

How to renew a trademark record

A large, light green stylized 'C' with a white checkmark inside, set against a light gray background. The 'C' is partially cut off on the right side.

Trademark Clearinghouse
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Version 1.2

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1. Introduction

All verified trademark records in the Trademark Clearinghouse are registered for a certain duration of time. If the trademark registration has expired, the Trademark Holder or Trademark Agent will receive 3 e-mail notifications:

- First notification 60 days before the expiration date.
- Second notification 30 days before the expiration date.
- Final notification 10 days after the expiration date.

Please note that if you are using the API, the notifications will be retrievable via polling.

The trademark record renewal will give the Trademark Agent or Trademark Holder the option to extend the registration for 1, 3 or 5 years.



2. How to renew a Trademark Record

2.1. Step 1: Select your trademark record

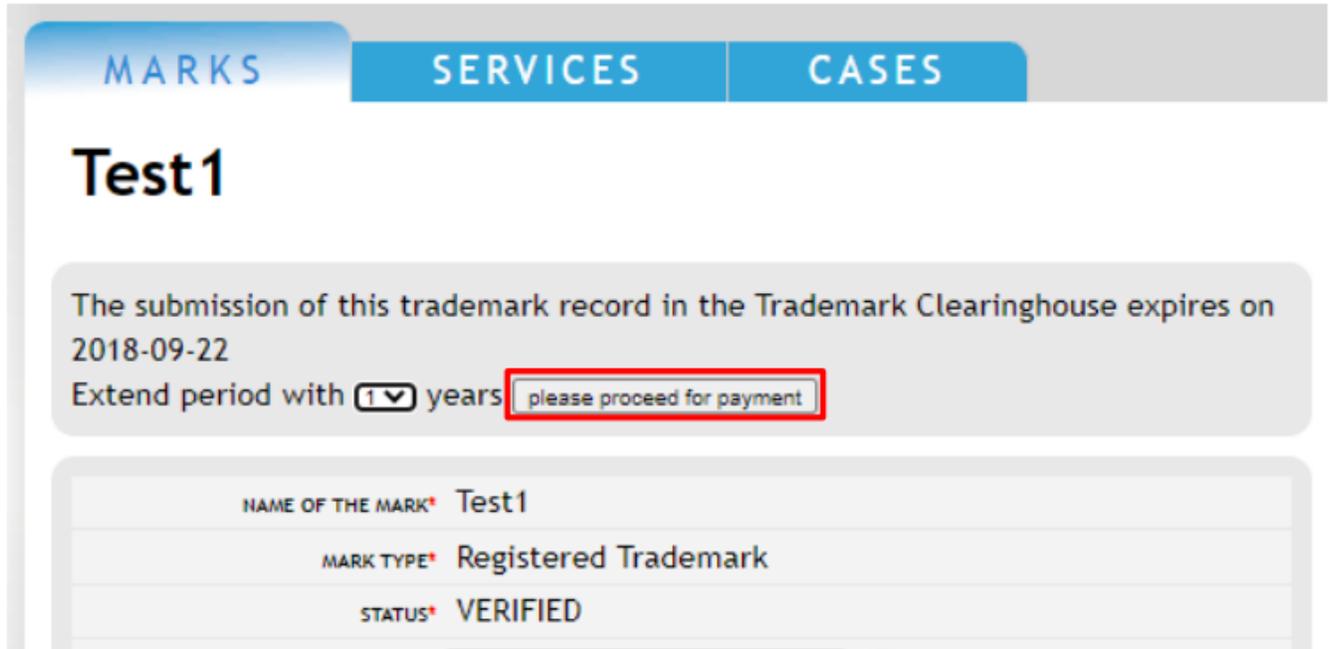
From the “Mark Overview” page, select the trademark record you would like to renew. Note that trademark records can be renewed as from 1 year before their expiry date in the Trademark Clearinghouse.

