

## NOTE FOR FILING MM21: REQUEST FOR THE CORRECTION OF RECORDING

**Form MM21 (Optional):** Request for the correction of recording (Rule 28 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 correction of an error made by WIPO or by an IP Office concerning an international registration.

WIPO will not correct errors made by the holder or the holder's representative. Where, for example, AT was indicated instead of AU in the list of designations, the designation of AU can only be included in the international registration by a subsequent designation. Where the representative has made an error in the holder's name, it would be necessary to request a recording of a change in the holder's details.

#### ERRORS MADE BY WIPO

If WIPO has made an error in the recording of your international registration, you may request a correction at any time.

#### ERRORS MADE BY AN IP OFFICE

If an IP Office has made an error concerning an international application or registration, WIPO will make a correction provided the request for correction is received within **9 months** from the date the error was published in the International Register ([WIPO Gazette of International Marks](#)).

The holder or the IP Office concerned may present the request for the correction. If the holder presents the request, the Office will need to verify the error. Given the 9 months' time limit, if the holder believes that an Office has made an error, we recommend that they raise the error directly with the Office concerned and WIPO as soon as possible.

WIPO will also amend minor typographical errors or spelling mistakes made by an IP Office, as long as such amendments do not impact the rights deriving from the international registration. An example here, would be an error in the registration number of the basic mark. This type of correction may be requested at any time.

## THE EFFECT OF THE CORRECTION

Where WIPO has corrected an error, it will notify the holder and the Offices of the designated Contracting Parties affected by the correction, and publish this in the Gazette. The Offices that are notified of the correction may inform WIPO, within a given time limit, that they cannot (or can no longer) grant protection to the international registration as corrected. This may happen in cases where there are grounds for refusal of the international registration as corrected, which did not apply to the international registration as originally notified to the Office concerned.

## FEE INFORMATION

There is no fee payable to WIPO for this request.

## 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”).

## 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 representative<sup>1</sup>.

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.

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<sup>1</sup> 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.

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 MM21

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 or the Office, submitting the request 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 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: REFERENCE NUMBER

#### Item 3(a): WIPO reference number

If you are the holder or their representative requesting the correction, complete item 3(a).

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

**Item 3(b): WIPO notification number**

If you are the Office requesting the correction, complete item 3(b).

You will find the 3-letter and the 6-digit number, for example, ENN/2014/01 in the notification received from WIPO.

**ITEM 4: DESCRIPTION OF THE REQUESTED CORRECTION**

Provide full details of the error to be corrected. If you need more space, check the box and use a continuation sheet.

**ITEM 5: SIGNATURE OF THE HOLDER OR OFFICE PRESENTING THE REQUEST**

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

**Item 5(a): Where the request is presented by the holder or their representative**

If the holder or their representative is presenting this request, complete item 5(a) only.

**Holder**

Where the holder signs the form, indicate the name of the holder (including joint holders) exactly as recorded in the International Register.

**Representative of the holder**

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

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(b): Where the request is presented by the Office**

If the Office is presenting this request, complete item 5(b) only.

**Name of the Office**

Indicate the full name of the Office presenting the request.

**Name and signature of the official signing the form**

Indicate the full name of the official signing the form on behalf of the Office.

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

**E-mail address (of the official signing the form)**

Please provide an e-mail address that WIPO may use to contact the Office to discuss the request, if necessary.

[End of Note for Filing Form MM21]