

VERSION 2.0
JANUARY 30, 2018



WEB CLIENT USER GUIDE

TRADE MARKS RENEWALS AND RESTORATIONS

PRESENTED BY: SIPHIWO NDLOVU
SSA PROJECT ADMINISTRATOR

Table of Contents

1. Introduction	4
1.1. Purpose	4
1.2. Trade Mark Renewal Process.....	4
1.2.1 Automating The Trade Mark Renewal Lodging Process	4
1.2.1.1 Accessing Renewal E-Filing.....	4
1.2.1.2 Standard Renewal Lodgment.....	8
1.2.1.3 Late Renewal	15
1.2.2 Automating The Restoration Process	20
1.2.2.1 Restoration Search.....	21

Table of Figures

Figure 1: IP Online landing page	5
Figure 2: IP Online Login Page.....	5
Figure 3: Trade Marks Renewal Menu.....	6
Figure 4: Renewal trade mark search.....	8
Figure 5: Trade mark registration preview page	9
Figure 6: Windows Browser	10
Figure 7: Specify type of attachment	10
Figure 8: Validation	11
Figure 9: Submit Renewal.....	11
Figure 10: Confirmation Email.....	12
Figure 11: Processing email.....	12
Figure 12: TM5 Renewal Certificate	13
Figure 13: Payment Receipt.....	14
Figure 14: Payment Receipt.....	14
Figure 15: Renewal trade mark search.....	15
Figure 16: Renewal preview page	16
Figure 17: E-Filing Terms and Conditions	17
Figure 18: Late renewal confirmation email.....	17
Figure 19: Processing email.....	18
Figure 20: TM5 Renewal Certificate	19

Figure 21: Payment Receipt.....	20
Figure 22: Restoration search page.....	21
Figure 23: Late renewal preview page.....	22
Figure 24: Windows Browser	23
Figure 25: Specify type of attachment	23
Figure 26: Validation	24
Figure 27: Restoration Terms and Conditions page.....	24
Figure 28: Restoration Confirmation email	25
Figure 29: Processing email.....	25
Figure 30: Payment Receipt.....	26
Figure 31: Restoration Rejected	27
Figure 32: Restoration Approved	27
Figure 33: Notice of Restoration of Lapsed Trade Mark.....	28
Figure 34: Restoration Advertised	29
Figure 35: Restoration Granted	29
Figure 36: TM5 Renewal Certificate	30

1. INTRODUCTION

1.1. Purpose

The purpose of this document is to give a step by step guide on how e-filing users will be using IP Online Portal to access the electronic filing system for trade mark renewals and restorations. The time periods and applicable fees are calculated as per the time line below.

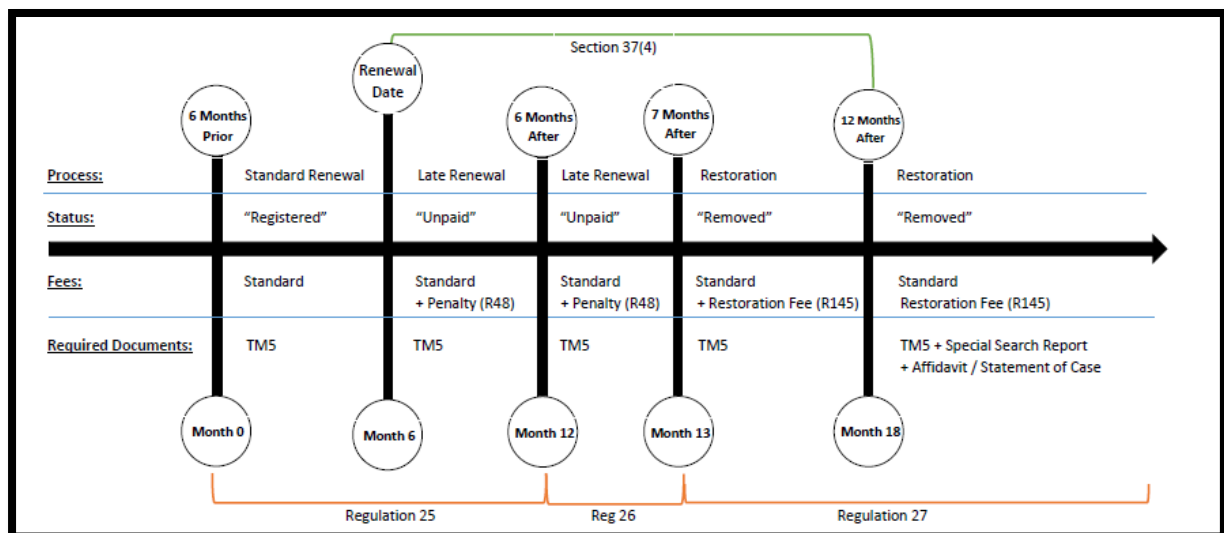


Figure 5: Trade Mark Renewal Time Line

1.2. Trade mark renewal process

1.2.1 Automating the trade mark renewal lodging process

With the introduction of the e-filing for trade marks renewals users will be using the IP Online portal to access the submissions platform. The renewal lodging process is reflected in detail below.

1.2.1.1 Accessing Renewal E-Filing

To access the renewal menu, the user will access IP Online via the following link: <http://iponline.cipc.co.za>.

The IP Online portal home page will open as per the screenshot below. The user will be able to lodge a renewal/restoration by clicking the 'Renew' menu as highlighted on the screen below.

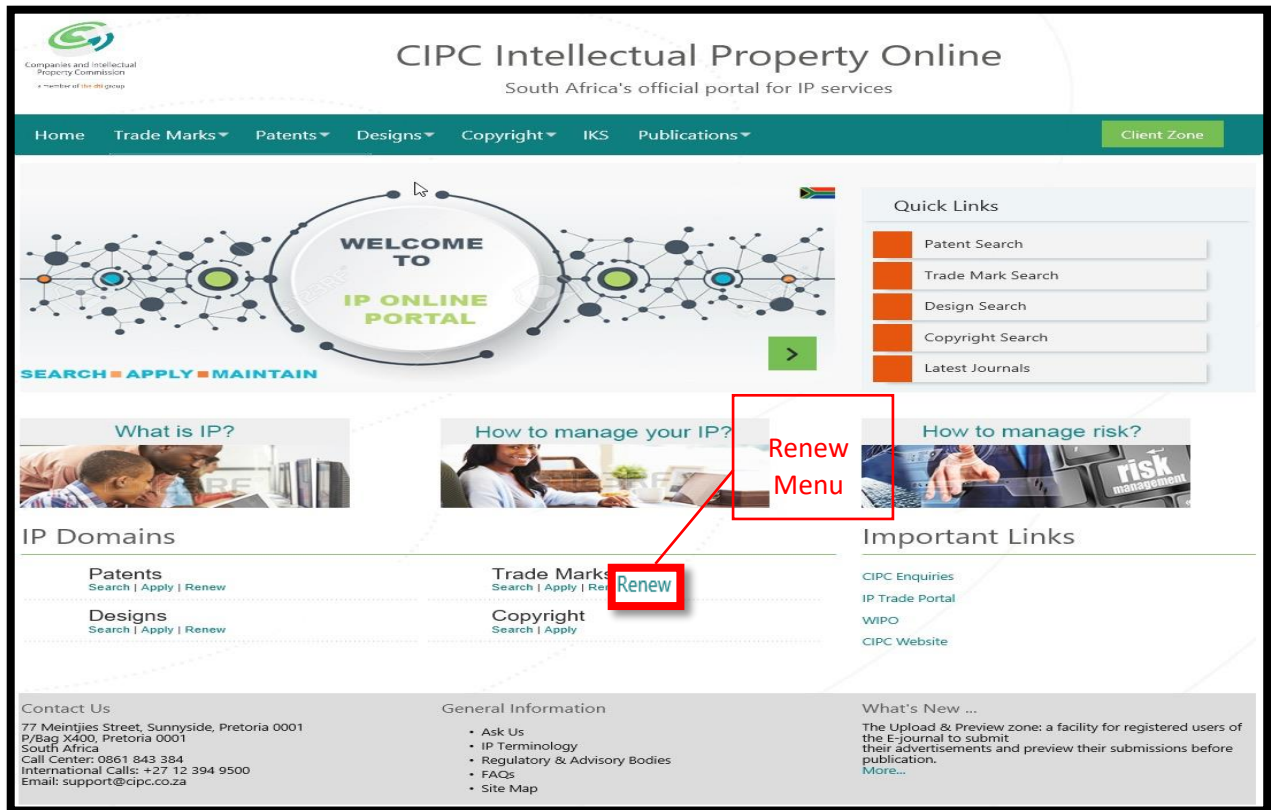


Figure 1: IP Online landing page

The user will be required to login to IP Online in order to lodge a renewal. The user will click on Client Zone in order to login and the screen below will open in order or them to login.

