



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

Guide for Submission of the Petition for Enquiry

Rio de Janeiro
2019

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1. Guide for Submission of the Petition for Enquiry

The petition for enquiry is intended to request analysis of a draft contract, amendment or invoice. The adequacy of the document, the feasibility of annotation and/or registration may be challenged. It can also be used to request clarifications and statements regarding the requirements and analysis procedures for the purposes of registration that are used at the National Institute of Industrial Property – INPI.

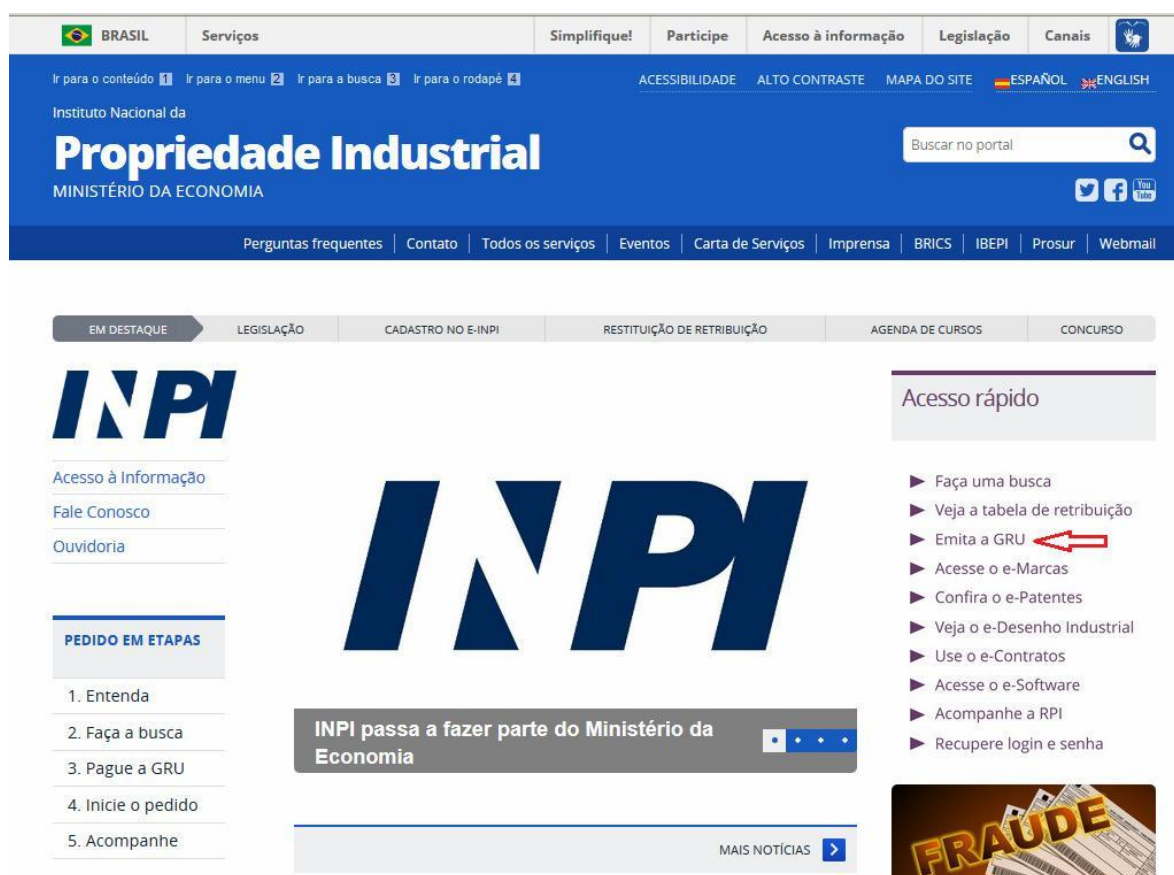
The complete procedure to request an Enquiry consists of issuing the Brazilian Federal Revenue Collection Slip (GRU) with service code 407 and filling it in the e-Contratos system, as detailed below.

