

TRADE MARK NO. _____ IN CLASS NO(S) _____
CASE NUMBER(S): _____ (“this Dispute”)
CASE TYPE: _____
BETWEEN _____
AND _____

NOTIFICATION TO REGISTRAR

Instructions:
1. Please complete this form and return it to the Registrar, copying the other party, within the deadline given.
2. Where an asterisk (*) appears, please delete as appropriate.
3. The signatory can be the party or the party’s agent.

I, _____, am the Opponent / Applicant / Proprietor * in this
(State the name of the party,
not the party’s agent)
Dispute.

1 I have

- communicated with the other party with regard to this Dispute.
- not communicated with the other party with regard to this Dispute.
- tried to establish communication with the other party but they did not respond.

Please note that if parties have not communicated with each other, the Registrar will most likely convene a Case Management Conference for parties to communicate with each other.

2 I am aware of the available mediation option, the potential benefits of settling this Dispute by mediation and the available funding under the Enhanced Mediation Promotion Scheme by IPOS.

3 My preference concerning the conduct of this Dispute is as follows:

- I wish to negotiate at this point in time. If negotiations fail, I may consider mediation.
We are at the preliminary / advanced / end* stage in the negotiations. I anticipate that we will take _____ month(s) to reach settlement.
- I wish to submit this Dispute to mediation at this point in time. My choice of service provider is _____

A party that wishes to propose submitting a dispute to mediation at WIPO shall complete sections 1, 2 and 3 a) of the Request for WIPO Mediation (Annex 1) and send it to the WIPO Arbitration and Mediation Center Office in Singapore by email (arbiter.mail@wipo.int), as well as to the other party and IPOS. The WIPO Arbitration and Mediation Center may assist the parties in considering the request for mediation.

Parties that agree to submit a dispute to mediation at WIPO shall jointly complete one Request for WIPO Mediation (Annex 1) and

Please state service provider e.g. WIPO Arbitration and Mediation Center, Singapore Mediation Centre or Singapore International Mediation Centre.

send it to the WIPO Arbitration and Mediation Center Office in Singapore by email (arbiter.mail@wipo.int), as well as to the other party and IPOS.

I wish to set aside the following period for mediation, as may be extended upon agreement:

- 30 days
- 60 days
- 90 days

I understand the conditions of the Enhanced Mediation Promotion Scheme by IPOS and intend to / may* apply for funding of my mediation costs.

- I do not wish to negotiate nor mediate at this point in time.
- Others (please specify):

The Registrar will generally suspend proceedings in most cases for mediation to take its course. If the period for mediation is extended, it is possible to request a further suspension, to be justified to the Registrar's satisfaction.

4 I have noted HMD Circular No. 2/2017 dated 31 January 2017. My representations to the Registrar under Trade Marks Rule 31A / 59(1A) are as follows:

- Deadline for initiator to file evidence : _____ months after the Registrar's confirmation further to this notification
 - Deadline for respondent to file evidence : _____ months after receipt of the initiator's evidence (in a revocation where initiator does not file evidence, this is counted from the date of the Registrar's notification under Trade Marks Rule 59(1A)(e))
 - Deadline for initiator to file evidence in reply : _____ months after receipt of the respondent's evidence
- Any open-ended representations : _____

5 Any further information that I wish to provide to the Registrar (e.g. parallel proceedings at IPOS that I wish to consolidate):

Signature

Date

Name of signatory signing above : _____

Designation of signatory signing above :

If signatory is not from the party, please :
indicate relationship to party e.g. agent
on record



Request for WIPO Mediation

1. Parties

Please provide the following contact information:

Initiating party in the dispute		Responding party in the dispute	
Name	: _____	Name	: _____
Country of domicile	: _____	Country of domicile	: _____
Tel	: _____	Tel	: _____
Email	: _____	Email	: _____
Address	: _____	Address	: _____
Represented by	: _____	Represented by	: _____
Tel	: _____	Tel	: _____
Email	: _____	Email	: _____
Address	: _____	Address	: _____

2. Dispute

Please provide a brief description of the dispute:

3. Time period for mediation

The following period will be set aside for mediation, as may be extended upon agreement:

- 30 days
- 60 days
- 90 days

4. Submission to WIPO Mediation

Initiating party in the dispute	Responding party in the dispute
<p>The initiating party in the dispute agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules.</p> <p>Please sign this form and submit it to arbiter.mail@wipo.int.</p> <p>Signature : _____</p> <p>Place and Date : _____</p>	<p>The responding party in the dispute agrees to submit the above-described dispute to mediation in accordance with the WIPO Mediation Rules.</p> <p>Please sign this form and submit it to arbiter.mail@wipo.int.</p> <p>Signature : _____</p> <p>Place and Date : _____</p>

Note on funding:

Effective April 1, 2019, parties to IPOS proceedings can benefit from the Enhanced Mediation Promotion Scheme (EMPS), which will fund their mediation costs up to SGD 10,000 or up to SGD 12,000 where foreign intellectual property rights are added to the subject-matter of mediation.

Further information on the conditions for EMPS funding can be found at <https://www.ipos.gov.sg/growing-your-business-with-ip/funding-assistance>.