

# How to register as a Trademark Holder or Trademark Agent

Trademark Clearinghouse  
02/02/2026  
Version 2.0



# Contents

- 1. Introduction.....3
- 2. Who can apply? .....4
  - 2.1 Trademark Holders.....4
    - 2.1.1. Types of Trademark Holders.....4
  - 2.2 Trademark Agents.....4
    - 2.2.1. Types of Trademark Agents.....5
    - 2.2.2. Benefits for Trademark Agents.....5
- 3. How to create an account?.....5
  - 3.1. Trademark Holder.....5
  - 3.2. Trademark Agent.....12
- 4. How to top up the Prepaid Account?.....18
  - 4.1. Initial Deposit.....18
  - 4.2. Top-ups.....19
  - 4.3. Bank Account Details.....19
- 5. Services.....20
  - 5.1. Sunrise Service.....20
  - 5.2 Trademark Claims Service.....20
  - 5.3 Ongoing Notifications Service.....21
- 6. Customer Support.....22



## 1. Introduction

This guide provides a comprehensive overview of the different types of accounts available for both Agents and Holders, along with their respective benefits. It details the steps required to create an account in the Trademark Clearinghouse. Furthermore, the guide explains our range of services, including the Sunrise service, which enables registration in newly launched TLDs during the priority registration period; the Claims notification service, which alerts both domain name registrants and Trademark Holders to potential infringements; and the Ongoing notification service, which offers continuous alerts of possible intellectual property infringements beyond the Claims period. Finally, the guide provides information on how to contact our customer support team for any assistance you may need.



## 2. Who can apply?

Any Trademark Holder (private person or company) or Trademark Agent (acting on behalf of Trademark Holders) can submit a trademark record in the Trademark Clearinghouse.

### 2.1. Trademark Holders

Trademark Holders are individuals or entities and their designees (such as licensees or assignees) that have, or wish to have, their eligible trademark rights included in the Trademark Clearinghouse. A Trademark Holder can submit a trademark record on their own behalf or can submit a trademark record through a Trademark Agent as described below.

#### 2.1.1. Types of Trademark Holders

There are two types of Trademark Holders within the TMCH:

- Trademark Holder: Registers their own trademarks and pays a fee base of 155 USD per entry with a credit card.
- Trademark Holder (Prepay): Also registers their own trademarks but makes a 15.000 USD deposit, which is fully redeemable to purchase any of our services. The remaining balance is refundable upon contract termination.

### 2.2. Trademark Agents

Trademark Agents are individuals or entities authorized to act on behalf of Trademark Holders. They manage the submission and maintenance of trademark records and handle all related communications and notifications concerning TMCH services on behalf of the Trademark Holders.



### 2.2.1. Types of Trademark Agents

There are two types of Trademark Agents within the TMCH:

- Trademark Agent (Gold): Receives branded marketing material and pays a prepayment fee of 15.000 USD. This deposit is fully redeemable for purchasing any of our services. The remaining balance is refundable upon contract termination.
- Trademark Agent (Silver): Does not receive any branded marketing material and pays a non-refundable prepayment fee of 5.000 USD which is fully redeemable to purchase any of our services.

### 2.2.2. Benefits for Trademark Agents

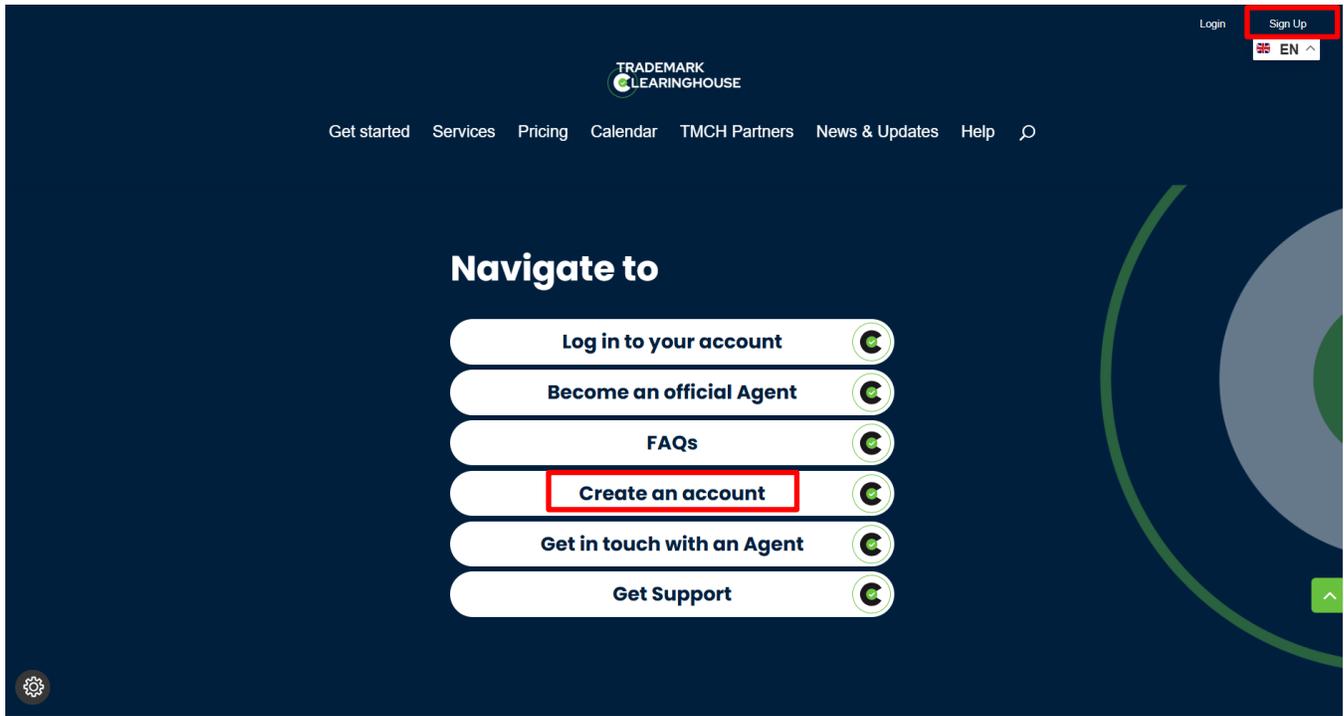
- Earn Status Points with every trademark registration or renewal. Accumulated points can be redeemed to reduce the fees for future trademark registrations and renewals.
- Your company will be featured on our Official Agent page, making it easy for Trademark Holders to find and contact you directly.
- Receive complimentary marketing materials to support your promotional efforts.
- Benefit from a dedicated account manager who will assist you with any queries throughout the trademark submission process and beyond.

