

Madrid eFiling User Guide

Contents

1. Introduction	3
2. Accessing Madrid eFiling.....	4
3. Madrid eFiling for Applicants	6
3.1 Applicant Settings	6
3.2 My request list	7
3.3 Filing an international application	10
3.4 Designated contracting parties	13
3.5 Applicant.....	14
3.6 Representative.....	17
3.7 Languages and correspondence	18
3.8 Mark.....	19
3.9 Goods and Services	21
3.10 Claimed Priorities	26
3.11 MM18.....	28
3.12 Attachments	29
3.13 Fee Calculations	30
3.14 Disclaimers.....	31
3.15 Validation	32
3.16 Payment	33
3.17 Summary.....	34
4. Madrid eFiling for Offices	35
4.1 Application Reception	35
4.2 Application Validation.....	36
4.3 Application Certification.....	41
5. Irregularities in Madrid eFiling.....	42
5.1 Raising an Irregularity (Office)	42
5.2 Responding to an irregularity (Applicant)	46
5.3 Closing an irregularity (Office).....	50

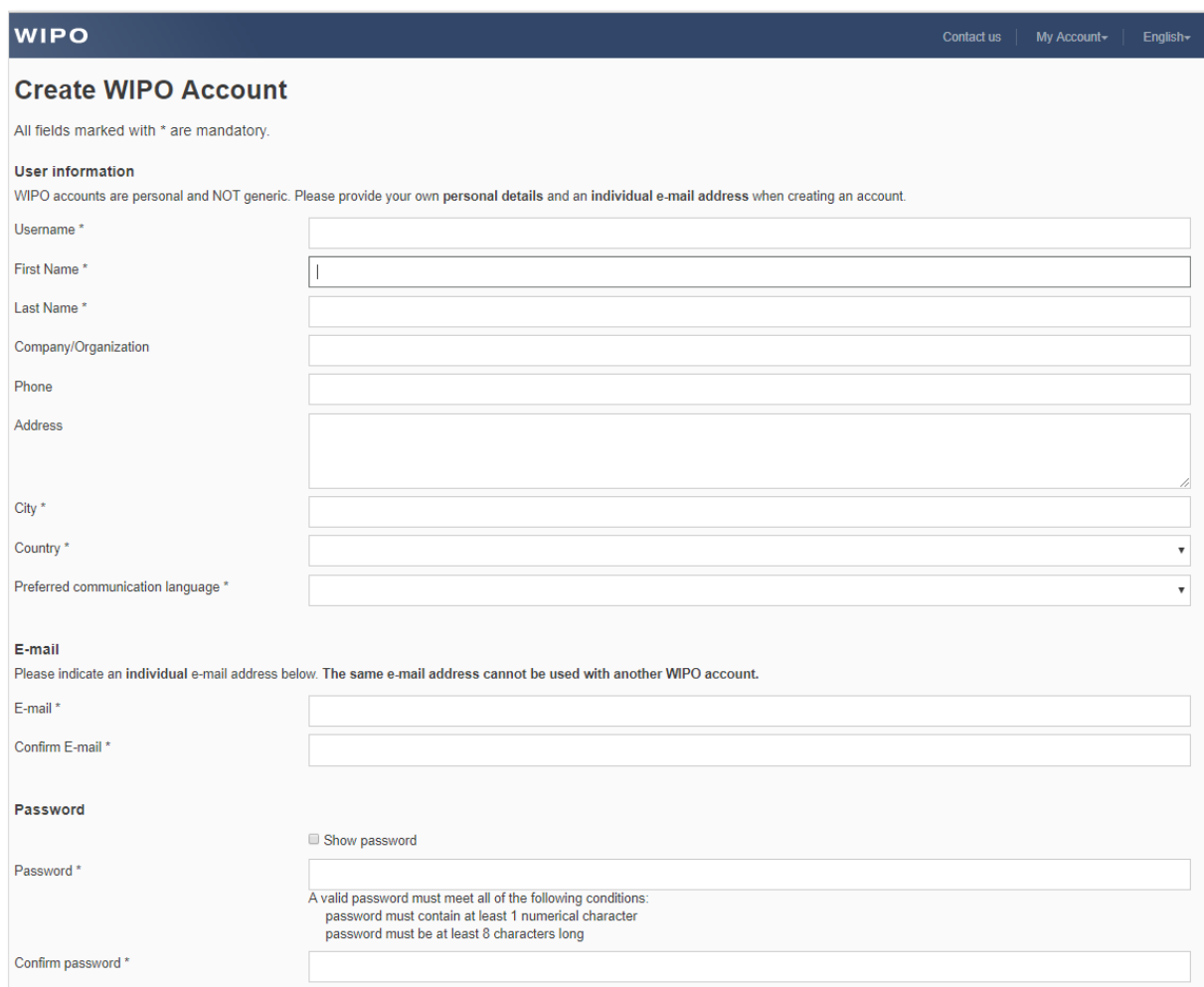
1. Introduction

Madrid eFiling (MeF) is a web-based solution designed to facilitate quick and easy filing of an international trade mark application within the Madrid System. Madrid eFiling is available to all interested national offices and their applicants. The service is comprised of two distinct modules: the applicant module; and the office of origin module. Within the applicant module, a user is able to file an international application (MM2) electronically. The filing approach is clear, linear, and simple to use. For national offices, the office of origin module allows them to review, verify, and certify international applications before transmitting them to WIPO.

This introductory guide is for applicant and office users that are new to Madrid eFiling. It clearly illustrates the necessary steps required by an applicant to complete and file an international application (IA) request to their office of origin; and by the office of origin to validate and certify the international application before submitting it to the IB.

2. Accessing Madrid eFiling

Access to Madrid eFiling is now available via WIPO's external user registration and authentication service. To get started, one needs to have registered for a WIPO account. Account registration can be found here - <https://www3.wipo.int/wipoaccounts/en/usercenter/public/register.jsf>.

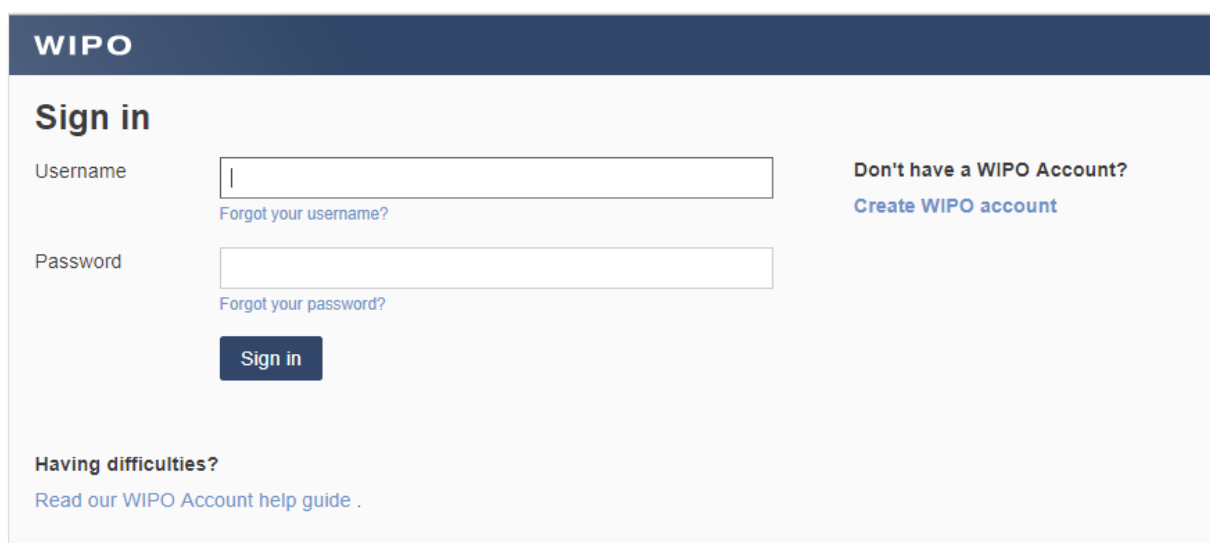


The screenshot shows the 'Create WIPO Account' page. At the top, there is a dark blue header with the 'WIPO' logo on the left and links for 'Contact us', 'My Account', and 'English' on the right. Below the header, the title 'Create WIPO Account' is displayed. A note states: 'All fields marked with * are mandatory.' The form is divided into three main sections: 'User information', 'E-mail', and 'Password'. The 'User information' section includes fields for Username *, First Name *, Last Name *, Company/Organization, Phone, Address, City *, Country *, and Preferred communication language *. The 'E-mail' section includes fields for E-mail * and Confirm E-mail *, with a note: 'Please indicate an individual e-mail address below. The same e-mail address cannot be used with another WIPO account.' The 'Password' section includes a checkbox for 'Show password', fields for Password * and Confirm password *, and a list of password requirements: 'A valid password must meet all of the following conditions: password must contain at least 1 numerical character, password must be at least 8 characters long'.

Once complete, access to Madrid eFiling is available via two entry points:

- Pre-production environnement: <https://webaccess.wipo.int/iwa>
- Production environnement: <https://www3.wipo.int/iwa>

Both URLs will redirect the user to the WIPO user authentication page.



The image shows the WIPO Sign in page. It has a dark blue header with the WIPO logo. Below the header, the text 'Sign in' is prominently displayed. There are two input fields: 'Username' and 'Password'. Below the 'Username' field is a link 'Forgot your username?'. Below the 'Password' field is a link 'Forgot your password?'. To the right of the input fields, there is a link 'Don't have a WIPO Account? Create WIPO account'. At the bottom of the form is a 'Sign in' button. Below the form, there is a section 'Having difficulties?' with a link 'Read our WIPO Account help guide'.

WIPO

Sign in

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

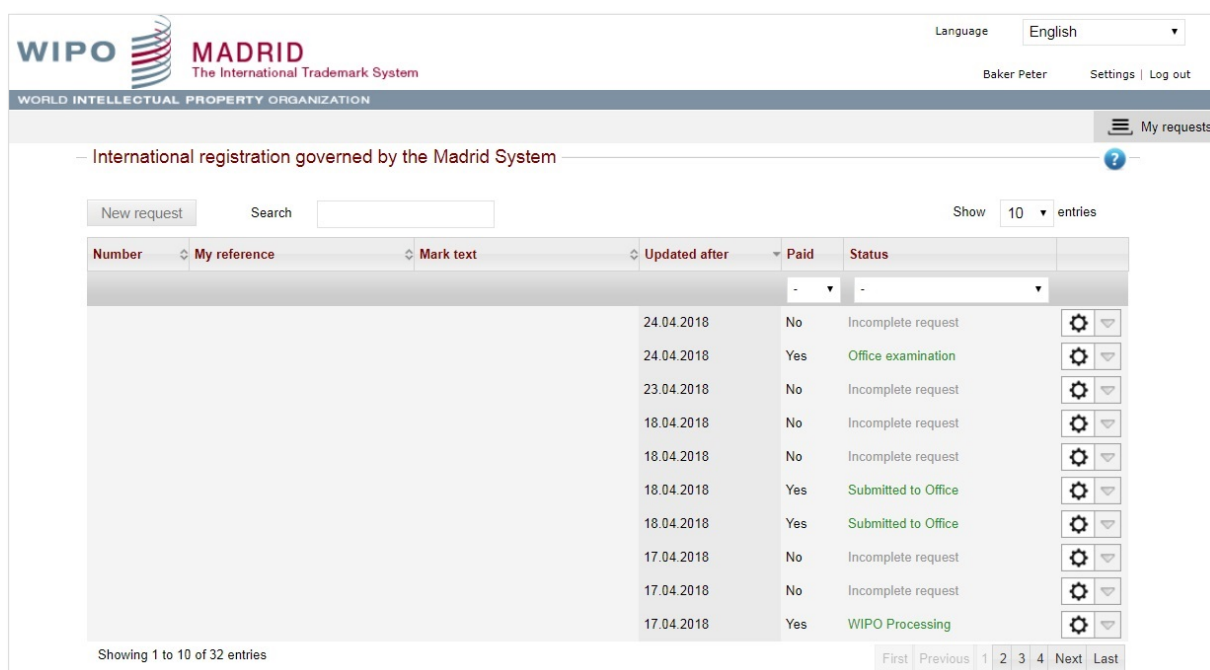
[Don't have a WIPO Account? Create WIPO account](#)

Sign in

Having difficulties?

[Read our WIPO Account help guide](#)

To access Madrid eFiling, the applicant or office examiner must provide the same credentials (username and password) used when registering the WIPO account, clicking the 'Sign in' button when complete. At this point, they will be redirected to the Madrid eFiling applicant module.



The image shows the WIPO MADRID The International Trademark System interface. It has a header with the WIPO logo and the text 'MADRID The International Trademark System'. There is a language dropdown menu set to 'English'. Below the header, there is a navigation bar with 'Baker Peter' and 'Settings | Log out'. The main content area is titled 'International registration governed by the Madrid System'. It has a 'New request' button and a search bar. Below the search bar, there is a table with columns: 'Number', 'My reference', 'Mark text', 'Updated after', 'Paid', and 'Status'. The table contains 10 rows of data. At the bottom of the table, it says 'Showing 1 to 10 of 32 entries'. There are also pagination links: 'First', 'Previous', '1', '2', '3', '4', 'Next', 'Last'.

WIPO **MADRID**
The International Trademark System

Language: English

Baker Peter Settings | Log out

My requests

International registration governed by the Madrid System

New request Search

Show 10 entries

Number	My reference	Mark text	Updated after	Paid	Status	
			24.04.2018	No	Incomplete request	
			24.04.2018	Yes	Office examination	
			23.04.2018	No	Incomplete request	
			18.04.2018	No	Incomplete request	
			18.04.2018	No	Incomplete request	
			18.04.2018	Yes	Submitted to Office	
			18.04.2018	Yes	Submitted to Office	
			17.04.2018	No	Incomplete request	
			17.04.2018	No	Incomplete request	
			17.04.2018	Yes	WIPO Processing	

Showing 1 to 10 of 32 entries

First Previous 1 2 3 4 Next Last

3. Madrid eFiling for Applicants

3.1 Applicant Settings

We encourage first time applicant users to set their preferred national office. This is done in 'Settings' located in the top right-hand corner of the screen.

The screenshot displays the 'Settings' page for a user named 'Baker Peter'. The page is titled 'WIPO MADRID The International Trademark System' and includes a 'Language' dropdown set to 'English'. The user's name 'Baker Peter' and a 'Settings | Log out' link are visible in the top right. The 'General' section contains the following fields: 'User ID' (baker-ap@WO), 'Full name' (Baker Peter), 'Default national office' (Austria), 'Email' (empty), 'Preferred language for applications' (English), 'Preferred communication channel' (Email selected, Postal mail unselected), 'Current account name for Austria' (empty), and 'Current account number for Austria' (empty). A 'Share requests with other people' section is also present, with a note to 'Indicate below the user ID and email of the person you would like to share your request with.' It includes input fields for 'User ID' and 'Email', and an 'Add member' button. 'Save' and 'Cancel' buttons are at the bottom right.

Note: the settings screen will be reconfigured in the next release to support the persistence of the default national office to an application request. The registered email will be correctly populated. Preferred language for applications and preferred communication channel will be removed. Current account name and current account number will be removed.

For more experienced users, it is also possible to share application requests with other applicant users. To do so, enter the User ID and Email of the person wished to share the application request, clicking save once complete.

This feature should be used with the utmost discretion. Generally speaking, it is trademark attorney offices that most frequently use this feature.

3.2 My request list

An applicant's international application (IA) request list is a centralized repository displaying every international trademark application request ever created. These IA requests, shown in their various states of completion, will stay in the applicants' Madrid eFiling account in perpetuity. This means, even with the features to do so, it is not necessary to download and maintain a separate file repository in parallel to what is kept in Madrid eFiling.

WIPO MADRID The International Trademark System

Language English

Baker Peter Settings Log out

WORLD INTELLECTUAL PROPERTY ORGANIZATION

My requests

International registration governed by the Madrid System

New request Search

Show 10 entries

Number	My reference	Mark text	Updated after	Paid	Status
			24.04.2018	No	Incomplete request
			24.04.2018	Yes	Office examination
			23.04.2018	No	Incomplete request
			18.04.2018	No	Incomplete request
			18.04.2018	No	Incomplete request
			18.04.2018	Yes	Submitted to Office
			18.04.2018	Yes	Submitted to Office
			17.04.2018	No	Incomplete request
			17.04.2018	No	Incomplete request
			17.04.2018	Yes	WIPO Processing


Showing 1 to 10 of 32 entries

First Previous 1 2 3 4 Next Last





The IA request list page displays the following columns:

- **Number** – the national basic application number used as the base for the international application (IA)
- **My reference** – an optional field available for an applicant to enter a reference
- **Mark text** – displays the name of the registered national trademark
- **Updated** – date when the application was last modified or changed status
- **Paid** – shows if the application has been paid for or not.
- **Status** – displays the point in the filing process the IA has reached. The possible statuses are:
 - **Incomplete request** – An application that has been started but not completed. The ownership of the IA request remains with the applicant.
 - **Submitted to office** – A completed application that has been submitted to the national office for verification. The ownership of the IA request is with the originating office. An applicant has read-only access to the application
 - **Office examination** – An application that the office of origin has started verifying. The ownership of the IA request is with the originating office. An applicant has read-only access to the application
 - **Correction pending** – An application that the office of origin has partially verified, identifying irregularity issues in the process. The application has been returned to the applicant for correction. The ownership of the IA request is with the applicant yet limited only to the screens requiring verification/correction.





- WIPO Processing – An international application has been submitted to the IB after successful validation and certification. Both the originating office and the applicant have read-only access to the application.

Clicking on the cog icon  will display additional details for the application (Filing language; Applicants Reference; Mark text; WIPO service request number). Different action and details will be displayed depending on the application status.

- Incomplete request – Only an incomplete IA request can be deleted by the applicant

25.09.2014	No	Incomplete request		
<div> <div>Language</div> <div>EN</div> </div> <div> <div>My reference</div> <div></div> </div> <div> <div>Mark text</div> <div></div> </div> <div> <div>Display request</div> <div></div> </div> <div> <div></div> <div>Delete</div> </div>				
27.09.2014	Yes	Office examination		

- Submitted to Office & Office Examination – Allows the applicant download a PDF copy of the IA request.

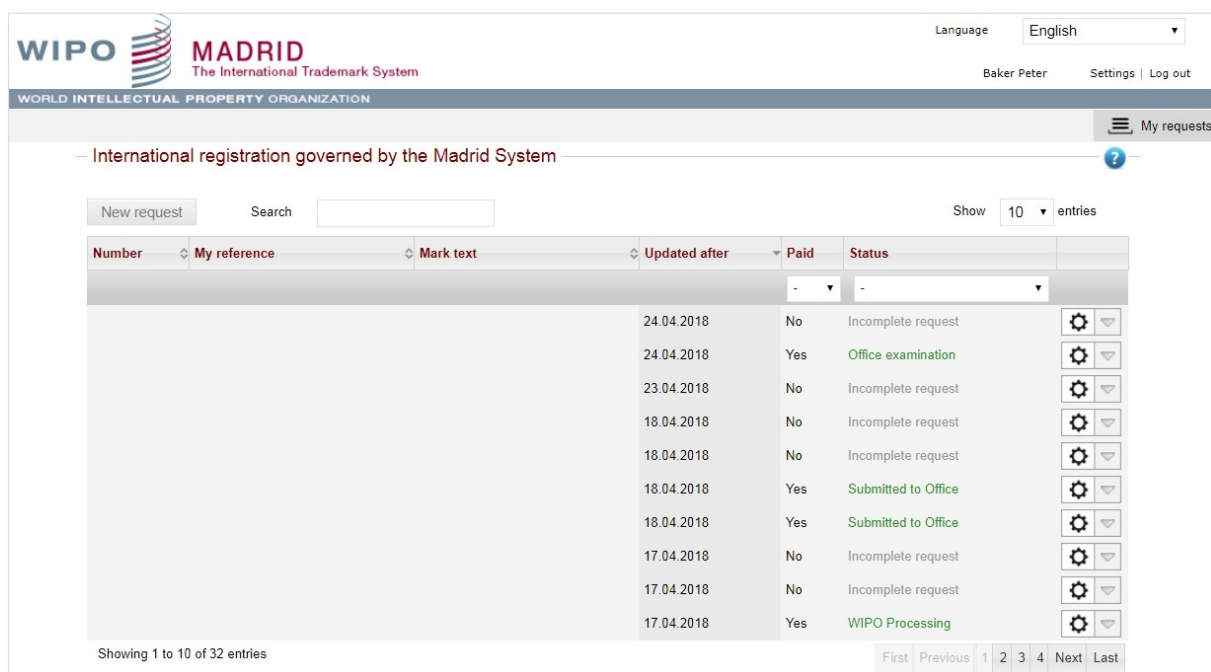
18.09.2014	No	Submitted to Office		
04.09.2014	No	Office examination		
<div> <div>Language</div> <div>EN</div> </div> <div> <div>My reference</div> <div>26 August</div> </div> <div> <div>Mark text</div> <div></div> </div> <div> <div>WIPO Finance receipt number</div> <div><input type="text"/></div> <div>Set</div> </div> <div> <div>Display request</div> <div></div> </div>				

- Correction Pending – Allows the applicant to view irregularities created by the Office of Origin for a submitted IA request.


The screenshot shows a web application window with a header bar containing the date '28.08.2014', the text 'Yes', and 'Correction pending' in red. To the right of the header are a gear icon and a dropdown arrow. The main content area has a light gray background and contains the following text: 'Language' followed by 'EN' on the same line, 'My reference' on the next line, 'Mark text' on the next line, and 'Display request' on the next line. Below this text is a button labeled 'Display irregularities'.

3.3 Filing an international application

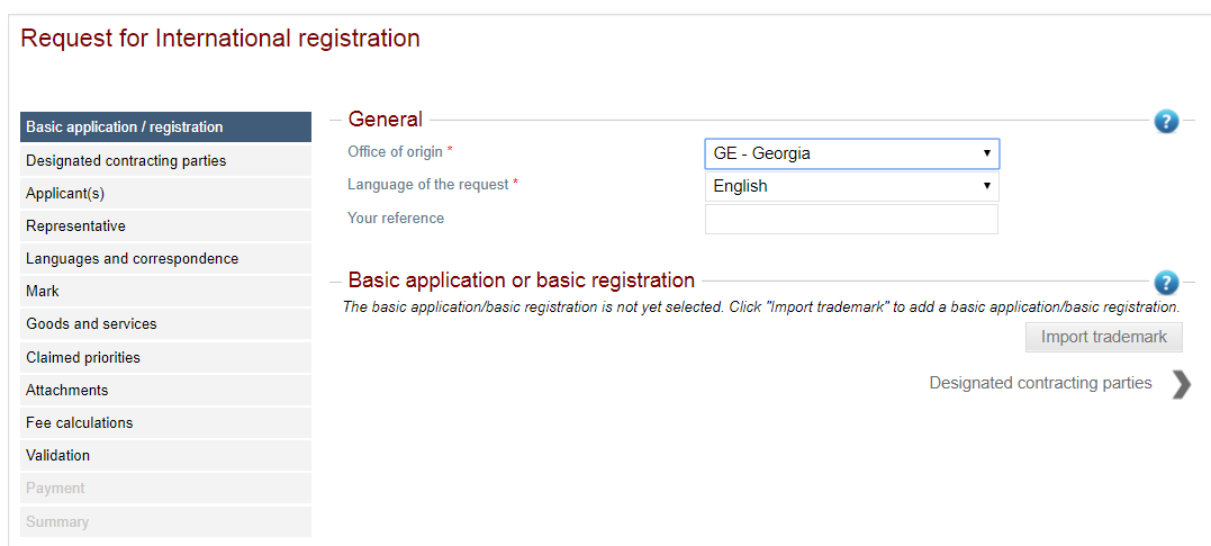
To start filing a new IA request, click on the 'New request' button that is located in the top left-hand corner of the 'My Request' screen. This will redirect the applicant to the 'Basic application/registration' screen.



Number	My reference	Mark text	Updated after	Paid	Status
			24.04.2018	No	Incomplete request
			24.04.2018	Yes	Office examination
			23.04.2018	No	Incomplete request
			18.04.2018	No	Incomplete request
			18.04.2018	No	Incomplete request
			18.04.2018	Yes	Submitted to Office
			18.04.2018	Yes	Submitted to Office
			17.04.2018	No	Incomplete request
			17.04.2018	No	Incomplete request
			17.04.2018	Yes	WIPO Processing

Note: at any point during the filing process, an applicant can access a Help page by clicking on the question mark icon .

The applicant must select the office of origin and, if they wish, add an IA request reference.



Request for International registration

General


Office of origin *

Language of the request *

Your reference

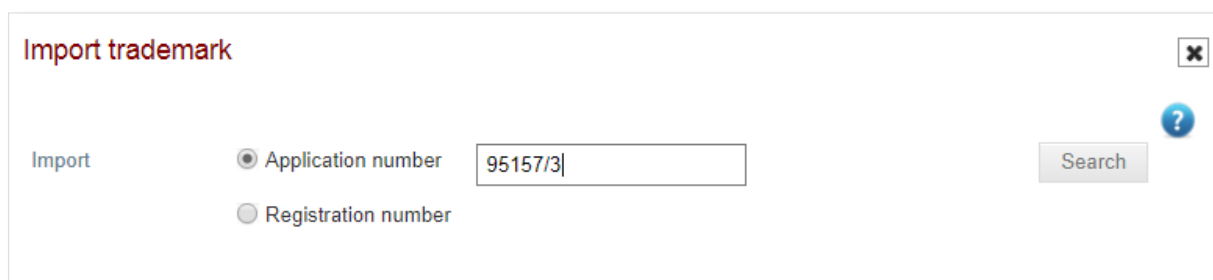
Basic application or basic registration

The basic application/basic registration is not yet selected. Click "Import trademark" to add a basic application/basic registration.

Designated contracting parties 

Clicking on the 'Import trademark' button opens the 'Import trademark' screen. An applicant must enter a national application or registration number, clicking on the 'Search' button once complete.

Note: the applicant should pay careful attention not to transpose the national basic numbers. E.g. - using a registration number in the application number entry window.



Import trademark

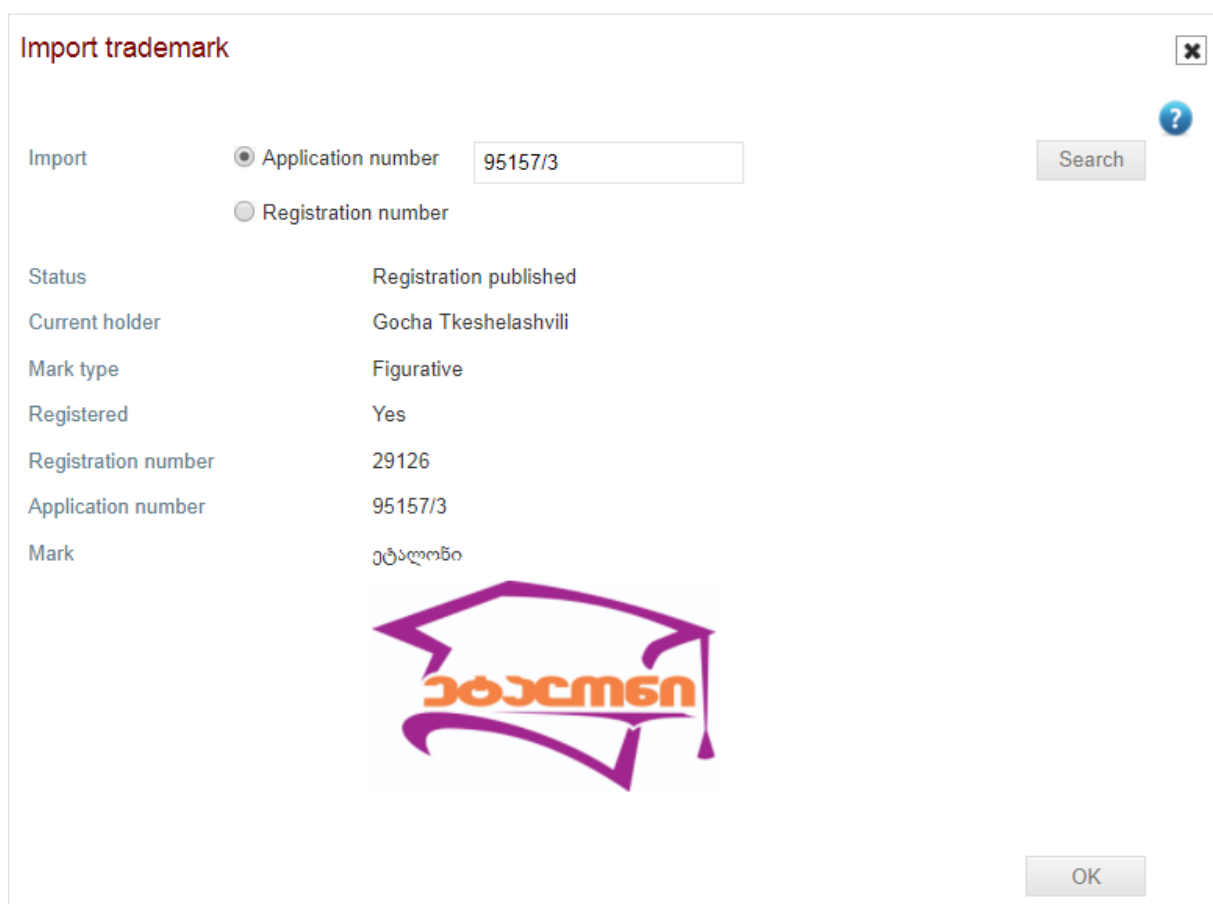
Import

☒ Application number

☐ Registration number

Search

Provided the national application and registration number entered is active in the national office's trademark registry, Madrid eFiling returns and displays the results.



