

## Trademark Registration — Documents Checklist

Brand protection

Dear Sir/Ma'am,

It is great to hear that you seek interest in applying for Trademark for your business. Protecting your intellectual property is the most basic protection you can give to your business and can be done for your brand name / logo / tagline / slogan.

### Documents Required

In case of Company	In case of Individual
Name of Business to be registered	Name of Business to be registered
Logo, if any	Logo, if any
Copy of Aadhar Card & PAN Card of Signatory	Gumasta of Firm, if any
Charter Documents (Certificate of Incorporation, MOA & AOA)	Copy of Aadhar Card & PAN Card of Proprietor
MSME Certificate / Startup India Certificate, if registered.	Proof of continuous usage (as mentioned in 'Annexure-A'), if prior user.
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### Process for Trademark <sup>TM</sup> ® Registration

- Step 1** Search Report.
- Step 2** Application for <sup>TM</sup> to Govt.
- Step 3**
  - If <sup>TM</sup> is accepted no further cost & process. (<sup>TM</sup> will be accepted & advertised).
  - If Objection is raised on <sup>TM</sup> by Govt — Filling of Reply to Objection.
- Step 4** If Reply not Accepted by Govt then hearing on <sup>TM</sup> Application.
- Step 5** After Hearing trademark will be Accepted & Advertisement for 4 Months.
- Step 6** Waiting for 4 Months for Public Objection.
- Step 7** If Public Objection is filed than Filling of Counter Statement & Evidence.

Let us know for any clarifications, if any — we will be more than happy to help you.

### Annexure-A — User Date Documentary Proof

- 1 Sales / Purchase invoices;
- 2 GST Registration Certificate / Gumasta / MSME / Udyam Registration / Startup India Certificate / Certificate of Incorporation / Professional Tax Registration Certificate;
- 3 Domina Bill / Invoice;
- 4 Instagram / Facebook / LinkedIn posts having date on it;
- 5 Any type of Agreement / Deeds in the name of trademark like Rent Agreement, Manufacturer/Vendor Agreement / Sales Deed etc.;
- 6 Goods Shipping documents;
- 7 Records relating to the payment of tax;
- 8 Press publication or review reports of the products;
- 9 Photographs of the mark being displayed or advertised on vehicles;
- 10 Any documentary proof of an event sponsored by the proprietor using the trademark;
- 11 Customer feedback on the goods and services, for ex. Google Reviews / Testimonials;
- 12 Printing of Stationery Bills / Expense Bills of the Business;
- 13 Show cards or display boards;
- 14 Visiting Cards or Letter heads;
- 15 Storage and packaging, and labeling of boxes displaying the trademark;
- 16 Records relating to the sale of goods and services bearing the trademark;
- 17 Brochures or advertisements, or pamphlets that prove the association of the mark with the product;
- 18 Reports or data showing the market share of the goods or service;
- 19 Awards / Recognition received from any govt body or organization;
- 20 Copy of High Court / District Court or any other Tribunal order, if any;

*Note: You can share any of the above documents but they must have the Trademark name on it.*