Mark	Status	POU	Expiry	Markholder
Test1	✓ VERIFIED	⚠ INCORRECT	2018-09-22	The office UK



2.2. Step 2: Choose protection duration

Select the period for which would like to extend the protection duration and click “Please proceed for payment”.



MARKS SERVICES CASES

Test1

The submission of this trademark record in the Trademark Clearinghouse expires on 2018-09-22

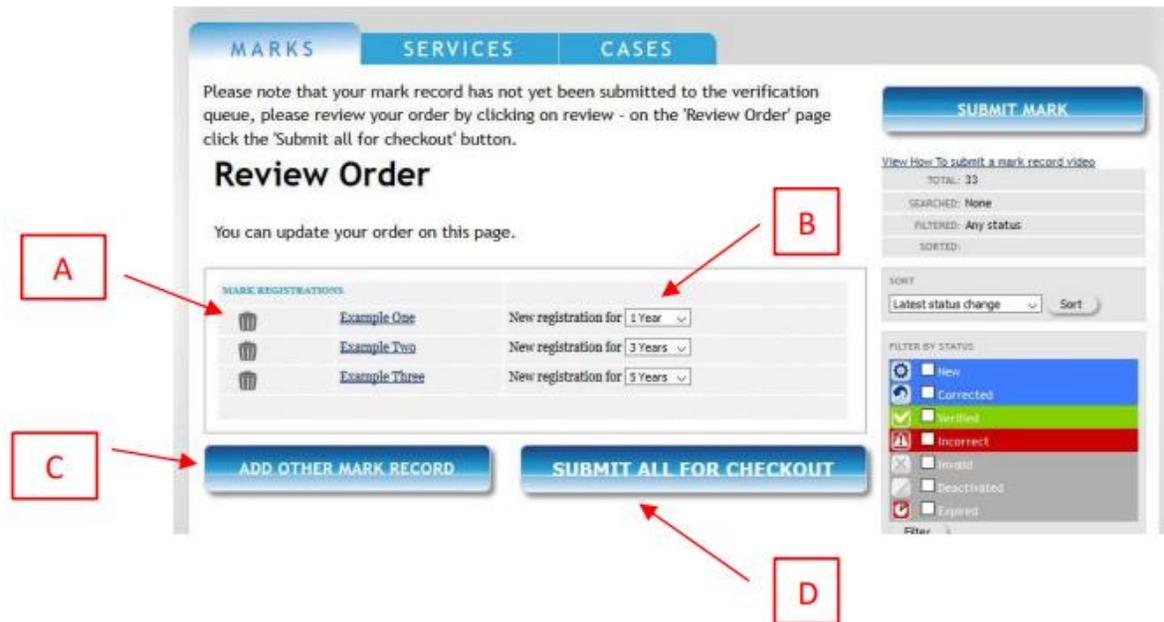
Extend period with years

NAME OF THE MARK*	Test1
MARK TYPE*	Registered Trademark
STATUS*	VERIFIED



2.3. Step 3: Review your order

After submitting your trademark record and if less than 10 trademark records have been recorded, you will be redirected to the "Review Order" page.



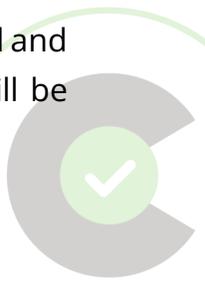
Trademark records added will be listed with the name and the duration of the registration in the Trademark Clearinghouse.

On this page, you will be able to:

- Delete specific trademark records from the order page by clicking on the bin icon (A);
- Update the duration for each trademark record by selecting 1, 3 or 5 years (B);
- Add another trademark record to your basket ("Add other mark record") (C);
- Finalize your order ("Submit all for checkout") (D).

Once you click on a trademark name you will be redirected to the details of your trademark record, which you can still update (by clicking on "Edit"). If you wish to edit some trademark details, please note that you need to accept again the Terms and Conditions at the bottom of your page and that you have to click on "Update" at the bottom of your page to save your modifications. Then you need to click on "Review" in the top-right corner of your page to go to the "Review Order" page.

