

IP

TRADE MARKS REGISTRY

E-FILING OF TRADEMARK

APPLICATIONS

IN INDIA

USER MANUAL

This User manual explains the steps for e-filing of Trade Marks Applications in India for applicants wishing to file Trade Marks Application online. The applicant can use this manual as a ready reckoner which illustrates the various screen shots and the procedures that he or she may follow while filing Trade Marks Application. The Trade Marks Registry over would gradually switch over to a completely paperless office in a phased manner within the next three years. Development of back and operation for e-processing are in an advanced stage. The Registry in the coming months would provide on on-line tutorials to guide customers at every steps from e-filing, electronic(examination, correspondence, publication, opposition, hearing, registration, renewal and assignment) truly facilitating a transparent , error free 24x7x365 services. It wishes to acknowledge the contribution of National Informatics Centre for this dream project.

E-Filing of Trade Marks Application Procedures and Guidelines.

1) Who can file the online Trade Marks Applications ?

Any Proprietor or an Agent or an Attorney registered with Trade Marks Office, India. The term registered means Proprietor/Agent /Attorney who has previously obtained User Code from Trade Marks Office India.

2) How to create Your Login accounts so as to access online TMR Application Filing System ?

A) If the applicant (Proprietor or Attorney) is totally new to this system and does not have User Code allotted from Trade Marks Office India or he / she has been allotted a user code but it has been forgotten , then an online search can be performed to find out the desired code or to add a new user via an online registration to get new user code. This can be done by clicking the hyperlink “Proprietors, Agents and Attorneys to please Sign Up for New Login Accounts” as shown in following login screen.

Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Controller General of Patents Design and Trade Marks

Welcome to Online Filing of Trade Marks App

eTMR Login Screen

User ID

[Click To Login](#)

[Proprietors, Agents and Attorneys to please Sign Up for New Login Accounts](#)

[Click here for Public Search](#)

[Click here for Application Status](#)

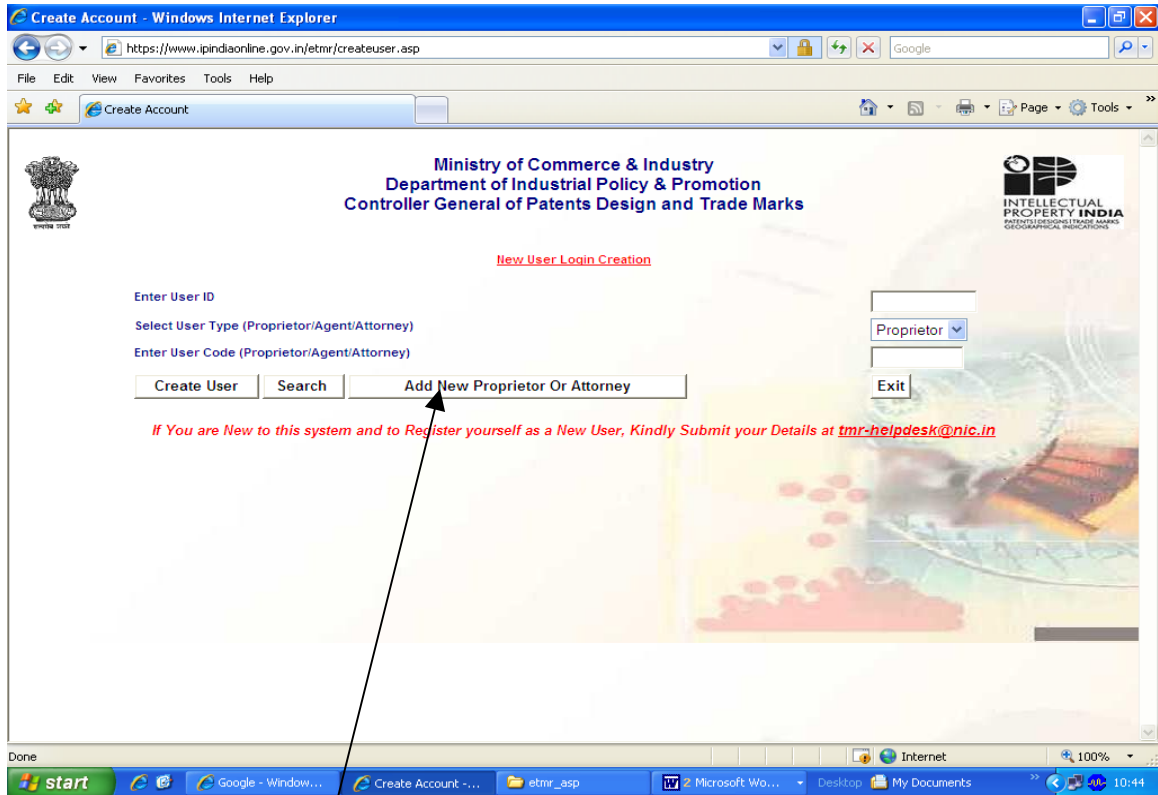
[Click here to view new PKI Guidelines for \(n\)Code, TCS and SafeScript Digital Certificates holders](#)

[FAQs](#)
[Click to See Prerequisites](#)

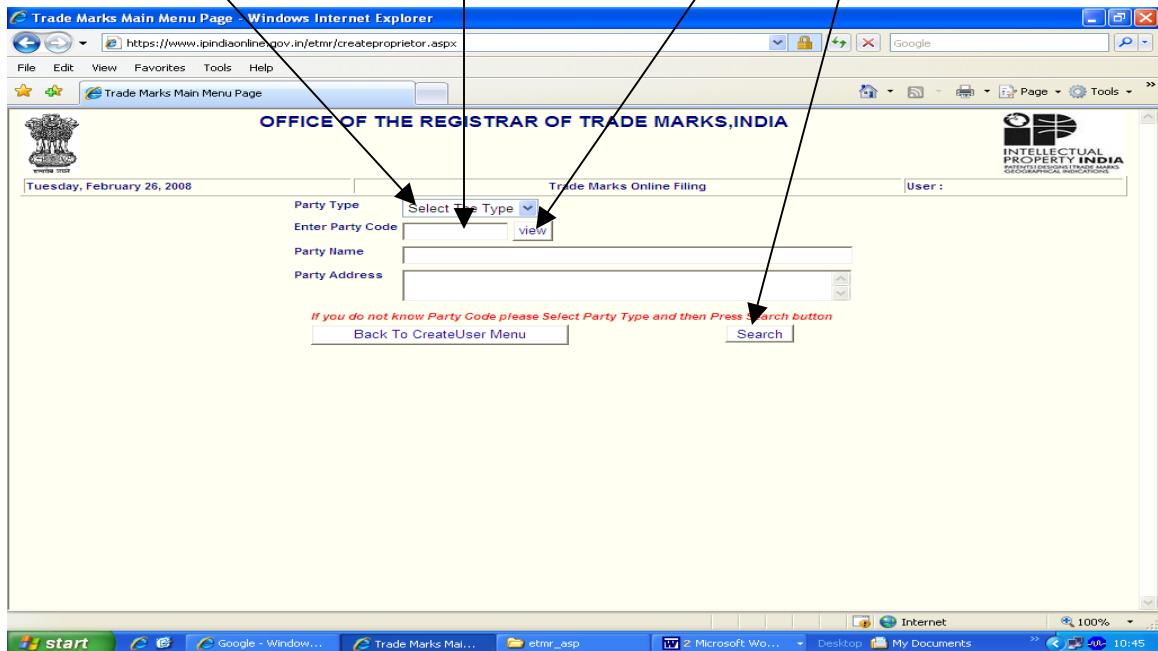
[Disclaimer](#)

[Help Desk](#)
[Instructions to use the System](#)

