



How to submit and update a Proof of Use

Trademark Clearinghouse
May 2019

Table of Contents

1. Introduction	3
2. How to add a Proof of Use when submitting a new trademark record	4
3. How to add a Proof of Use to a verified trademark record with no Proof of Use.....	6
4. How to update the current Proof of Use from a verified trademark record with an incorrect Proof of Use	10
5. How to update the current Proof of Use from a verified trademark record with a valid Proof of Use	15

1. Introduction

If you wish to opt in for the Sunrise Services or the TReX service, an evidence of the use of your trademark is required. The Verification of Proof of Use (POU) by the Trademark Clearinghouse is required to qualify for participation in the Sunrise Domain Name Registration processes or if you want to benefit from the TReX service.

A submission for verification of Proof of Use must contain two specific elements:

- A signed Proof of Use declaration
- A single sample of Proof of Use

The signed Proof of Use Declaration is a template declaration that must be uploaded, along with a single sample of Proof of Use (see below), in the TMCH web user interface by the Trademark Holder or by a Trademark Agent on behalf of the Trademark Holder(s). Different declarations exist for Trademark Holders and Trademark Agents. You can easily download them on our website via the following links:

- [Declaration of Proof of Use – Trademark Holder](#)
- [Declaration of Proof of Use – Trademark Agent](#)

The single sample of Proof of Use is the concrete evidence that the Trademark Holder is actively using the related trademark. The sample should be explicit enough to evidence an effort, on behalf of the Trademark Holder, to communicate to a client about the products, services that they are offering and to distinguish them from another offering.

Accordingly, examples of acceptable evidence would include items from either of the following categories:

- Labels, tags, or containers from a product
- Advertising and marketing materials (including brochures, pamphlets, catalogues, product manuals, displays or signage, press releases, screen shots, or social media marketing materials)

An uploaded and verified Proof of Use file is valid for a period of 5 years.

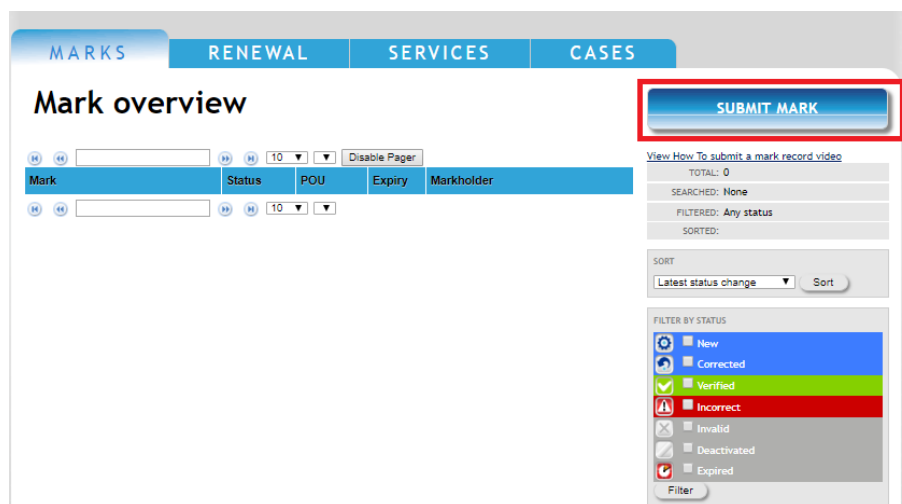
This manual details the necessary steps to add and update your Proof of Use in the following scenarios:

1. [How to add Proof of Use](#) when you are submitting a new trademark record to the TMCH.
2. [How to add Proof of Use](#) after you have submitted a new trademark record to the TMCH.
3. How to update, manage or correct an already submitted Proof of Use:
 - a. From a verified trademark record, [with an 'incorrect' POU](#).
 - b. From a verified trademark record, [with a 'valid' POU](#).

2. How to add a Proof of Use when submitting a new trademark record

When a Trademark record is submitted via the Trademark Clearinghouse, the Agent/Holder has the possibility to opt-in for Sunrise services (for more information on the Sunrise service please visit the Clearinghouse FAQ section: <http://www.trademark-clearinghouse.com/help/faq>). When opting-in for the Sunrise service, the Agent/Holder is obligated to add a Proof of use (POU) including a 'Single sample'. If the Agent/Holder does not opt-in for the Sunrise Service at the moment of submission in the TMCH, no Proof of Use is needed. The Agent/Holder can opt-in for the sunrise service at a later point.

To submit a new trademark record, first connect to the TCMH platform and arriving on the 'Mark overview' page, click 'Submit Mark' button.



The Agent/Holder will be redirected to a form with multiple fields to complete in order to finalize the relative order.

The Proof of Use can be added in the 'Label' section as indicated below.

Upload Attachments (PDF or JPEG)

ASSIGNEE DECLARATION	<input type="button" value="Choose File"/>	No file chosen
LICENSEE DECLARATION	<input type="button" value="Choose File"/>	No file chosen
OTHER	<input type="button" value="Choose File"/>	No file chosen

Label ?

UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> marktest
UNICODE LABEL (U-LABEL)*	<input checked="" type="checkbox"/> mark-test
SUNRISE SERVICES	<input checked="" type="checkbox"/>
<div style="display: flex; justify-content: space-between;"> <div>DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE*</div> <div> <input type="button" value="Choose File"/> No file chosen Download 'Declaration of Proof of use' template here </div> </div>	
PROOF OF USE - OTHER	<input type="button" value="Choose File"/> No file chosen
TM CLAIMS SERVICES	<input checked="" type="checkbox"/>

Variations

Variations are labels that are non-exact matches with your mark. They will only be used for Ongoing Notifications.

