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.	Intro	duction	4
	1.1.	Purpose	4
	1.2.	Trade Mark Renewal Process	4
	1.2	2.1 Automating The Trade Mark Renewal Lodging Process	4
	1.2	2.1.1 Accessing Renewal E-Filing	4
	1.2	2.1.2 Standard Renewal Lodgment	8
	1.2	2.1.3 Late Renewal	15
	1.2	2.2 Automating The Restoration Process	20
	1.2	2.2.1 Restoration Search	21

Table of Figures

Figure 1: IP Online landing page
Figure 2: IP Online Login Page
Figure 3: Trade Marks Renewal Menu6
Figure 4: Renewal trade mark search
Figure 5: Trade mark registration preview page9
Figure 6: Windows Browser
Figure 7: Specify type of attachment10
Figure 8: Validation
Figure 9: Submit Renewal11
Figure 10: Confirmation Email12
Figure 11: Processing email12
Figure 12: TM5 Renewal Certificate13
Figure 13: Payment Receipt14
Figure 14: Payment Receipt14
Figure 15: Renewal trade mark search15
Figure 16: Renewal preview page16
Figure 17: E-Filing Terms and Conditions17
Figure 18: Late renewal confirmation email
Figure 19: Processing email
Figure 20: TM5 Renewal Certificate

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	

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.

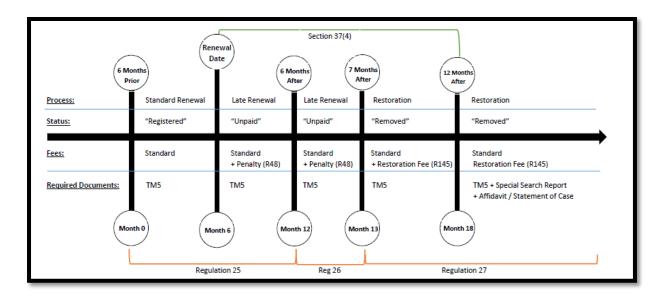


Figure 5: Trade Mark Renewal Time Line

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: <u>http://iponline.cipc.co.za</u>.

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.

Comparents and Matillicitual Property Committion executes of the dif group	CIPC Intellectual Property Online South Africa's official portal for IP services				
Home Trade Marks * Patents * Designs *	Copyright - IKS Publ	ications -	Client Zone		
Sign in or create an account Sign In Username Pessword Log in Forgotten your password? Reset it.		New Customers You will need to register as a CIPC customer in order to login into the IPOnline system. Users who login using CIPC customer accounts can create beneficiary accounts that will use funds from their customer account for IP transactions. Click "Create Account" in order to create a CIPC customer account.	Safety and Privacy We take your privacy seriously and won't share your personal information in your profile! Transacting with IP Online is safe and secure. Sensitive information is always encrypted! We're always there to help you out and answer questions. Log queries on CIPC Help Desk. Click here to learn more		

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.

Comparies and Intellectual Property Commission a member of the 64 group			CI				ual Property				
My IP Space -	Trade Marks -	Patents 🕶	Designs -	Copyright	IKS	Publ	ications -		LC	og Out SWS001	۵
📒 Му Арр	Commercial	Search					My Messages				
> Trade Marks	Apply for Tra	de Mark					> Trade Marks				
32 New Apr	Maintain Tra	de Mark		910 Advertisement	5		320 Unread	S Today	⇒	910 _{Total}	
> Patents 2 New App	Advertise Tra Renew Trade			25 Advertisement	5		> Patents 320 Unread	S Today		910 Total	
View All							View All				
Contact Us			G	eneral Infor	mation			What's New			
77 Meintjies Street, 9 P/Bag X400, Pretoria South Africa Call Center: 0861 84	a 0001	0001		 Ask Us IP Terminolo Regulatory 		rv Boo	lies	The Upload & Preview the E-journal to submi their advertisements a publication.	t		