## 3. How to create an account?

### 3.1. Trademark Holder

Step 1: Navigate to the Trademark Clearinghouse [marketing website](#), scroll down and click on the 'Create an Account' button to start the registration process. You can also use the 'Sign Up' button in the top right corner or navigate directly to the [registration page](#).





Step 2: Make sure to have your Trademark Certificate ready. The contracting party information you enter in the registration form will be used in the trademark records you submit. Therefore, it is important to provide details that exactly match those on the Trademark Certificate in the 'Who is the contracting party' section.



Note: The e-mail address you enter here will be the primary address used to send all communications, including notifications and customer support information.

Step 3: After completing all the mandatory fields with the information exactly as shown on your Trademark Certificate, please select the type of account you wish to create.

As a Trademark Holder, you have two options:

- Trademark Holder: You will only be registering your own marks and pay by credit card.
- Trademark Holder (Prepay): You will only register your own marks and will have to make an initial deposit of 15.000 USD. This deposit can be used to cover trademark registrations fees and any additional extras, such as a charge of 1 dollar per label





exceeding the standard 10 labels. Please note, this is a prepayment, not a subscription fee.

For more information on fees, please consult our [Fee Structure Manual](#).

I am\*

- Holder**  
You will register your own trademarks and pay a fee base of \$155 per entry with a credit card.
- Holder (Prepay)**  
You will register your own trademarks and make a \$15,000.00 deposit, fully redeemable to purchase any of our services. The remaining balance is refundable upon contract termination.
- Agent (Gold)**  
You will register trademarks for your clients and make a \$15,000.00 deposit, fully redeemable to purchase any of our services. The remaining balance is refundable upon contract termination.
- Agent (Silver)**  
You will register trademarks for your clients and make a non-refundable deposit of \$5,000.00, fully redeemable to purchase any of our services.

Step 4: To finalize registration, re-type your name, phone number and e-mail address. Then, complete the CAPTCHA and click on 'Start Registration'.

**Who will be using the application**

Name  ✓ ?

Phone number  ✓ ?

Retype email\*  ⓘ  
Please use the same email address as you provided above

I'm not a robot  reCAPTCHA  
Privacy - Terms

**START REGISTRATION**

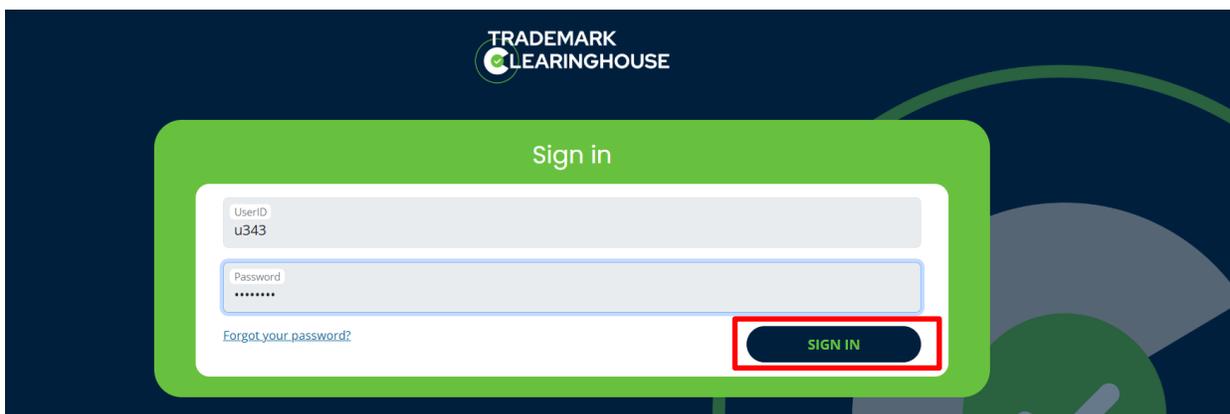
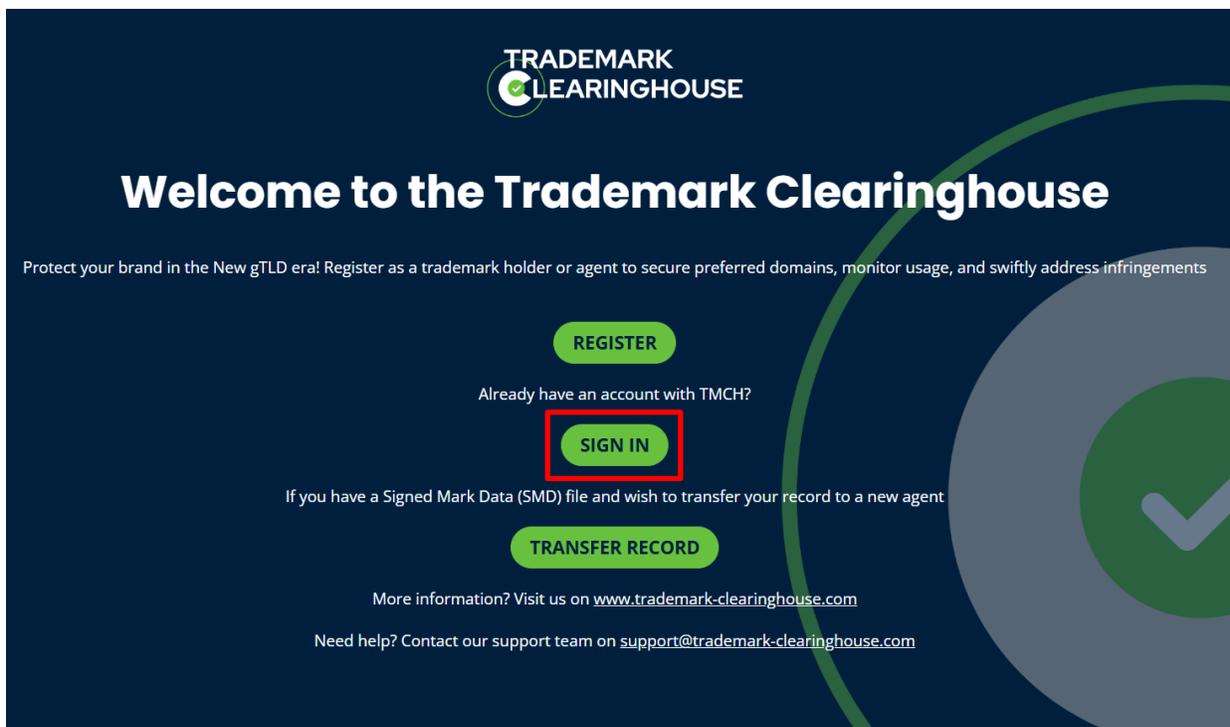
Step 5: Once all steps are successfully completed and your request has been validated, you will receive a confirmation email containing your username and temporary password.

