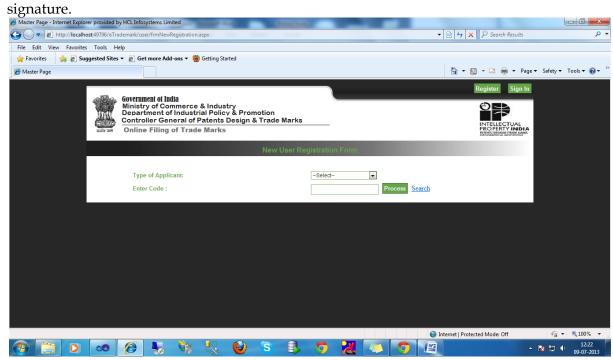
2013

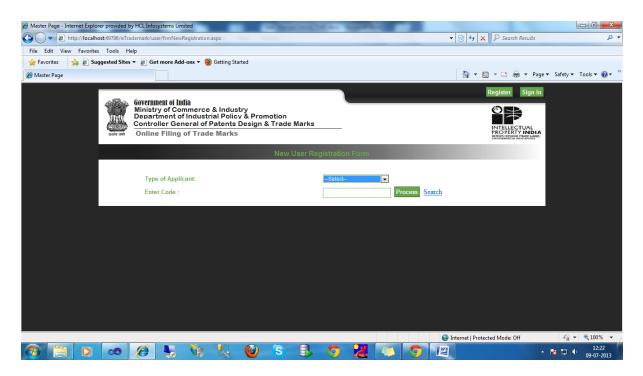
1. Login facility is available on the home page. User has to register for logging in. If a user is already registered he can log in using the User ID and Password or Digital



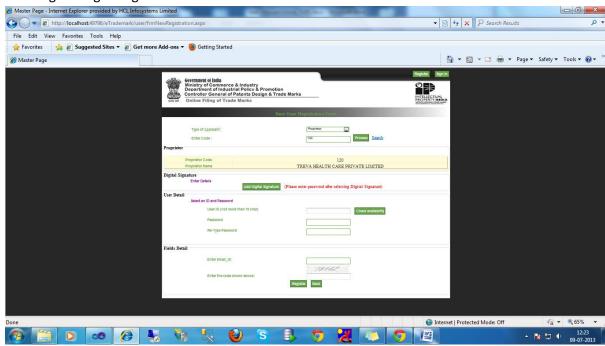
How to Register:

Registration can be done by:

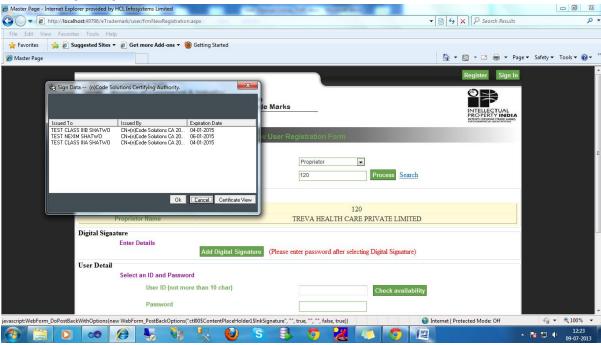
- Proprietor/Applicant
- Agent
- Attorney



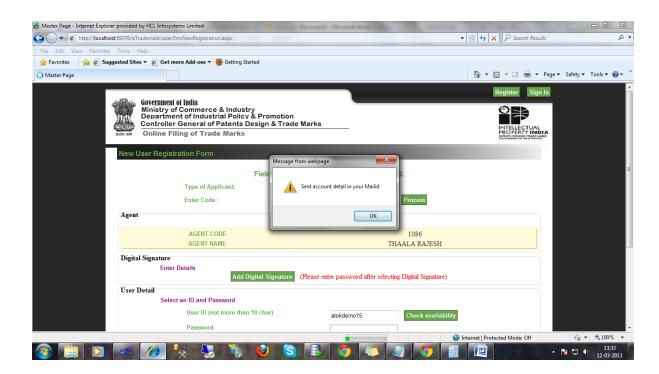
 If the details shown against entered Code is correct Add digital signature can be used for selecting the digital signature installed on the machine.



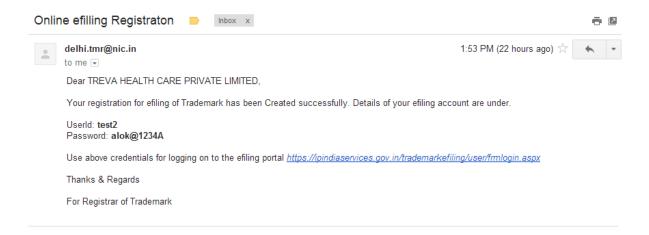
2. Select the digital signature and click on OK button



3. After filling the userid, password and email id details of the user, Register button needs to clicked for registration. The password must be strong password i.e., It must contain lowercase, uppercase, special character, numeral and it must be at least 8 character long. Once it got registered, the email confirmation will be send to the registered email id for further reference.



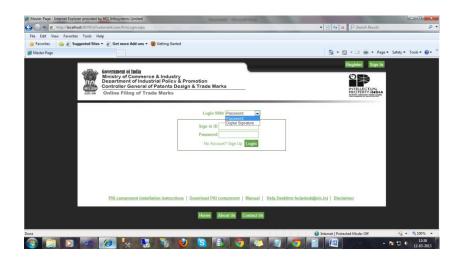
4. The details of the user registration will look like:



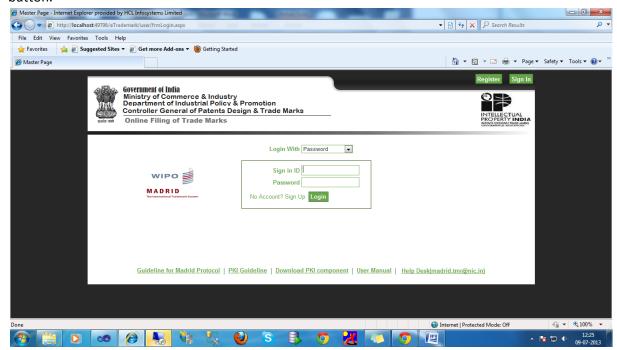
5. **Log in Process:** Upon successful Registration User can login either with User Id and Password or User Id and Digital signatures for logging into the system.