Import trademark


Import

☒ Application number

☐ Registration number


Search

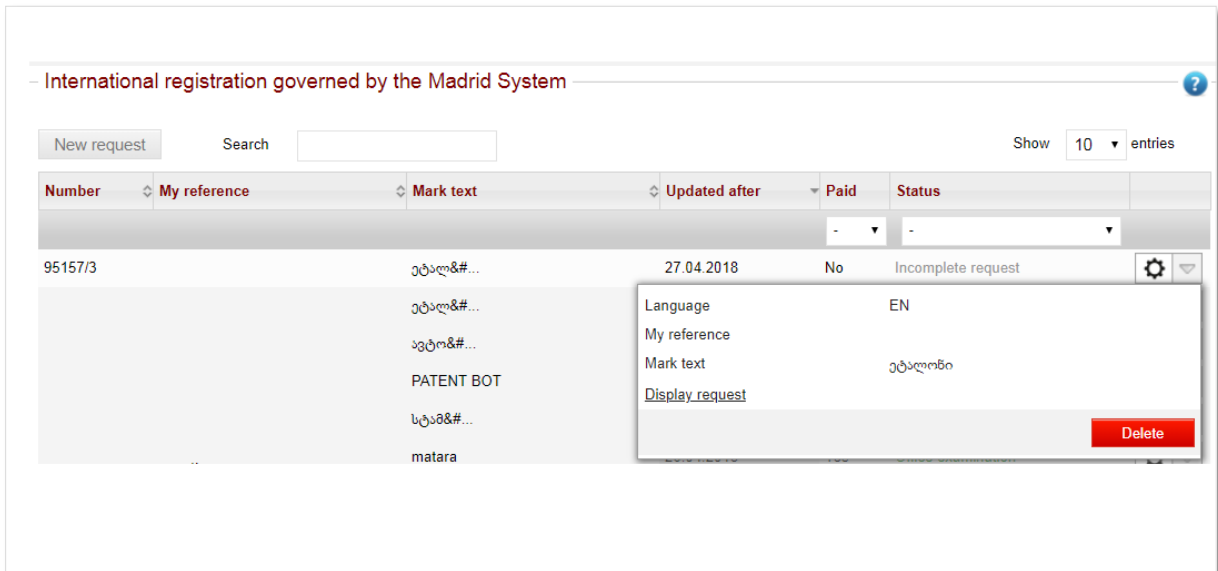
Status	Registration published
Current holder	Gocha Tkeshelashvili
Mark type	Figurative
Registered	Yes
Registration number	29126
Application number	95157/3
Mark	ეტალონი



OK



Once confirming that the trademark is displayed is correct, the applicant clicks the 'OK' button. This will return them to the 'Basic application/registration' screen. One can choose to have multiple basic applications or registrations; however, they ALL MUST be registered to the same holder. The first trademark entered is considered as the primary one and will be used by the national office for verification.

Note: The primary basic trademark details cannot be deleted once having progressed to the subsequent screen (Designated contracting parties). Should an applicant want to use an alternative national trademark, they return to the 'My Requests' screen, select the cog icon  of the application in question and click delete. To start again, they click on the 'New request' button.



International registration governed by the Madrid System

New request Search Show 10 entries

Number	My reference	Mark text	Updated after	Paid	Status	
95157/3		ეტალ#...	27.04.2018	No	Incomplete request	 
		ეტალ#...				
		ავტო#...				
		PATENT BOT				
		სტაშ#...				
		matara				

Language EN

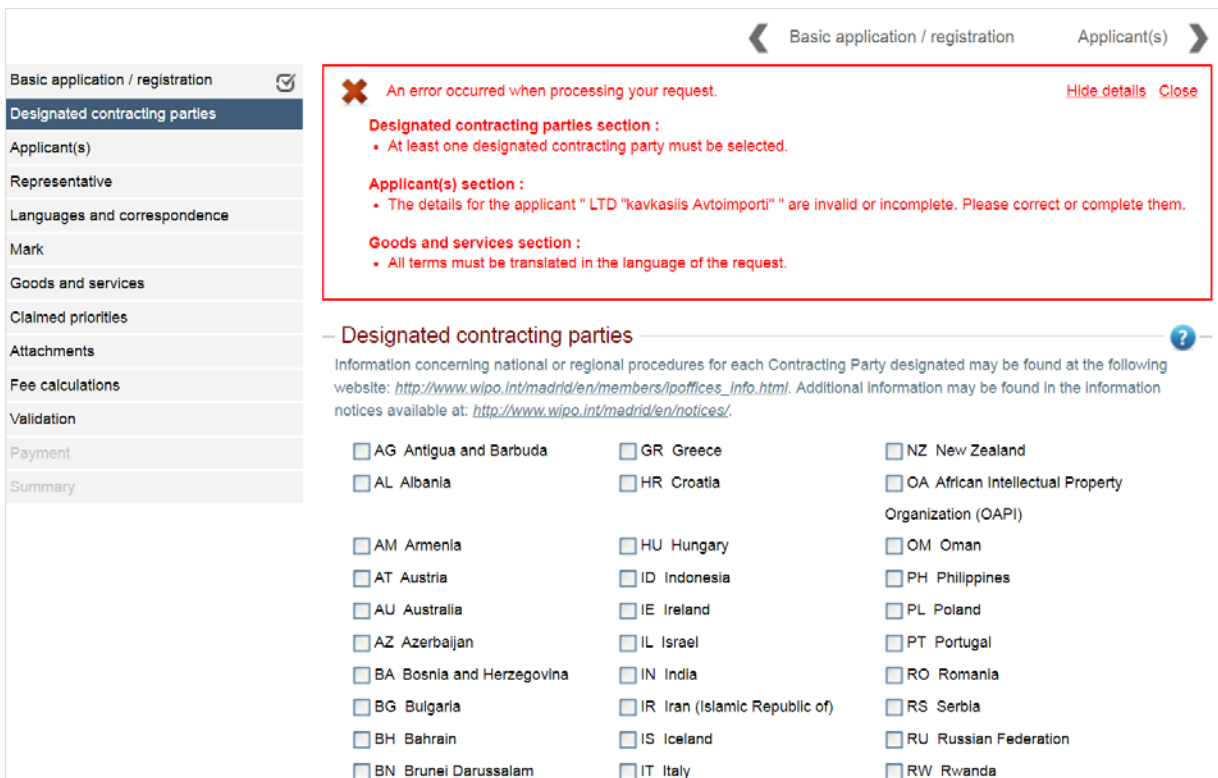
My reference

Mark text ეტალონი


[Display request](#)

Delete

Progression through the application filing process is followed in a linear manner. This means that each screen must be completed in the order shown. It is not possible to skip screens. When a screen is complete, the applicant can use the top or left navigation to progress to the subsequent screen.



Basic application / registration Applicant(s)

Basic application / registration 

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities


Attachments

Fee calculations

Validation

Payment

Summary

 An error occurred when processing your request. [Hide details](#) [Close](#)

Designated contracting parties section :

- At least one designated contracting party must be selected.

Applicant(s) section :

- The details for the applicant " LTD "kavkasiis Avtoimporti" " are invalid or incomplete. Please correct or complete them.

Goods and services section :

- All terms must be translated in the language of the request.

Designated contracting parties

Information concerning national or regional procedures for each Contracting Party designated may be found at the following website: http://www.wipo.int/madrid/en/members/ipoffices_info.html. Additional information may be found in the information notices available at: <http://www.wipo.int/madrid/en/notices/>.

<input type="checkbox"/> AG Antigua and Barbuda	<input type="checkbox"/> GR Greece	<input type="checkbox"/> NZ New Zealand
<input type="checkbox"/> AL Albania	<input type="checkbox"/> HR Croatia	<input type="checkbox"/> OA African Intellectual Property Organization (OAPI)
<input type="checkbox"/> AM Armenia	<input type="checkbox"/> HU Hungary	<input type="checkbox"/> OM Oman
<input type="checkbox"/> AT Austria	<input type="checkbox"/> ID Indonesia	<input type="checkbox"/> PH Philippines
<input type="checkbox"/> AU Australia	<input type="checkbox"/> IE Ireland	<input type="checkbox"/> PL Poland
<input type="checkbox"/> AZ Azerbaijan	<input type="checkbox"/> IL Israel	<input type="checkbox"/> PT Portugal
<input type="checkbox"/> BA Bosnia and Herzegovina	<input type="checkbox"/> IN India	<input type="checkbox"/> RO Romania
<input type="checkbox"/> BG Bulgaria	<input type="checkbox"/> IR Iran (Islamic Republic of)	<input type="checkbox"/> RS Serbia
<input type="checkbox"/> BH Bahrain	<input type="checkbox"/> IS Iceland	<input type="checkbox"/> RU Russian Federation
<input type="checkbox"/> BN Brunei Darussalam	<input type="checkbox"/> IT Italy	<input type="checkbox"/> RW Rwanda

3.4 Designated contracting parties

The Designated Contracting Parties screen allows an applicant to simply and easily select the countries in which international trademark protection is sought. When relevant, country-specific disclaimers are displayed for informational purposes.

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

Attachments

Fee calculations

Validation

Payment

Summary

Basic application / registration

Applicant(s)

Designated contracting parties

Information concerning national or regional procedures for each Contracting Party designated may be found at the following website: http://www.wipo.int/madrid/en/members/ipoffices_info.html. Additional information may be found in the information notices available at: <http://www.wipo.int/madrid/en/notices/>.

<input type="checkbox"/> AG Antigua and Barbuda	<input type="checkbox"/> GR Greece	<input type="checkbox"/> NZ New Zealand
<input type="checkbox"/> AL Albania	<input type="checkbox"/> HR Croatia	<input type="checkbox"/> OA African Intellectual Property Organization (OAPI)
<input type="checkbox"/> AM Armenia	<input type="checkbox"/> HU Hungary	<input type="checkbox"/> OM Oman
<input type="checkbox"/> AT Austria	<input type="checkbox"/> ID Indonesia	<input type="checkbox"/> PH Philippines
<input type="checkbox"/> AU Australia	<input type="checkbox"/> IE Ireland	<input type="checkbox"/> PL Poland
<input type="checkbox"/> AZ Azerbaijan	<input type="checkbox"/> IL Israel	<input type="checkbox"/> PT Portugal
<input type="checkbox"/> BA Bosnia and Herzegovina	<input type="checkbox"/> IN India	<input type="checkbox"/> RO Romania
<input type="checkbox"/> BG Bulgaria	<input type="checkbox"/> IR Iran (Islamic Republic of)	<input type="checkbox"/> RS Serbia
<input type="checkbox"/> BH Bahrain	<input type="checkbox"/> IS Iceland	<input type="checkbox"/> RU Russian Federation
<input type="checkbox"/> BN Brunei Darussalam	<input type="checkbox"/> IT Italy	<input type="checkbox"/> RW Rwanda
<input type="checkbox"/> BQ Bonaire, St Eustatius and Saba	<input type="checkbox"/> JP Japan	<input type="checkbox"/> SD Sudan
<input type="checkbox"/> BT Bhutan	<input type="checkbox"/> KE Kenya	<input type="checkbox"/> SE Sweden
<input type="checkbox"/> BW Botswana	<input type="checkbox"/> KG Kyrgyzstan	<input type="checkbox"/> SG Singapore
<input type="checkbox"/> BX Benelux (BOIP)	<input type="checkbox"/> KH Cambodia	<input type="checkbox"/> SI Slovenia
<input type="checkbox"/> BY Belarus	<input type="checkbox"/> KP Democratic People's Republic of Korea	<input type="checkbox"/> SK Slovakia
<input type="checkbox"/> CH Switzerland	<input type="checkbox"/> KR Republic of Korea	<input type="checkbox"/> SL Sierra Leone
<input type="checkbox"/> CN China	<input type="checkbox"/> KZ Kazakhstan	<input type="checkbox"/> SM San Marino
<input type="checkbox"/> CO Colombia	<input type="checkbox"/> LA Lao People's Democratic Republic	<input type="checkbox"/> ST Sao Tome and Principe
<input type="checkbox"/> CU Cuba	<input type="checkbox"/> LI Liechtenstein	<input type="checkbox"/> SX Saint Martin
<input type="checkbox"/> CW Curacao	<input type="checkbox"/> LR Liberia	<input type="checkbox"/> SY Syrian Arab Republic
<input type="checkbox"/> CY Cyprus	<input type="checkbox"/> LS Lesotho	<input type="checkbox"/> SZ Swaziland
<input type="checkbox"/> CZ Czech Republic	<input type="checkbox"/> LT Lithuania	<input type="checkbox"/> TJ Tajikistan
<input type="checkbox"/> DE Germany	<input type="checkbox"/> LV Latvia	<input type="checkbox"/> TM Turkmenistan
<input type="checkbox"/> DK Denmark	<input type="checkbox"/> MA Morocco	<input type="checkbox"/> TN Tunisia
<input type="checkbox"/> DZ Algeria	<input type="checkbox"/> MC Monaco	<input type="checkbox"/> TR Turkey
<input type="checkbox"/> EE Estonia	<input type="checkbox"/> MD Republic of Moldova	<input type="checkbox"/> TT Trinidad and Tobago
<input type="checkbox"/> EG Egypt	<input type="checkbox"/> ME Montenegro	<input type="checkbox"/> UA Ukraine
<input checked="" type="checkbox"/> EM European Union (EUIPO)	<input type="checkbox"/> MG Madagascar	<input checked="" type="checkbox"/> US United States of America
<input type="checkbox"/> ES Spain	<input type="checkbox"/> MK The Former Yugoslav Republic of Macedonia	<input type="checkbox"/> UZ Uzbekistan
<input type="checkbox"/> FI Finland	<input type="checkbox"/> MN Mongolia	<input type="checkbox"/> VN Viet Nam
<input type="checkbox"/> FR France	<input type="checkbox"/> MX Mexico	<input type="checkbox"/> ZM Zambia
<input type="checkbox"/> GB United Kingdom	<input type="checkbox"/> MZ Mozambique	<input type="checkbox"/> ZW Zimbabwe
<input type="checkbox"/> GH Ghana	<input type="checkbox"/> NA Namibia	
<input type="checkbox"/> GM Gambia	<input type="checkbox"/> NO Norway	

Remarks related to selected parties

EM
By designating the EUIPO, the applicant can claim the seniority of an earlier mark registered in, or for, a Member State of the European Community. The official MM17 form must be annexed to the present international application.

US
By designating the United States of America, it is compulsory to complete the MM18 screen. This generates the required declaration of intention to use the mark. Additionally, be informed that in the United States one must confirm a trademark after five years. For further information visit: www.uspto.gov/trademarks/law/madrid/Madrid_Tips_Sec71_Filers.jsp

3.5 Applicant

An essential part of the national basic trademark import is retrieving the applicant information.

Clicking on the applicant name will open 'Applicant' screen.

Request for International registration

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

MM18

Attachments

Fee calculations

Validation

Payment

Summary

Applicant(s)

Sakpatenti

Add another applicant

Designated contracting parties

Representative

An applicant adds any missing mandatory information. Mandatory fields are indicated by a red asterisks *.

The screenshot shows the 'Add/edit applicant' form with the 'General information' tab selected. The form contains the following fields and options:

- Full name ***: Text input with 'Sakpatenti'.
- Street ***: Text input with '5 Antioch St'.
- City ***: Text input with 'Mtskheta'.
- Country ***: Dropdown menu with 'Georgia' selected.
- ZIP Code ***: Text input (empty).
- PO BOX**: Text input (empty).
- Email ***: Text input with 'info@sakpatenti.org.ge'.
- Telephone ***: Text input with '+995 322 25 25 33'.
- Fax**: Text input (empty).
- Main applicant**: Checked checkbox.
- Show less address fields**: Collapsible section header.
- Building**: Text input (empty).
- Department**: Text input (empty).
- Room**: Text input (empty).
- Floor**: Text input (empty).
- County**: Text input with 'Georgia'.
- Additional address information**: Text area (empty).
- Applicant type ***: Radio buttons for 'Physical person' (selected) and 'Legal entity'.

