



**MINISTRY OF ECONOMY
NATIONAL INSTITUTE OF INDUSTRIAL PROPERTY
GENERAL COORDINATION OF TECHNOLOGY AGREEMENTS**

Guide for the Submission of Petition for Appeal

Rio de Janeiro
2019

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1. Guide for the Submission of Petition for Appeal

The petition for appeal is intended for the filing of appeal to INPI's President, due to disagreement with the issued Decision.

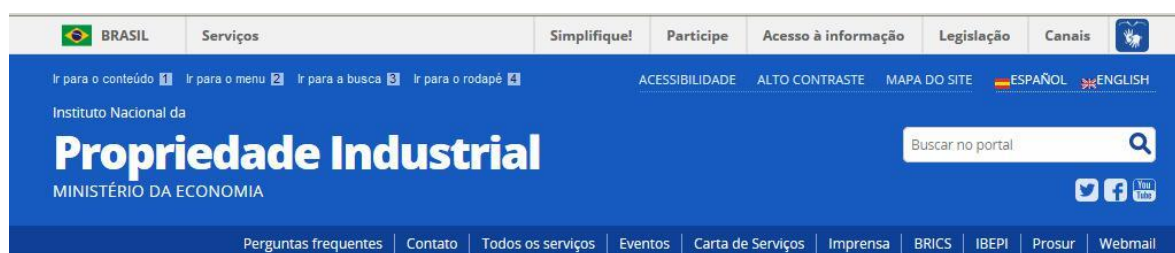
The full procedure to for appeal consists of issuing the GRU (Brazilian Federal Revenue Collection Slip) with service code 416, and fill it in the e-Contratos system, as detailed below

1.1 Issuance of the Brazilian Federal Revenue Collection Slip

The issuance of the Brazilian Federal Revenue Collection Slip with code 416 of Petition for Appeal follows the steps below:

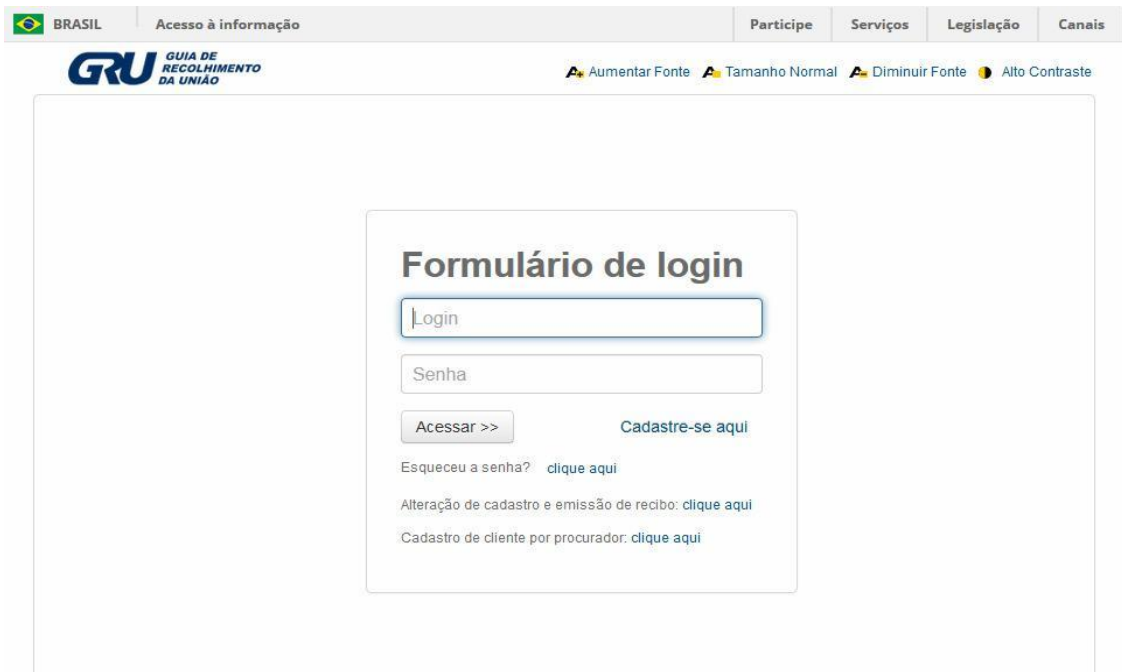
1.1.1 Accessing INPI's portal

Access "Emita a GRU" (Brazilian Federal Revenue Collection Slip (GRU) Issuance) on the National Institute of Industrial Property – INPI's website home page (www.inpi.gov.br), as shown in the following figure:



1.1.2 Inserting user's login and password

Inform login and password, and click on access, as shown in the following figure.




