**MM2 (E) – APPLICATION FOR INTERNATIONAL REGISTRATION UNDER THE MADRID PROTOCOL**

|  |  |
| --- | --- |
| **For use by the applicant:** | |
|  | |
| Number of continuation sheets for several applicants: |  |
|  | |
| Number of continuation sheets: |  |
|  | |
| Number of MM17 forms: |  |
|  | |
| MM18 form (if applicable, check the box) | |
|  | |
| Applicant’s reference (optional): |  |
|  | |
| **For use by the Office of origin:** | |
|  | |
| Office’s reference (optional): |  |

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| **1. CONTRACTING PARTY WHOSE OFFICE IS THE OFFICE OF ORIGIN** |
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| **2. APPLICANT[[1]](#footnote-1)**  If there is more than one applicant, indicate the number of applicants and complete the “Continuation Sheet for Several Applicants”. | | |
|  | | |
| **Number of applicants:** | |  |
|  | | |
| **(a)** | **Name:** |  |
|  | | |
| **(b)** | **Address:** | |
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| **(c)** | **E-mail address[[2]](#footnote-2):** | | |  | | | |
|  | | | | | | | |
| **(d)** | **Telephone number[[3]](#footnote-3):** | | |  | | | |
|  |  | | | | | | |
| **(e)** | **Nationality or legal nature and State of organization[[4]](#footnote-4):** | | | | | | |
|  |  | | | | | | |
|  | (i) |  | If the applicant is a **natural person**, indicate the nationality of the applicant: | | | | |
|  |  | | Nationality of the applicant: | |  | | |
|  | | | | | | | |
|  | (ii) |  | If the applicant is a **legal entity**, provide **both** of the following indications: | | | | |
|  |  | | Legal nature of the legal entity: | |  | | |
|  |  | | State (country) and, where applicable, territorial unit within that State (canton, province, state, etc.), under the law of which the said legal entity has been organized: | |  | | |
|  | | | | | | | |
| **Correspondence details (optional):** | | | | | | | |
|  | | | | | | | |
| **(f)** | **Preferred language for correspondence[[5]](#footnote-5):** | | | English | | French | Spanish |
|  | | | | | | | |

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| **(g)** | **Alternative address and e-mail address for correspondence[[6]](#footnote-6):** | | | | |
|  |  | | | | |
|  | (i) | Postal address: | |  | |
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|  | | | | | |
|  | (ii) | E-mail address: | |  | |
| **3. ENTITLEMENT TO FILE[[7]](#footnote-7)** | | | | | |
| **(a)** | **Check the appropriate box:** | | | | |
|  | | | | | |
|  | (i) |  | where the Contracting Party mentioned in item 1 is a State, the applicant is a national of that State; or | | |
|  | | | | | |
|  | (ii) |  | where the Contracting Party mentioned in item 1 is an organization, the name of the State of which the applicant is a national: | | |
|  |  |  |
|  |  |  |  | | ; or |
|  | | | | | |
|  | (iii) |  | the applicant is domiciled in the territory of the Contracting Party mentioned in item 1; or | | |
|  | | | | | |
|  | (iv) |  | the applicant has a real and effective industrial or commercial establishment in the territory of the Contracting Party mentioned in item 1. | | |
|  | | | | | |
| **(b)** | **Where the address of the applicant, given in item 2(b), is not in the territory of the Contracting Party mentioned in item 1, indicate in the space provided below:** | | | | |
|  | | | | | |
|  | (i) | if the box in paragraph (a)(iii) of the present item has been checked, the domicile of the applicant in the territory of that Contracting Party, or, | | | |
|  | | | | | |
|  | (ii) | if the box in paragraph (a)(iv) of the present item has been checked, the address of the applicant’s industrial or commercial establishment in the territory of that Contracting Party. | | | |
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| **4. APPOINTMENT OF A REPRESENTATIVE[[8]](#footnote-8)** | | |
| **(a)** | **Name:** |  |
|  | | |
| **(b)** | **Address:** | |
|  |  | |
|  |
|  |
|  |
|  |
|  | | |
| **(c)** | **E-mail address[[9]](#footnote-9):** |  |
|  | | |
| **(d)** | **Telephone number[[10]](#footnote-10):** |  |

