

CLEARINGHOUSE



How to register as a Trademark Holder or Trademark Agent

Trademark Clearinghouse

30/09/2020

Version 1.1



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1. Introduction

This document provides you with an overview of the necessary steps you need to take to register and create an account with the Trademark Clearinghouse.

The Trademark Clearinghouse is open to Trademark Holders and Trademark Agents.

A Trademark Holder is an owner, licensee, or assignee of a trademark. A Trademark Holder can choose from the following methods of payment:

- a. via credit card
- b. via a prepaid account

A Trademark Agent is an individual or entity acting on behalf of a Trademark Holder. A Trademark Agent can only select the prepaid method.

For further information regarding payment Terms and Conditions and the fee schedule, please go to www.trademark-clearinghouse.com.

2. How to register with the Trademark Clearinghouse

⇒ **Registering with the Clearinghouse is a three-step process.**

The first step of the registration is performed without signing in to the TMCH user interface and is used to provide us with details of the contracting party.

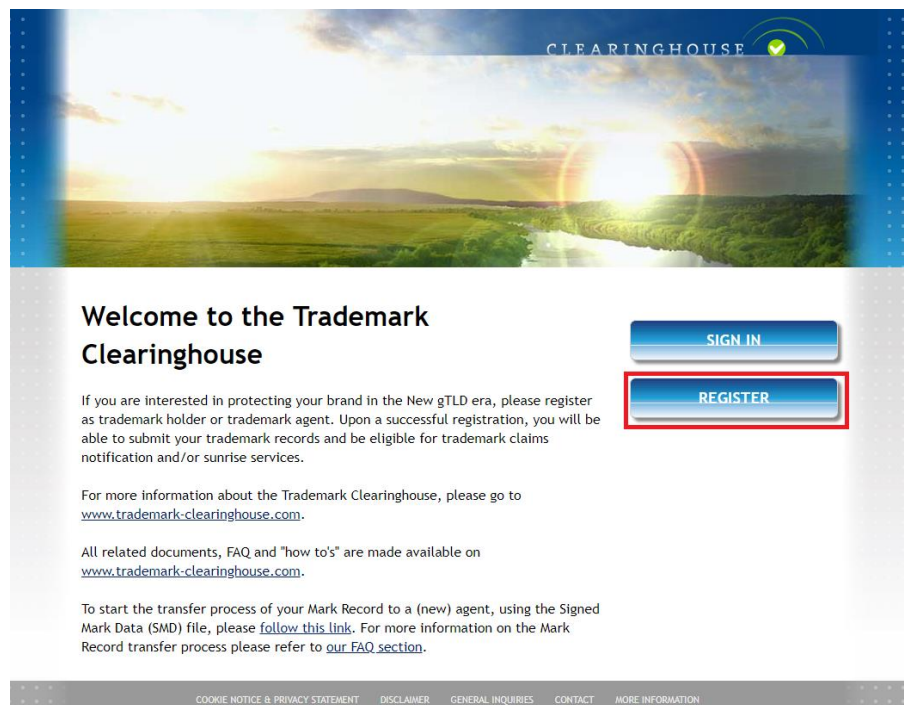
The second and third steps are performed after receiving credentials to sign-in to the private section of the TMCH user interface. The second step requires the user to change their password.

The third step requires the user to accept the Trademark Clearinghouse Terms and Conditions and wire the prepaid amount if applicable.

Performing all steps is mandatory before submission of any trademark records.

2.1. Step 1: General registration information applicable to Trademark Holders and Trademark Agents


To access to the registration page, please go to <https://secure.trademark-clearinghouse.com/tmch/public/home> and click on the “Register” button as shown in the image below:



Trademark Holders and Trademark Agents will be required to complete the following information:



- **Name:** The first and last name of the individual that will enter into a contract with the Trademark Clearinghouse (“contracting party”) or that is responsible for the organization;
- **Name of the organization:** The name of the legal entity that will enter into a contract with the Trademark Clearinghouse (“contracting party”).
 - In case you are a Trademark Holder, please ensure that the name corresponds to either the owner, the licensee or assignee of the trademark. This information will not be editable anymore after validation. If an individual is acting as a Trademark Holder, please mention “Non Applicable” in this section.
- **Address:** Full postal address (street name and number, postal code, city, state/province and country) of the organization. In the case of Trademark Holders, the address must correspond to the address on the trademark certificate.
- **Phone number:** Phone number of the organization in E.164 format (e.g. +1.5557777);
- **Fax number:** Fax number of the organization in E.164 format (e.g. +1.5558888);
- **Email:** The e-mail address where all notifications will be sent to as well as the sign-in credentials (user ID and password).
- **VAT information:** Only applicable if your organization is located within the EU;
 - Registered for VAT: The contracting party must provide a VAT number. The VAT number is verified immediately using the EU’s official VAT information Exchange System (VIES). Should VIES be unavailable, please add your VAT number and proceed with the registration.
 - No VAT number: Please check the box.
 - VAT exemption certificate of the user: if the contracting party has indicated a VAT exemption, the certificate for this exemption may be requested by the Trademark Clearinghouse later in the registration process.

