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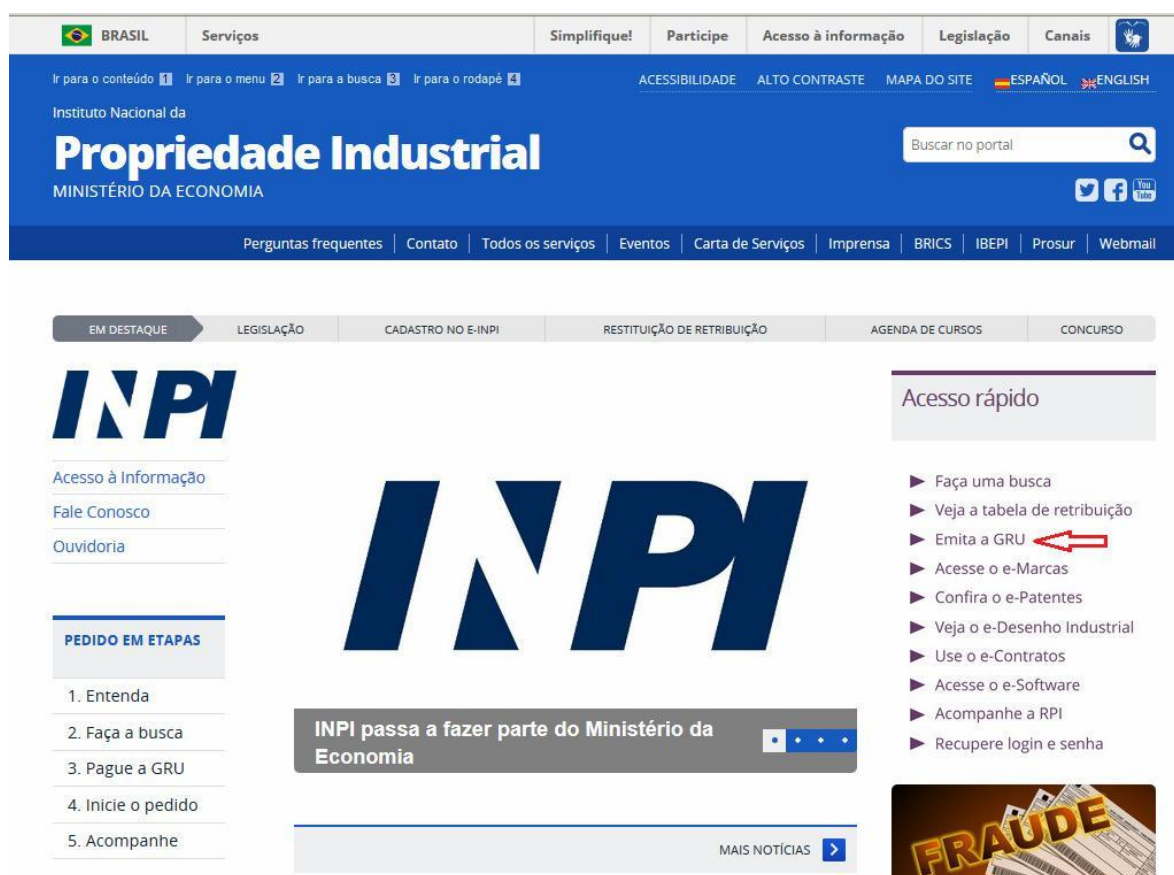
The complete procedure to request an Enquiry consists of issuing the Brazilian Federal Revenue Collection Slip (GRU) with service code 407 and filling it in the e-Contratos system, as detailed below.