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| **5. BASIC APPLICATION OR BASIC REGISTRATION** | | | |
| **Basic application number:** |  | Date of the basic application (dd/mm/yyyy): |  |
|  | | | |
| **Basic registration number:** |  | Date of the basic registration (dd/mm/yyyy): |  |

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| --- | --- | --- |
| **6. PRIORITY CLAIMED** | | |
|  | **The applicant claims the priority of the earlier filing mentioned below:** | |
|  |  | |
|  | Office of earlier filing: |  |
|  | | |
|  | Number of earlier filing (if available): |  |
|  | | |
|  | Date of earlier filing (dd/mm/yyyy): |  |
|  | | |
|  | If the earlier filing does not relate to all the goods and services listed in item 10, indicate in the space provided below the goods and services to which it does relate: | |
|  |  | |
|  | | |
|  | **If several priorities are claimed above, check this box and use a continuation sheet giving the information required for each priority claimed.** | |

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| **7. THE MARK** | | | |
| **(a) Place the reproduction of the mark, as it appears in the basic application or basic registration, in the square below.** | | | **(b) Where the reproduction in item (a) is in black and white and color is claimed in item 8, place a color reproduction of the mark in the square below.** |
|  | | |  |
| **(c)** |  | **The applicant declares that the mark is to be considered as a mark in standard characters.** | |
|  | | | |
| **(d)** |  | **The mark consists exclusively of a color or a combination of colors as such, without any figurative element.** | |

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| **8. COLOR(S) CLAIMED** | | |
| **(a)** |  | **The applicant claims color as a distinctive feature of the mark.** |
|  |  | Color or combination of colors claimed: |
|  |  |  |
|  |  |  |
| **(b)** |  | **Indication, for each color, of the principal parts of the mark that are in that color** (as may be required by certain designated Contracting Parties)**:** |
|  |  |  |

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| **9. MISCELLANEOUS INDICATIONS** | | | |
| **(a)** |  | **Transliteration of the mark** (this information is compulsory where the mark consists of or contains matter in characters other than Latin characters, or numerals other than Arabic or Roman numerals): | |
|  |  |  | |
|  |  |  | |
| **(b)** |  | **Translation of the mark** (as may be required by certain designated Contracting Parties; **do not** check the box in item (c) if you provide a translation in this item): | |
|  |  |  | |
|  | (i) | into English: |  |
|  | | | |
|  | (ii) | into French: |  |
|  | | | |
|  | (iii) | into Spanish: |  |
|  | | | |
| **(c)** |  | **The words contained in the mark have no meaning** (and therefore cannot be translated; **do not** check this box if you have provided a translation in item (b)). | |
|  |  |  | |
| **(d)** |  | **Where applicable, check the relevant box(es) below:** | |
|  | | | |
|  |  | Three-dimensional mark | |
|  | | | |
|  |  | Sound mark | |
|  | | | |
|  |  | Collective mark, certification mark, or guarantee mark | |
|  |  |  | |
| **(e)** |  | **Description of the mark** (as may be required by certain designated Contracting Parties, such as, for example, the United States of America) | |
|  | | | |
|  | (i) | Description of the mark contained in the basic application or basic registration, where applicable (**only use this item** if the Office of origin requires to include this description in the international application for the purposes of item 13(a)(ii) of this form): | |
|  |  |  | |
|  | | | |
|  | (ii) | Voluntary description of the mark (any description of the mark by words, including the description contained in the basic application or registration, if you were not required to provide this description in item (e)(i) above): | |
|  |  |  | |
|  | | | |
| **(f)** |  | **Verbal elements of the mark (where applicable):** | |
|  |  |  | |
|  | | | |
| **(g)** |  | **The applicant wishes to disclaim protection for the following element(s) of the mark:** | |
|  |  |  | |