VAT NUMBER*	none	<input checked="" type="checkbox"/> I do not have a VAT number	
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- **Type and payment method:**
 - Holder with online payment (credit card)
 - Holder with pre-payment of 15,000 USD (remainder refundable at contract termination)
 - Agent with pre-payment of 15,000 USD (remainder refundable at contract termination)
 - Agent Silver with pre-payment of 5,000 USD (non-refundable at contract termination)
- **Ancillary services:** The “Ancillary services” box must be checked in order to receive a newsletter about any future ancillary services the TMCH will provide.



- **Application user:** The application user is the person who will actually be submitting trademark records and who will interact with the Trademark Clearinghouse. If this information is the same as above, please complete the information again. If there will be someone else within the organization acting as the application user, you will need to provide the Trademark Clearinghouse with the:
 - Name of the application user: first and last name;
 - Phone number of the application user: phone number in E.164 format (e.g. +1.5557777) where the application user can be reached;
 - E-mail address: at this current stage, please note that this e-mail address needs to match the e-mail address provided above.

Upon completion of all the mandatory fields, you will be prompted to fill the captcha section and select “Start Registration”. Please note that all mandatory fields are marked with a red asterisk (*). If any necessary fields are incomplete, you will not be able to submit your information and the incomplete fields will be marked in red.

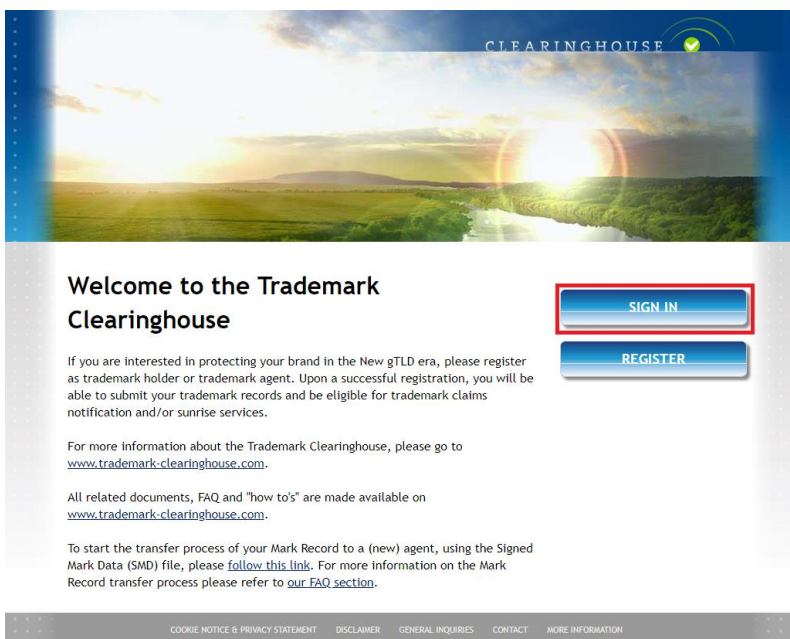
Upon submission, all information will be reviewed and you will be submitted to a sanction review. Once the information is deemed valid, an e-mail will be sent with a user ID and temporary password.

Upon receipt of the e-mail notification, you will be required to complete step 2 of the registration process.



2.2. Step 2: Continuation of the registration process applicable to Trademark Holders and Trademark Agents

In order to perform step 2 of the registration process, you will need to go navigate <https://secure.trademark-clearinghouse.com/tmch/public/home> and click on the “Sign in” button as shown in the picture below.



You will then have to sign-in with your user ID and temporary password. Before proceeding, you will be requested to change your temporary password.



Your password has expired: Please change your password.

CURRENT PASSWORD

NEW PASSWORD

CONFIRM NEW PASSWORD

CHANGE PASSWORD

Password policy

- The password is case-sensitive.
- The password must be made up of at least 8 characters.
- The password must contain at least 4 alphabetic characters.
- The password must contain at least 2 non-alphabetic characters.
- Any character of the password can not be repeated more than 2 times.
- A new password can be used for a period of 91 days. After this period, the user must change it.