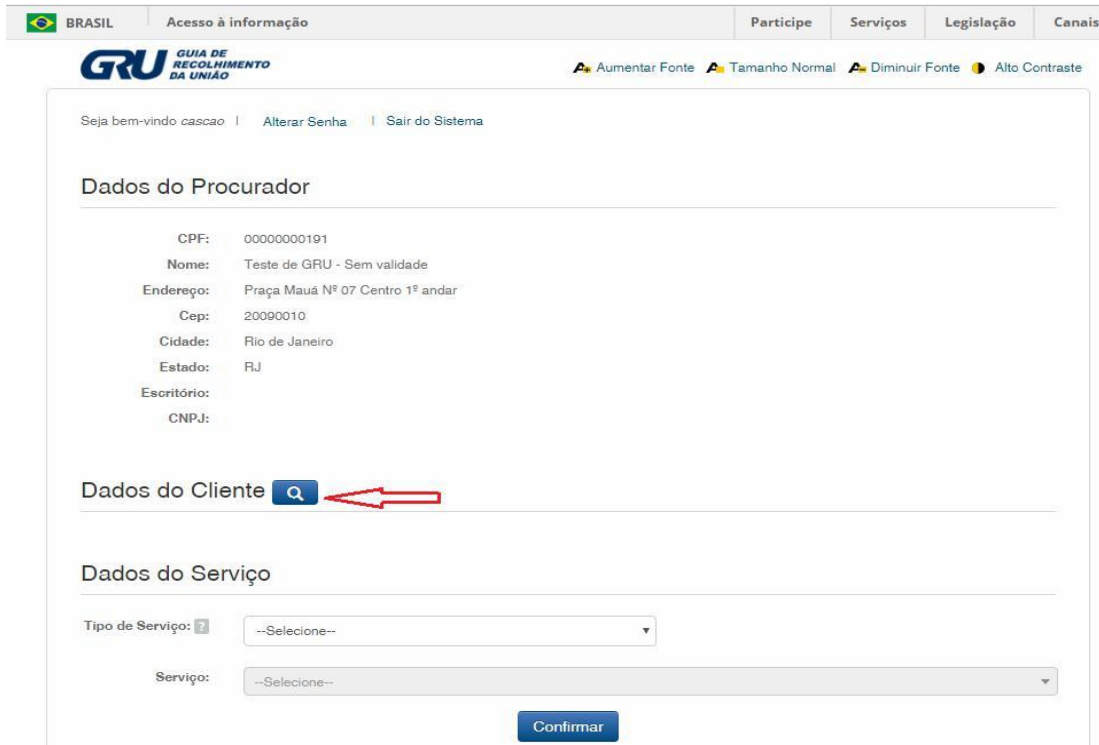
The image shows a screenshot of a web browser displaying the login form for the GRU (Guia de Recolhimento da União) website. The page header includes the Brazilian flag, the text "BRASIL", and "Acesso à informação". Navigation links for "Participe", "Serviços", "Legislação", and "Canais" are visible. The GRU logo and the text "GUIA DE RECOLHIMENTO DA UNIÃO" are on the left, and accessibility options like "Aumentar Fonte", "Tamanho Normal", "Diminuir Fonte", and "Alto Contraste" are on the right.

The main content area features a "Formulário de login" (Login Form) with the following elements:

- A title "Formulário de login".
- A text input field labeled "Login" containing the text "Login".
- A text input field labeled "Senha" (Password).
- A button labeled "Acessar >>" (Access >>).
- A link labeled "Cadastre-se aqui" (Register here).
- A link labeled "Esqueceu a senha? clique aqui" (Forgot password? click here).
- A link labeled "Alteração de cadastro e emissão de recibo: clique aqui" (Change registration and receipt issuance: click here).
- A link labeled "Cadastro de cliente por procurador: clique aqui" (Client registration by procurator: click here).

