



United States Patent and Trademark Office

Application for Subsequent Designation

INSTRUCTIONS FOR SUBSEQUENT DESIGNATION

NOTE: If you have installed Anti-Spam filters or software on your email service, please ensure that legitimate emails from TEAS@uspto.gov are not falsely identified as spam or junk.

1. **To navigate through each separate section of this form**
Do not use your browser's "Back" or "Forward" buttons. Instead, use the "< Previous" or "Next >" buttons at the bottom of each section of the form. As you navigate through the sections, each section is validated before the next section is displayed. If there are any errors, you must fix them before proceeding to the next section. **To save data already entered within a section, you must first click on "Next" prior to using the "Previous" button to return to any previous section.**
2. **To file the form electronically, please complete the following steps:**
 - Complete all fields for which information is known. Fields prefaced with an asterisk (*) are required fields for filing purposes and must be completed.
 - Use the Pay/Submit button at the bottom of the Validation Page. After accessing the proper screen for payment and making the appropriate entries, you will receive a confirmation screen if your transmission was successful.
 - You will also receive an e-mail acknowledgement of your submission providing a summary of your filing. Please contact TEAS@uspto.gov within 24 hours of transmission (or by the next business day) if you do **not** receive this e-mail acknowledgement.
3. **Help Instructions:**

Each field name links to the relevant section of the "**HELP**" instructions that will appear at the bottom of the screen.

Check here if you do **not** want the scrolling help to display automatically at the bottom of each screen in the instructions page, AND/OR if the screen reader must allow the filer to enter the information with no problems.
4. **Contact Information:**

If you need help resolving technical glitches, you can e-mail us at TEAS@uspto.gov. For general information about the Madrid Protocol, please contact the Madrid Processing Unit at MPU@uspto.gov, or (571) 272-8910. Please include your telephone number in your e-mail so we can talk to you directly, if necessary. Or, to view the information provided by the International Bureau concerning the Madrid System for the international registration of marks, click [Madrid System for the International Registration of Marks](#).
5. **Browser Requirement:**

IMPORTANT: To use this form successfully, please note the following requirements:

 1. You must use one of the following browsers: Internet Explorer 5.5+; Netscape 7.0+; Mozilla/FireFox 1.0+. You can **NOT** use Netscape 4.x;
 2. You must have the cookies and javascript features of your browser enabled;
 3. Do **NOT** use your browser's "**BACK**" or "**FORWARD**" buttons at any time to navigate through any portion of this form. Always use the navigational tools provided specifically at the bottom of the form pages; and
 4. If you have installed Anti-Spam filters or software on your email service, please ensure that legitimate emails from TEAS@uspto.gov are not falsely identified as spam or junk.
6. **Other:**

NOTE: This form has a session time limit of 60 minutes. A session begins once you create and enter the form via the Form Wizard. If you exceed the 60 minute time limit, the form will not validate and you must begin the entire process again; however, you can [extend the time limit](#). You are encouraged to have all information required to complete the form available prior to starting your session.

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INTERNATIONAL REGISTRATION IDENTIFICATION SECTION

*** INTERNATIONAL REGISTRATION NUMBER**Enter the **one** International Registration Number as the basis for this Subsequent Designation.

Enter the number with NO punctuation or other symbols included. The number must be at least 7 characters long. If necessary, add a leading "0" to the number (e.g., 0794321).

WARNING: If your entered international registration number is not accepted, but you recently received notification with this number from the International Bureau, the USPTO may not yet have received the same notification. The USPTO database must contain the number for this form to work, and the USPTO may receive the notification up to two weeks after receipt by the applicant/owner/representative.

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[Privacy Policy Statement](#)

The information collected on this form allows an applicant to file a subsequent designation for an international application through the USPTO to the International Bureau of the World Intellectual Property Organization. This collection of information is required by 15 U.S.C. 1141d. All information collected will be made public. Gathering and providing the information will require an estimated 3 minutes. Please direct comments on the time needed to complete this form and/or suggestions for reducing this burden to the Chief Information Officer, USPTO, P.O. Box 1450, Alexandria, VA 22313. Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number.

SUBSEQUENT DESIGNATION

HELP INSTRUCTIONS

Extend the time limit: The 60-minute period is not an "absolute" period; i.e., you do not have to complete the form, start to finish, within 60 minutes. If the USPTO's server does not detect any activity at all within 60 minutes, it will end your session at the 60-minute point. HOWEVER, at 54 minutes into your session, you will receive a pop-up window warning you that your session will expire in six minutes (it will actually provide the precise "end" time within the window, such as 11:29:14 EST).