An 'OK' button is located at the bottom right of the form.

Most importantly, entitlement must be indicated. This could through physical or legal entitlement.

Physical Entitlement: the applicant is a physical person, either as a national or domiciled.

Note: if domiciled, you need to supply a street address. **A PO Box or c/o is not acceptable.**

The screenshot shows the 'Add/edit applicant' form with the 'Entitlement to file' tab selected. The form contains the following fields and options:

- Applicant type ***: Radio buttons for 'Physical person' (selected) and 'Legal entity'.
- Nationality of the applicant ***: Dropdown menu with 'Georgia' selected.
- Entitled as national**: Checked checkbox.
- Entitled through domicile**: Unchecked checkbox.

An 'OK' button is located at the bottom right of the form.

Legal Entitlement: the applicant has a real and effective industrial or commercial establishment in the territory covered by the office of origin.

Note: a street address is required. **A PO Box or c/o is not acceptable.** If a PO Box or c/o has been provided as the applicant's address, the 'Provide another address' tick box should be selected and further fields will display where the street address can be entered.

The screenshot shows a web form for legal entity registration. At the top, there are two radio buttons: 'Physical person' (unchecked) and 'Legal entity' (checked). Below this is a text input field labeled 'Legal nature of the legal entity'. Underneath that is a section titled 'Country and, where applicable, the state of corporation :'. It contains a dropdown menu for 'Country' with 'Georgia' selected, and a text input field for 'State of incorporation'. A horizontal line separates this section from the 'Entitlement to file' section. In the 'Entitlement to file' section, there is a checked checkbox for 'The applicant has a real and effective industrial or commercial establishment in the : Georgia'. Below this are two more checkboxes: 'Reuse contact information provided above' (checked) and 'Provide another address' (unchecked). An 'OK' button is located at the bottom right of the form.

Legal nature of the legal entity: e.g. Company Limited by Shares, Proprietary Limited, Corporation etc.

- might be required by certain Designated Contracting Parties. For example, if the United States of America is designated, it is necessary to include these indications. **Note:** it is in the applicant's best interest to provide details in order to avoid any application processing delays
- country of legal entity – mandatory
- state of Incorporation – state legal entity is registered in – optional

3.6 Representative

Same as the 'Applicant' screen, the information in 'Representative' screen is retrieved from the national basic and auto-populated if a representative has been appointed.

Request for International registration

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

MM18

Attachments

Fee calculations

Validation

Payment

Summary

Representative

Do you have a representative? ☒ Yes ☐ No

Full name *

Street *

City *

Country *

ZIP Code *

PO BOX

Email *

Telephone *

Fax

[Show more address fields](#)

Applicant(s)

Languages and correspondence

Note: Designating a representative is optional. If a representative has not been assigned then the email and phone number for the applicant are mandatory.

3.7 Languages and correspondence

An applicant needs to indicate the language (English, French or Spanish) they would like to communicate with WIPO and their office of origin.

Should the applicant designate the EUIPO then a second language must be indicated.

All correspondence will be sent to the representative's address if an applicant has appointment one. If not, the default behavior is to send all correspondence to the applicant's address. Additionally, the option of providing an alternative address becomes available in absence of an appointed representative.

Basic application / registration	<input checked="" type="checkbox"/>
Designated contracting parties	<input checked="" type="checkbox"/>
Applicant(s)	<input checked="" type="checkbox"/>
Representative	<input checked="" type="checkbox"/>
Languages and correspondence	
Mark	
Goods and services	
Claimed priorities	
Attachments	
Fee calculations	
Validation	
Payment	
Summary	

Languages

Preferred language for correspondence with WIPO * English

Preferred language for correspondence with office of origin * Georgian

Correspondence

☐ Will be sent to the first applicant address

☒ Will be sent to another address

Name * CITY LOFT LLC

Street *

City *

Country * --

ZIP Code *

PO BOX

Email *

Telephone

Fax

[Show more address fields](#)

Type * ☐ Natural person ☐ Legal entity

3.8 Mark

Following the behavior of the previous screens, the trademark information registered in the national basic is retrieved and displayed.

Request for International registration

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

MM18

Attachments

Fee calculations

Validation

Payment

Summary

← Languages and correspondence

Goods and services →

Mark


Kind

Figurative

Type

Individual

Image representation of the mark



☐ The mark is in colour

☐ The applicant claims colours as a distinctive feature of the mark

Transliteration of the mark

If in the basic application or basic registration a text occurs in non-Latin characters (for example Arabic or Cyrillic writing), you must provide the literal text in Latin characters. It does not concern a translation here, but rather a sequence of characters:

etaloni

Other mark information

Description of the mark

Voluntary description of the mark

Verbal elements of the mark

ეტილონი

The applicant declares that he wishes to disclaim protection for the following element(s) of the mark

← Languages and correspondence

Goods and services →

The applicant should review the accuracy of the imported information, making amendments where applicable. For example, marks with an image, Madrid eFiling indicates if it is in color or not. If the indication is not correct the applicant must amend accordingly.

For word marks, an applicant can claim standard characters. For figurative or color marks, claiming a color as a distinctive feature is an option.

An applicant is required to provide a transliteration for a Mark containing non-Latin characters or non-Arabic numbers.

Description of the Mark (optional) - where the basic application or basic registration contains a description of the mark, the same description may, if the applicant wishes or if the Office of origin requires, be included in this section. If a description is provided, it must be a description of the mark and not, for example, a statement concerning the use of the mark or its reputation.

Voluntary description of the mark (optional) – any description of the mark, including the description contained in the basic application or registration, if the applicant was not required to provide this description in the Description of the Mark field.

Verbal element details should be provided if the mark feature is a Combined (picture and text logo). If these are not auto populated, then the applicant should add them.

Transliteration of the mark

If in the basic application or basic registration a text occurs in non-Latin characters (for example Arabic or Cyrillic writing), you must provide the literal text in Latin characters. It does not concern a translation here, but rather a sequence of characters:

Other mark information

Description of the mark

Voluntary description of the mark

Verbal elements of the mark

The applicant declares that he wishes to disclaim protection for the following element(s) of the mark

⏪ Languages and correspondence

Goods and services ⏩

3.9 Goods and Services

Undoubtedly, the Good and Services screen, being one of the more critical in the international application filing process, contains the most user functionality. Understanding the tools and features available will allow the applicant to maximize the value of this screen.

Translating the imported list of Goods and Services

The Madrid Goods and Service Manager (MGS), TMClass and Google Translate are available to assist in the translation and validation of the terms from the imported national language to the indicated language of filing (English, French, or Spanish).

Note: an applicant can translate the list of goods and services manually if they wish.

You are able to make use of the following tools

TMClass
TMClass
Google Translate
WIPO MGS

List of goods and services Limitations

Goods and services for which the international registration is sought

Check terms Translate terms into English

Show filter


Class 16





Class 38 Edit | Remove all selected terms | Clear | Display horizontally

KA კავშირგაბმულობა


Class 41


An applicant selects the tool they wish to use and clicks on the 'Translate terms into English' button. The results will vary depending on the tool selected.

 All terms have been translated successfully. [Close](#)

You are able to make use of the following tools Google Translate ▼    


List of goods and services
Limitations

Goods and services for which the international registration is sought 

 Translate terms into English

[Show filter](#)

Class 16

[Bilingual Display](#) | [Edit](#) | [Remove all selected terms](#) | [Clear](#) | [Display horizontally](#) 

- ☒ ☐ EN Paper, cardboard and their products that do not belong to other classes
- ☒ ☐ EN Printed products
- ☒ ☐ EN Materials for construction work
- ☒ ☐ EN Photos
- ☒ ☐ EN Writing Paper
- ☒ ☐ EN Stationery and Household Destruction of Substance Substances
- ☒ ☐ EN Artists
- ☒ ☐ EN Brushes
- ☒ ☐ EN Typewriters and office accessories (except furniture)
- ☒ ☐ EN Training materials and visuals (except for devices)

Clicking 'Bilingual Display' located in the top header of an expanded class will show the national and international terms as reference for the applicant

Class 16	
Original Terms (KA)	Translated Terms (EN)
ქაღალდი, მუყაო და მათი წაკეთობა, რომელიც არ მიეკუთვნება სხვა კლასებს	Paper, cardboard and their products that do not belong to other classes
ნაბეჭდი პროდუქცია	Printed products
მასალები საამქონბო სამუშაოებისათვის	Materials for construction work
ფოტოსურათები	Photos
საწერ-ქაღალდის საკონველი	Writing Paper
საკაწეღარი და საყოფაცხოვრებო დაწმწლების მწებავი წიგითერებები	Stationery and Household Destruction of Substance Substances
მხატვართა საკუთონი	Artists
ფუნჯები	Brushes
საბეჭდი მანქანები და ოფისის საკუთონი (ავეჯის გარდა)	Typewriters and office accessories (except furniture)
სასწავლო მასალები და ვიზუალური მასალები (გარდა მოწყობისა)	Training materials and visuals (except for devices)

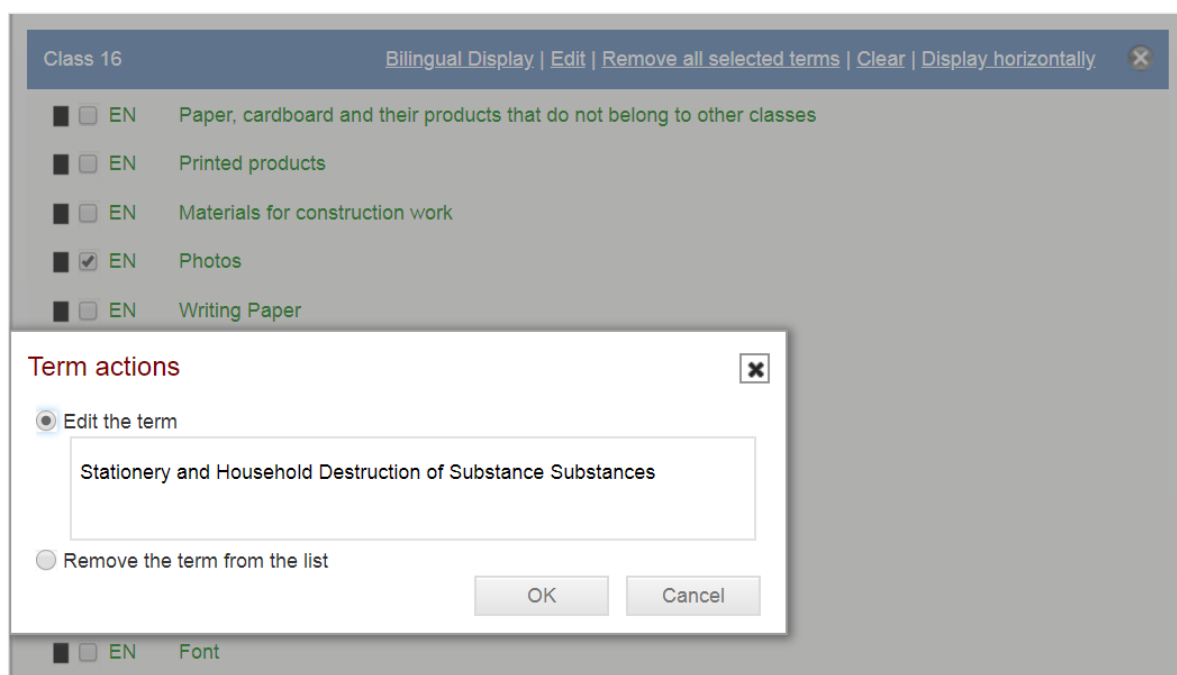
Clicking 'Edit' in the same class header allows the applicant to edit the terms in a given class

The 'Edit terms' dialog box is shown. It has a title bar with a close button. Inside, there's a 'Separator' dropdown menu set to ';', a 'Class number' field with '16', and a 'Language for application' field with 'EN'. A large text area contains the following text: 'Paper, cardboard and their products that do not belong to other classes ; Printed products ; Materials for construction work ; Photos ; Writing Paper ; Stationery and Household Destruction of Substance Substances ; Artists ; Brushes ; Typewriters and office accessories (except furniture) ; Training materials and visuals (except for devices) ; Plastic packaging material (which does not belong to other classes) ; Font ; Typographic cliché ;'. At the bottom right are 'OK' and 'Cancel' buttons.

Modifying a class is also possible by selecting individual terms then clicking 'Remove all selected terms'. A dialogue box will appear requesting confirmation of this change before proceeding.

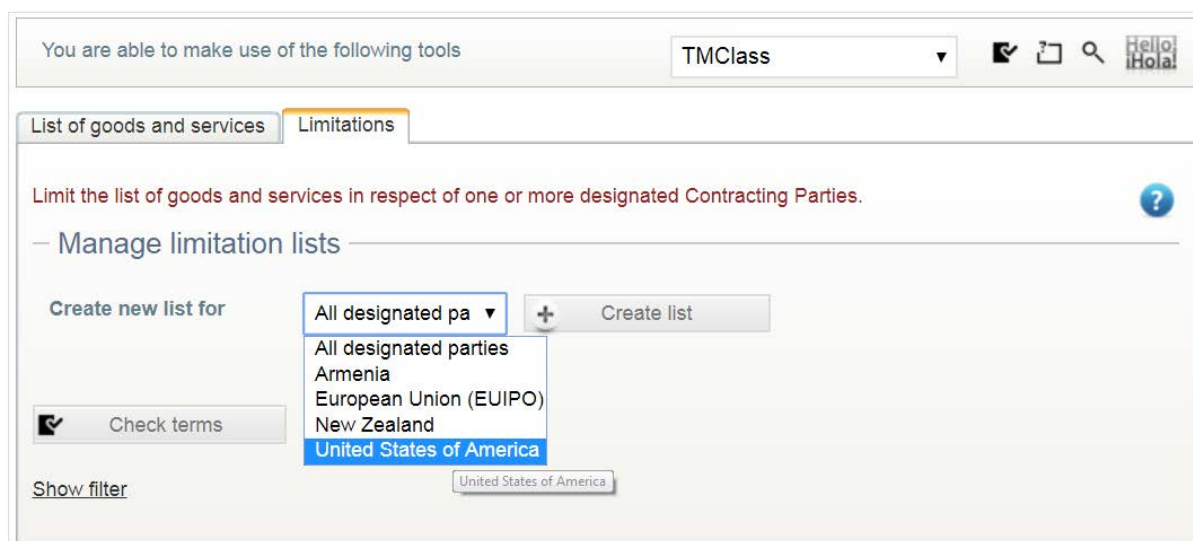
The screenshot shows a web browser window with a list of terms for 'Class 16'. A confirmation dialog box is open over the list, asking 'Are you sure you want to delete all selected terms?' with 'OK' and 'Cancel' buttons. The list of terms includes: 'Paper, cardboard and their products that do not belong to other classes', 'Printed products', 'Materials for construction work', 'Photos' (selected), 'Writing Paper', 'Stationery and Household Destruction of Substance Substances', 'Artists', 'Brushes' (selected), and 'Typewriters and office accessories (except furniture)'. The dialog box also has a title bar that says 'webaccess.wipo.int says'.

Finally, clicking on an individual term will permit an applicant to edit or remove it.



Creating a Limitation

It is possible to create a limitation for each Designated Contracting Parties. To start, the applicant navigates to the 'Limitations' tab, selects a DCP and clicks 'Create list'.