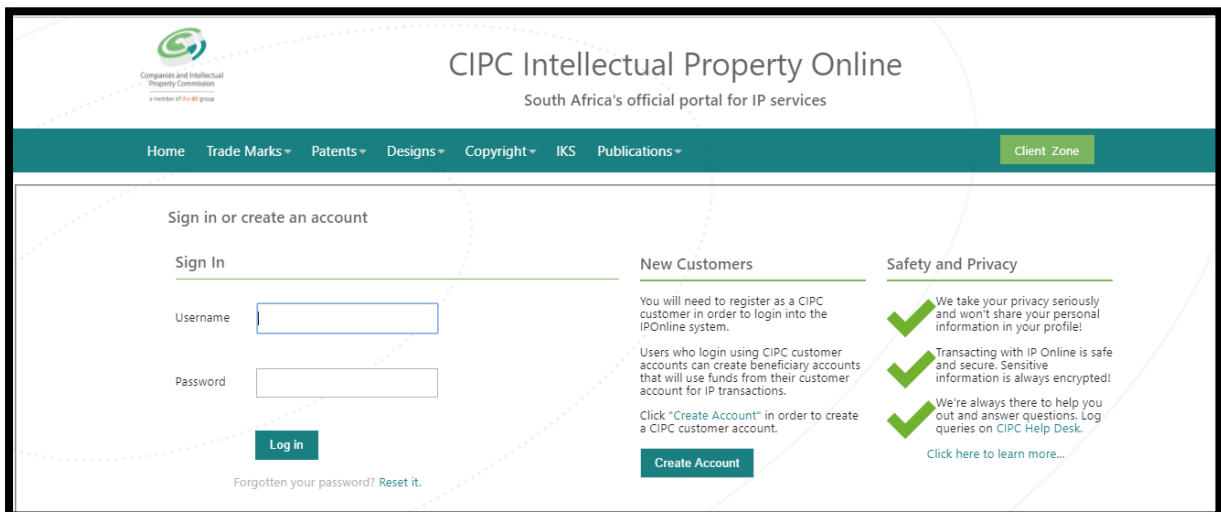


Figure 2: IP Online Login Page

The user will be able to navigate to renew a registration via the trade marks menu and the 'renew search page' will open.

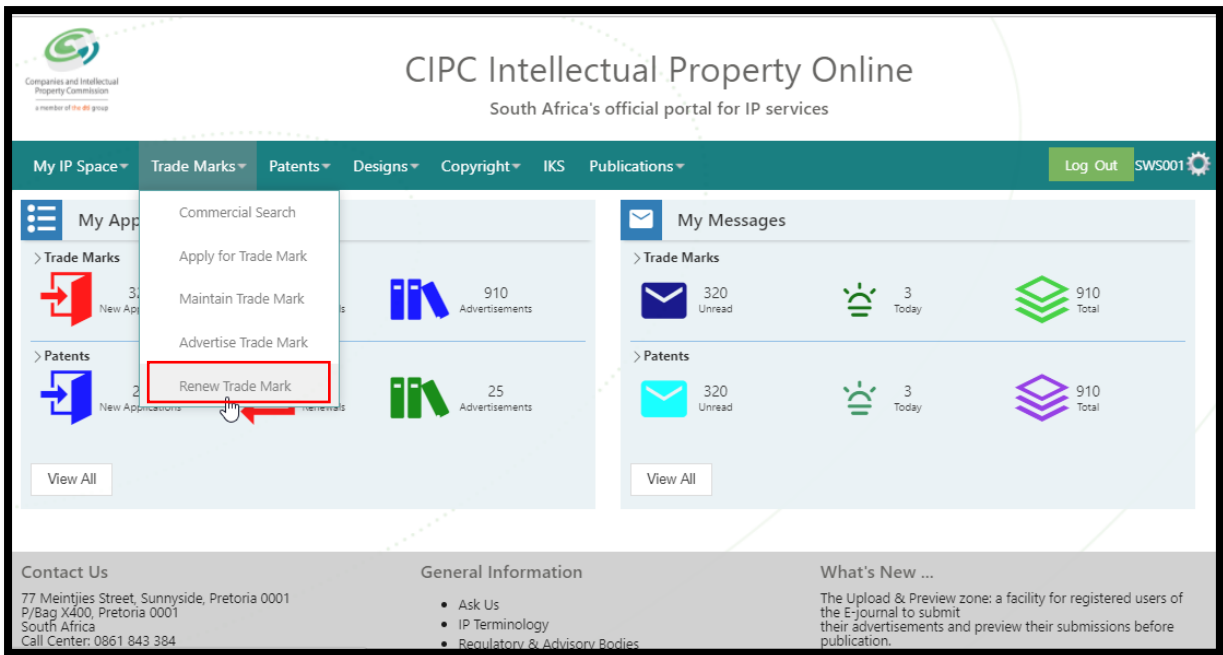


Figure 3: Trade Marks Renewal Menu

Upon clicking the **'Renew Trade Mark'** menu the user will open the e-Filing information page and then a proceed button to continue to the **'Renewal Search Page'**

CIPC Intellectual Property Online
South Africa's official portal for IP services

My IP Space ▾ Trade Marks ▾ Patents ▾ Designs ▾ Copyright ▾ IKS Publications ▾ Log Out SWS001

IMPORTANT NOTICE

IN TERMS OF THE TRADE MARKS ACT (ACT 194 OF 1993) IT IS CLEARLY STATED THAT WHERE TRADE MARK APPLICANTS DO NOT REPRESENT THEMSELVES, THEY MAY ONLY BE REPRESENTED BY A PRACTICING ATTORNEY/S. AS SUCH, ONLY APPLICANTS THEMSELVES OR A PRACTICING ATTORNEY/S ON BEHALF OF APPLICANTS, MAY LODGED ELECTRONIC DOCUMENTS (SUCH AS NEW TRADE MARK OR RENEWALS APPLICATIONS). SHOULD PERSONS NOT AUTHORISED TO REPRESENT TRADE MARK APPLICANTS MAKE USE OF THIS ELECTRONIC FILING FACILITY TO LODGE ANY OFFICIAL DOCUMENTS, SUCH LODGEMENTS (INCLUDING NEW APPLICATIONS) SHALL BE DEEMED AS INVALID FROM THE DATE OF LODGEMENT THEREOF. THE DOCUMENT/S SHALL THEN NEED TO BE RESUBMITTED BY EITHER THE APPLICANT ITSELF, OR BY A PRACTICING ATTORNEY/S REPRESENTING THE APPLICANT. KINDLY FURTHER NOTE THAT OFFICIAL FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCES, AND ANY OFFICIAL FEES DEDUCTED FOR DOCUMENTS AND/OR APPLICATIONS LODGED BY PERSONS NOT AUTHORISED TO REPRESENT TRADE MARK APPLICANTS WILL BE FORFEITED.

What is e-Filing?

The CIPC E-FILING SERVICES in respect of intellectual property introduces an electronic procedure to lodge new trade mark, patent, design and copyright applications in South Africa, from the comfort and convenience of your home or office.

It further introduces an electronic procedure to lodge trade mark renewals and restorations in South Africa. The e-filing user administration guide can be accessed [here](#)

CIPC has developed 2 different formats which may be utilized for e-filing, depending on the customer specific requirement.

CUBA Desktop Client

CUBA (CIPC Utility for Bulk Applications) Client has been designed to cater for the lodging of bulk applications by way of XML file uploads directly into the CUBA application.