To "renew" your session, you simply need to click on the "OK" button at the bottom of the pop-up window, and you will automatically get another 60 minute time period. If you do not click on the button within the remaining six minutes of the session, your session will completely end at the 60-minute mark, and you will be returned directly to the initial form wizard to start the process again.

International Registration Number: The registration number assigned by the International Bureau. The number must be at least 7 characters long. If necessary, add a leading "0" to the number (e.g., 0794321).

Following Changes:

Enter in the free-form text box any necessary change(s) to the International Registration that is the basis of this Subsequent Designation. Once this information is recorded in the International Register, the Subsequent Designation will take effect.

Joint Applicant:

It is important to determine if a "joint applicant" relationship actually exists between the owners, rather than a different relationship (such as a partnership or a joint venture). Normally, a trademark application is filed in the name of the party. However, joint applicants can apply if the mark is used in a business in which two or more parties are involved actively. Therefore, if the application lists joint applicants, the USPTO will presume that the mark and the business in which it is used are, in fact, owned by separate parties jointly and cannot be identified correctly in any other way; that is, the parties have not been incorrectly labeled "joint owners" when actually they are members of a partnership or a joint venture or are part of some other type of business entity in whose name the application should be made. Note: A joint venture is not in the category of joint applicants; instead, a joint venture is a single applicant, in the same way that a partnership is a single applicant. If, in fact, there is to be ONLY a single applicant, then answer this Wizard question NO, and list for the applicant single name of a partnership or joint venture. On the other hand, if joint applicants are correct, then all relevant information must be provided for each of the applicants, and each of the applicants must sign the application, since they are individual parties and not a single entity.

Attorney or Representative:

The Holder may appoint an attorney or representative to act on his behalf before the International Bureau (IB). This may or may not be the same representative whom he uses before the United States Patent and Trademark Office (USPTO). The IB will recognize only one representative in respect of a given international application or registration. Where a document in which a representative is appointed indicates the names of more than one representative, only the one indicated first will be considered to have been appointed. Where however a partnership or firm of attorneys or patent or trademark agents has been indicated, this will be regarded as a single representative. Where the requirements concerning the address of the representative are not fulfilled, the IB will treat the appointment as if it had not been made and will so inform the applicant or holder, the purported representative and, where the appointment has been transmitted by the USPTO, that Office. Where the appointment is not acceptable, the IB will send all relevant communications to the applicant or holder himself.

Mark Section

Color Claimed: Enter the colors claimed for the design mark (e.g., red and blue).

Mark Description: Enter the description of the design mark.

Additional Statement:

Answer YES if you need to make of record one of the following statements:

Translation: Where the mark consists of or contains words that can be translated, such a translation may be provided. The translation may be into English and/or French and/or Spanish, irrespective of the language of the international application. The International Bureau will not check the accuracy of any translation of the mark, nor will it question the absence of a translation or provide a translation of its own.

Transliteration: Enter the transliteration of any non-Latin characters in the mark.

Verbal Element: Enter the word(s) that appear within the overall composite mark (as shown in the JPG image file). E.g., if the mark consists of the design of a cat and the words THE CAT'S MEOW, you would enter in this field THE CAT'S MEOW. You would NOT enter "The design of a cat and THE CAT'S MEOW"- it is the actual image file that will show this.

Disclaimer: Enter the descriptive or generic wording, for which no claim is being made to the exclusive right to use, apart from the mark as shown.

Goods and Services Information

International Class: If known, enter the International Class number(s) of the goods and/or services associated with the mark, e.g., 009. For more information about acceptable classes, see the USPTO's on-line [Goods and/or Services Manual](#), or the overall listing of all [classes of goods and services](#).

Listing of Goods and/or Services: Enter the *specific* goods and/or services associated with the mark; e.g., "computer software for accounting purposes;" or "shirts, pants and shoes." If you are not specific enough (e.g., listing "internet services"), you will *not* receive a filing date. Even if you are filing based on intent to use, you must provide a specific enough recitation so that the nature of the goods/services is sufficiently clear. While you *may* be able to amend the recitation during prosecution to clarify a broad recitation, if the initial listing is too ambiguous, you will not receive a filing date and no amendment will be permitted. Also, do not enter the broad class number here, such as 009 or 025 (this information belongs in the field above, namely International Class). If the goods and/or services are classified in more than one class, the goods and/or services should be listed in ascending numerical class order. For more information about acceptable language for the goods and/or services, see the USPTO's on-line [Goods and/or Services Manual](#).

