



Trade marks - Change of proprietor name/address

When the name or address of a trade mark proprietor changes, the Intellectual Property Office should be notified of the new name or address in order that the Register of Trade Marks is up to date.

Who may file a change of proprietor name/address?

Trade mark proprietors: If you are the proprietor of a trade mark, you may make submissions directly to the Intellectual Property Office

Agents: If you are acting on behalf of a trade mark proprietor (i.e. as their agent or representative), you must be a [registered trade mark agent](#).

[The register of trade mark agents is available to view here.](#)

How can I check the current proprietor details?

Trade mark details, including the proprietor's name and address, are available to view on www.greg.gg.

Select 'Trade Mark Search' and then choose the search type (by registration number, or advanced search which allows to search by text).

When the mark has been found, click the green notepad icon to view the details, including the proprietor details, which are available in the 'Proprietors/Agents' tab.

When should I NOT use a change proprietor name/address submission?

There are some circumstances where a change of proprietor name/address submission **should not** be filed:

- If the ownership of the trade mark has changed (not just the name/address of the existing proprietor), an assignment (change of ownership) must be filed instead of a change of proprietor name/address. Information and forms for assignment are available on the website: www.guernseyregistry.com/ipo.
- If the name/address of the proprietor is showing incorrectly on the register (but the address has not actually changed, for example due to a clerical error), a rectification should be filed instead.

How do I file a trade mark change proprietor name/address?

Trade marks change of proprietor name/address submissions can be filed using the Online Services Portal at www.greg.gg.

Information on how to file online is available below.

Payment of the £10 filing fee can be made by credit/debit card or by cheque, payable to 'Guernsey Registry'.

What details do I need to file the submission online?

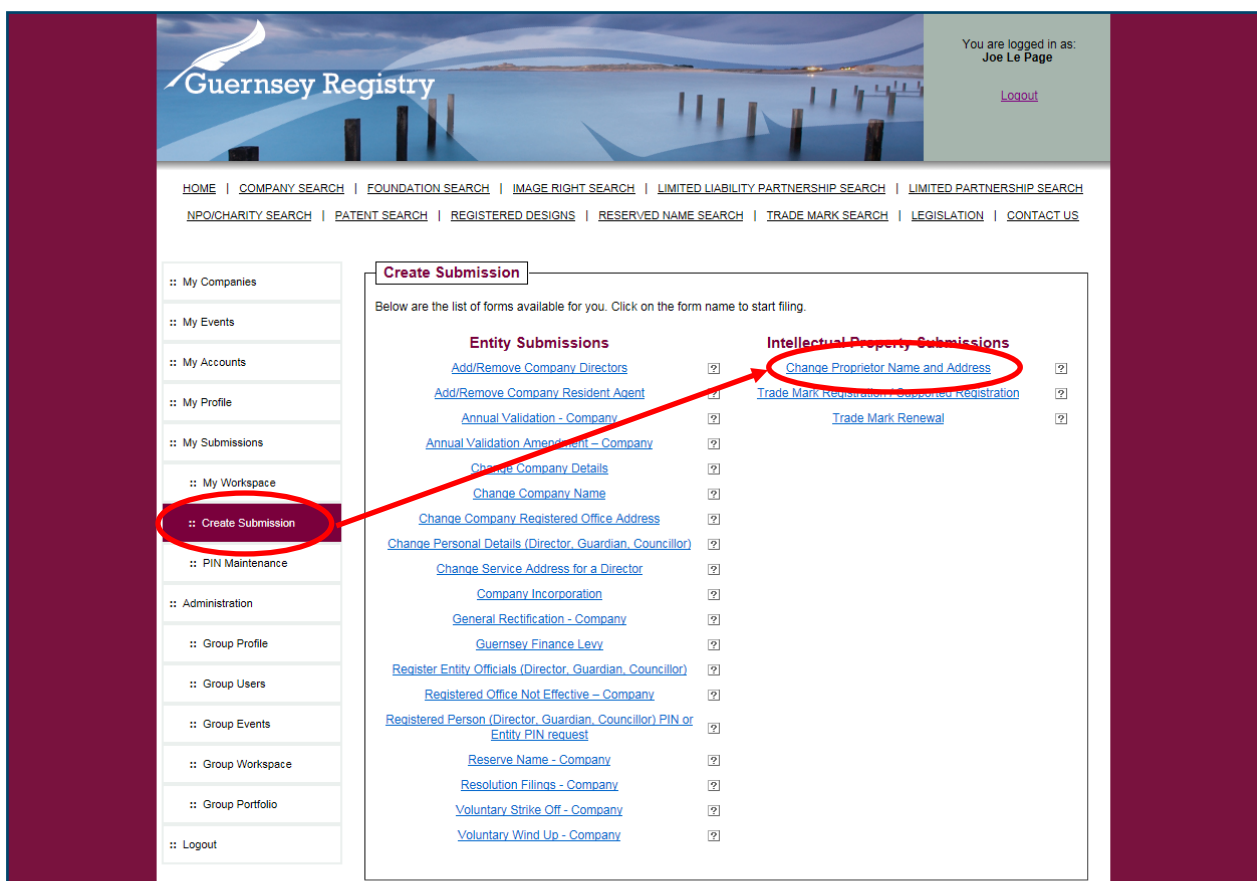
You will need the following details to be able to file a change of proprietor name/address online:

- Log in for www.greg.gg. Further information is available on our guidance note here: [Online Services Portal - Introduction](#).
- Trade mark number (begins with GGGT)
- If you are not recorded as the agent for the trade mark you will need the trade mark PIN (obtainable for proprietors by contacting us).

Online submission process

Log in to www.greg.gg with your email address and password.

You will see the 'Online Services Portal Overview' page. Click 'Create Submission' and then 'Change Proprietor Name and Address'.



The system will display a start page with a disclaimer. When you are happy to proceed, click 'Next Page' to continue.

On the following page, enter the trade mark number (including GGGT), then the trade mark PIN (if necessary).

Click 'Retrieve Proprietor(s)'.

Application to Change Registered Trade Mark Proprietor's Name and/or Address

Trade Mark Details

Previous Page

View Trade Mark and Proprietor Details

Trade Mark Number: GGGT1

Retrieve Proprietor(s)

Identify the Trade Mark and the Trade Mark number and select the Proprietor for amendment

Previous Page Save Next Page

The system will display the proprietor details of the trade mark.

From the table, click the 'Select' button next to the proprietor you need to update, then click 'Next Page'.

Guernsey Registry

Application to Change Registered Trade Mark Proprietor's Name and/or Address

Trade Mark Details

Previous Page

View Trade Mark and Proprietor Details

Trade Mark Number: GGGT1

This trade mark fall due for renewal on '04/05/2017', the renewal application can now be filed online.

Change Number

Displaying 1...1 of 1 records

Trademark num	Proprietor name	Proprietor address	Email	Country of Incorpor.	Company Registry	Select
GGGT1	States of Guernsey, Commerce and Employment Department	c/o Raymond Falla House Burnt Lane St Martins GUERNSEY				Select

Proprietor(s) selected to be changed

No records to display

Trademark Number	Proprietor Name	Proprietor Address	Country of Incorpor.	Company Registry	Remove
------------------	-----------------	--------------------	----------------------	------------------	--------

Previous Page Save **Next Page**

Enter the new information for your selected proprietor in the fields provided, then click 'Next Page'.

Progress Tracker

Start Page

Trade Mark Selection

Proprietor's New Details

Presenter Details

Summary Page

Payment Page

Successful Confirmation

Application to Change Registered Trade Mark Proprietor's Name and/or Address

Proprietor's New Details

The updated proprietor details entered below will be applied to all proprietors list in the following table

Previous Page

Proprietor's New Details

The updated proprietor details entered below will be applied to all proprietors list in the following table

Displaying 1...1 of 1 records

Trademark Number	Proprietor Name	Proprietor Address	Country of Incorp.	Company Registry
GGGT1	States of Guernsey, Commerce and Employment Department	c/o Raymond Falla House Burnt Lane St Martins GUERNSEY		

Individual/Entity Name*

Address Line 1*

Address Line 2

Address Line 3

City Name

County Name

Country Name*

Postcode

Email Address

Country of Incorporation (If corporate applicant)

Entity Registry of Incorporation (If corporate applicant)

Previous Page

Save

Next Page

The system will show your presenter details. These are the details of your online login.

Click 'Next Page' to continue to the summary screen.

Tick the declaration box to confirm there has been no change of ownership of the trade mark, then click 'Next Page' to continue.

Declaration

Declaration*

☒

By clicking this box, I declare there has been no change in the ownership of the mark(s), and that I have the authority to request this change.

Previous Page

Save

Next Page

Select your payment method, then 'Submit' to complete the process.

Payment Method

Payment Method*

Credit Card

Cheque

Cheques should be made payable to 'Guernsey Registry' and should have the Submission Number written on the back. Payment by cheque must be received by the Guernsey Registry Office within 7 days. Failure to make payment within this time will lead to the rejection of the submission.

Presenter Reference

Previous Page

Submit

Print Draft PDF

What happens next?

The application will be processed by the Intellectual Property Office.

On registration of the change of proprietor name/address, the Registrar will publish notice of that fact in the weekly trade mark journal on the IP Office website.

A change proprietor name/address certificate will be sent by post to the address of the applicant.

Contact us

For further information regarding trade mark maintenance please contact us:

By email: enquiries@guernseyregistry.com

Telephone: +44 (0)1481 743800

Web: <http://ipo.guernseyregistry.com>

Last updated:

01/08/2019



Intellectual Property Office
Serving the Bailiwick of Guernsey