

# Trade marks - Registration process

## Who can register a trade mark?

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### Trade mark proprietors

If you are the proprietor of a trade mark, you may apply directly to the Intellectual Property Office for registration.

### 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.

Trade mark agents must be registered with the Intellectual Property Office and must meet certain criteria for registration. [Information on becoming a registered trade mark agent is available here.](#)

[A list of current registered trade mark agents is available here.](#)

## What do I need to do before applying for a trade mark?

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### Search the trade mark register

Before applying, a search must be done to check for any similar or identical marks already on the Guernsey Trade Mark Register. The application requires that a declaration be made that a search has been carried out and that the application is not prohibited by Section 5 of the Trade Marks (Bailiwick of Guernsey) Ordinance, 2006.

This can be done online by going to the online services portal at [www.greg.gg](http://www.greg.gg) and clicking 'IP Search'.

A search can be carried out by mark text or image (using the Vienna Classification, see separate guidance on Vienna Classification for more information).

### Register for the online services

To apply for a trade mark you will need to register for the online services.

This is quick and easy, and can be done by going to [www.greg.gg](http://www.greg.gg) and clicking the 'Register' link at the top right of the page. Once your trade mark is registered, it is also possible to apply for renewals and changes to proprietor name/address online.

## What is the cost?

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### Application for trade mark registration

£200 - including one class of goods or services

£20 for each additional class

### How long is the trade mark registered for?

A trade mark is registered for 10 years from the filing date (the date on which the IP Office receives the application).

At the end of this 10 year period the trade mark may be renewed for another 10 years. Trade marks can be renewed an unlimited number of times.

### Renewal of trade marks

An application for renewal of a trade mark can be filed up to 6 months before the renewal date.

The fee for renewal is £200 for one class of goods or services; £20 for each additional class.

If you miss the renewal date you can renew up to 6 months afterwards, but a late application to renew will be subject to a late filing fee.

**Note:** For further information regarding renewals, please see separate guidance available on the Intellectual Property Office website.

## Applying to register a trade mark

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### Using the Online Services Portal:

An application for a trade mark can be made quickly and easily online using the Online Services Portal at [www.greg.gg](http://www.greg.gg).

Payment may be made using credit or debit card or cheque (payable to Guernsey Registry).

Attached to this guidance note are step by step instructions on how to make an application online.

Details on how to register for the Online Services Portal are available here:

### [Introduction to the Online Services Portal](#)

**Please note:** The online trade mark registration form currently still refers to 'Primary' and 'Supported' registration types. Submissions may be made under either type and will be treated the same for the purposes of examination.

## Making an application online

Go to the Online Services Portal at [www.greg.gg](http://www.greg.gg) and log on using the login box at the top right hand side of the page. If you have forgotten your password, a new password can be sent to your email address by clicking the 'Forgot Password' link.

**Login**

Email Address

Password

Login

[Register](#) | [Forgot Password](#)

Once you are logged in, click on 'create submission'. You will see this page:

**Guernsey Registry**

You are logged in as: **Joe Le Page**

[Logout](#)

[HOME](#) | [COMPANY SEARCH](#) | [FOUNDATION SEARCH](#) | [IMAGE RIGHT SEARCH](#) | [LIMITED LIABILITY PARTNERSHIP SEARCH](#) | [LIMITED PARTNERSHIP SEARCH](#) | [NPO/CHARITY SEARCH](#) | [PATENT SEARCH](#) | [REGISTERED DESIGNS](#) | [RESERVED NAME SEARCH](#) | [TRADE MARK SEARCH](#) | [LEGISLATION](#) | [CONTACT US](#)

**Create Submission**

Below are the list of forms available for you. Click on the form name to start filing.