Limitation of Goods and services within a subsequent designation: A limitation allows you to delete or limit one or more classes from the international registration to one or more of the designated contracting parties in the subsequent designation. If no limitation is made, then completing a subsequent designation will result in all classes and goods and/or services from the international registration being designated to all of the contracting parties identified in the subsequent designation; where no limitation is made, no listing of goods and/or services will appear in the resulting xml or input table. Absent a specific limitation group(s), WIPO will assume that all goods and/or services for all classes registered with the International Bureau are selected for subsequent designation.

Account at WIPO's International Bureau:

To open a current account for the settlement of fees at WIPO's International Bureau, you must file a signed request for the opening of the account, together with the payment of an initial deposit, at the following address:

World Intellectual Property Organization (WIPO)
Finance Division - Income Section
34, chemini des Colombettes
Switzerland
Facsimile: (41 22) 734 46 93
E-mail: receipts.mail@wipo.int

The request must specify all relevant information as to the identity and address of the person or the organization in whose name the account is to be opened. The current accounts will be kept only in Swiss francs at the headquarters of WIPO in Geneva. You may determine the amount of the initial deposit in light of filing requirements, although an initial deposit of 5,000 Swiss francs is recommended. An amount sufficient to cover all fees must always be on deposit in the account. The payment of the initial deposit, as well as subsequent payments replenishing the account, should be effected in Swiss francs. If not in Swiss francs, the payment will be accepted, provided that (1) the currency in question is freely convertible into Swiss francs; and (2) the amount of the payment will then be converted, for deposit into the current account, into Swiss francs at the rate of exchange obtained.

1. Check drawn on Swiss or foreign bank made payable to WIPO/OMPI, sent to:
World Intellectual Property Organization (WIPO)
Finance Division - Income Section
34 chemin des Colombettes
1211 Geneva 20
Switzerland
referencing "to the credit of my current account No"
2. Direct bank transfer to:
Bank name: Credit Suisse - 1211 Geneva 70 - Switzerland
Account name: WIPO/OMPI
Account number (IBAN): CH35 0425 1048 7080 8100 0
SWIFT code: CRESCH ZZ12A
referencing "to the credit of my current account No"
3. Transfer to WIPO postal account No 12-5000-8 - Geneva - Switzerland,
referencing "to the credit of my current account No"

As soon as a current account has been opened, its number will be communicated to the account holder. This number must be provided when authorizing the charging of fees to the account. The finance Section of WIPO will enter debits on the current account, in chronological order of receipt, of transactions to be made.

A current account may only be debited on the basis of a written request made by the account holder. Requests relating to trademarks may be placed with a national office and will be acted upon when transmitted to WIPO. Completion of the Fee Calculation sheet attached to the request form being part of an International Application, with the authorization to debit the current account, will be considered as a written request.

The debit order must contain the particulars necessary to identify clearly the purpose of the payment, and must indicate the number of the account to be debited. No transaction that would result in an account overdraft will be made. An authorization to charge a fee to a current account will not be considered payment of the fee unless sufficient funds are present in the account to cover it.

Each month, a detailed statement of the transactions recorded in respect of the account for that preceding month will be sent to the account holder. The account holder must immediately, upon receipt of the statement, inform WIPO of any error. Also, the holder of the current account will receive an acknowledgment of receipt for each deposit received into the current account.

Access to current account information is available from the WIPO web site. For further information, e-mail receipts.cc@wipo.int.

Fee Information

Number of Classes: This number is based on the highest number of classes for any particular country to which protection is extended, if there are different class totals within the application.

Subsequent Designation fees: The Subsequent Designation fees are based on the specific election of fees by the designated countries. An additional fee is required for the submission of any color image. The calculation can be determined from the WIPO fee calculator. The total is reflected in U.S. dollars, as converted from Swiss francs.

Exchange Rate: This is the rate being used to convert Swiss francs into U.S. dollars. Updates to the rate (as used within the WIPO fee calculator) are by the International Bureau, which follows the rule that changes will be made only after a given three-month period, unless there is a change in the rate of greater than 10%, at which time the change will be made within a month timeframe. E.g., at an exchange rate of, hypothetically, .8021 dollars per Swiss franc, 100 Swiss francs = 80.21 U.S. Dollars (100 X .8021= 80.21).

USPTO Transmittal Fee: The fee amount is \$100 fee, regardless of the number of classes.

