

PHILIPPINES

TRADE MARK FILING REQUIREMENTS

1 Applicant's particulars

- 1.1 Individual
 - Name
 - Citizenship
 - Address
- 1.2 Corporate Entity
 - Name
 - Type of entity, state whether private limited, public listed or others
 - Registered address
 - Country of incorporation
 - State of incorporation, where applicant is a US Corporation

2 Clear sample of trade mark

- 2.1 Electronic form
 - TIFF
 - JPEG
 - Others
- 2.2 Physical form
 - Word mark, specify typeface
 - Black and White mark, provide 5 copies
 - Coloured mark, provide 10 copies
 - Stylised and Device mark, provide 15 copies
 - 3D shape, provide technical drawings of perspective and elevation views

3 Trade mark particulars

- 3.1 Goods/Services
- 3.2 International Class(es)
- 3.3 Specify if the mark is in use or intended to be used

4 Where Priority is claimed

- 4.1 Certified True Copy of Priority Document; if not in English, provide Verified English translation¹
- 4.2 Priority particulars
 - Date
 - Application number
 - Country of filing
- 4.3 Certified True Copy of Home Registration corresponding to priority claim; if not in English, provide Verified English translation

¹ Certified True Copy of Priority Document and Verified English translation must be submitted within 90 days of date of filing of application.

5 Forms

5.1 Power of Attorney²

5.2 Notarized Declaration of Actual Use for each application³

- goods/services, provide list for which mark is used
- Name(s) and Address(es) of outlet(s) where Goods/Services are sold/rendered
- Proof of actual use of mark, provide documentary evidence
- 5 labels used on the goods or a clear picture of the mark, stamped on the goods
- Volume of sales for the fiscal year immediately preceding the filing of this Declaration, providing Original or Certified True Copy of purchases order, invoices, official receipts, corresponding to Income Tax Returns or Audited Financial Statements
- Advertising cost for the fiscal year immediately preceding the filing of this Declaration, providing advertisement and other proofs of advertising, corresponding to Income Tax Returns or Audited Financial Statements for that year

² Power of Attorney must be submitted within 60 days of date of filing of application.

³ Notarized Declaration of Actual use must be submitted within 3 years of date of filing of application.