There are two types of login in application.

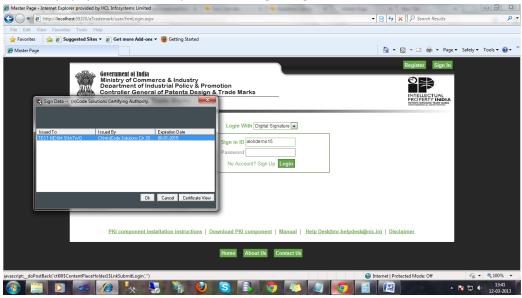
- a. Password
- b. Digital signature



Password: Select login type as Password and enter user Id and password then click on login button.



Digital Signature: Select login type Digital Signature and enter user Id then click on login button a popup window will open with all digital signature installed on machine.



a. On successful login the username and its user code will be displayed on the header



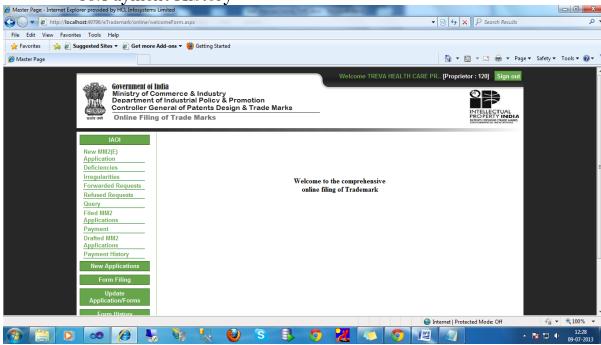
- Applications for International registration can be filed using the Link IAOI (International Applications Originating from India)
- The Domestic Applications can be filed using the link New Applications

1. **IAOI**:

Under IAOI following submenu is appearing

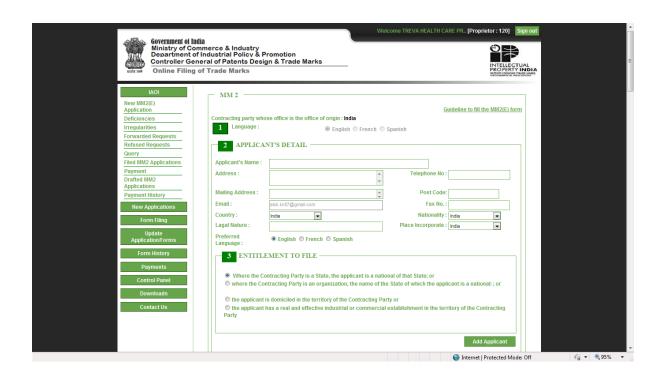
- 1. New MM2(E) Application
- 2. Deficiencies
- 3. Irregularities
- 4. Forwarded Requests
- 5. Refused Requests
- 6. Query
- 7. Filed MM2 Applications
- 8. Payment
- 9. Drafted MM2 Applications

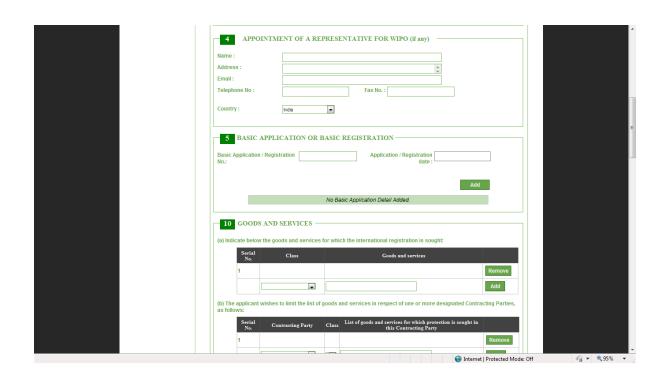
10. Payment History

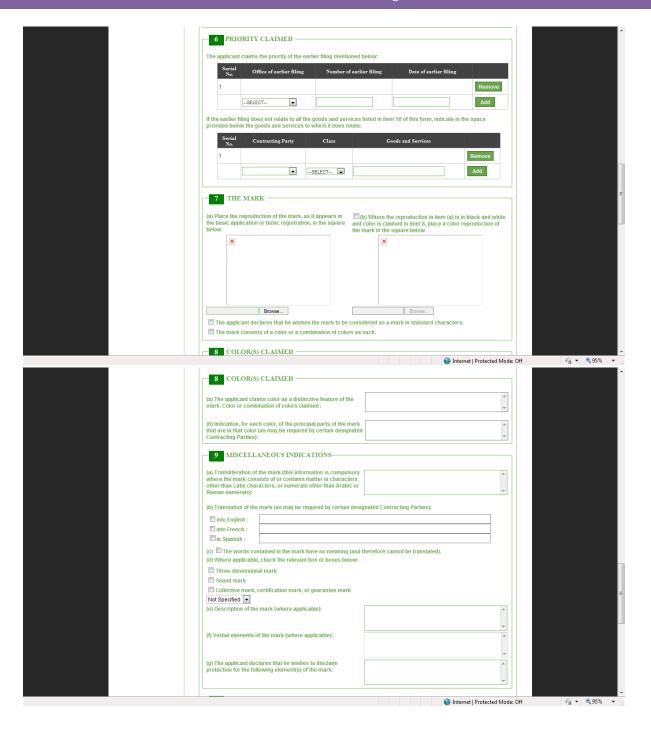


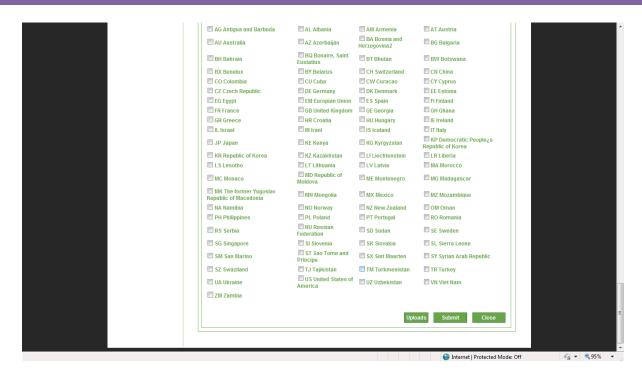
1. New MM2(E) Application

- **a.** On clicking the link "New MM2(e) Application" following screen gets opened to enable the drafting of the then MM2 form-:
- **b.** For filing THE FORM we can use Guideline link VAILABLE AT THE top OF THE FORM "Guideline to fill the mm2(e) Form"
- **c.** Fill all section of mm2 form
 - 1. APPLICANT'S DETAIL
 - 2. APPOINTMENT OF A REPRESENTATIVE
 - 3. BASIC APPLICATION OR BASIC REGISTRATION
 - 4. GOODS AND SERVICES
 - 5. PRIORITY CLAIMED
 - 6. THE MARK
 - 7. COLOR(S) CLAIMED
 - 8. MISCELLANEOUS INDICATIONS
 - 9. DESIGNATED CONTRACTING PARTIES