As mentioned above, the duration of the trademark record registration can be changed and updated. By clicking on the arrow next to "New registration for", a dropdown list will be



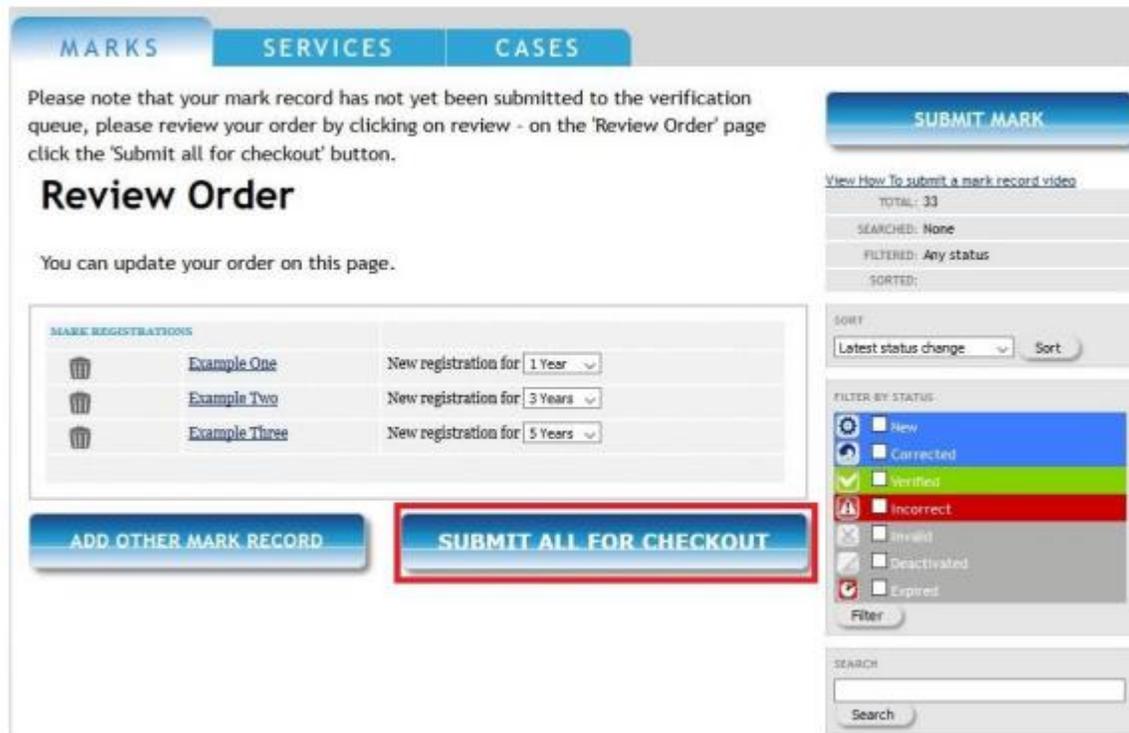
available, in which you can choose the duration you would like to have the trademark record registered with the Trademark Clearinghouse. After choosing the duration, the changes will be registered in the order page.

The duration of trademark records in the Trademark Clearinghouse can be of 1, 3 or 5 years.



2.4. Step 4: Payment trademark agent or holder with prepayment

When you have reviewed the trademark records in the “Review Order” page the trademark records can be ordered by clicking on the “Submit all for checkout” button.



You will be redirected to the “Your Order” page and will see a list of all the trademark records with their respective durations, prices, labels and variations as shown in the image below.