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							
And the def group 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 BEHALE 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 DOCUMENTS SHALL HEN 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 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 funcionality, you need to:							
 Be based in the Republic of South Africa; OR Be an authorised representative (based in South Africa) in order to use this functionality on behalf of trade mark applicants and/or proprietors; AND Be registered as a CIPC customer; AND 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 Use your CIPC username and password to log in 							
It is strongly recommended that before using this e-filing functionality, you:							
 Familiarise yourself with the <u>CIPC e-Filing T&C's</u> of this functionality, as published on this website. Familiarise yourself with the important notice on authorised representatives as reflected on teh e-filing web-services. Familiarise yourself with the <u>notice obn operational e-filing in respect of new applications</u>, as published on the CIPC website (August 2013) Familiarise yourself with the <u>notice on operational e-filing in respect of trade mark renewals and restorations</u>, as published on the CIPC website (August 2013) Familiarise yourself with the <u>notice on operational e-filing in respect of trade mark renewals and restorations</u>, as published on the CIPC website (January 2018) Review the <u>user manual for e-filing of trade mark renewals and restorations</u>. Review the <u>user manual for e-filing of trade mark renewals and restorations</u>. Review the <u>user manual for e-filing of new applications</u>. 							
Should you experience any probles in relation to the IP e-Services suite, kindly log a query on the <u>CIPC Online Query Resolution System (QRS)</u> for assitance.							
To download the CUBA Client Application, XML Schema and user guide, <u>click here.</u>							
Companies and Intellectual Property Commission / <u>Terms and Conditions</u> / <u>Disclaimer</u> . Copyright 8 2015 - 2018 <u>Billetterie</u> software designed by <u>Sword South Africa</u>							

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

	> IP Online > Trade	Marks > Renew Trade	Mark			
Trade Mark Registration	Renew Trade Mark					Search Button
Information	Application Number	2007/29799			Searc	h
	App No Tit		Exp Date	Status		
	2007/29799 NIFTYLIFT	2007-12-21	2017-12-21	Registered	REN	EW
	Figure 5: Renewal trade mark	search				Renew Button

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

TRADE MA	RK RENEWAL	FILING						
Please verify th	ne information before	Ig						
Application	Number: 2007/2979	9			[
Applicant(s)						The inf	ormation provided for	
Name	Address	Country					prietor and the address	
NIFTYLIFT LIMTED	Fingle Drive, Stonebridge, Milton, Keynes, MK13, OFR	United Kingdo	m				vice is automatically d and populated from ster	
Date of expi	ration: 21 Decembe	er 2017			L			
Address for	Service							
Name	Address T	own	Postal Code	Country	Doc Ex			
DYA SON INC	134 Muckleneuk, Street West, Nieuw Muckleneuk	Pretoria	0181	South Africa	Docex 5	54		
GPA Number	GPA Number Of Attorney Enter the GPA number							
Attach any sug	Attach any supporting Document (pdf) you wish to lodge with the renewal							
Attach suppo documents	Choose	e 'Power of Attorney' an attachment						
Select the tick	box to validate the info							

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.

