

How to renew a trademark record

Trademark Clearinghouse 30/09/2020 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.

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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".

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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.

	Please note that you queue, please revie click the 'Submit all	ur mark record h w your order by for checkout' bu	as not yet beer clicking on revi utton.	submitted to th ew - on the 'Revi	e verification ew Order' page	SUBMIT MARK
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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.

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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.

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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.



four order				SEARCHED. None
Toma	Labal	Duration	Price	FILTERED: Any status
nark - Example One	Laber	· Vosr(c)	Sur co	SORTED
abel : Example One	exampleone	1 Year(s)	\$ 0.00	SOWT
label : Example One	example-one	1 Year(s)	\$ 0.00	Latest status change 🗸 Sort)
mark : Example Two	-	3 Year(s)	\$ 435.00	
label : Example Two	example-two	3 Year(s)	\$ 0.00	PILTON BY STATUS
label : Example Two	exampletwo	3 Year(s)	\$ 0.00	O New
mark : Example Three		5 Year(s)	\$ 725.00	Corrected
label : Example Three	examplethree	5 Year(s)	\$ 0.00	Verthed
label : Example Three	example-three	5 Year(s)	\$ 0.00	Incorrect
Total			\$ 1305.00	23 Invalid
VAT (15%)			\$ 195.75	Description
Total + VAT (15%)			\$ 1500.75	C Canada
Upon payment your prep	aid account will be cre	dited	SET ORDER	Filter

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.

Your order				TOTAL 0 SEARCHED: None
Type nark : Examplemark Total VAT (15%) Fotal + VAT (15%)	Label	Duration 1 Year(s)	Price \$ 150.00 \$ 150.00 \$ 22.50 \$ 172.50	PUTENES: Any status sonreco sonr Latest status change V Sort
You will be forwarded to Ogone PAY WITH CREDIT CAN	e to pay with your	r credit card	RESETORDER	FILTER 24 STatis
				Incorrect

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

MARKS	RENEWAL	SERVICE	S CASI	ES
Your order				TOTAL: 0
				SEARCHED: None
		Contraction in the	(2) Sector (FICTERED: Any status
Type mark : Examplemark	Label	Duration 1 Year(s)	Price \$ 150.00	BORTED
Total			\$ 150.00	5087
VAT (15%)			\$ 22.50	Latest status change T Sort
Total + VAT (15%)			\$ 172.50	
You will be forwarded	to Ogone to pay with yo	ur credit card		FILTER BY STATUS
PAY WITH CRE	DIT CARD		RESETORDER	
		_		V Verified

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 : VISA
Cardholder's name* :
Card number* :
Expiry date (mm/yyyy)* : */ *
Card verification code* : what a that
* Alematery Felix Card worldcation cade reantilatory far the Holivard Dypes of card. American Express, NasterCard, VISA.
Yes, I confirm my payment
ingenico
About Transmiss (Recently) Legal info
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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.