[Which variations are allowed ?](#)

[Add more variations before ordering](#)

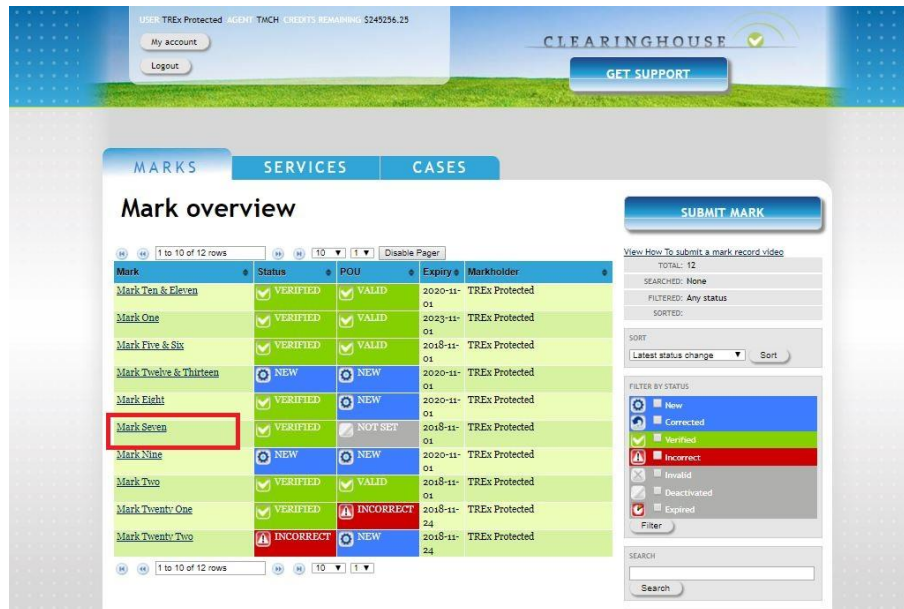
☐ [Trademark Holder/Trademark agent] hereby certifies that the information submitted to the Clearinghouse is, to the best of [Trademark Holder/Trademark agent] knowledge, complete and accurate, that the trademarks set forth in this submission are currently in use in the manner set forth in the accompanying specimen, in connection with the class of goods or services specified when this submission was made to the Clearinghouse; that this information is not being presented for any improper purpose; and that if, at any time, the information contained in this submission is no longer accurate, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time of that information which is no longer accurate, and to the extent necessary, provide that additional information necessary for the submission to be accurate. Furthermore, if any Clearinghouse-verified mark subsequently becomes abandoned by the Trademark Holder, the [Trademark Holder/Trademark agent] will notify the Clearinghouse within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.

Please note that when a user has not opted-in for Sunrise Services when submitting its trademark record, no 'Declaration of Proof of Use' or sample is requested. By submitting a Proof of Use at a later stage (after the trademark record is verified), the user can opt-in to the sunrise service as soon as the Proof of Use is validated by the TMCH.

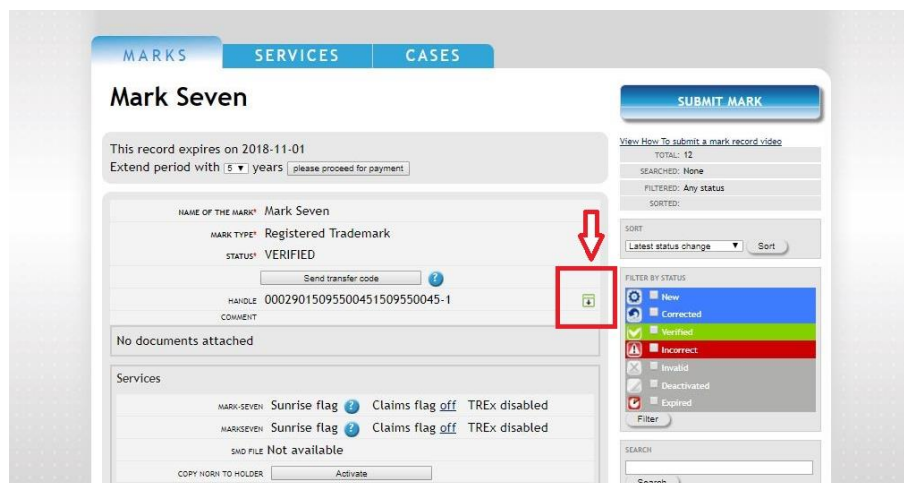
Once the documentation has been uploaded and all other information is provided, the Agent/Holder can click on 'Submit' at the bottom of the page to place his order. The documentation will be verified by the TMCH.

3. How to add a Proof of Use to a verified trademark record with no Proof of Use

Select the trademark record for where a 'Declaration of Proof of use including one single sample' needs to be added. Note here that the status of the Proof of Use is 'Not set' since no Proof of Use was ever uploaded.



Click on the trademark record and you will be redirected to the 'Mark details' page. Once the page is opened, navigate to the Proof of Use details by clicking on the expand/collapse button highlighted below in the red box.



The Agent/Holder will see that the status of the Proof of Use is 'NOT SET'. Click on 'Add proof of use' to add a Proof of Use.