Organize 👻 🛛 New folde	er						6
This PC	Name	Date	^				
Desktop	🔋 %5bFwd%3a_RE%3a_FEV_17%5d.zip	13/01/2016 09:51					
Documents	%5bSPF%3aFailed%5d_H&S_SYSTEM	17/01/2017 14:55					
Downloads	%5bSPF%3aFailed%5d_H&S_SYSTEM	17/01/2017 14:54					
	🔁 %5bUntitled%5d (1).pdf	07/10/2013 15:55					
Music	违 %5bUntitled%5d (10).pdf	12/11/2013 13:28					
Pictures	违 %5bUntitled%5d (11).pdf	28/07/2014 11:01					
Videos	违 %5bUntitled%5d (12).pdf	01/08/2014 09:51					
🏪 Local Disk (C:)	🗾 %5bUntitled%5d (13).pdf	21/04/2015 10:03					
HP_RECOVERY (🔁 %5bUntitled%5d (14).pdf	21/04/2015 13:55					
HP_TOOLS (E:)	🔁 %5bUntitled%5d (15).pdf	22/04/2015 12:34			Select a file to previ	ew.	
→ d\$ (\\10.21.1.42)	🗾 %5bUntitled%5d (2).pdf	24/10/2013 16:00			Select a file to previ		
zaTemplates (\\1	🗾 %5bUntitled%5d (3).pdf	24/10/2013 16:00					
	🔁 %5bUntitled%5d (4).pdf	24/10/2013 16:00					
🗙 Journal (\\10.21.	🔁 %5bUntitled%5d (5).pdf	24/10/2013 16:00		N			
쿶 zaDocuments (\'	🔁 %5bUntitled%5d (6).pdf	25/10/2013 12:38		C2			
The formation of the fo	🏂 %5bUntitled%5d (7).pdf	25/10/2013 12:38					
🗙 NewXMLFiles (\\	🏂 %5bUntitled%5d (8).pdf	28/07/2014 10:59					
_🕿 Journal (\\10.21.	🏂 %5bUntitled%5d (9).pdf	07/11/2013 10:16					
🛖 zaDocuments (\'	🏂 %5bUntitled%5d.pdf	07/10/2013 15:54					
- zaDocuments (\'	-ArticleImages-img57200912-Site Col	05/11/2013 12:14	.				
	MIPD 402 in a	21/00/2017 12:57	•				

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.

Edit Attachment							
Affidavit Statement of	None V Power of Attorney Change of Name (TM2) Assignment (TM6)		S <u>Accept</u>	©Remove			

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.

Sele	Select the tickbox to validate the information above is correct *									
	Yes	No	Comments	🗿 Submit	Exit					

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 TER	AS AND CONDITIONS	A	
In these Terms and Conditio			
i. "you" and "your" ref ii. "we", "us" and "our" iii. "Service/s" refers to			
This Agreement sets out CIF the CIPC IP e-services.	°C's obligations to you, and sets out your obligation	s to CIPC while accessing and using	
Please read this Agreement IP e-Services, you agree to result in suspension of your	carefully before accessing or using the CIPC IP e- be bound by the Terms and Conditions of the Agree CIPC user account.	Services. By accessing or using the nent. Violation of this Agreement will	
A. DEFINITIONS			
"authorised agent / person / representative"	means a practicing attorney holding a valid Certificate, authorised in terms of the Act to repre (applicant);		Agree to T&C
"browser" "CIPC"	means a computer program which allows a hyperlinked data messages (<i>i.e.</i> accessing the int	ernet);	
	means the Companies and Intellectual Property C		
Do you agree to the CIPC	terms and confitions?	gree	
You are about to submit t The cost for the restoration	he restoration for the trade mark selected. on is estimated at R260	Estimated Cost	
Do you want to continue		Yes 🔇 No	
igure 10: Submit Renewal		Yes Button	

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 send to the client upon processing of the standard and late renewal with the TM5 Certificate as well as the payment receipt.