It is now possible to modify the list of Goods and Services using the same functionality available on the Goods and Services tab.

List of goods and services Limitations

Limit the list of goods and services in respect of one or more designated Contracting Parties.

– Manage limitation lists

Current list

Limitation for US Delete list

Armenia Click on + icon to add this office to the current list

United State Click on X icon to remove this office from the current list

Create new list for

Armenia Create list

If the limitation is the same for another DCP, the applicant selects the country from the dropdown list, and adds it to the current limitation.

List of goods and services Limitations

Limit the list of goods and services in respect of one or more designated Contracting Parties.

– Manage limitation lists

Current list

Limitation for US Delete list

Armenia Click on + icon to add this office to the current list

Armenia Click on X icon to remove this office from the current list

European Union (EUIPO)

New Zealand

Create new list for

Armenia Create list

List of goods and services Limitations

Limit the list of goods and services in respect of one or more designated Contracting Parties.

– Manage limitation lists

Current list

Limitation for US, Delete list

Limitation for US, EM

Armenia Click on + icon to add this office to the current list

European L Click on X icon to remove this office from the current list


Create new list for

Armenia Create list

Removing a DCP and deleting a list is possible, in addition to creating another unique list for a DCP.

3.10 Claimed Priorities

To claim a priority, the applicant clicks on the 'Add claimed priority' button. The filing office, application number of the earlier filing and the date must be indicated. If the date of the earlier filing is older than six months, it won't be possible to claim a priority.

Note: The national mark data retrieval process for some offices might already display a claimed priority. An applicant can delete it by clicking on the  icon located in the top left-hand corner of the screen.

Claimed priorities

1

GE - Georgia

Ref :95157/3

Date :22.11.2017

Office of earlier filing *

GE - Georgia

Number of earlier filing *

95157/3

Date of earlier filing *

22.11.2017

In case you want to claim a priority for the full record of the goods and services as indicated in your request for international registration, you do not need to do anything.

Class 16

Paper, cardboard and their products that do not belong to other classes

Printed products

Materials for construction work

Photos

Writing Paper

Stationery and Household Destruction of Substance Substances

Artists

Brushes

Typewriters and office accessories (except furniture)

In case you want to claim a priority for only a part of the goods and services, mention these here (click first on the goods and services concerned and thereafter on the flash).

Class 16

Remove class

Remove selected terms

By default, the entire list of goods and services is claimed. It is possible to create a restricted list of goods and services by adding specific classes or individual terms from a certain class.

Class 16 ▼	↔	Class 16 ▼	Remove class
Paper, cardboard and their products that do not belong to other classes		Printed products	
Materials for construction work		Typewriters and office accessories (except furniture)	
Photos		Plastic packaging material (which does not belong to other classes)	
Writing Paper	↔		
Stationery and Household Destruction of Substance Substances			
Artists			
Brushes			
Training materials and visuals (except for devices)			

3.11 MM18

This screen will only appear if the United States of America has been designated. The applicant must complete the mandatory elements, indicated by a red asterisks *, in the MM18 form to progress to the next screen.

Note: as deemed valid by the USPTO and consistent with their domestic trademark filing practice, a forward slash at the beginning and end of the applicant's name in the signature lined considers the MM18 form as signed.

* ☒ I declare under penalty of perjury under the laws of the United States of America that all the foregoing statements are true and correct to the best of my knowledge and belief. I understand that willful false statements and the like may jeopardize the validity of the application or document or any registration resulting therefrom, and are punishable by fine or imprisonment, or both (18 U.S.C. §1001). 35 U.S.C. §25(b).

/Peter Baker/

Signature *

21.04.2018



Date of execution (dd.MM.yyyy) *

Peter Baker

Signatory's Name (Printed) *

Owner

Signatory's Title *

INSTRUCTION

This declaration must be signed by:

- (1) the applicant/holder or a person with legal authority to bind the applicant/holder; or
- (2) a person with firsthand knowledge of the facts and actual or implied authority to act on behalf of the applicant/holder; or
- (3) an attorney who is authorized to practice before the United States Patent and Trademark Office under 37 C.F.R. §10.1(c), who has an actual written or verbal power of attorney or an implied power of attorney from the applicant/holder.

3.12 Attachments

The completed MM18 is displayed on the attachment screen and can be downloaded.

An applicant can also add a completed MM17 form, in addition to any other files that might be relevant to the IA request.


The screenshot displays the 'Attachments' screen in the Madrid eFiling system. It features three main sections, each with a red title and a blue question mark icon in the top right corner:


- Intention to use the mark**: Shows 'United States of America *' and a file named 'MM18Report.pdf'.
- Seniority claims**: Shows 'European Union (EUIPO)' with a 'Download form' link and an '+ Add file' button.
- Attachments**: Contains three buttons: '+ Add files...', 'Start all uploads' (with an info icon), and 'Cancel all uploads' (with a cancel icon).

At the bottom right, there are navigation arrows and labels: a left arrow, 'MM18', 'Fee calculations', and a right arrow.

3.13 Fee Calculations



A clear summary of the national handling fee, the IB fee, and the DCP fees are displayed.

 [Print fees](#)


— **Fee calculations** — 

National fees	CHF 100.00
International fees (basic part)	CHF 903.00
International fees (individual part)	CHF 2,824.00
Grand total	CHF 3,827.00

[Show fees details](#)


[Attachments](#)
[Validation](#)


Clicking on ‘Show fees details’ will display the entire breakdown of the fees associated with the application.

Fees details 

National fees

Handling fees	CHF 100.00
Total national fees	CHF 100.00

International fees (basic part)

Basic fee when any reproduction of the mark is in color(s)	CHF 903.00
Total basic fees	CHF 903.00

International fees (individual part)

	Individual fees	Collective and individual fees	Supplem. fees quantity	Supplem. fees unit amount	Total amount
Armenia (1 class(es) included)	CHF 221.00		2	CHF 22.00	CHF 265.00
European Union (EUIPO) (1 class(es) included)	CHF 897.00		1	CHF 55.00	CHF 952.00
European Union (EUIPO) (2 class(es) included)			1	CHF 164.00	CHF 164.00
New Zealand (1 class(es) included)	CHF 93.00		2	CHF 93.00	CHF 279.00
United States of America (1 class(es) included)	CHF 388.00		2	CHF 388.00	CHF 1,164.00
Total individual fees					CHF 2,824.00

3.14 Disclaimers

If applicable for the office of origin a disclaimer, that the applicant must indicate as having read and agreed with, can be added

Basic application / registration	<input checked="" type="checkbox"/>	<h3>National disclaimers</h3> <p><i>Information concerning data protection:</i></p> <p>With the use of this online form, you agree that the entered, saved and transferred data will be saved and stored on the WIPO servers for the registration procedure and electronic file management of the applied international trademark by WIPO and by the Austrian Patent Office per access, storage, further processing and publication. This data will be used for the registration procedure, the file management, the electronic file archiving and the compilation of statistics.</p> <p>Please provide personal data of any third party only with approval of this third party for the use and in particular for the public publication.</p> <p>Revocations regarding the electronic use by the Austrian Patent Office or requests for deleting the data stored electronically by the Austrian Patent Office pursuant to the Data Protection Act can be submitted at any time to the Austrian Patent Office by means of a written declaration without stating reasons.</p> <p>The parties of this procedure and third parties are allowed to examine the files and all data of this electronic form for the application of the registration of an international trademark according to Article 50 of the Austrian Trademark Act.</p> <p>The entered data, in particularly the bibliographic data of the trademark holder and his representative(s) can also be retrieved online due to the online publication of WIPO, or can be accessed by any third parties via internet search engines and by means of online-trademark databases (such as Madrid Monitor / Romarin, TMView, Global Brand Database, see.ip etc).</p> <p><input checked="" type="checkbox"/> I have read and agree with disclaimer above *</p>
Designated contracting parties	<input checked="" type="checkbox"/>	
Applicant(s)	<input checked="" type="checkbox"/>	
Representative	<input checked="" type="checkbox"/>	
Languages and correspondence	<input checked="" type="checkbox"/>	
Mark	<input checked="" type="checkbox"/>	
Goods and services	<input checked="" type="checkbox"/>	
Claimed priorities	<input checked="" type="checkbox"/>	
Attachments	<input checked="" type="checkbox"/>	
Fee calculations	<input checked="" type="checkbox"/>	
Disclaimers		
Validation		
Payment		
Summary		

Fee calculations Validation

3.15 Validation

The 'Validation' screen is a natural stopping point for either the applicant or representative. It is possible to download a copy of the IA request in PDF format or view it in HTML format.

Note: It is possible to make modification to any of the completed screens. E.g. DCPs can be added or removed. Once the application has been paid and completed, any further modification will not be possible.

The screenshot displays the 'Validation' screen of an application system. On the left, a vertical sidebar lists various application components, each with a checkmark icon indicating completion. The components are: Basic application / registration, Designated contracting parties, Applicant(s), Representative, Languages and correspondence, Mark, Goods and services, Claimed priorities, MM18, Attachments, Fee calculations, Validation (highlighted in blue), Payment, and Summary. The main content area on the right is titled 'Validation' and includes a sub-header 'PLEASE REVIEW YOUR REQUEST BEFORE SUBMITTING YOUR PAYMENT.' followed by a paragraph of instructions. Below this, the status is shown as 'Unpaid'. There are two links: 'Your request (HTML)' and 'Your request (PDF)' (which has a red PDF icon). At the bottom right, there are navigation arrows pointing left to 'Fee calculations' and right to 'Payment'.

Component	Status
Basic application / registration	Completed
Designated contracting parties	Completed
Applicant(s)	Completed
Representative	Completed
Languages and correspondence	Completed
Mark	Completed
Goods and services	Completed
Claimed priorities	Completed
MM18	Completed
Attachments	Completed
Fee calculations	Completed
Validation	Current
Payment	Pending
Summary	Pending

Validation

PLEASE REVIEW YOUR REQUEST BEFORE SUBMITTING YOUR PAYMENT.
A summary of your request is provided below. Please take the time to review the details of your request and modify it as needed before proceeding to payment. Upon payment, your international application will be automatically submitted to the office of origin. Should an irregularity be found in your application, you will receive notifications and requests for clarifications

Status: Unpaid

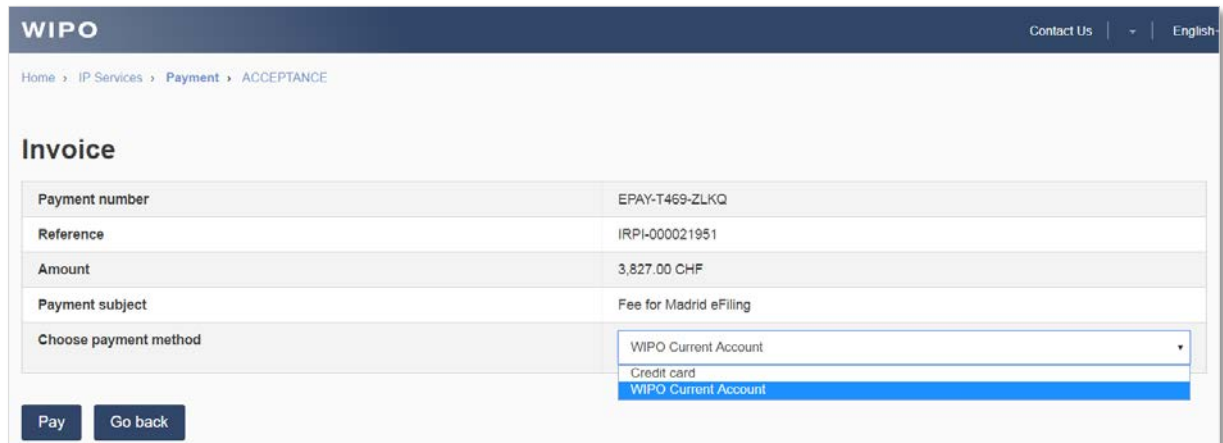
Your request (HTML)

Your request (PDF)

Fee calculations | Payment

3.16 Payment

Once the IA request is complete, the applicant progresses to the 'Payment' screen. Here the user is redirected to WIPO's centralized payment platform. The applicant can select one of the payment options displayed and progress through the subsequent payment steps.



The screenshot displays the WIPO Payment interface. At the top, the WIPO logo is on the left, and 'Contact Us' and 'English' are on the right. Below the header, a breadcrumb trail reads 'Home > IP Services > Payment > ACCEPTANCE'. The main section is titled 'Invoice' and contains a table with the following details:

Payment number	EPAY-T469-ZLKQ
Reference	IRPI-000021951
Amount	3,827.00 CHF
Payment subject	Fee for Madrid eFiling
Choose payment method	<div>WIPO Current Account ▼</div> <div>Credit card</div> <div>WIPO Current Account</div>

At the bottom left of the form, there are two buttons: 'Pay' and 'Go back'.

3.17 Summary

Upon successfully making a payment, the applicant is automatically redirected to the 'Summary' screen and the IA request is sent to the office of origin. An applicant will receive a payment confirmation email from WIPO's payment service. They will also receive an email from the office of origin confirming that the request for an international trademark application has been received. Both emails include the relevant application request details. These details are also displayed on the 'Summary' screen. A copy of the application can be downloaded in PDF format or viewed as a HTML page.

Basic application / registration [icon] **YOUR INTERNATIONAL APPLICATION IS COMPLETE!**
Your international application is currently pending examination by the office of origin. Additional information is available below:

Summary [icon]

Status Paid

Your request (HTML) [button: My requests]

PDF Your request (PDF)

Application details

Application number: 95157/3
Date of submission: 04/28/2018 13:15

Payment details

A Payment confirmation or notification e-mailed to: info@sakpatenti.org.ge
Payment number: EPAY-T469-ZLKQ

Summary

Clicking on the 'My requests' button will return the applicant to the IA request list screen. The status of the completed IA request has changed to 'Submitted to Office'.

Note: it is always possible to download a PDF copy of the filed IA request by clicking on the cog icon [icon] followed by clicking on 'Display request'.

Number	My reference	Mark text	Updated after	Paid	Status	
95157/3	ეპაღ&#...		28.04.2018	Yes	Submitted to Office	[cog icon] [dropdown icon]
		<div> <div>Language</div> <div>EN</div> </div> <div> <div>My reference</div> <div></div> </div> <div> <div>Mark text</div> <div>ეპაღონი</div> </div> <div> <div>WIPO Service request</div> <div>1146919801</div> </div> <div> <div>Display request</div> <div></div> </div>				

4. Madrid eFiling for Offices

4.1 Application Reception

Submitted international trademark application requests are received by the office of origin and displayed under 'Office tasks'.

The screenshot shows the 'Office tasks' section of the Madrid eFiling system. At the top, there are navigation tabs: Statistics, Office settings, Office tasks (selected), and My tasks. Below the tabs, there are filters for 'Show' (All requests), 'Where check status is' (-), and 'Hide all requests where' (Updated after, is older than, days, months, years). There are 'Apply' and 'Reset' buttons. Below the filters, there is a 'Show 10 entries' dropdown and a 'Search' input field. The main table has columns: Number, Examiner, Mark text, Updated after, Deadline, and Status. The first row shows: EN, 95157/3, [Mark text], 28.04.2018, 28.06.2018, Submitted to Office.