Entity Submissions	Intellectual Property Submissions
<a href="#">Add/Remove Company Directors</a>	<a href="#">Change Personal Details (Director, Guardian, Councillor)</a>
<a href="#">Add/Remove Company Resident Agent</a>	<a href="#">Trade Mark Registration / Supported Registration</a>
<a href="#">Annual Validation - Company</a>	<a href="#">Trade Mark Renewal</a>
<a href="#">Annual Validation Amendment - Company</a>	
<a href="#">Change Company Details</a>	
<a href="#">Change Company Name</a>	
<a href="#">Change Company Registered Office Address</a>	
<a href="#">Change Personal Details (Director, Guardian, Councillor)</a>	
<a href="#">Change Service Address for a Director</a>	
<a href="#">Company Incorporation</a>	
<a href="#">General Rectification - Company</a>	
<a href="#">Guernsey Finance Levy</a>	
<a href="#">Register Entity Officials (Director, Guardian, Councillor)</a>	
<a href="#">Registered Office Not Effective - Company</a>	
<a href="#">Registered Person (Director, Guardian, Councillor) PIN or Entity PIN request</a>	
<a href="#">Reserve Name - Company</a>	
<a href="#">Resolution Filings - Company</a>	
<a href="#">Voluntary Strike Off - Company</a>	
<a href="#">Voluntary Wind Up - Company</a>	

Select 'Trade Mark Registration/Supported Registration'.

The system will display a start page with a disclaimer. Click 'Next Page' to continue.

**Guernsey Registry**

**Trade Mark Registration Application / Supported Registration Application**

**Progress Tracker**

- Start Page
- Mark Details
- Mark Class Details
- Declarant Details
- Presenter Details
- Summary & Declaration Page
- Payment Page
- Successful Confirmation

**Start Page**

**User Guide**

Trade Marks (Bailiwick of Guernsey) Ordinance, 2006

s. 91 Falsification of the Register

Notably, 'It is an offence for a person to make, or cause to be made, a false entry in the Register, knowing or having reason to believe that it is false.'

If you have any query please contact the Guernsey Registry at [enquiries@guernseyregistry.com](mailto:enquiries@guernseyregistry.com)

**Next Page**

You will need to enter details of the trade mark you want to register, as below:

Mark Details	
Mark Type*	<div>Please select ▼</div> <div>Select mark type: device only (image with no text) / device and word (image with text) / word only</div>
Mark Text*	<div></div> <div>Enter mark text (if word only or device and word)</div>
Mark Illustration*	<div>Upload Image</div> <div>Click to upload jpg copy of mark to be registered.</div>
No. of Marks in Series*	<div>1</div> <div>If a series of marks, enter number in series. If not, leave as '1'.</div>
Special Trade Mark Description	<div></div> <div>Enter any special descriptions of your mark here if necessary.</div> <div><small>Provide details if your mark is a three-dimensional shape or a sound or repeating pattern</small></div>
Colour Specification	<div></div> <div>Enter any information regarding the use of colour in your mark here as necessary.</div> <div><small>If you have shown the mark in colour, we will assume you want the mark registered in this colours unless stated otherwise here. If you have shown the mark on black and white, we will not consider these colours are a feature of the mark unless stated otherwise here</small></div>
Mark Limitation	<div></div> <div>Enter any details of limitations/disclaimers you wish to record in this box then click 'Add Limitation'.</div> <div><small>If you have any limitations/disclaimers that you want to record, please type in the this text area and click add. Multiple limitations/disclaimers are allowed.</small></div> <div>Add Limitation</div>
Mark Description	<div>Trade Mark ▼</div> <div>Select 'Trade Mark'.</div> <div><small>If you are applying for a certification or collective mark, state which type you want</small></div>
Your Reference	<div></div> <div>Enter your reference here (optional)</div>

In the next section you can claim priority using a previous application in another recognised jurisdiction. When all details have been entered, click 'Next Page' to continue.