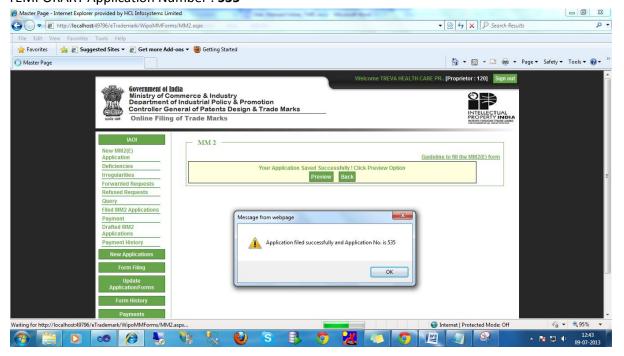








2. After fill all fields , click on submit button THE SYSTEM WILL SHOW a massage with TEMPORARY Application Number : **535**



3. Click on preview button TO SEE THE DETAILS OF THE DRAFTED APPLICATION

MM2(E)

APPLICATION FOR INTERNATIONAL REGISTRATION GOVERNED EXCLUSIVELY BY THE MADRID PROTOCOL 1- Temp. Appl. No./IAOI No.: 535 2- Office of Origin INDIA 3- APPLICANT DETAILS (a) Applicant's Name : TEST APPLICANT (b) Applicant's Address : ADDRESS TEST APPLICANT (c) Applicant's Correspondence Address: ADDRESS TEST APPLICANT (d) Country India (e) Telephone No.: 1100221144 (f) Fax No. 1122553366 (g) E-mail Address: alok.knit7@gmail.com (h) Nationality: India (i) Preferred Language for Correspondence : (j) Other indications (as may be required by certain designated Contracting Parties; for example, if the United States of America is designated, it is necessary to include these indications): (k) if the applicant is a natural person, nationality of -- if the applicant is a legal entity: BODY OF CORPORATE -- State and, where applicable, territorial unit within that State, under the law of which the legal India entity is organized: 4- ENTITLEMENT TO FILE (a) $\overline{\mathbb{U}}$ where the Contracting Party mentioned in item 1 is India a State, the applicant is a national of that State; or 5- APPOINTMENT OF A REPRESENTATIVE (if any): Not Applicable 6- BASIC APPLICATION OR BASIC REGISTRATION Sr.No. Basic application no. Date of basic application. 10 01/06/1942 7- GOODS AND SERVICES Sr. No. Class. Goods and Description 1 33 WHISKY 8- LIMITATION OF GOODS AND SERVICES: Not Applicable 9- PRIORITY CLAIMED Sr. No. Office Application no. Date Egypt 10 20/10/2012 11- THE MARK (a) The mark in the square below. Image is coloured.



- 11- MISCELLANEOUS INDICATIONS
 - (a) Transliteration of the mark (this information is compulsory where the mark consists of or contains matter in characters other than Latin characters, or numerals other than Arabic or Roman numerals):

Nil

- (b) Translation of the mark (as may be required by certain designated Contracting Parties): Nill
- (c) The words contained in the mark have no meaning (and therefore cannot be translated).
- (d) Collective mark, certification mark, or guarantee mark
- (d) Description of the mark (where applicable):

TDESCRIPTION OF THE MARK EST A

4. THOUGH THE LINK "**Drafted MM2 Applications**" all the drafted applications can be viewed and digitally signed.

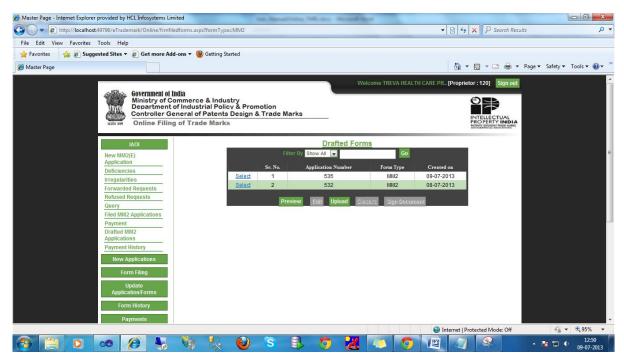
Edit: To edit the selected application

Upload: To upload the attachment for selected application

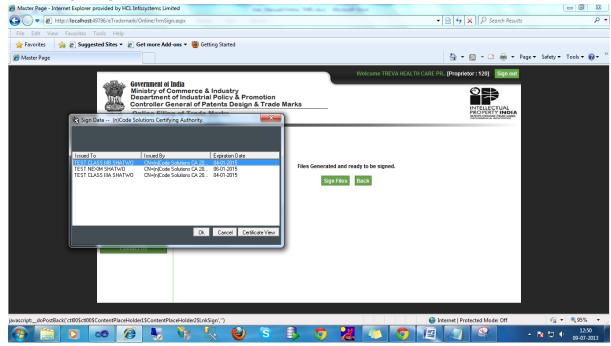
Discard: To discards the selected application

Digital Signature: To digitally sign the selected application

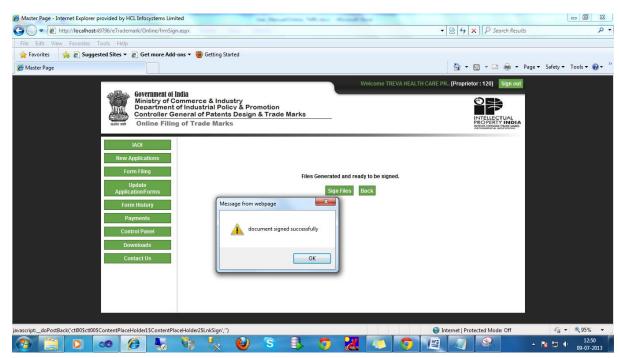
5. **Digital Signature:** for signing the application Select particular application "532" and click on sign document.



