

## 1. INTRODUCTION

### 1.1 Overview

IPOS implemented the eTrademarks system to allow the public and law firms to file applications electronically. With this service, the public can lodge the applications at their own convenience and the service is available round the clock.

The applications that can be filed through the eTrademarks Service includes:

- Request to appoint or change an agent or to enter or change an address for service (including where there is a change of constitution of the agent) (Form TM 1)
- Request to alter an existing agent's address on record (Form TM 1)
- Application to register a trade mark (Form TM 4)
- Application for renewal of registration (Form TM 19)
- Request to change name or other particulars (except trading nature) of applicant for registration, proprietor or other interested person (Form TM 26)
- Request for extension of time under rule 24(2A), 50A(3), 53(3A) or 55(5A) (Form TM 49)
- Application to amend the specification, class number or the priority claim of a trade mark application or registration (Form TM27A) and Application to amend a trade mark application or registration (excluding change of name/ address / address for service and amendments pertaining to the specification, class number or the priority claim) (Form TM27B)
- Application to register a change of ownership (Form TM22)

The Maintenance of Authorized Agent Representatives eService enables law firms to authorise representatives to use their GIRO account for eTrademarks Service.

“Generation of Check Digit / Year of Trade Mark Number” eService allows applicants to check the complete trade mark number by entering either the serial number of trade mark filed between 1939 to 1979 or the year and serial number of the trade mark filed from 1980 onwards.

### 1.2 About this Manual

#### Who should read this manual?

Law firms and the Public who are interested to use the eTrademarks Service are strongly advised to read this manual.

#### Pre-requisites/Basic knowledge

The reader should be comfortable using the Web Browser.

#### Basic Requirements




- Internet Explorer version 5.5 and above

### 1.3 How to start eTrademarks

#### 1. How to start eTrademarks

The eTrademarks Service is accessible at <http://www.ipos.gov.sg/leftNav/tra/eTra/Online+Submission.htm>

Figure 1.1

[Home](#) > [Trade Marks](#) > eTrademarks

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**Online Submission**

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**For eTrademarks users:**

Please ensure that the Internet Options in your Internet browser allows session cookies for our e-Services to work properly. Please click [here](#) (562KB) for more information.

Please note that any fee paid is not refundable and this includes cases where the applications do not proceed to registration.

eTrademarks accepts payment by Inter-Bank GIRO, eNets Debit/Credit Card, eNets Internet Banking. Before you transact online, please ensure that you are an Account Holder, if paying by <a href="#">GIRO</a> .	Form	Fees S\$
<b>For more information about other modes of payments, please go <a href="#">here</a>.</b>		
1. <a href="#">Maintenance of Authorised Representatives</a> (For Account Holders paying by GIRO only)	-	-
2. <a href="#">Application to register a trade mark / collective mark or certification mark</a>	TM4	310.00
3. <a href="#">(a) Application for renewal of registration</a> <a href="#">(b) Print acknowledgement of renewal</a>	TM19 -	250.00 -
4. <a href="#">Request to change name or other particulars (except trading nature) of applicant for registration, proprietor or other interested party</a>	TM26	20.00
5. <a href="#">Request for extension of time under rule 24(2A), 50A(3), 53(3A) or 55(5A)</a>	TM49	-
6. <a href="#">Request to appoint or change an agent or to enter or change an address for service (including where there is a change of constitution of the agent)</a>	TM1	8.00
7. <a href="#">Request to alter an existing agent's address on record</a>	TM1	8.00
8. <a href="#">Application to amend the specification, class number or the priority claim of a trade mark application or registration (Form TM 27A) and Application to amend a trade mark application or registration (excluding change of name/address/address for service and amendments pertaining to the specification, class number or the priority claim) (Form TM 27B)</a>	TM27A TM27B	40.00

Figure 1.1 (continued)

8.	<a href="#">Application to amend the specification, class number or the priority claim of a trade mark application or registration (Form TM 27A) and Application to amend a trade mark application or registration (excluding change of name/address/address for service and amendments pertaining to the specification, class number or the priority claim) (Form TM 27B)</a>	TM27A TM27B	40.00
9.	<a href="#">Application to register a change of ownership</a>	TM 22	80.00
10.	<a href="#">Generation of Check Digit / Year-and-Check Digit of Trade Mark Number</a>	-	-
11.	<a href="#">Agent Code Search via UEN</a>	-	-

If you have any queries regarding eTrademarks, you are welcome to send us an email. We will respond to your enquiries within 3 days for simple cases and 14 days for complex cases. We have also prepared a list of [Q & A](#) for your reference.

If you encounter any technical issues while e-Filing, please fill up the [eTrademarks Problem Report Form.doc](#) (32 KB) and forward it to us via email.

We also appreciate any feedback that you may have which may help us improve our eServices.

We are contactable at:

Customer enquiry hotline: **6339 8616**

[Click here](#) for Online Enquiry Form

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