1.1 Issuance of the Brazilian Federal Revenue Collection Slip

The issuance of the Brazilian Federal Revenue Collection Slip with code 410 of the Petition for Enquiry includes the following steps:

1.1.1 Accessing the INPI's portal

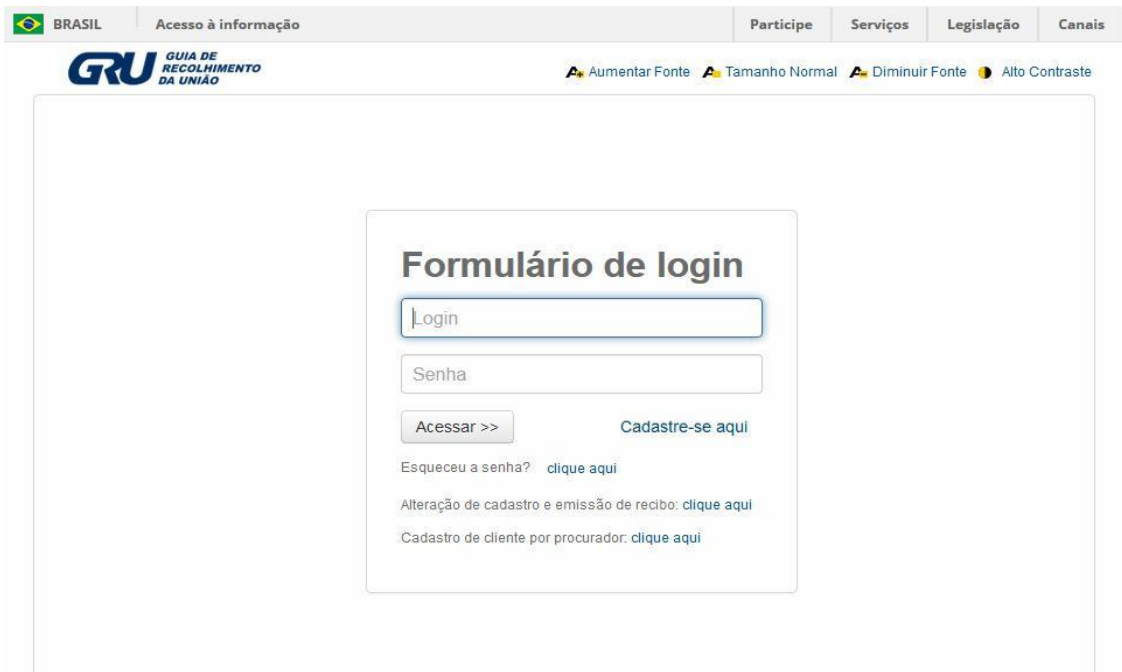
Access “*Emita a GRU*” (Brazilian Federal Revenue Collection Slip (GRU) Issuance) on the INPI’s website homepage (www.inpi.gov.br), as shown in the following figure:



The screenshot displays the INPI website homepage. At the top, there is a navigation bar with links for 'Serviços', 'Simplifique!', 'Participe', 'Acesso à informação', 'Legislação', and 'Canais'. Below this, the main header features the INPI logo and the text 'Propriedade Industrial' and 'MINISTÉRIO DA ECONOMIA'. A search bar is located on the right side of the header. The main content area is divided into several sections. On the left, there is a sidebar with links for 'Acesso à Informação', 'Fale Conosco', and 'Ouvidoria'. In the center, there is a large 'INPI' logo and a news banner that reads 'INPI passa a fazer parte do Ministério da Economia'. On the right, there is a 'Acesso rápido' section with a list of quick links. The link 'Emita a GRU' is highlighted with a red arrow. Below this list, there is a banner with the word 'FRAUDE' and an image of a document.

1.1.2 Entering the username and password


Inform username and password, and click on “*acessar*” (access), as shown in the following figure.