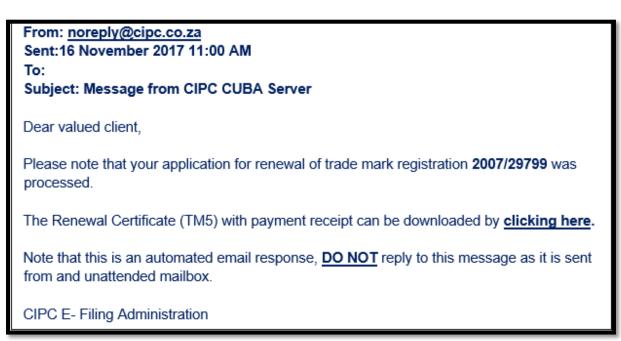


Figure 12: Processing email

REPUBLIC OF SOU TRADE MARKS		
PAYMENT (including a	dditional fee) AND	
CERTIFICATE OF RENEV	VAL/ RESTORATION	CLIENT REFERENCE WEB12345
Section 37-Regulations 25	. 26, 27 and 30 (1)	
1 Registration No. (-3) 2007/29799	54 Trade Mark NIFTYLIFT	51 Class 7
ull name and address of propriet	or	
RIFTYLIFT LIMITED Fingle Drive, Stonebrid	ige-Milton Keynes, MK13 0ER	
ate of expiration 21 December 20)17	
ddress for service		
	Nieuw Muckleneuk, Pretoria 0181, Private Ba	g X15, Brooklyn Square, 0075, Docex 54
hereby transmit the undermentioned p	rescribed 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		
3. The amount of R	being the additional fee payable within	1
3. The amount of R		the restoration of the above-mentioned trade mark
removed through the non-payn	nent of the renewal fee.	
removed through the non-payn	nent of the renewal tee.	16 November 2017
removed through the non-payn	nent of the renewal fee.	16 November 2017 Submitted online: Dyason INC.
removed through the non-payn	nent of the renewal fee.	
removed through the non-payn	nent of the renewal fee.	Submitted online: Dyason INC. Signature of, applicant/registered proprietor
removed through the non-payn	nent of the renewal fee.	Submitted online: Dyason INC. Signature of, applicant/registered proprietor
removed through the non-payn	FOR OFFICE USE ONLY	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent
	FOR OFFICE USE ONLY	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent
hereby certify in terms of section 37	FOR OFFICE USE ONLY	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent
	FOR OFFICE USE ONLY of the Act that the above-mentioned tr due date.	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent
hereby certify in terms of section 37	FOR OFFICE USE ONLY of the Act that the above-mentioned tr due date.	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent
hereby certify in terms of section 37	FOR OFFICE USE ONLY of the Act that the above-mentioned tr fue date.	Submitted online: Dyason INC. Signature of, applicant/registered proprietor or authorised agent

Figure 13: TM5 Renewal Certificate

G	>	Duplicate Sales Journal	POSTAL ADRESS P.O. Box 429 Pretoria 0001
Companies and Int Property Comm			PHYSICAL ADDRESS The DTI Campus (Block F Excludiouse)
a member of the dt	group		77 Medicing, Street SUNNYSIDE PRETORIA 0001
Sales Journal Number:	123456		CALL CENTER 0861 843 384 (South Africa) +27 11 254 9405 (International)
Date:	2017/11/17		
Debit Code Agent	DYASON INC Private Bag X15 Brooklyn Square 0075		
Document Reference File Reference	R112233 2017/29799	Form Code	Renewal of registration (section 11 and 37 – regulations 25, 26, and 27)
Debit Amount	-R260		
		FOR OFFICE USE ONLY Duplicate Sale Journal	r
Sales Journal number;	123456	Date:	2017/11/17
	DYASON INC Private Bag X15 Brooklyn Square		
Document Reference	0075	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 > Trad	o Marks > D	enew Trade Ma	vele .		
	vir Online virad		tenew made wa			
	Renew Trade Mark					Search Butto
Trade Mark Registration nformation	Application Number	2007/23	659			Search
	App No	Title	App Date	Exp Date	Status	
	✓ 2007/23659 CENTUR		2007-10-17	2017-10-17	Unpaid	Renew
	Figure 16: Renewal trade mark	search				Renew Button

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 MA	RK F	RENEWA	L FILIN	IG		
Please verify the	e infori	mation befor	e clicking	the Submit button t	o submit you	ronline renewal filing
Application N	lumb	2007/23	650			The information provided for the proprietor and the address
Application Application	unno	2007/25	033			for service is automatically extracted and populated from
Name		Address		Country		the Register
CENTURY CITY PROPERTY OWN ASSOCIATION	CENTURY CITY PROPERTY OWNERS CENTURY CITY PROPERTY OWNERS		South Africa			
Date of expira	ation:	21 Decem	ber 2017			
Address for S	ervic	e				
Name	Addı	ess	Town	Postal Co	ode Count	ny
SPAMER TRIEBEL INCORPORATED	Westl Squar Riebe	Unit 4 Oude hof Village re, Van eckshof Oude West	Bellville	Enter the G	6PA number	
Power of Atto	orney					
GPA Number		Add O				
Attach any supp	porting) Document (pdf) you w	ish to lodge with the	e renewal	Add the 'Power of
Attach suppo documents	rting	Choo	se File No	file chosen	Attach	Attorney' or other supporting documents
Select the tickl	box to			n above is correct *		Submit
Figure 17: Renewal pi	review	page				information