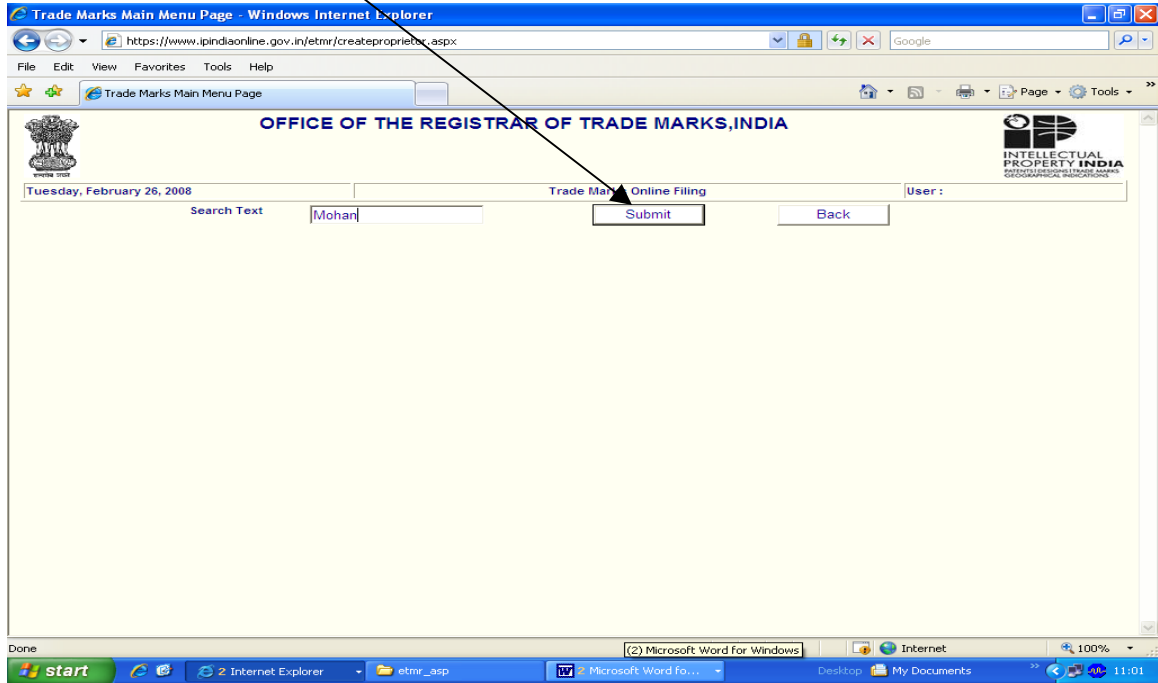
Designed & Developed by National Informatics Centre
BEST VIEWED IN INTERNET EXPLORER WITH 1024 X 768 RESOLUTION



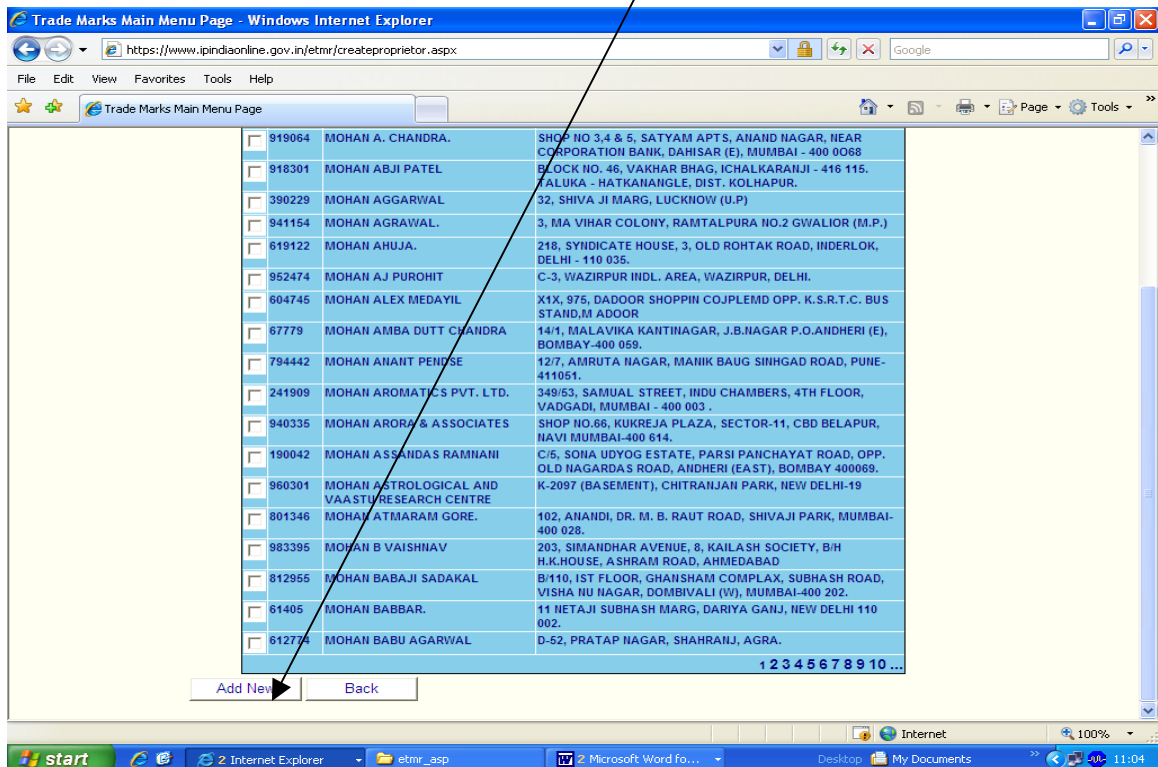
Click the button “Add New Proprietor or Attorney” and the following screen will appear. This screen can be used to Search for an existing Proprietor / Attorney by selecting Party Type, entering Party Code and pressing “View” button. If Party Code is not known then a Text search can be performed by click the “Search” button.



The following screen can be used to perform Text Search by entering the desired text and clicking the “Submit” Button



The Search results can be viewed in the following screen and based on that New User can be added into the system by clicking the “Add New” button.



In order to add a new user the following information needs to be entered as shown in the following screen.

The screenshot shows a web browser window titled "Trade Marks Main Menu Page - Windows Internet Explorer". The address bar displays "https://www.ipindiaonline.gov.in/etmr/createproprietor.aspx". The page content is from the "OFFICE OF THE REGISTRAR OF TRADE MARKS, INDIA" and is dated "Tuesday, February 26, 2008". The page title is "Trade Marks Online Filing" and there is a "User:" field.

The main form is titled "Enter The proprietor Details" and contains the following fields:

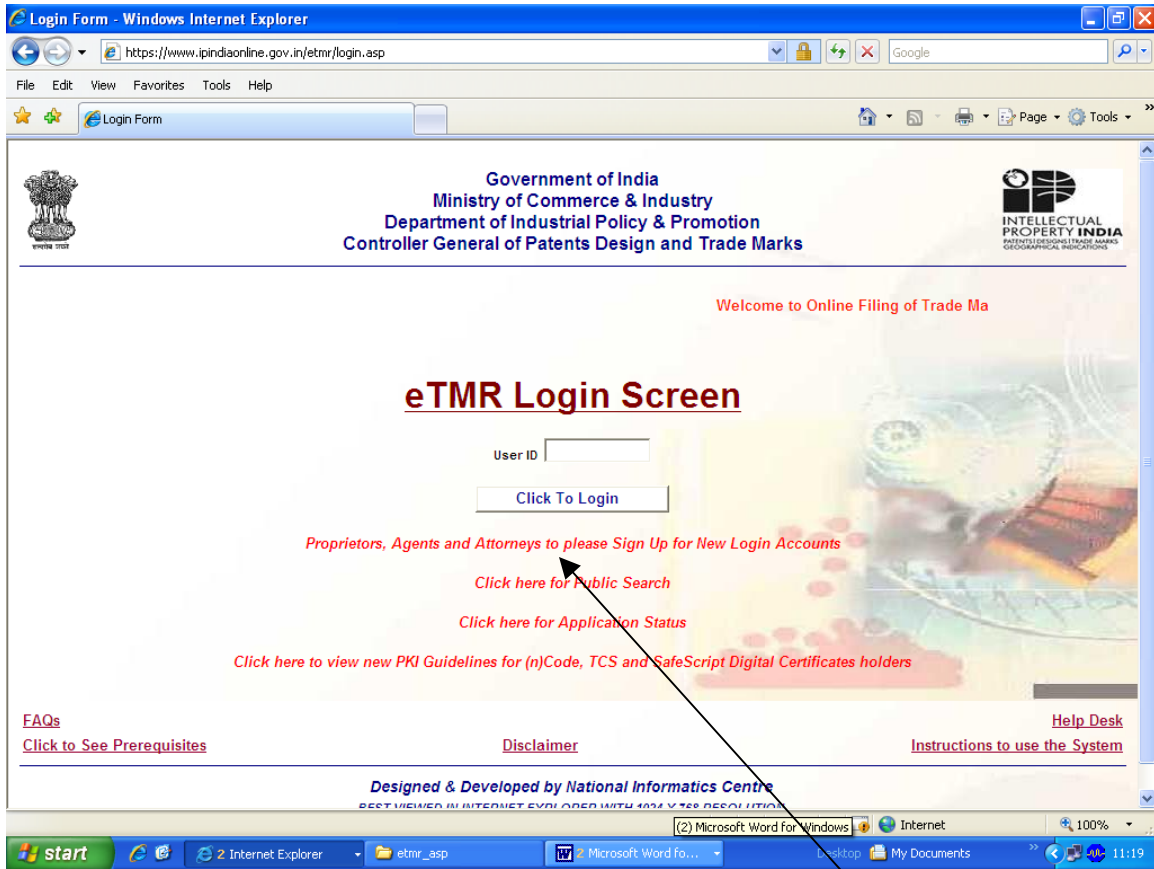
- Enter Name: [Text Input]
- Enter Address: [Text Input]
- Enter Nation: [Dropdown Menu]
- proprietor service address: [Text Input]
- Telephone: [Text Input]
- Fax: [Text Input]
- Enter Proprietor Email: [Text Input]
- Enter Proprietor Trade Description: [Text Input]
- Select Sex: [Dropdown Menu (set to Male)]
- Enter Proprietor Trade As: [Text Input]
- Enter Proprietor Reg. Description: [Text Input]

Below the form, there are radio button options for the type of firm:

- Single Firm
- Partnership Firm
- Joint Firm
- Hindu Undivided Fam
- Body Incorporate
- Society
- Trust

At the bottom of the form, there are four buttons: "Add Partner", "Add JointFirm Detail", "Back", and "Submit".