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MARKS SERVICES CASES

Mark Seven

This record expires on 2023-11-01

NAME OF THE MARK: Mark Seven
 MARK TYPE: Registered Trademark
 STATUS: VERIFIED
 Send transfer code ?
 HANDLE: 00029015095500451509550045-1
 CHANGED: 2018-02-01
 LAST RENEWAL: 2017-11-01
 REGISTRATION NUMBER: 123456789
 REGISTRATION DATE: 2017-11-01
 APPLICATION NUMBER
 APPLICATION DATE
 JURISDICTION: United States of America
 EXPIRATION DATE
 DESCRIPTION OF GOODS AND SERVICES CLASS: 32
 DETAILED DESCRIPTION OF GOODS AND SERVICES: Mark Seven
 PROOF OF USE: NOT SET [Add proof of use](#)
[View How To add POU video](#)
 STATUS OF THE HOLDER: Owner
 ORGANIZATION: TREX Protected
 FULL NAME: TREX Protected
 EMAIL: trexprotected@gmail.com ?
 STREET: TREX Lane 1
 STREET (2):
 STREET (3):
 POSTAL CODE: 1000
 CITY: Brussel
 STATE/REGION
 COUNTRY: Belgium

SUBMIT MARK

View How To submit a mark record video
 TOTAL: 14
 SEARCHED: None
 FILTERED: Any status
 SORTED:
 SORT: Latest status change Sort
 FILTER BY STATUS:
 New
 Corrected
 Verified
 Incorrect
 Invalid
 Deactivated
 Expired
 Filter
 SEARCH:
 Search
 Execute a transfer
 Renew marks about to expire

You will be redirected to the 'Edit' page of the Proof of Use of the trademark record. You can upload the 'Declaration of Proof of use including one single sample' and 'Proof of use – other' document by clicking on the 'Choose File' buttons.



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MARKS SERVICES CASES

#405 Mark Seven

SUBMIT MARK

View How To submit a mark record video
 TOTAL: 14
 SEARCHED: None
 FILTERED: Any status
 SORTED:
 SORT: Latest status change Sort
 FILTER BY STATUS:
 New
 Corrected
 Verified
 Incorrect
 Invalid
 Deactivated
 Expired
 Filter

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE [Choose File](#) Proof of Use.JPG
 PROOF OF USE - OTHER [Choose File](#) No file chosen

UPDATE RETURN TO MARK

After the selected documents have been uploaded, click on the 'Update' button to finalize the upload of the Proof of Use. In case the documentation is insufficient, the user can upload a new document¹.



The screenshot shows the 'MARKS' section for '#405 Mark Seven'. Under 'Provide additional proof of use', there are two sections: 'DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE' and 'PROOF OF USE - OTHER'. Each has a 'Choose File' button and a status 'No file chosen'. The 'UPDATE' button is highlighted with a red box. To the right, there is a 'SUBMIT MARK' button and a summary panel showing 'TOTAL: 14', 'SEARCHED: None', 'FILTERED: Any status', and 'SORTED:'. A 'Sort' dropdown is set to 'Latest status change'.

A pop-up message will appear asking your confirmation to submit the POU documents.

Press 'OK' (only if the correct documentation is uploaded) to upload the POU documents. Note that after clicking 'OK' you can no longer upload POU documents².



The screenshot shows a confirmation pop-up window with the text: 'You are about to resubmit extra POU documents. You will no longer be able to add extra documents.' The 'OK' button is highlighted with a red box. Below the pop-up, the 'UPDATE' button is visible on the 'Provide additional proof of use' form. The 'PROOF OF USE - OTHER' section now shows 'Proof of Use.JPG' as the chosen file.

The Proof of Use status of the trademark record will be changed into 'CORRECTED'.

¹ If you choose to click on 'Return to mark', you will go back to the 'Mark Overview' page. No POU will be uploaded.

² If you click on 'Cancel', you will cancel the submission of the extra POU documents. No changes will be made.

USER: TREx Protected AGENT: TMCH CREDITS REMAINING: \$243236.25

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MARKS SERVICES CASES

Mark overview

1 to 10 of 12 rows

Mark	Status	POU	Expiry	Markholder
Mark Ten & Eleven	VERIFIED	VALID	2020-11-01	TREx Protected
Mark One	VERIFIED	VALID	2023-11-01	TREx Protected
Mark Five & Six	VERIFIED	VALID	2018-11-01	TREx Protected
Mark Seven	VERIFIED	CORRECTED	2019-11-01	TREx Protected
Mark Twelve & Thirteen	NEW	NEW	2019-11-01	TREx Protected
Mark Eight	VERIFIED	NEW	2020-11-01	TREx Protected
Mark Nine	NEW	NEW	2020-11-01	TREx Protected
Mark Two	VERIFIED	VALID	2018-11-01	TREx Protected

SUBMIT MARK

View: How To submit a mark record video

TOTAL: 12

SEARCHED: None

FILTERED: Any status

SORTED:

SORT: Latest status change Sort

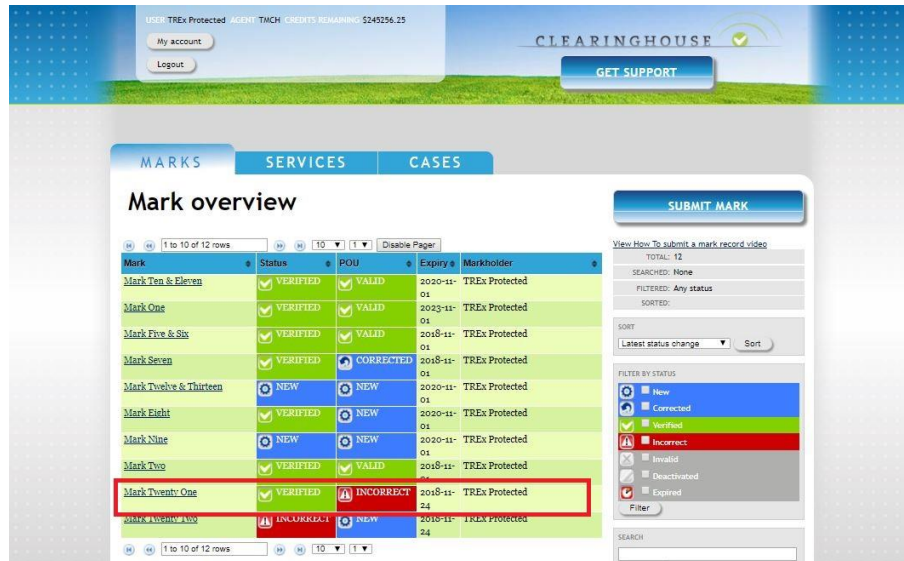
FILTER BY STATUS

- Now
- Corrected
- Verified
- Incorrect
- Invalid
- Deactivated

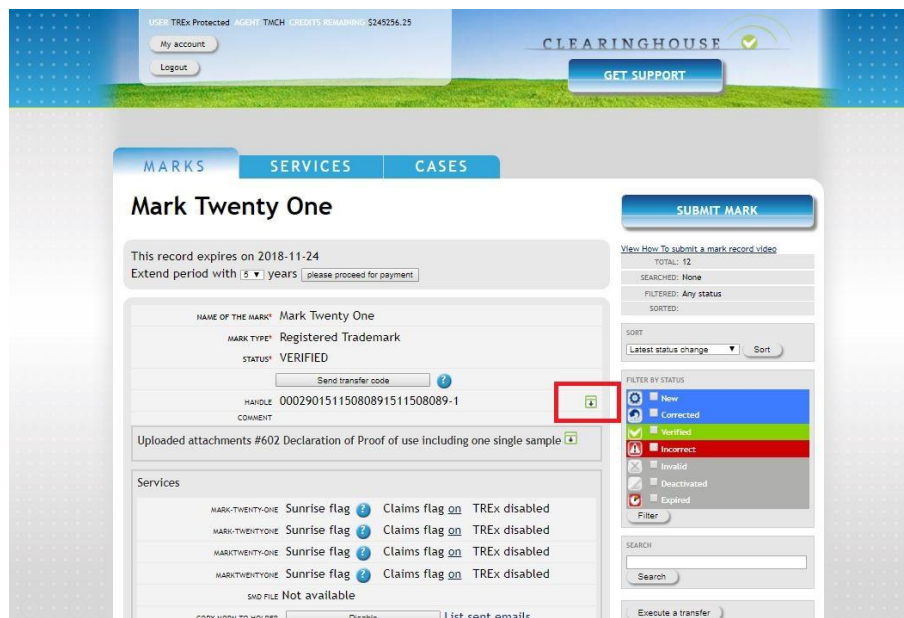
The uploaded Proof of Use will be sent to the Trademark Clearinghouse for Proof of Use verification.

4. How to update the current Proof of Use from a verified trademark record with an incorrect Proof of Use

Select the trademark record in the 'Mark overview' with Proof of Use (POU) status 'Incorrect'.



After selecting the trademark record you will be directed to the Mark details page. You can then, navigate to the Proof of Use section by clicking on the expand/collapse button highlighted below in the red box.



The Agent/Holder will see that the status of the Proof of Use is set to 'INCORRECT'.

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MARKS SERVICES CASES

Mark Twenty One

This record expires on 2018-11-24
 Extend period with 5 years please proceed for payment

NAME OF THE MARK* Mark Twenty One
 MARK TYPE* Registered Trademark
 STATUS* VERIFIED
 Send transfer code
 HANDLE 00029015115080891511508089-1
 CHANGED* 2017-11-24
 LAST RENEWAL* 2017-11-24
 REGISTRATION NUMBER* 123456789
 REGISTRATION DATE* 2017-11-24
 APPLICATION NUMBER
 APPLICATION DATE
 JURISDICTION* United States of America
 EXPIRATION DATE
 DESCRIPTION OF GOODS AND SERVICES CLASS* 20
 DETAILED DESCRIPTION OF GOODS AND SERVICES* Mark Twenty One
 PROOF OF USE INCORRECT [Add proof of use](#)
[View How To add POU video](#)
 STATUS OF THE HOLDER* Owner
 ORGANIZATION TREX Protected
 FULL NAME TREX Protected
 EMAIL trexprotected@gmail.com
 STREET* TREX Lane 1
 STREET(2)
 STREET(3)
 POSTAL CODE* 1000
 CITY* Brussel
 STATE/REGION
 COUNTRY* Belgium

SUBMIT MARK

View How To submit a mark record video

TOTAL: 14
 SEARCHED: None
 FILTERED: Any status
 SORTED:

SORT: Latest status change Sort

FILTER BY STATUS

- New
- Corrected
- Verified
- Incorrect
- Invalid
- Deactivated
- Expired

SEARCH

Execute a transfer

Renew marks about to expire

Click on 'Add proof of use' to correct the Proof of Use. You will be redirected to the 'Edit' page of the POU of the trademark record.

