

CLEARINGHOUSE



# **How To Transfer Invalid Mark Records** **(For TMCH Holders only)**

Trademark Clearinghouse

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Version 1.0

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## 1. Introduction


This guide will provide the guidelines on how to transfer invalid Mark Records from a TMCH Holder account to a TMCH Agent account.

After this transfer has been executed, this Mark Record will appear with an 'incorrect' status in the mark overview of the TMCH Agent.

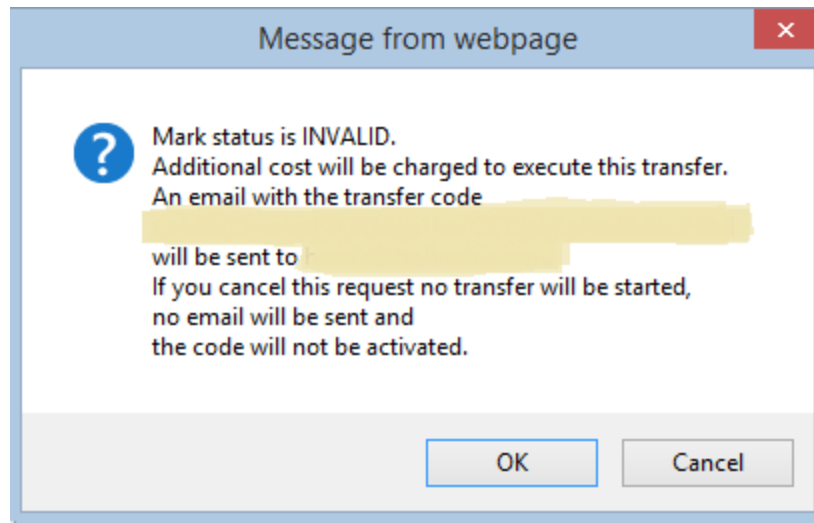


## 2. Initiate Transfer (for TMCH Holders)

If you wish to transfer an invalid Mark Record, please navigate to the Mark Record by using the mark overview which is available after you have logged in at the Trademark Clearinghouse portal. In the mark overview, open the invalid Mark Record you wish to transfer. Under the 'status'-field, you will see a button 'send transfer code'. Please note that this is only possible for Invalid Mark Records from TMCH Holders, not for TMCH Agents.

NAME OF THE MARK*	Transfer from invalid
MARK TYPE*	Registered Trademark
STATUS*	INVALID
	<input type="button" value="Send transfer code"/> 
CHANGED*	2017-03-13
LAST RENEWAL*	2017-03-13
HANDLE	00062414893916431489391643-1
REGISTRATION NUMBER*	1234
REGISTRATION DATE*	2017-03-13
APPLICATION NUMBER	
APPLICATION DATE	
JURISDICTION*	Benelux Office for Intellectual Property (BOIP)

If you wish to transfer your invalid Mark Record, click on 'send transfer code'. A pop up will then show you the transfer code (*we strongly suggest you copy this code*). After clicking 'OK', an e-mail will also be sent to the e-mail address linked to the Mark Record, providing the holder with the transfer code. If you select 'cancel' the transfer will not proceed.



After clicking on 'OK', a red box with 'Transfer code will be sent' will show up at the top of your Mark Record page.



After you have received the transfer code, you can provide this code to the new TMCH Agent and the Trademark Record transfer can be executed.

*The transfer code will be active for 14 days, after this period you can request a new transfer code by following the same process as described above.*



### 3. Execute Transfer (for TMCH Agents)

After you have received a transfer code, click on the 'Execute a transfer' -bottom to execute the transfer. This button can be found in the right bottom corner of the Trademark Clearinghouse start page after you've logged in.

