

CLEARINGHOUSE



How to edit
the name of the holder and address
when a trademark itself has been transferred?

Trademark Clearinghouse
28/10/2014
Version 1.0



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1. Scope

During the lifecycle of a trademark, a trademark can be transferred from one company to another company.

This document provides TMCH users with a guide on how to change the holder information and/or the address of the trademark holder of a Mark Record after the Mark Record has been verified.

How to edit the name of the mark holder when a mark has been transferred?

2. Editing the trademark holder information

2.1. Introduction

Each TMCH user has the obligation to provide updated information to the TMCH when the data on the trademark certificate has changed.

In the event that the transfer/assignment has not yet been registered at the trademark office, you need to provide the TMCH with an assignment declaration¹. In this case you are not the owner of the trademark but the assignee of the trademark.

Whether the transfer/assignment has been recorded or not, changing the status of a mark record is a manual process. The following sections provide you with an overview of the steps that you need to take.

2.2. Editing the information

2.2.1. Step 1: Submit a ticket via the support tool

Submit a ticket under the heading “Trademark Management” via the [customer support interface](#) by following the relevant [how to](#).

Please ensure that you describe in the ticket which fields (name of the holder and/or address of the trademark holder/capacity) you wish to change and for what reason. Please also include the name of the trademark and the mark record handle. This information allows our customer support team to quickly identify the mark record that needs to be edited.

2.2.2. Step 2: TMCH action

Customer support team will manually set the mark record status to INCORRECT. The status change implies that the current SMD file will be revoked and you can no longer use the SMD file.

¹ The standard template for TMCH purpose can be found here: <http://www.trademark-clearinghouse.com/sites/default/files/files/downloads/TMCH%20Assignee%20Declaration%20-%20Registered%20Mark%20-%20v1.pdf>

2.2.3. Step 3: Edit the mark record

When the mark record has received the status INCORRECT you will be able to edit the applicable fields of the mark record. For detailed information on how to edit your mark record, we refer to the relevant [how to](#).

In the event the transfer/assignment has been recorded before the trademark office, you need to edit the name of the holder and address fields.

In the event that transfer of the mark has not been recorded at the trademark office, you will also have to change the capacity of the holder to **assignee** and upload a completed and signed **assignment declaration**.

In both cases whether you are the new owner or assignee, the TMCH user must provide a new **signed declaration of proof of use** completed and signed by the assignee or the new owner.

In the event of just **address change**, please provide the TMCH with a copy of the filing before the trademark office in the event that the address has changed has not yet been updated at the trademark office.

2.2.4. Step 4: Resubmit for re-verification

Once the fields have been edited, you will need to submit the mark record for re-verification. Your mark record will receive the status CORRECTED.

2.2.5. Step 5: Re- Verification

Upon re-verification of the trademark record, your trademark record will receive the status NEW. The verification agent team will review the changes to the mark record and assign the appropriate status:

VERIFIED: All edits (including proof of use) could be verified. In this event a SMD file will become available and you can use the SMD file to register the corresponding domain name.

INVALID: Not all edits could be verified. In this case a SMD file will not be generated and you can no longer correct any data with this status.

Please note that there is no re-correction possibility, so please ensure that you have your documents ready if applicable.