1.1.3 Searching client's data

Click on the symbol , next to Client's Data, in order to select the client issuing the Brazilian Federal Revenue Collection Slip (GRU), as shown in the following figures.



BRASIL | Acesso à informação | Participe | Serviços | Legislação | Canais

GRU GUIA DE RECOLHIMENTO DA UNIÃO

Aumentar Fonte | Tamanho Normal | Diminuir Fonte | Alto Contraste

Seja bem-vindo cascao | Alterar Senha | Sair do Sistema

Dados do Procurador

CPF: 0000000191
Nome: Teste de GRU - Sem validade
Endereço: Praça Mauá Nº 07 Centro 1º andar
Cep: 20090010
Cidade: Rio de Janeiro
Estado: RJ
Escritório:
CNPJ:

Dados do Cliente

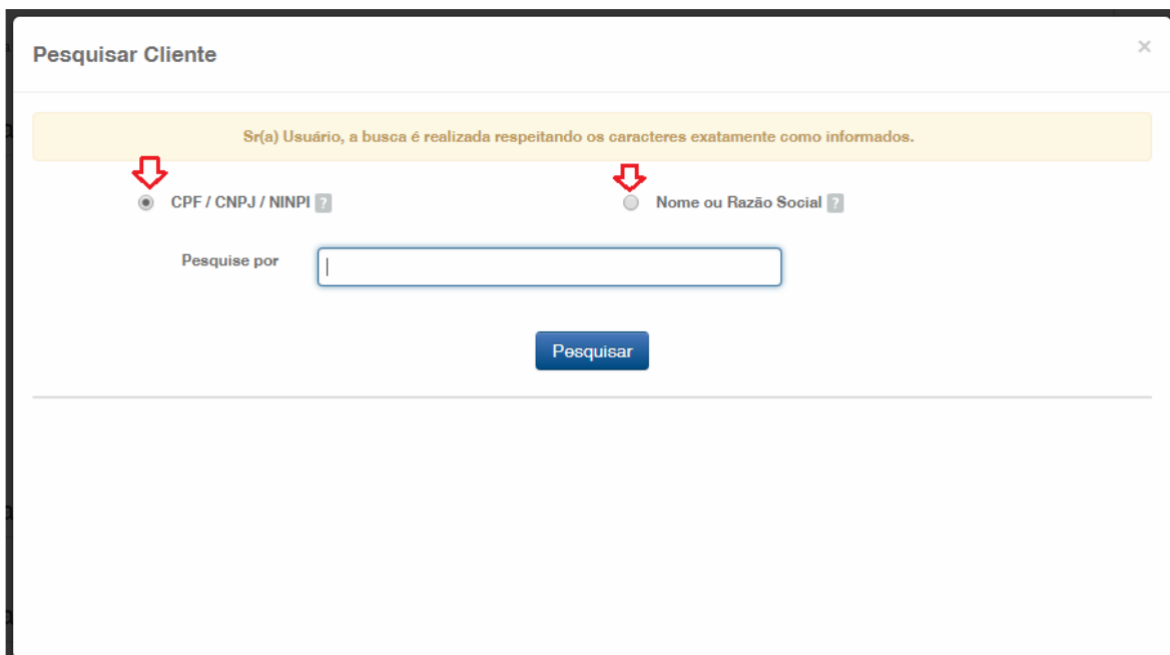
Dados do Serviço

Tipo de Serviço: --Selecione--
Serviço: --Selecione--

Confirmar

1.1.4 Defining search mode

Choose how you wish to search for the client, through Individual Taxpayer's Enrollment Number (CPF)/National Corporate Taxpayers Register (CNPJ) or through Name/Corporate Name, clicking on the desired option. And type in the field "Pesquise por" (Search for), as shown in the following figure.



Pesquisar Cliente

Sr(a) Usuário, a busca é realizada respeitando os caracteres exatamente como informados.

CPF / CNPJ / NINPI ? Nome ou Razão Social ?