B) The applicants who are in possession of user code from TMR office, India can create a user account through which they can log into the online application.



The above is the Login Screen through which an applicant can log into the online TMR application filing system. The applicant who has user code allotted to them from TMR office, India can create their login account by clicking the hyperlink “Proprietors, Agents and Attorneys to please Sign Up for New Login Accounts”

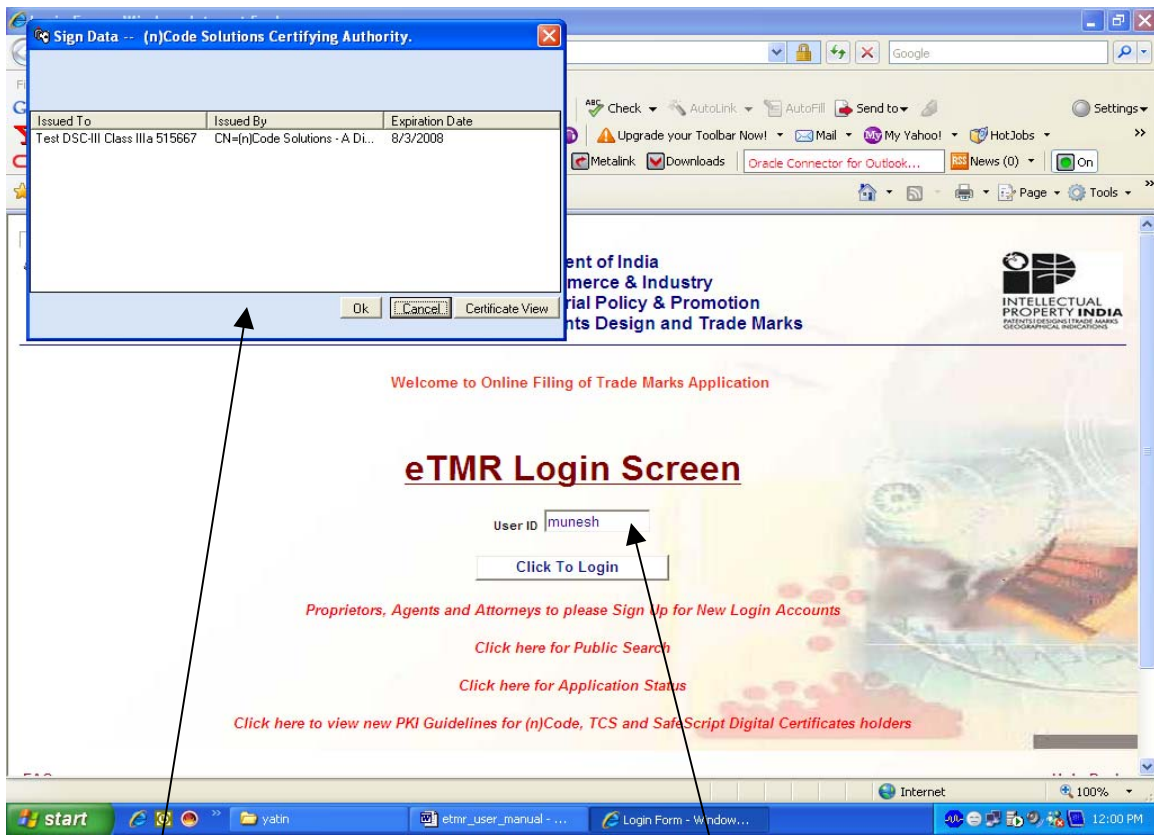


The above screen can be used by an applicant who has got user Code to make their login accounts by giving a User Id (consisting of alphabets or numbers or both), his/her type (Proprietor / Agent / Attorney) and User Code provided to them by TMR office, India.

It is important to note that Digital Signatures must be with the applicant while creating user accounts since the system captures Digital Signature Details while creating login accounts. It may be noted that at present TMR e-filing application can be used for the following Class 3 Digital Signatures

- (n)Code Solutions
- Tata Consultancy Services (TCS)
- SafeScript from Sify

The applicants who has successfully created their login accounts can log into the system by typing their User Id / Login Id created as shown in the screen mentioned below.

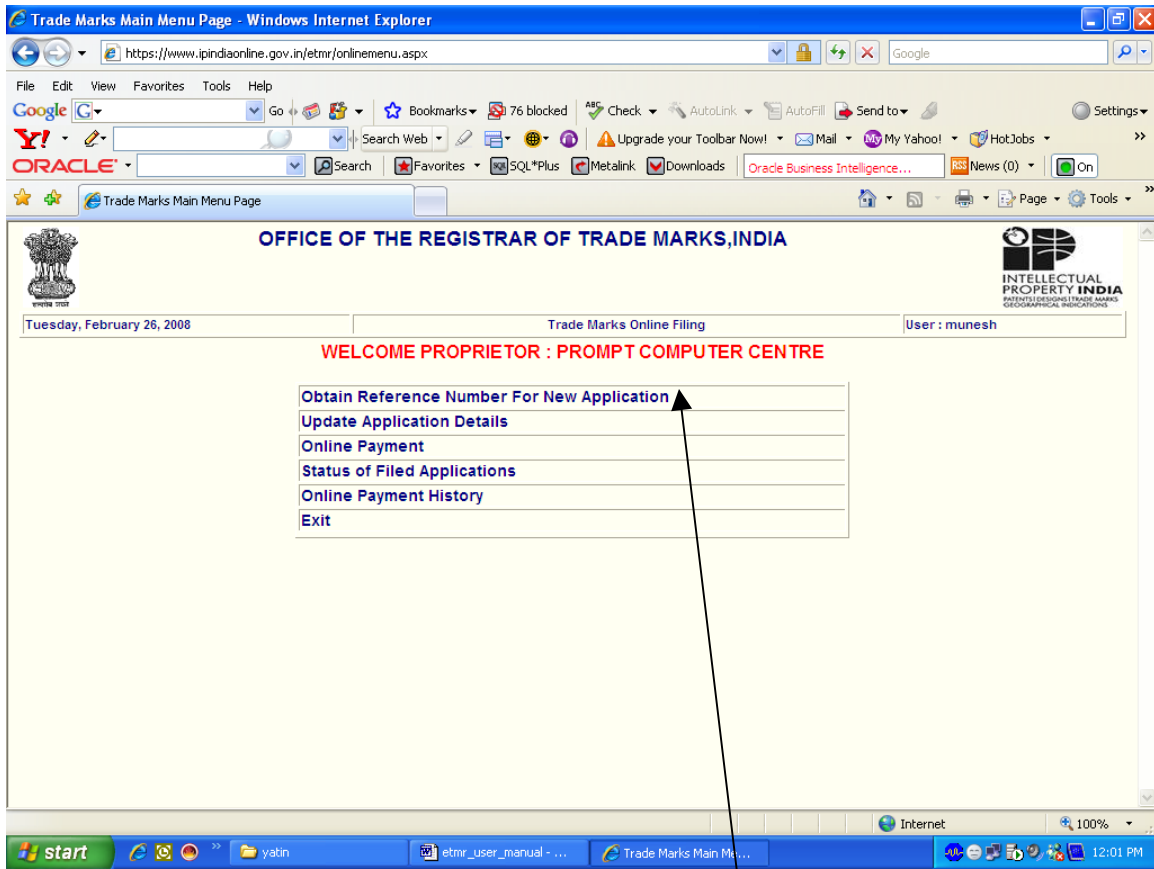


Digital Signature window

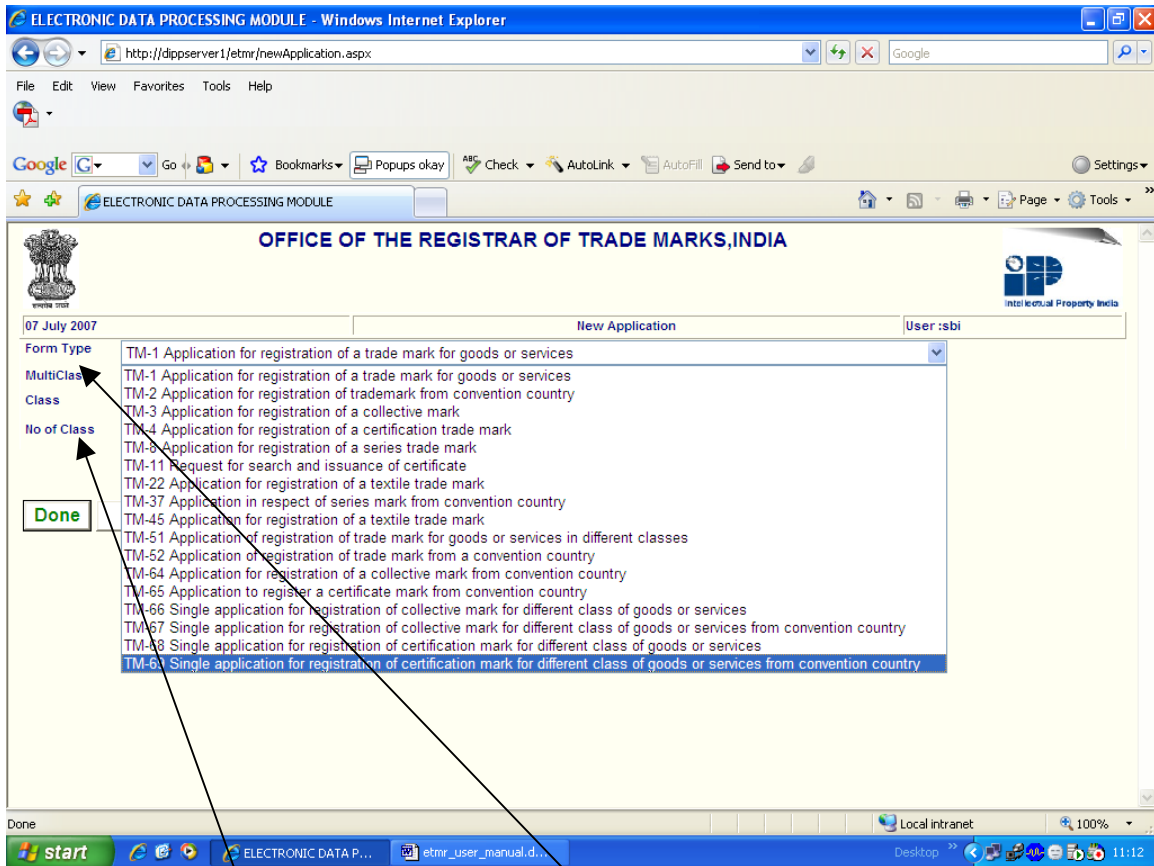
Login ID/ User Id

3) How to e-File an application ?

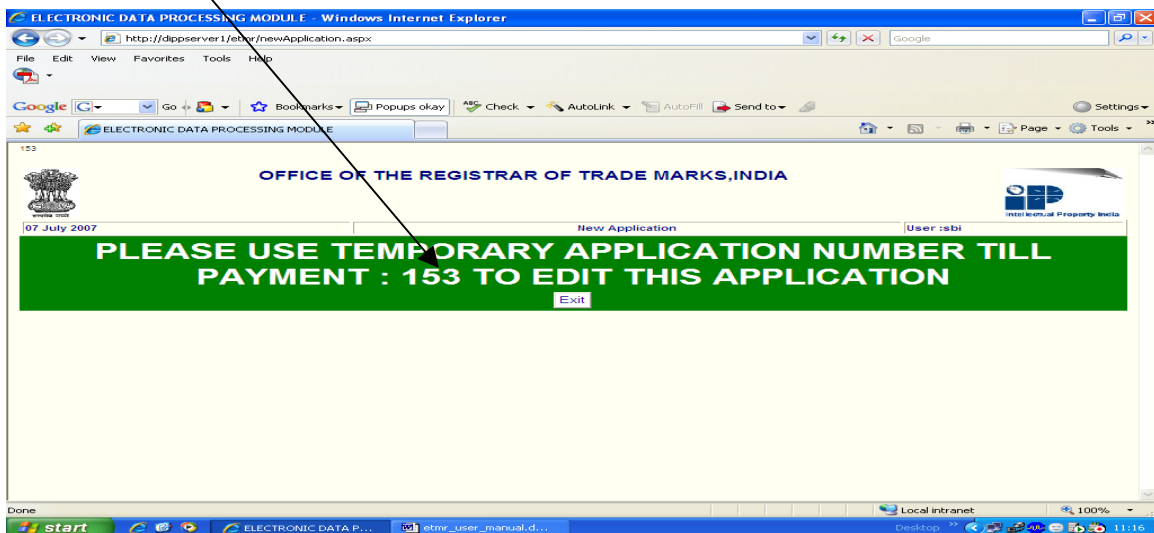
Once an applicant Logs into the system using his userID and Digital Signatures , the following screen welcome screen will be displayed.

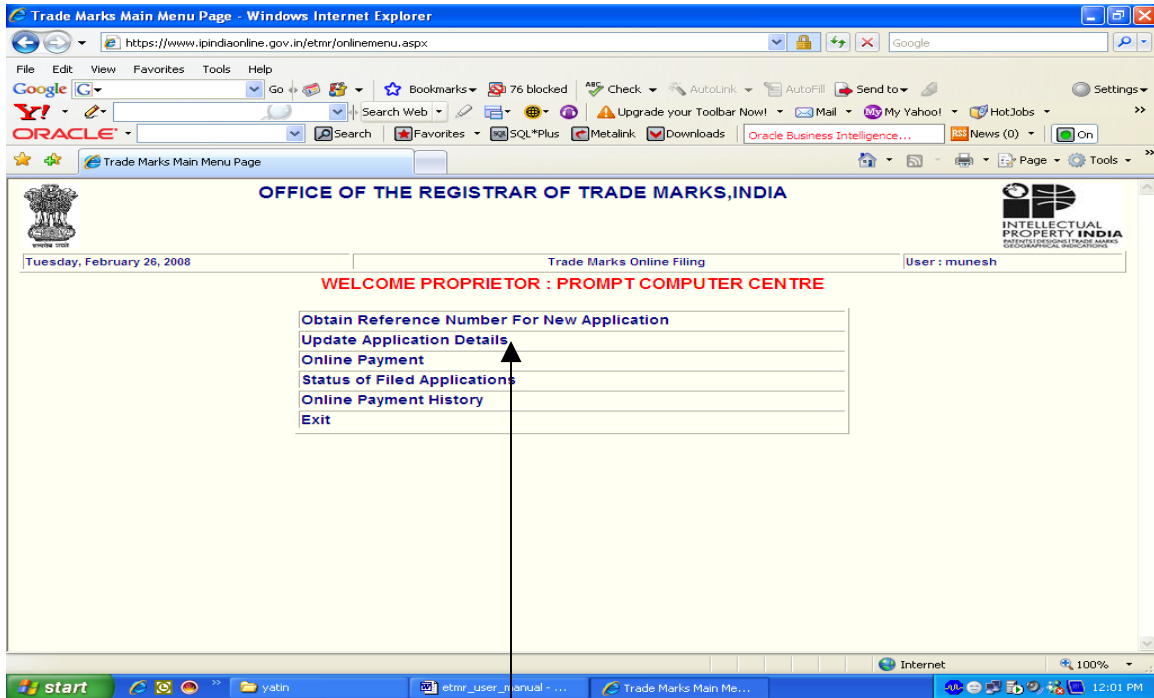


The applicant wishing to apply for an Trade Marks Applicant has to obtain a Temporary Reference Number from the system in order to edit the details of his / her application by clicking the option “Obtain Reference Number for New Application”.