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"):	
 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. DEFINITION S	
"authorised agent / means a practicing attorney holding a valid Fidelity Fund person / representative" 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>i.e.</i> accessing the internet);	
"CIPC" means the Companies and Intellectual Property Commission;	
Do you agree to the CIPC terms and confitions?	Agree to T&C
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?	Estimated Cost
Figure 18: E-Filing Terms and Conditions	Yes Button

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: <u>noreply@cipc.co.za</u> 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 and 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.

From: <u>noreply@cipc.co.za</u> Sent:17 November 2017 11:00 AM To: Subject: Message from CIPC CUBA Server

Dear valued client,

Please note that the application of late renewal of trade mark registration **2007/23659** has been processed.

The Renewal Certificate (TM5) with payment receipt 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 and unattended mailbox.

CIPC E- Filing Administration

Figure 20: Processing email

REPUBLIC OF SOU TRADE MARKS			
PAYMENT (including ad	dditional fee) AND		
CERTIFICATE OF RENEW	AL/ RESTORATION	CLIENT REFERENCE	
Section 37-Regulations 25,	26, 27 and 30 (1)		
2007/23659	54 Trade Mark CENTURY CITY	51 Class 45	
ENTURY CITY PROPERTY OW mbankment House, Century Cit	NERS ASSOCIATION Century City ty, Cape Town Western Cape	v House, 6 Park Lane,	
ate of expiration 17/10/2017			
	EBEL INCORPORATED P O Box 5145 e, Van Riebeeckshof Road, Oude Wes	, Tyger Valley, 7536, Unit 4 Oude Westh thof, Bellville 7530 Cape Town	
2. The amount of R 48.00 3. The amount of R	being the additional fee payable within six i	nonths of the date of expiration.	
removed through the non-paym		estoration of the above-mentioned trade mark	
removed through the non-paym	ient of the renewal fee.	estoration of the above-mentioned trade mark	
removed through the non-paym	eent of the renewal fee.		
removed through the non-paym	ent of the renewal fee. 16 N Sub-	ovember 2017	
removed through the non-paym	ent of the renewal fee. 16 N Sub-	ovember 2017 nitted online: Spammer Triebel naturo of, applicant/registered proprietor	
removed through the non-paym	ent of the renewal fee. 16 N Sub-	ovember 2017 nitted online: Spammer Triebel naturo of, applicant/registered proprietor	
I hereby certify in terms of section 37 o	FOR OFFICE USE ONLY of the Act that the above-mentioned trade	ovember 2017 nitted online: Spammer Triebel naturo of, applicant/registered proprietor	
I hereby certify in terms of section 37 o	FOR OFFICE USE ONLY of the Act that the above-mentioned trade use date.	ovember 2017 ninted online: Spammer Triebel nature of, applicant/registered proprietor or authorised agent	
	FOR OFFICE USE ONLY of the Act that the above-mentioned trade use date.	ovember 2017 inted ealine: Spammer Triebel nature of, applicant/registered proprietor or authorised agent mark has been renewed in the Trade Marks	