Once you have changed your temporary password, you can complete the registration process by signing in. Depending on which user type you have indicated in the first step, you will be directed to next steps 3A, 3B or 3C as described below.

2.3. Step 3: Continuation of the registration process depending on whether you are a Trademark Holder or a Trademark Agent

2.3.1. Step 3A: Applicable to Trademark Agents

After signing in, the Trademark Agent will have access to a secure web page where, after clicking “Contract Info”, the information provided during the online registration will be displayed:

Next step : Please upload the signed agreement by clicking on "signed contract". A copy of the contract can be downloaded by clicking on "contract"

STATUS*	NEW
CHANGED*	2018-03-08
LAST RENEWAL*	2018-03-08
NAME*	Test again
ORGANIZATION*	Deloitte
STREET AND NUMBER*	rue de la confederation
POSTAL CODE*	1000
CITY*	Brussels
STATE/PROVINCE	
COUNTRY*	Belgium
PHONE NUMBER*	+1.4732222
FAX NUMBER	
VAT NUMBER*	none
EMAIL*	testtrexfeb+olive@gmail.com
ESTIMATED # OF SUBMISSIONS	1-20
I AM*	Agent

Who will be using the application #318 Moi

CONTRACT INFO

CONTRACT

PRO-FORMA INVOICE

SIGNED CONTRACT

LOGOUT

COOKIE NOTICE & PRIVACY STATEMENT DISCLAIMER GENERAL INQUIRIES CONTACT MORE INFORMATION

Contract:

- A PDF document containing a template contract is downloadable by clicking the “Contract” button.

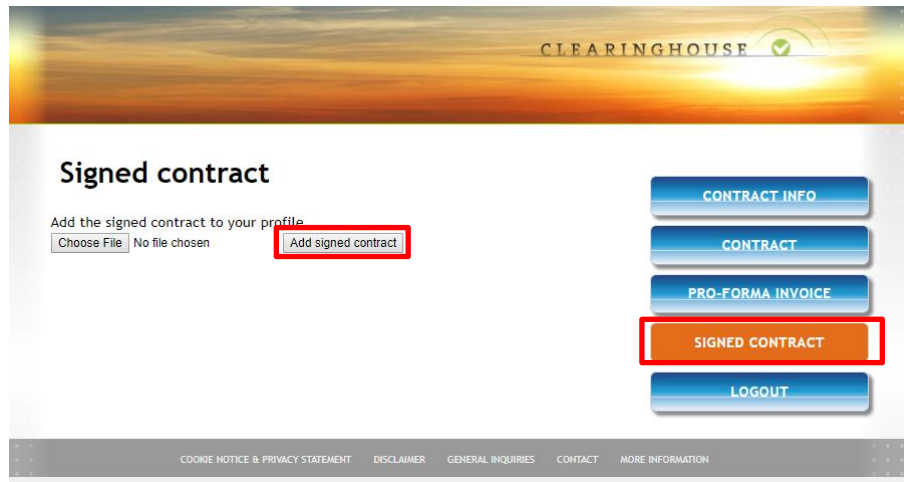
Pro-Forma Invoice:

- A pro-forma invoice can be downloaded by clicking the “Pro-Forma invoice” button. Before the registration is fully completed, you will need to wire the selected amount of 5,000 USD or 15,000 USD. For more information, please see the consult our manual on “Payment Terms and Conditions”:

https://clearinghouse.org/sites/default/files/files/downloads/payment_terms_and_conditions_v2.pdf.

Signed contract:

- After signing the contract, you can upload it by clicking the “Signed contract” button, choosing the correct file, and clicking “Add signed contract”.



Once these steps have been completed, you will receive an e-mail notification informing you that the registration has successfully been completed.


At this point, you can sign in and submit trademark records. For more information, we kindly refer to the [“How to submit a trademark record”](#) manual.

2.3.2. Step 3B: Applicable to Trademark Holders with pre-payment

After signing in, the Trademark Holder will have access to a secure web page where, after clicking “Contract Info”, the information provided during the online registration will be displayed.

Next step : Make sure to accept the terms and conditions.

STATUS*	NEW
CHANGED*	2018-03-08
LAST RENEWAL*	2018-03-08
NAME*	Holder Owner
ORGANIZATION*	Deloitte
STREET AND NUMBER*	101 rue de la cambre
POSTAL CODE*	1000
CITY*	Brussels
STATE/PROVINCE	
COUNTRY*	Belgium
PHONE NUMBER*	+1.5557777
FAX NUMBER	
VAT NUMBER*	none
EMAIL*	testtrexfeb+lol@gmail.com
ESTIMATED # OF SUBMISSIONS	1-20
I AM*	Holder (prepay)

Who will be using the application #319 Holder Owner 

CONTRACT INFO

ACCEPT T'S AND C'S

PRO-FORMA INVOICE

LOGOUT

COOKIE NOTICE & PRIVACY STATEMENT DISCLAIMER GENERAL INQUIRIES CONTACT MORE INFORMATION



Accept the Terms and Conditions:

- By clicking on “Accept T’s and C’s”, the Terms and Conditions of the Trademark Clearinghouse will be shown on the left side of the screen.