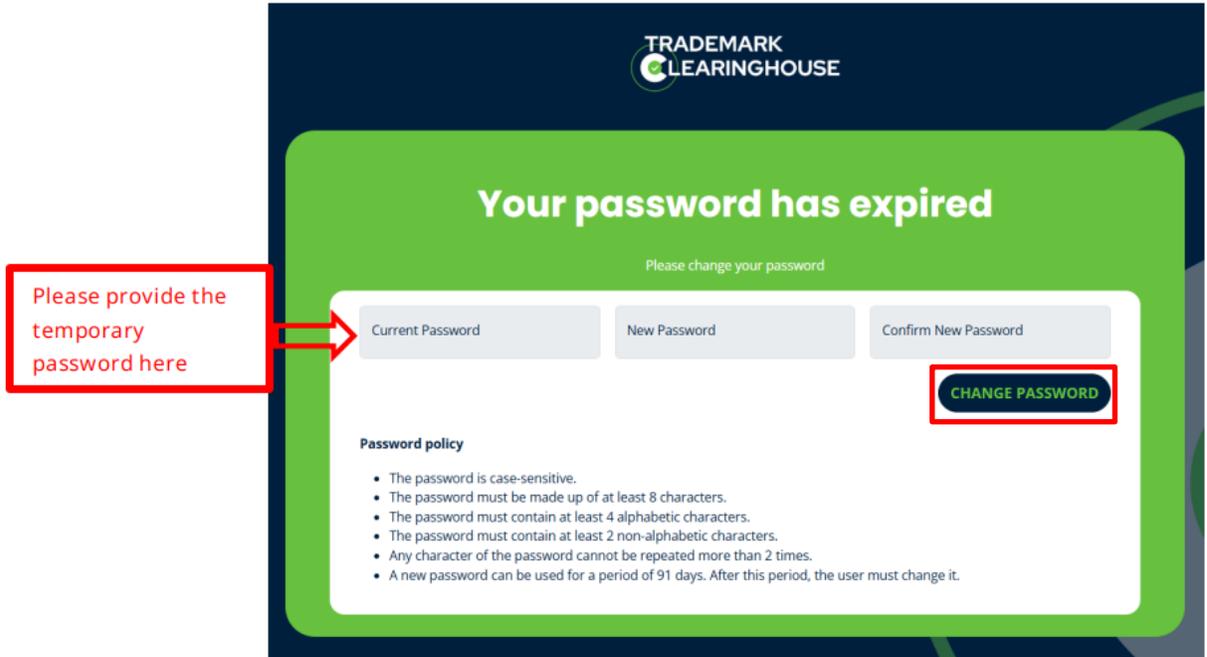




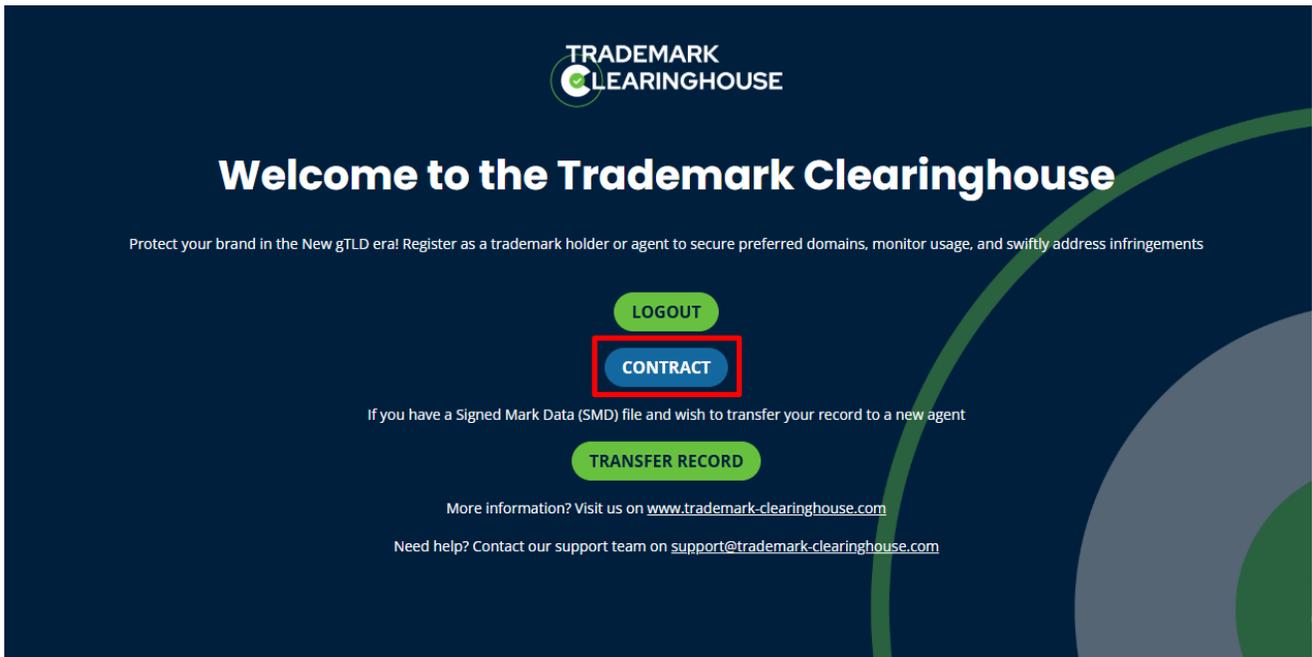
If you have not received a temporary credential e-mail after two working days, please check your spam folder or seek support by sending an e-mail to [support@trademark-clearinghouse.com](mailto:support@trademark-clearinghouse.com).

Step 6: After you receive your confirmation email with temporary credentials, please use the link provided in the email to be redirected to the TMCH website. Once you are on the website, click the 'Sign In' button and enter the credentials provided in your confirmation email. After signing in, you will be required to change your password.





Step 7: After changing your password, click on the 'contract' button.



Then, please review and accept the terms and conditions to finalize your registration. The progress bar at the top of the page will guide you through the process and indicate which steps have already been completed.

The screenshot shows the Trademark Clearinghouse interface. At the top, there is a navigation bar with four buttons: 'CONTRACT INFO', 'ACCEPT TERMS AND CONDITIONS' (highlighted with a red box), 'DOWNLOAD PRO-FORMA INVOICE', and 'LOGOUT'. Below the navigation bar, a grey box contains the text: 'Next steps: Download the proforma invoice and pay it. You have accepted the below Terms and Conditions.' The main content area is titled 'Terms and Conditions for Trademark Holders' and includes the following text:

**Trademark Clearinghouse**  
Version 1.4

**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 24 rue Léon Laval, 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

At the bottom of the page, there is a footer with links: 'Cookie Notice & Privacy Statement', 'Disclaimer', 'General Inquiries', 'Contact', and 'More information'.

This screenshot shows the 'Terms and Conditions' document from the previous image. The text continues with:

or procedures can wholly mitigate such risks.