Any development which may be required to utilise CUBA client to lodge new applications in bulk, will be the responsibility of the person/s who wishes to make use of such method to lodge new applications.

Web Client

The web client interface has been designed to cater for single application submissions. This application will also allow you to attach your logo (device), and any other supporting documents which should accompany your application.

For better performance and predictable system behaviour users are encouraged to use **Mozilla Firefox** or **Google Chrome** browsers or **Microsoft Internet Explorer 11 and above** (in non-compatibility mode).

To utilise this e-filing functionality, you need to:

1. Be **based in the Republic of South Africa**; OR
2. Be an authorised representative (based in South Africa) in order to use this functionality on behalf of trade mark applicants and/or proprietors; AND
3. Be registered as a CIPC customer; AND
4. Upon registration as a CIPC customer, select from the IP e-Services suite, the IP e-filing functionalities you would wish to make use of; AND
5. Use your CIPC username and password to log in

It is strongly recommended that before using this e-filing functionality, you:

1. Familiarise yourself with the **CIPC e-Filing T&C's** of this functionality, as published on this website.
2. Familiarise yourself with the important notice on authorised representatives as reflected on the e-filing web-services.
3. Familiarise yourself with the **notice on operational e-filing in respect of new applications**, as published on the CIPC website (August 2013)
4. Familiarise yourself with the **notice on operational e-filing in respect of trade mark renewals and restorations**, as published on the CIPC website (January 2018)
5. Review the **user manual for e-filing of new applications**.
6. Review the **user manual for e-filing of trade mark renewals and restorations**.
7. Review the **user manual for e-filing of new applications**.

Should you experience any problems in relation to the IP e-Services suite, kindly log a query on the **CIPC Online Query Resolution System (QRS)** for assistance.

To **download** the CUBA Client Application, XML Schema and user guide, [click here](#).

Proceed

Companies and Intellectual Property Commission / [Terms and Conditions](#) / [Disclaimer](#)
Copyright © 2015 - 2018 Billetterie software designed by Sward South Africa

Figure 4: E-Filing Information page

The user will be able to search for registration due for renewal. The user should click on the 'Search' button and the trade mark registration information will appear below the search box. The business rule for the trade mark registration search to be successful is that the trade mark status should be "registered" and the renewal date should be within the first 6 months prior to the date of expiry, for a standard renewal.

See the screenshot below.

1.2.1.2 Standard Renewal Lodgment

The screenshot shows a web interface for renewing a trade mark. At the top, there is a breadcrumb trail: > IP Online > Trade Marks > **Renew Trade Mark**. Below this, the page title is 'Renew Trade Mark'. There is a search form with the label 'Application Number' and the value '2007/29799'. A green 'Search' button is to the right of the input field. Below the search form is a table with the following data:

App No	Title	App Date	Exp Date	Status	
2007/29799	NIFTYLIFT	2007-12-21	2017-12-21	Registered	RENEW

Callouts in red boxes point to the 'Trade Mark Registration Information' (the table), the 'Search Button', and the 'Renew Button'.

Figure 5: Renewal trade mark search

The user clicks the '**Renew Button**' and the user will be able to preview and verify the registration information.

TRADE MARK RENEWAL FILING

Please verify the information before clicking the Submit button to submit your online renewal filing

Application Number: 2007/29799

Applicant(s)

Name	Address	Country
NIFTYLIFT LIMITED	Fingle Drive, Stonebridge, Milton, Keynes, MK13, OFR	United Kingdom

Date of expiration: 21 December 2017

Address for Service

Name	Address	Town	Postal Code	Country	Doc Ex
DYASON INC	134 Muckleneuk, Street West, Nieuw Muckleneuk	Pretoria	0181	South Africa	Docex 54

Power of Attorney

GPA Number

Attach any supporting Document (pdf) you wish to lodge with the renewal

Attach supporting documents No file chosen

Select the tickbox to validate the information above is correct *

Yes No

The information provided for the proprietor and the address for service is automatically extracted and populated from the Register

Enter the GPA number

Add the 'Power of Attorney' as an attachment

Figure 6: Trade mark registration preview page

If the user is not the address for service as recorded in the Register, the user is required to supply the "General Power of Attorney" number or provide the "Power of Attorney" document as an attachment.

When clicking the 'Choose File' button the system will open the Windows browser in order for the user to choose the document which they wish to attach.

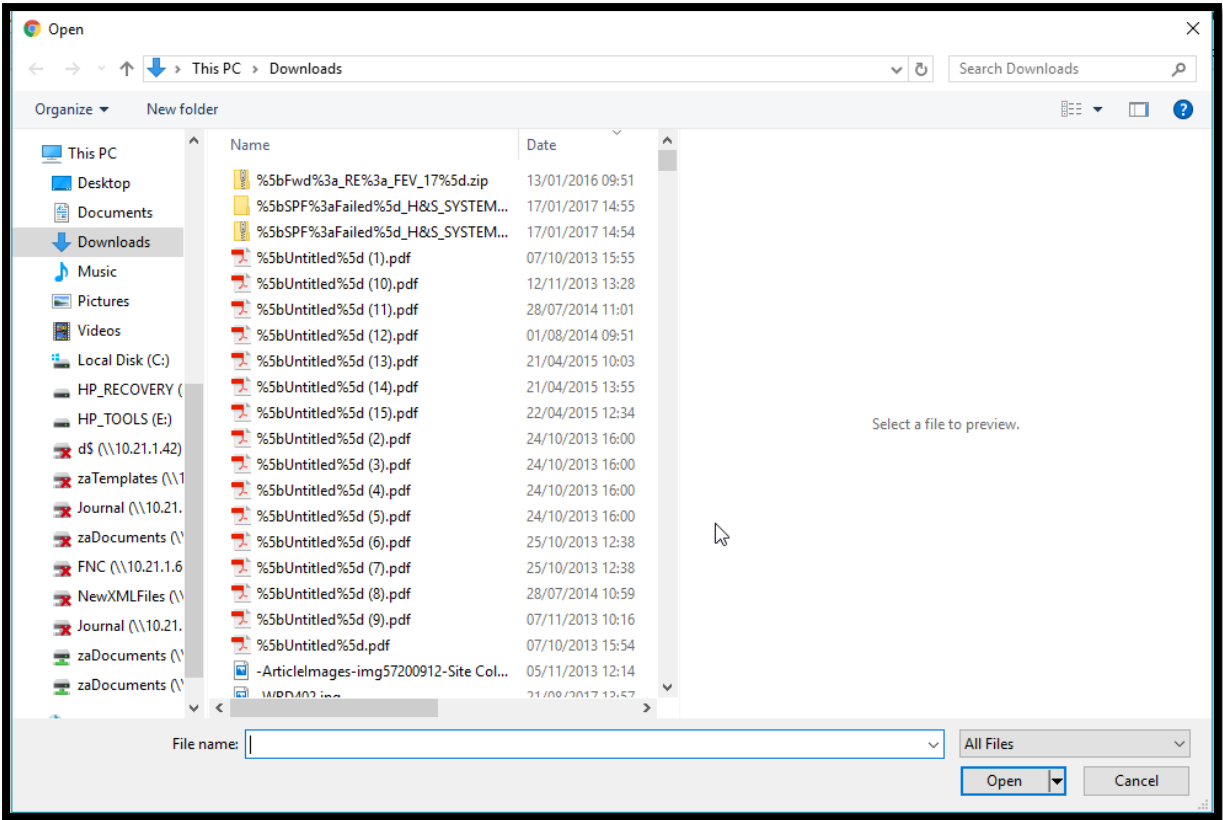


Figure 7: Windows Browser

After browsing and selecting the document that should be attached, the user then needs to specify the type of document that was attached as per the drop-down screen below.

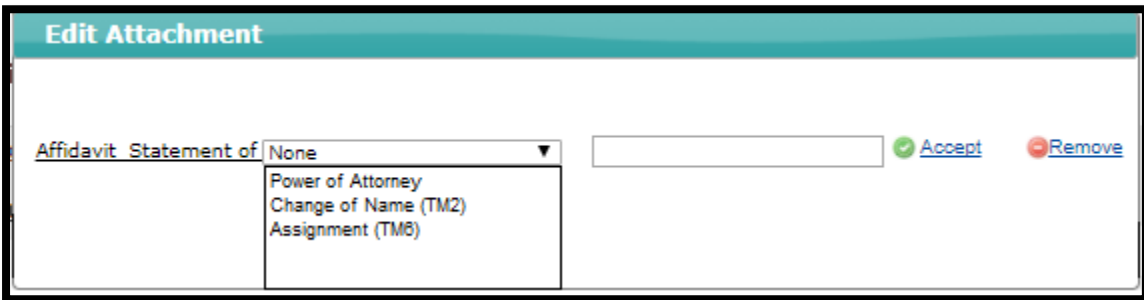


Figure 8: Specify type of attachment

The user will be able to attach a TM2 for Change of Name as well as a TM6 for Assignment as part of the renewal lodgement. The processing of the TM2/TM6 will still follow a manual process and the Trade Mark Renewal Section will receive this application with a notification/comment flag advising them of the attached document. The attached TM2 or TM6 will be printed to be processed manually by the Trade Mark Maintenance Section.

Before submitting the application for renewal the user needs to validate the information provided in the preview. The options of validation is either to select 'Yes' that all the information is correct, or 'No' where the information is not correct. If the user selects "no" they are required to provide comments and supporting documents; such applications will then revert to a separate query queue for the Renewals Section to review.

Select the tickbox to validate the information above is correct *

Yes No

Figure 9: Validation

Upon selecting 'Submit' the user will be required to agree to the 'CIPC IP e-Services Terms and Conditions' reflected in the screenshot below. The user will be provided with the estimated cost of the application for renewal, and proceed with the process.

Terms and Conditions

CIPC IP E-SERVICES TERMS AND CONDITIONS

In these Terms and Conditions (referred to as "the Agreement"):

- i. "you" and "your" refers to all CIPC customers making use of the IP e-services offerings;
- ii. "we", "us" and "our" refers to CIPC; and
- iii. "Service/s" refers to the services provided by CIPC through the CIPC IP e-services.

This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-services.

Please read this Agreement carefully before accessing or using the CIPC IP e-Services. By accessing or using the IP e-Services, you agree to be bound by the Terms and Conditions of the Agreement. Violation of this Agreement will result in suspension of your CIPC user account.

A. DEFINITIONS

"authorised agent / person / representative"	means a practicing attorney holding a valid Fidelity Fund Certificate, authorised in terms of the Act to represent a customer (applicant);
"browser"	means a computer program which allows a person to read hyperlinked data messages (i.e. accessing the internet);
"CIPC"	means the Companies and Intellectual Property Commission;

Do you agree to the CIPC terms and conditions? I agree I do not agree

You are about to submit the restoration for the trade mark selected.
The cost for the restoration is estimated at R260

Do you want to continue?

Agree to T&C

Estimated Cost

Yes Button

Figure 10: Submit Renewal

To continue the user should click “Yes”. Upon clicking the “Yes” button the renewal will be submitted and the user will receive a confirmation email to confirm that the renewal was submitted.



Figure 11: Confirmation Email

A subsequent email will be sent to the client upon processing of the standard and late renewal with the TM5 Certificate as well as the payment receipt.

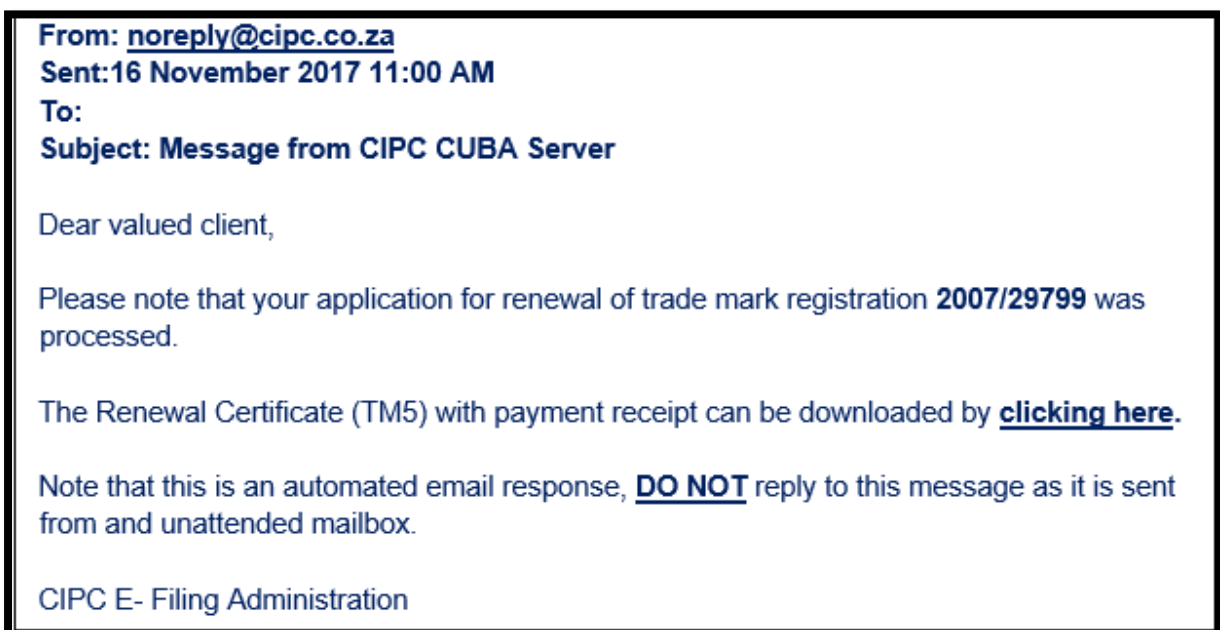


Figure 12: Processing email

REPUBLIC OF SOUTH AFRICA
TRADE MARKS ACT, 1993
PAYMENT (including additional fee) AND
CERTIFICATE OF RENEWAL/ RESTORATION

CLIENT REFERENCE
WEB12345

Section 37-Regulations 25, 26, 27 and 30 (1)

21	Registration No. (-3)	54	Trade Mark	51	Class
	2007/29799		NIFTYLIFT		7
Full name and address of proprietor					
NIFTYLIFT LIMITED Fingle Drive, Stonebridge-Milton Keynes, MK13 0ER					
Date of expiration 21 December 2017					
Address for service					
DYASON INC 134 Muckleneuk Street West, New Muckleneuk, Pretoria 0181, Private Bag X15, Brooklyn Square, 0075, Docex 54					

I/We hereby transmit the undermentioned prescribed renewal fees marked

1. The amount of R 260-00 being the renewal fee in respect of the above-mentioned trade mark.
2. The amount of R _____ being the additional fee payable within six months of the date of expiration.
3. The amount of R _____ being the additional fee payable for the restoration of the above-mentioned trade mark removed through the non-payment of the renewal fee.

16 November 2017

Submitted online: Dyason INC.

Signature of, applicant/registered proprietor
or authorised agent

FOR OFFICE USE ONLY

I hereby certify in terms of section 37 of the Act that the above-mentioned trade mark has been renewed in the Trade Marks Office for a period of 10 years from the due date.

17 November 2017

Document Unsigned / Electronically Issued

Registrar of Trade Marks

Figure 13: TM5 Renewal Certificate


 Companies and Intellectual Property Commission <small>a member of the dti group</small>	Duplicate Sales Journal	<u>POSTAL ADDRESS</u> P.O. Box 429 Pretoria 0001
Sales Journal Number: 123456 Date: 2017/11/17 Debit Code Agent DYASON INC Private Bag X15 Brooklyn Square 0075	Document Reference R112233 File Reference 2017/29799	<u>PHYSICAL ADDRESS</u> The DTI Campus (Block F - 401/402/403/404) 77 Motlatsi Street SUNNYSIDE PRETORIA 0001 <u>CALL CENTER</u> 0861 843 384 (South Africa) +27 11 254 9405 (International)
Debit Amount -R260	Form Code Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)	
FOR OFFICE USE ONLY Duplicate Sale Journal		
Sales Journal number: 123456 Date: 2017/11/17 Debit Code Agent DYASON INC Private Bag X15 Brooklyn Square 0075	Document Reference R112233 File Reference 2017/29799	Form Code Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)
Debit Amount -R260		

Figure 14: Payment Receipt

1.2.1.3 Late Renewal

> IP Online > Trade Marks > **Renew Trade Mark**

Renew Trade Mark

Application Number

App No	Title	App Date	Exp Date	Status	
✓ 2007/23659	CENTURY CITY	2007-10-17	2017-10-17	Unpaid	<input type="button" value="Renew"/>

Figure 16: Renewal trade mark search

The lodgment of a late renewal will follow the same process as the standard renewal. The business rule is that: the trade mark status will reflect as **'unpaid'** from the 1st day after the date of expiry, up until 7 months after the date of expiry.

The preview for a late renewal will follow the same process as with the standard renewal.

TRADE MARK RENEWAL FILING

Please verify the information before clicking the **Submit** button to submit your **online renewal filing**

Application Number: 2007/23659

Applicant(s)

Name	Address	Country
CENTURY CITY PROPERTY OWNERS ASSOCIATION	Century City House, 6 Park Lane, Embankment House, Century City,	South Africa

Date of expiration: 21 December 2017

Address for Service

Name	Address	Town	Postal Code	Country
SPAMER TRIEBEL INCORPORATED	7536, Unit 4 Oude Westhof Village Square, Van Riebeeckshof Road, Oude West	Bellville		

Power of Attorney

GPA Number

Attach any supporting Document (pdf) you wish to lodge with the renewal

Attach supporting documents No file chosen

Select the tickbox to validate the information above is correct *

Yes No

Callout boxes:

- The information provided for the proprietor and the address for service is automatically extracted and populated from the Register
- Enter the GPA number
- Add the 'Power of Attorney' or other supporting documents
- Validation of information

Figure 17: Renewal preview page

Upon selecting **'Submit'** the user will be required to agree to the **'CIPC IP e-Services Terms and Conditions'**. The user will be provided with the estimated cost of the lodgement, which is the standard renewal plus an additional penalty fee.

Terms and Conditions

CIPC IP E-SERVICES TERMS AND CONDITIONS

In these Terms and Conditions (referred to as "the Agreement"):

- "you" and "your" refers to all CIPC customers making use of the IP e-services offerings;
- "we", "us" and "our" refers to CIPC; and
- "Service/s" refers to the services provided by CIPC through the CIPC IP e-services.

This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-services.

Please read this Agreement carefully before accessing or using the CIPC IP e-Services. By accessing or using the IP e-Services, you agree to be bound by the Terms and Conditions of the Agreement. Violation of this Agreement will result in suspension of your CIPC user account.

A. DEFINITIONS

"authorised agent / person / representative"	means a practicing attorney holding a valid Fidelity Fund Certificate, authorised in terms of the Act to represent a customer (applicant);
"browser"	means a computer program which allows a person to read hyperlinked data messages (i.e. accessing the internet);
"CIPC"	means the Companies and Intellectual Property Commission;

Do you agree to the CIPC terms and conditions? I agree I do not agree

You are about to submit the restoration for the trade mark selected.
The cost for the restoration is estimated at **R308**

Do you want to continue?

Agree to T&C

Estimated Cost

Yes Button

Figure 18: E-Filing Terms and Conditions

Upon clicking the 'Yes' button the renewal will be lodged and the user will receive a confirmation email to confirm that the late renewal was submitted.

From: noreply@cipc.co.za
Sent: 16 November 2017 11:00 AM
To:
Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that your application for late renewal of trade mark registration **2007/23659** was received. The client reference number for the submission is **WEB12356**.

Note that this is an automated email response, **DO NOT** reply to this message as it is sent from an unattended mailbox.

CIPC E- Filing Administration

Figure 19: Late renewal confirmation email

A subsequent email will be send to the client upon processing of the late renewal with the TM5 Certificate as well as the payment receipt.

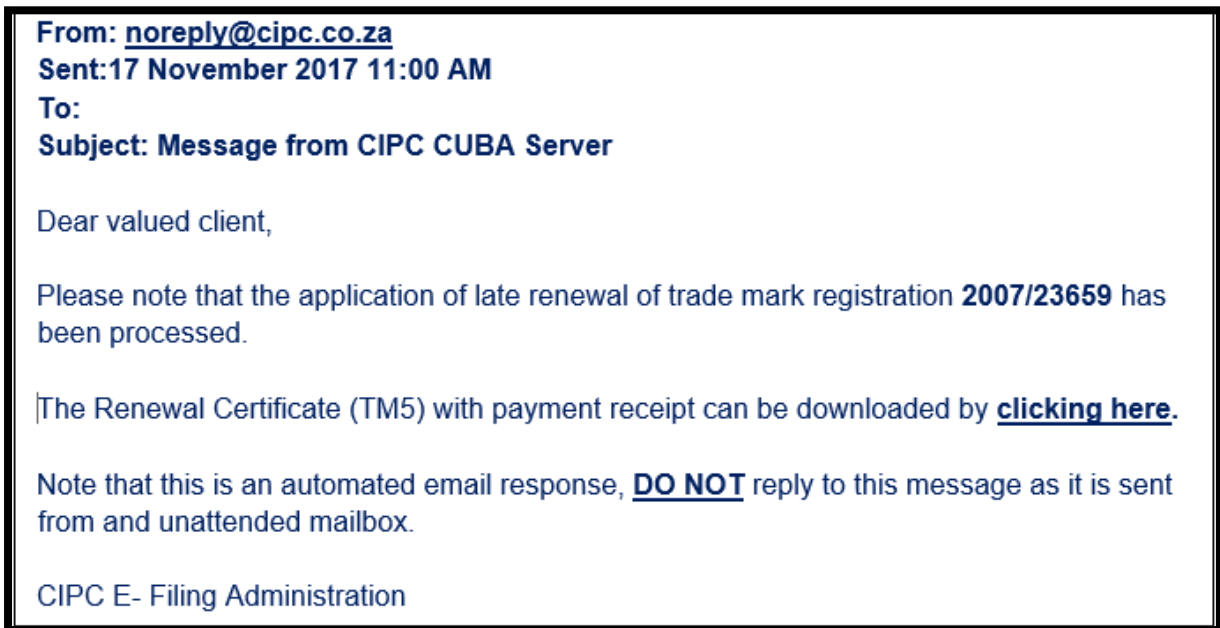


Figure 20: Processing email

REPUBLIC OF SOUTH AFRICA
TRADE MARKS ACT, 1993
PAYMENT (including additional fee) AND
CERTIFICATE OF RENEWAL/ RESTORATION

CLIENT REFERENCE

Section 37-Regulations 25, 26, 27 and 30 (1)

21 Registration No. (-3) 2007/23659	54 Trade Mark CENTURY CITY	51 Class 45
Full name and address of proprietor CENTURY CITY PROPERTY OWNERS ASSOCIATION Century City House, 6 Park Lane, Embankment House, Century City, Cape Town Western Cape		
Date of expiration 17/10/2017		
Address for service SPAMER TRIEBEL INCORPORATED P O Box 5149, Tyger Valley, 7536, Unit 4 Oude Westhof Village Square, Van Riebeeckshof Road, Oude Westhof, Bellville 7530 Cape Town		

I/We hereby transmit the undermentioned prescribed renewal fees marked

1. The amount of R 280.00 being the renewal fee in respect of the above-mentioned trade mark.
2. The amount of R 48.00 being the additional fee payable within six months of the date of expiration.
3. The amount of R _____ being the additional fee payable for the restoration of the above-mentioned trade mark removed through the non-payment of the renewal fee.

16 November 2017

Submitted online: Spammer Triebel

Signature of applicant/registered proprietor
or authorised agent

FOR OFFICE USE ONLY

I hereby certify in terms of section 37 of the Act that the above-mentioned trade mark has been renewed in the Trade Marks Office for a period of 10 years from the due date.