Terms and Conditions of the Clearinghouse

Trademark Holders

These Clearinghouse Validation Terms and Conditions for Trademark Holders (these “Clearinghouse Validation Terms and Conditions”) are between CHIP S.A., having its registered office at Jean Fischbach 2, L-3372 Leudelange, Luxembourg (hereinafter “CHIP” or “we” or “us”) and the undersigned, as a Trademark Holder (“you”), pursuant to which you are submitting a Trademark Record (as defined below) for inclusion in the trademark clearinghouse established by the Internet Corporation of Assigned Names and Numbers (the “Trademark Clearinghouse”) as part of the New generic Top-Level Domain Program (“New gTLD Program”).

Preamble

Whereas, The Trademark Clearinghouse is part of the New gTLD Program and one of the rights protection mechanisms established by ICANN.

Whereas, The Trademark Clearinghouse consists of two primary functions: (i) the authentication of contact information and verification of Trademark Records (as defined below) and (ii) the storage of such Trademark Records in a database in order to provide information to the new gTLD registries to support the providing of NORIs (as defined below).

Whereas, Deloitte has been selected by ICANN as the authentication and validation provider for the Trademark Clearinghouse.

Whereas, Deloitte has contracted with CHIP to be the entity that will contract with Trademark Holders and Trademark Agents for the processing of Trademark Records into the Trademark Clearinghouse.

Introduction:

This introduction provides a general overview of different legal obligations between you and us.

By entering into this Agreement, you are acknowledging that you have reviewed and agree to the following documents, which collectively constitute the “Agreement” between you and us:

- These Clearinghouse Validation Terms and Conditions
- The Payment Terms and Conditions, available at www.trademark-clearinghouse.com.
- The Fee Schedule, available at www.trademark-clearinghouse.com.
- The Trademark Clearinghouse Guidelines, available at www.trademark-clearinghouse.com.
- The Dispute Resolution Procedures, available at www.trademark-clearinghouse.com.

Terms and Conditions

I. Definitions

Activation (or Activated): A Trademark Record is activated when we have determined that a Trademark Record meets the Eligibility Requirements as stated in the Trademark Clearinghouse Guidelines (i.e. a “verified” status in the Clearinghouse User Interface).

Advanced Fee Structure: The pre-payment fee structure for Trademark Holders that requires a prepayment account, as described in the Payment Terms and Conditions.

Basic Fee Structure: The basic fee structure for Trademark Holders, as described in the Payment Terms and Conditions.

Clearinghouse User Interface: The online web-application made available through the Website that enables you to, among other things, (i) create and manage your account with us, and (ii) submit Trademark Records in order to receive the Verification Services.

Database Provider: The party appointed by ICANN to operate and manage the central database for storage of Trademark Records that have achieved Activation.

Registered: A Trademark Record in a database where (i) a Trademark Record has not been activated. (ii) where

CONTRACT INFO

ACCEPT T'S AND C'S

PRO-FORMA INVOICE

LOGOUT

After reading the Terms and Conditions, you must check the “I accept these terms and conditions” box and click on “Confirm my acceptance of the terms and conditions”.

Pro-Forma invoice:

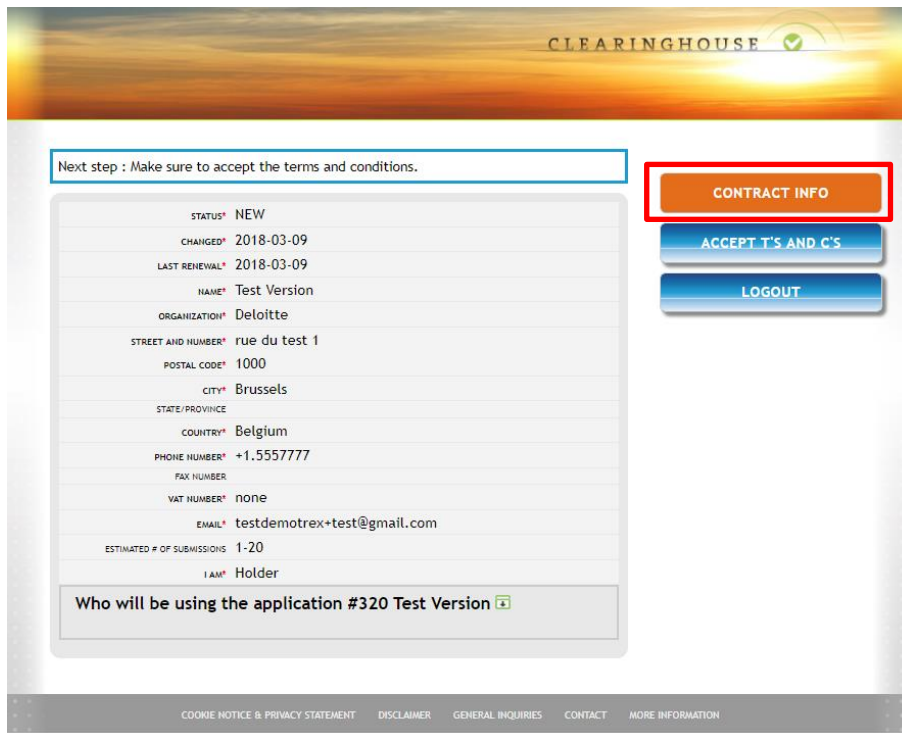
- A pro-forma invoice can be downloaded by clicking the “Pro-Forma invoice” button. Before the registration is fully complete, you will need to wire an amount of 15,000 USD. For more information, please see the information provided in “Payment Terms and Conditions” in the contract as well as on the invoice. You can also consult our manual on [“Payment Terms and Conditions”](#).

Once these steps are completed, you will receive an e-mail notification informing you that the registration is successfully completed.

At this point, you can sign in and submit trademark records. For more information, we kindly refer to the [“How to submit a trademark record”](#) manual.


2.3.3. Step 3C: Applicable to Trademark Holders with online payment (credit card)

After signing in, the Trademark Holder will have access to a secure web page where, after clicking “Contract Info”, the information provided during the online registration will be displayed.



Next step : Make sure to accept the terms and conditions.

STATUS*	NEW
CHANGED*	2018-03-09
LAST RENEWAL*	2018-03-09
NAME*	Test Version
ORGANIZATION*	Deloitte
STREET AND NUMBER*	rue du test 1
POSTAL CODE*	1000
CITY*	Brussels
STATE/PROVINCE	
COUNTRY*	Belgium
PHONE NUMBER*	+1.5557777
FAX NUMBER	
VAT NUMBER*	none
EMAIL*	testdemotrex+test@gmail.com
ESTIMATED # OF SUBMISSIONS	1-20
I AM*	Holder

Who will be using the application #320 Test Version 

CONTRACT INFO

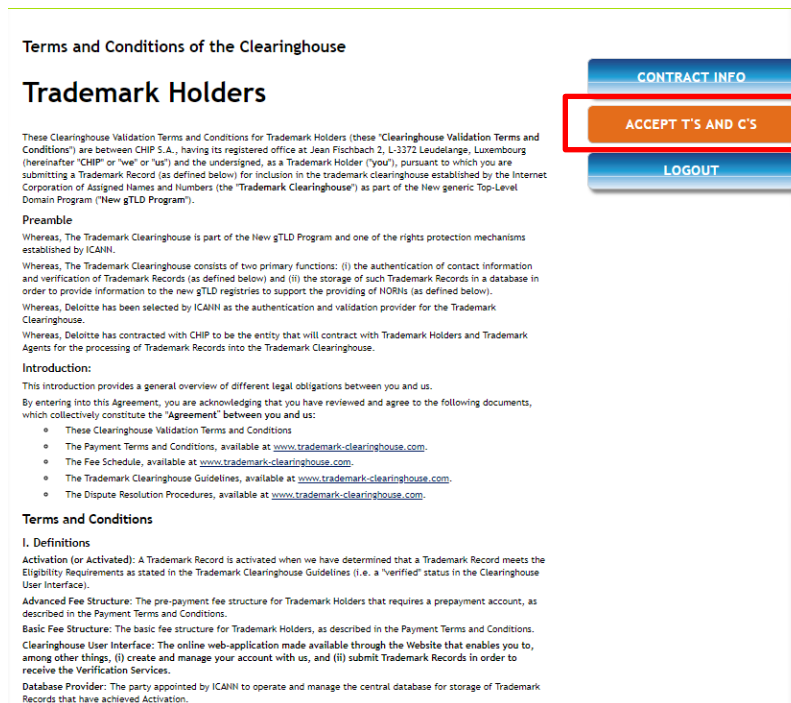
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LOGOUT

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Accept the Terms and Conditions:

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