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MARKS SERVICES CASES

#431 Mark Twenty One

Provide additional proof of use

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

PROOF OF USE - OTHER Choose File No file chosen

UPDATE RETURN TO MARK

upload #602 Declaration of Proof of use including one single sample

upload #608 Declaration of Proof of use including one single sample

SUBMIT MARK

View How To submit a mark record video

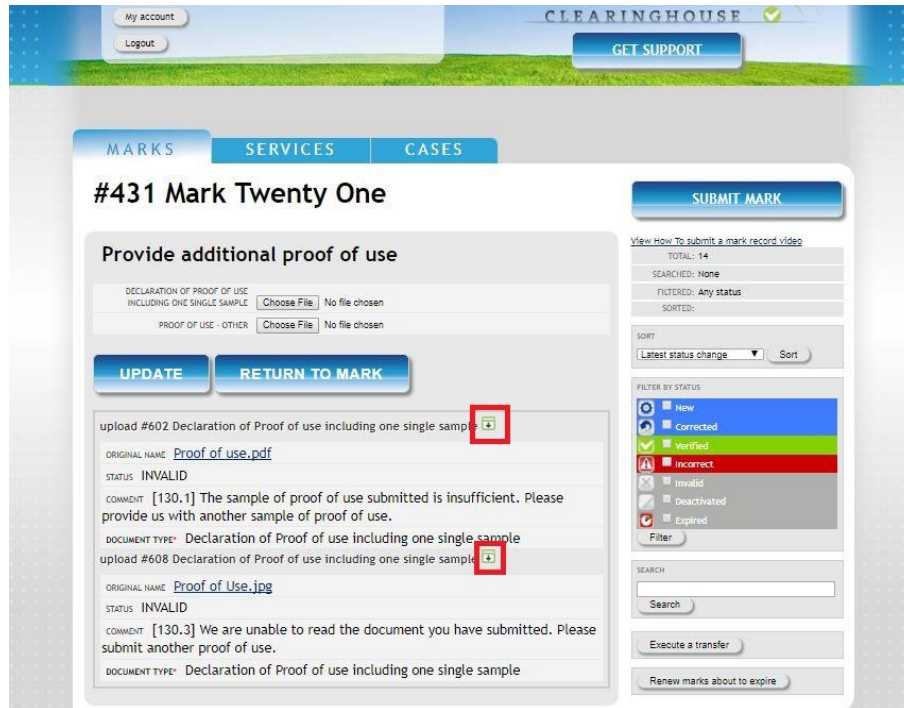
TOTAL: 14
 SEARCHED: None
 FILTERED: Any status
 SORTED:

SORT: Latest status change Sort

FILTER BY STATUS

- New
- Corrected
- Verified
- Incorrect
- Invalid
- Deactivated

By clicking on the expand/collapse button highlighted below in the red box, the Agent/Holder will be able to see comments on why the Proof of Use status was set to 'INCORRECT'.



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MARKS SERVICES CASES

#431 Mark Twenty One

Provide additional proof of use

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

PROOF OF USE - OTHER No file chosen


upload #602 Declaration of Proof of use including one single sample 

ORIGINAL NAME: [Proof of use.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

upload #608 Declaration of Proof of use including one single sample 

ORIGINAL NAME: [Proof of Use.jpg](#)

STATUS: INVALID

COMMENT: [130.3] We are unable to read the document you have submitted. Please submit another proof of use.

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

View How To submit a mark record video

TOTAL: 14

SEARCHED: None

FILTERED: Any status

SORTED:

SORT: Latest status change Sort

FILTER BY STATUS

- ☐ New
- ☐ Corrected
- ☒ Verified
- ☒ Incorrect
- ☐ Invalid
- ☐ Deactivated
- ☐ Expired

Filter

SEARCH

Search

Make sure to consider these comments when uploading a new Proof of Use documents. Click on the 'Choose File' button to upload the new POU documents.



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MARKS SERVICES CASES

#431 Mark Twenty One

Provide additional proof of use

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

PROOF OF USE - OTHER No file chosen

upload #602 Declaration of Proof of use including one single sample 

upload #608 Declaration of Proof of use including one single sample 

View How To submit a mark record video

TOTAL: 14

SEARCHED: None

FILTERED: Any status

SORTED:

SORT: Latest status change Sort

FILTER BY STATUS

- ☐ New
- ☐ Corrected
- ☒ Verified
- ☒ Incorrect
- ☐ Invalid
- ☐ Deactivated
- ☐ Expired

After the new documentats are selected, click on 'Update'³.



A pop-up message will appear asking confirmation for resubmitting the extra POU documents.



Press 'OK' (only if the correct documentation is uploaded) to upload the POU documents. Note that after clicking 'OK' you can no longer upload POU documents⁴.

³ You can choose to click on 'Return to mark', where you will go back to the 'Mark Overview' page. No POU will be uploaded.

⁴ If you click on 'Cancel', you will cancel the submission of the extra POU documents. No changes will be made.

The Proof of Use status of the trademark record will be changed into 'CORRECTED'.