Total Amount: This is the total, in U.S. dollars, of the combined Subsequent Designation fees and the USPTO Transmittal fee.

Payment Method Type: The designation of the specific method of payment for submission of the required fees to the International Bureau.

IB Account Number: The number of a current account that has been opened with the International Bureau.

Account Holder: The full name of the holder of the current account that has been opened with the International Bureau.

Payment Reference Number: For a payment already submitted and acknowledged by WIPO, the specific payment reference number assigned to the submission.

WIPO Receipt Number: The number assigned by WIPO to confirm receipt of payment.

Total Fee Amount to be paid to IB: The total amount of fees being paid to the International Bureau, in Swiss francs.

Entitlement Information

National of the United States: (1) a citizen of the United States; or (2) a person who, though not a citizen of the United States, owes permanent allegiance to the United States.

Street Address: Enter the U.S. street address for the Holder's domicile or commercial establishment.

Internal Address: Enter the U.S. internal address for the Holder's domicile or commercial establishment.

City: Enter the U.S. city for the Holder's domicile or commercial establishment.

State: Enter the U.S. state for the Holder's domicile or commercial establishment.

Country: Enter the country for the Holder's domicile or commercial establishment.

Zip/Postal Code: Enter the U.S. zip code for the Holder's domicile or commercial establishment.

Holder Information

Name: Enter the full name of the Holder, i.e., the name of the individual, corporation, partnership, or other entity that owns the mark. If the Holder is an individual, please list as LAST NAME, FIRST NAME, MIDDLE INITIAL/NAME; e.g., Smith, John A.

Street Address: Enter the Holder street address.

Internal Address: Enter the Holder internal address.

City: Enter the city in which the Holder is located.

State: If a U.S. state, enter that state by clicking on the proper entry in the pull-down box. Otherwise, enter the information in the designated box.

Country: Enter the country by clicking on the proper entry in the pull-down box. If the country is not listed, enter the information in the designated box.

Zip/Postal Code: Enter the U.S. zip code or foreign country postal identification code of the Holder.

Individual: Enter the Holder's country of citizenship.

Corporation: Enter the Holder's state of incorporation (or the Holder's country of incorporation if the Holder is a foreign corporation).

Partnership: Enter the state under whose laws the partnership is organized (or the country under whose laws the partnership is organized if the partnership is a foreign partnership).

Limited Partnership: Enter the state under whose laws the partnership is organized (or country if the partnership is a foreign partnership) in the appropriate designated field. In the other designated field, enter only the names and citizenship or state or country of organization or incorporation of the general partners.

Joint Venture: Enter the name and entity type of each entity participating in the joint venture. Also, enter the citizenship of those joint venture participants who are individuals, and/or the state or (foreign) country of incorporation of those joint venture participants which are corporations, and/or the state or (foreign) country of organization- and the names and citizenship of the partners- of those joint venture participants which are partnerships.

Sole Proprietorship: Enter the state or country where the sole proprietorship is organized in the appropriate designated field. In the other designated field, enter the name and citizenship of the individual who composes the sole proprietorship.

Trust: Identify the trustees and the trust itself, using the following format: The Trustees of the XYZ Trust, a California trust, the trustees comprising John Doe, a U.S. citizen, and the ABC Corp., a Delaware corporation. (Please note that the trustees, and not the trust itself, must be identified as the Holder's in the portion of the application designated for naming the Holder).

Estate: Identify the executors and the estate itself using the following format: The Executors of the John Smith estate, a New York estate, the executors comprising Mary Smith and John Smith, U.S. citizens. (Please note that the executors, and not the estate itself, must be identified as the Holder's in the portion of

the application designated for naming the Holder).

Other Entity Type: Enter a brief description of the Holder's entity type (e.g., joint or multiple applicant's, joint venture, limited liability company, association, Indian Nation, state or local agency). The following sets forth the information required with respect to the most common types of "other" entities:

Limitations Information

Limitation: The applicant may request a limitation of the list of goods and/or services, which may affect some or all of the designated contracting parties. This does NOT remove the goods and services from the international registration or affect their ability to be assigned in another subsequent designation. The sole effect is that the subsequent designation does not extend protection for all the goods/services in the international registration into all the contracting Parties identified in the subsequent designation.

Total Limitation: The entire list of goods and/or services for a particular class or classes are not extended into some or all designated contracting parties in the Subsequent Designation.

Partial Limitation: Partial Limitation is a narrowed list of goods and/or services for a particular class which are extended into some or all designated contracting parties in the Subsequent Designation.