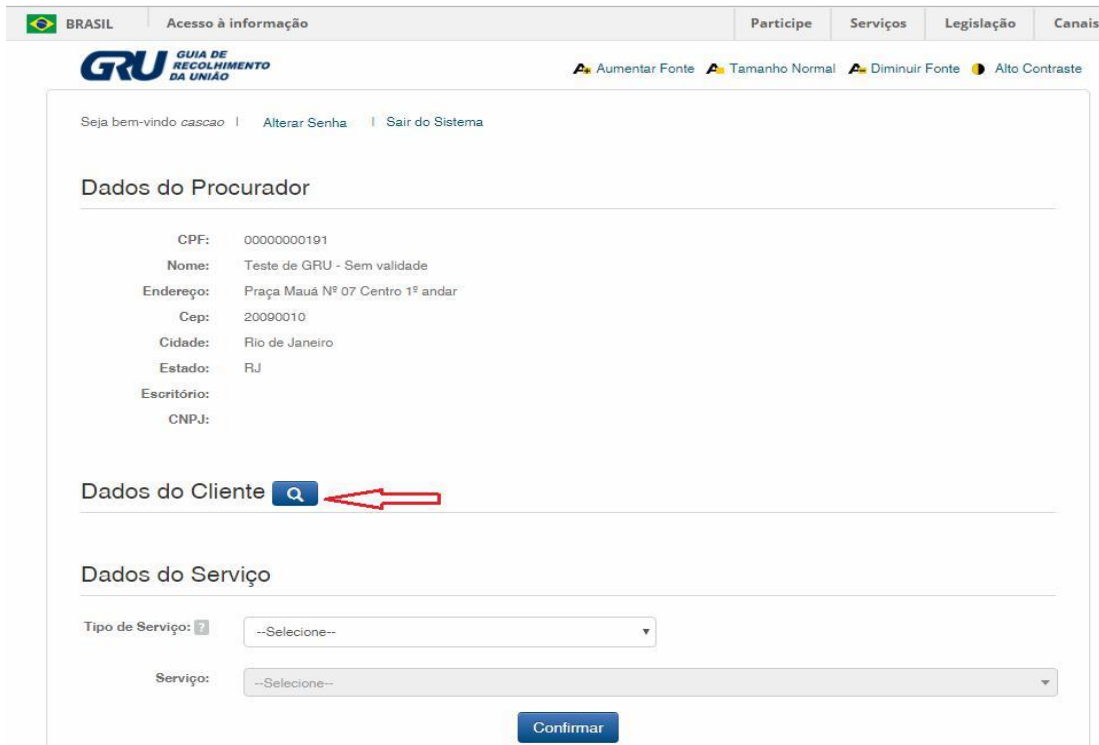


The image shows a screenshot of a web page with a login form. At the top, there is a navigation bar with a Brazilian flag icon, the text "BRASIL", and "Acesso à informação". To the right are links for "Participe", "Serviços", "Legislação", and "Canais". Below the navigation bar is the logo for "GRU GUIA DE RECOLHIMENTO DA UNIÃO" and accessibility options: "Aumentar Fonte", "Tamanho Normal", "Diminuir Fonte", and "Alto Contraste". The main content area contains a box titled "Formulário de login" with the following elements:

- A text input field labeled "Login" containing the text "Login".
- A text input field labeled "Senha".
- A button labeled "Acessar >>".
- A link labeled "Cadastre-se aqui".
- A link labeled "Esqueceu a senha? clique aqui".
- A link labeled "Alteração de cadastro e emissão de recibo: clique aqui".
- A link labeled "Cadastro de cliente por procurador: clique aqui".


1.1.3 Searching for the client's data

Click on the symbol  next to “*Dados do Cliente*” (Client’s Data), in order to select the client issuing the Brazilian Federal Revenue Collection Slip (GRU), as shown in the following figures.



The screenshot shows the GRU (Guia de Recolhimento da União) interface. At the top, there is a navigation bar with "BRASIL" and "Acesso à informação". Below this, the GRU logo is displayed. The main content area is titled "Dados do Procurador" and contains the following information:

- CPF: 00000000191
- Nome: Teste de GRU - Sem validade
- Endereço: Praça Mauá Nº 07 Centro 1º andar
- Cep: 20090010
- Cidade: Rio de Janeiro
- Estado: RJ
- Escritório: CNPJ:

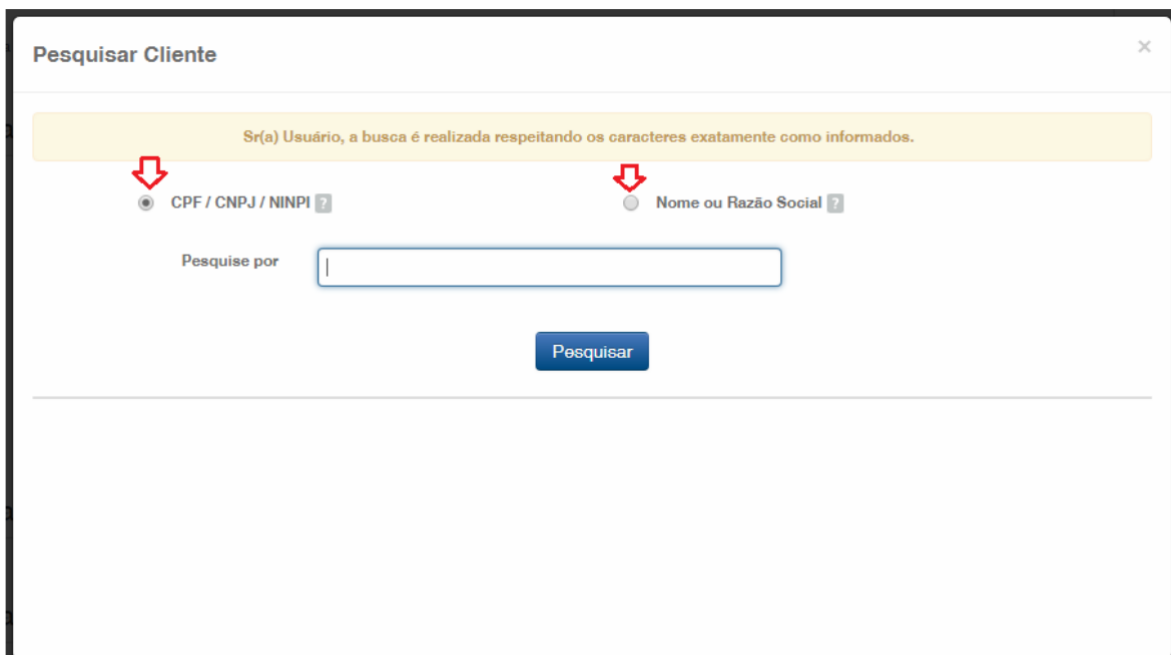
Below the "Dados do Procurador" section, there is a section titled "Dados do Cliente" with a magnifying glass icon  next to it, which is highlighted by a red arrow. Below this, there is a section titled "Dados do Serviço" with two dropdown menus:

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

A "Confirmar" button is located at the bottom of the "Dados do Serviço" section.


1.1.4 Defining the 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.



The screenshot shows the "Pesquisar Cliente" (Search Client) dialog box. At the top, there is a yellow banner with the text: "Sr(a) Usuário, a busca é realizada respeitando os caracteres exatamente como informados." Below this, there are two radio buttons for selecting the search mode:

- CPF / CNPJ / NINPI ?
- Nome ou Razão Social ?

Below the radio buttons, there is a text input field labeled "Pesquise por" with a magnifying glass icon  next to it. A "Pesquisar" button is located at the bottom of the dialog box.



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	XXXXXXXXXXXXXX	Selecionar
12112010143811	XXXXXXXXXXXXXX	Selecionar
FR0007649314	XXXXXXXXXXXXXX	Selecionar

1.1.5 Defining the service desired

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

Dados do Cliente

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

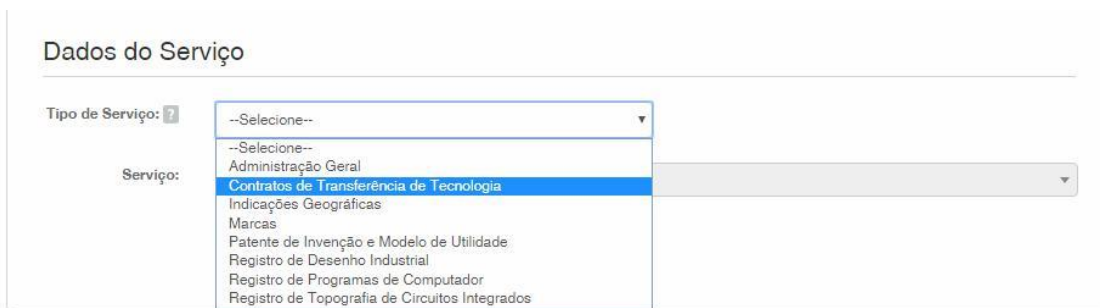
Dados do Serviço

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:

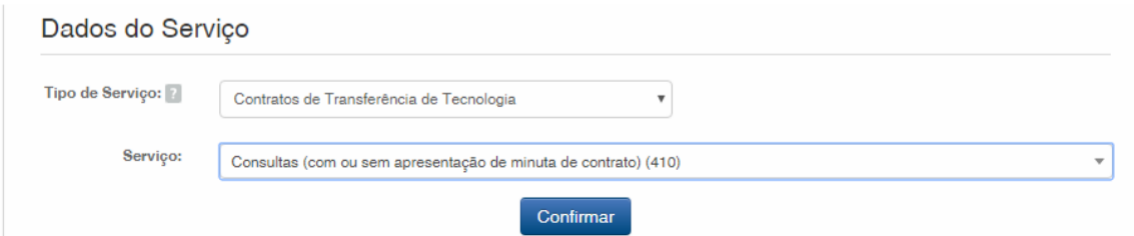


The screenshot shows a form titled "Dados do Serviço". It has two dropdown menus. The first, labeled "Tipo de Serviço:", is open, showing a list of options: "--Selecione--", "Administração Geral", "Contratos de Transferência de Tecnologia" (highlighted in blue), "Indicações Geográficas", "Marcas", "Patente de Invenção e Modelo de Utilidade", "Registro de Desenho Industrial", "Registro de Programas de Computador", and "Registro de Topografia de Circuitos Integrados". The second dropdown menu, labeled "Serviço:", is currently empty and has a grey background.

Then, click on the arrow to choose the “*Serviço*” (Service) and select “*Consultas (com ou sem apresentação de minuta de contrato) (410)*” (Enquiries – with or without submission of contract draft), according to the images below:



This screenshot shows the "Dados do Serviço" form with "Contratos de Transferência de Tecnologia" selected in the "Tipo de Serviço:" dropdown. The "Serviço:" dropdown is currently set to "--Selecione--". A red circle highlights the downward arrow of the "Serviço:" dropdown. A blue "Confirmar" button is visible below the dropdowns.




This screenshot shows the "Dados do Serviço" form with "Contratos de Transferência de Tecnologia" selected in the "Tipo de Serviço:" dropdown and "Consultas (com ou sem apresentação de minuta de contrato) (410)" selected in the "Serviço:" dropdown. A blue "Confirmar" button is visible below the dropdowns.

After that, click on “*Confirmar*” (Confirm).

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

Dados do Serviço

Tipo de Serviço:  Contratos de Transferência de Tecnologia

Serviço: Consultas (com ou sem apresentação de minuta de contrato) (410)

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
410	Consultas (com ou sem apresentação de minuta de contrato)	260,00
Valor total:		260,00