Figure 21: TM5 Renewal Certificate

G		Duplicate Sales Journal	POSTAL ADRESS P.O. Box 429 Pretoria 0001
Companies and Int Property Comm a member of the dt	ission		PHYSICAL ADDRESS The DTI Campus (Block F-Cotfutfukweni) 77 Meintijes Street SUNNYSIDE PRETORIA
			0001 CALL CENTER 0861 843 384 (South Africa)
			+27 11 254 9405 (International)
Sales Journal Number:	132/57		+27 11 254 9405 (International)
Date: Debit Code	2017/11/17		
Agent	SPAMMER TRIEBEL		
	7536, Unit 4 Oude Westhof Village Squar	e	
	Von Riebeeckshof Road, Oude Westhof		
	Bellville	Form Code	Renewal of registration (section 11 and 37 -
	7530	Portili Coule	regulations 25, 26, and 27)
Document Reference	R112234		regulations 25, 26, and 27)
File Reference	2017/23659		
Debit Amount	-R308		
		FICE USE ONLY licate Sale Journal	
Sales Journal number;	123457	Date: 2	2017/11/17
Debit Code			
	SPAMMER TRIEBEL		
Agent			
	7536, Unit 4 Oude Westhof Village Squa Von Riebeeckshof Road, Oude Westhof Bellville 7530	re	
Document Reference	R112234	Form Code	Renewal of registration (section 11 and 37 –
File Reference	2017/23659	Pormicode	regulations 25, 26, and 27)
File Reference			regulations 22, 20, 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

	> IP Online >	Trade Marks > Renew	Trade Mark			/		
	Renew Trade M	ark					Search But	ton.
Restoration Information	Application Number	2007/00004				Sea	arch	
	App No	Title YTICAL RISK MANAGEMENT	App Date 2007-01-02	Exp Date 2017-01-02	Status Removed	Re	store	
	Figure 23: Restoration sea	irch page					Restore	Button

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 MAR	RK RENEWA	L FILING						
Please verify the	e information befor	e clicking the Sub	mit button to sub	mit your online re	newal filing			
Application N	Number: 2007/297	99						
Applicant(s)					Tł	ne info	rmation pro	ovided for
Name	Address	Country					rietor and t	
NIFTYLIFT LIMTED	Fingle Drive, Stonebridge, Milton, Keynes, MK13, OFR	United Kingdo	m		ex		vice is aut I and popul ter	
Date of expira	ation: 21 Decemb	oer 2017						
Address for S	ervice							
Name	Address	Town	Postal Code	Country	Doc Ex			
DYA SON INC	134 Muckleneuk, Street West, Nieuw Muckleneuk	Pretoria	0181	South Africa	Docex 54			
Power of Atto	orney		- Enter t	he GPA numl	ber	bbA	the 'Powe	er of
		-				Attor		an
Attach any supp Attach suppo documents	porting Document (rting Choo	odf) you wish to lo se File No file chos	-	Attach		As	well as latory docun	
Select the tickb	No Comm		s correct *	Submit	E	xit		

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.

Organize 🔻 New folder	r						== -	
This PC	Name	Date	^					
Desktop	🔋 %5bFwd%3a_RE%3a_FEV_17%5d.zip	13/01/2016 09:51						
Documents	%5bSPF%3aFailed%5d_H&S_SYSTEM	17/01/2017 14:55						
Downloads	🔋 %5bSPF%3aFailed%5d_H&S_SYSTEM	17/01/2017 14:54						
Music	🗾 %5bUntitled%5d (1).pdf	07/10/2013 15:55						
-	📩 %5bUntitled%5d (10).pdf	12/11/2013 13:28						
Pictures	🗾 %5bUntitled%5d (11).pdf	28/07/2014 11:01						
📑 Videos	🗾 %5bUntitled%5d (12).pdf	01/08/2014 09:51						
🏪 Local Disk (C:)	🗾 %5bUntitled%5d (13).pdf	21/04/2015 10:03						
HP_RECOVERY (🇾 %5bUntitled%5d (14).pdf	21/04/2015 13:55						
HP_TOOLS (E:)	🏂 %5bUntitled%5d (15).pdf	22/04/2015 12:34			Select a file	to preview.		
🔫 d\$ (\\10.21.1.42)	5bUntitled%5d (2).pdf	24/10/2013 16:00						
🛫 zaTemplates (\\1	5bUntitled%5d (3).pdf	24/10/2013 16:00						
Journal (\\10.21.	5bUntitled%5d (4).pdf	24/10/2013 16:00						
	50 %5bUntitled%5d (5).pdf	24/10/2013 16:00		2				
🗙 zaDocuments (\'	5bUntitled%5d (6).pdf	25/10/2013 12:38		45				
TNC (\\10.21.1.6	5bUntitled%5d (7).pdf	25/10/2013 12:38						
🗙 NewXMLFiles (\\	55Untitled%5d (8).pdf	28/07/2014 10:59						
🛬 Journal (\\10.21.	500 %5bUntitled%5d (9).pdf	07/11/2013 10:16						
🛫 zaDocuments (\\	55bUntitled%5d.pdf	07/10/2013 15:54						
🛫 zaDocuments (\`	 ArticleImages-img57200912-Site Col WPD402 ing 	05/11/2013 12:14	~					
~ ×	<	31/10/3/17/13.57						
File na					~	All Files		

