

NOTE FOR FILING FORM MM9: REQUEST FOR THE RECORDING OF A CHANGE OF NAME OR ADDRESS OF THE HOLDER, OR WHERE THE HOLDER IS A LEGAL ENTITY, REQUEST FOR THE RECORDING TO INTRODUCE, OR CHANGE ITS LEGAL NATURE

Form MM9 (Mandatory): Request for the Recording of a Change in the Name or Address of the Holder; or, where the Holder is a Legal Entity, Request for the Recording to Introduce, or Change its Legal Nature (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 record a change of name and/or address of the holder; and/or where the holder is a legal entity, to introduce or change its legal nature.

A single form MM9 can concern one or more changes for one or more international registrations. The same change(s) can be recorded for multiple international registrations provided that the name of the holder recorded for each registration concerned is identical.

For example, the holder may submit one form MM9 to request a change of name and address for several international registrations, provided the name of the holder (as recorded in the International Register) for all registrations listed in the form is identical. The holder may also submit one form MM9 to record a number of changes such as, a change of name, address and an indication of legal nature to one international registration.

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?

Change in name vs. change in ownership

Do not use this form if you wish to request the recording of a change in ownership of the international registration, use form [MM5](#) for this purpose.

A change in the name of the holder implies that the same person or legal entity continues to be the holder of the international registration. A holder would need to determine, in line with the applicable national /regional laws, whether it would be legally appropriate to request the mere recording of a change in name or legal nature rather than record a change in actual ownership of the international registration.

Providing all the formality requirements are met WIPO will inscribe the change as requested, without any verification. Do not send any supporting documentation to WIPO.

Change in the holder's contact details

To request a change in the holder's contact details (for example, e-mail address, or address for correspondence) use [Contact Madrid](#) (under "My request concerns", select the topic "a change in contact details of the holder").

THE EFFECT OF RECORDING THE CHANGES

Once WIPO has recorded the changes requested, they will be reflected in the International Register and third parties, as well as the Offices of the designated Contracting Parties, will be put on notice of the new details.

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

A fee of 150 Swiss francs is payable per form (regardless of the number of international registrations listed).

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 postal account (within Europe only) or bank account.

E-MAIL ADDRESS AND WIPO'S ONLINE SERVICES

Where you have not already done so, for example, in the international application, you must provide an e-mail address. This 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.

Please use [Contact Madrid](#) to provide (or update) your e-mail address (under "My request concerns" select the topic "a change in contact details of the holder").

Where a representative has been appointed WIPO will send all communications electronically to the e-mail address recorded for the representative **only**¹. Where the holder has not appointed a representative, WIPO will send all communications electronically to the e-mail address provided for the holder unless an alternative e-mail address for correspondence has also been provided.

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 MM9

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 a “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(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 holder of each registration is identical. If not, a separate request must be presented for each holder.

¹ Where a representative has been appointed, WIPO will not normally 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 2: NAME OF THE HOLDER

Indicate the name of the holder 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: CHANGE IN NAME OR ADDRESS OF THE HOLDER

Item 3(a): New name

Tick this box if the holder has changed their name and indicate the new name as it should be displayed in the International Register, including the parts that remain unchanged.

Item 3(b): New address

Tick this box if the holder has changed their address and indicate the new address as it should be displayed in the International Register, including the parts that remain unchanged.

Where there are joint holders and the change only applies to one of them, it must be clear to which holder the change applies. If there are several joint holders **but** only one of them has a new name and/or address, provide the new name and/or address of the holder concerned, **as well as** the unchanged name and/or address of the other holders in the continuation sheet.

For example, X and Y are joint holders of an international registration. If just Y wishes to change their name or address, the following details should be provided in the continuation sheet.

“X’s name and/or address are unchanged; Y’s new name and/or address have been changed as follows: [...]”

In the example above, if only the new name and/or address of Y is indicated without any information concerning X, WIPO will issue an irregularity notice, asking the holder to clarify the issue.

ITEM 4: IF THE HOLDER IS A LEGAL ENTITY, RECORDING OF, OR CHANGE IN, THE INDICATIONS CONCERNING THE LEGAL NATURE OF THE HOLDER

To introduce or change an indication of legal nature of the holder you will need to provide the information requested in both 4(a) and 4(b).

To introduce a legal nature, the holder must be a legal entity. If the holder has previously indicated that he/she is a “natural person”, WIPO will issue an irregularity notice, asking the holder to clarify the issue.

Item 4(a): Change in, or introduction of legal nature

If you wish to change (or introduce) a legal nature, indicate the new legal nature here (e.g., “Joint Stock Company”) and then complete item 4(b).

Item 4(b): State and where applicable, territorial unit within that State

Indicate the State (country) and the territorial unit within that State (canton, province, state, etc.) under which the laws of the above legal entity has been organized (e.g., “United States of America, Florida”).

Where there are joint holders and the change only applies to one of them, it must be clear to which holder the change applies. If two or more joint holders wish to change (or introduce) a legal nature, such information may be provided in the continuation sheet.

ITEM 5: 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 the e-mail address or phone number 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 5(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 5(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 5(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 5(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 6: SIGNATURE BY 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 change(s) indicated 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 5. 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 7: OFFICE OF THE CONTRACTING PARTY OF THE HOLDER 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, 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 the five digit account number, and

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 150 Swiss francs, regardless of the number of changes or number of international registrations listed in item 1 of the form.

(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 applicant, 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, please check the respective box and indicate the following

Payment identification

When transferring funds to WIPO (bank or postal transfers), please provide your bank or post office with the following details, and enter this information in the “Payment identification” field in the form:

- ✓ Name of party making the payment and complete address;
- ✓ [Transaction code](#): enter the transaction code (MT) for changes in the holder’s name, address or indications concerning legal nature;
- ✓ The mark or verbal elements of mark (if available); and
- ✓ Name of the holder (if different than the name of the party making the payment).

dd/mm/yyyy

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

[End of Note for Filing Form MM9]