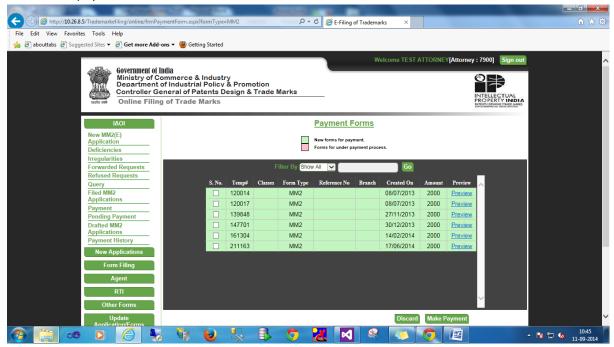
6. And select Digital signature then ok.



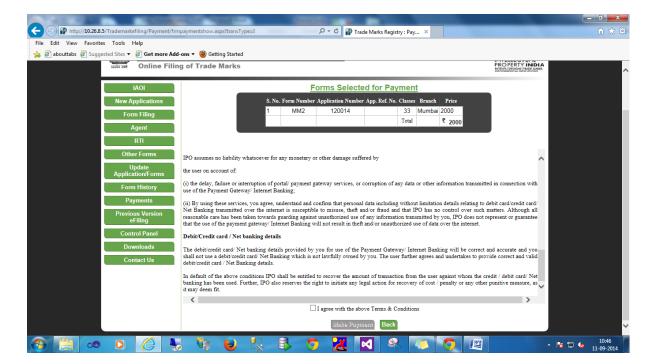
 $7. \;\;$ On successful signing the message will appear : "Document sign successfully"



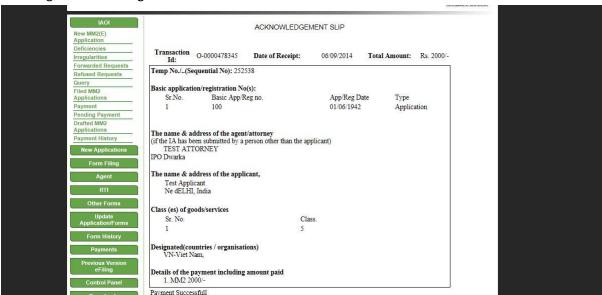
8. Click on "Payment" link then show all sign records in a Grid and select any application and click on "make payment" button



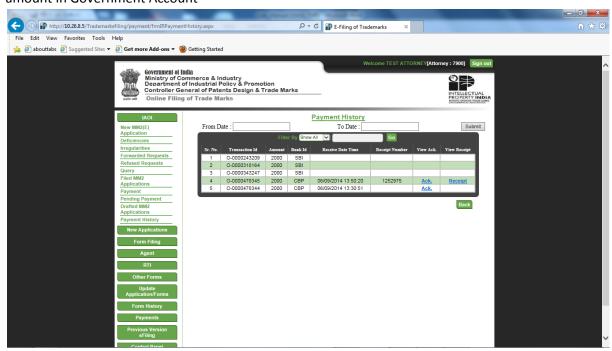
9. After clicking make payment button then show select application payment detail and "term & Condition" check box.



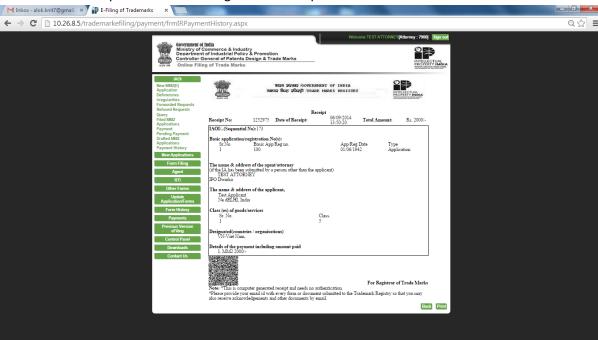
10. After getting the user's agreement, the "Make Payment" button will get enable. On clicking the "Make Payment" button the payment request will be forwarded to Payment gateway for further selection of Bank, Payment mode etc. If the payment attempt is successful, a payment Acknowledgement will be generated.



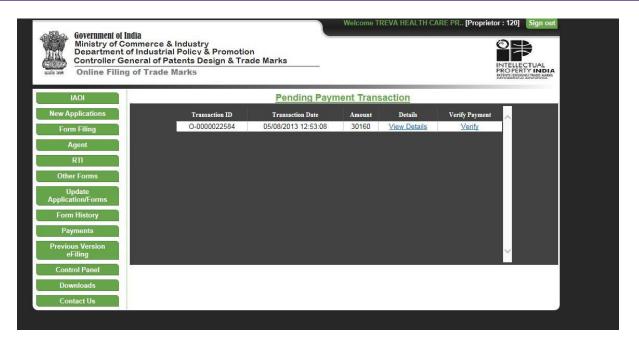
11. The Receipt containing the Receipt No, permanent application numbers for all the forms can be generated after two working days from the "payment history "tab subject to realisation of amount in Government Account



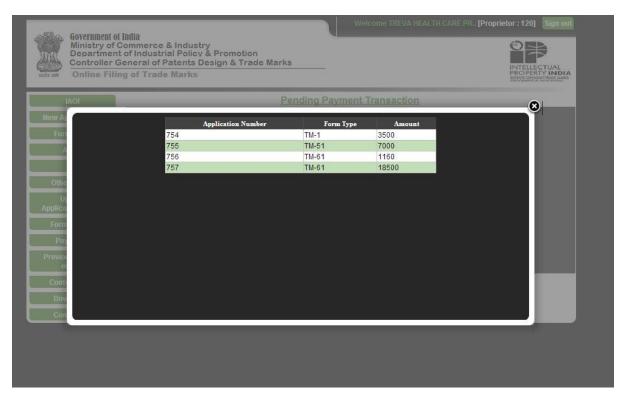
12. Then click on receipt link button then generate receipt

