

NOTE FOR FILING MM14: REQUEST FOR AMENDMENT OF THE RECORDING OF A LICENSE

Form MM14 (Mandatory): Request for amendment of the recording of a license (Rule 20*bis* 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

The holder (or their representative) may use this form to request the recording of an amendment of a previously recorded license.

If you wish to amend a license for more than one licensee, or for more than one international registration, you will need to complete a separate form for each licensee or for each international registration.

IS THIS THE RIGHT FORM?

Do **not** use this form to request a recording of a license or to request the cancellation of the recording of a license, use form [MM13](#) (recording a license) or [MM15](#) (cancellation of a license) for such purpose.

THE EFFECT OF RECORDING THE LICENSE

WIPO will record the amendment of the license in the International Register, and notify the holder (or their representative) and the Offices of the designated Contracting Parties concerned.

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”) providing the request is signed by the holder.

Where the request is not signed by the holder it must be presented through an Office, either the Office of the Contracting Party of the holder or through the Office of a Contracting Party with respect to which the recorded license was granted. However, before doing so, you will need to check with the Office on how to submit the form – on paper or by electronic means.

FEE INFORMATION

A fee of 177 Swiss francs is payable to WIPO per request.

HOW TO PAY THE FEES

You can pay the fees:

- by debiting the required amount from a [Current Account at WIPO](#), or
- from funds that you have already transferred to WIPO (where you have been provided with a WIPO reference number), or
- by transferring the required fees into WIPO's bank account or postal account (within Europe only).

E-MAIL ADDRESS OF THE HOLDER AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide (or update) your e-mail address 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 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.

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 MM14

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 “Continuation Sheet” at the last page of the form 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. WIPO will include these references in any further communication concerning this form.

ITEM 1: INTERNATIONAL REGISTRATION NUMBER

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

ITEM 2: NAME OF THE HOLDER

Indicate the holder’s name (including joint holders) exactly as it is recorded in the International Register.

ITEM 3: NAME OF LICENSEE

Indicate the name of the licensee exactly as it is recorded in the International Register.

If you wish to amend the recording of a license for more than one licensee, you will need to complete a separate form for each licensee.

ITEM 4: AMENDMENT(S)

The holder will need to consider whether there has in fact been an amendment to an existing recorded license, or whether such changes have instead resulted in a new license. In the latter case, the holder should use form [MM15](#) to cancel the existing license and form [MM13](#) to record the new one.

Where several licenses are recorded in respect of the international registration concerned, you must clearly specify the license to which the request relates, such as, indicating the date and reference of the recorded license in the Gazette (for example, “2008/12 Gaz, 24.04.2008”) or by providing details of the Contracting Party concerned (for example, “the license covering Switzerland”).

Alternatively, you may indicate, “this request for amendment relates to all licenses recorded in respect of the international registration indicated in item 1 that are in the name of the licensee indicated in item 3”.

Please indicate the amendments to the recorded license by checking all boxes that apply.

Item 4(a): New name of the licensee

Check this box if you wish to record a change in name of the recorded licensee and indicate the new name here.

Item 4(b): New address of the licensee

Check this box if you wish to record a change in the address on record for the licensee and indicate the new address here.

Item 4(c): Details of other amendments

Check this box if you wish to record an amendment that does not concern the name and address of the licensee, or you wish to record an amendment in addition to an amendment to the name and address of the licensee.

Other amendments to the license may concern the Contracting Parties, the goods and services covered by the license, the legal nature of licensee (where legal entity) or State of which the licensee is a national (where natural person), the name and address of the licensee’s representative, or the type or duration of a license. Please explain clearly any amendments, for example, “*the license no longer covers Switzerland*” or “*the duration of the license is 10 years from the date [day/month/year]*”.

ITEM 5: SIGNATURE OF THE HOLDER AND/OR THEIR REPRESENTATIVE

The holder or the holder’s representative must sign the form before presenting it to WIPO. If the form is not signed, the amendment of the license will not be recorded.

Where the recorded holder or their representative is not available to sign the form, it must be submitted through an Office. In such case, this item may be left blank. The person signing this form must declare that he or she is entitled to do so under the applicable law.

Holder

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

Representative

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register.

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 6: SIGNATURE OF THE OFFICE PRESENTING THE REQUEST

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

FEE CALCULATION SHEET

You must complete the “Fee Calculation Sheet” annexed to the form.

Where no payment or insufficient payment has been received by WIPO, the holder and the holder’s representative (where applicable) will be notified of an irregularity.

(a) Instructions to Debit from a Current Account

Where the fee is to be debited from a Current Account at WIPO, 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.

Identity of the party giving the instructions

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

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

The fee is 177 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, or 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, check the respective box and indicate the following:

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

Payment identification

When transferring funds to WIPO (bank or postal transfers), 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](#): enter the transaction code for amendment of a license (LLC);
- ✓ 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).

dd/mm/yyyy

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

[End of Note for Filing Form MM14]