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Guatemala Trademark Registration Costs and Registration Procedures

1. Guatemala Trademark Registration Fees

| Services | Fees (USD) |
|---|------------|
| Step 1: Pre-filing Search | |
| Per mark per class (minimum) | 150 |
| (1) Pre-filing search is not compulsory in Guatemala. (2) Pre-filing search is limited to the Guatemala Intellectual Property Office's database only. (3) Pre-filing search report delivered in 15 working days by email. | |
| Step 2: Trademark Registration Request | |
| Per class (word) | 970 |
| Per class (device) | 1,170 |
| (1) Fees covers both our service fees and official filing fees; (2) Fees for trademark registration request listed above cover not more than 20 items of products or services in each class. Each item in excess of 20 will be charged with an extra fee of USD10. | |
| Step 3: Final Registration/Certificate | |
| Per class | 200 |

Note:

- (1) The fixed fees quoted above apply only to trademark applications which are unopposed and proceed without complication.
- (2) All fees quoted above do not include delivery fees.
- (3) The fees of Super-legalization of POA is USD300.
- (4) Please note that all service charges are subject to VAT (if applicable).
- (5) Multiclass registration is not available.

2. Calculation of Registration Costs

Example 1: One mark one class

If you want to apply to have your trademark "ABC" registered in Class 25 (clothing, footwear, headgear), that is, one mark one class, the total fees for trademark pre-filing search and registration request and certificate are:

Pre-filing search: USD 150

Request for registration: USD 970

Final registration/Certificate: USD 200

TOTAL: USD 1,320

Example 2: Two marks one class

If you want to apply to have your trademarks "ABC" and "DEF" registered in Class 25 (clothing, footwear, headgear), that is, two marks one class, the total fees for trademark pre-filing searches and registration requests and certificates are:

Pre-filing search: $150 + 150 =$ USD 300

Request for registration: $970 + 970 =$ USD 1,940

Final registration/Certificate: $200 + 200 =$ USD 400

TOTAL: USD 2,640

The costs illustrated in the examples above are based on the assumption of a smooth application, that is, no objection being raised by the trademark office or any other third party. Also, the costs stated above exclude courier charges for sending the Power of Attorney and delivery of Certificate of Registration upon acceptance of registration.

It is further assumed that the number of items of products included in each class is not more than 20. Each additional item after the first 20 is charged at a fee of USD10.

3. Materials Required for Filing of Trademark Application in Guatemala

- (1) A Power of Attorney (to be provide Kaizen) should be duly signed and legalized by a Notary Public and the Guatemalan Consulate.
- (2) A duly completed trademark search/registration order form (to be provided by Kaizen).
- (3) A soft copy of the trademark in JPEG format.

4. Guatemala Trademark Application Procedures

- (1) Client sends to Kaizen (by email or fax or post) a specimen of the trademark together with the duly completed Trademark Registration Order Form and at the same time make payment for the pre-filing search;
- (2) Kaizen review the information, such as the mark, specimen, goods/services and class(es), then we will provide the latest quotation and preliminary advice;
- (3) Client confirms the quotation and make formal entrust. Kaizen will conduct the pre-filing search (if requested). The official search report will be sent to client within 15 working days;
- (4) If the search results indicate that the application is likely to be accepted and client decides to proceed, Kaizen will file trademark application to Intellectual Property Department upon receipt of payment of service fees;
- (5) Intellectual Property Department will examine the application. If the application is in order and the trademark satisfies the registration requirements laid down in the Trade Mark Regulations, the application will be published on the journal for two months.
- (6) The trademark office will then issue the registration after the publication period if no objection was raised during that period.

5. Time scale

Currently it takes around **8-10** months to get a trademark registered in Guatemala in a smooth case.

6. Payment Term and Payment Method

Our fees for each stage of an application are to be invoiced and settled before the commencement of each stage of service.

We currently only accept Hong Kong Dollar cheque, cash or TT and credit card through Paypal. **Please click here for payment methods.**

7. Refund Policy

No refund of fees will be made after the commencement of services. For example, if we have already performed the pre-filing search and the search results indicate that there is an identical mark already in the register and application for filing should not be proceeded, the fees for pre-filing search will not be refunded. Or we have already filed an application and the application is being objected and refused by the trademark office or any other party, then there will not be any refunded of fees.

In any case you pay us our fees for all three stages of an application, and the search results indicate that there is an identical mark already in the register and application for filing should not be proceeded, then the fees for services not performed, i.e., filing for application and issuing of certificate of registration will be refunded, after deducting bank wiring charge.