16 November 2017

Documents Unsigned: Electronically Issued

Registrar of Trade Marks

Figure 21: TM5 Renewal Certificate

 <p>Companies and Intellectual Property Commission a member of the dti group</p>		Duplicate Sales Journal		<u>POSTAL ADDRESS</u> P.O. Box 429 Pretoria 0001
				<u>PHYSICAL ADDRESS</u> The DTI Campus (Block F-Eotfutukweni) 77 Meintjies Street SUNNYSIDE PRETORIA 0001
				<u>CALL CENTER</u> 0861 843 384 (South Africa) +27 11 254 9405 (International)
Sales Journal Number: 123457 Date: 2017/11/17 Debit Code Agent Document Reference R112234 File Reference 2017/23659	SPAMMER TRIEBEL 7536, Unit 4 Oude Westhof Village Square Von Riebeeckshof Road, Oude Westhof Bellville 7530	Form Code Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)		
Debit Amount	-R308			
FOR OFFICE USE ONLY Duplicate Sale Journal				
Sales Journal number, 123457 Debit Code Agent Document Reference R112234 File Reference 2017/23659	SPAMMER TRIEBEL 7536, Unit 4 Oude Westhof Village Square Von Riebeeckshof Road, Oude Westhof Bellville 7530	Date: 2017/11/17 Form Code Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)		
Debit Amount	-R260			

Figure 22: Payment Receipt

1.2.2 Automating the restoration process

The electronic restoration process should comply with the Trade Marks Act and Regulations. It should not allow the processing of any restoration without all the mandatory documentation attached (“**Special Search Report**”, “**Statement of Case**”/ “**Affidavit**”).

The validation of the restoration will trigger a workflow process that allows the restoration to effectively move from one section to another until it is granted. The following is the recommended statuses for a restoration application:

- *Restoration applied;*
- *Restoration approved;*
- *Restoration advertised; and*
- *Restoration opposed.*

In very rare circumstances can a restoration be refused.

1.2.2.1 Restoration Search

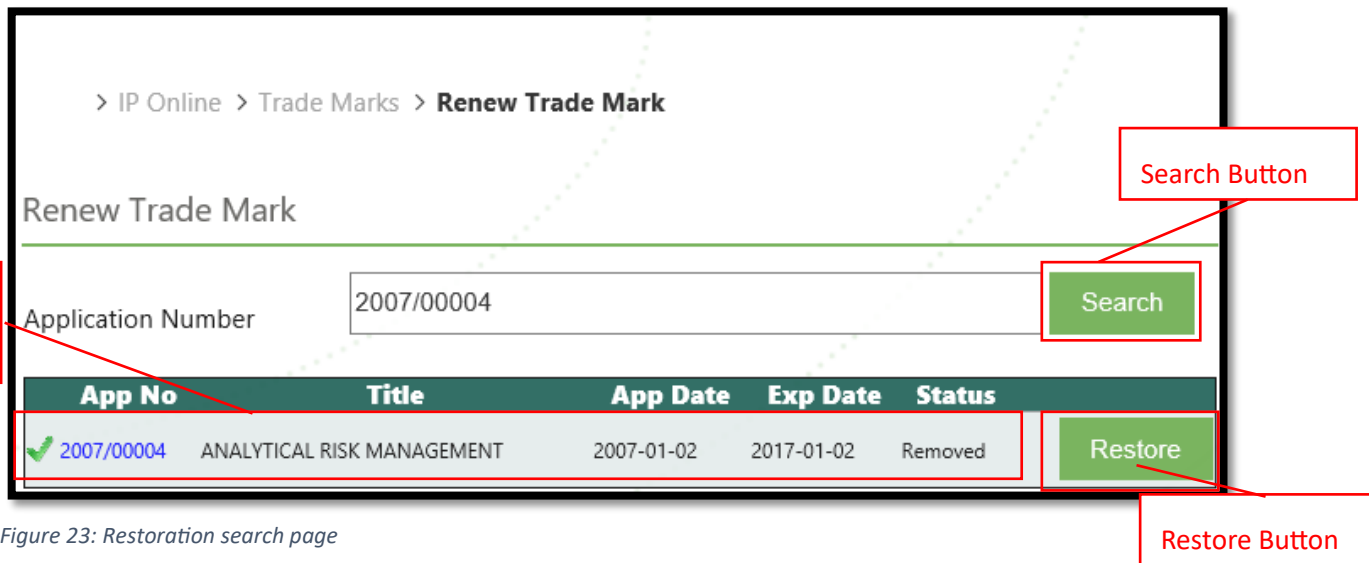


Figure 23: Restoration search page

As per the explanation under “a) Accessing Renewal e-Filing”, the user will access restoration by clicking on ‘**Renew**’, the ‘**renew/restoration search page**’ will open. The user will be able to search for the trade mark registration that needs to be restored. The user clicks on the ‘**Search**’ button and the trade mark registration information will appear below the search box. The business rule for the trade mark restoration search to be a success is: that the current trade mark status should be “removed”, this means that the renewal date has passed, and no renewal or late renewal was filed within 7 months from the expiry date, as per the renewal timeline.

The user should click the ‘**Restore Button**’ and the user will be able to preview and verify the information for the trade mark that needs to be restored before submitting the restoration

TRADE MARK RENEWAL FILING

Please verify the information before clicking the Submit button to submit your online renewal filing

Application Number: 2007/29799

Applicant(s)

Name	Address	Country
NIFTYLIFT LIMITED	Fingle Drive, Stonebridge, Milton, Keynes, MK13, OFR	United Kingdom

Date of expiration: 21 December 2017

Address for Service

Name	Address	Town	Postal Code	Country	Doc Ex
DYASON INC	134 Muckleneuk, Street West, Nieuw Muckleneuk	Pretoria	0181	South Africa	Docex 54

Power of Attorney

GPA Number

Attach any supporting Document (pdf) you wish to lodge with the renewal

Attach supporting documents No file chosen

Select the tickbox to validate the information above is correct *

Yes No

The information provided for the proprietor and the address for service is automatically extracted and populated from the Register

Enter the GPA number

Add the 'Power of Attorney' as an attachment
As well as all mandatory documents

Figure 24: Late renewal preview page

Where the user is not the recorded address for service, the user is required to supply the 'General Power of Attorney' number or provide the 'Power of Attorney' as an attachment. Other documents required to be lodged with the restoration are. **“Special Search Report”** and a **“Statement of Case”/ “Affidavit”**. These documents can be submitted by clicking the 'Choose File' button, the system will open the Windows browser in order for the user to choose the pdf document which they wish to attach.