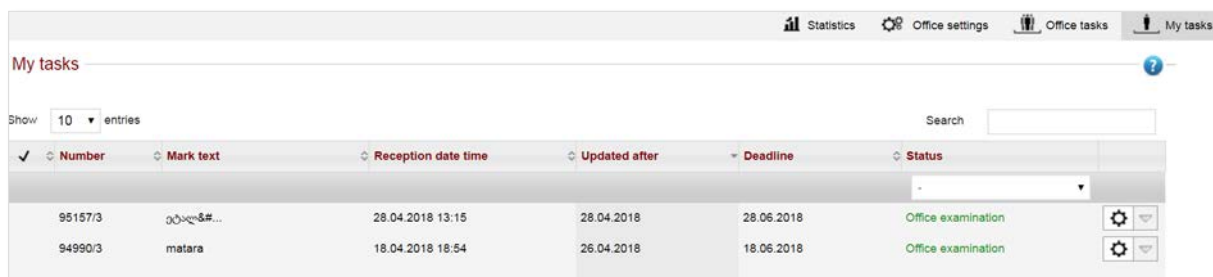
Depending on the authority, an office user can view, assign, and examine an IA request. Once an IA has been assigned, it will become available for validation and certification on the examiner's task list.

The screenshot shows the 'Office tasks' section with a detailed view of a task. The table has columns: Number, Examiner, Mark text, Updated after, Deadline, and Status. The first row shows: EN, 95157/3, [Mark text], 28.04.2018, 28.06.2018, Submitted to Office. A detailed view of the task is shown on the right, with fields: Language (EN), Office reference, Mark text, Reception date time (28.04.2018 13:15), Examination status (unchecked), WIPO Service request (1146919801), Examiner (Baker Peter (peterbaker@GE)), and Display request. There is an 'Assign to me' button.

An examiner clicks on 'My tasks' that located in the upper top left-hand corner of the screen to display their IA request list.

4.2 Application Validation

Only IA requests that have been assigned to an examiner can be validated, certified and sent to the IB.



The screenshot shows a table titled 'My tasks' with columns: Number, Mark text, Reception date time, Updated after, Deadline, and Status. There are two rows of data. The first row has application number 95157/3, a Georgian mark, and a status of 'Office examination'. The second row has application number 94990/3, the mark 'matara', and a status of 'Office examination'. Each row has a settings icon and a trash icon to its right.

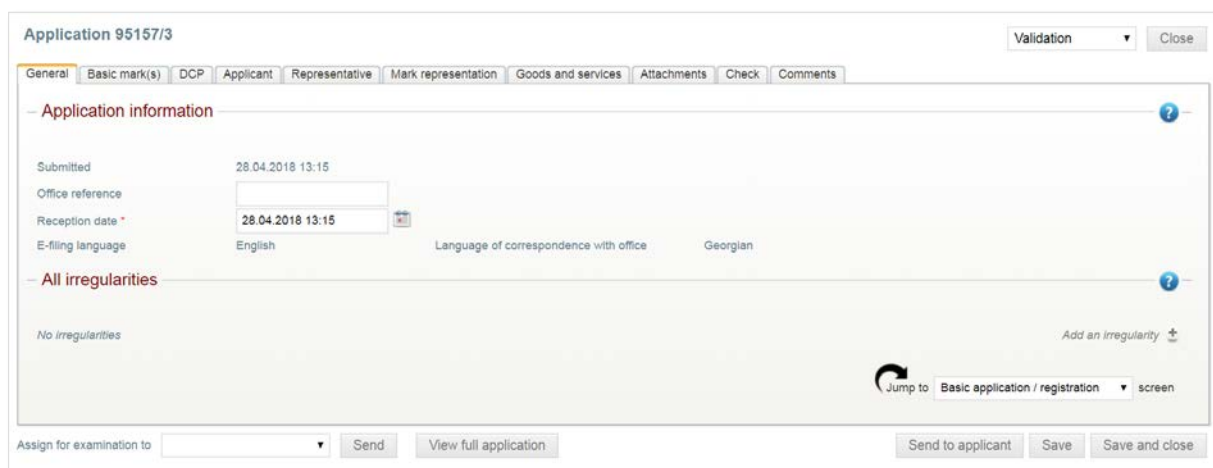
✓	Number	Mark text	Reception date time	Updated after	Deadline	Status	
	95157/3	გზავლა–...	28.04.2018 13:15	28.04.2018	28.06.2018	Office examination	⚙️ 🗑️
	94990/3	matara	18.04.2018 18:54	26.04.2018	18.06.2018	Office examination	⚙️ 🗑️

To display the IA request, an examiner clicks on the application number. This action will redirect the examiner to the application validation screen.

An examiner must review and validate each tab for accuracy and completeness. At any point, it is possible to raise an irregularity. This irregularity can be sent via email to the applicant for review and resolution. The irregularity process, both for the office examiner and applicant, is detailed in section 5 of this user guide

General tab

If shown as mandatory, an office reference must be set. **Note:** this is an optional setting available under 'Office settings'.



The screenshot shows the 'Application 95157/3' validation screen. The 'General' tab is selected. The 'Application information' section contains fields for Submitted (28.04.2018 13:15), Office reference (empty), Reception date (28.04.2018 13:15), E-filing language (English), and Language of correspondence with office (Georgian). The 'All irregularities' section shows 'No irregularities'. At the bottom, there is a 'Jump to' dropdown set to 'Basic application / registration' screen, and buttons for 'Assign for examination to', 'Send', 'View full application', 'Send to applicant', 'Save', and 'Save and close'.

Application 95157/3

Validation Close

General Basic mark(s) DCP Applicant Representative Mark representation Goods and services Attachments Check Comments

Application information

Submitted 28.04.2018 13:15

Office reference

Reception date 28.04.2018 13:15

E-filing language English

Language of correspondence with office Georgian

All irregularities

No irregularities

Add an irregularity

Jump to Basic application / registration screen

Assign for examination to Send View full application Send to applicant Save Save and close

Basic mark tab

For this tab and all subsequent tabs, an examiner must review the information and tick the 'Information is correct' box.

The screenshot shows the 'Basic mark(s)' tab selected in the Madrid eFiling system. The interface includes a top navigation bar with tabs: General, Basic mark(s), DCP, Applicant, Representative, Mark representation, Goods and services, Attachments, Check, and Comments. The main content area is titled 'Basic application(s) or registration(s)' and contains a section for the 'Main basic mark'. Below this, the application number 95157/3 and registration number 29126 are displayed. A checkbox labeled 'Information is correct' is checked. At the bottom, there is a dropdown menu for 'Assign for examination to', a 'Send' button, a 'View full application' button, and buttons for 'Send to applicant', 'Save', and 'Save and close'. A 'Jump to corresponding eFiling screen' link is also present.

DCP tab

The screenshot shows the 'DCP' (Designated Contracting Parties) tab selected. The main content area is titled 'Designated Contracting Parties' and contains two sections: 'International application' and 'National mark'. The 'International application' section lists AM - Armenia, EM - European Union (EUIPO), NZ - New Zealand, and US - United States of America. The 'National mark' section is labeled 'Not applicable for national mark'. A checkbox labeled 'Information is correct' is checked. The bottom navigation bar and buttons are identical to the previous tab.

Applicant tab

An examiner ensures that the applicant has not modified the address information from what it was in the national basic.

The screenshot shows the 'Applicant' tab selected. The main content area is titled 'Applicant(s)' and contains two sections: 'International application' and 'National mark 95157/3'. The 'International application' section lists the 'Main applicant' as Sakpatenti, with address details: Street (5 Antioch St), City (Mtskheta), ZIP Code (3300), Country (Georgia), and County (Georgia). The 'National mark 95157/3' section also lists the 'Main applicant' as Sakpatenti, with the same address details. A checkbox labeled 'Information is correct' is checked. The bottom navigation bar and buttons are identical to the previous tabs.

Representative tab

The screenshot shows the 'Representative' tab of a software interface. The top navigation bar includes tabs: General, Basic mark(s), DCP, Applicant, Representative (selected), Mark representation, Goods and services, Attachments, Check, and Comments. The main content area has a 'Representative' section with two sub-sections: 'International application' (containing the text 'There is no representative defined') and 'National mark' (containing the text 'No information available for national application or registration'). A checkbox labeled 'Information is correct' is checked. In the top right corner, there is a circular arrow icon and the text 'Jump to corresponding e-filing screen'. At the bottom, there is a dropdown menu for 'Assign for examination to', a 'Send' button, a 'View full application' button, and three buttons on the right: 'Send to applicant', 'Save', and 'Save and close'.

Mark representation tab

Any elements, such as description or verbal elements, which remain in the language of the national filing, should be added in the indicated request language. An examiner can do this by clicking on the 'Jump to corresponding e-filing screen'. This feature is located in the top right-hand corner of every tab.

The screenshot shows the 'Mark representation' tab of the same software interface. The top navigation bar is identical to the previous tab. The main content area has a 'Mark' section with two sub-sections: 'International application' and 'Main national mark 95157/3'. The 'International application' sub-section contains a 'Mark information' table with the following data:

Mark feature	Figurative
Mark kind	INDIVIDUAL
The mark consists of colors	Yes
Transliteration	etaloni
English translation	
French translation	
Spanish translation	
Description	

Below this table, there is a 'Voluntary description' section with 'Verbal elements' listed as 'ეტალონი' (etaloni). A 'Disclaimed protection for' section is also present. The 'Color claimed' section shows 'Not available'. The 'Image representation of the mark' section displays a logo consisting of a purple graduation cap with the word 'ბაკმი' (Bakmi) in orange text below it.

The 'Main national mark 95157/3' sub-section contains a 'Mark information' table with the following data:

Mark feature	Figurative
Mark kind	Individual
The mark consists of colors	Yes
Transliteration	etaloni
English translation	
French translation	
Spanish translation	
Description	ბიზნის წარმადგენის იხსევრ სტილიზებული - სასწავლო დაწესებულების წარმომადგენლის (მოსწავლის, სტუდენტის) ქუდის, რომლის შიგნითაც ქართული ასოებით ჩაწერილია სიტყვა - ეტალონი

Below this table, there is a 'Voluntary description' section with 'Verbal elements' listed as 'ეტალონი'. A 'Disclaimed protection for' section is also present. The 'Color claimed' section shows 'თეთრი' (white) and a black dot. The 'Image representation of the mark' section displays the same logo as the international application: a purple graduation cap with the word 'ბაკმი' (Bakmi) in orange text below it.

In the top right corner, there is a circular arrow icon and the text 'Jump to corresponding e-filing screen'. At the bottom, there are checkboxes for 'Information is correct (Mark information)' and 'Information is correct (color claim)', both of which are checked. The bottom navigation bar is identical to the previous tab.

Goods and services tab

General Basic mark(s) DCP Applicant Representative Mark representation **Goods and services** Attachments Check Comments

Jump to corresponding eFiling screen

Goods and services

International application Main national mark 95157/3 ☒ Information is correct

29126

Main list

This list may not match basic list. Please check.

Class 16 : Paper, cardboard and their products that do not belong to other classes; Printed products; Materials for construction work; Photos; Writing Paper; Stationery and Household Destruction of Substance Substances; Artists; Brushes; Typewriters and office accessories (except furniture); Training materials and visuals (except for devices); Plastic packaging material (which does not belong to other classes); Font; Typographic cliché

Class 38 : Communications

Class 41 : Upbringing; Provide educational process; Fun; Organizing sports and cultural and educational activities

Limitation lists

Limitation European Union (EUIPO), United States of America

Class 16 : Paper, cardboard and their products that do not belong to other classes; Printed products; Materials for construction work; Photos; Writing Paper; Stationery and Household Destruction of Substance Substances; Artists; Brushes; Typewriters and office accessories (except furniture); Training materials and visuals (except for devices); Plastic packaging material (which does not belong to other classes); Font; Typographic cliché

Class 38 : Communications

Class 41 : Upbringing; Provide educational process; Fun; Organizing sports and cultural and educational activities

Main list

Class 16 : ქაღალდი, ბუკალი და მათი ნაკეთობა, რომელიც არ მიეკუთვნება სხვა კლასებს; მანუქები პროდუქტები; მასალები საშენობო სამუშაოებისათვის; ფოტოსურათები; საწერ-ქაღალდის საჭიშვლეო საგანგებო და საყოფაცხოვრებო დანიშნულების მწებავი ნივთიერებები; მხატვრობის საკუთრივ ფურცლები; საბეჭდო მანქანები და ოფისის საკუთრივ (ავეჯის გარდა); სასწავლო მასალა და თვალსაჩინოება (ხელსაწყოების გარდა); კლასტანის შესაფუთი მასალა (რომელიც არ მიეკუთვნება სხვა კლასებს); შრიფტი; ტიპოგრაფიული კლიშე

Class 38 : კავშირგაბმულობა

Class 41 : აღზრდა; სასწავლო პროცესის უზრუნველყოფა; გართობა; სპორტული და კულტურულ-საგანმანათლებლო ღონისძიებების ორგანიზება.

Attachments tab


General Basic mark(s) DCP Applicant Representative Mark representation Goods and services **Attachments** Check Comments


Jump to corresponding eFiling screen

Summary and attachments

Attachments ☒ Information is correct

Summary

 [Get Summary \(PDF Format\)](#)

 [Get Summary \(HTML Format\)](#)

Customer's attachments

0.1 Mb [US_intention to use the mark.pdf](#)

Check tab

An examiner can check the IA request against the office and IB validation rules.

The screenshot shows the 'Check' tab of the application interface. At the top, a green message bar states 'Your changes have been successfully saved' with a 'Close' button. Below this, the application number 'Application 95157/3' is displayed. A 'Validation' dropdown menu is set to 'Validation', and a 'Close' button is next to it. The main content area has a tabbed interface with 'Check' selected. Under the 'Check' tab, there is a section titled 'Application validation check'. It shows a green checkmark icon and the text 'The application is valid'. A 'Check validation rules' button is located to the right. At the bottom, there is a section for 'Assign for examination to' with a dropdown menu, a 'Send' button, a 'View full application' button, and three buttons on the right: 'Send to applicant', 'Save', and 'Save and close'.

Note: It is a good idea periodically save the application during examination and validation. If not, any changes not saved will be lost when closing the request.

