

Suggested Instruction Letter For Filing a New Application

Copy this form onto your letterhead and send us your instructions on it, or annex a copy of it to a covering note. Remember you can save costs by sending complete information and documents with your initial instructions.

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Dear Sirs,

Please file a new application for a trade mark/service mark in New Zealand according to the particulars below. Please airmail us your filing report with application number allotted and debit note in duplicate, within two weeks of filing the application. Please acknowledge receipt of these instructions by return airmail.

Full Name, Trading Style (if any), Nationality* and Street Address* of New Zealand Applicant(s):

Mark:

Goods/Services:

International Class (if known):

Convention Priority: Date(s) Country

Use at Expected Filing Date:

- The mark is in use in New Zealand by the applicant in respect of at least some of the goods/services in New Zealand
- The mark is proposed to be used in New Zealand by the applicant
- The applicant is applying on behalf of a body yet to be incorporated which, when incorporated, will use the mark in New Zealand

Documents:

- | Enc. | To Follow | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Authorisation of agent form from applicant * |
| <input type="checkbox"/> | <input type="checkbox"/> | Two specimens of the mark, if a logo |
| <input type="checkbox"/> | <input type="checkbox"/> | One high quality black and white print of the mark, if a logo (preferably no larger than 9cm wide x 5cm deep) * |
| <input type="checkbox"/> | <input type="checkbox"/> | Convention document * |
| <input type="checkbox"/> | <input type="checkbox"/> | Certified translation of the convention document, if not already in English * |

Instructions:

- Please send an authorisation of agent form for signature
- Please check the classification of goods/services to ensure these fall in the international class mentioned
- Please arrange translation and certification of the priority (convention) document
- Please maintain the application in force in the absence of instructions to the contrary
- If these instructions reach you after the convention period, please file as a non-convention application
- Please search to check whether there are any obvious existing registrations which might block this application and file this application only if such search is clear
- Please conduct a full infringement search of all marks in the class and file this application only if such search is clear

* These items may be filed after the initial application is made, but extra costs would probably be incurred for late filing.