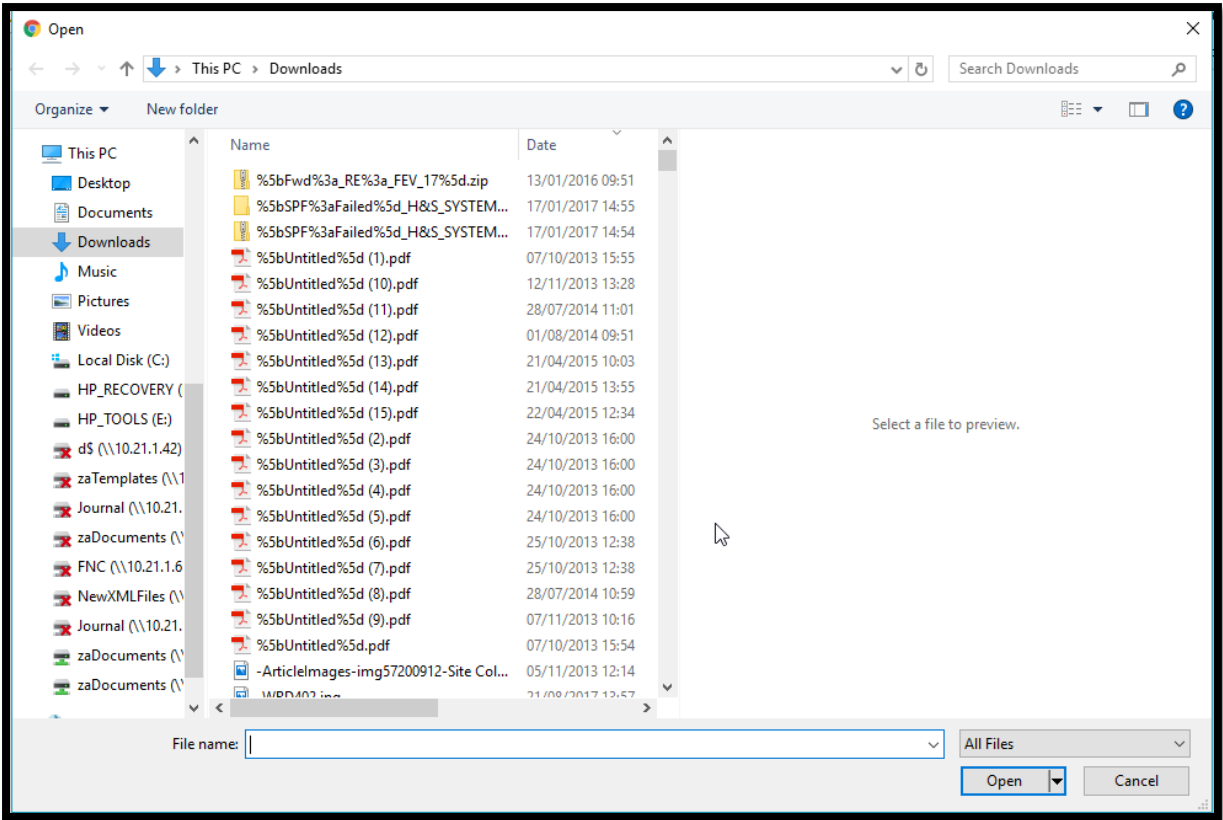


Figure 25: Windows Browser

After browsing and selecting the document that they wish to attach, the user should specify the type of document that is attached as per the screen below.

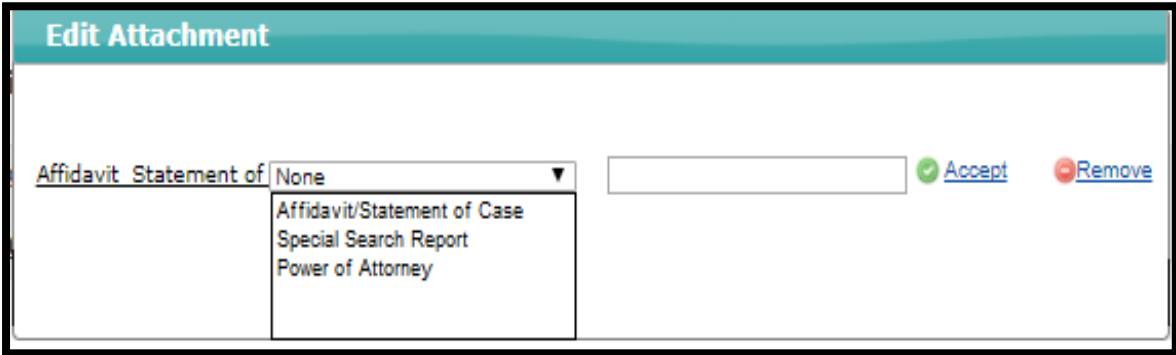


Figure 26: Specify type of attachment

This action needs to be repeated for each document that the user is required to attached. Validating of whether the correct mandatory document has been attached will be determined by the type of document that the user specified.

Before submitting the renewal lodgement the user needs to validate the information provided in the preview. The options of validation is either to select 'Yes' that all the information is

correct, or 'No' where the information is not correct. If the user selects "No" they are required to provide comments and supporting documents; such applications will then revert to a separate query queue for the Renewals Section to review.

Select the tickbox to validate the information above is correct *

Yes No

Figure 27: Validation

Upon selecting 'Submit' the user will be required to agree to the 'CIPC IP e-Services Terms and Conditions'. Users will be provided with the estimated cost of the application for restoration.

Terms and Conditions

CIPC IP E-SERVICES TERMS AND CONDITIONS

In these Terms and Conditions (referred to as "the Agreement"):

- "you" and "your" refers to all CIPC customers making use of the IP e-services offerings;
- "we", "us" and "our" refers to CIPC; and
- "Service/s" refers to the services provided by CIPC through the CIPC IP e-services.

This Agreement sets out CIPC's obligations to you, and sets out your obligations to CIPC while accessing and using the CIPC IP e-services.

Please read this Agreement carefully before accessing or using the CIPC IP e-Services. By accessing or using the IP e-Services, you agree to be bound by the Terms and Conditions of the Agreement. Violation of this Agreement will result in suspension of your CIPC user account.

A. DEFINITIONS

"authorised agent / person / representative"	means a practicing attorney holding a valid Fidelity Fund Certificate, authorised in terms of the Act to represent a customer (applicant);
"browser"	means a computer program which allows a person to read hyperlinked data messages (i.e. accessing the internet);
"CIPC"	means the Companies and Intellectual Property Commission;

Do you agree to the CIPC terms and conditions? I agree I do not agree

You are about to submit the restoration for the trade mark selected.
The cost for the restoration is estimated at **R 405**

Do you want to continue?

Agree to T&C

Estimated Cost

Yes Button

Figure 28: Restoration Terms and Conditions page

Upon clicking the 'Yes' button the restoration will be lodged and the user will receive a confirmation email to confirm that the restoration was submitted.

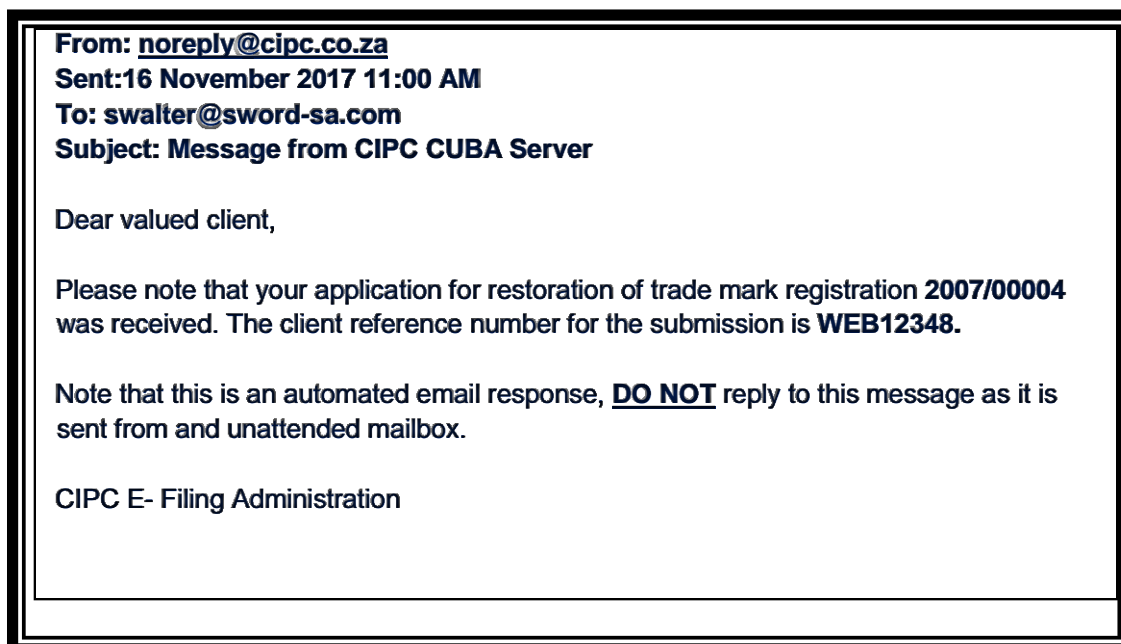


Figure 29: Restoration Confirmation email

Subsequent emails will be sent to the client upon processing, approving, advertising and granting the restoration. See the examples of these emails and supporting documents below.