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:
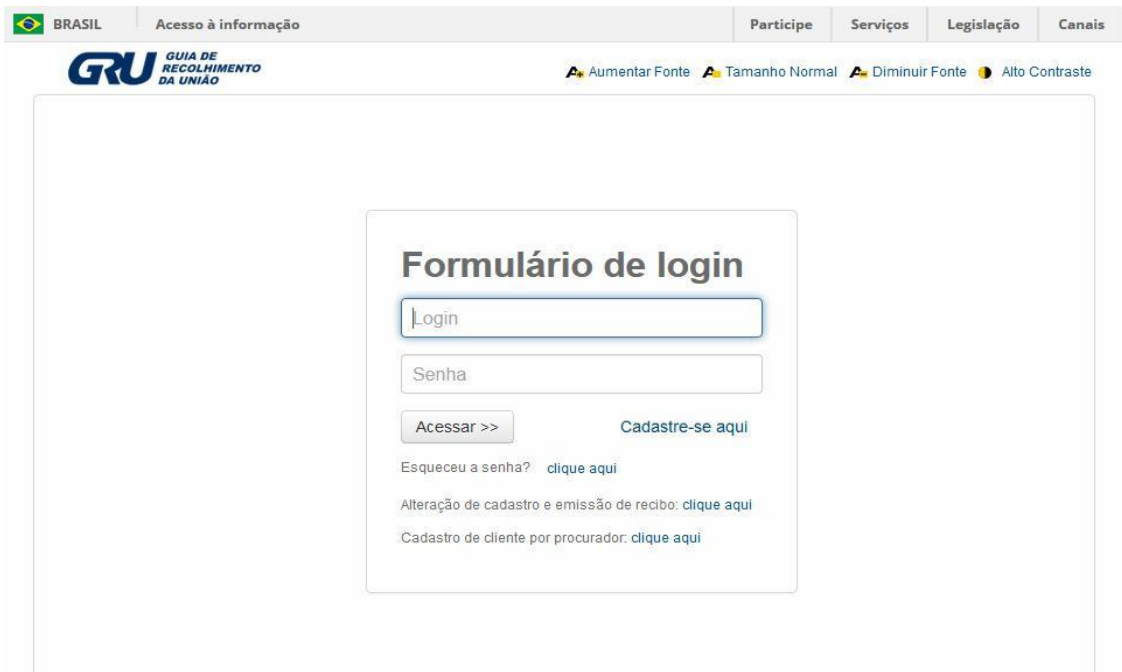
1.1.1 Accessing the INPI's portal

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:

1.1.2 Entering the username and password

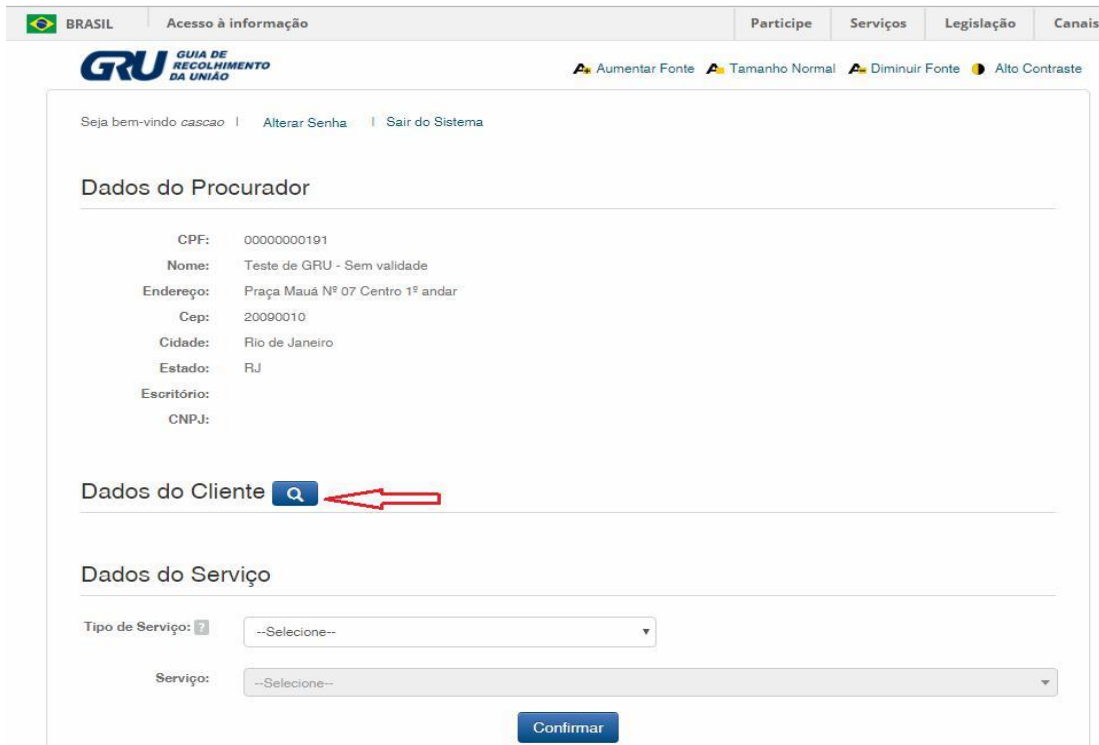Inform username and password, and click on "*acessar*" (access), as shown in the following figure.