3. You and we hereby confirm that we accept these risks, duly authorize the use of electronic communications and agree to use commercially reasonable means to detect the more widely known viruses prior to sending information by electronic means. Each party shall be responsible for the protection of its own systems and interests in respect of electronic communications, and neither party shall be held liable in any manner or form, whether on a contractual, criminal (including negligence) or any other basis, for any loss, error or omission resulting from or relating to the use of electronic communications between the parties.

**XII. Dispute Resolution**

In the event a dispute arises between you and us out of or relating to the Verification Service provided by us, such dispute shall be handled in accordance with the Dispute Resolution Procedures.

**XIII. Severability**

Should any provision of this Agreement be invalid, unenforceable, void or otherwise ineffective, the rest of this Agreement will remain valid. The parties will then interpret and modify this Agreement so as to achieve as far as possible the sense and purpose of the parts held to be invalid, unenforceable, void or ineffective.

**XIV. Applicable Law**

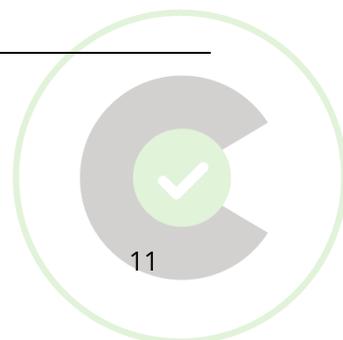
This Agreement and all matters relating to the engagement whether in contract, statute, tort (including, without limitation, negligence) or otherwise, shall be governed by, and construed in accordance with, the laws of Luxembourg (without giving effect to the choice of law principles thereof) and shall be subject to the exclusive jurisdiction of the courts of Brussels, Belgium. You hereby waive any immunity, sovereign or otherwise, that you would otherwise have to such jurisdiction and agree that your rights, obligations and liabilities hereunder shall be determined in the same manner and to the same extent as those of a private litigant under like circumstances.