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| **10. GOODS AND SERVICES[[11]](#footnote-11)** | | | | | | | |
| **(a)** |  | | **Indicate below the goods and services for which the international registration is sought[[12]](#footnote-12):** | | | | |
|  |  | |  | | | | |
| Class: | | | Goods and Services[[13]](#footnote-13): | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
| **(b)** |  | | **The applicant wishes to limit the list of goods and services in respect of one or more designated Contracting Parties, as follows:** | | | | |
|  |  | |  | | | | |
| Contracting Party: | | | | Class(es) or list of goods and services for which protection is sought in this Contracting Party: | | | |
|  | | | |  | | | |
|  | | | |  | | | |
|  | | If the space provided is not sufficient, check the box and use a **continuation sheet**. | | | | | |
| **11. DESIGNATIONS[[14]](#footnote-14)** | | | | | | | |
| Check the corresponding boxes: | | | | | | | |
| **AF** Afghanistan  **AG** Antigua and Barbuda  **AL** Albania  **AM** Armenia  **AT** Austria  **AU** Australia  **AZ** Azerbaijan  **BA** Bosnia and Herzegovina  **BG** Bulgaria  **BH** Bahrain  **BN** Brunei Darussalamb  **BQ** Bonaire, Saint Eustatius and Sabaf,g  **BR** Brazile,h  **BT** Bhutan  **BW** Botswana  **BX** Beneluxi  **BY** Belarus  **CA** Canada  **CH** Switzerland  **CN** China  **CO** Colombia  **CU** Cubae  **CW** Curaçaof  **CY** Cyprus  **CZ** Czech Republic  **DE** Germany  **DK** Denmark | | | | | **DZ** Algeria  **EE** Estonia  **EG** Egypt  **EM** European Uniona  **ES** Spain  **FI** Finland  **FR** France  **GB** United Kingdomb,j  **GE** Georgia  **GG** Guernseyb,k  **GH** Ghana  **GM** Gambia  **GR** Greece  **HR** Croatia  **HU** Hungary  **ID** Indonesia  **IE** Irelandb  **IL** Israel  **IN** Indiab  **IR** Iran (Islamic Republic of)  **IS** Iceland  **IT** Italy  **JP** Japane  **KE** Kenya  **KG** Kyrgyzstan  **KH** Cambodia  **KP** Democratic People’s Republic of Korea  **KR** Republic of Korea | **KZ** Kazakhstan  **LA** Lao People’s Democratic Republic  **LI** Liechtenstein  **LR** Liberia  **LS** Lesothob  **LT** Lithuania  **LV** Latvia  **MA** Morocco  **MC** Monaco  **MD** Republic of Moldova  **ME** Montenegro  **MG** Madagascar  **MK** North Macedonia  **MN** Mongolia  **MW** Malawib  **MX** Mexico  **MY** Malaysiab  **MZ** Mozambiqueb  **NA** Namibia  **NO** Norway  **NZ** New Zealandb  **OA** African Intellectual Property Organization (OAPI)c  **OM** Oman  **PH** Philippines  **PK** Pakistanb  **PL** Poland  **PT** Portugal | **RO** Romania  **RS** Serbia  **RU** Russian Federation  **RW** Rwanda  **SD** Sudan  **SE** Sweden  **SG** Singaporeb  **SI** Slovenia  **SK** Slovakia  **SL** Sierra Leone  **SM** San Marino  **ST** Sao Tome and Principe  **SX** Sint Maarten (Dutch part)f  **SY** Syrian Arab Republic  **SZ** Eswatini  **TH** Thailand  **TJ** Tajikistan  **TM** Turkmenistan  **TN** Tunisia  **TR** Turkey  **TT** Trinidad and Tobagob  **UA** Ukraine  **US** United States of Americad  **UZ** Uzbekistan  **VN** Viet Nam  **WS** Samoa  **ZM** Zambia  **ZW** Zimbabwe |

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| a The designation of the **European Union** covers its Member States (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden).  If the **European Union** is designated, it is compulsory to indicate a second language before the Office of the European Union, among the following (check one box only):  French  German  Italian  Spanish  Moreover, if the applicant wishes to claim the **seniority** of an earlier mark registered in, or for, a Member State of the European Union, the **official form MM17 must be annexed** to the present international application.  b By designating **Brunei Darussalam**, **Guernsey**, **India**, **Ireland**, **Lesotho**, **Malawi**, **Malaysia**, **Mozambique**, **New Zealand**, **Pakistan**, **Singapore**, **Trinidad and Tobago** or the **United Kingdom**, the applicant declares that he/she has the intention that the mark will be used by him/her or with his/her consent in that country in connection with the goods and services identified in this application.  c The designation of the African Intellectual Property Organization (**OAPI**) covers the following Member States: Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Comoros, Congo, Côte d’Ivoire, Equatorial Guinea, Gabon, Guinea, Guinea-Bissau, Mali, Mauritania, Niger, Senegal, Togo.  d If the **United States of America** is designated, it is **compulsory to annex** to the present international application the official form (**MM18**) containing the declaration of intention to use the mark required by this Contracting Party. Item 2(e) of the present form should also be completed.  e **Cuba**, **Brazil** and **Japan** have made a notification under Rule 34(3)(a) of the Regulations. Their respective **individual fees are payable in two parts**. Therefore, if **Cuba**, **Brazil** or **Japan** is designated, only the first part of the applicable individual fee is payable at the time of filing the present international application. The second part will have to be paid only if the Office of the Contracting Party concerned is satisfied that the mark which is the subject of the international registration qualifies for protection. The date by which the second part must be paid, and the amount due, will be notified to the holder of the international registration at a later stage.  f Territorial entity previously part of the former Netherlands Antilles.  g Protection in **BQ** (Bonaire, Saint Eustatius and Saba) is granted automatically with the designation (see [Information Notice No. 27/2011](http://www.wipo.int/edocs/madrdocs/en/2011/madrid_2011_27.pdf)).  h By designating **Brazil**, the applicant declares that the applicant, or a company controlled by the applicant, effectively and lawfully conducts business in connection with the goods and services for which Brazil is being designated; and, agrees to receive notifications, including summons, not covered by the Madrid Protocol concerning the international registration of the mark that is the subject of this international application, issued in judicial proceedings held in Brazil, by post.  i The designation of **Benelux** covers the following States: Belgium, Luxembourg and the Netherlands.  j The designation of the **United Kingdom** covers England, Wales, Scotland, Northern Ireland, the British Overseas Territory of the Falkland Islands (Malvinas) and Gibraltar, as well as the two British Crown Dependencies of the Isle of Man and Jersey (see Information Notices No. [38/2015](https://www.wipo.int/edocs/madrdocs/en/2015/madrid_2015_38.pdf) and [77/2020](https://www.wipo.int/edocs/madrdocs/en/2020/madrid_2020_77.pdf)).  k The Bailiwick of **Guernsey** is a self-governing British Crown Dependency (see Information Notice No. [77/2020](https://www.wipo.int/edocs/madrdocs/en/2020/madrid_2020_77.pdf)). |

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| **12. SIGNATURE OF THE APPLICANT AND/OR THEIR REPRESENTATIVE**  If required or allowed by the Office of origin. | |
|  | |
| *By signing this form, I declare that I am entitled to sign it under the applicable law.* | |
| Signature: |  |