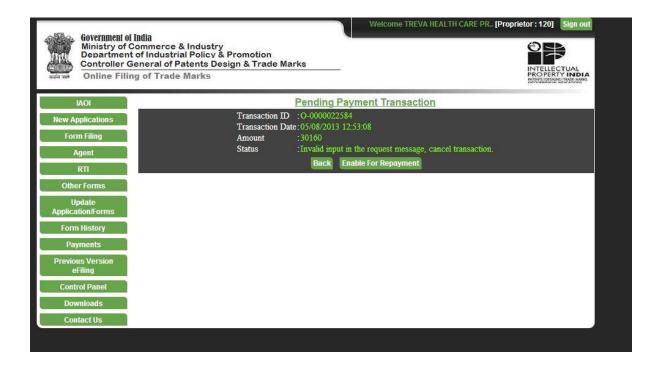


13- In case the payment got debited and acknowledgement of the same could not be generated, the payment can be re-verified and settled through pending payment menu after 30 minutes. In the pending transactions menu all the un-settled transactions will be shown. On click of the verify button the server will verify the transaction with the payment gateway. If the payment transaction is successful at the payment gateway then an acknowledgement will be generated otherwise the transaction will be treated as failed transaction and the applications under that transaction can be selected for re-payment from the "Payment tab".



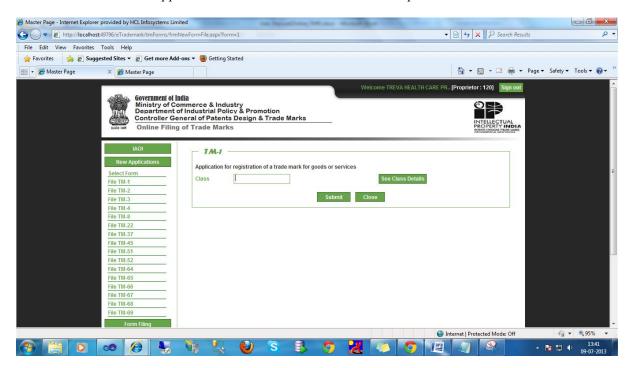
If you want to check the information of application number then click on "View Details" then



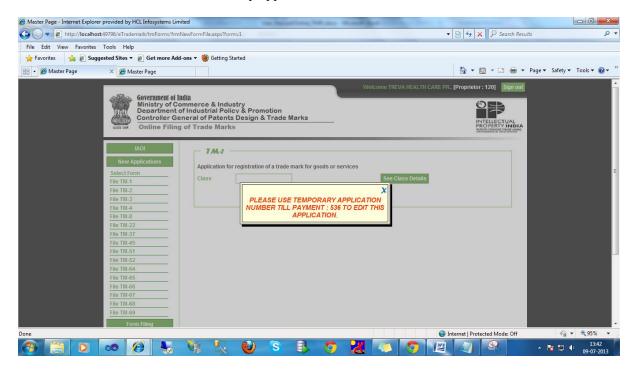


Fill new application

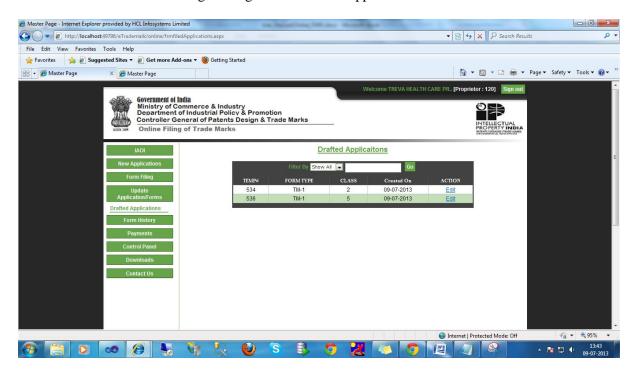
1. Click on New Application Tab and select File TM-1 and put class in to textbox and submit



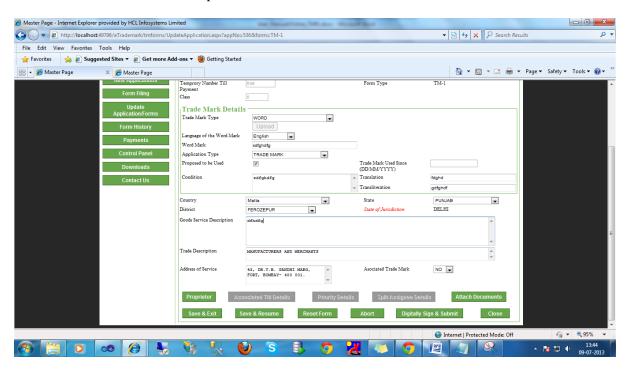
2. After submit then we find temp application number



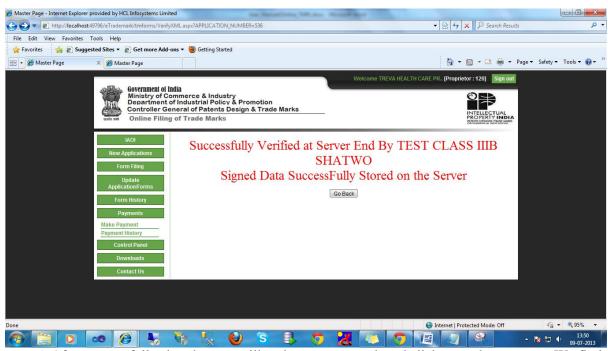
3. Then click on close sign then go to the Drafted application list



4. Click on edit link then open TM-1 form



5. Fill all fields and save also digital sign then display successfully massage



6. After successfully sign then we will go into payment tab and click on make payment. We find



the all sign applications and we will select particular

7. After click on Make payment then show Payment login screen and select particular Bank and click submit button

(Filing of other Subsequent forms)

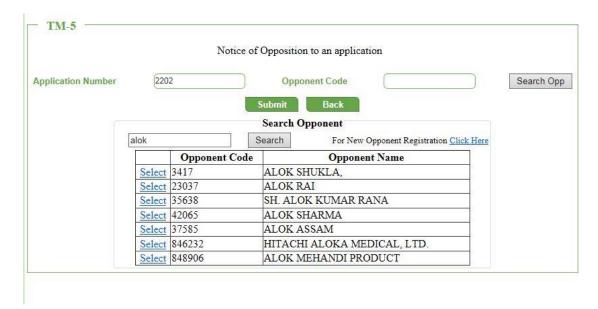
Opposition Forms -: TM-5

Oppositions against the published TM Applications can be filed within 4 months of the publication. Any Opponent can file his or her opposition within the allowed opposition period by frafting a TM-5 form. Form TM-5 can be selected from the "Form Filing Tab"