MARKS SERVICES CASES

Your order

Type	Label	Duration	Price
mark : Example One		1 Year(s)	\$ 145.00
label : Example One	exampleone	1 Year(s)	\$ 0.00
label : Example One	example-one	1 Year(s)	\$ 0.00
mark : Example Two		3 Year(s)	\$ 435.00
label : Example Two	example-two	3 Year(s)	\$ 0.00
label : Example Two	exampletwo	3 Year(s)	\$ 0.00
mark : Example Three		5 Year(s)	\$ 725.00
label : Example Three	examplethree	5 Year(s)	\$ 0.00
label : Example Three	example-three	5 Year(s)	\$ 0.00
Total			\$ 1305.00
VAT (15%)			\$ 195.75
Total + VAT (15%)			\$ 1500.75

Upon payment your prepaid account will be credited

PAY PREPAID **RESET ORDER**

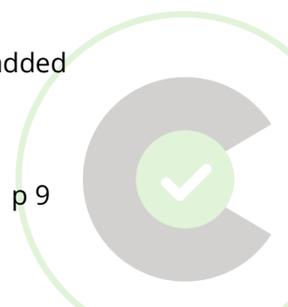
TOTAL: 33
 SEARCHED: None
 FILTERED: Any status
 SORTED:
 SORT: Latest status change
 FILTER BY STATUS:
 New
 Corrected
 Verified
 Incorrect
 Invalid
 Deactivated
 Expired
 SEARCH: Search

The price per trademark record is given VAT excluded. The total is displayed at the end of the list with and without VAT depending on the jurisdiction.

You can confirm and pay the ordered trademark records by clicking on "Pay prepaid"¹.

The amount will be withdrawn from the prepaid credits. Please note that if you do not have a sufficient amount in your prepaid account, a message "Not enough credits remaining: ..." will be displayed.

¹ At this stage, the order can also be reset by clicking on the "Reset Order" button. All previously added Trademark records will remain available in the "Review Order" page for later ordering.



2.5. Payment as a trademark holder

As Trademark Holder paying with credit card you can only submit one trademark record at a time.

Once the submission completed, you will be redirected to the “Your Order” page where the trademark record with its respective duration, price, labels and variations will be displayed. The price is given VAT excluded. At the end of the table, the total sum is given with and without VAT.

Type	Label	Duration	Price
mark : Exemplemark		1 Year(s)	\$ 150.00
Total			\$ 150.00
VAT (15%)			\$ 22.50
Total + VAT (15%)			\$ 172.50

You will be forwarded to Ogone to pay with your credit card

PAY WITH CREDIT CARD **RESET ORDER**

TOTAL: 0
 SEARCHED: None
 FILTERED: Any status
 SORTED:
 SORT: Latest status change ▼ Sort

FILTER BY STATUS:
 New
 Corrected
 Verified
 Incorrect
 Invalid
 Deactivated
 Expired
 Filter

At any time and if you would like to navigate to another page, you can go back to your basket by clicking on the “Proceed to checkout” button on the “Mark Overview” page (see below).

MARKS RENEWAL SERVICES CASES

Mark overview

SEARCH: [] FILTER: [] TO: [] Disable Pager

Mark	Status	PDU	Expiry	Markholder
[]	[]	[]	[]	[]

ORDER: You have an open order ready
Proceed to checkout

TOTAL: 0
 SEARCHED: None
 FILTERED: Any status
 SORTED:
 SORT: Latest status change ▼ Sort



You can confirm and pay the ordered trademark records by clicking on “Pay with credit card”².

Type	Label	Duration	Price
mark : Exemplemark		1 Year(s)	\$ 150.00
Total			\$ 150.00
VAT (15%)			\$ 22.50
Total + VAT (15%)			\$ 172.50

You will be forwarded to Ogone to pay with your credit card

PAY WITH CREDIT CARD **RESET ORDER**

You will be redirected to the website of Ogone to finalize the payment process and pay with your credit card (VISA, MasterCard or American Express).

Payment confirmation

Order reference : 608
 Total charge : 172.50 USD
 Beneficiary : Clearinghouse for Intellectual Prop

Pay with :

Cardholder's name* :
 Card number* :
 Expiry date (mm/yyyy)* : /
 Card verification code* : What's that?

* Mandatory fields
 Card verification code mandatory for the following types of card: American Express, MasterCard, VISA

Payment processed by

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² At this stage, the order can also be reset by clicking on the “Reset order” button. All previously added trademark records will remain available in the Review Order page for later ordering.