The screenshot displays the 'Mark overview' interface. At the top, there are tabs for 'MARKS', 'SERVICES', and 'CASES'. Below the tabs, the title 'Mark overview' is followed by search and pagination controls. A table with columns 'Mark', 'Status', 'POU', 'Expiry', and 'Markholder' is visible. On the right side, there are several control panels: 'SUBMIT MARK' button, summary statistics (TOTAL: 0 of 48, SEARCHED: None, FILTERED: Deactivated, SORTED: Date of last change), a 'SORT' dropdown menu set to 'Date of latest status change', a 'FILTER BY STATUS' section with checkboxes for 'Now', 'Corrected', 'Verified', 'Incorrect', 'Invalid', and 'Deactivated', and a 'SEARCH' input field. At the bottom right, the 'Execute a transfer' button is highlighted with a red rectangular border.



Enter the transfer code you have received from a TMCH Holder and click on 'Complete Transfer' in order to transfer the Mark Record to your account.

MARKS
SERVICES
CASES

## Complete a Mark Record Transfer.

Transfer code required

### Enter transfer code

A valid transfer code is required to complete this step of the transfer process. For more information on how to acquire the transfer code please refer to [our FAQ section](#).

Please note that you will be charged directly for the transfer to be completed once you click the COMPLETE TRANSFER button.

Complete a Mark Record transfer by entering the transfer code below and clicking COMPLETE TRANSFER.

TRANSFER CODE\*

**COMPLETE TRANSFER**

**SUBMIT MARK**

[View How To submit a mark record video](#)

TOTAL: 15

SEARCHED: None

FILTERED: Any status

SORTED:

SORT

Latest status change Sort

FILTER BY STATUS

- New
- Corrected
- Verified
- Incorrect
- Invalid
- Deactivated
- Expired

Filter

SEARCH

Search

After clicking on 'Complete Transfer', a message will pop up stating this is a transfer of an invalid Mark Record (see next page). *Please note that your account will be charged with \$50 for the transfer.* Lastly, the message also presents the comments that were given as to why the mark record is not correct.

If you want to proceed with this transfer, click again on the 'Complete Transfer' button.



MARKS

SERVICES

CASES

Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all for checkout' button.

## Complete a Mark Record Transfer.

This is a transfer request for in INVALID submission.

Transferring an INVALID record is charged at \$50

INVALID reason specified is '2017-03-14T14:09:58Z [120.1] According to the trademark database and/or the trademark certificate, the trademark is not registered or is pending application for registration and is therefore invalid in accordance with Clearinghouse Guidelines. However, if you have another valid and registered trademark, please submit that trademark by editing all the fields. 2017-03-14T14:10:07Z [10.1] The address of the holder provided does not match the address of the trademark holder on the trademark certificate. Please correct this or provide us with documentary evidence that the address has changed. If you are a trademark holder, please correct this by first changing your contract data as explained in the HOW TO EDIT CONTRACT DATA provided at <http://www.trademark-clearinghouse.com/content/quick-reference>. Once updated and in the event that are no more errors, please go to the mark record and submit for re-verification. 2017-03-14T14:12:13Z [120.1] According to the trademark database and/or the trademark certificate, the trademark is not registered or is pending application for registration and is therefore invalid in accordance with Clearinghouse Guidelines. However, if you have another valid and registered trademark, please submit that trademark by editing all the fields.

Please submit again if you want this transfer to be completed anyway !

### Enter transfer code

A valid transfer code is required to complete this step of the transfer process. For more information on how to acquire the transfer code please refer to [our FAQ section](#).

Please note that you will be charged directly for the transfer to be completed once you click the COMPLETE TRANSFER button.