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.

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.

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.

1.1.5 Defining the service desired

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

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:
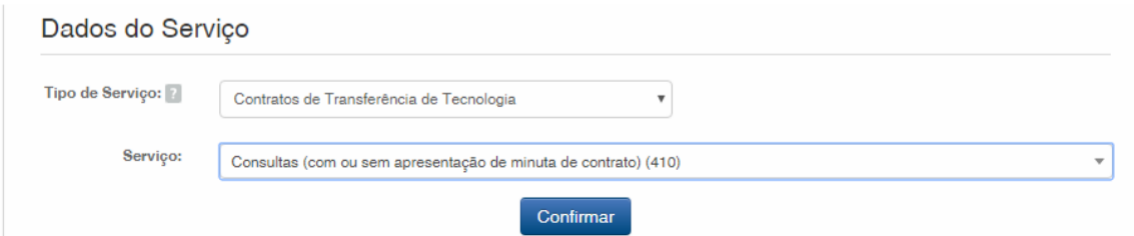

Then, click on the arrow to choose the "*Serviço*" (Service) and select "*Consultas (com ou sem apresentação de minuta de contrato) (410)*" (Enquiries – with or without submission of contract draft), according to the images below:

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.

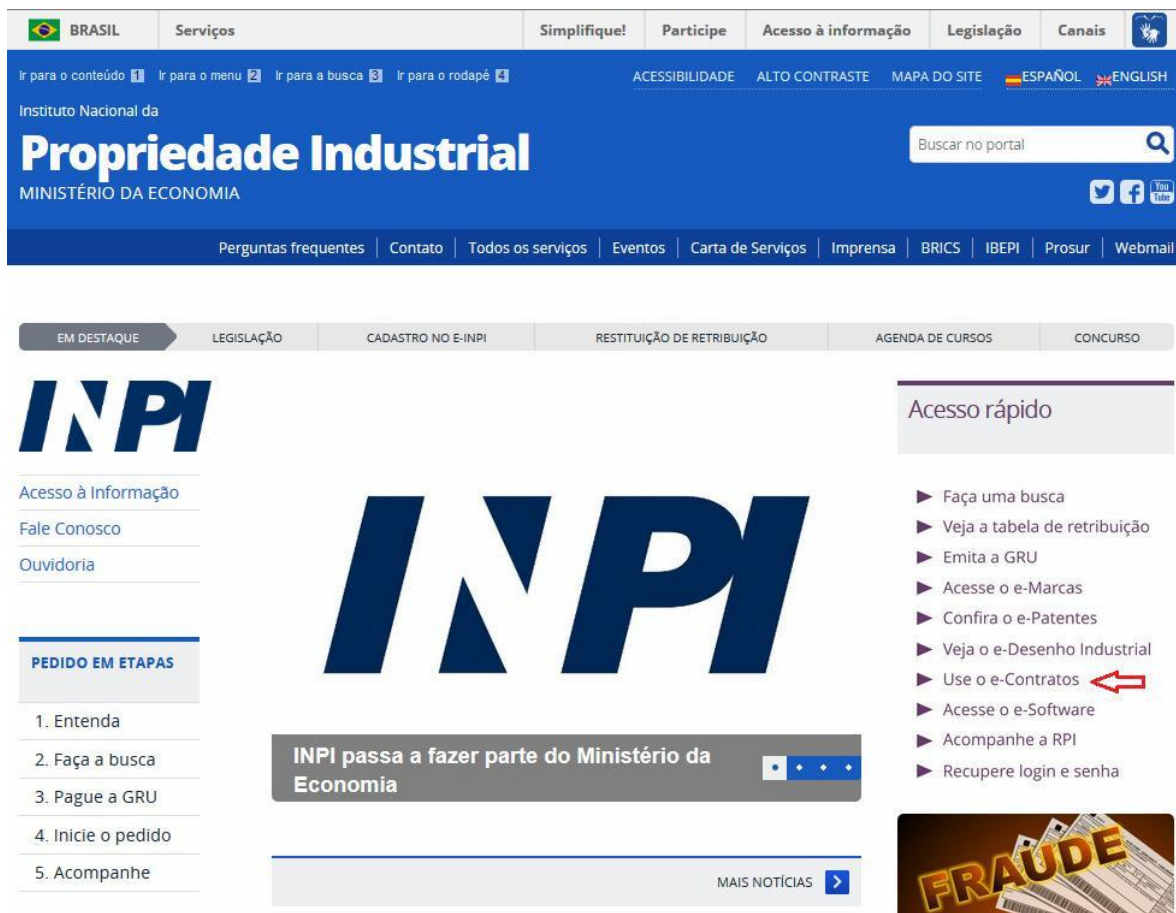| Cod.	Servico	Valor
410	Consultas (com ou sem apresentação de minuta de contrato)	260,00