**XV. Miscellaneous**

1. This Agreement may not be assigned by you for any reason without our prior written consent. We may assign all of our rights and obligations under this Agreement at any time to Deloitte or an entity specified by Deloitte without your consent.
2. The headings are inserted for convenience only and shall not affect the construction and interpretation of this Agreement.
3. This Agreement may be executed electronically.
4. The English language version of this Agreement is the only official version. If this Agreement is translated into any other languages, such translation shall only be for the convenience of you, it being agreed that the English language version of this Agreement is the authentic version, the interpretation of which shall prevail.
5. We will notify you through the Clearinghouse User Interface of any change to these Terms and Conditions for Trademark Holders at least thirty (30) calendar days prior to such changes becoming effective. If you disagree with any such changes, you have the right to terminate your Agreement and get a refund of your remaining balance in accordance with section VI.6. No waiver of any provision of this Agreement shall be binding unless evidenced by a writing signed by the party waiving compliance with such provision. No waiver of any of the provisions of this Agreement or failure to enforce any of the provisions hereof shall be deemed or shall constitute a waiver of any other provision hereof, at law or in equity, nor shall any such waiver constitute a continuing waiver unless otherwise expressly provided.
6. Except for Deloitte, ICANN and the Database Provider, no other person shall have any rights, interest or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

At the bottom of the page, there is a checkbox labeled 'I accept these terms and conditions' which is highlighted with a red box.

At the bottom of the page, there is a footer with links: 'Cookie Notice & Privacy Statement', 'Disclaimer', 'General Inquiries', 'Contact', and 'More information'.

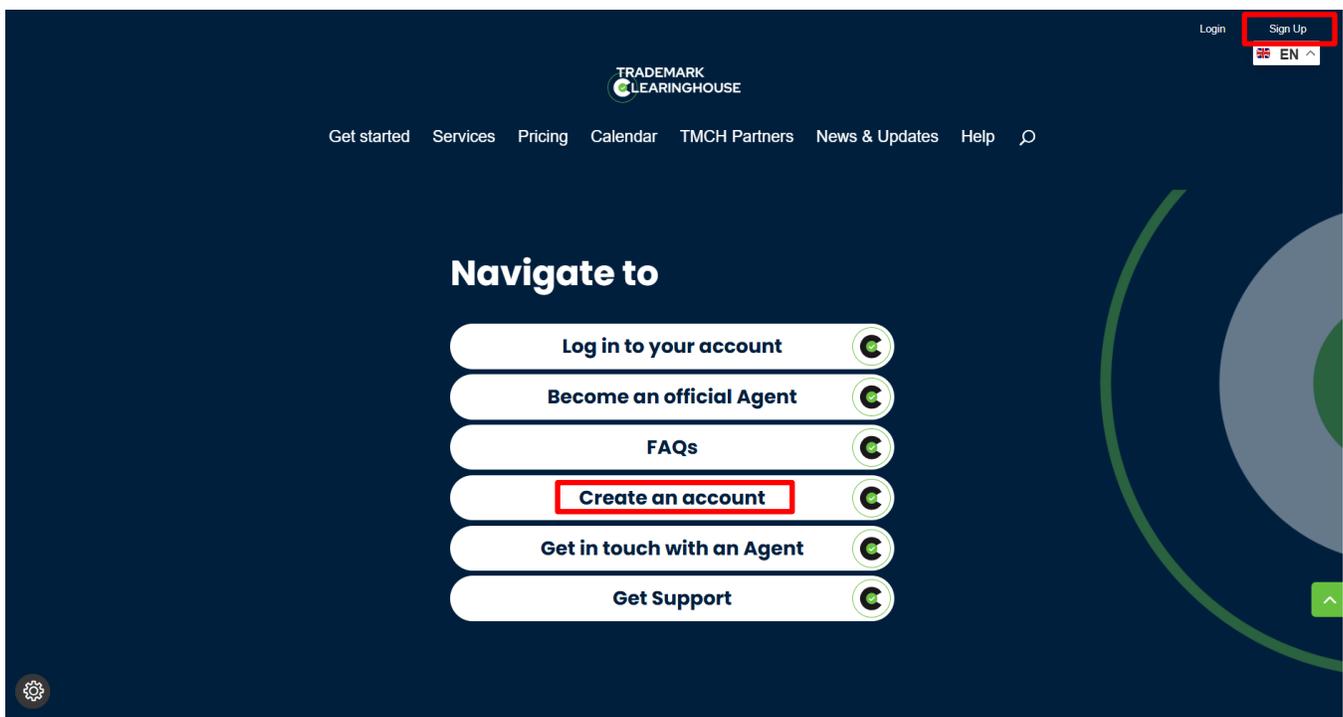


Step 8: Log out and sign in with your new password.

- Holder: You can start submitting marks.
- Holder Prepay: You can download the pro-forma invoice by clicking the “Pro-Forma Invoice” button. Please note that to complete your registration, a wire transfer of 15.000 USD is required. Additionally, note that any bank or transaction fees must be borne by the payer. We require the full amount of 15.000 USD to be received in our account. For detailed instructions on the wire transfer process, kindly refer to Section

### 3.2. Trademark Agent

Step 1: Navigate to the Trademark Clearinghouse [marketing website](#), scroll down, and click on the ‘Create an Account’ button to start the registration process. You can also use the ‘Sign Up’ button in the top right corner or navigate directly to the [registration page](#).



Step 2: Complete all the mandatory fields.

Note: The e-mail address you enter here will be the primary address used to send all communications, including notifications and customer support information.

**TRADEMARK CLEARINGHOUSE**

### Start registration

[HOW TO REGISTER - VIDEO](#)

#### Who is the contracting party

All field marked with \* are mandatory and should be completed.

Name\*

Organization\*

Street and number\*

Street

Street

Postal code\*

City\*

State/Province

Country\*

Phone number\*

VAT number: Not Applicable

Email\*





Step 3: After completing all the mandatory fields, please select the type of account you want to create.

As a Trademark Agent, you have two types of accounts (as previously stated in 2.2.1):

- Trademark Agent (Gold): Receives branded marketing material and pays a prepayment fee of 15.000 USD. The outstanding amount of the prepayment fee is refundable, in the event that a Gold Trademark Agent terminates its contract with the TMCH.
- Trademark Agent (Silver): Does not receive any branded marketing material and pays a prepayment fee of 5.000 USD which is non-refundable upon contract termination.

