

### **Matters & Materials required for filing a Trade Mark Application**

1. Trade Mark you wish to register
2. In respect of what goods or services is the mark used or proposed to be used?
3. Is your mark a label? If so, please send fifteen copies of the same.
4. Have you used the Trade Mark before?
5. If Yes, since When?
6. If No, When do you propose to use the mark?
7. Where do you propose to use the mark?
8. Are you a manufacturer or merchant or a service provider?
9. Are you a sole proprietary concern or a partnership or incorporated under the Companies Act?
10. Give full names of proprietor or partners
11. Is the partnership registered? Please enclose a copy of the partnership deed.
12. Full name and address of the principal place of business or registered office of the Applicant
13. Address for correspondence with name of the contact person, his designation, telephone, fax and e-mail particulars

#### **FOR OFFICE USE**

CLASSES: \_\_\_\_\_

**DOCUMENTS CHECK**    **LABELS**     **POA**     **PAYMENT**     **CHEQUE NO.** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_

**INSTRUCTIONS RECEIVED BY** \_\_\_\_\_ **SIGN** \_\_\_\_\_

**DATE** \_\_\_\_\_ **PLACE** \_\_\_\_\_