Pesquise por

Pesquisar

Type the CPF/CNPJ or part of the Name/Corporate Name and the options for selection shall be listed, as shown in the following figure.

Pesquisar Cliente

CPF / CNPJ / NINPI ? Nome ou Razão Social ?

Pesquise por

Pesquisar

Exibindo 1 até 10 de 45 linhas registros por página

CPF/CNPJ/NINPI	NOME	
FR0003359451	XXXXXXXXXXXXX	Selecionar
12112010143811	XXXXXXXXXXXXX	Selecionar
FR0007649314	XXXXXXXXXXXXX	Selecionar

1.1.5 Defining the desired service

Choose the corresponding option, clicking on “Selecionar” (Select), as shown in the following figure:

Dados do Cliente

CPF/CNPJ/NINPI: FR0003359451
Nome: XXXXXXXXXXXXX
Endereço: 33, rue Lafayette F-75009 Paris
Cep:
Cidade:
Estado:
País: França

Dados do Serviço

Tipo de Serviço:

Serviço:

Confirmar

Click on the arrow to choose the “Tipo de serviço” (Type of service) and select “Contratos de Transferência de Tecnologia” (Technology Transfer Agreements), as shown in the following figure:

Dados do Serviço

Tipo de Serviço: ? --Selecione--

Serviço: --Selecione--

- Selecione--
- Administração Geral
- Contratos de Transferência de Tecnologia**
- Indicações Geográficas
- Marcas
- Patente de Invenção e Modelo de Utilidade
- Registro de Desenho Industrial
- Registro de Programas de Computador
- Registro de Topografia de Circuitos Integrados

Next, click on the arrow to choose the “Serviço” (Service), and select “Recurso” (Appeal) (416), as shown in the following figures

Dados do Serviço

Tipo de Serviço: ? Contratos de Transferência de Tecnologia

Serviço: --Selecione--

Confirmar

Dados do Serviço

Tipo de Serviço: ? Contratos de Transferência de Tecnologia

Serviço: Recurso (416)

Processo administrativo: ?

Confirmar

After that, inform the number of the proceeding to which the petition is related to, with format xxxxxx – 6 digits – former number format, or BR70201xxxxxxxx – new number format; and click on “Confirmar” (Confirm), as shown in the following figure:

Dados do Serviço

Tipo de Serviço: ? Contratos de Transferência de Tecnologia

Serviço: Recurso (416)

Processo administrativo: ? BR702018000xxxx

Confirmar

The selected code shall be displayed, and to complete it, click on “Finalizar Serviço” (End Service), and issue the GRU, as shown in the following figure:

Dados do Serviço

Tipo de Serviço:

Serviço:

Processo administrativo:

Sr(a) Usuário: Confira o serviço antes de acionar a opção "Finalizar Serviço". Não concordando com o serviço selecionado, acione a opção "Cancelar Serviço". Para que o seu pedido seja aceito, é obrigatório o pagamento da GRU na rede bancária, antes do envio do formulário.

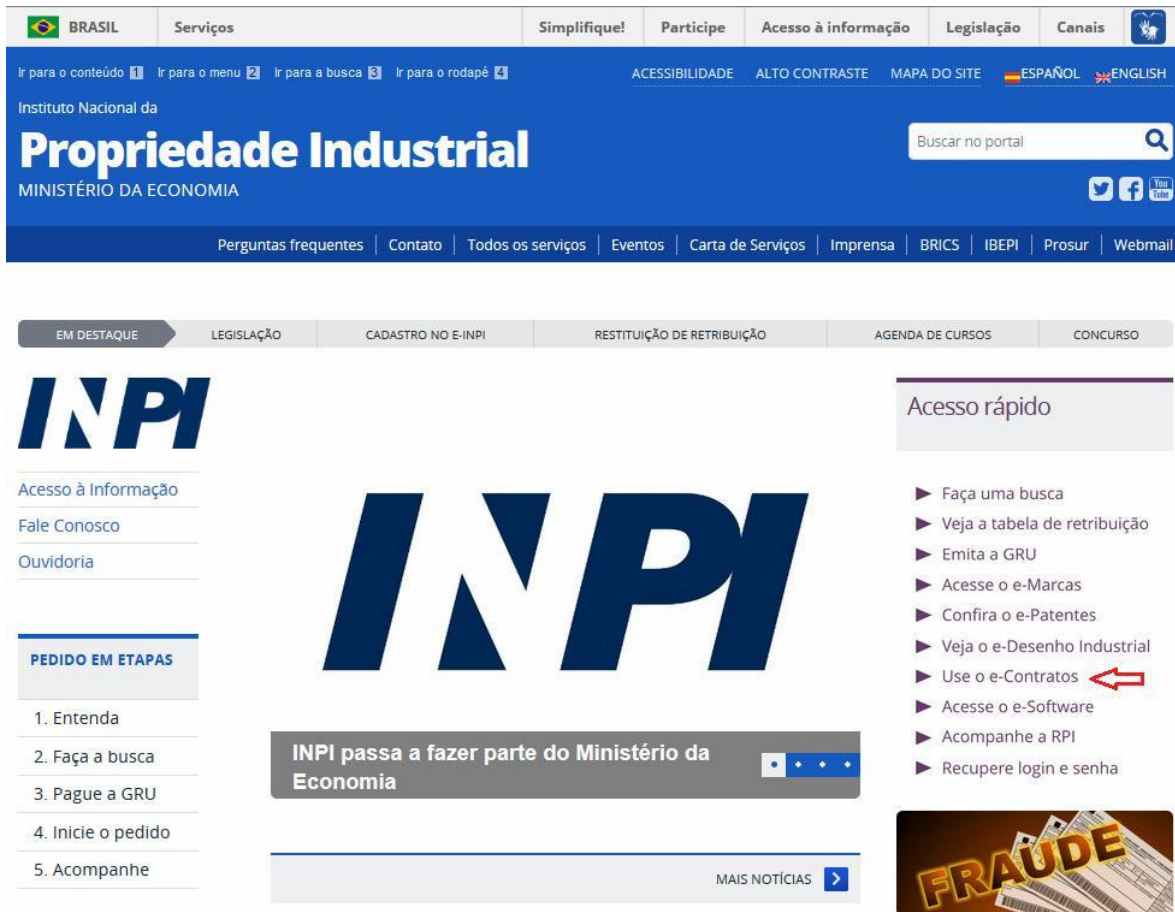
Cod.	Serviço	Valor
416	Recurso	590,00

Valor total: 590,00

1.2 Submission of the petition for Appeal through the e-Contratos System

1.2.1 Accessing the e-Contratos

After paying the GRU, access the e-Contratos System, in “Use o e-Contratos” (Use the e-Contratos System), as shown in the following figure:



The screenshot displays the INPI (Instituto Nacional da Propriedade Industrial) website. The header includes navigation links such as 'Serviços', 'Simplifique!', 'Participe', 'Acesso à informação', 'Legislação', and 'Canais'. The main navigation bar features 'Propriedade Industrial' and 'MINISTÉRIO DA ECONOMIA'. A search bar is located on the right side of the header. Below the header, there is a horizontal menu with categories like 'EM DESTAQUE', 'LEGISLAÇÃO', 'CADASTRO NO E-INPI', 'RESTITUIÇÃO DE RETRIBUIÇÃO', 'AGENDA DE CURSOS', and 'CONCURSO'. The main content area features a large 'INPI' logo and a navigation menu on the left with options like 'Acesso à Informação', 'Fale Conosco', and 'Ouvidoria'. A central banner reads 'INPI passa a fazer parte do Ministério da Economia'. On the right, a 'Acesso rápido' (Quick Access) section lists various services, with 'Use o e-Contratos' highlighted by a red arrow. Below this section is a 'FRAUDE' warning banner.

1.2.2 Inserting user's login and password

Inform the login (Individual registered as “Attorney or Individual with power of attorney”) and the password. Click on “Acessar” (Access), as shown in the following figure:

Formulário de login

 Lembrar-me
 [Cadastre-se aqui](#)
[Esqueceu a Senha? clique aqui](#)

1.2.3 Typing the Brazilian Federal Revenue Collection Slip number

Type the “nosso número” (our number) on the paid GRU and click on “Avançar” (Next), as shown in the following figure:

Seja bem-vindo | [Sair do Sistema](#)

Sr(a) Contratante,
Antes de preencher os dados relativos ao seu Requerimento de Averbação ou Petição é necessário a emissão e o pagamento da Guia de Recolhimento da União (GRU), através da qual será solicitado o serviço a ser efetuado pelo INPI. No caso de estar solicitando a 2ª via do recibo, o mesmo somente será disponibilizado se o usuário logado for o requerente, seu procurador ou um procurador do escritório contratado.

[Não possui sua GRU ? gere sua guia aqui](#)

Nosso Número (nº da GRU):

1.2.4 Accessing the electronic form

After adding “nosso número” (our number) of the GRU paid, the electronic form to be filled will be launched.

Please not that Process/INPI/CGTEC number informed upon issuance of the GRU is transferred to the form, so it is important to pay attention when filling the GRU, as shown in the following figure:

Seja bem-vindo | [Sair do Sistema](#)

Coordenação Geral de Contratos de Tecnologia
Recurso
00000241700931937

Identificação

Petição relacionada com processo INPI nº :

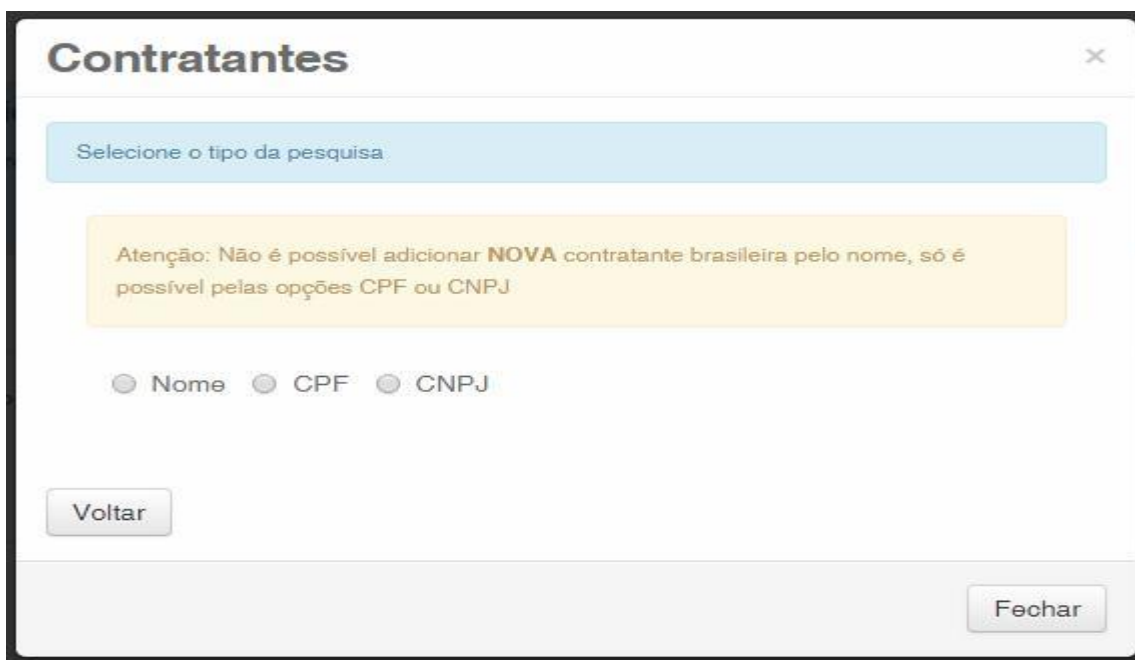


Click on “Adicionar Requerente” (Add Applicant) to select which of the Parties shall be the applicant of the petition. Next inform if the company is a Brazilian or Foreign company, as shown in the following figure:



The screenshot shows a dialog box titled "Contratantes" with a close button (X) in the top right corner. Below the title bar is a light blue instruction box that reads "Selecione a nacionalidade da Requerente". In the center of the dialog, there are two buttons: "BRASILEIRA" and "ESTRANGEIRA". At the bottom right, there is a "Fechar" button.

Choose which search option you wish to use for the company. If a Brazilian applicant, as shown in the following figure:



The screenshot shows a dialog box titled "Contratantes" with a close button (X) in the top right corner. Below the title bar is a light blue instruction box that reads "Selecione o tipo da pesquisa". Below this is a yellow warning box with the text: "Atenção: Não é possível adicionar **NOVA** contratante brasileira pelo nome, só é possível pelas opções CPF ou CNPJ". Underneath the warning box are three radio button options: "Nome", "CPF", and "CNPJ". At the bottom left, there is a "Voltar" button, and at the bottom right, there is a "Fechar" button.

Or a Foreign applicant, as shown in the following figure:

The screenshot shows a web interface titled "Contratantes" with a search form. At the top, there is a blue bar with the text "Informe os dados da Requetente". Below this, there is a text input field labeled "Nome:" containing the text "PESQUISE PELO NOME DA CONTRATANTE". Underneath is a dropdown menu labeled "País:" with the text "-- selecione o seu país --". To the right of the dropdown is a "Pesquisar" button. To the left is a "Voltar" button. At the bottom right of the form is a "Fechar" button.

1.2.5 Adding the documents to be filed in the petition

After selecting the applicant company of the petition, the files shall be attached according to its corresponding title by clicking on the arrow “Escolha um Arquivo” (Choose a File), as shown in the following figures:

The first screenshot shows the "Anexos" section of the interface. It features a yellow warning box with the text "Aviso! O(s) anexo(s) obrigatório(s) é(são) : GRU e Comprovante de Pagamento -". Below the warning, there are two input fields: "Anexos:" with a dropdown menu showing "--Escolha um Anexo --" and a green "+ Adicionar" button, and "Outros:" with a text input field containing "Outros:..." and another green "+ Adicionar" button. A red circle highlights the dropdown arrow.

The second screenshot shows the same "Anexos" section, but with the dropdown menu open. The menu lists several options: "--Escolha um Anexo --", "Carta Justificativa", "Procuração", "Tradução da Procuração", "Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada", and "GRU e Comprovante de Pagamento". The "GRU e Comprovante de Pagamento" option is highlighted in blue. Below the dropdown, the text "Dados" is visible.

Note that sending the proof of payment of the GRU, named “GRU e Comprovante de Pagamento” (GRU and Proof of Payment), is mandatory.

Files other than those mentioned may be sent by clicking “Adicionar” (Add) on Outros (Others) (in this case they will not be named), all will be included as OUTROS (OTHERS), as shown in the following figure.

Confirm that the information is true and click on “Avançar” (Next) to finish as shown in the following figure:

You can also click on the option “Terminar outra hora” (Finish later), in which all information shall be recorded and may be accessed through GRU number, as shown in the following figure.

1.2.6 Submitting the petition to INPI


Next, the user may check all information and annexes included in the petition, as shown in the following figure:

Descrição	Nome	Número de Páginas	Visualizar
✓ GRU e Comprovante de Pagamento	F... ..pdf	1	🔍

After checking, you should click on “Protocolar” (File).

1.2.7 Accessing the copy of the petition filled with INPI

On the last screen the filling number and date shall be informed. By selecting “Clique Aqui!” (Click Here!) the form and annexes sent shall be downloaded, together with the filling number, GRU number, and date, serving as protocol. The petition for appeal may be printed or recorded, as shown in the following figure:



The screenshot displays the e-CONTRATOS system interface. At the top left is the logo "e-CONTRATOS". At the top right are navigation links: "Aumentar Fonte", "Tamanho Normal", "Diminuir Fonte", and "Alto Contraste". Below the header, there is a greeting "Seja bem-vindo" and a link "Sair do Sistema". A digital certificate icon is shown with the text "Certificado Digital". A green arrow points to a button labeled "Clique Aqui!" which is circled in red. Below this button is the text "Para receber seu Formulário Eletrônico". The central part of the screen displays the following information: "Número do Protocolo - 880180000038", "Nosso Número - 00000241700929134", and "Data de envio do formulário - 19/06/2018 16:10". At the bottom, there is a button labeled "<< Voltar ao Início".