

## NOTE FOR FILING FORM MM7: REQUEST FOR THE RECORDING OF A RENUNCIATION

**Form MM7 (Mandatory):** Request for the recording of a renunciation (Rule 25 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 abandon the effects of an international registration for all the goods and services with respect to some (but not all) of the designated Contracting Parties.

A single MM7 form may be used to request the recording of a renunciation for multiple international registrations provided that they are all in the name of the same holder and that the designated Contracting Parties for which the international registration is to be renounced are the same for each of the international registrations concerned.

Please note that WIPO will record the information received in the International Register, provided it meets the requirements of Rule 25 of the Regulations. Therefore, it is important that you provide accurate and complete information.

#### IS THIS THE RIGHT FORM?

Do **not** use this form if you wish to restrict the list of goods and services with respect to all or some of the designated Contracting Parties in an international registration, use the [Online Limitation form](#) or form [MM6](#) (limitation) for this purpose.

Do **not** use this form if you wish to permanently remove particular goods and services from the International Register, affecting all the designated Contracting Parties, use form [MM8](#) (partial cancellation) for this purpose.

For further information on partial cancellation and renunciation, please, refer to the Notes for Filing MM6 and MM8.

#### THE EFFECT OF RECORDING THE RENUNCIATION

Once the renunciation has been recorded in the International Register, WIPO will inform the Offices of the designated Contracting Parties concerned. The renunciation has no effect on the goods and services covered by the international registration. However, the mark will not be protected by the international registration in the designated Contracting Parties that have been renounced. You may later request the recording of a subsequent designation ([E-Subsequent Designation](#) or form MM4) for the designated Contracting Parties which are the subject of the renunciation.

Please note that it is not possible to transform the international registration into national or regional rights following a request for renunciation. Transformation is only possible where the Office of origin has requested the cancellation following the ceasing of effect of the basic mark (under Article 6(4) of the Protocol).

## 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 the recording of a renunciation.

## E-MAIL ADDRESS AND WIPO'S ONLINE SERVICES

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, 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 recorded for 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.

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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.

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 MM7**

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 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: INTERNATIONAL REGISTRATION NUMBER(S)**

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

You may indicate more than one international registration providing the name of the recorded holder of each international registration is identical and the designated Contracting Parties for which the international registration is to be renounced are the same. If this is not the case, separate forms must be submitted.

### **ITEM 2: NAME OF THE HOLDER**

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

### **ITEM 3: APPOINTMENT OF A (NEW) REPRESENTATIVE**

Complete this section only if you are appointing a representative for the first time, or if you wish to replace your previously appointed representative (the one currently recorded in the International Register).

Do not complete this section if you wish to:

- update the contact details of a representative already recorded in the International Register. Use form [MM10](#) for this purpose; or
- amend or cancel an e-mail address of a representative already recorded in the International Register. Submit a request to WIPO using the [Contact Madrid](#) (under “My request concerns”, select the topic “something else”) for this purpose.

#### **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 an e-mail address. All communications from WIPO concerning the international registration(s) listed in this form will be sent only electronically to the e-mail address indicated here. The applicant 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.

#### *Signature of the holder appointing the above (new) representative*

The holder **must** sign this item. The signature should be handwritten, printed, typed or stamped. If there is no signature WIPO will process your request but the appointment of the representative will not be recorded. Neither the recorded representative nor the new representative may sign this item on behalf of the holder.

A representative may only record a single e-mail address to communicate with WIPO. All communications from WIPO will be sent to the representative by e-mail only.

#### **ITEM 4: CONTRACTING PARTIES**

Indicate the designated Contracting Parties for which the international registration is to be renounced.

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

The holder or the holder's representative must sign the form before presenting it directly to WIPO. If the form is not signed, the request for renunciation will not be recorded.

If the request is presented through, and signed by, an Office, the signature of the holder or the holder's representative is not required and this item may be left blank. However, the Office may require or allow the holder (or representative) to sign this item.

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

##### **Name (holder)**

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

##### **Name (representative)**

Where the representative signs the form, indicate the name of the representative exactly as recorded in the International Register or as indicated in the appointment of the (new) representative in item 3. If the recorded holder signs the form, there is no need for the representative to sign it as well.

Where the holder or 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 should be handwritten, printed, typed or stamped. Alternatively, a seal may be affixed to the form.

#### **ITEM 6: 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 MM7]