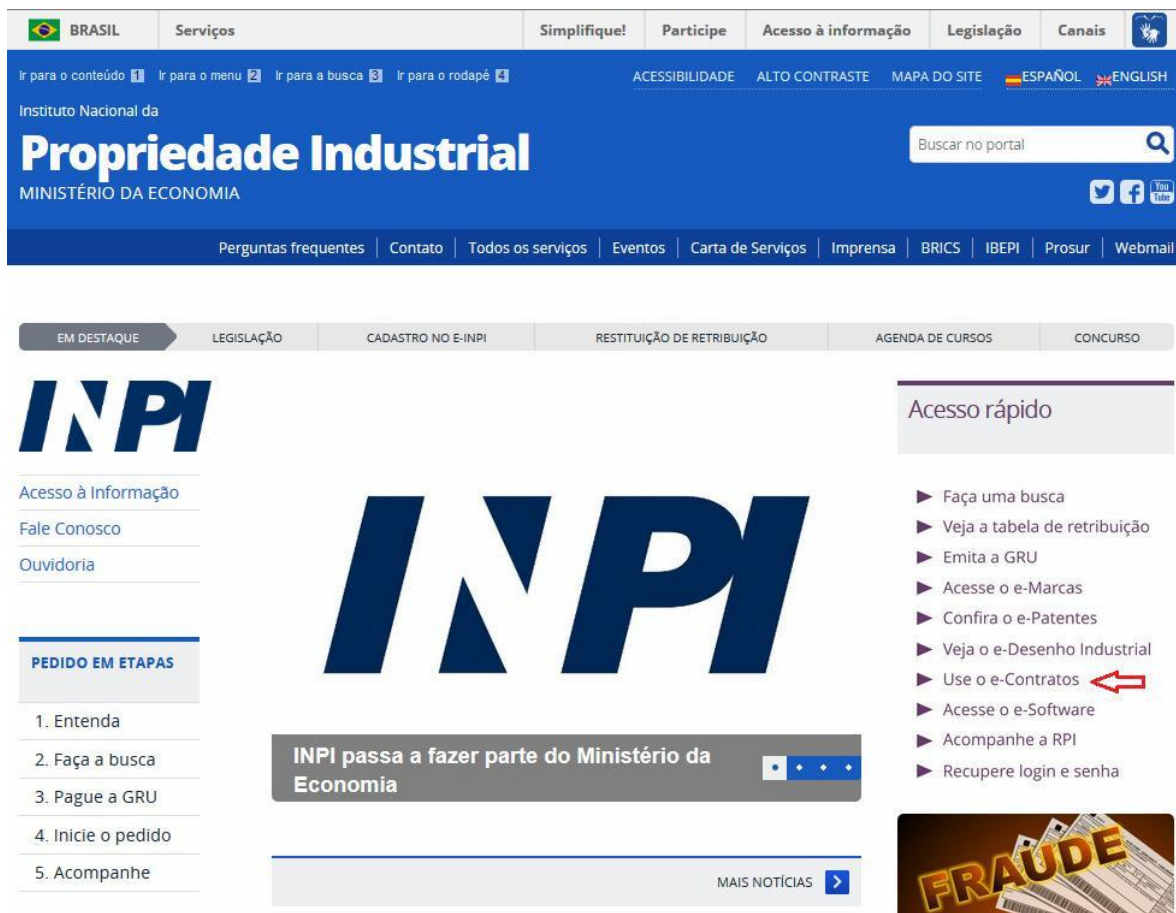
Finalizar Serviço

Cancelar Serviço

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

1.2.1 Accessing the e-Contratos System

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 present with the text 'Buscar no portal'. Below the header, there are several tabs: 'EM DESTAQUE', 'LEGISLAÇÃO', 'CADASTRO NO E-INPI', 'RESTITUIÇÃO DE RETRIBUIÇÃO', 'AGENDA DE CURSOS', and 'CONCURSO'. The central area features the large INPI logo. To the left, there is a sidebar with links for 'Acesso à Informação', 'Fale Conosco', and 'Ouvidoria'. Below this, a section titled 'PEDIDO EM ETAPAS' lists five steps: 1. Entenda, 2. Faça a busca, 3. Pague a GRU, 4. Inicie o pedido, and 5. Acompanhe. In the center, a banner reads 'INPI passa a fazer parte do Ministério da Economia'. To the right, a 'Acesso rápido' section lists various services, with 'Use o e-Contratos' highlighted by a red arrow. Below this, there is a 'MAIS NOTÍCIAS' link and a graphic with the word 'FRAUDE'.

1.2.2 Entering the username and password

Inform the username (of the Individual registered as “Advogado ou Pessoa Física com instrumento de procuração” (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 “*nosso número*” (our number) of 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.

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

Coordenação Geral de Contratos de Tecnologia
Consultas (com ou sem apresentação de minuta de contrato)
00000241700931996

Identificação

Consulta relacionada com processo ?
 Não Sim



Please answer the question whether the Enquiry being filed is related to any process already filed in this coordination. Clicking Yes and filling in the box with the process number, or No, as follows:

Identificação

Consulta relacionada com processo ?

Não Sim

Número do processo:

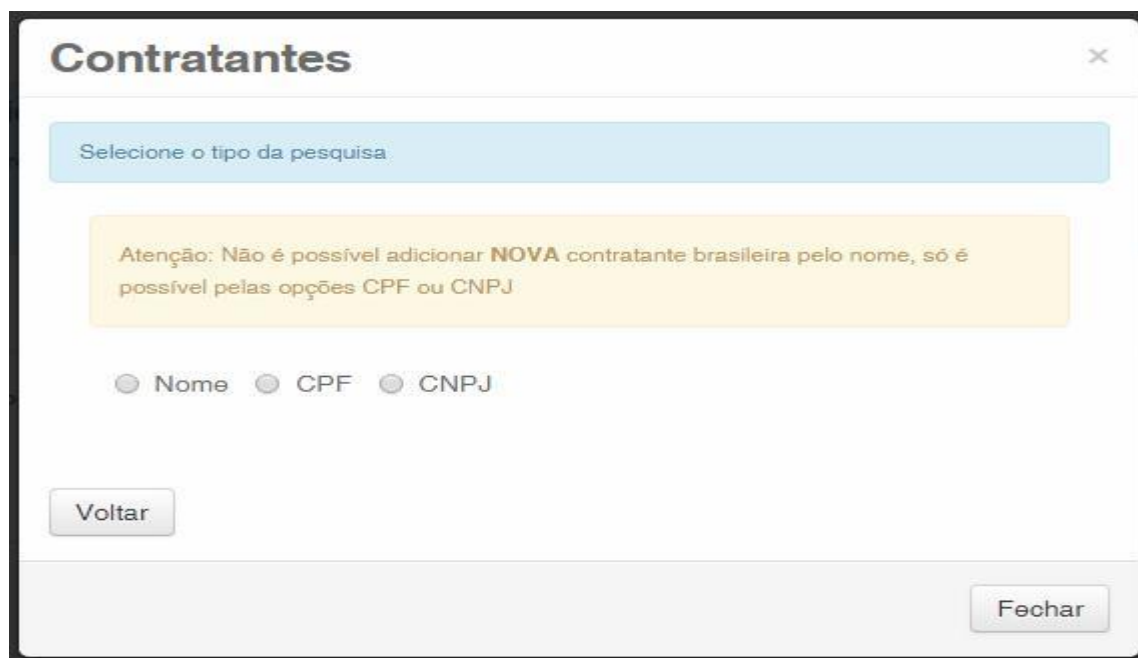


Click on “*Adicionar Requente*” (Add Applicant) to select the applicant of the petition. Next please inform whether the applicant is Brazilian or Foreign, as shown below:



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 applicant. 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 form titled "Contratantes" with a close button (X) in the top right corner. Below the title is a light blue bar with the text "Informe os dados da Requetente". The form contains two input fields: "Nome:" with the placeholder text "PESQUISE PELO NOME DA CONTRATANTE" and "País:" with a dropdown menu showing "-- seleccione o seu país --". There are three buttons: "Voltar" (Back) on the left, "Pesquisar" (Search) on the right, and "Fechar" (Close) at the bottom right.

1.2.5 Adding the documents to be filed in the petition

After selecting the applicant 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:

This screenshot shows the "Anexos" (Attachments) section of a form. It features a yellow warning bar with the text "Aviso! O(s) anexo(s) obrigatório(s) é(são) : GRU e Comprovante de Pagamento -". Below this, 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 "Outros ..." and another green "+ Adicionar" button. A red circle highlights the dropdown arrow.

This screenshot shows the same "Anexos" section as the previous one, but with the dropdown menu open. The menu lists various document types: "Carta Justificativa", "Contrato", "Tradução do Contrato", "Procuração", "Tradução da Procuração", "Aditivo", "Tradução do Aditivo", "Fatura", "Tradução da Fatura", "Minuta de Fatura, Contrato ou Aditivo", "Tradução da Minuta de Fatura, Contrato ou Aditivo", "Estatuto, Contrato Social ou Ato Constitutivo com última alteração consolidada", and "GRU e Comprovante de Pagamento". The "Avançar >>" button is visible at the bottom right of the form area.

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 Sending 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	Carta de averbacao.pdf	1	Q

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

1.2.7 Accessing the copy of the petition to 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 enquiry 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 logo, there is a "Seja bem-vindo" message and a "Sair do Sistema" link. A "Certificado Digital" logo is shown with a green arrow pointing down to a button labeled "Clique Aqui!". Below this, the text "Para receber seu Formulário Eletrônico" is displayed. The central part of the screen shows 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 message: "Obrigado por acessar o e-Contratos." followed by two paragraphs of text explaining the process and a button labeled "<< Voltar ao Início".