Mark	Status	POU	Expiry	Markholder
Mark Ten & Eleven	VERIFIED	VALID	2020-11-01	TREx Protected
Mark One	VERIFIED	VALID	2023-11-01	TREx Protected
Mark Five & Six	VERIFIED	VALID	2018-11-01	TREx Protected
Mark Seven	VERIFIED	CORRECTED	2018-11-01	TREx Protected
Mark Twelve & Thirteen	NEW	NEW	2020-11-01	TREx Protected
Mark Eight	VERIFIED	NEW	2020-11-01	TREx Protected
Mark Nine	NEW	NEW	2020-11-01	TREx Protected
Mark Two	VERIFIED	VALID	2018-11-01	TREx Protected
Mark Twenty Two	INCORRECT	NEW	2018-11-01	TREx Protected
Mark Twenty One	VERIFIED	CORRECTED	2018-11-24	TREx Protected

The uploaded Proof of Use will be sent to the Trademark Clearinghouse for Proof of Use verification.

5. How to update the current Proof of Use from a verified trademark record with a valid Proof of Use

In case the current POU documents submitted no longer reflect the validity of the trademark, Trademark Holders/Agents can update their current POU documentation by following the next steps.

Note that only POU documents should be uploaded via the below explained functionality.

Select the trademark record in the 'Mark overview' with Proof of Use (POU) status 'valid'.



Mark	Status	POU	Expiry	Markholder
Test Mark Two	INCORRECT	VALID	2022-01-29	
Test Mark Three	VERIFIED	VALID	2024-01-29	Company\Name Two
Test Mark One	VERIFIED	INCORRECT	2023-01-29	Company\Name
Example Recorection Trademark	INVALID	VALID	2024-04-30	

After selecting the trademark record you will be directed to the Mark details page. You can then, navigate to the Proof of Use section by clicking on the expand/collapse button highlighted below in the red box.



This record expires on 2024-01-29

NAME OF THE MARK: Test Mark Three

MARK TYPE: Registered Trademark

STATUS: VERIFIED

By initiating this transfer, all documents related to the mark submission in the TMCH (including, but not limited to, certificate, POU sample & declaration) will be transferred to the management of the new, accepting TM agent. By initiating the transfer, you confirm to be entitled to such transfer of documents.

HANDLE: 00043315487533421548753342-1

COMMENT:

Uploaded attachments #1159 Proof of use - Other


Uploaded attachments #1157 Trademark - Licensee declaration

Once extended, you can change the status of the Proof of Use from 'Valid' to 'Incorrect' by clicking on the button 'Change POU status to incorrect', available under the status of the POU. Changing the POU status of your entry to 'Incorrect' allows you to (re)submit documents demonstrating correct Proof of Use.

USER: Test ITRC 2 AGENT: Deloitte CREDITS REMAINING: \$96906.50

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MARKS
SERVICES
CASES

Test Mark Three

This record expires on 2024-01-29

NAME OF THE MARK* Test Mark Three

MARK TYPE* Registered Trademark

STATUS* VERIFIED

[Send transfer code](#) ?

By initiating this transfer, all documents related to the mark submission in the TMCH (including, but not limited to, certificate, POU sample & declaration) will be transferred to the management of the new, accepting TM agent. By initiating the transfer, you confirm to be entitled to such transfer of documents.

HANDLE 00043315487533421548753342-1

CHANGED* 2019-01-29

LAST RENEWAL* 2019-01-29

REGISTRATION NUMBER* 3333

REGISTRATION DATE* 2018-11-10

APPLICATION NUMBER

APPLICATION DATE

JURISDICTION* Benelux Office for Intellectual Property (BOIP)

EXPIRATION DATE

DESCRIPTION OF GOODS AND SERVICES CLASS* 1,2,3,4,5,6

DETAILED DESCRIPTION OF GOODS AND SERVICES* Description G&S

PROOF OF USE VALID

[Change POU status to incorrect](#)

Changing the POU status of your entry to incorrect allows you to (re)submit documents demonstrating correct Proof Of Use. The documents will be investigated in accordance with the normal POU (re)validation flow. If these documents are in line with TMCH requirements, the POU status will be set to VALID.

[SUBMIT MARK](#)

[View: How To submit a mark record video](#)

TOTAL: 4

SEARCHED: None

FILTERED: Any status

SORTED:

SORT

Latest status change ▾ Sort

FILTER BY STATUS

- ☒ New
- ☒ Corrected
- ☒ Verified
- ☒ Incorrect
- ☐ Invalid
- ☐ Deactivated
- ☐ Expired

[Filter](#)

SEARCH

[Search](#)

[Execute a transfer](#)

[Renew marks about to expire](#)

Click on 'Change POU status to incorrect'.

Note that your POU status will be set to INCORRECT allowing you to upload new or additional documents for POU verification.

USER: Test ITRC 2 AGENT: Deloitte

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[Logout](#)

MARKS SERVICES CASES


Test Mark Three

This record expires on 2024-01-29


NAME OF THE MARK* Test Mark Three

MARK TYPE* Registered Trademark

STATUS* VERIFIED

[Send transfer code](#) 

By initiating this transfer, all documents related to the mark submission in the TMCH (including, but not limited to, certificate, POU sample & declaration) will be transferred to the management of the new, accepting TM agent. By initiating the transfer, you confirm to be entitled to such transfer of documents.

HANDLE 00043315487533421548753342-1 

CHANGED* 2019-01-29

LAST RENEWAL* 2019-01-29

REGISTRATION NUMBER* 3333

REGISTRATION DATE* 2018-11-10

APPLICATION NUMBER

APPLICATION DATE

JURISDICTION* Benelux Office for Intellectual Property (BOIP)

EXPIRATION DATE

DESCRIPTION OF GOODS AND SERVICES CLASS* 1,2,3,4,5,6

DETAILED DESCRIPTION OF GOODS AND SERVICES* Description G&S

PROOF OF USE VALID

[Change POU status to incorrect](#)

Changing the POU status of your entry to Incorrect allows you to (re)submit documents demonstrating correct Proof Of Use. The documents will be investigated in accordance with the normal POU (re)validation flow. If these documents are in line with TMCH requirements, the POU status will be set to VALID.

