

### **General notes**

The Bureau will remind you of the expiration date of the trademark. A renewal reminder will be sent six months prior to the expiration date.

No rights may be derived from not having received a renewal reminder, whatever the reason. Renewing your registration on time is your own responsibility. You can use this form to request a renewal.

### **Notes**

The notes on the application 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 charged with the request for renewal. They can provide additional 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**

If the details of the trademark proprietor as entered in the trademark register have changed, the changes must be made in the trademark register. To do this, use a separate form for the application and make a payment of the applicable fee.

If these changes are not made within the period allowed for the renewal, your renewal request will not be further processed.

You are obliged to provide your address, as it will be included in the trademarks register. The P.O. Box address may be stated on the form, but this is not mandatory.

#### **4 Representative**

A representative may be an external agency, or an independent professional. They can provide advice on trademark protection, and handle all formalities on behalf of the applicant. If you use the services of a lawyer specialised in intellectual property, they must have a residential or business address in Sint Maarten.

If the representative introducing the request for renewal is not yet included as such in the trademark registration and if you wish to do so, please mark the appropriate box.

If you do not plan to enlist the services of a representative, you may skip this item.

##### Appointment/change of representative

*If you also wish to be registered as the representative of the trademark in question, you may indicate this here. The applicable fee must be paid at the same time.*

*Registration as a representative means that your office will be included in the trademark register. Accordingly you will receive all correspondence concerning the trademark.*

*A change of representative applies in situations in which another office was mentioned in the trademark register.*

**5 Trademark details**

Please note! It is not possible to modify the trademark itself when renewing the registration. If there are modifications to the trademark itself, please submit a **new** application.

**6 Renewal for a limited list of goods and services**

It is possible to request a renewal for only part of the goods or services that have been registered. If this is the case, you must list the goods and services that you wish to include in your registration. Please note that when adding limitations, the list of goods and services will remain within the context of the original registration.

Please note! It is not possible to extend the list of goods and services.

**7 Fees**

Our list of fees can be found on [www.bip.sx](http://www.bip.sx). No VAT will be imposed. We do not send invoices.

**Please note that an additional fee will be charged for renewal requests submitted after the expiration date of your registration. Requests submitted more than six months after the expiration date will not be processed.**

**8 Payment**

You can make your payment by transferring the total sum in **XCG** to the following bank account:

The Windward Islands Bank

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Bank account in the name of Benelux Office for Intellectual Property

**XCG** - 0081377104

- SWIFT (BIC) WIRE TRANSFERCODE: WISBSXSM

**Disclaimer:**

To avoid delays and bank charges, please ensure that payments are made in the currency of the bank account indicated **above**.

If payment is made from a USD account, kindly apply the exchange rate of **1.82** when transferring funds.

Any costs derived from bank transfers or currency conversions shall be for the account of the applicant and will be deducted from the received amount.

***Direct debit from a bank account is not possible. You cannot pay by cheque or credit card.***

If you have a current account with BOIP, you may request the fees due to be debited from the balance of this account. If this is the 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](mailto:trademarks@bip.sx).

**9 Enclosures**

Mention any attachments that you are going to enclose with this form. Please state the registration number on each attachment.

**10 Signature**

Do not forget to fill in your name and sign the form.

**NB:** If the form is submitted in a digital format, a signature is not required.

**11 Submitting the form**

You may submit the form via e-mail to:

[trademarks@bip.sx](mailto:trademarks@bip.sx)

You will receive a notification from the Bureau within several days, specifying the date on which your request for renewal was received.

The request for renewal and the payment must be made within the six-month period preceding the expiration date of the registration. You may also submit your renewal application within six months *after* the expiration date of the registration, but in that case an additional fee will be charged (see [list of fees](#)).