



**OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET
(TRADE MARKS AND DESIGNS)**

INSTITUTIONAL AFFAIRS AND EXTERNAL RELATIONS DEPARTMENT

Alicante, 29 June 2009

Subject : CTM E-Filing – Formatting practice

OHIM provides an online form for filing Community Trade Mark applications - CTM E-Filing - which is a quicker and cheaper way of getting a CTM registration.

In order to ensure the smooth processing of CTM applications received via the CTM E-Filing solution, users should respect the following guidelines:

- The required data **must** be entered in mandatory fields. Fields for which users have no data to introduce must be left blank: typing characters such as “N/A”, “.”, “-“, “NO” may delay the processing of the CTM application.
- “ENTER” characters will be automatically removed when introduced in the following sections:
 - Description of Mark
 - Disclaimer
 - Indication of Colour
 - List of Goods & Services

“ENTER” characters will be replaced by a semi-colon in the list of Goods & Services and by a space in the other fields concerned.

- Users should use double quotes (“”) to indicate a text not to be translated. This applies for the text entered in the following sections:
 - Description of Mark
 - Disclaimer
 - Indication of Colour
 - List of Goods & Services
- All data introduced in the Description of Mark, Indication of Colour, and Goods & Services fields will be maintained in its original format. OHIM will not modify the format at a later stage. However, correction of obvious mistakes remains possible following the procedure currently applied. Please note that a text in uppercase will be translated unless it is between double quotes.

For instance, if the list of Goods and Services is entered in uppercase, uppercase characters will appear in the certificate and in the OHIM database, CTM-ONLINE. However, when translated into other languages, the list will appear in lower case characters.

The CTM E-Filing solution provides a preview option before final submission of the application in PDF format. It is important that users review this PDF document and make sure they are satisfied with the formatting of data as displayed.