Rule 3 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 appoint a representative to act on your behalf to manage your international application or registration before the International Bureau (WIPO) or to replace a representative already recorded. However, the easiest way to record an appointment of representative is to use WIPO's [online management of representative](#) form.

As far as WIPO is concerned, there are no specific requirements concerning the professional qualifications of appointed representatives. Furthermore, the representative does not need to be a national, domiciled or resident in a member State of the Madrid System.

A single form can be used to request the appointment of a representative for multiple international applications or registrations provided that all applicable applications or registrations are in the name of the same applicant or holder.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 3 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 request a recording of a change in name or address or to update an e-mail address or telephone number of the representative already recorded in the International Register. Please use the [online management of representative](#) form or form [MM10](#) for this purpose.

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

Do **not** use this form to request the appointment of a local representative in a specific designated Contracting Party (for example, following a provisional refusal). You will need to contact the Office of that Contracting Party for information on any specific requirements it may have. You may also refer to the [Madrid Member Profiles](#) database for more information.

THE EFFECT OF RECORDING THE APPOINTMENT OF A REPRESENTATIVE

If you appoint a representative before WIPO, all communications from WIPO (including, refusals, decisions and irregularity notices) concerning the application(s)/registration(s) listed in the form, will be sent to that representative only (subject to very few exceptions where the applicant/holder will also receive a copy). WIPO will not re-send any communications to the representative that were previously sent to the holder. Please also note that the recording of the representative (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 application(s)/registration(s) concerned.

The appointed representative may act before WIPO only. It may be necessary to appoint a representative to act before the Office of the designated Contracting Party, for responding to a refusal by such an Office.

When WIPO has recorded the appointment of the representative in the International Register, the Offices of the designated Contracting Parties will be informed.

The appointment of a new representative will replace any representative previously appointed.

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 the appointment of a representative.

E-MAIL ADDRESS AND WIPO'S ONLINE SERVICES

When completing this form you must provide the e-mail address for the representative.

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 that 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 of the applicant/holder or to the alternative e-mail address for correspondence, where one has been provided.

E-mail 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.

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.

HOW TO FILL IN FORM MM12

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.

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.

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: NAME OF THE APPLICANT AND/OR HOLDER

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

ITEM 2: INTERNATIONAL APPLICATION (S) REFERENCE(S) AND/OR REGISTRATION NUMBER(S)

For international applications (only where the registration number is not yet available)

Indicate the Office of origin of the basic mark, the basic mark application/registration number(s) and date(s), and the filing date of the international application before the Office of origin.

For international registrations

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

The name and address of the applicant/holder of each international application or registration must be identical. If not, a separate request must be presented for each applicant/holder.

ITEM 3: REPRESENTATIVE

Item 3(a): Name

If the representative is a natural person, indicate their full name. Their family (or last) name and given (or first) name should be indicated in the order they are used. If the representative is a legal entity, the full official designation must be indicated.

Item 3(b): Address

Indicate the address in a form that will ensure prompt postal delivery. The address must include the postal code (if applicable) and name of country/region.

Item 3(c): E-mail address

You **must** provide the e-mail address of the representative. All communications from WIPO concerning the international registration(s)/application(s) listed in this form will be sent only electronically to the e-mail address indicated here. The applicant/holder and the representative must ensure that the e-mail address indicated here is accurate and kept up to date.

Item 3(d): Telephone number

Indicate the telephone number with the country and area 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 APPLICANT AND/OR THE HOLDER

The applicant and/or holder must sign this form before presenting it directly to WIPO. If the form is not signed, the representative will not be recorded and all the communications from WIPO will be sent directly to the applicant or holder of the international registration (or the existing representative on record).

If the request is presented through, and signed by, an Office the signature of the applicant/holder is not required and item 5 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

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

Where the applicant/holder 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

The signature should 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 MM12]