Trademark Clearinghouse Services Order Form

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Issued by: **Dennemeyer & Associates S.A.**
55, rue des Bruyères
1274 Howald, Luxembourg

Please complete, sign where indicated, and return by e-mail to tmch@dennemeyer-law.com a copy of this order form including its annexes as a PDF document together with a proof of use for each trademark with maximum of 10 MB in size in either PDF or JPEG format.

After receipt of this order form, we will send you an invoice by e-mail. Please make sure to promptly pay our invoice. We will transmit a request to register these trademarks with the Trademark Clearinghouse only after receipt of complete information and documents and payment of our invoice. When your trademarks have been registered with the Trademark Clearinghouse we will send you a confirmation.

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1 Client Information

Please complete your company's details, as they shall appear on our invoices:

Company name and legal form:	
Business unit (if applicable):	
Street or mailing address (1):	
Street or mailing address (2):	
City:	
Postal code:	
Country:	
VAT number:	

Please complete details of your person of contact:

First and last name:	
Title:	
E-mail (for notifications and invoices):	
Telephone:	
Company name and address (if different from client information given above):	

2 Trademark Clearinghouse Services

By submitting this order form, the client confirms the following:

- Dennemeyer & Associates and its assigned agents are hereby authorized to register trademarks with the Trademark Clearinghouse on behalf of client, and the client, if not the Trademark Holder, is authorized by the Trademark Holder(s) named herein to act as the co-ordinator for the Trademark Clearinghouse services;
- The Trademarks Clearinghouse services shall comprise Sunrise Period registrations for new gTLDs and the Claim Notification service;
- The provided trademark information is accurate;
- If required, the client can provide proof of ownership or its status as an assignee or licensee of each trademark listed in this order form;
- Adjacent to the selected term the registration may be renewed, subject to the submission of the required information and documents as requested by Dennemeyer & Associates and payment of the renewal fees then in force. Dennemeyer & Associates will send you a request before the expiry of the term whether you want to renew the registration;
- The client understands, and has caused the Trademark Holder(s) on whose behalf it is submitting this order form to understand, that (i) the client must provide all requested information, which is necessary to successfully register with the Trademark Clearinghouse, (ii) submitting a request to register trademarks with the Trademark Clearinghouse does not guarantee the success of the request, and (iii) Dennemeyer & Associates' Trademark Clearinghouse services are governed by the Dennemeyer & Associates Terms and Conditions for Trademark Clearinghouse Services (downloadable under: http://www.dennemeyer.com/legal-services/domain-names/TMCH) and the Clearinghouse Validation Terms and Conditions for Trademark Holders (downloadable under: http://trademark-clearinghouse.com/downloads).

3 Trademarks to be registered with the Trademark Clearinghouse

Please complete and return by e-mail for all trademarks that shall be registered with the Trademark Clearinghouse the Excel sheet ("**TMCH_Trademark_Information.xlsx**") provided.

Here are some guidelines for completing the Excel sheet:

- Registered word mark and word-device mark can be recorded with the Trademark Clearinghouse. If you want to register a word-device mark, you must indicate the complete and identical words in the same order as represented in the word-device mark.
- The "Period" indicates the requested term of a registration with the Trademark Clearinghouse of 1, 3 or 5 years, which can be renewed. Depending on the Period selected, different fees apply (see section 5.).
- If you choose to submit a screenshot of a website as proof of use, you may simply indicate its URL in the Excel sheet and Dennemeyer & Associates will take the screenshot for you.

- If you have identical trademark names registered in several jurisdictions, it is sufficient to register only one trademark with the Trademark Clearinghouse. We recommend registering the trademark, where it is easiest to retrieve trademark information and proof of use.
- If the Trademark Holder is an individual you must fill in the column “Holder name”; if the Trademark Holder is a legal entity or association you must fill in the column “Holder organization”.
- Should your “Holder role” not be the one as “owner”, but as a “licensee” or “assignee” we will contact you to request additional information.

4 Proof of Use

The Sunrise Period registrations under new gTLD require submission of acceptable proof of use for each trademark. Each proof of use must provide:

- A signed declaration of use (see Annex 1)
- A single sample of proof of use, which can either be a screenshot of a website which represents the complete and identical trademark together with the goods and services it is registered for, or a photo of labels, tags, containers from a product, advertising and marketing materials (including brochures, pamphlets, catalogues, product manuals, displays or signage, press releases, screen shots, or social media marketing materials).

Please submit your proofs of use along with the completed and signed order form, be aware that submitting them separately will increase the time required to process your order.

5 Pricing and Payment

Period of registration:	**1 year**	**3 years**	**5 years**
Total fees per trademark (including 10 labels):	€ 250,-	€ 660,-	€ 990,-
Additional labels (per label):	€ 1,50	€ 4,50	€ 7,50

These fees, which may change from time to time subject to prior notice, include all costs per each trademark related to the services offered hereunder, plus VAT if applicable.

Upon receipt of your order, Dennemeyer & Associates will issue an invoice, which will be sent to your e-mail address. As soon as full payment for your order will have been received, Dennemeyer & Associates will then submit the trademark(s) you have selected for registration with the Trademark Clearinghouse. If you need assistance e-mail us to tmch@dennemeyer-law.com, and we will contact you shortly.

I, the authorized representative of the client, herewith declare on behalf of the client to have read, understood and accepted this order form, the Dennemeyer & Associates Terms and Conditions for Trademark Clearinghouse Services and the Clearinghouse Validation Terms and Conditions for Trademark Holders.

Client: .....

Client's authorized representative:

Name: .....

Title: .....

Date: .....

Signature:

6 Annex 1 – Trademark Clearinghouse: Proof of Use – Signed Declaration

Please fill in and sign the below form and send it back to tmch@dennemeyer-law.com.

…… [insert name of Trademark Holder, Licensee or Assignee]

hereby certifies that the information submitted to the Clearinghouse via its authorized representatives is, to the best knowledge of

…… [insert name of Trademark Holder, Licensee or Assignee]

complete and accurate, that the trademarks set forth in this submission are currently in use in the manner set forth in the accompanying specimen, in connection with the class of goods or services specified when this submission was made to the Clearinghouse; that this information is not being presented for any improper purpose; and that if, at any time, the information contained in this submission is no longer accurate,

…… [insert name of Trademark Holder, Licensee or Assignee]

will notify the Clearinghouse via its authorized representatives within a reasonable time of that information which is no longer accurate, and to the extent necessary, provide that additional information necessary for the submission to be accurate. Furthermore, if any Clearinghouse-verified mark subsequently becomes abandoned by the Trademark Holder, the Trademark Holder will notify the Clearinghouse via its authorized representatives within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.

Trademark Holder's authorized representative:

Name: ……

Title: ……

Date: ……

Signature: