

**Shenzhen, China**  
Rooms 1210-11  
Di Wang Commercial Centre  
5002 Shennan Road East  
Luohu District, Shenzhen  
Tel: +86 755 8268 4480  
Fax: +86 755 8268 4481

**Shanghai, China**  
Room 603, Tower B  
Guangqi Culture Plaza  
2899A Xietu Road  
Xuhui District, Shanghai  
Tel: +86 21 6439 4114  
Fax: +86 21 6439 4414

**Beijing, China**  
Room 408A  
Interchina Commercial Building  
No.33 Dengshikou Street  
Dongcheng District, Beijing  
Tel: +86 10 6210 1890  
Fax: +86 10 6210 1882

**Taiwan**  
Room 303, 3/F., 142  
Section 4, Chung Hsiao  
East Road, Daan District  
Taipei, Taiwan  
Tel: +886 2 2711 1324  
Fax: +886 2 2711 1334

**Singapore**  
36B, Boat Quay  
Singapore 049825  
Tel: +65 438 0116  
Fax: +65 6438 0189

## OAPI Trademark Registration Costs and Registration Procedures

### 1. OAPI Trademark Registration Fees

Services		Fees (USD)
<b>Step 1: Pre-filing Search</b>		
	Similar search (up to 3 classes)	805
	Each additional class	215
(1) Pre-filing search is not compulsory in OAPI. (2) Pre-filing search is limited to OAPI Intellectual Property Office's database only. (3) Pre-filing search report delivered in 15 working days by email.		
<b>Step 2: Trademark Registration Request</b>		
	First three classes (black & white mark)	2,600
	First three classes (colour mark)	2,760
	Each additional class	660
(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. (3) Goods and services cannot both be covered in the same application, i.e. one application is required for goods and a separate application is required for services.		
<b>Step 3: Final Registration/Certificate</b>		
	Per mark/application	240

**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) A registration in OAPI currently affords protection in Benin, Burkina Faso, Cameroon, Central African Republic, Chad, Comoros, Republic of Congo, Equatorial

Guinea, Gabon, Guinea, Guinea Bissau, Ivory Coast, Mali, Mauritania, Niger, Senegal and Togo. It is not necessary (or possible) to designate particular countries.

## 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 both trademark pre-filing search and registration request and certificate are:

Pre-filing search: USD 805

Request for registration: USD 2,600

Final registration/Certificate: USD 240

**TOTAL: USD3,645**

### Example 2: One mark four classes

If you want to apply to have your trademark "ABC" registered in Class 7 (machines and machine tools etc) and Class 25 (clothing, footwear, headgear), Class 26 (ribbons and braid) and Class 27 (Carpets, rugs and mats ), that is, one mark four classes, the total fees for both trademark pre-filing search and registration request and certificate are:

Pre-filing search:  $805 + 215 =$  USD 1,020

Request for registration:  $2,600 + 660 =$  USD 3,260

Final registration/Certificate: USD 240

**TOTAL: USD4,520**

### Example 3: 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 both trademark pre-filing searches and registration requests and certificates are:

Pre-filing search:  $805 + 805 =$  USD 1,610

Request for registration:  $2,600 + 2,600 =$  USD 5,200

Final registration/Certificate:  $240 + 240 =$  USD 480

**TOTAL: USD7,290**

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 OAPI**

- (1) A Power of Attorney (PoA) simply signed by the applicant (to be provided by Kaizen).
- (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) A copy of identity proof of the applicant (passport for individuals and business registration licence/certificate for corporation).
- (5) A certified copy of the priority documents for claiming priority (in the case of claiming priority).

### **4. OAPI 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 acknowledge the information like the mark, goods/services and apply class(es), then we will provide the latest quotation and preliminary advice;
- (3) Client confirm 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 decide to proceed. Kaizen will file trademark application to Intellectual Property Department when we received the payment of application fee and instruction;
- (5) Intellectual Property Department will conduct a search of the trademarks records to see if the same or similar trademark has already been registered or been applied for by another trader in respect of the same or similar class of goods and services. They will also see if the trademark satisfies the registration requirements laid down in the Trade Marks Ordinance. If the requirements for registration are not met the Examiner will object to the mark;

- (6) Once your trademark has been accepted for registration, it will be published on the journal for 6 months;
- (7) If no objection by a 3rd party, a registration certificate will be issued by Intellectual Property Department. The certificate will be sent to client when Kaizen confirmed the information and contents are correct.

## **5. Time scale**

Currently it takes around **9-12** months to get a trademark registered in OAPI 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.