

FILING REQUIREMENTS/INFORMATION ON IP

TRADEMARKS:

1. Requirements to obtain a Trademark Registration:

- Applicant's name, address and Nationality
- Goods/Services the application will cover (Nice Classification is applicable).
- Representation of the trademark(s).
- Authorisation of Agent (Must be executed by the Applicant. It may simply be signed by an authorised officer of the Applicant stating the full name, registered address and Nationality of the proprietor.

Convention Priority:

- Convention Priority claim(s) must be endorsed on the application (Form 2). Certified True Copy of the priority documents must be filed along with or subsequent to the filing of the application. The application will not be examined and/or accepted until the priority document is filed.
- If the priority document is not in English language, an English translation thereof is required.

2. Renewals:

- Registrations are valid for seven (7) years from the date of filing (also deemed as the date of registration) and may be renewed subsequently for successive period of fourteen (14) years
- Trade Marks are deemed valid and subsisting until it is removed from the Register of Trademarks for non-renewal.
- No documentation is required for renewal of trademark. However, if we are not the agent on record, we would require an Authorisation of Agent executed by the proprietor.
- The proprietor must provide the full name, registered address, Registration Number, Class and the trademark (name) of the mark in their filing instructions.
- Application for renewal may be filed three (3) months before the expiration date of the last renewal.

3. **Assignment** - The following documents are required to record an assignment of a trademark in Nigeria:
 - Deed of Assignment (with nominal consideration e.g. US\$5.00)
 - Form 16 (Joint Request) ó to be executed by the Assignor and the Assignee.
 - Statement of Case ó to be executed by only the Assignee.
 - Authorisation of Agent ó One each to be executed by the Assignor and the Assignee.

4. **Registered User (Licensing)** - The following documents are required for recordal of Registered User
 - Registered User/Licensing Agreement.
 - Form 47
 - Statutory Declaration and Statement of Case
 - Authorisation of Agent

5. **Merger** -
 - Certificate of Merger or any equivalent document issued by the appropriate authority in the Applicant's country of origin.
 - Form 47
 - Authorisation of Agent.

6. **Change of Name/Address**
 - A Certified True Copy of the Certificate of Change of Name or any equivalent document (e.g, Extract of the Company Register) issued by the appropriate authority in the proprietor's country of origin will be required to file application for change of name of the proprietor.
 - An English translation thereof is required if the document is not in English Language.
 - No documentation is required to file application for a change of address.
 - An Authorisation of Agent is required if we are not the Agent on record for the trademark.

PATENTS

1. Documents required to file a Patent application ó

- Three (3) copies of Specification and Claims in English Language.
- Patent Form 1A/1B
- Authorisation of Agent
- Assignment of Invention
- Drawings (if any).
- Priority documents (if convention priority is claimed).

2. Information Required:

- Full Name(s) of the Applicant(s).
- Full Registered Address of the Applicant.
- Nationality of the Applicant.
- Inventor(s) Name(s) and Address(es).
- Applicants in Convention Priority country.
- Convention Priority dates.
- Country in which basic application was filed.
- Date of any assignment of the right in the convention country; and
- Title of the Invention.

INDUSTRIAL DESIGNS

1. Documents required to file an Industrial Design:

- Six (6) copies of the representation of the design
- Statement of Novelty.
- Authorisation of Agent.
- Priority documents (if application is based on a foreign design application {Convention Priority}).

3. Information Required:

- Applicant's name and address.
- Nationality of the Applicant.
- Convention Priority dates (if applicable).