Claim Details	
If any priority or supportive trade mark is claimed against this mark application	
<b>Priority Claims will only be considered from contracting parties of the Paris Convention for the Protection of Industrial Property</b> <a href="#">Contracting Parties</a>	
<b>Supporting Claims will only be considered from contracting parties of the Paris Convention for the Protection of Industrial Property</b> <a href="#">Contracting Parties</a>	
Claim Type	<div>Priority Claim ▼</div> <div>Enter application date of earlier application.</div>
Priority Date	<div></div> <div>Enter application number of earlier application.</div>
Application Number	<div></div> <div>If registered with OHIM, WIPO or Benelux IPO</div>
OHIM Registered?	<div>Please select ▼</div> <div>If registered with a national office e.g. UK IPO</div>
Country of Priority Claim	<div>Please select</div>
Priority Description	<div></div>
Supporting Documentation	<div>Upload</div> <div>Click to upload PDF of priority claim</div>
	<div>Add Priority Claim</div> <div>Click to add priority claim to application.</div>

On the next section of the form, the Nice classes the mark is to be registered in should be entered along with a description of the goods and services you wish to claim.

For more information regarding the Nice classification system, refer to the WIPO website: <http://www.wipo.int/classifications/nivilo/>.

Once details for one class have been entered, click 'Add Class' to add it to your application. You can continue adding classes in the same way. The total fee for the application along with all classes selected will be displayed below.

When all classes have been added, click 'Next Page' to advance to the next section.

Mark Classes

Nice Class Number

Please select

[Click to find the nice class type description](#)

Description of goods or services

Add Class

No records to display

Edit	Nice Class Number	Description of Goods or Services	Delete
Application Cost (Incl. class charges) 200.00			

Previous Page

Save

Next Page

Once all Nice classes have been entered, click 'Next Page' to continue.

In the next section of the form you will need to enter details of the applicant(s). After filling in all fields, click 'Add Applicant'. More than one applicant can be added to the application by repeating this process. When all applicant details have been entered, click 'Next Page' to continue.

Declarant Details

Previous Page

Applicant Details

This information will be held on the registry. The applicant should give consideration if they don't want their details to be displayed

Individual/Entity Name

Address Line 1

Address Line 2

Address Line 3

City Name

County Name

Country Name

Please select

Postcode

Email Address

Country of Incorporation (If corporate applicant)

Please select

Company Registry of Incorporation (If corporate applicant)

Add Applicant

No records to display

Edit	Applicant Name	Address	Email	Country of Reg.	Company Registry of Incorporation	Del
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Click 'Add Applicant' to add a new applicant to the application.

The next page of the application will show your presenter details (the details associated with your online account). Click 'Next Page' to continue to the summary & declaration page.

The system will show an overview of your application. If you are satisfied that all details are correct, read the declaration in green text, tick the box to accept the declaration and enter the declarant's name.

Applicant Declaration

Declaration(s)\*

☐ Tick to accept declaration.

In ticking this box the applicant declares that the mark is being used by the applicant, or with his or her consent, in relation to goods or services shown, or there is a bona fide intention that it will be used in this way.

As far as I am aware, having made reasonable enquiries, the registration of trade mark is not prohibited by Section 5 (Relative grounds for refusal of registration). The Trade Marks (Bailiwick of Guernsey) Ordinance, 2006

Name of Declarant\*

Previous Page Save Next Page Click to continue to payment page.

Click 'Next Page' to continue to the payment page. Payment may be made by credit/debit card or Cheque. Click 'Pay and Submit' to complete the form.

Cheques are payable to 'Guernsey Registry'. Please write the submission number given by the system on the back of the cheque.

If payment is to be made by credit/debit card, select 'Credit Card' and press 'Pay and Submit' to advance to the card payment page.

## What happens next?

The system will allow you to view and print a PDF copy of the application form.

Staff at the Intellectual Property Office will review your application and process it. The status of the application can be checked by using the 'My Submissions' section of the Online Services Portal.

If any problems with the application are identified at the examination stage, the Intellectual Property Office will contact the applicant.

The Registrar will publish notice on the Intellectual Property Office website of the fact an application for trade mark registration has been made.

If the application is successful, a Certificate of Trade Mark Registration will be issued and sent to the agent or proprietor's address by post (depending on who made the application).

## Contact us

For more information or assistance regarding trade mark registration and online applications, please do not hesitate to contact us.

**Telephone:** +44(0)1481 743800

**Email:** [ipo@guernseyregistry.com](mailto:ipo@guernseyregistry.com)

**Website:** [www.guernseyregistry.com/ipo](http://www.guernseyregistry.com/ipo)