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.

Edit Attachment			
Affidavit Statement of	None V Affidavit/Statement of Case Special Search Report Power of Attorney	Accept	© <u>Remove</u>

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 queu for the Renewals Section to review.

Select the tickbox	to valida	te the information above is correct *			
Yes	No	Comments	📀 Submit	0	Exit
				_	

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 TERM	AS AND CONDITIONS	
In these Terms and Condition	ns (referred to as "the Agreement"):	
ii. "we", "us" and "our"	ers to all CIPC customers making use of the IP e-services offerings; refers to CIPC; and the services provided by CIPC through the CIPC IP e-services.	
This Agreement sets out CIP the CIPC IP e-services.	°C's obligations to you, and sets out your obligations to CIPC while accessing and using	
	carefully before accessing or using the CIPC IP e-Services. By accessing or using the be bound by the Terms and Conditions of the Agreement. Violation of this Agreement will CIPC user account.	
"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>i.e.</i> accessing the internet);	
"CIPC"	means the Companies and Intellectual Property Commission; Agree to	T&C
Do you agree to the CIPC t	terms and confitions?	
You are about to submit the cost for the restoration		ed
Do you want to continue?	Cost	
igure 28: Restoration Terms	s and Conditions page Yes Button	

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.

From: noreply@cipc.co.za Sent:16 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** was received. The client reference number for the submission is **WEB12348**.

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

CIPC E- Filing Administration

Figure 29: Restoration Confirmation email

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

From: <u>noreply@cipc.co.za</u> 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 billed and captured with the status "restoration applied ". The payment receipt can be downloaded by <u>clicking here.</u>

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

CIPC E- Filing Administration

Figure 30: Processing email

[141]			
C	1)	Duplicate Sales Journal	POSTAL ADRESS P.O. Box 429 Pretoria 0001
	nd Intellectual Commission		PHYSICAL ADDRESS The DTI Campus (Block F-Eatfutfukaveoi) 77 Meintijes Street
a member of	the dti group		SUNNYSDE PRETORIA 0001
			CALL CENTER 0861 843 384 (South Africa) +27 11 254 9405 (International)
Sales Journal Nu	mber: 123457		
Date:	2017/11/17		
Debit Code			
Agent	SPAMMER TRIEBEL		
-Berry	7536, Unit 4 Oude Westhof Vil	lage Souare	
	Von Riebeeckshof Road, Oude Bellville	Westbof	
	7530	Form Code	Renewal of registration (section 11 and 37 –
Document Refer	ence R112234		regulations 25, 26, and 27)
File Reference	2017/23659		
Debit Amount	-R308		
		FOR OFFICE USE ONLY Duplicate Sale Journal	
Sales Journal nu	mber; 123457	Date: 2	2017/11/17
Debit Code			
Agent	SPAMMER TRIEBEL		
	7536, Unit 4 Oude Westhof Vi Von <u>Riebeeckshof</u> Road, Oude Bellville 7530		
Document Refer		Form Code	Renewal of registration (section 11 and 37 –
File Reference	2017/23659	, in the	regulations 25, 26, and 27)
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: <u>noreply@cipc.co.za</u> 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, **<u>DO NOT</u>** reply to this message as it is sent from and unattended mailbox.

