

Notes

The notes on the search form are numbered in the same order as listed on this form.

1 Contact information

Specify your own reference or file number. The Bureau will use these reference details in all correspondence addressed to you.

The designated contact person is the person within your organization applying for the search. They can provide details if necessary.

2 Bank details

We need your bank account information in order to identify your payment in our financial administration system.

3 Applicant

Please state your name and full address.

4 Representative

Representatives or lawyers specialised in IP are kindly asked to state their details. They can advise on trademark protection, and can deal with all formalities on behalf of the applicant.

5 Type of trademark

Word marks

A word mark consists of a letter/letters or a digit/digits or combination of letter(s) and digit(s).

Figurative marks

A figurative mark may be only figurative, so without letters and/or digits, or it can consist of a combination of a logo and letters and/or digits. A figurative mark may also consist of a word in a specific font.

6 Other trademarks

Other trademarks are:

- a graphic representation (a musical stave) of a sound (sound mark)
- a three-dimensional representation of a shape (shape mark)
- a trademark simply consisting of one or more colours (colour mark)
- any other type of trademark not mentioned here

This question is optional and you only need to answer if your trademark is one of the trademarks listed above. We advise you to contact us if you are not sure.

7 Colours

Please fill in if your logo contains colour(s). The colour(s) must be mentioned in words.

8 Representation of the trademark

Verbal marks

If you wish to register a verbal mark, specify the trademark in the box, using block capitals.

Figurative marks

If you wish to register a figurative mark, place an image of the mark in the box.

The image must be of sufficient quality to allow for electronic processing (scanning). The image must be a photo(graphic) image of professional quality on matte paper with a rectangular or square format. The height and width of the image – not the paper itself – should be no larger than 8 cm and no smaller than 1.5 cm.

All elements of the mark must be clearly legible and easy to distinguish.

Please note: the Bureau may request that you submit more images of the mark.

- Application by fax (in the case of a figurative mark)
If you submit the trademark application for your figurative mark by fax, all aspects of the trademark must be clearly visible. Submit an original image (preferably by e-mail) as soon as possible – at least within two weeks. Remember to mention your filing number. If the original image differs from the image submitted by fax, the filing date will be postponed.
- Application via e-mail (in the case of a figurative mark)
If you submit the application via e-mail, make sure to include the image of your trademark in the same e-mail. (preferably as a JPG, GIF or PNG, maximum printing format 8 X 8 cm).

9 Class numbers and the description of goods (products) and/or services

Please specify the goods (products) and/or services that apply to the trademark. Goods (products) and services are classified according to an international standard also referred to as the Nice Classification. This classification consists of 45 classes (categories).

Mention the class number(s) for the search and describe the specific goods (products) and services within each class. You can do so in two ways:

- 1 Use the standard class numbers and standard descriptions, as mentioned in the attachment. For example:
CI 35 Advertising; business management; business administration; office functions.
- 2 Use the standard class numbers and provide your own description of the goods (products) and/or services. For example:
CI 35 Advertising and advertising consultancy; advertisement design; technical consulting services for advertising campaigns; management of commercial affairs; market research and consultancy; marketing and marketing consultancy services; development, elaboration and implementation of advertising campaigns and other promotional activities and projects.

If your goods (products) and/or services are classified in more than three classes, you will be required to pay a supplementary fee for each additional class.

10 Fees

An overview of our fees is provided as an attachment to these explanatory notes. The fees are exempted from VAT.

11 Payment

You can make your payment by transferring the total sum either in **USD** or in **NAF** to the following bank account:

The Windward Islands Bank

Bank account in the name of Benelux Office for Intellectual Property

USD - 0081362210
- SWIFT (BIC) WIRE TRANSFERCODE: WISBSXSM
NAF - 0081377104
- SWIFT (BIC) WIRE TRANSFERCODE: WISBSXSM

Direct debit from a bank account is not possible. You cannot pay by cheque. If you have a current account at BOIP, you may request to debit the fees from your current account. In that case, check the box and fill in the (four-digit) number of your current account. If you do not have a current account but would like to apply for one, please contact us via trademarks@bip.sx.

12 Attachment(s)

State the number and type of attachment(s) (e.g. the additional copies of the logo).

It is important that you state the name and the reference or file number that you entered at question 1 on all attachment(s). If the form does not provide sufficient space to specify the various goods (products) and services, you may also send this information in the form of an attachment. If this is the case, we recommend that you refer to this attachment under section 9.

13 Signature

Specify the name of the person responsible for signing the search form. If the applicant is an organization, state the function (capacity) of the signatory. The form must be signed and dated.

Please note! If the form is submitted in a digital format, a signature is not required.

Submitting the form

You may submit the form via e-mail to:

trademarks@bip.sx