Comments tab

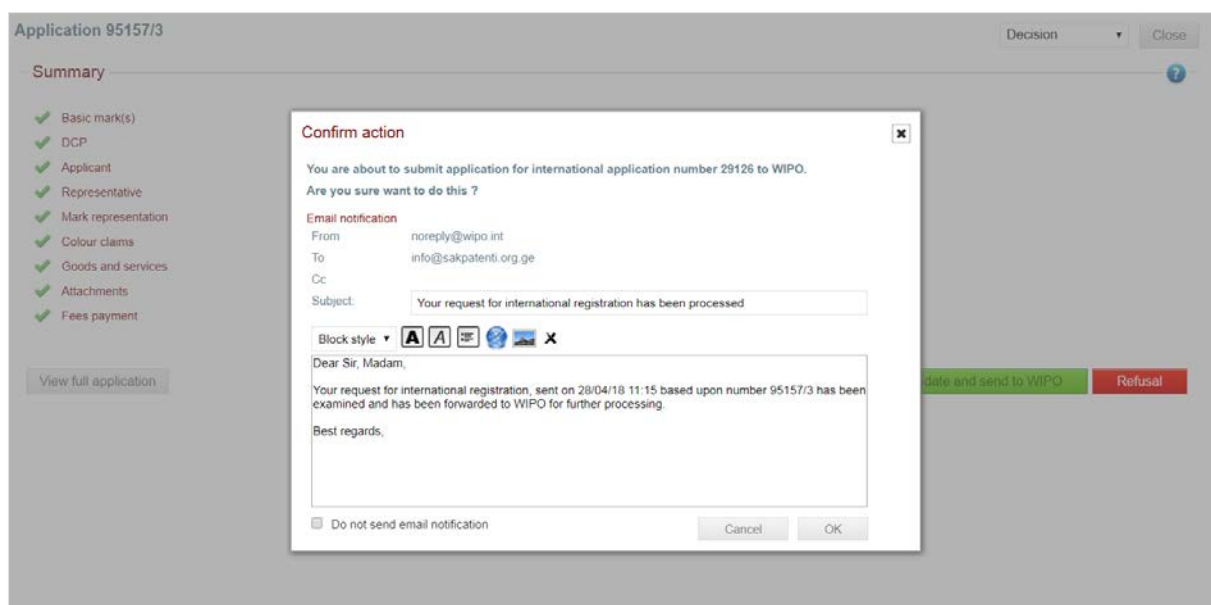
An examiner can add comments. These comments, once added and saved, will always be available as part of the application history

The screenshot shows the 'Comments' tab of the application interface. The 'Comments' tab is selected in the main content area. It displays a comment from 'Baker Peter' on '28.04.2018 12:40' with the text 'This application has been examined and validated.' Below the comment is a large text area for adding a new comment. An 'Add comment' button is located at the bottom right of the text area. At the bottom of the interface, there is a section for 'Assign for examination to' with a dropdown menu, a 'Send' button, a 'View full application' button, and three buttons on the right: 'Send to applicant', 'Save', and 'Save and close'.

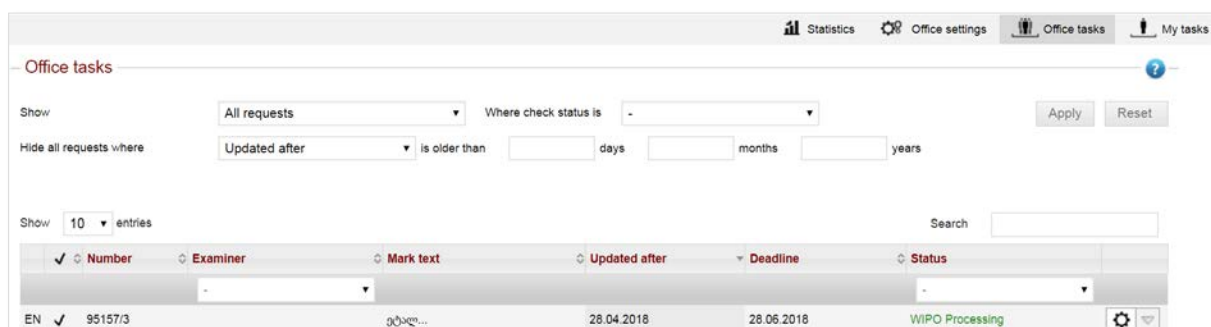
4.3 Application Certification

Once the application has been examined and validated, an examiner navigates to the 'Decision' window. This is found in the dropdown list located in the top right-hand corner of the screen.

An examiner clicks the 'Validate and send to WIPO' button. This will display the email message that the applicant will receive. The examiner clicks the 'OK' button to send the validated and certified international trademark application to WIPO.



The certified application is removed from the examiner's task list. The status changes to 'WIPO Processing'.



5. Irregularities in Madrid eFiling

5.1 Raising an Irregularity (Office)

As mentioned in the 'Application Validation' section of this document, it is possible for an office examiner to raise an irregularity during the examination and validation process.

To do so, an examiner clicks the 'Add an irregularity' button located on each tab of the application validation screen.

General Basic mark(s) DCP Applicant Representative Mark representation Goods and services Attachments Check Comments

Jump to corresponding eFiling screen

Goods and services

International application Main national mark 95057/3 Information is correct

29122 Irregularities

Main list Main list

This list may not match basic list. Please check.

Class 36 : Vehicle and automotive import financing, insurance; Financing the purchase of automobiles and automobiles; Related activities; Monetary-credit operations

Class 39 : International transportation of automobiles and automobiles, automobiles and autoparts packing, storage, import of automobiles and automobiles, international transport transportation, motor vehicle leasing

Class 36 : ავტომობილის და ავტომანქანების იმპორტის დაფინანსება, დაზღვევა; ავტომობილების და ავტომანქანების შეძენის დაფინანსებასთან დაკავშირებული საქმიანობა; ფულად-საკრედიტო ოპერაციები;

Class 39 : ავტომობილების და ავტომანქანების საერთაშორისო ტრანსპორტირება, ავტომობილების და ავტომანქანების შეფუთვა, შენახვა, ავტომობილების და ავტომანქანების იმპორტი, საერთაშორისო სატრანსპორტო გადაზიდვები, ავტომობილების ლიზინგი.

Add an irregularity

Doing so, opens a window into which the examiner can add the specific information concerning the irregularity issue. The examiner selects the 'This irregularity is a question' check box if a response or confirmation is required from the applicant. Once the irregularity is complete, the examiner clicks the 'Add or update' button.

Add or edit irregularity

Free text

Irregularity name Term is too vague In Georgian

The term ' Related activities' is too vague. Please add precision or remove the term.
Note - use the MGS 'check terms' feature to assist you.

☒ This irregularity is a question

Add or update

Add or edit irregularity ✕

☒ Free text

Irregularity name In Georgian

An MM17 form needs to be added

☒ This irregularity is a question Add or update

Add or edit irregularity ✕

☒ Free text

Irregularity name In Georgian

Please add the Mark colour claim

Section

☒ This irregularity is a question Add or update

All added irregularities are centrally displayed on the 'General' tab of the application.

General Basic mark(s) DCP Applicant Representative Mark representation Goods and services Attachments Check Comments

Application information

Submitted 27.04.2018 12:26

Office reference

Reception date * 27.04.2018 12:26

E-filing language English Language of correspondence with office Georgian

All irregularities

Term is too vague	Section: Goods and services	✕
MM17	Section: Attachments	✕
Mark Colour claim	Section: Mark information - Colour claim	✕

[Add another irregularity](#)

[Jump to Basic application / registration screen](#)

Assign for examination to Send View full application Send to applicant Save Save and close

The examiner clicks the 'Send to applicant' button located in the bottom right-hand corner of the screen to return the IA request to the applicant for correction and resolution. The examiner ticks the 'Allow screen data update if the screen only has question irregularities' check box if the office expects the applicant to make updates to the application screens in addition to answering the irregularity questions. Finally, the examiner clicks the 'OK' button to send the email.

Confirm action

You are about to assign application for international application number 29122 back to applicant for correction.
Are you sure want to do this ?

Applicant edition rights

Please choose how applicant can edit screens

- ☐ Allow screen data update if the screen does not have any irregularity
- ☒ Allow screen data update if the screen only has question irregularities
- ☒ Allow screen data update if the screen only has normal irregularities
- ☒ Allow screen data update if the screen only has both normal and question irregularities

Email notification

From: noreply@wipo.int
To: peter.baker@wipo.int
Cc:
Subject: Action required for your request for international registration

Block style: [A] [A] [A] [A] [A] [X]

Dear Sir, Madam,

Your request for international registration, sent on 27/04/18 10:26 based upon number 95057/3 has been examined and requires your attention.

Please consider the comments that have been added to your request:

- Term is too vague საქონელი და მომსახურებები-ზე
The term 'Related activities' is too vague. Please add precision or remove the term.
Note - use the MGS 'check terms' feature to assist you.

☐ Do not send email notification

Cancel OK

As soon as an IA request is returned to the applicant, the status changes to 'Correction pending'. The examiner no longer can access or modify the application in any way.

My tasks

Show 10 entries

Search

✓	Number	Mark text	Reception date time	Updated after	Deadline	Status	
	95057/3	აღტომი...	27.04.2018 12:26	29.04.2018	27.06.2018	Correction pending	⚙️
	94990/3	matara	18.04.2018 18:54	26.04.2018	18.06.2018	Office examination	⚙️

Clicking on the application number will display the application history. Clicking on the 'Irregularity added' will display the individual irregularity.

Note: any 'Correction pending' applications will remain on the task list of the examiner who returned the IA request to the applicant.

Request information

History
WIPO information

History

Show 25 entries

Date and time	Performer
29.04.2018 14:56	Baker Peter
29.04.2018 14:27	Baker Peter
29.04.2018 14:27	Baker Peter
29.04.2018 12:48	Baker Peter
29.04.2018 12:48	Baker Peter
29.04.2018 12:48	Baker Peter
27.04.2018 14:26	Baker Peter
27.04.2018 14:26	Baker Peter
27.04.2018 14:26	Baker Peter
27.04.2018 14:09	Baker Peter


Irregularity

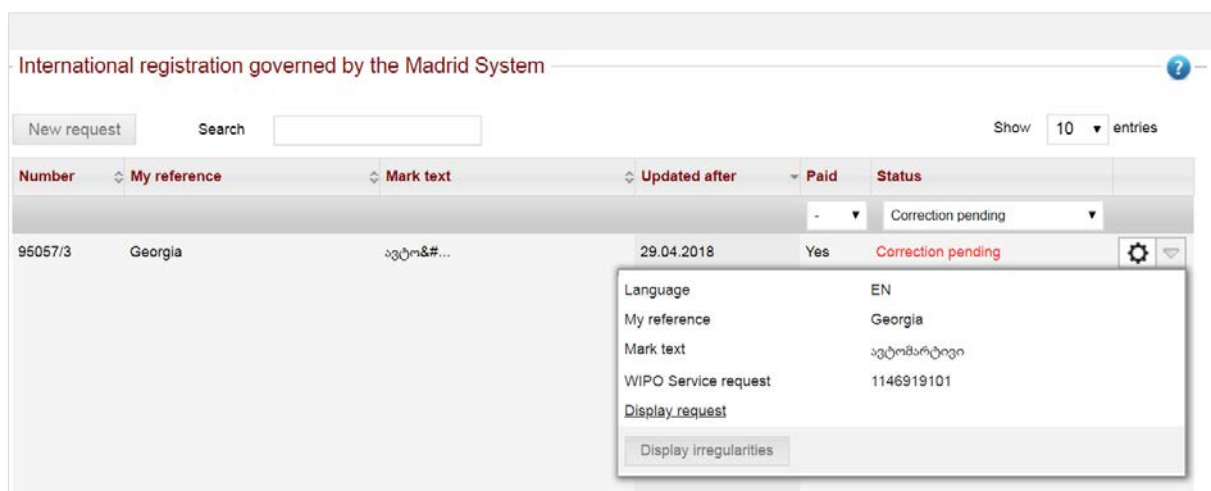
Term is too vague
Created on 29.04.2018 10:48
The term 'Related activities' is too vague. Please add precision or remove the term.
Note - use the MGS 'check terms' feature to assist you.

Baker Peter Irregularity added : [Term is too vague](#)
Baker Peter Irregularity added : [MB117](#)
Baker Peter Irregularity added : [Mark Colour claim](#)
The payment state has changed to "Paid"
The state has changed to "Submitted to office"
Owner changed to none
Request created

Showing 1 to 10 of 10 entries
First Previous 1 Next Last

5.2 Responding to an irregularity (Applicant)

An applicant receives an email when an examiner at the originating office returns an IA request with raised irregularities. Using this email as a prompt, the applicant logs back into Madrid eFiling to review the IA request in question. To get started, the applicant can filter the application status to 'Correction pending', clicks on the cog icon  to display the application details and clicks on the 'Display irregularities' button.



International registration governed by the Madrid System

New request Search Show 10 entries

Number	My reference	Mark text	Updated after	Paid	Status
95057/3	Georgia	საღიგარტო	29.04.2018	Yes	Correction pending

Language EN

My reference Georgia

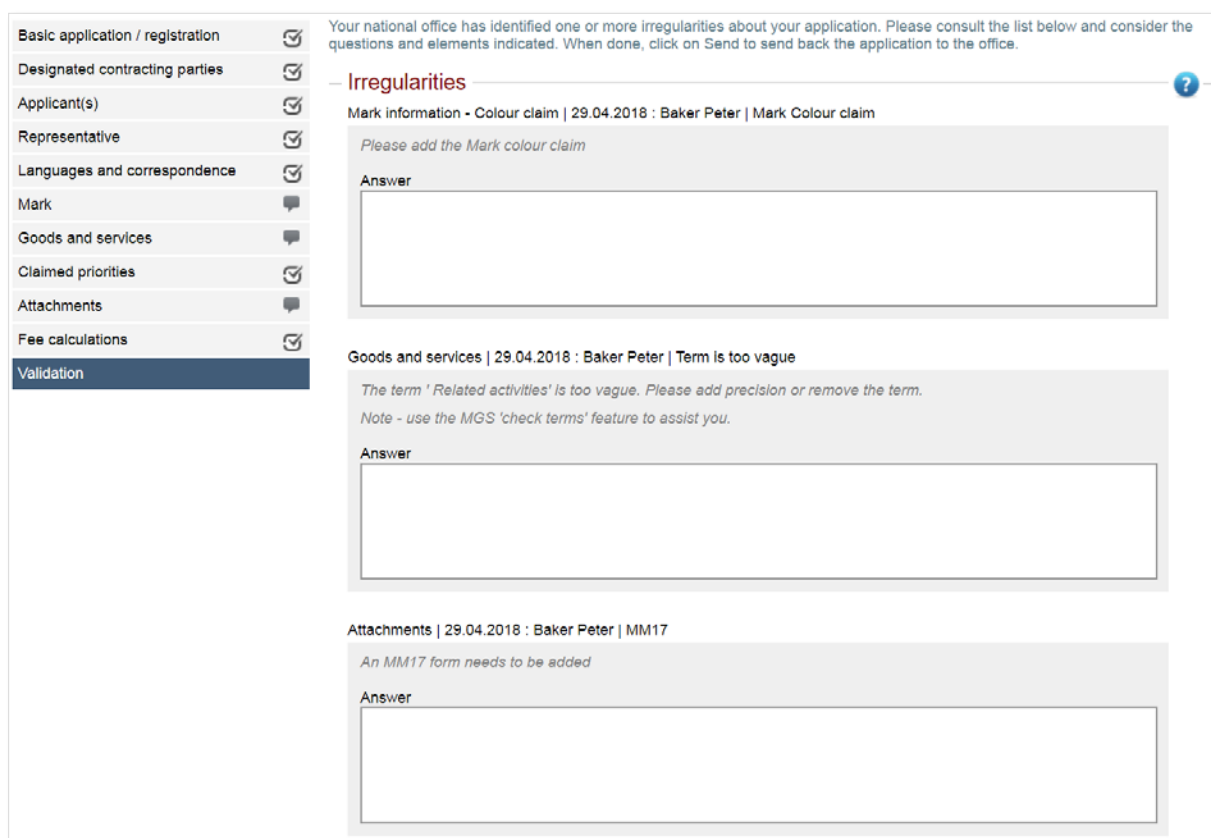
Mark text საღიგარტო

WIPO Service request 1146919101

Display request

Display irregularities

By default, the applicant is taken to the 'Validation' screen where a summary of all raised irregularities are displayed.