CIPC E- Filing Administration

Figure 32: Restoration Rejected

From: <u>noreply@cipc.co.za</u> 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 <u>clicking here</u>.

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

CIPC E- Filing Administration

Figure 33: Restoration Approved

		G
		Companies and Intellectual Property Commission
		a member of the dtl group
	NOTICE	
RES	TORATION OF LAP SED TRADE I	MARK
Application has been made for the particulars of which are furnished b	2	e Mark No. [TM No, 1., TM]
The relevant trade mark was adver non-payment of renewal fees.	tised in the Patent Journal of 📜 da] and removed owing to the
The owner of the trade mark has no mark should be restored to the Reg months of date of publication of this application and to be furnished with	gister, and any party interested in the s notice, apply to me to inspect the	his application may within three
Particulars of this trade mark are a in the name of [applicants name	s follows:[TM Nk,][TM]in []of [country].	class]: [goods OR services];
Date of advertisement: [date]		
REGISTRAR OF TRADE MARKS		
Physical Address	Postal Address	Customer Contact Centre
the dti Campus Block F	Intellectual Property Private Bag x400	National: 086 100 2472 (CIPC)
77 Meintjies Street Sunnyside 0001	Pretoria 0001	International: (+27) 83 900 2427
TM.8.7.11.2		

Figure 34: Notice of Restoration of Lapsed Trade Mark

From: <u>noreply@cipc.co.za</u> 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, **<u>DO NOT</u>** reply to this message as it is sent from and unattended mailbox.

CIPC E- Filing Administration

Figure 35: Restoration Advertised

From: <u>noreply@cipc.co.za</u> 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, <u>**DO NOT**</u> reply to this message as it is sent from and unattended mailbox.

CIPC E- Filing Administration

Figure 36: Restoration Granted

REPUBLIC OF SOU TRADE MARKS		
PAYMENT (including ac	dditional fee) AND	
CERTIFICATE OF RENEW	AL/ RESTORATION	CLIENT REFERENCE
Section 37-Regulations 25,	26, 27 and 30 (1)	
2007/23659	54 Trade Mark CENTURY CITY	51 Ciass 45
CENTURY CITY PROPERTY OW mbankment House, Century Cit	NERS ASSOCIATION Century City ty, Cape Town Western Cape	House, 6 Park Lane,
Date of expiration 17/10/2017		
	EBEL INCORPORATED P O Box 5149 e, Van Riebeeckshof Road, Oude West	Tyger Valley, 7538, Unit 4 Oude Westh hof, Bellville 7530 Cape Town
2. The amount of R 48.00 3. The amount of R removed through the non-paym	being the additional fee payable within six m being the additional fee payable for the m	- 1
removed anough the non-paym	ent of the renewal tee.	
renoved anough the non-payin		vember 2017
renoved anough the non-payin	16 N	
tenoved incogn the non-payin	16 N. Suba	vember 2017
renoved anough the non-payin	16 N. Suba	vember 2017 inted online: Spammer Triebel nature of, applicant/registered proprietor
renoved anough the non-payin	16 N. Suba	vember 2017 inted online: Spammer Triebel nature of, applicant/registered proprietor
I hereby certify in terms of section 37 o	16 No Subsection Starting FOR OFFICE USE ONLY of the Act that the above-mentioned trade of	vember 2017 inted online: Spammer Triebel nature of, applicant/registered proprietor
I hereby certify in terms of section 37 o	16 No Subsection FOR OFFICE USE ONLY of the Act that the above-mentioned trade r ue date.	wenther 2017 inted ealine: Spammer Triebel nature of, applicant/registered proprietor or authorised agent
	16 Nove Store	wenber 2017 inted ealine: Spammer Triebel nature of, applicant/registered proprietor or authorised agent

Figure 37: TM5 Renewal Certificate