One can enter the application Number to be opposed and his or her opponent



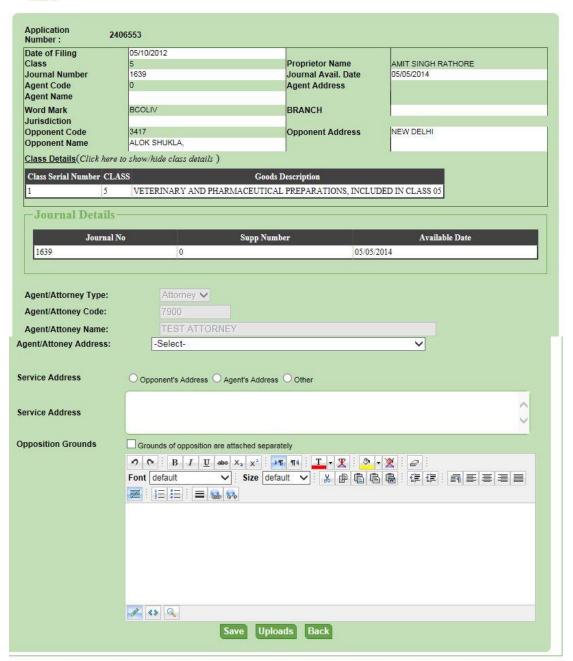
If you do not know your opponent code then you can click on search button "Search Opp" Then you will find a textbox for entering then opponent name and click search button opponent can be selected if already present in the search result. Otherwise can be created a new opponent by clicking on the "Add New" Button.

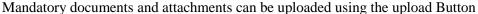


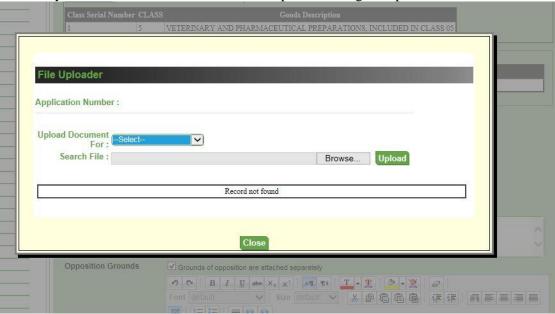
Then you will find a form that has information related to entered application number and opponent code and select the Address for service from the drop down.

Grounds of opposition can be drafted on the space provided or can be attached separately in PDF file.

— TM-5







After uploading documents click on "submit" button which will display a massage with temporary number. Now the form can be signed from the "Drafted Forms and Applications" tab and payment can be made through "payment tab".

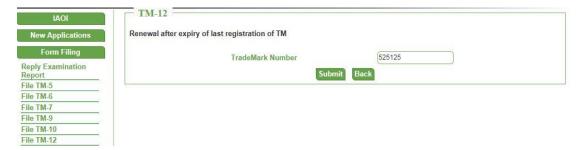


Renewal Forms -: TM-12

Renewal of a TM Application can be filed six month before the expiration of validity upto six months after the expiration of validity.

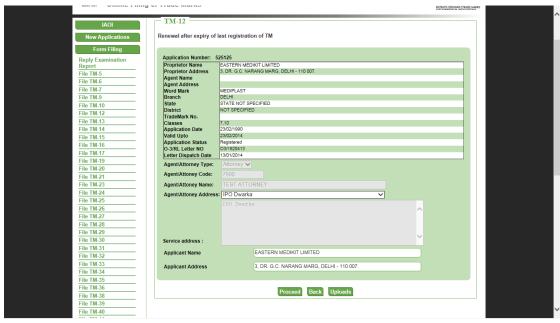
To file a Renewal request one can go to "Form Filing Tab" and select TM-12 form.

While drafting a TM-12 form you will require entering the application Number for which renewal request is being made. System will also prompt for other forms required like TM-10 or TM-13. The Address for service can be selected from the drop down.





Click on yes to include the required forms automatically. You can further upload the required attachments like POA etc.



On click of the proceed button a Temp# will be allotted for the drafted Renewal request, Which can further be signed and paid using "Drafted forms and application tab" and "Payments tab" respectively.



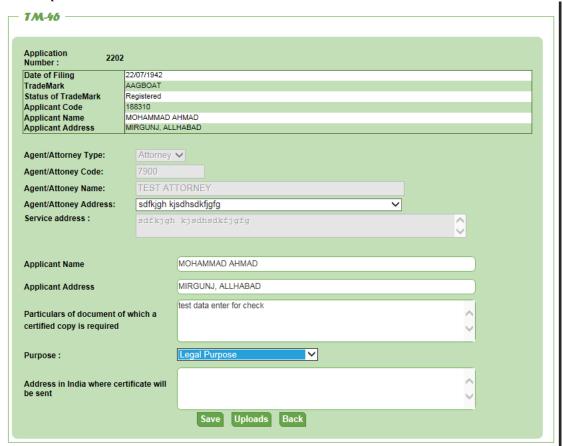
Request for issue of a legal certificate: TM-46

Any interested Party or Public can obtain a certificate for legal purposes mentioning the details of the TM application. To file this request, TM-46 can be selected from "Form Filing Tab" and enter the Application/opposition/rectification number for which a legal certificate is required.



Address for service can be selected from the dropdown menu and other details can be entered accordingly.

- 1- Select(agent/attorney) drop down address
- 2- Applicant Name
- 3- Applicant Address
- 4- Copy document for require
- 5- Purpose



After uploading the required attachment form can be saved by clicking on the submit button.



NOC Certificate for Copyright Applications -: TM-60

Request for no objection certificate (NOC) for the purpose of Copyright Registration, can be filed by selecting form TM-60 from "Form Filing Tab" and enter the Applicant details and the images of the Literary/artistic work under copyright application.

- 1- Party Type -Attorney/Proprietor
- 2- Party Code



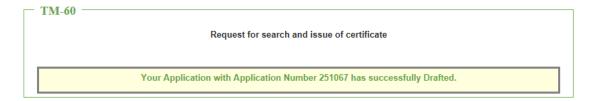
First you select a particular Party type and Party Code then click on submit button



Fill in all required details like

- 1- Branch
- 2- Address
- 3- Labeltext
- 4- Upload image

After filing all details of the forms and click on submit button. It will show a Temp# against the drafted request TM-60



Digital Signing of Drafted Forms:

Drafted forms can be reviewed and digitally signed by using the tab "Drafted Applications and forms" This list will contain all the forms and applications which has been drafted and not discarded. Correct forms can be checked and digitally signed by clicking on the sign document, whereas defective and redundant forms can be discarded using Discard button.



Edit button can be used for correcting the mistakes before signing the same.

<u>Preview -:</u> Preview of a form will reflect the actual form which has been generated on the basis of particulars entered during drafting.

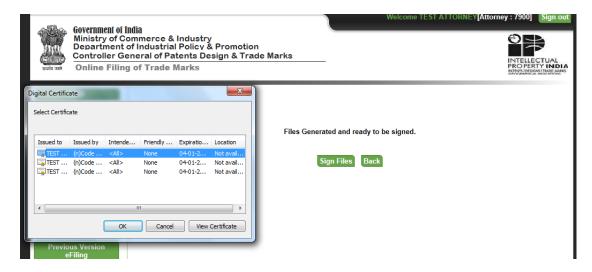


<u>Sign Document</u> -: To sign a form select the form and click on the "Sign Document Button" when List of available digital signature on your machine appears, you need to select the signature and press OK button

Files Generated and ready to be signed.

Sign Files Back

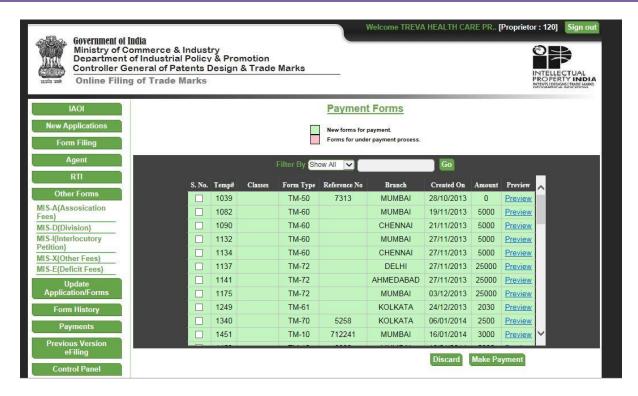
Then click on sign files



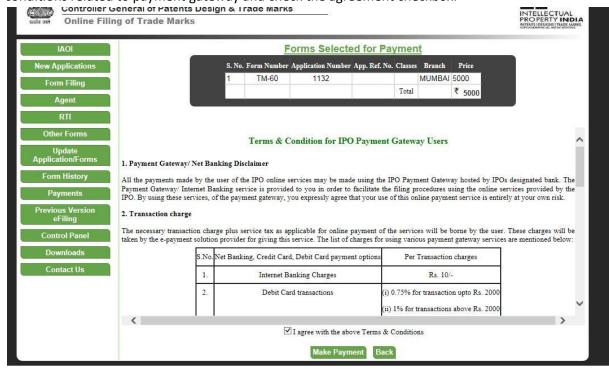
If the forms gets successfully signed the following message will appear.



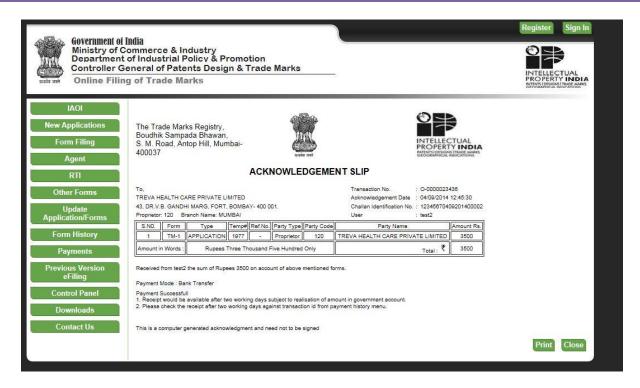
All the digitally signed applications and forms are moved to payments List, from where the payments can be made online.



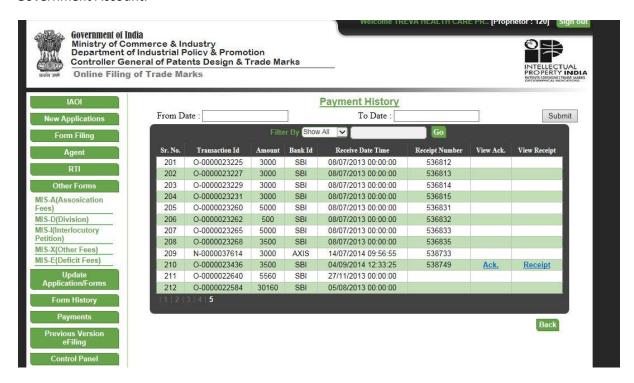
Multiple forms can be selected for one single payment request. After click on button "make payment" selected forms with respective fees will be displayed User will need to read the Terms and conditions related to payment gateway and check the agreement checkbox.



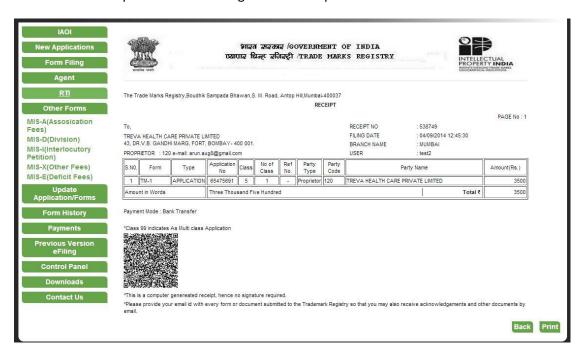
After getting the user's agreement, the "Make Payment" button will get enable. On clicking the "Make Payment" button the payment request will be forwarded to Payment gateway for further selection of Bank, Payment mode etc. If the payment attempt is successful, a payment Acknowledgement will be generated.



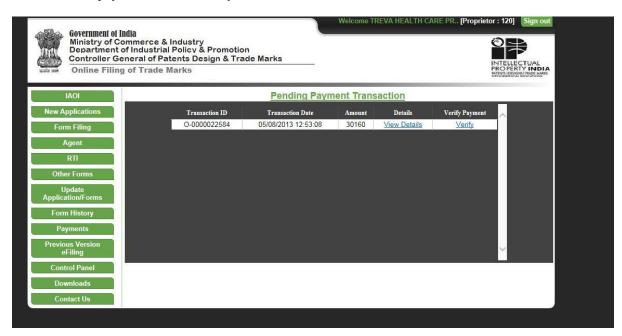
The Receipt containing the Receipt No, permanent application numbers for all the forms can be generated after two working days from the "payment history "tab subject to realisation of amount in Government Account.



