



How to correct/add a Proof of Use after the mark has been verified

Trademark Clearinghouse

31/03/2016

Version 1.1



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1. Introduction

This manual will provide the user with the necessary steps to add a Proof of Use after the mark has been verified (and the Trademark Holder has not opted for Sunrise Services when submitting his/her trademark) and the necessary steps to correct a Proof of Use with status 'INCORRECT'. When adding a Proof of Use after the mark has been verified, a user opts in for Sunrise Services. For more information on Sunrise Services, please refer to the [TMCH website](#) and the [FAQ's](#).

Please note that when a user has not opted for Sunrise Services when submitting his/her trademark, no 'Declaration of Proof of Use' including one single sample was requested. By submitting a Proof of Use at a later stage (after his/her Trademark Record is verified), the user opts in for Sunrise Services.

Label ?	
UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> poustest
UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> pou-test
SUNRISE SERVICES	<input type="checkbox"/>
TM CLAIMS SERVICES	<input checked="" type="checkbox"/>

If the Trademark Holder of the registered trademark opted for Sunrise Services when submitting his/her trademark, a 'Declaration of Proof of Use including one single sample' was required. If, after verification, the document has been marked as 'INCORRECT', a user is able to correct his/her Proof of Use documents.

Label ?	
UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> poustest
UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> pou-test
SUNRISE SERVICES	<input checked="" type="checkbox"/>
DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE*	<input type="button" value="Choose File"/> No file chosen Download 'Declaration of Proof of use' template here
PROOF OF USE - OTHER	<input type="button" value="Choose File"/> No file chosen
TM CLAIMS SERVICES	<input checked="" type="checkbox"/>



2. Adding Proof of Use to a verified Trademark Record

Select the Trademark Record for which you would like to add a 'Declaration of Proof of use including one single sample' document.

Mark overview

SUBMIT MARK

Mark	Status	POU	Expiry	Markholder
POU test	VERIFIED	NOT SET	2017-03-31	Test

11 to 20 of 21 rows | 10 | 2 | Disable Pager

View How To submit a mark record video

TOTAL: 21
SEARCHED: None
FILTERED: Any status

Once you have opened the Trademark Record, navigate to the Proof of Use section. Here you will see that the status of the Proof of Use is 'NOT SET'. Click on 'Add proof of use' if you wish to add a Proof of Use.

PROOF OF USE NOT SET [Add proof of use](#)
[View How To add POU video](#)

Upload the 'Declaration of Proof of use including one single sample' and/or "Proof of use – other" document.

#83295 POU test

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE No file chosen

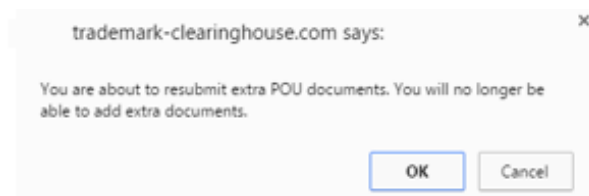
PROOF OF USE - OTHER No file chosen



After you have selected the documents you wish to add, click on 'Update'. If you don't wish to proceed, click on 'Return to mark'.

#83295 POU test

You will get a pop up message warning you that once you submit the document(s), you won't be able to add any extra documents. Press 'OK' (only if you are sure that you have uploaded the right documents) or 'Cancel' (if you are not sure and you wish to correct the uploaded documents).



After you have completed the above steps, the POU status of the Trademark Record will be changed into 'CORRECTED', the uploaded Proof of Use will be send to the Trademark Clearinghouse for Proof of Use verification and, as soon as the verification process is finished, you will be notified depending.

POU test	VERIFIED	CORRECTED	2017-03-31	Test
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For more information of Proof of Use please refer to [How to submit Proof of Use](#).



3. Correcting Proof of Use

Select the Trademark Record in your 'Mark overview' with Proof of Use (POU) status 'Incorrect'.

Mark overview

Mark	Status	POU	Expiry	Markholder
POU test	VERIFIED	INCORRECT	2017-03-31	Test

11 to 20 of 21 rows | 10 | 2 | Disable Pager

[View How To submit a mark record video](#)
 TOTAL: 21
 SEARCHED: None
 FILTERED: Any status

SUBMIT MARK

Once you have opened the Trademark Record, navigate to the Proof of Use section. Here you will see that the status of the Proof of Use is 'INCORRECT'. Click on 'Add proof of use' if you wish to correct the Proof of Use.

PROOF OF USE **INCORRECT** [Add proof of use](#)
[View How To add POU video](#)

A screen like below will allow you to upload new documents as well as to see comments on why the Proof of Use status has been set to 'INCORRECT'. Make sure to take these comments into account when uploading new Proof of Use documents. Upload the new documents.

#83295 POU test

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE No file chosen

PROOF OF USE - OTHER No file chosen

UPDATE **RETURN TO MARK**

upload #83154 Proof of use - Other

ORIGINAL NAME [Proof of use test.pdf](#)

STATUS INVALID

COMMENT [130.1] The sample of proof of use submitted is insufficient. Please provide us with another sample of proof of use.

DOCUMENT TYPE* Proof of use - Other

upload #83155 Declaration of Proof of use including one single sample

ORIGINAL NAME [Proof of use test.pdf](#)

STATUS INVALID

COMMENT [130.1] The sample of proof of use submitted is insufficient. Please provide us with another sample of proof of use.

DOCUMENT TYPE* Declaration of Proof of use including one single sample

After you have selected the documents you wish to add, click on 'Update'.

#83295 POU test

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE	<input type="button" value="Choose File"/> Proof of use NEW.pdf
PROOF OF USE - OTHER	<input type="button" value="Choose File"/> Proof of use test NEW.pdf

upload #83154 Proof of use - Other

ORIGINAL NAME	Proof of use test.pdf
STATUS	INVALID
COMMENT	[130.1] The sample of proof of use submitted is insufficient. Please provide us with another sample of proof of use.
DOCUMENT TYPE*	Proof of use - Other

upload #83155 Declaration of Proof of use including one single sample

ORIGINAL NAME	Proof of use test.pdf
STATUS	INVALID
COMMENT	[130.1] The sample of proof of use submitted is insufficient. Please provide us with another sample of proof of use.
DOCUMENT TYPE*	Declaration of Proof of use including one single sample

You will get a pop up message warning you that once you submit the document(s), you won't be able to add any extra documents. Press 'OK' (only if you are sure that you have uploaded the right documents) or 'Cancel' (if you are not sure and you wish to correct the uploaded documents).



After you have completed the above steps, the POU status of the Trademark Record will be changed into 'CORRECTED', the uploaded Proof of Use will be send to the Trademark Clearinghouse for Proof of Use verification and, as soon as the verification process is finished, you will be notified depending.

POU test	✓ VERIFIED	🔄 CORRECTED	2017-03-31	Test
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For more information of Proof of Use please refer to [How to submit Proof of Use](#).