[SUBMIT MARK](#)

[View How To submit a mark record video](#)

TOTAL: 4

SEARCHED: None

FILTERED: Any status

SORTED:

SORT: Latest status change Sort

FILTER BY STATUS

- ☒ New
- ☒ Connected
- ☒ Verified
- ☒ Incorrect
- ☒ Invalid
- ☒ Deactivated
- ☒ Expired

[Filter](#)

SEARCH

[Search](#)

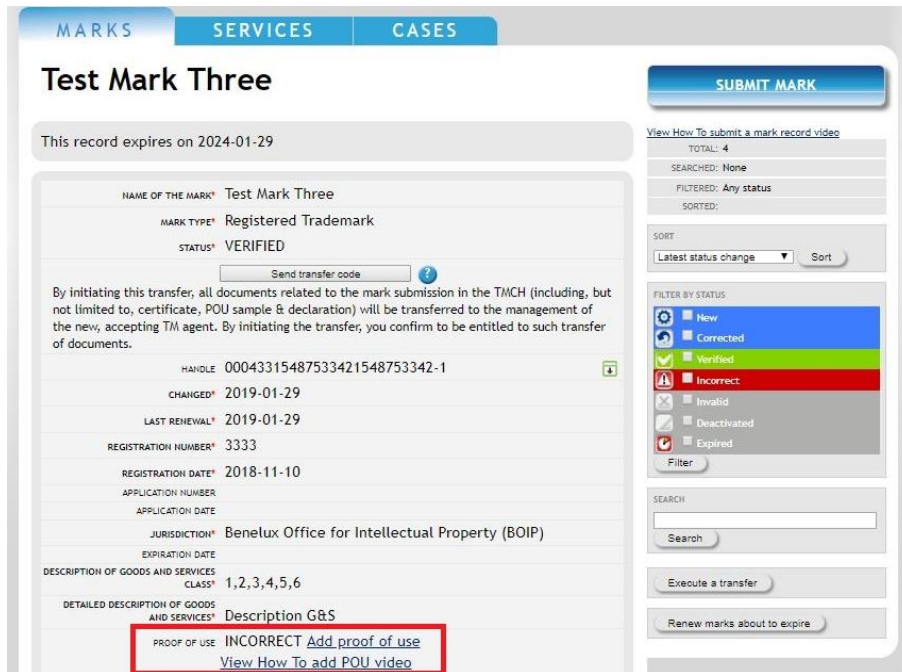
[Execute a transfer](#)

[Renew marks about to expire](#)

Press 'OK' to confirm the change of status⁵. The status of your POU has changed to 'Incorrect'.

Navigate to the Proof of Use section by clicking on the expand/collapse button highlighted below in the red box. Click on 'Add proof of use' to correct the Proof of Use.

⁵ If you click on 'Cancel', you will cancel the operation. No changes will be made.



Test Mark Three

This record expires on 2024-01-29

NAME OF THE MARK* Test Mark Three
 MARK TYPE* Registered Trademark
 STATUS* VERIFIED

By initiating this transfer, all documents related to the mark submission in the TMCH (including, but not limited to, certificate, POU sample & declaration) will be transferred to the management of the new, accepting TM agent. By initiating the transfer, you confirm to be entitled to such transfer of documents.

HANDLE 00043315487533421548753342-1
 CHANGED* 2019-01-29
 LAST RENEWAL* 2019-01-29
 REGISTRATION NUMBER* 3333
 REGISTRATION DATE* 2018-11-10
 APPLICATION NUMBER
 APPLICATION DATE
 JURISDICTION* Benelux Office for Intellectual Property (BOIP)
 EXPIRATION DATE
 DESCRIPTION OF GOODS AND SERVICES CLASS* 1,2,3,4,5,6
 DETAILED DESCRIPTION OF GOODS AND SERVICES* Description G&S
 PROOF OF USE INCORRECT [Add proof of use](#)
[View How To add POU video](#)

SUBMIT MARK

[View How To submit a mark record video](#)

TOTAL: 4
 SEARCHED: None
 FILTERED: Any status
 SORTED:

SORT
 Latest status change Sort

FILTER BY STATUS
 New
 Corrected
 Verified
 Incorrect
 Invalid
 Deactivated
 Expired
 Filter

SEARCH
 Search

Execute a transfer
 Renew marks about to expire

You will be redirected to the 'Edit' page of the POU of the trademark record.