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:

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:

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:

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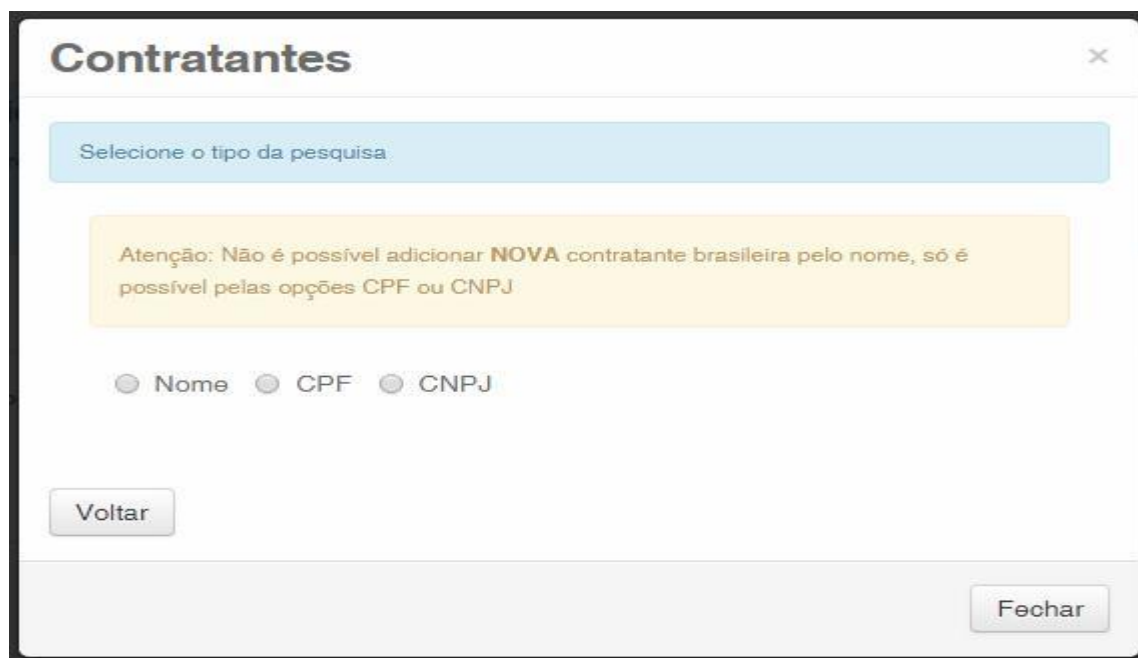
Click on "*Adicionar Requente*" (Add Applicant) to select the applicant of the petition. Next please inform whether the applicant is Brazilian or Foreign, as shown below:

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

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

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:

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:

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: