



## Pre-Filing Requirements

### 1. Trademark Registration Procedure and Timing

China adopts filing first principle. We normally file a trademark application with China Trademark Office within 1 working day upon receipt of all the desired information, confirmation and documents from our clients and associates. A straightforward application should pass the procedures of formal examination, substantive examination, publication and registration, and it normally matures into registration in China within 24-36 months.

### 2. Paris Convention Priority

If a corresponding application has earlier been filed in any of the member states to the Paris Convention, within 6 months of the intended Chinese application, convention priority can be claimed so that the Chinese application will be deemed to be filed on the same day as the correspondence application. Priority number and date are required at the time of filing the application in China, while pertinent priority documents may be submitted as supplementary but within 3 months after the Chinese filing date.

### 3. Required Information and Documents

To support a trade mark application in China, the following information and documents are required:

- 3.1. The full name, address and nationality of the applicant;
- 3.2. The mark to be applied for. If the same is in plain block letters, we will prepare the trademark prints locally without incurring additional charges; if the trademark to be applied for is in color, please let us have 20 color specimens per mark per class for filing purpose;
- 3.3. The **goods/services** to be applied for (**our classification is in accordance with the international classification**), and, if the entire class of goods/ services is to be applied for, the **precise goods/services of interest** in the event that our Registrar queries the same.
- 3.4. Power of Attorney signed by the applicant will be required by China Trademark Office at the time of filing the application (blank form is enclosed). Please note that one signed Power of Attorney may be used to support several trademark applications filed by the same applicant, and faxed copy of a signed Power is acceptable.

#### EASTERN INTELLECTUAL PROPERTY

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3.5. A certified copy of the Paris Convention application (together with its certified English translation) if convention priority is to be claimed.

#### **4. Trademark Searches**

Please note that before filing an application, we can carry out **searches** on client's behalf which you can ascertain with reasonable accuracy whether there is any identical or similar mark in the relevant class which in our opinion may conflict with the subject mark, thus saving time for the intended Applicants in the event that there is such a mark. Please note that the search will not reveal all the applications under review at the Trademark Review and Adjudication Board or pending applications filed since 3-6 months prior to the date of search. When reporting on the results of the search, we will also render our opinion on the registrability of the mark.

#### **5. Trademark Protection in Hong Kong, Taiwan and Macao**

Registration in Mainland China cannot extend the protection of the trademark in Hong Kong, Taiwan and Macao wherein separate trademark registrations are necessary. And our legal services also extend to Hong Kong, Taiwan and Macao, if you are interested in filing trademark applications in the aforesaid territories and we are very pleased to offer assistance.

#### **6. Trademark Application Sheet**

All the information we need is summarized in the trademark application sheet, which can be downloaded from our website [www.easternip.com.cn](http://www.easternip.com.cn). Please fill the same and return it back to us. Upon receipt of the same, we shall proceed to file the trademark application in China.

#### **7. Fees to be involved**

Our Schedule of Charge can be varied in different year. You may download it from our website or require a most updated one via email [eastern@easternip.com.cn](mailto:eastern@easternip.com.cn).

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