

NOTE FOR FILING MM20: REQUEST FOR CONTINUED PROCESSING

Form MM20 (Mandatory): Request for continued processing (Rule 5*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

Use this form to request continued processing where you have failed to meet a time limit for an action in a procedure before WIPO.

Continued processing does not apply to procedures before national or regional IP Offices, for example, where you have failed to meet the time limit to respond to a provisional refusal.

WHEN IS CONTINUED PROCESSING POSSIBLE?

An applicant or holder may request continued processing where they have failed to meet a time limit for an action in a specific procedure before WIPO. Continued processing is possible where the applicant or holder has failed to comply with the time limit relating to:

- an international application, specifically concerning an irregularity to be remedied by the applicant only (Rules 11(2), (3) and 12(7));
- a request for the recording of licenses (Rule 20*bis*(2));
- a request for subsequent designation (Rule 24(5)(b));
- a request for the recording of a change of ownership, a limitation, a renunciation, a change in the name, address or legal nature of the holder, a cancellation of the international registration, or a change in name of address of the representative (Rule 26(2));
- a request for the payment of fee for the recording of the division of an international registration (Rule 27*bis*(3)(c));
- the second part of the individual fee (Rule 34(3)(c)(iii)); and for
- a request that an international registration continue its effects in a successor State and the payment of the fees related to this request (Rule 39(1)).

A request for continued processing must be presented to WIPO on form MM20 **within two months** from the expiry of the time limit concerned together with the applicable fee.

For example, if you failed to comply with a time limit for the payment of the second part of an individual fee by November 1, 2021, a request for continued processing must be made by January 1, 2022, at the latest. It is only possible to submit a request once the time limit concerned has expired.

Along with the request, the requirements in respect of which the time limit concerned applied must be complied with. Again, following on from the afore-mentioned example, this means that the second part of an individual fee must be paid at the time of filing the request as well as the fee payable to WIPO.

Please refer to our [Guide to the International Registration of Marks](#) for further details concerning continued processing.

THE EFFECT OF THE CONTINUED PROCESSING

If the request is in order, WIPO will continue to process the international application, subsequent designation, request or other action for which a payment had to be made, and record that fact in the International Register, as well as notify the applicant or holder accordingly.

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”).

FEE INFORMATION

A fee of 200 Swiss francs is payable per form (covering one request for continued processing for one international application or registration). This fee is in addition to any other fees related to the request (for example, payment of application fees).

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.

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 MM20

The form must be typed. Handwritten forms will not be accepted.

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 applicant or holder may indicate their own internal file reference. WIPO will include these references in any further communication concerning this form.

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.

ITEM 1: WIPO REFERENCE NUMBER

You will find the WIPO reference number, for example, 806/123456789 in the notification received from WIPO.

ITEM 2: INTERNATIONAL REGISTRATION NUMBER OR BASIC MARK NUMBER

For international registrations

Where the request concerns an international registration, indicate the full international registration number, for example 123456 or 123456A.

For international applications

Where the request concerns an international application, indicate the application of registration number and date of the basic mark, and the filing date of the international application before the Office of origin.

ITEM 3: NAME OF APPLICANT/HOLDER

Indicate the name of the applicant or holder exactly as it appears in the international application, or recorded in the International Register.

Where the international application or the international registration is jointly owned indicate the names of each joint applicant/holder as recorded.

ITEM 4: REQUEST FOR CONTINUED PROCESSING

Indicate the reason for the request for continued processing by checking the relevant box.

An international application, including missing or insufficient payment of fees (Rules 11(2), (3) or 12(7))

Check this box where you failed to comply with a time limit in relation to an application for an international registration, for example, you failed to provide transliteration of the mark or pay the relevant fees.

The recording of a license, including missing or insufficient payment of fees (Rule 20*bis*(2))

Check this box where you failed to comply with a time limit in relation to a request for the recording of a license, for example, you did not present the correct form (MM13) or you failed to pay the required fee.

A subsequent designation, including missing or insufficient payment of fees (Rule 24(5)(b))

Check this box where you failed to comply with a time limit in relation to a request for a subsequent designation, for example, you did not present this on the relevant form (MM4 or online form) or you failed to pay the required fees.

The recording of a change of ownership, a limitation, a renunciation or a change in the name, address or legal nature of the holder, a cancellation of the international registration, or change in name of address of the representative, including missing or insufficient payment of fees (Rule 26(2))

Check this box where you failed to comply with a time limit in relation to a request for the recording of a change, limitation, renunciation or cancellation of an international registration, for example, you did not present the request concerned on the proper form or you failed to pay the required fees.

The recording of the division of an international registration relating to missing or insufficient fees (Rule 27bis(3)(c))

Check this box where you failed to meet the time limit to pay the fee for a request for division.

The payment of the second part of an individual fee under Rule 34(3)(c)(iii).

Check this box where you failed to comply with a time limit for the payment of the second part of an individual fee.

A request that an international registration continues its effects in a successor State, including missing or insufficient payment of fees (Rule 39(1))

Check this box where you failed to comply with a time limit in relation to a request that an international registration continue its effect in the successor State.

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

The applicant, holder or their representative must sign the form before presenting it directly to WIPO.

The person signing this form must declare that he or she is entitled to do so under the applicable law.

Name (applicant or holder)

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

Name (representative)

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register. If the recorded applicant or holder signs the form, there is no need for the representative to sign it as well.

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

Signature (applicant or holder/representative)

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

FEE CALCULATION SHEET

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

(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 five digit account number, and

Identity of the party giving the instructions

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

There is no need to 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

The fee is 200 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 receipt of 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](#): enter the transaction code for limitation (CPR);
- ✓ The International Registration Number; or Basic Application or Registration Number;
- ✓ The mark name (if available);
- ✓ Name of applicant or 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 MM20]