Basic application / registration ☒

Designated contracting parties ☒

Applicant(s) ☒

Representative ☒

Languages and correspondence ☒

Mark ☒

Goods and services ☒

Claimed priorities ☒

Attachments ☒

Fee calculations ☒

Validation

Your national office has identified one or more irregularities about your application. Please consult the list below and consider the questions and elements indicated. When done, click on Send to send back the application to the office.

Irregularities

Mark information - Colour claim | 29.04.2018 : Baker Peter | Mark Colour claim

Please add the Mark colour claim

Answer

Goods and services | 29.04.2018 : Baker Peter | Term is too vague

The term 'Related activities' is too vague. Please add precision or remove the term.


Note - use the MGS 'check terms' feature to assist you.

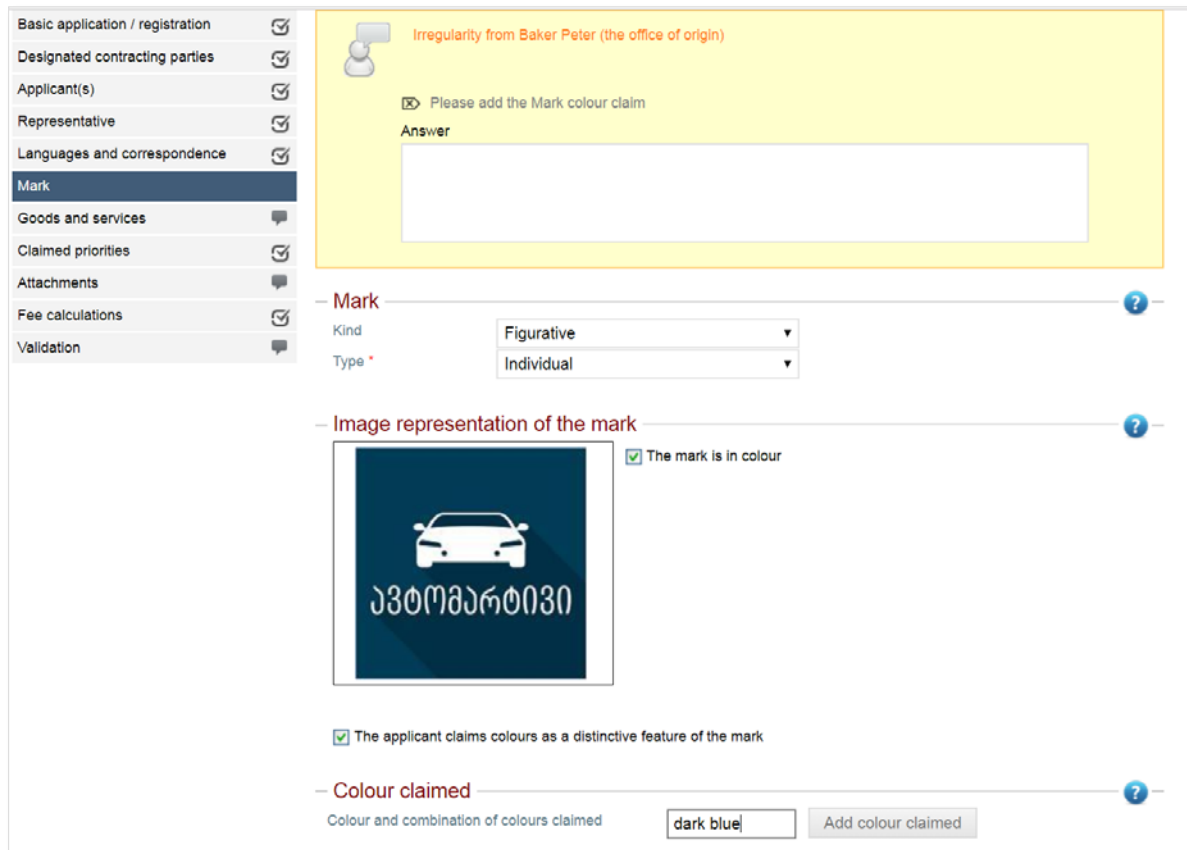
Answer

Attachments | 29.04.2018 : Baker Peter | MM17

An MM17 form needs to be added

Answer

Navigating to each screen containing an irregularity (indicated by the ) an applicant responds to each one accordingly. For example, the irregularity on the 'Mark' screen requires the applicant to add a color claim.



The screenshot displays the 'Mark' section of the Madrid eFiling application. On the left, a sidebar lists various steps: Basic application / registration, Designated contracting parties, Applicant(s), Representative, Languages and correspondence, Mark (highlighted), Goods and services, Claimed priorities, Attachments, Fee calculations, and Validation. Each step has a status icon (checkmark or speech bubble). The main area features a yellow box at the top with the heading 'Irregularity from Baker Peter (the office of origin)' and a message: 'Please add the Mark colour claim'. Below this is an 'Answer' text input field. The 'Mark' section includes dropdowns for 'Kind' (set to 'Figurative') and 'Type' (set to 'Individual'). Under 'Image representation of the mark', there is a placeholder image of a white car on a dark blue background with the Georgian text 'ავთომობილი' below it. To the right of the image is a checkbox labeled 'The mark is in colour', which is checked. Below the image is another checkbox labeled 'The applicant claims colours as a distinctive feature of the mark', which is also checked. The 'Colour claimed' section at the bottom has a text input field containing 'dark blue' and a button labeled 'Add colour claimed'.

The irregularity on the 'Goods and services' screen requires a term in Class 36 to be adjusted.

The screenshot shows the 'Goods and services' screen. On the left, a sidebar lists various sections: Languages and correspondence, Mark, Goods and services (highlighted), Claimed priorities, Attachments, Fee calculations, and Validation. The main content area has a yellow header with a message: 'Irregularity from Baker Peter (the office of origin)'. Below this, a message states: 'The term 'Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you.' An 'Answer' field contains the text 'Removed the term'. Below the answer field, there is a section titled 'List of goods and services' with a 'Limitations' tab. It includes a 'Check terms' button and a 'Translate terms into English' button. A 'Show filter' section is also present. The main list shows 'Class 36' with three items: 'Vehicle and automotive import financing, insurance', 'Financing the purchase of automobiles and automobiles', and 'Monetary-credit operations'. Each item has a checkbox and a language indicator 'EN'. Below the list, there is a 'Class 39' section.

The irregularity on the 'Mark' screen requires an answer from the applicant.

The screenshot shows the 'Mark' screen. On the left, a sidebar lists various sections: Basic application / registration, Designated contracting parties, Applicant(s), Representative, Languages and correspondence, Mark (highlighted), Goods and services, Claimed priorities, Attachments, Fee calculations, and Validation. The main content area has a yellow header with a message: 'Irregularity from Baker Peter (the office of origin)'. Below this, a message states: 'An MM17 form needs to be added'. An 'Answer' field contains the text 'I did not designate the EUIPO'. Below the answer field, there is an 'Attachments' section with a question mark icon. At the bottom, there are three buttons: '+ Add files...', 'Start all uploads', and 'Cancel all uploads'.

All irregularities that are questions must be answered before an applicant can send the IA request back to the originating office. Once complete, the applicant clicks the 'Send' button located in the bottom right-hand corner of the screen.

Basic application / registration

Designated contracting parties

Applicant(s)

Representative

Languages and correspondence

Mark

Goods and services

Claimed priorities

Attachments

Fee calculations

Validation

An error occurred when processing your request.

[Hide details](#)
[Close](#)

- All question irregularities must have been answered before being able to submit the application to the office.

Your national office has identified one or more irregularities about your application. Please consult the list below and consider the questions and elements indicated. When done, click on Send to send back the application to the office.

Irregularities

Mark information - Colour claim | 29.04.2018 : Baker Peter | Mark Colour claim

Please add the Mark colour claim

Answer

Goods and services | 29.04.2018 : Baker Peter | Term is too vague

The term ' Related activities' is too vague. Please add precision or remove the term.
Note - use the MGS 'check terms' feature to assist you.

Answer

Removed the term

Attachments | 29.04.2018 : Baker Peter | MM17

An MM17 form needs to be added

Answer

I did not designate the EUIPO

Validation

Status

Paid

Your request (HTML)

PDF

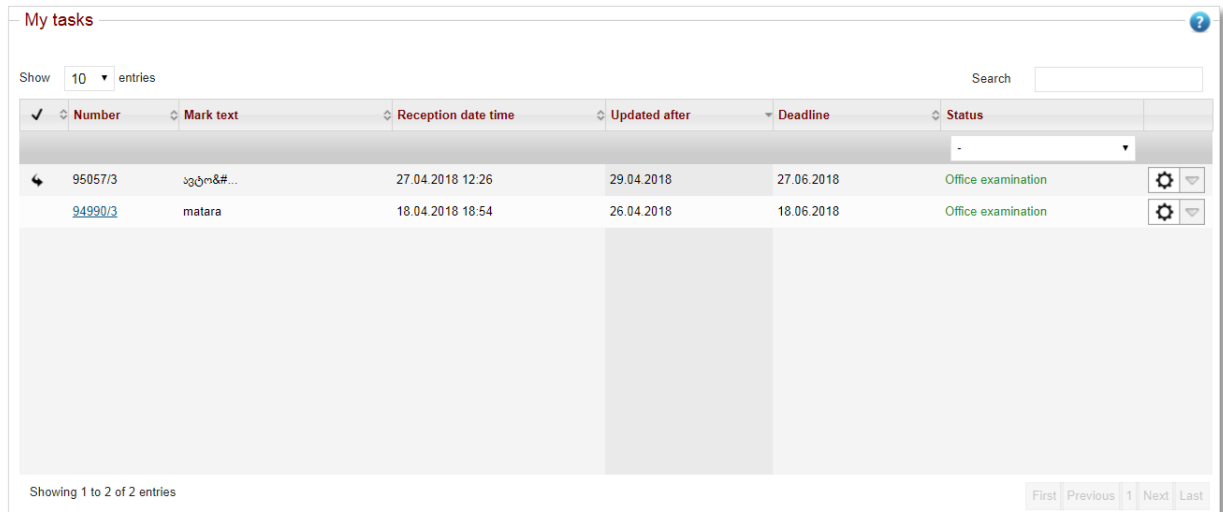
Your request (PDF)

Fee calculations

Send

5.3 Closing an irregularity (Office)

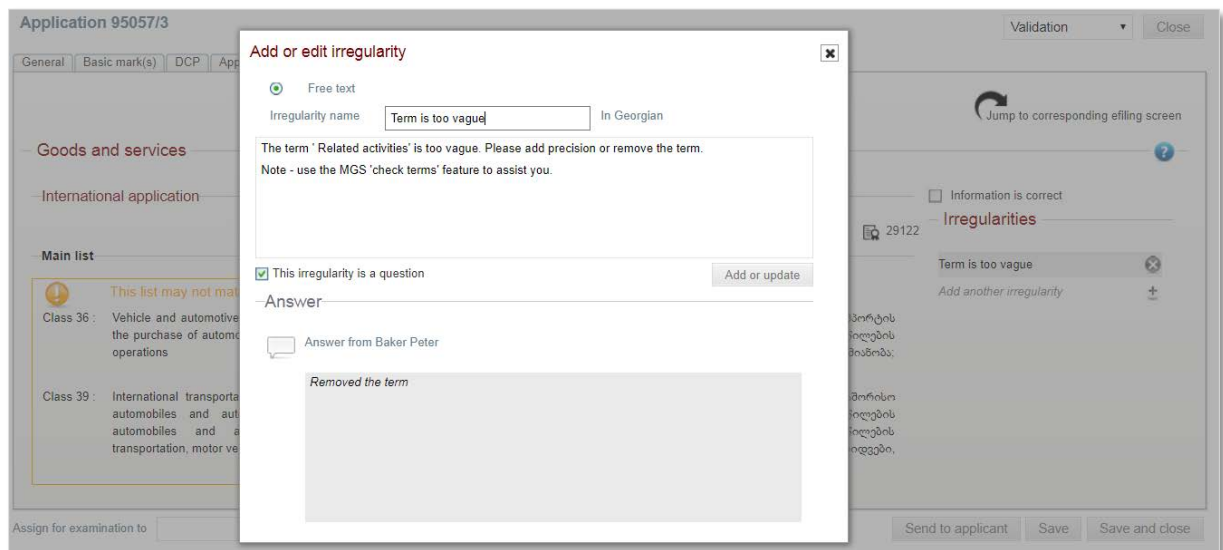
A return arrow to the left of the application number is shown when an applicant returns an IA request after addressing the raised irregularities.



The screenshot shows a web interface titled "My tasks" with a table of irregularities. The table has columns for Number, Mark text, Reception date time, Updated after, Deadline, and Status. Two entries are visible, both with a status of "Office examination". The first entry has a return arrow icon to its left. Below the table, it says "Showing 1 to 2 of 2 entries".

✓	Number	Mark text	Reception date time	Updated after	Deadline	Status	
↩	95057/3	ავტომობილის...	27.04.2018 12:26	29.04.2018	27.06.2018	Office examination	⚙️ ▼
	94990/3	mataru	18.04.2018 18:54	26.04.2018	18.06.2018	Office examination	⚙️ ▼

The assigned examiner opens the IA request to the application validation screens, reviewing the irregularity responses for accuracy and completeness. Provided each irregularity has been fully satisfied, the examiner can delete it from the concerned tab. The examiner should save the application after each irregularity has been deleted.



The screenshot shows a dialog box titled "Add or edit irregularity" with a "Free text" tab. The "Irregularity name" field contains "Term is too vague" and "In Georgian". Below the field, there is a note: "The term 'Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you." There is a checkbox "This irregularity is a question" which is checked. Below the checkbox is an "Answer" section with a text area containing "Answer from Baker Peter" and a "Removed the term" section with a text area. The dialog box has "Add or update" and "Close" buttons.

All raised and satisfied irregularities are permanently saved as part of the application history.

29.04.2018 14:56	Baker Peter	Baker	Irregularity
29.04.2018 14:27	Baker Peter	Baker	Term is too vague Created on 29.04.2018 10:48, closed on 29.04.2018 11:54
29.04.2018 14:27	Baker Peter	Baker	The term 'Related activities' is too vague. Please add precision or remove the term. Note - use the MGS 'check terms' feature to assist you.
29.04.2018 13:59	Baker Peter	Baker	
29.04.2018 13:59	Baker Peter	Baker	Answer
29.04.2018 13:56	Baker Peter	Baker	Answer from baker-ap@WO
29.04.2018 13:54	Baker Peter	Baker	Removed the term
29.04.2018 13:54	Baker Peter	Baker	
29.04.2018 13:54	Baker Peter	Baker Peter	Irregularity closed : Mark Colour claim
29.04.2018 12:48	Baker Peter	Baker Peter	Irregularity added : Term is too vague
29.04.2018 12:48	Baker Peter	Baker Peter	Irregularity added : MM17
29.04.2018 12:48	Baker Peter	Baker Peter	Irregularity added : Mark Colour claim
27.04.2018 14:26	Baker Peter	Baker Peter	The payment state has changed to "Paid"
27.04.2018 14:26	Baker Peter		The state has changed to "Submitted to office"
27.04.2018 14:26	Baker Peter		Owner changed to none
27.04.2018 14:09	Baker Peter	Baker Peter	Request created

To certify and finalize an application, an office examiner follows the same steps as detailed in section 4.3 Application Certification.

- End of document -