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| --- | --- | --- |
| **13. CERTIFICATION AND SIGNATURE OF THE INTERNATIONAL APPLICATION BY THE OFFICE OF ORIGIN** | | |
| **(a)** |  | **Certification. The Office of origin certifies:** |
|  |  |  |
|  | (i) | That the request to present this application was received on (dd/mm/yyyy): |
|  |  |  |
|  |  |  |
|  | (ii) | that the applicant named in item 2 is the same as the applicant named in the basic application or the holder named in the basic registration mentioned in item 5, as the case may be,  that any indication given in item 7(d), 9(d) or 9(e)(i) appears also in the basic application or the basic registration, as the case may be,  that the mark in item 7(a) is the same as in the basic application or the basic registration, as the case may be,  that, if color is claimed as a distinctive feature of the mark in the basic application or the basic registration, the same claim is included in item 8 or that, if color is claimed in item 8 without having being claimed in the basic application or basic registration, the mark in the basic application or basic registration is in fact in the color or combination of colors claimed, and  that the goods and services listed in item 10 are covered by the list of goods and services appearing in the basic application or basic registration, as the case may be. |
|  | | |
| Where the international application is based on two or more basic applications or basic registrations, the above declaration shall be deemed to apply to all those basic applications or basic registrations. | | |
|  | | |
| **(b)** |  | **Name of the Office:** |
|  |  |  |
|  | | |
| **(c)** |  | **Name and signature of the official signing on behalf of the Office:** |
|  |  | *By signing this form, I declare that I am entitled to sign it under the applicable law.* |
|  |  |  |
|  | | |
| **(d)** |  | **Name and e-mail address of the contact person in the Office:** |
|  |  |  |

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| **FEE CALCULATION SHEET** | | | | | | | | | |
| **(a)** | **INSTRUCTIONS TO DEBIT FROM A CURRENT ACCOUNT** | | | | | | | | |
|  | | | | | | | | | |
|  | The International Bureau is hereby instructed to debit the required amount of fees from a current account opened with the International Bureau (if this box is checked, it is not necessary to complete (b)). | | | | | | | | |
|  |  | | | | | | | | |
| Holder of the account: | |  | | | | | | | |
| Account number: | |  | | | | | | | |
| Identity of the party giving the instructions: | |  | | | | | | | |
|  | | | | | | | | | |
| **(b)** | **AMOUNT OF FEES** (see Fee Calculator: [www.wipo.int/madrid/en/fees/calculator.jsp](http://www.wipo.int/madrid/en/fees/calculator.jsp)) | | | | | | | | |
|  | | | | | | | | | |
| **Basic fee**:  653 Swiss francs if the reproduction of the mark is in black and white only and 903 Swiss francs if there is a reproduction in color. (*For international applications filed by applicants whose country of origin is a Least Developed Country,* *in accordance with the list established by the United Nations* ([www.wipo.int/ldcs/en/country](http://www.wipo.int/ldcs/en/country))*, 65 Swiss francs if the reproduction is in black and white only and 90 Swiss francs if there is a reproduction in color.)* | | | | | | | | |  |
|  | | | | | | | | | |
| **Complementary and supplementary fees**: | | | | | | | | | |
| Number of designations for which complementary fee is applicable | | | Complementary fee | | | Total amount of the complementary fees | |  | |
|  | | x | 100 Swiss francs | | | = |  | **=** |  |
| Number of classes of goods and services beyond three | | | Supplementary fee | | | Total amount of the supplementary fees | |  | |
|  | | x | 100 Swiss francs | | | = |  | **=** |  |
|  | | | | | | | | | |
| **Individual fees (Swiss francs)[[15]](#footnote-15):** | | | | | | | | | |
| Designated Contracting  Parties | | | Individual fee | | | Designated Contracting Parties | | Individual fee | |
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|  | | | Total individual fees | | | | | = |  |
|  | | | | | | | | | |
|  | | | **GRAND TOTAL (Swiss francs)** | | | | | **=** |  |
|  | | | | | | | | | |
| **(c)** | **METHOD OF PAYMENT** | | | | | | | | |
|  | | | | | | | | | |
| Identity of the party effecting the payment: | | | |  | | | | | |
|  | | | | | | | | | |
| Payment received and acknowledged by WIPO | | | |  | WIPO receipt number | | | | |
|  | | | | |
| Payment made to WIPO bank account  IBAN No. CH51 0483 5048 7080 8100 0  Crédit Suisse, CH-1211 Geneva 70  Swift/BIC: CRESCHZZ80A | | | |  | Payment identification | | | dd/mm/yyyy | |
|  | | |  | |
| Payment made to WIPO postal account  (within Europe only)  IBAN No. CH03 0900 0000 1200 5000 8  Swift/BIC: POFICHBE | | | |  | Payment identification | | | dd/mm/yyyy | |
|  | | |  | |