#868 Test Mark Three

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE Choose File No file chosen
 PROOF OF USE - OTHER Choose File No file chosen

UPDATE **RETURN TO MARK**

upload #1159 Proof of use - Other
 upload #1157 Trademark - Licensee declaration

SUBMIT MARK

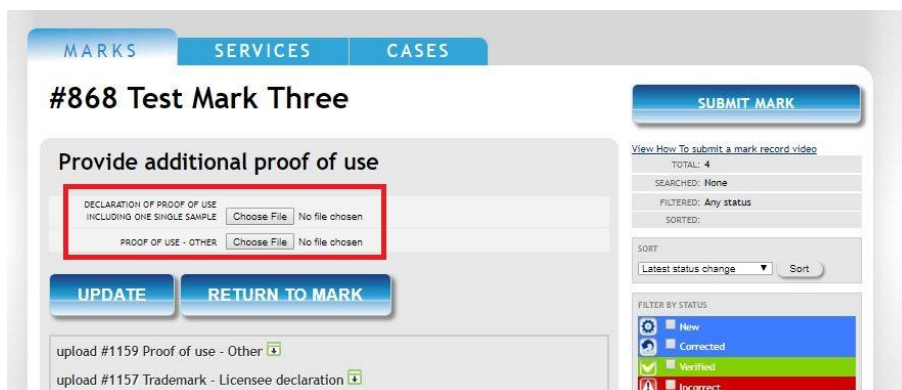
[View How To submit a mark record video](#)

TOTAL: 4
 SEARCHED: None
 FILTERED: Any status
 SORTED:

SORT
 Latest status change Sort

FILTER BY STATUS
 New
 Corrected
 Verified
 Incorrect

Make sure to upload the correct documents. Click on the 'Choose File' button to upload the new POU documents.



#868 Test Mark Three

Provide additional proof of use

DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE Choose File No file chosen
 PROOF OF USE - OTHER Choose File No file chosen

UPDATE **RETURN TO MARK**

upload #1159 Proof of use - Other
 upload #1157 Trademark - Licensee declaration

SUBMIT MARK

[View How To submit a mark record video](#)

TOTAL: 4
 SEARCHED: None
 FILTERED: Any status
 SORTED:

SORT
 Latest status change Sort

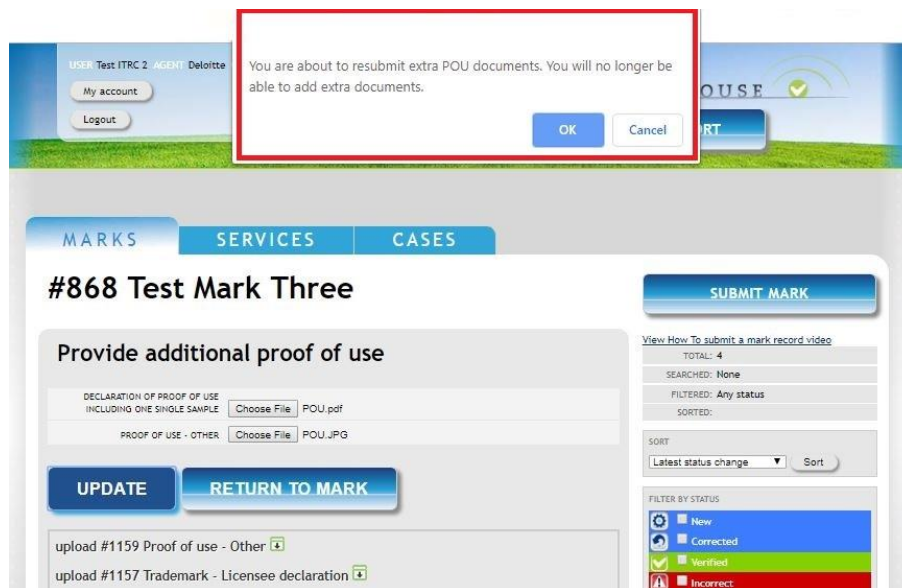
FILTER BY STATUS
 New
 Corrected
 Verified
 Incorrect

After the new documents are selected, click on 'Update'⁶.



The screenshot shows the 'MARKS' section of the Clearinghouse interface. The main heading is '#868 Test Mark Three'. Below it, there's a section titled 'Provide additional proof of use'. This section contains two file upload areas: 'DECLARATION OF PROOF OF USE INCLUDING ONE SINGLE SAMPLE' with a 'Choose File' button and 'POU.pdf' text, and 'PROOF OF USE - OTHER' with a 'Choose File' button and 'POU.JPG' text. Below these, there are two buttons: 'UPDATE' (highlighted with a red box) and 'RETURN TO MARK'. At the bottom, there are two upload links: 'upload #1159 Proof of use - Other' and 'upload #1157 Trademark - Licensee declaration'. On the right side, there's a 'SUBMIT MARK' button and a sidebar with filters and status information.

A pop-up message will appear asking confirmation for resubmitting the extra POU documents.



This screenshot shows the same 'MARKS' page as before, but with a confirmation pop-up message overlaid. The message box, outlined in red, contains the text: 'You are about to resubmit extra POU documents. You will no longer be able to add extra documents.' It has 'OK' and 'Cancel' buttons. The 'UPDATE' button on the page is still highlighted with a red box.

Press 'OK' (only if the correct documentation is uploaded) to upload the POU documents. Note that after clicking 'OK' you can no longer upload POU documents⁷.

⁶ You can choose to click on 'Return to mark', where you will go back to the 'Mark Overview' page. No POU will be uploaded.

⁷ If you click on 'Cancel', you will cancel the submission of the extra POU documents. No changes will be made.

The Proof of Use status of the trademark record will be changed into 'CORRECTED'.



Mark	Status	POU	Expiry	Markholder
Test Mark Two	INCORRECT	VALID	2022-01-29	
Test Mark Three	VERIFIED	CORRECTED	2024-01-29	CompanyName Two
Test Mark One	VERIFIED	INCORRECT	2023-01-29	CompanyName
Example Recorrection Trademarks	INVALID	VALID	2024-04-30	

The uploaded Proof of Use will be sent to the Trademark Clearinghouse for Proof of Use verification.