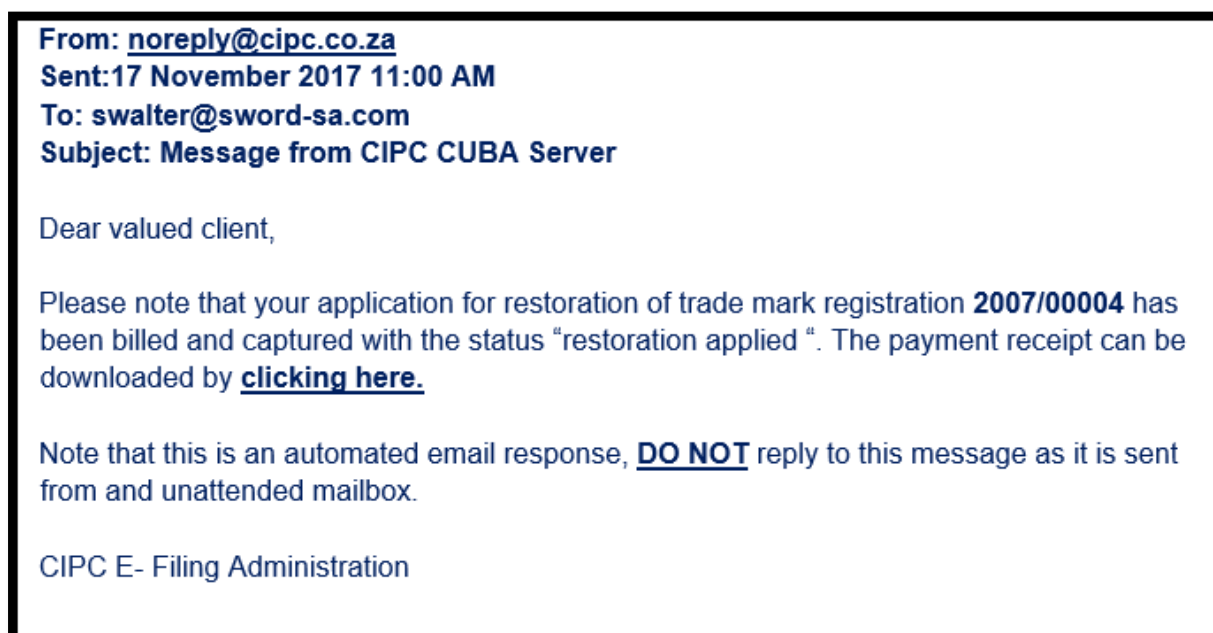


Figure 30: Processing email

 <p>Companies and Intellectual Property Commission a member of the dti group</p>		<p>Duplicate Sales Journal</p>		<p><u>POSTAL ADDRESS</u> P.O. Box 429 Pretoria 0001</p>
		<p><u>PHYSICAL ADDRESS</u> The DTI Campus (Block F-Entufukweni) 77 Meintjies Street SUNNYSIDE PRETORIA 0001</p>		
		<p><u>CALL CENTER</u> 0861 843 384 (South Africa) +27 11 254 9405 (International)</p>		
Sales Journal Number:	123457			
Date:	2017/11/17			
Debit Code				
Agent	SPAMMER TRIEBEL 7536, Unit 4 Oude Westhof Village Square Von Riebeeckshof Road, Oude Westhof Bellville 7530			
Document Reference	R112234	Form Code	Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)	
File Reference	2017/23659			
Debit Amount	-R308			
FOR OFFICE USE ONLY				
Duplicate Sale Journal				
Sales Journal number;	123457	Date:	2017/11/17	
Debit Code				
Agent	SPAMMER TRIEBEL 7536, Unit 4 Oude Westhof Village Square Von Riebeeckshof Road, Oude Westhof Bellville 7530			
Document Reference	R112234	Form Code	Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)	
File Reference	2017/23659			
Debit Amount	-R260			

Figure 31: Payment Receipt

The restoration will only be considered to be lodged if all the supporting documents required are attached ('**Special Search Report**', '**Affidavit**' & '**Power of Attorney**'). Throughout the restoration workflow, the client will be updated after each change.

From: noreply@cipc.co.za
Sent: 17 November 2017 11:00 AM
To: swalter@sword-sa.com
Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that your application for restoration of trade mark registration **2007/00004** has not been approved.

Note that this is an automated email response, **DO NOT** reply to this message as it is sent from an unattended mailbox.

CIPC E- Filing Administration

Figure 32: Restoration Rejected

From: noreply@cipc.co.za
Sent: 17 November 2017 11:00 AM
To: swalter@sword-sa.com
Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that your application for restoration of trade mark registration **2007/00004** has been verified and approved and will be advertised in the next monthly Journal. The restoration notice can be downloaded by **clicking here**.

Please note that this is an automated email response, **DO NOT** reply to this message as it is sent from an unattended mailbox.

CIPC E- Filing Administration

Figure 33: Restoration Approved



Companies and Intellectual
Property Commission
a member of the dti group

NOTICE

RESTORATION OF LAPSED TRADE MARK

Application has been made for the restoration to the Registrar of Trade Mark No. [TM No.] [TM]
particulars of which are furnished below.

The relevant trade mark was advertised in the Patent Journal of [date] and removed owing to the
non-payment of renewal fees.

The owner of the trade mark has now filed evidence to the effect that it is in his interest that the trade
mark should be restored to the Register, and any party interested in this application may within three
months of date of publication of this notice, apply to me to inspect the documents filed in support of the
application and to be furnished with copies thereof.

Particulars of this trade mark are as follows: [TM No.] [TM] in [class]: [goods OR services];
in the name of [applicants name] of [country].

Date of advertisement: [date]

.....
REGISTRAR OF TRADE MARKS

Physical Address

the dti Campus | Block F
77 Meintjies Street | Sunnyside 0001

Postal Address

Intellectual Property
Private Bag x400
Pretoria 0001

Customer Contact Centre

National: 086 100 2472 (CIPC)
International: (+27) 83 900 2427

TM.X.7.11.2

Figure 34: Notice of Restoration of Lapsed Trade Mark

From: noreply@cipc.co.za
Sent: 17 November 2017 11:00 AM
To: swalter@sword-sa.com
Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that your application for restoration of trade mark registration **2007/00004** has been advertised in the Patent Journal. The restoration will be granted if there is no oppositions lodged in the prescribed time frame.

Please note that this is an automated email response, **DO NOT** reply to this message as it is sent from an unattended mailbox.

CIPC E- Filing Administration

Figure 35: Restoration Advertised

From: noreply@cipc.co.za
Sent: 17 November 2017 11:00 AM
To: swalter@sword-sa.com
Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that your application for restoration of trade mark registration **2007/00004** has been granted.

The renewal Certificate (TM5) can be downloaded by **clicking here.**

Note that this is an automated email response, **DO NOT** reply to this message as it is sent from an unattended mailbox.

CIPC E- Filing Administration

Figure 36: Restoration Granted

REPUBLIC OF SOUTH AFRICA
TRADE MARKS ACT, 1993
PAYMENT (including additional fee) AND
CERTIFICATE OF RENEWAL/ RESTORATION

CLIENT REFERENCE

Section 37-Regulations 25, 26, 27 and 30 (1)

21 Registration No. (-3) 2007/23659	54 Trade Mark CENTURY CITY	51 Class 45
Full name and address of proprietor CENTURY CITY PROPERTY OWNERS ASSOCIATION Century City House, 6 Park Lane, Embankment House, Century City, Cape Town Western Cape		
Date of expiration 17/10/2017		
Address for service SPAMER TRIEBEL INCORPORATED P O Box 5149, Tyger Valley, 7536, Unit 4 Oude Westhof Village Square, Van Riebeeckshof Road, Oude Westhof, Bellville 7530 Cape Town		

I/We hereby transmit the undermentioned prescribed renewal fees marked

1. The amount of R 280.00 being the renewal fee in respect of the above-mentioned trade mark.
2. The amount of R 48.00 being the additional fee payable within six months of the date of expiration.
3. The amount of R _____ being the additional fee payable for the restoration of the above-mentioned trade mark removed through the non-payment of the renewal fee.

16 November 2017

Submitted online: Spammer Triebel

Signature of applicant/registered proprietor
or authorised agent

FOR OFFICE USE ONLY

I hereby certify in terms of section 37 of the Act that the above-mentioned trade mark has been renewed in the Trade Marks Office for a period of 10 years from the due date.

16 November 2017

Documents Unsigned: Electronically Issued

Registrar of Trade Marks

Figure 37: TM5 Renewal Certificate