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| **CONTINUATION SHEET FOR SEVERAL APPLICANTS** | | | | | | | | | | | No. |  | of |  |
|  | | | | | | | | | | | | | | |
| Please, complete a separate continuation sheet for **each applicant**. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **APPLICANT** | | | | **No.** |  | **of** | |  | |  | | | | |
|  | | | | | | | | | | | | | | | |
| **(a)** | **Name:** | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **(b)** | **Address:** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
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| **(c)** | **E-mail address[[16]](#footnote-16):** | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **(d)** | **Telephone number[[17]](#footnote-17):** | | | | |  | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| **(e)** | **Nationality or legal nature and State of organization[[18]](#footnote-18):** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | (i) |  | If the applicant is a **natural person**, indicate the nationality of the applicant: | | | | | | | | | | | | |
|  |  | | Nationality of the applicant: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | (ii) |  | If the applicant is a **legal entity**, provide **both** of the following indications: | | | | | | | | | | | | |
|  |  | | Legal nature of the legal entity: | | | | | |  | | | | | | |
|  |  | | State (country) and, where applicable, territorial unit within that State (canton, province, state, etc.), under the law of which the said legal entity has been organized: | | | | | |  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ENTITLEMENT TO FILE** | | | | |
| **(a)** | **Check the appropriate box:** | | | |
|  | | | | |
|  | (i) |  | where the Contracting Party mentioned in item 1 of the attached form is a State, the applicant is a national of that State; or | |
|  | | | | |
|  | (ii) |  | where the Contracting Party mentioned in item 1 of the attached form is an organization, the name of the State of which the applicant is a national: | |
|  |  |  |
|  |  |  |  | ; or |
|  | | | | |
|  | (iii) |  | the applicant is domiciled in the territory of the Contracting Party mentioned in item 1 of the attached form; or | |
|  | | | | |
|  | (iv) |  | the applicant has a real and effective industrial or commercial establishment in the territory of the Contracting Party mentioned in item 1 of the attached form. | |
|  | | | | |
| **(b)** | **Where the address of the applicant, given above, is not in the territory of the Contracting Party mentioned in item 1, indicate in the space provided below:** | | | |
|  | | | | |
|  | (i) | if the box in paragraph (a)(iii) above, has been checked, the domicile of the applicant in the territory of that Contracting Party, or, | | |
|  | | | | |
|  | (ii) | if the box in paragraph (a)(iv) above, has been checked, the address of the applicant’s industrial or commercial establishment in the territory of that Contracting Party. | | |
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| --- | --- | --- | --- | --- |
| **CONTINUATION SHEET** | No. |  | of |  |
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1. If there is more than one applicant, indicate the details for the first applicant only and provide the details requested in the “Continuation Sheet for Several Applicants” attached to this form. [↑](#footnote-ref-1)
2. You **must** indicate the e‑mail address of the applicant. If a representative is appointed, the e-mail address of the applicant and of the representative must be different. If you do not indicate the e-mail address of the applicant or it is the same as the e-mail address of the representative, you will receive an irregularity notice and delay the processing of the application. The applicant must ensure that the e‑mail address indicated here is correct and kept up to date.

