Student’s name: …………………………………………………………………………………………………………………………………

**Worksheet 1  
Preparation for trademark registration**

**Module 3: Intellectual Property**

**Step0:** Suppose you are doing business and you already have a trademark.

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| --- | --- |
| **Your product/service:**  e.g. microwave ovens, furniture, footwear, advertising, insurance, etc.  ........................................................................................................................... | **Your trademark:**  ...................................................................................... |

**You want to register the trademark for effect in the European Union. What do you have to do?**

**Instruction:**

**Step1:** Check if your trademark is appropriate for registration.

1.1 Go to “[What to check before applying](https://euipo.europa.eu/ohimportal/en/checklist)” page in European Union Intellectual Property Office web site.

1.2 If every answer is “Yes”, it means that your trademark is an appropriate mark, but if not, find out what your trademark is lacking. And how to fix it.

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**Step2:** Check if someone else has registered your mark.

2.1 Go to “[Search availability](https://euipo.europa.eu/ohimportal/en/search-availability)” page in European Union Intellectual Property Office web site.

2.2 EUIPO provides you with 2 free of charge on-line databases to search for registered trademark. Use databases to search with your trademark.

2.3 If you cannot find anyone uses your trademark, it means that your trademark is an appropriate mark, but if not, it means that your trademark conflict with registered 1trademark. Therefore you must change your trademark, if you want to have trademark registered.

**Step3:** Classify your product/service according to the classes of [the Nice Classification](https://euipo.europa.eu/ohimportal/en/nice-classification).

3.1 Find out the detail of classes according to Nice Classification (hint: [WIPO](https://www.wipo.int/classifications/nice/nclpub/en/fr/?explanatory_notes=show&lang=en&menulang=en&notion=class_headings&version=20200101)).

3.2 If you have more products, Your products may be classify more than a class. In this case, you will have additional costs for each class. Your EUR 850 application fee enables you to choose one class. For an additional fee of EUR 50 you can add a second class, and for three or more classes you will need to pay EUR 150 for each class.

**Step4:** You must provide information to fill out an application form with the following details:

* Name and Surname
* Nationality
* Address
* Telephone number
* Email

**Step5:** Prepare your money then start to [apply online form.](https://euipo.europa.eu/tm/efiling/wizard.htm?execution=e2s1) (Since this is a scenario, please, ***Do not actually apply-online form***.)