

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

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

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

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

Syria Trademark Registration Costs and Registration Procedures

1. Syria Trademark Registration Fees

Services		Fees (USD)
Step 1: Pre-filing Search		
	Each search within 1-5 classes	155
	Each search with additional classes within 5-class bracket	155
(1) Pre-filing search is not compulsory in Syria. (2) Pre-filing search is limited to Syria Intellectual Property Office's database only. (3) Pre-filing search report delivered in 15 working days by email.		
Step 2: Trademark Registration Request		
	Each class	1,860
(1) Fees covers both our service fees and official filing fees; (2) Fees for trademark registration request listed above cover not more than 10 items of products or services in each class. Each item in excess of 10 will be charged with an extra fee of USD10. (3) One application cannot cover more than one class of goods/services. Separate application should be filed for each Class of goods/services.		
Step 3: Final Registration/Certificate		
	Each class	500

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) Fee for translation and legalization of any document is USD65 each.
- (4) Fee for claiming convention priority is USD145.

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 155

Request for registration: USD 1,860

Final registration/Certificate: USD 500

TOTAL: USD 2,515

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

Pre-filing search: USD 155

Request for registration: $1,860 + 1,860 = \text{USD } 3,720$

Final registration/Certificate: $500 + 500 = \text{USD } 1,000$

TOTAL: USD 5,030

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 10. Each additional item after the first 10 is charged at a fee of USD10.

3. Materials Required for Filing of Trademark Application in Syria

- (1) A Power of Attorney (PoA) duly signed by the applicant (to be prepared by Kaizen) and legalized up to the Consulate of Syria.
- (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 photocopy of proof of identity of the applicant (passport for individual and business registration certificate/licence for corporation.).
- (5) A copy of the trademark home or any other foreign corresponding registration certificate reflecting the same class of goods and services to be specified in the Syrian application. (The Registrar could request a certified copy thereof at a later stage).
- (6) Indicating if the applicant has used or intends to use the trademark in Syria within 3 years from its registration date in Syria.

4. Syria 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 90 days.
- (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 **10-12** months to get a trademark registered in Syria 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 the 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.