   WIPO will send all communications for this international application and the resulting international registration to the e‑mail address of the applicant, **unless** an alternative e‑mail address for correspondence is indicated in item 2(g)(ii) or a representative is appointed in item 4.

   Where a representative is appointed, WIPO will only send communications to the e-mail address of the representative, except for a few communications where the Regulations require that WIPO send a copy to the holder (see the Note for Filing Form MM2). [↑](#footnote-ref-2)
3. Indicating a phone number is not required, but it will allow WIPO to reach you if needed. [↑](#footnote-ref-3)
4. Certain designated Contracting Parties may require these indications; only provide indications in either item (i) or item (ii) but **not** in both items. [↑](#footnote-ref-4)
5. If you do not indicate your preferred language, WIPO will send all communications concerning this international application and the resulting international registration in the language of the international application. [↑](#footnote-ref-5)
6. Use this **only** if you want WIPO to send all communications concerning this international application and the resulting international registration to an address and e‑mail address different from those indicated in item 2 (b) and (c). [↑](#footnote-ref-6)
7. If there is more than one applicant, indicate the entitlement details for the first applicant only and provide the details requested in the “Continuation Sheet for Several Applicants” attached to this form. [↑](#footnote-ref-7)
8. You **must** indicate the name, address and e‑mail address of the representative; otherwise, WIPO cannot record the appointment. [↑](#footnote-ref-8)
9. When a representative is appointed, WIPO will send all communications concerning this international application and the resulting international registration **only** to the e‑mail address of the representative, except for a few communications where the Regulations require that WIPO send a copy to the holder (see the Note for Filing Form MM2). The applicant and the representative must ensure that the e‑mail address indicated here is accurate and kept up to date. [↑](#footnote-ref-9)
10. Indicating a phone number is not required, but it will allow WIPO to reach your representative if needed. [↑](#footnote-ref-10)
11. You can use the Madrid Goods and Services Manager (MGS) to find indications accepted by WIPO. In MGS, you can also find acceptance information for selected Contracting Parties. MGS is available at [www.wipo.int/mgs](http://www.wipo.int/mgs). [↑](#footnote-ref-11)
12. Use font “Courier New” or “Times New Roman”, size 12 pt., or larger. [↑](#footnote-ref-12)
13. Use semicolon (;) to separate indications or goods or services listed in a given class. For example:

    09 Screens for photoengraving; computers.

    35 Advertising; compilation of statistics; commercial information agencies. [↑](#footnote-ref-13)
14. You can find information on the procedures in national or regional offices in the Member Profile Database, available at [www.wipo.int/madrid/memberprofiles](http://www.wipo.int/madrid/memberprofiles). [↑](#footnote-ref-14)
15. Where individual fees have been declared, you will pay these fees instead of the standard fees **except** where the designated Contracting Party and the Contracting Party of the holder are both States bound by the Protocol and the Agreement, in which case, a complementary fee is payable. [↑](#footnote-ref-15)
16. You **must** indicate the e‑mail address of each applicant. Where there is more than one applicant, each applicant must provide their own e‑mail address, which must be different from each other and their representative, if any. The applicant must ensure that the e‑mail address indicated here is correct and kept up to date.

    WIPO will send all communications concerning the international application and the resulting international registration **only** to the e‑mail address of the applicant named first in item 2 of the attached form, unless an alternative e‑mail address for correspondence is indicated in item 2(g)(ii) or a representative is appointed in item 4. [↑](#footnote-ref-16)
17. Indicating a phone number is not required, but it will allow WIPO to reach you if needed. [↑](#footnote-ref-17)
18. Certain designated Contracting Parties may require these indications; only provide indications in either item (i) or item (ii) but **not** in both items. [↑](#footnote-ref-18)