For more information on fees, please consult our [Fee Structure Manual](#).

I am\*

- Holder**  
You will register your own trademarks and pay a fee base of \$155 per entry with a credit card.
- Holder (Prepay)**  
You will register your own trademarks and make a \$15,000.00 deposit, fully redeemable to purchase any of our services. The remaining balance is refundable upon contract termination.
- Agent (Gold)**  
You will register trademarks for your clients and make a \$15,000.00 deposit, fully redeemable to purchase any of our services. The remaining balance is refundable upon contract termination.
- Agent (Silver)**  
You will register trademarks for your clients and make a non-refundable deposit of \$5,000.00, fully redeemable to purchase any of our services.

Step 4: To finalize registration, retype your name, phone number and e-mail address. Complete the CAPTCHA and click on 'Start Registration'.

**Who will be using the application**

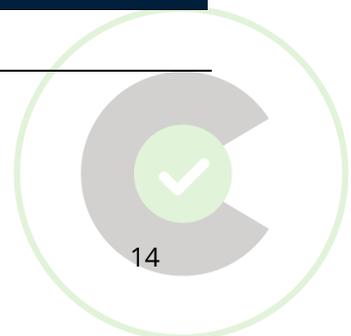
Name  ✓ ?

Phone number  ✓ ?

Retype email\*  ⓘ  
Please use the same email address as you provided above

I'm not a robot reCAPTCHA  
Privacy - Terms

**START REGISTRATION**



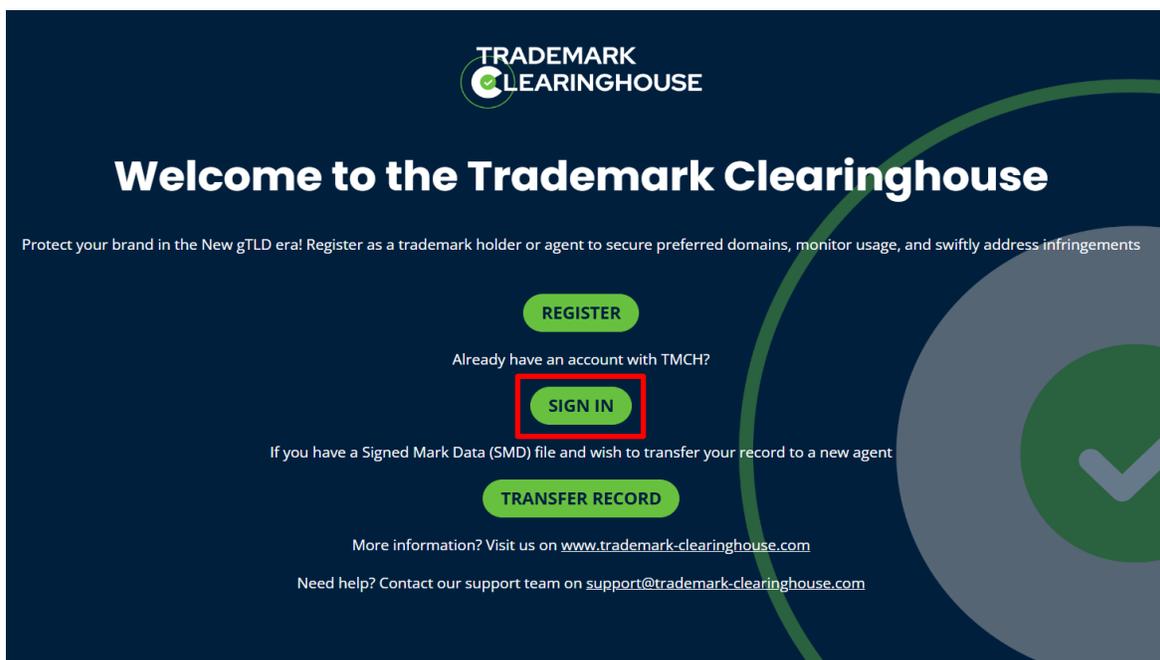


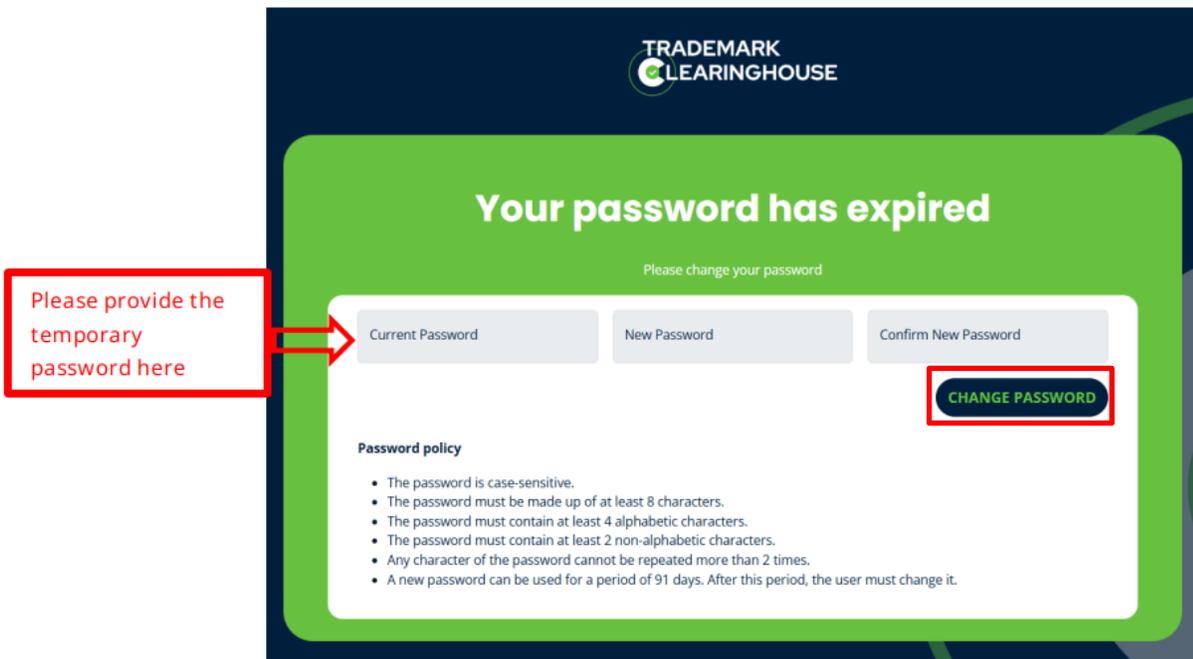
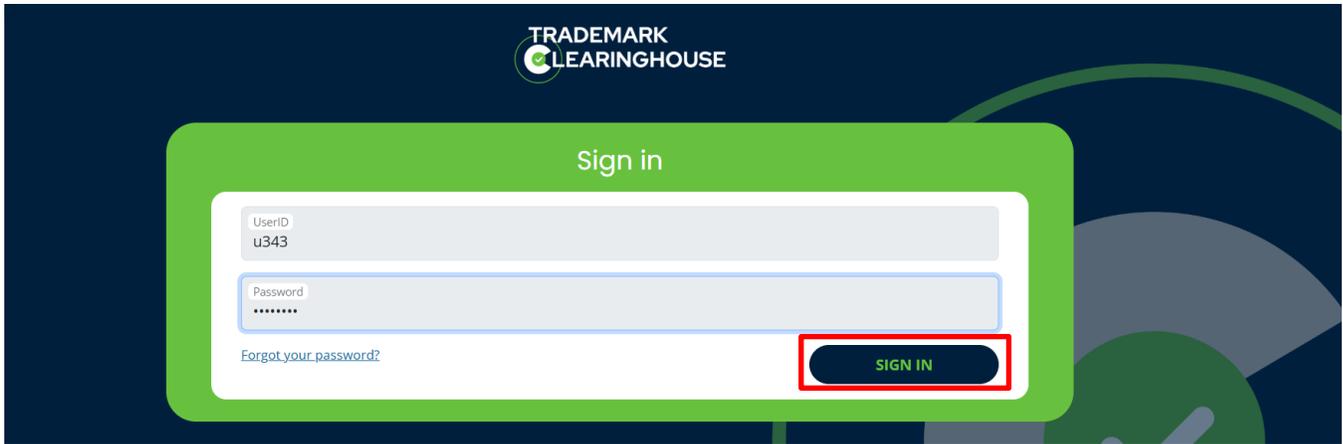
Step 5: Once all steps are successfully completed and your request has been validated, you will receive a confirmation email containing your username and temporary password. If you have not received a temporary credential email after two working days, please check your spam folder or seek support by sending an email to [support@trademark-clearinghouse.com](mailto:support@trademark-clearinghouse.com).



