**INFORMATION REQUIRED FROM CLIENT / APPLICANT**

**(Please fill in the following table and email us)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No.** | **Particulars** | **Details** |  |  |  |  |
| **1** | Applicant’s complete Name |  |  |  |  |  |
| **2** | Address of the Applicant |  |  |  |  |  |
| **3** | Type of Organisation    (Pvt. Ltd./Public Ltd./Partnership  Firm/Proprietorship  Firm/Trust/Individual) |  |  |  |  |  |
| **4** | Is the organisation registered as startup or Small Enterprise under MSME Act | (If yes, please registration ) | provide | certificate | of | such |
| **5** | Full name of the Signatory  (On behalf of company/firm/trust) |  |  |  |  |  |
| **5** | Designation of Signatory |  |  |  |  |  |
| **6** | Nationality of Signatory | Indian |  |  |  |  |
| **7** | Father’s / husband’s name of Signatory |  |  |  |  |  |
| **10** | Mark/brand name ( only word or logo) |  |  |  |  |  |
|  | Category of Mark ( Word / Device ) \*\* |  |  |  |  |  |
| **11** | Description of Goods / services  ( specific ) for which Mark is to be used |  |  |  |  |  |
| **12** | Trade description  (Manufacturer/Traders, Service  Providers) |  |  |  |  |  |
| **13** | Period of usage of mark. \*\*  Is it proposed to be used or any evidence in case of prior use (commercial use) |  |  |  |  |  |
| **14** | Contact No. of Applicant |  |  |  |  |  |
| **15** | Email id of Applicant |  |  |  |  |  |
| **16** | Is Applicant claiming protection for specific combination of colours other than black and white ? \*\* |  |  |  |  |  |
|  | Is Applicant claiming the mark to be of any specific font ?\*\* |  |  |  |  |  |
| **17** | Signed Power of Authorization in the format as will be sent to you in our next email | Separately given |  |  |  |  |

Explanations (\*\*) :

➢ Category of Trademark :

1. ***Word mark*** *(it includes one or more words, letters, numerals or anything written in standard character),*

1. ***Device mark*** *(it includes any label, sticker, monogram, logo or any geometrical figure other than word mark),*

1. ***Colour*** *(when the distinctiveness is claimed in the combination of colours with or without*

*device),*

1. ***Three dimensional trademark*** *(it includes shape or packaging of goods),*

1. **Sound Mark** (where a particular sound does the function of uniquely identifying the origin of a product or a service).

* **Prior Use of the Mark:**

In case the use of the Trade Mark is claimed prior to the date of application, the applicant shall file an affidavit testifying to such use along with supporting documents. Also, a specific date of prior use is required.

* **Combination of colours:**

If specific combination of colours other than black and white is mentioned, it shall be presumed that the distinctiveness of the mark is claimed in that combination of colours and application will be considered accordingly.

* **Language:**

If the Mark is in language other than English & Hindi, Translation of the mark in English must be provided.

* **MSME /Start up:**

If the Applicant claims to be a start up or MSME organisation, a certificate to that effect will have to be provided.

* ***Partnership Firm:***

In case of Partnership Firm, any Partner can sign POA or Application, however, details of all the partners will be required to be filled in the Application.