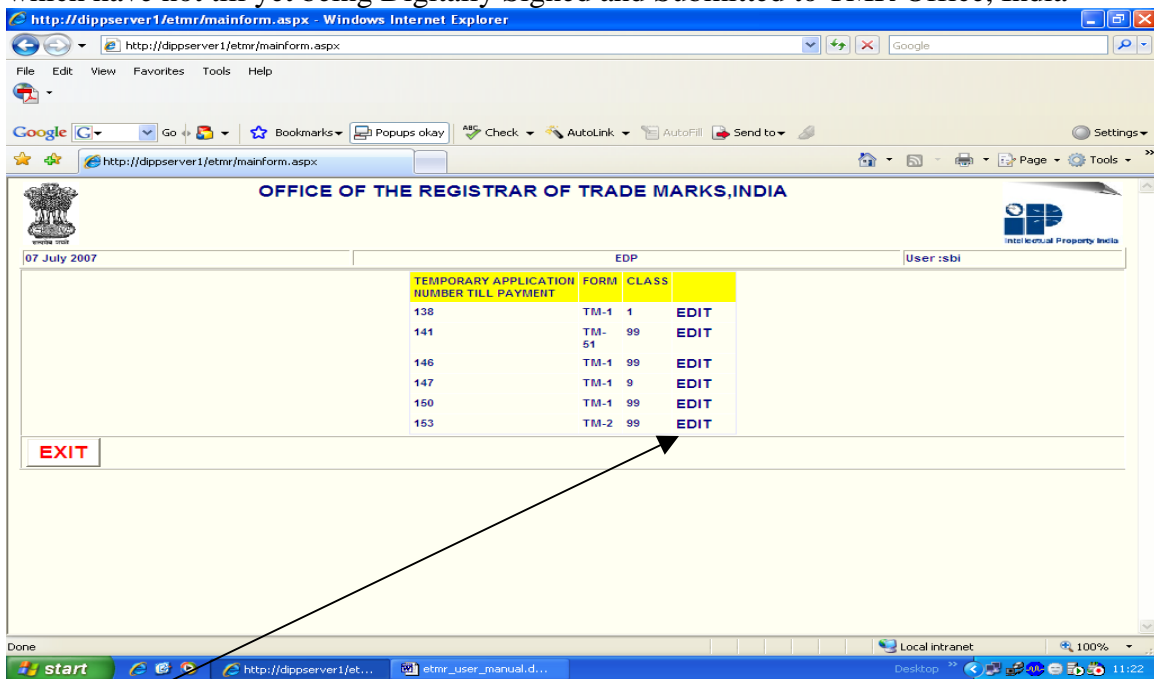


Above mentioned screen displays the 17 TMR forms which are available for online filing. The applicant can choose the relevant application form from the list mentioned above and can specify whether it is a Single or Multi Class Application and if it is a multi class application, the number of classes he or she may wish to file. As the applicant will finish this form by clicking “Done” button, he / she will be allotted a Temporary Application Number till payment which can be used to draft his / her application





The applicant can click “Update Application Details” option to edit / update the details of his / her applicants. When the applicant will clicks this option to update application details , he or she will be listed will all the application for which he / she has taken Temporary Application Number Till Payment for editing the application details and which have not till yet being Digitally Signed and Submitted to TMR Office, India



The applicant can choose the application on which he she may like to work by clicking “Edit” Button.

The screen below displays the complete application form which includes Drop Down Lists , Text Boxes, Check Boxes, Buttons and Tabs

Further the following table summarizes Drop Down Lists, Check Boxes, Text Boxes, other buttons / tabs on the application form screen and their functions.

S.No	Control Name	Control Type	Function
1	Temporary Application Number Till Date	Text Box	Displays the Temporary Application Number till payment which an applicant is editing
2	Application Date	Text Box	Displays the date on which application is edited
3	Party Code	Text Box	Displays the User Code of the First Proprietor of the application
4	Party Type	Drop Down List	Displays Proprietor by default
5	Trade Marks Used Since Date	Text Box	Enter the Trade marks used since date

6	Proposed to be Used	Check Box	Check if the Trade Mark being filed is proposed to be used
7	Power of Attorney	Drop Down List	If the applicant is agent , then he / she can select this option and need to attach Power of Attorney by clicking the Attach Documents Button
8	Trade Mark Type	Drop Down List	Select the type of Trade Mark which an applicant wish to file. The applicant can attach the images pertaining to the particular Trade Mark by clicking upload button
9	Authorization Letter	Drop Down List	Select Yes/ No in case the Trade mark Type Selected is Portrait. Note the if Selected Yes, kindly attach the Authorization Letter by clicking the Attach Documents
10	Language of the Word Mark	Drop Down List	Specify the Language of the Word Marks and if the language chosen is other than English or Hindi, kindly enter Translation and Transliteration Text Boxes
11	Country	Drop Down List	Country of the First Proprietor
12	State District	Drop Down List	State / District of the First Proprietor
13	Word Mark	Text Box	Description of the Word Mark
14	Translation	Text Box	Enter Translation in case language of the work mark is other than English or Hindi
15	Transliteration	Text Box	Enter Transliteration in case language of the work mark is other than English or Hindi
16	Goods Service Description	Text Box	Enter Description of Goods & Services in case of Single Class Applications. For Multi Class Application this text box will be disabled and the applicant can enter description of goods and services for all the classes by clicking Class Details Button
17	Address of Service	Text Box	Displays by default the first address of the applicant (Proprietor/agent/Attorney).

			This text box can be edited as per the requirement
18	Conditions	Text Box	Enter the conditions if any which an applicant may want to submit
19	Application Type	Drop Down List	Choose the Type of application from Certification/ Series / Collective / Trade Mark / Service
20	State of Jurisdiction	Drop Down List	Choose the State of Jurisdiction. The system will decide the office of jurisdiction based on the state name which is entered
21	Associated Trade Mark	Drop Down List	Select Yes in case the application is for Associated Trade Marks
21	Proprietor Details	Button	Use this tab to enter the Proprietors Details for this application
22	Class Details	Button	Use this tab to enter the class details for multi class application, which were mentioned when this application was Registered.
23	Associated TM Details	Button	Use this tab when the application has Associated Trade Marks. The applicant needs to enter Associated Trade Marks Details.
24	Priority Details	Button	Use this tab to enter Priority Details when this Application is for registration of Trade marks from Convention Countries.
25	Attach Documents	Button	Use this tab to attach the documents which are needed along with an application like Power of Attorney, Form TM-61 etc. The applicant can attach documents in any format which they desire but the attached MS Word and PDF documents are encouraged .
26	Upload	Button	Use this tab to upload the image in JPG or GIF format for the Trade Marks Type. The

			applicant is free to upload images but for certain Trade Marks Type , this is mandatory and the system will auto generate an alert if the image has not been uploaded for certain Trade marks Type.
27	Save & Resume	Button	Use this tab to save the application in between while drafting the application.
28	Save & Exit	Button	Use this tab to Save and Exit from the Application Entry Screen. The applicant can resume entry / update the application before signing it digitally.
29	Reset Form	Button	Use this tab to Reset the Application .
30	Abort	Button	Use this tab to forcibly exit from the current entry / updation of an application without saving the entered contents.
31	Digitally Sign and Submit	Button	This is the final tab which an applicant will use to Digitally sign and Submit its application to TMR office, India. The system will guide to enter the left over details which are mandatory to be submitted in application to TMR office, India. Kindly note that the application which are Submitted via this tab to TMR Office, India will not be available for further editing and will be ready for online Payments.

Following Screen displays panel to enter Proprietor Details

http://dippserver1/etmr/mainform.aspx - Microsoft Internet Explorer

Address: http://dippserver1/etmr/mainform.aspx

09 July 2007 EDP User :sbi

Proprietor Details

Proprietor Code	1255	Proprietor Name	SHIV BHAGWAN CHAMRIA.
		Proprietor Address	4, HAVINI, FERDZE SHAH MEHTA RD., SAHTACRUZI(W), BOMBAY 400 057.
		Proprietor Service Address	
		Proprietor Telephone	
		Proprietor Fax	
		Proprietor Email	
Proprietor Type	Not Selected	Agent / Attorney Name	
Attorney / Agent	Not Selected		
Code			
Proprietor Trade Description			

Done Shows Entries

Following Screen displays panel to enter Class Details

http://dippserver1/etmr/mainform.aspx - Microsoft Internet Explorer

Address: http://dippserver1/etmr/mainform.aspx

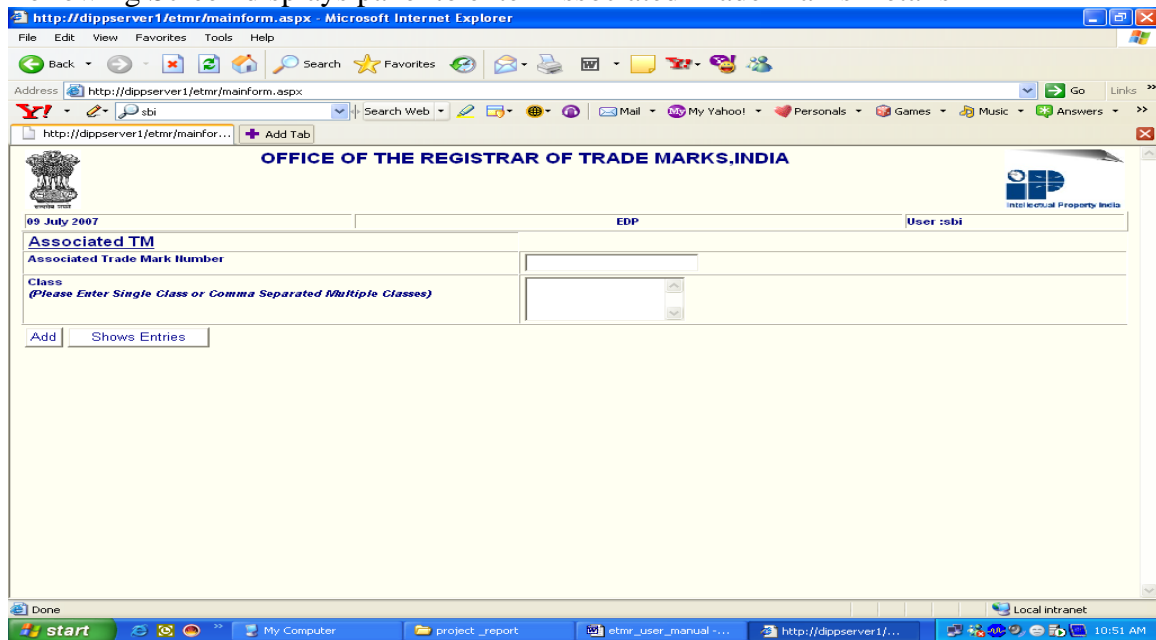
09 July 2007 EDP User :sbi

Classes

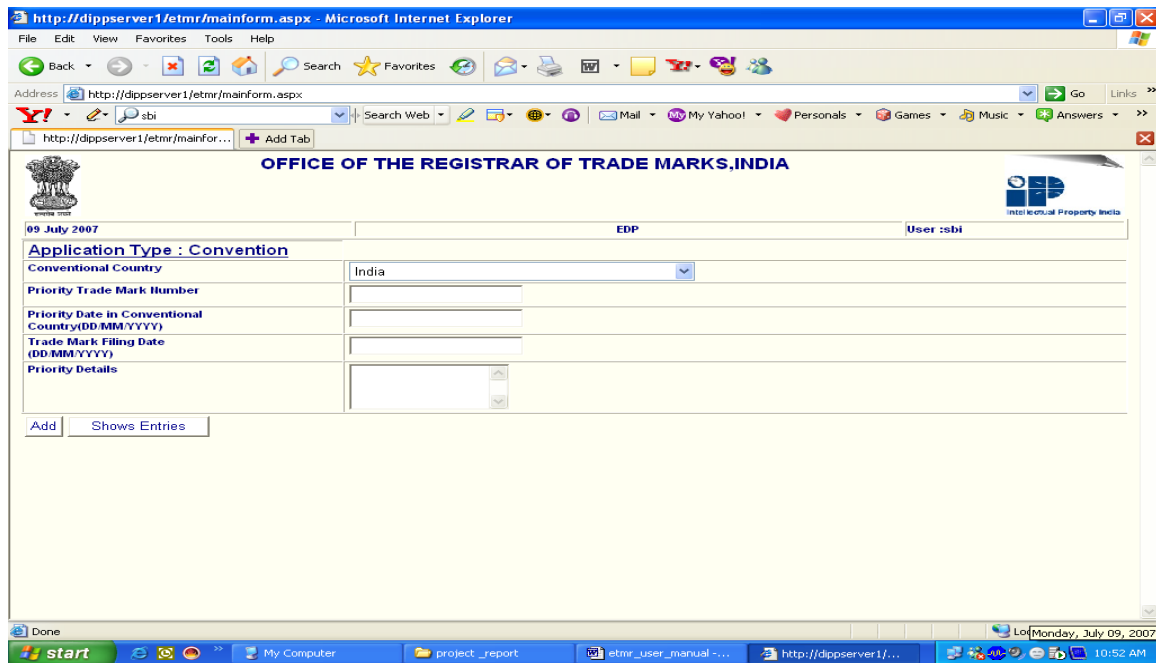
Class	
Goods Description	

Add Shows Entries

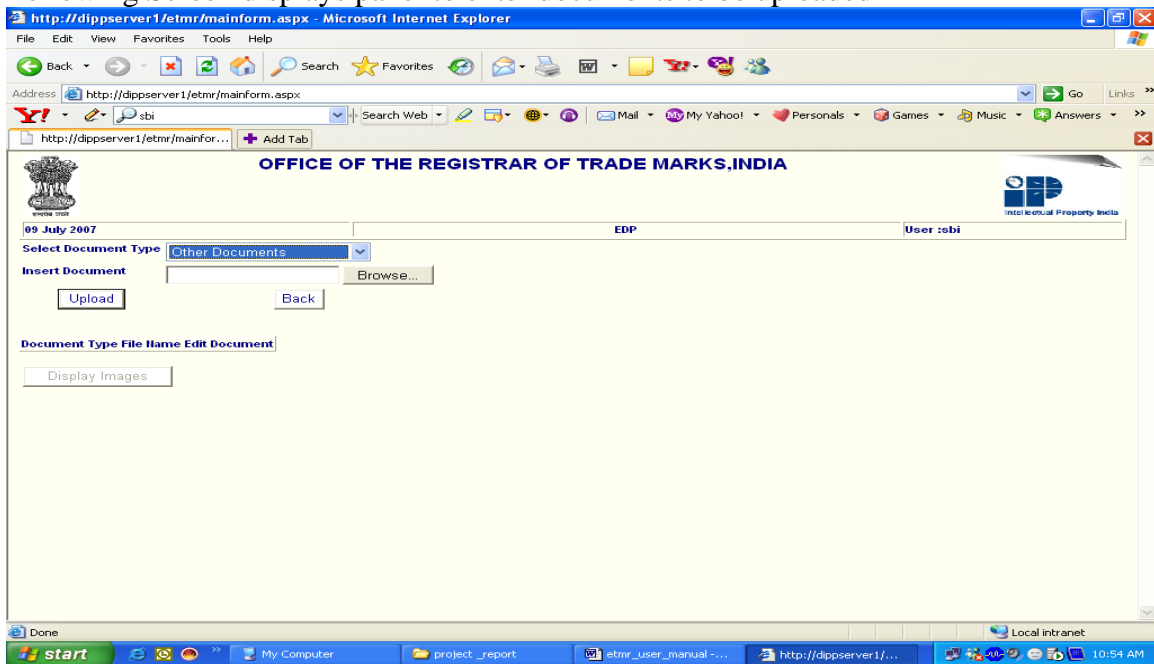
Following Screen displays panel to enter Associated Trade Marks Details



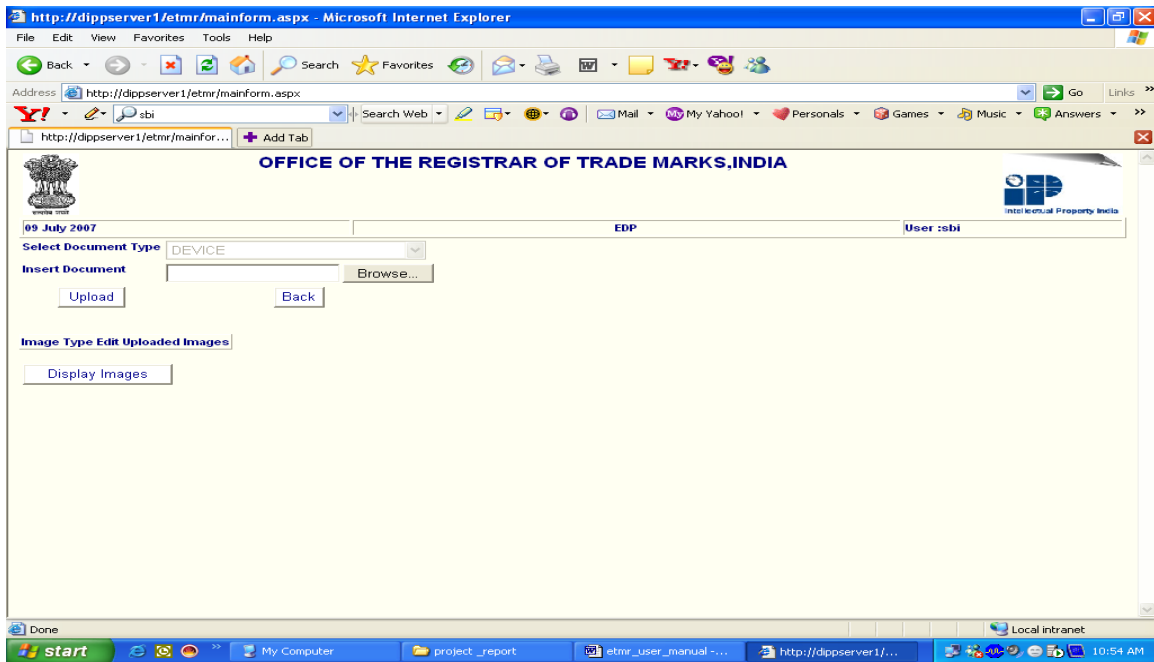
Following Screen displays panel to enter Priority Details



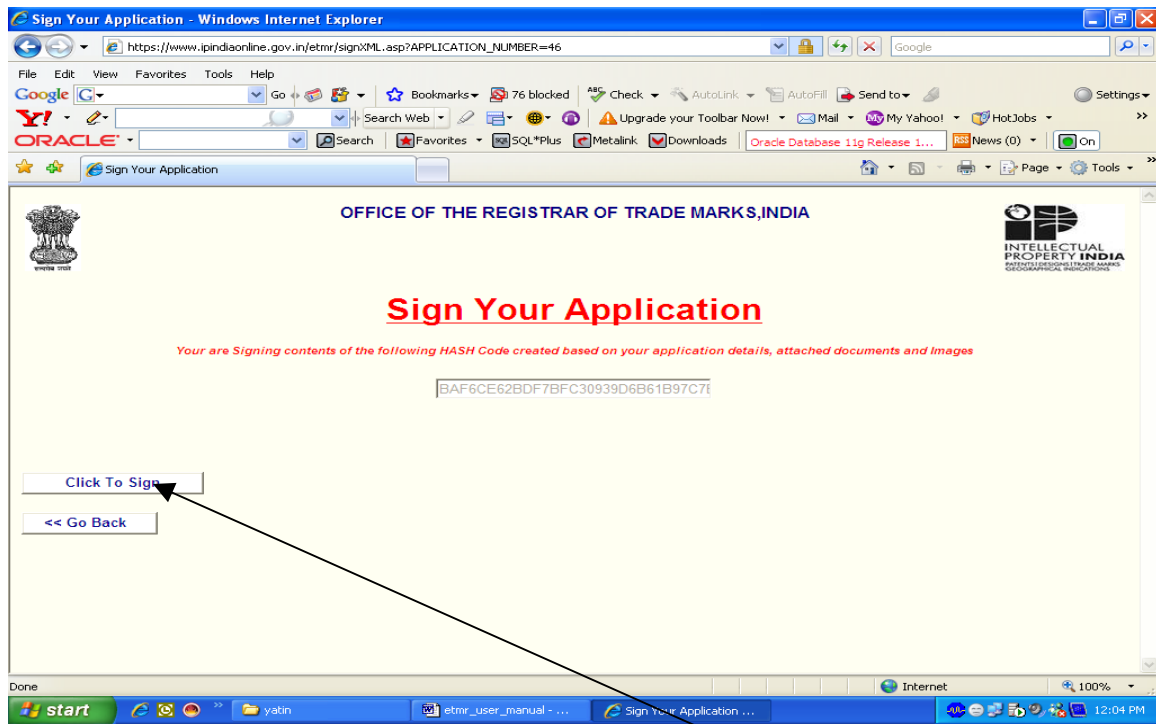
Following Screen displays panel to enter documents to be uploaded



Following Screen displays panel to enter images of Trade Marks to be uploaded

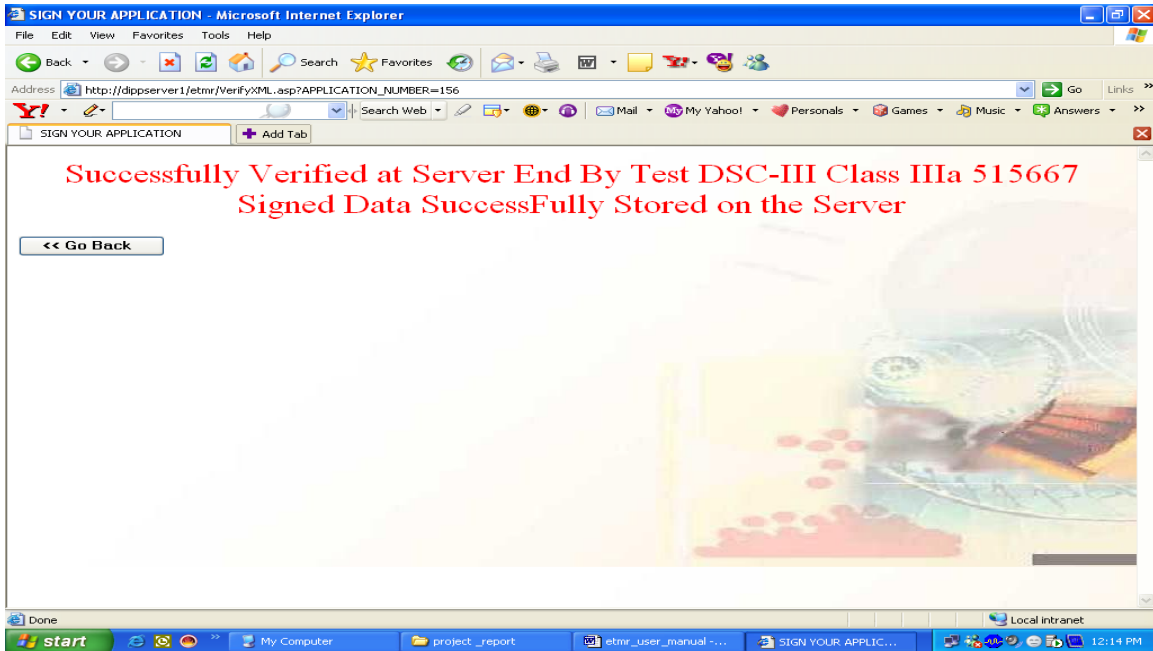


Once the applicant will click Digital Sign and Submit Button on the application screen he / she will be prompted to Sign HASH generated based upon the contents of application, attached documents and images as Shown in the following screen.

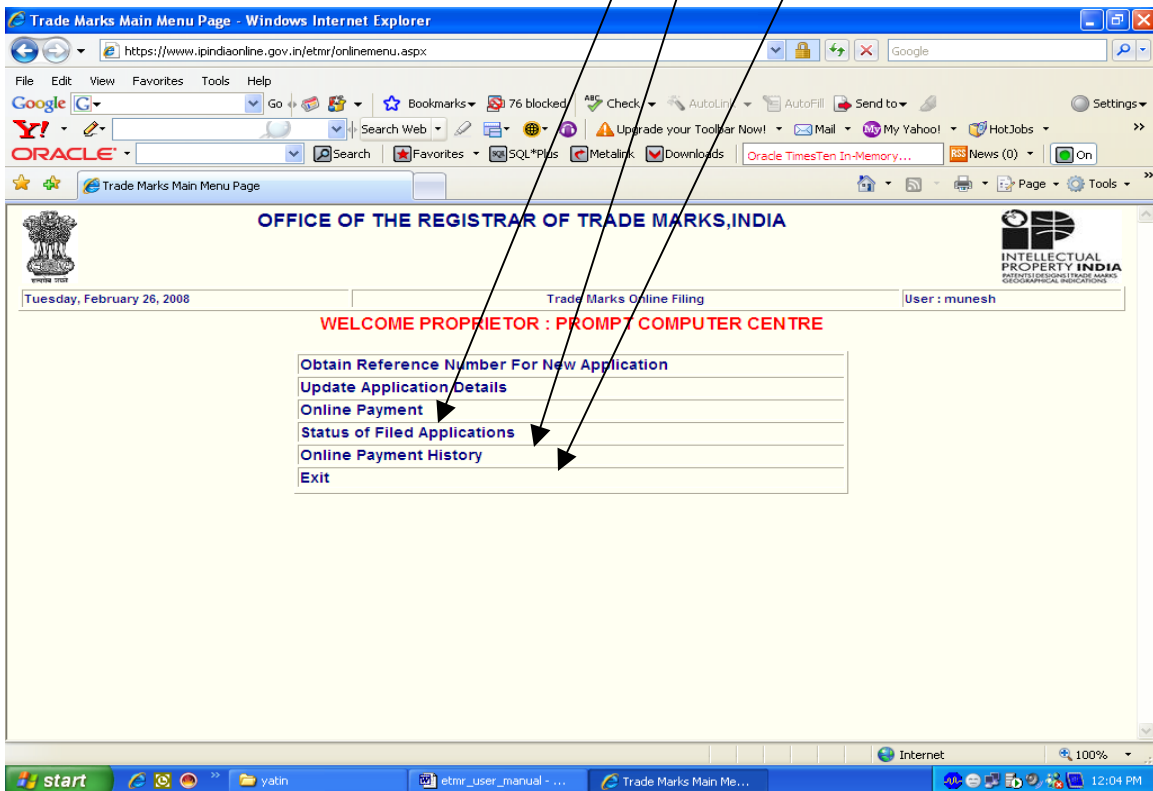


The applicant needs to Sign this application by clicking “click to Sign “ button or he or she may click “Go Back” if final signing and submission to TMR office, India is not required at this stage.

If the application is signed, the system will check and verify Digital Signatures and gives the following message.



The Application which are Digitally Signed and Submitted to TMR Office, India will be available for online payment by clicking the "Online Payments" and their details enter / status can be viewed by clicking the "Status of filed Application" link. The History of online payment can be viewed by clicking the option "Online Payment History".



The following screen is displayed once the “Online Payments” link is clicked

OFFICE OF THE REGISTRAR OF TRADE MARKS, INDIA

09 July 2007

Online Payments

User :sbi

TEMPORARY APPLICATION NUMBER TILL PAYMENT	FORM	CLASS	JURISDICTION
<input type="checkbox"/> 137	TM-1	13	DELHI
<input type="checkbox"/> 144	TM-1	99	CHEHNAI
<input type="checkbox"/> 145	TM-1	22	CHEHNAI
<input type="checkbox"/> 148	TM-1	12	DELHI
<input type="checkbox"/> 150	TM-1	99	DELHI
<input type="checkbox"/> 153	TM-2	99	DELHI
<input type="checkbox"/> 154	TM-1	12	DELHI
<input type="checkbox"/> 155	TM-1	12	DELHI
<input type="checkbox"/> 156	TM-2	99	KOLKATA

EXIT

Proceed..

Done

start

My Computer

project_report

etmr_user_manual...

ONLINE PAYMENTS ...

Local intranet

12:37 PM

The applicant can check on the applications which he wants to pay online. Note that fees for more than one application can be paid provided the application are chosen for the same jurisdiction meaning thereby that applications pertaining to different Jurisdictions can not be paid via a single Transaction.

The following screen displays the Fees calculation table for the three applications which are selected to be paid via Bank Transfer. The applicant needs to click “Pay Now” button so as to access Payment Gateway . At present State Bank of India and Axis Bank has been integrated for On-line Payment of Fees of Applications filed through e-Filing route

OFFICE OF THE REGISTRAR OF TRADE MARKS,INDIA>

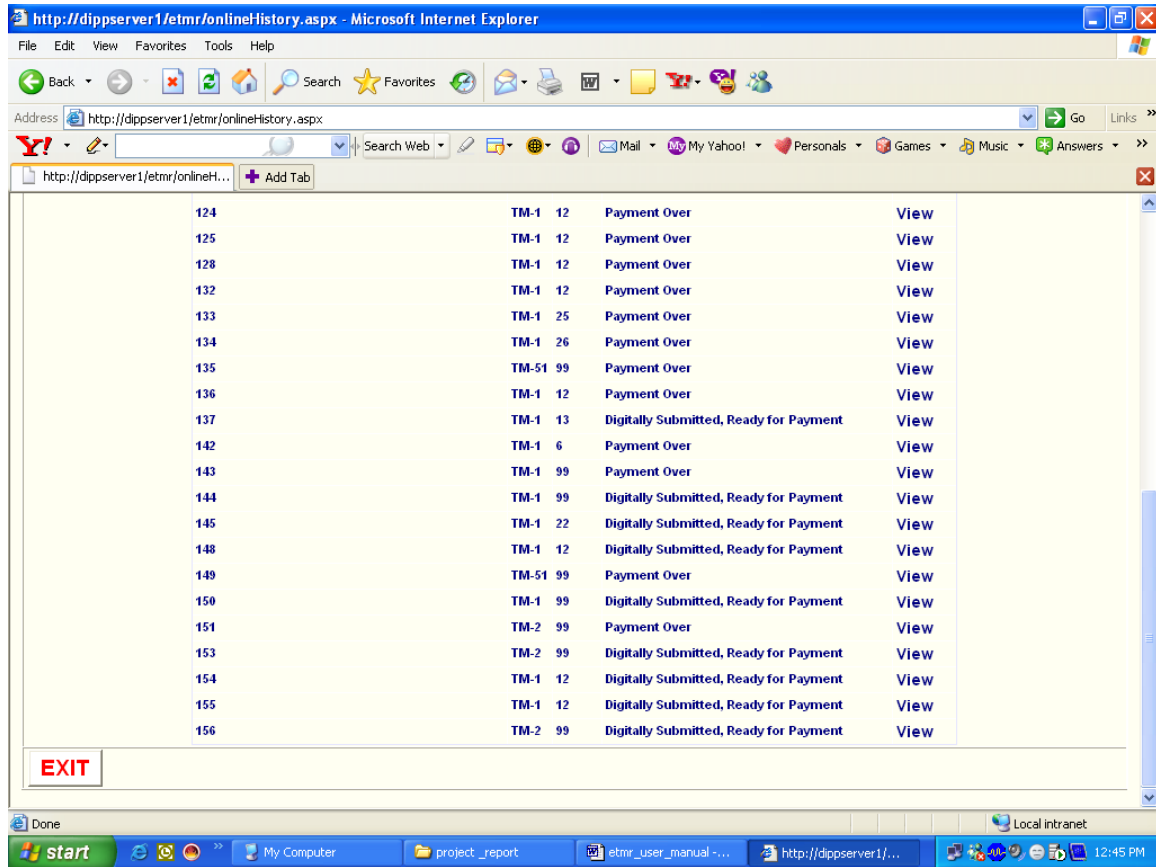
09 July 2007 Online Payments User :sbi

Temporary Application Number	Till Payment	Form Number	Form Fees(INR)	No of Classes	TM-61 Fees	Total Fees In Indian Rupees <i>(Form Fees X No. of Classes)+TM-61Fees</i>
148		TM-1	2500	1	0	2500
150		TM-1	2500	1	0	2500
153		TM-2	2500	2	130	5130
Grand Total						10130

Select Bank: SBI

Select Payment Mode: Bank Transfer

The following screen displays “Status of the Filed Applications”



The applicant can view the details of any application which he / she has filed for his / her future reference as shown in the following screen.

https://www.ipindiaonline.gov.in/etmr/onlineHistory.aspx - Windows Internet Explorer

https://www.ipindiaonline.gov.in/etmr/onlineHistory.aspx

File Edit View Favorites Tools Help

Google G- Go Bookmarks 76 blocked Check AutoLink AutoFill Send to Settings

Y! Search Web Upgrade your Toolbar Now! Mail My Yahoo! HotJobs

ORACLE Search Favorites SQL*Plus Metalink Downloads Oracle Business Intelligence... RSS News (0) On

https://www.ipindiaonline.gov.in/etmr/onlineHistory.a...

OFFICE OF THE REGISTRAR OF TRADE MARKS,INDIA

INTELLECTUAL PROPERTY INDIA
PATENTS/DESIGNS/TRADE MARKS
GEOGRAPHICAL INDICATIONS

The Trade Marks Registry,Boudhik Sampada Bhawan,S. M. Road, Antop Hill,Mumbai-400037

26 February 2008 Trade Marks Main Menu User : munesh

TEMPORARY APPLICATION NUMBER TILL PAYMENT	43	TEMPORARY APPLICATION DATE TILL PAYMENT	13/08/2007	Class	4
Party Type	Proprietor	Party Code	233	Service Address	B/908, FAIRDEAL HOUSE, NEAR SWASTIK CROSS ROADS, C.G.ROAD, NAVRAIGPURA, AHMEDABAD.
Agent GPA	NA	Name : PROMPT COMPUTER CENTRE		Branch Name	MUMBAI
District	AHMEDIAGAR	Application Type	SERVICE	Country	India
Transliteration	dfh	State	MAHARASHTRA	Proposed to be Used	No
Language Mark	English	Transliteration	dfy	Used Since Date	21/05/2000
Authorisation Letter	No	Associated TM Flag	No	Conditions	dfgh
Trade Mark Type	TRADE DRESS OR TRADE NAME	Form Number	TM-1		
Trade Mark	aaaaaasdf				

Proprietor Details

Done Internet 100%

start yatin etmr_user_manual~... https://www.ipindia... Office of the Contro... 12:12 PM

It should be noted that the system also displays the Application Number and Date of Filing of the applications whose Payment are over and are realized as True by the Payment Gateway.