Step 6:

After you receive your confirmation email with temporary credentials, please use the link provided in the email to be redirected to the TMCH website. Once you are on the website, click the 'Sign In' button and enter the credentials provided in your confirmation email. After signing in, you will be required to change your password.





Step 7: After changing your password, you can download the following two documents:

- Your personal Trademark Agent contract: Please complete the signing by e-signature or by printing the document, signing it manually, and re-submitting it.
- The pro-forma invoice provides all payment details required for your wire transfer of the prepayment deposit. As noted earlier, the minimum deposit is 15.000 USD for Gold Agents and 5.000 USD for Silver Agents. This deposit can be used to cover trademark registrations fees and any additional extras, including extra correction chances, transfer fees, and charges of 1 dollar per label exceeding the standard 10





labels. Please note, this is a prepayment, not a subscription fee. Gold Agents may receive a refund of any unused balance if the contract is terminated.

Once we have received the signed contract and the prepayment deposit, you will receive a confirmation email and be able to log in to start submitting trademark records. Please note that any bank or transaction fees must be borne by the payer.



## 4. How to top up the Prepaid Account?

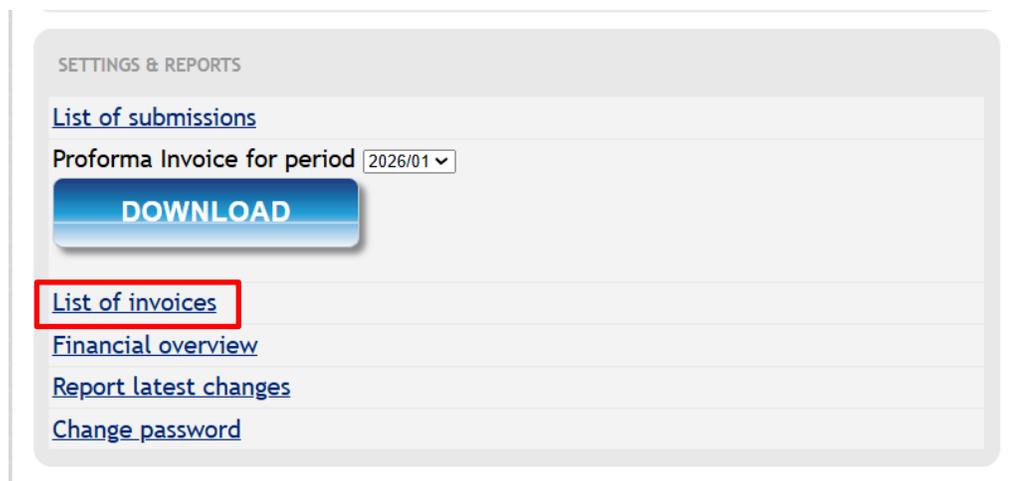
### 4.1. Initial Deposit

When you register for a Prepayment Account, an initial pro-forma invoice will be generated for the initial deposit, including the wire transfer details.

Please ensure that you include your user ID (which begins with a "U") in the payment reference. Omitting this information may result in delays in processing your payment.

Kindly instruct your financial institution that you will cover all transaction and currency conversion fees. If these costs are not borne by you, they will be deducted from the transferred amount. Should the minimum initial deposit not be met due to such deductions, your account will not be activated.

Once we have received the funds, you will be able to download the final invoice via 'My Account' > 'List of Invoices'. The funds deposited will then be immediately available for submitting trademark records.



All payments can be made to our bank account as per section 4.3.



## 4.2. Top-ups

When topping up your Prepayment Account, please wire transfer the desired amount to our bank account. Always include your user ID (starting with a “U”) in the payment reference. Failure to do so may result in delays in processing your payment. Each top-up must be for a minimum of 1.000 USD. Please instruct your financial institution that you will bear all transaction and currency conversion fees.

If these costs are not covered by you, they will be deducted from the transferred amount, which may result in an insufficient balance to complete all required actions.

All payments should be made to our bank account as detailed in section 4.3.

## 4.3. Bank Account Details

### Company and bank details

Beneficiary: CHIP S.A.

Address: 21, rue Léon Laval

Zip & City: 3372 Leudelange

Country: Luxembourg

### Bank account:

Bank name: ING Luxembourg

Account Number: LU 36 0141 6441 9360 3010

SWIFT/BIC: CELLLULL

Bank address: 52, route d'Esch L-2965 Luxembourg

Please note that we never send paper invoices. Should you receive one, it is likely to be fraudulent. For more information on the fees related to submitting and renewing trademark records please consult our [Fee Structure Manual](#).

## 5. Services

This section will provide you with an overview of all services included in the Trademark Clearinghouse.

### 5.1. Sunrise Service

By having your or your clients' trademarks verified by the Trademark Clearinghouse, you are able to register with newly launched TLDs during the priority registration period (Sunrise). The Sunrise period is a period of at least 30 days and is only accessible to right owners (Trademark owners), verified by the Trademark Clearinghouse. Trademark owners can take advantage of this priority-registration period to safeguard the domain name that matches their trademark ahead of general availability.

For more information on Sunrise Services, please click [here](#).

### 5.2. Trademark Claims Service

The Trademark Claims service follows the Sunrise period. It is a notification service, mandated by ICANN for all new gTLDs, to warn both domain name registrants as well as Trademark Holders of possible infringements. This service can be activated by right owners (Trademark owners or UDRP/Court Cases).

The service works as follows:

- A potential domain name registrant receives a warning notice when attempting to register a domain name that matches a trademark term listed in the Trademark Clearinghouse.
- If the registrant proceeds with the registration after receiving and accepting the notice, the Trademark Holder with the corresponding mark in the TMCH will be notified of the domain name registration. This allows the Trademark Holder to take any appropriate action if they wish to do so.



This notification service is mandated by ICANN for all new gTLDs for their first 90 days of general availability. After the 90-day period, TMCH clients benefit from the Ongoing Notifications (see the next paragraph for further details) at no extra cost.

For more information on Trademark Claims Services, please click [here](#).

### 5.3. Ongoing Notifications Service

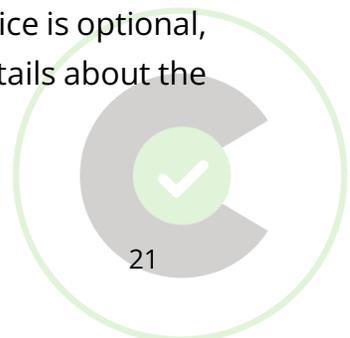
Following the initial 90-day Trademark Claims Period for each new gTLD, the Trademark Clearinghouse operates the Ongoing Notifications service. This service ensures that trademark holders are notified of potential intellectual property infringements indefinitely, extending beyond the original 90-day period. This service can be activated by right owners (Trademark owners or UDRP/Court Cases).

For more information on the Ongoing Notifications Service, please click [here](#).

Whenever a domain name is activated in a new gTLD that matches the Ongoing Notifications labels linked to a mark recorded in the Trademark Clearinghouse, the Trademark Holder or their Agent will receive an email notifying them of the registration, enabling them to take any necessary action.

- For exact match labels generated at the time of trademark registration in the TMCH, there is no additional cost for the first 10 labels selected. These labels apply to both Sunrise services and Ongoing Notifications, and the service simply needs to be activated.
- Additional variation labels can be added to the trademark record for Ongoing Notifications only, at no extra cost. Three types of variations are accepted: containing, partial, and variation. There is no limit to the number of variations that can be added, and these come at no additional charge.

The key benefit of the Ongoing Notifications service is that it applies not only to all new gTLDs but also to legacy TLDs such as .com and .net, and a ccTLD .cv. The service is optional, allowing each trademark holder to decide whether to activate it. For more details about the variation rules, please click [here](#).



## 6. Customer Support

Should you have any questions, you can contact the TMCH either via e-mail ([support@trademark-clearinghouse.com](mailto:support@trademark-clearinghouse.com)) or by calling us at +32.26394870 (open during Belgian business days - Monday to Thursday from 09:00 am - 12:00 pm and 13:00 pm to 18:00 pm CET/CEST) or via our dedicated Support system.

Note that our Support system is only available after registering with the Trademark Clearinghouse. More information on how to submit a customer support case can be found [here](#).