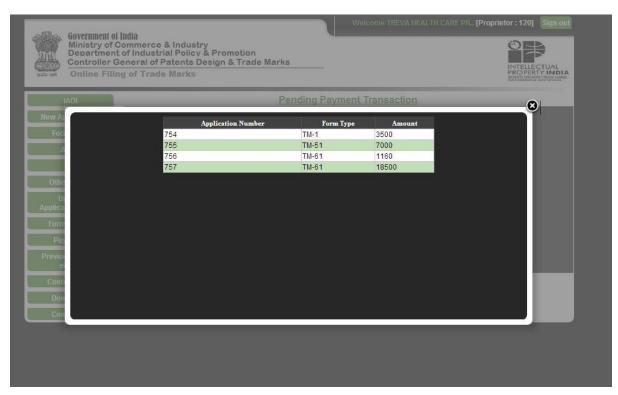
Then click on receipt link button then generate receipt



In case the payment got debited and acknowledgement of the same could not be generated, the payment can be re-verified and settled through pending payment menu after 30 minutes. In the pending transactions menu all the un-settled transactions will be shown. On click of the verify button the server will verify the transaction with the payment gateway. If the payment transaction is successful at the payment gateway then an acknowledgement will be generated otherwise the transaction will be treated as failed transaction and the applications under that transaction can be selected for re-payment from the "Payment tab".



If you want to check the information of application number then click on "View Details" then

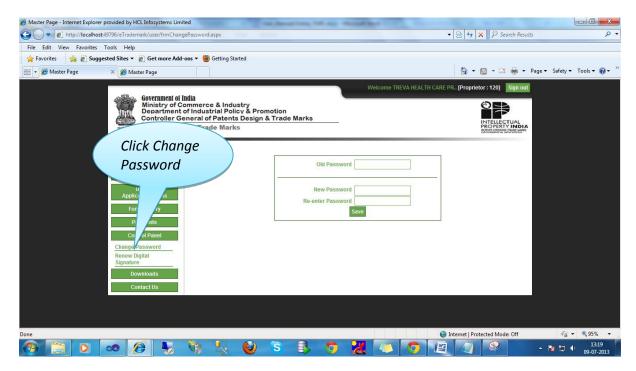




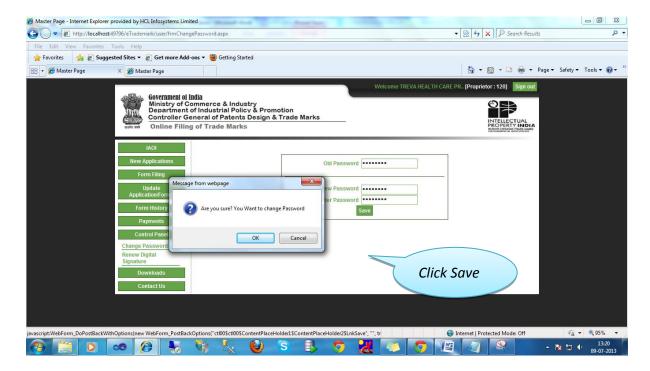
Control Panel:

How to Change Password

Change Password facility is available under Control Panel Menu Tab . User has to ensure the strong password. As per present policy the password must contain at least one lowercase, one uppercase and one numeral in the password and the length should be at least 8 characters long.

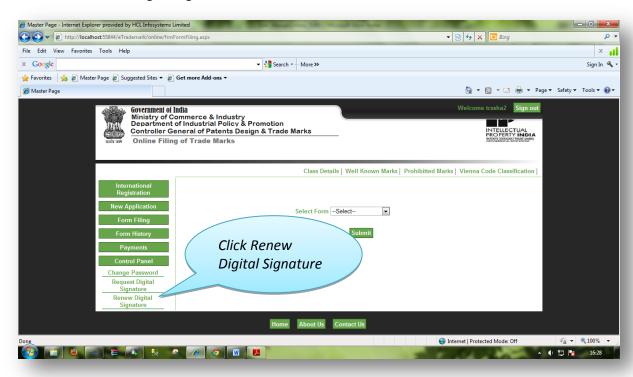


Fill the old password, new password, confirm new password and click on save button.

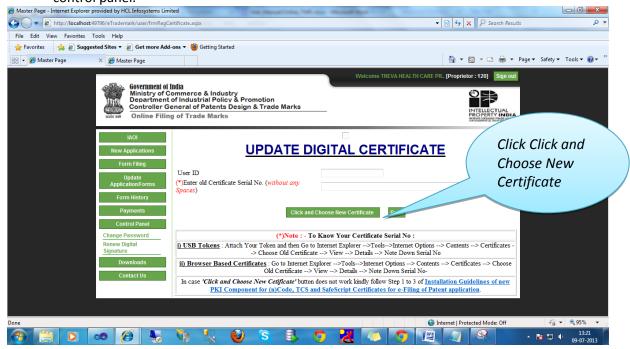


How to Renew Digital Signature

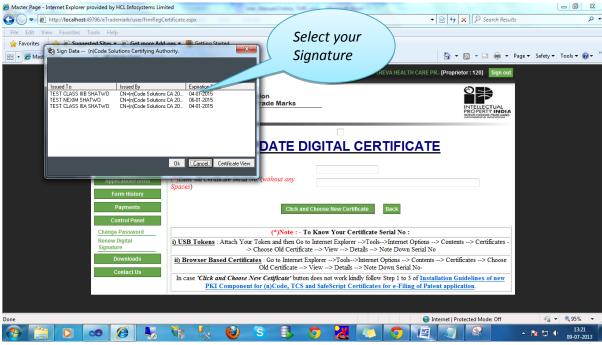
1. Go To Renew Digital Signature Menu under Control Panel Menu



2. Fill The Details and Click on the "Click and choose new certificate". If you do not have the OLD certificate serial number, you can find the same in "View profile" menu under the control panel.



3. Select your Signature in popup window



4. Now Click OK button