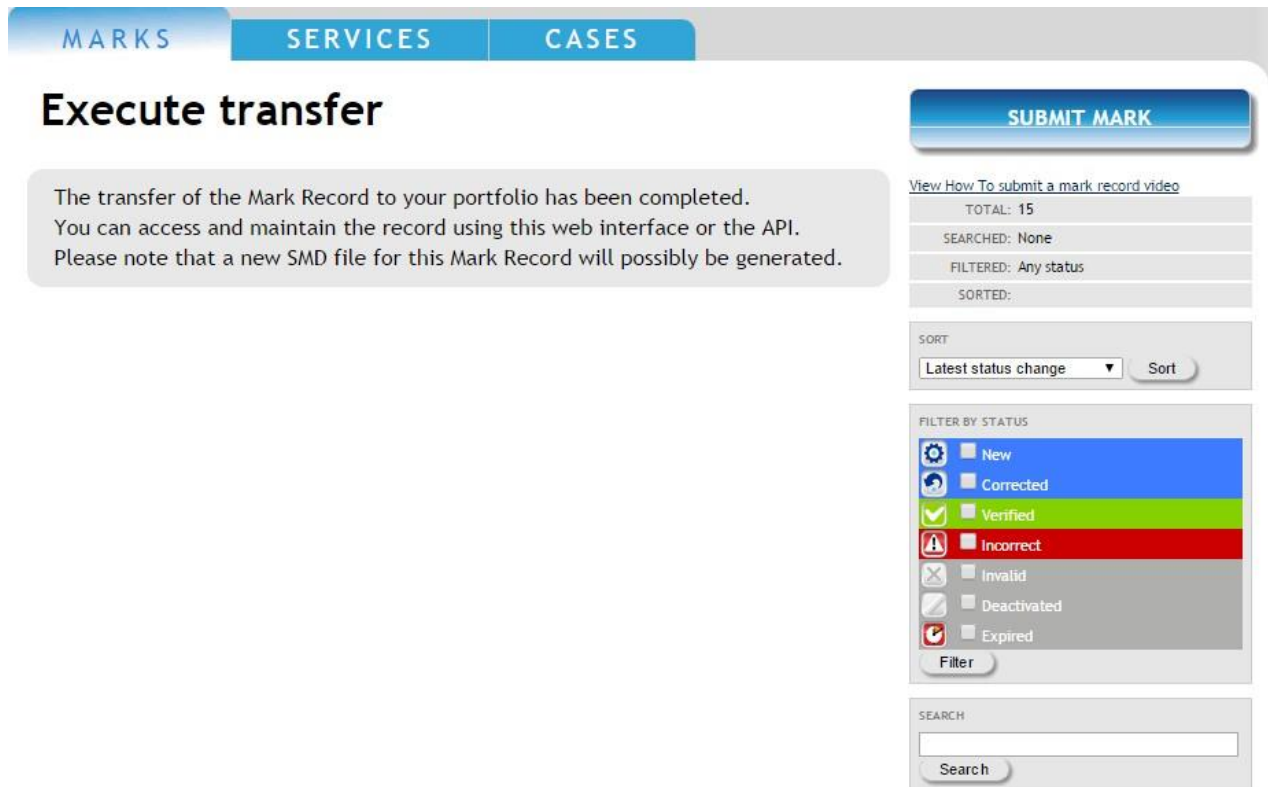
Complete a Mark Record transfer by entering the transfer code below and clicking COMPLETE TRANSFER.

TRANSFER CODE\*

**COMPLETE TRANSFER**



After the transfer has been completed, the following screen will be shown.



**Execute transfer**

The transfer of the Mark Record to your portfolio has been completed. You can access and maintain the record using this web interface or the API. Please note that a new SMD file for this Mark Record will possibly be generated.

**SUBMIT MARK**

View [How To submit a mark record video](#)

TOTAL: 15  
 SEARCHED: None  
 FILTERED: Any status  
 SORTED:

SORT  
 Latest status change ▾ Sort

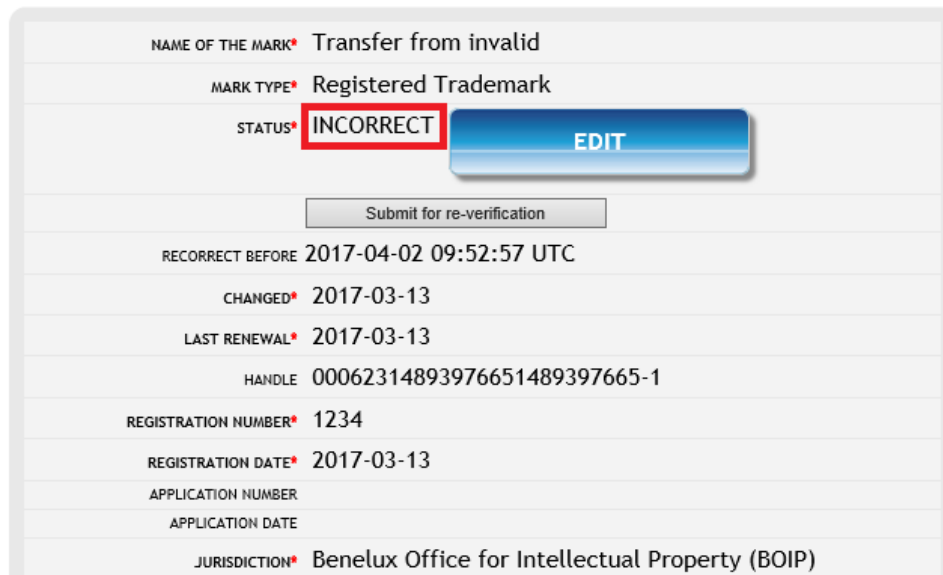
FILTER BY STATUS

- New
- Corrected
- Verified
- Incorrect
- Invalid
- Deactivated
- Expired

Filter

SEARCH  
  
 Search

After this transfer has been executed, the Mark Record appears with an 'incorrect' status in the mark overview of the TMCH Agent.



NAME OF THE MARK\* Transfer from invalid

MARK TYPE\* Registered Trademark

STATUS\* **INCORRECT** **EDIT**

Submit for re-verification

RECORRECT BEFORE 2017-04-02 09:52:57 UTC

CHANGED\* 2017-03-13

LAST RENEWAL\* 2017-03-13

HANDLE 00062314893976651489397665-1

REGISTRATION NUMBER\* 1234

REGISTRATION DATE\* 2017-03-13

APPLICATION NUMBER

APPLICATION DATE

JURISDICTION\* Benelux Office for Intellectual Property (BOIP)



All fields can be adapted by the TMCH Agent. Editing\* can be done by clicking on the 'Edit' button in the Mark Record.



Please note that your mark record has not yet been submitted to the verification queue, please review your order by clicking on review - on the 'Review Order' page click the 'Submit all for checkout' button.

## Transfer from invalid

NAME OF THE MARK*	Transfer from invalid
MARK TYPE*	Registered Trademark
STATUS*	INCORRECT

After editing the fields, the TMCH Agent must mark the checkbox and click 'Update' and then submit the Mark Record for re-verification, so the Mark Record can get verified, by clicking the button, as shown in the images below:

[Trademark Holder/Trademark agent] hereby certifies that the information submitted to the Clearinghouse is, to the best of [Trademark Holder/Trademark agent] knowledge, 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, the [Trademark Holder/Trademark agent] will notify the Clearinghouse 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/Trademark agent] will notify the Clearinghouse within a reasonable time that the mark has been abandoned, or has been the subject of successful opposition, invalidation, cancellation, or rectification proceedings.





NAME OF THE MARK*	Transfer from Invalid
MARK TYPE*	Registered Trademark
STATUS*	INCORRECT
	<input type="button" value="EDIT"/>
	<input type="button" value="Submit for re-verification"/>
RECORRECT BEFORE	2017-04-02 13:54:40 UTC
CHANGED*	2017-03-13
LAST RENEWAL*	2017-03-13
HANDLE	00062314894121631489412163-1
REGISTRATION NUMBER*	1234
REGISTRATION DATE*	2017-03-13
APPLICATION NUMBER	
APPLICATION DATE	
JURISDICTION*	Benelux Office for Intellectual Property (BOIP)

\*For more information on how to edit a Mark Record, we refer to the manual 'How to edit a Mark Record – TMCH Agent' (<http://www.trademark-clearinghouse.com/content/agents-how-edit-trademark-record>).